

## P + C Meeting Agenda

Wednesday 8<sup>th</sup> December 2021

Minutes recorded by Victoria Lush

**Meeting started 7.03pm**

**Attendees – meeting was held via Zoom**

**BPS:** Maria Lambos, Annabel Son

**P&C:** Gemma Puplett, Shehana Darda-Teixeira, Victoria Lush,

**Via Zoom:** Gabrielle Levette, Hamutal Mazrier, Natalia d'Morias, Damjan Vlastelica

**Apologies:** Conor McCormack, Paul Galpin, Cliff Philipiah, Anne Irvine, Nancy Ferguson, Belinda Mikhail Bryant, Sean Baumann

Welcome and introduction – Shehana

- Acknowledgment of country
- Summary of the year
  - Extended lockdown – another thank you to Maria and teachers (personally supports the more pay for teachers)
  - Long year that has zoomed by!
  - Community - best thing about Balmain – hope everyone gets to experience this again
  - Acknowledge everyone who has given time or money this year
  - Air filters – nearly \$5,500 –
  - Year Book sales – fantastic result
  - Yr 6 fundraisers – tough couple of years – Yr 6 Celebration will be a free event – first time in history
  - Thanks everyone who has helped

Previous Minutes (Nov 2021) - Victoria

- Read and ratifies – Gemma, seconded Shehana

Correspondence - Victoria

- HEPA Air Filters in classrooms at BPS
  - Email has gone out for voluntary donations
  - ESC has advised they will support and pay for 4 air purifiers
  - Some parents had issues accessing the donations options but all sorted and donations are coming through

Principal's Report - Maria Lambos

- **Solar My School update:** email received from School Infrastructure 6/12/21
  - Pre-tender meeting yet to occur - opening up this week, with the hope it is under budget and tender can be awarded within the next week
  - Pre-start meetings to then occur with winning contractor and school, to organise access over holiday break and emergency contacts
  - My understanding is that it's 'pencilled in' to be completed by end of February 2022 (but please don't quote me on that)
- **Toilet Upgrade:**
  - Thanks to Paul and Brendan for organising updated quote, with inclusion of a 'project manager', in line with requirements of DoE, for approval of works by School Infrastructure
  - Approval has been granted, with additional requirement of funds availability - Jenni has submitted Sales Order to P&C for the total amount (ex GST) of the proposed works, as it will be managed by AMU (Assets Management Unit), due to amount being over \$30,000 (unable to be managed by school)

- Final approval confirmed this afternoon - I should be receiving official paperwork by the end of the week. Yay!
- **Staffing @ Balmain PS:** (as per request from Shehana, P&C President after SMH article 17/11/21 [The Sydney schools with the most temporary and casual teachers](#))
- **Balmain** Casual staff - 15.3% Temporary staff - 30.6%  
Each school's context is different, so I'm unable to address the differences in percentages presented in the article's map.
  - **BPS Permanent staff entitlement** - 1 x Principal, 3 x Assistant Principals, 11 x Classroom teachers. All these positions are filled - no vacancies, including Jenny Parkes' position for 2022), however:
    - currently 1 x AP is working with the DoE's HPGE (High Potential Gifted Education Unit - higher duties for Sean Baumann (temp required to replace for year)
    - 3 x Mat Leave - temporary one-year contracts (max allowable), or to end of current year, in 3/4L's case, for all these positions
    - Jenny Parkes has a service transfer from start of 2022, to a school closer to home - when the position became vacant, it was immediately filled, following DoE procedure, which will be explained further in this week's issue of Pigeon Post
    - Entitlement 'bits & pieces' - not permanent positions - eg specialist teachers - music, art & STEAM - temporary one-year contracts (max allowable) for all these positions
    - Some positions are unable to have a temp replacement, so fall under the casual status - eg Louise Jennett and COVID ILSP funding in Semester 1.
      - this helped us through the transition from 15 classes to 14 earlier in the year
        - It's really tricky – leave/maternity leave/
        - Each school's individual situation
      - *Shehana – not a problem you have created – it is what the Dept has set up – it is really important for children to have permanent teachers over a number of years – thank you*
- **IT Levy:**
  - Since **18/10-7/12** - **received an additional \$1588.50** (equivalent to 19 students)
  - Balance as at 8/12/21 **\$17,689.50**
    - VL – is this enough? ML – always a need for more –
    - Shehana – need to understand what the needs are for next year – are there funds or do we need to fundraise? Can we have this ready for next year first meeting? SB
    - **Hamutal has sent a message during the meeting that there may be a grant for IT funding available**

### Acknowledgement:

Thank you for your ongoing support in 2021. Balmain PS is so fortunate to have such a passionate, hard-working group, whose aim is to ensure our students are well-supported, as is our wonderful school!

I'd like to especially acknowledge the contributions of exec committee members, Cliff and Victoria, whose babies are graduating next week and so will be moving on. Thanks so much for your ongoing support over the years, especially with the endless scrumptious BBQs and discos and, more recently, the successful Solar My School grant.

A special shout-out also goes to our Year 6 Graduation Parent Committee. COVID has continued to try and put a dampener on things this year, but the team have creatively thought of fundraising activities and deserve a huge CONGRATS for all their efforts!

Finance Report – Shehana on behalf P&C Treasurer (Paul – sent report)

## Main Financials Update

- Apologies for not being able to attend in person, lots going on this month!
- Current cash position is \$93k down from \$111k at last meeting i.e. \$(18)k decrease.
- Key moves:
  - \$(34)k to underwrite the toilets (see more later)
  - \$(758) in Federation fees and insurance
  - +\$5.5k (exact number \$5,480 net of the FlexiSchools fee) of extremely generous contributions to the HEPA air filters – more still coming through
  - Note for the air filters several parents contributed one-off amounts far in excess of the suggested donation and OOSH separately put in \$1.7k so many thanks to Kate Murphy and her team
- This level of financial support underscores the strength of feeling in the parent community
  - On this issue so great to be able to address a key concern (note the cost ex-GST was - \$16.7k
  - So the P&C contribution has been reduced to \$11.2k post donations)
  - There were 43 contributions, ranging from \$25 to \$500. The P&C would like to thank everyone involved as any amount is more than welcome.
- A separate +\$455 in annual P&C contributions
- +\$5.4k in yearbook income (from Cliff – books costs \$23, sell \$30 – so profit \$7 per book – once we sell the 200 it will be \$1400 profit)
- Residual from uniform income and other cash moves for the Yr 6 Graduation
  - Good news that it should fully self-fund with no contribution from the P&C required
- \$93k may seem like a lot still but \$55k of cash is tied up in deposits, just over \$23k in Uniforms and \$9k in the BFR account. The main operating account of the P&C is actually now pretty low at \$5.2k though we can transfer from elsewhere obviously if additional costs come up
- Toilets Update
  - The majority of the works are locked in for the week just before Xmas and a final site inspection is occurring this week (Thurs)
  - Basically when the kids get back it should all be done
  - It should be noted that we encountered some last minute admin / hurdles with the Department
  - They needed to deal with a single lead contractor and have a consolidated invoice
  - They needed to be prefunded for the entire amount of the quote
  - Also there was some small uptick in cost from the original quotes almost 9 months ago
  - To get one of the contractors to lead and sub-contract out it involves them dealing directly with the Department including taking on responsibility for things like Health and Safety on site plus paying the subcontractors
  - We have arranged that although it has incurred an additional project management fee of \$3k
  - But by doing it all through the School we save the GST
  - The project is now budgeted at \$34,168.50 ex GST and our grant award is for \$33,245.00 so we are currently looking at a \$900 potential contribution from the P&C (if it comes in at cost)
  - Brendan O'Brien has been amazing at helping us navigate all of this and we did explore other options to save the project management fee (e.g. get the Department to do the works) but it would have re-started the admin down a different route, missed the Xmas hols, and also come with a different set of financial risks. Maria can add more here if required?
  - On the upfront payment to the Department we will need some time to work through the funding deed which Paul will do (liaise with Gab where required). It wouldn't have come through quickly enough to permit commencement of works even if we had initiated straight away

P&C Issues/General business - Shehana

- Filling roles in the P&C - volunteers
  - Still need a new secretary for next year before the AGM
- Set date for next AGM – tentatively March 2<sup>nd</sup>?? Will audit be ready?
  - Check with Paul

2021 P&C Events Calendar – Gemma

- ELECTION DAY UPDATE - The combined efforts of the BBQ, Cake Stall, Tombola & Yr6 Merch raised \$1,912.25. All the volunteers were Yr6 parents/carers [except 1] & I will have a thank you message in the newsletter this week.
- BFR update
  - New BFR committee coordinator announced – Nicole B announced as lead for the BFR – currently liaising with Micky
  - Will update on 2022 options/Colour Run option for 2022 next year
- Yr 6 Farewell - Committee Update
  - For the 1st time in the school's history, the Yr6 Wellbeing Day, Graduation Celebration & School Gift will be completely expense-free to parents/carers because of the fundraising efforts of the Yr6 Committee.
    - Completely expense free!
    - Lara/Louise/Cliff/Clare/Alex/Alyson/Cliff
      - Please complete the Google form
- 2021 School Yearbook
  - Delivered to classrooms next week
- Trivia Night 2021 - Gabrielle Levette
  - White Bay Passenger Terminal Friday 11<sup>th</sup> March 2022
    - Had meeting
    - All going ahead
    - Has sent updated contract to Shehana – please do before the end of the year
    - Then can look at next steps
    - Going back to venue next week – all under control for now
    - Ticketing – need to figure out how to sell tickets
      - Flexi schools? EventBrite - issue with connecting?
      - Gemma will get back – will discuss with Cliff
      - Bresic Whitney keen to sponsor – perhaps have broader conversation with BFR?
      - Band – live?
    - Tickets on sale first week back at school
- Giving Ceremony – Dec 15<sup>th</sup> – Victoria/Annabel Son
  - Lexie and Wil are preparing a speech
  - Will be senators from every class – can't do more due to no mixing of cohorts allowed
  - Boxes are being decorated and filled
    - ML to send out another SkoolBag reminder
    - Add to this week's newsletter
- Actions Arising
  - Swim Caps and PSSA needs
    - Still need a volunteer to take hold of this issue
- OOSH Report – Kate Murphy
  - Nothing to add
  - Wrapping up the end of the year

- Shehana – huge thank you to you and your staff – adores ESC – beautiful environment
  - Vacation spots – excursion have sold out – but still available
    - EMAIL Kate if you need more days
  - Still some Monday/Thurs/Friday spots available for 2022
- Uniform Stall Report – 2<sup>nd</sup> Chance Uniform Stall cleared a profit of \$1K from the last two Fridays
  - Any Other Business? None

Meeting finished 8.03pm

**Save The Date – future P&C Meetings**

2022 dates

Feb 2<sup>nd</sup>, March 2<sup>nd</sup>, April 6<sup>th</sup>, May 4<sup>th</sup>, June 1<sup>st</sup>, July

All P+C meetings take place at 7pm in the school ConneXion Hub, unless otherwise notified.