

P&C August Meeting Minutes

Wednesday 2nd August 2023

Minutes recorded by Kara Martin

Attendees

Meeting held via Zoom

BPS Staff: Maria Lambos, Rose Reedy

P&C Exec: Lauren LaChapelle, Sasja Dekker, Karen Reiner, Trista Rose, Paul Galpin, Kara Martin

Members: Suchi Szczepanski

Apologies: Nancy Riley, Emma Archibald, Amelia Cooper, Renate Harris, Tracy Baving

Welcome and introduction

Acknowledgment of Country

Previous minutes & actions

Read and ratified – Sasja Dekker, Suchi Szczepanski

Correspondence

- Footprints EcoFestival taking place from 11am – 3pm on Sunday 27 August at Whites Creek Valley Park
- Home Care Helpers – currently recruiting for Home Care Workers

Actions	Who
Forward correspondence to Maria for inclusion in the newsletter.	Kara Martin

Principal's Report (Maria Lambos)

- Solar My School Education Offering – Maria has been in touch with Sonia Williams regarding dates and would like to include Darcy Byrne as well.
- IT Levy – recent update not available but will be provided as soon as possible.
- See page 5 for full report

Finance Report (Paul Galpin)

- See page 6 for details
- Garden grant funding has been received

P&C Issues/General Business:

Fundraising & Events (Sasja Dekker)

2023 Events Calendar (July – Dec)

- Fathers Day BBQ on site at the school (agreed Friday 1 Sep).
- Bunnings BBQ (agreed Saturday 16 Sep).
- Garden Opening Tea Party (after assembly on a Friday in October – either 13th (first Friday of term) or 20th (second Friday of term)).
- Halloween Disco (agreed Friday 27 Oct) – Maria confirmed the hall will be free during that afternoon to decorate.
- Outdoor Cinema (Nov) – Maria will advise of any other school activities to be added to the calendar before the date is settled. Exec team to consider start time and feasibility given it needs to be dark. A Friday or Saturday night would be best. Sunday nights are not an option as the hall is in use.
- Christmas Charity Giving (usually done on the last Wednesday before end of term – Wed 13 Dec).

Actions	Who
Confirm BBQ date with Bunnings in writing and provide insurance certificate.	Renate Harris

Communications Update (Sasja Dekker)

- New events calendar has been drafted which will enable better coordination with the school when planning event dates.

Environment & Sustainability Update (Trista Rose)

- Winter Working Bee – hugely successful with over 100 volunteers attending. Kids are proud of their contribution. P&C grateful for the assembly last week including choir performance.
- Garden maintenance – Trista will water once per week during winter. We have been shortlisted for a Sydney Water grant to implement a watering system. Ideas were discussed for maintenance and watering during Summer, including a Saturday garden club involving families or initiatives during school time led by the environmental ministers, which Rose Reedy was supportive of.
- Street library has been purchased and now needs to be painted and sealed before installation.
- Decking has been painted with a non-slip sealant, second coat is still to be applied.
- New seating areas to be cleaned by school cleaning staff. Feedback sought from the school if the new decking becomes slippery when wet.
- Lauren and Trista are meeting with the White Bay Port Authority tomorrow.
- Maintenance issues discussed – loose beams on seating behind COLA, pavers missing, damaged musical instruments.
- School Hall storage – Maria suggested cabinetry on the back wall of the hall (where chairs are currently stored). Cabinets could be used for instruments, uniforms and Easton Street supplies.
- Clearing the area behind the chairs and the area near P&C could be a task for the next working bee to provide additional storage space.

Actions	Who
Recent school water bill to be shared with Trista to inform future grants/activities regarding water usage.	Maria Lambos

Project Priorities (based on 2022 P&C Community Survey)

Garden Project (Lauren LaChapelle)

- Phase 2 - Sustainable Elements – quotes being sought for rainwater tanks (Lauren)
- Quote received for Bell Restoration and forwarded to school for input on whether it is a current priority.

Other priorities

- Air Conditioning Project (Paul Galpin)

Actions	Who
Air Conditioning project description to be provided to Maria, to advise the Department's Assets team.	Paul Galpin
Provide class square meterage for all classrooms to Lauren so that she can source a quote from Fujitsu Air.	Maria Lambos

Uniform Stall (Trista Rose)

- Ordering cycle and storage – Maria confirmed that additional fixed shelves in the classroom are not feasible in case the art room is required to be returned to a classroom in future.

Actions	Who
Measure up the space near the P&C sheds with a view to installing an additional shed for storage.	Trista Rose

Eaton Street (Kara Martin)

- Eaton St AGM Overview
- Kitchen Project

Actions	Who
Provide ESC President's Report to Maria.	Kara Martin

Any Other Business

- Recognition approach - sponsors / volunteers – Maria agreed to use the school's digital billboard to promote major sponsors.
- Ray White Sponsorship Proposal
- Grants (Outdoor Classroom) – Mud Kitchen quotes are being sought by Lauren.
- Air Purifiers – two recent sales and the remaining air purifiers will be donated to The Salvation Army Aged Care home on Thames St, Balmain.
- Outstanding role - Local Business & Community Coordinator
- P&C Survey

Actions	Who
Provide comms around major sponsors to Maria for digital billboard promotion.	Sasja Dekker
Laminate and display a small number of Aussie Home Loans posters around the school.	Trista Rose
Shortlist of recognition ideas to be presented at the next P&C meeting.	Sasja Dekker/ Lauren LaChapelle
Photograph and comms regarding donation of remaining air purifiers to The Salvation Army to be provided to Maria for inclusion in a future newsletter.	Sasja Dekker/ Kara Martin
Provide comms regarding outstanding Local Business & Community Coordinator role to Maria to send to the school community.	Sasja Dekker
Newly drafted P&C Survey to be shared with the Exec team.	Karen Reiner

Meeting Closed 8:37 pm

Principal's Report (Maria Lambos)

Tonight I join this meeting from Bideggal Country. I acknowledge the traditional custodians and their connection to land, water and community. I recognise the continuation of cultural, spiritual and educational practices of First Nations Peoples. I pay my respects to Elders, past, present and emerging. These lands were, and always will be, Aboriginal land.

- **Working Bee** - Huge congratulations to Trista and Lauren, and the P&C, for all the work behind the organisation of the Working Bee. What an incredible amount of financial support, as well as in kind from our families and Balmain community!
- **Miss Pauline's Garden** - the beautiful space was unofficially opened last Friday, as students have been 'chomping at the bit' to be able to utilise it. It has been lovely to see our students going in there during their break times, as well as classes. We are looking forward to the official opening soon!
- **Solar My School** - Stephanie Loxton, our STEAM teacher, has made contact with Sonya from *Solar My School* and has suggested a couple of dates. We are waiting for Sonya to reply.
- **IT Levy** - Apologies, as it appears that there has not been an update to the IT Budget in the school's system at this point in time. Unfortunately, as Jenni does not work on Wednesdays, I was not able to get her to look into this.

Follow-up: DELL has yet to issue the invoice for payment of 50 laptops. The overview report is not yet showing the Dell Order of \$27,246.50. Once that order is processed, it would leave a balance after purchase of \$509.94.

August Financial Report (Paul Galpin)

Opening Bal - Main Account - 28/06/23	\$56,360.98	
Movements:	Cash Flow	
Interest	\$325.47	
Disco costs	\$(734.80)	
Transfers	\$(2,499.00)	<i>To Operational Account</i>
Disco cash	\$446.60	
Garden grant	\$29,722.00	
Garden Stage 2 GST	\$1,911.80	
Air purifier sales	\$200.00	
Sponsorship / donation - Aussie Home Loans	\$500.00	<i>Working Bee</i>
Sponsorship / donation - Balmain Children's Centre	\$150.00	<i>Working Bee</i>
Sponsorship / donation - Kobi Shetty	\$484.00	<i>Garden Library</i>
Sponsorship / donation - Planet Ark	\$481.41	<i>Plants</i>
Final BFR transfer	\$9,822.06	
	\$40,809.54	
Closing Bal - Main Account - 01/08/23	\$97,170.52	
Opening Bal - Operational Account - 28/06/23	\$471.00	
Movements:	Cash Flow	
Disco costs	\$(120.00)	
Plants partial payment	\$(350.00)	<i>Funded by Planet Ark donation</i>
Garden library	\$(484.00)	<i>Funded by Kobi Shetty donation</i>
Transfers	\$2,499.00	<i>From Main Account</i>
Grant Hub Subscription	\$(29.00)	
Working Bee costs	\$(859.90)	
	\$656.10	
Closing Bal - Operational Account - 01/08/23	\$1,127.10	
Term Deposits	\$55,000.00	<i>No move</i>
BFR Account	\$0.00	<i>Full balance transferred to main account</i>
Uniform Account	\$9,791.62	<i>-\$3k move comprising +\$2.2k sales net of -\$5.2k stock purchases</i>
Total Cash Position	\$163,089.24	<i>Versus \$134k July position</i>