



## P&C June Meeting Minutes

**Date:** Wednesday 5 June 2024

**Time:** 7:00pm – 8:30pm

**Location:** Zoom

**Attendees:**

**BPS Staff:** Emma Archibald, Felicity Bowman, Nancy Ferguson

**P&C Exec:** Kara Martin, Jennifer Widjojo, Tracy Baving, Sauvik Banerjee

**P&C Members:** Renate Harris, Kirsti Williams, Jean Mostyn, Rafaela Kohler, Natalia D'Morias, Phillip Chaplin, Van Allen

**Apologies:** Maria Lambos, Amanda Pittman, Annabel Sun, Trista Rose, Yann Le Roux, Ira Alvarez

|    | Agenda   | Who                             | Minutes   |
|----|--|---------------------------------|---|
| 1. | <b>Welcome and introduction</b><br>Apologies/proxies<br>Previous minutes & actions<br>Correspondence | Kara Martin<br>Jennifer Widjojo | <ul style="list-style-type: none"><li>- Apologies noted above</li><li>- Ratification of P&amp;C May meeting minutes – Sauvik Banerjee, Kara Martin, Tracy Baving</li><li>- No significant correspondence received in the past month</li></ul>   |
| 2. | <b>Principal's Report</b>  | Nancy Ferguson                  | <p><i>Tonight, I join this meeting from Darug 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.</i></p> <ul style="list-style-type: none"><li>- Thank you again - The P&amp;C's incredible organisation and production of the colour run was amazing. On behalf of the entire school community, including staff and students, we extend our heartfelt thanks for your support.</li><li>- Meeting Funds Request Update<ul style="list-style-type: none"><li>o Emma will update us all later in the meeting with the distribution of funds received last meeting in regards to the library as well as colour run funds.</li><li>o Sporting equipment has been on the playground for several weeks now. Students are thoroughly enjoying the range of equipment and activities they can use during break time. Thank you to Mr Baumann for teaching students a variety of games they can play safely.</li></ul></li></ul> |



|                                     |                                     |                 | <ul style="list-style-type: none"><li>- Wellbeing boost funding<ul style="list-style-type: none"><li>o We have successfully booked a whole school 10-week program for next term to focus on wellbeing and provide students with explicit teaching of self-regulation and emotional regulation skills.</li></ul></li><li>- Kitchen Installation<ul style="list-style-type: none"><li>o The kitchen has successfully been handed over to the school and ESC have begun to use it. There are a few teething issues that are still being worked on, however the area is safe and usable. We look forward to classes using it in the near future for cooking lessons.</li></ul></li></ul>   |                                     |          |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
|-------------------------------------|-------------------------------------|-----------------|--|-------------------------------------|----------|--|--|--|--|-------------|--------|--------|--------|--------|--------|----------------------|---------|---------|---------|---------|---------|----------------------|-------|-------|-------|--------|--------|----------------|------|---------|------|----------|----------|-----------------|---------|---------|---------|---------|---------|
| 3.                                  | Finance Report                      | Sauvik Banerjee | <table><tr><th colspan="6">Monthly Cash Balance at 4 June 2024</th></tr><tr><th>Particulars</th><th>Jan'24</th><th>Feb'24</th><th>Mar'24</th><th>Apr'24</th><th>May'24</th></tr><tr><td>Opening cash balance</td><td>136,169</td><td>142,705</td><td>138,170</td><td>141,081</td><td>162,203</td></tr><tr><td>Add: Amount received</td><td>6,565</td><td>1,885</td><td>2,938</td><td>48,339</td><td>24,806</td></tr><tr><td>Less: Payments</td><td>(29)</td><td>(6,419)</td><td>(27)</td><td>(27,217)</td><td>(13,716)</td></tr><tr><td>Closing balance</td><td>142,705</td><td>138,170</td><td>141,081</td><td>162,203</td><td>173,293</td></tr></table> <p><b>Notes:</b><br/>Amount received till 4 June primarily relates to:</p> <ul style="list-style-type: none"><li>- School Fun run fundraising (\$20k+)</li><li>- Mother's Day Tulip sale and BBQ (\$1.5k)</li><li>- Uniform sales for Year 6 (\$3.7k)</li></ul> <p>Expenses primarily relates to funding towards additional library books, classroom resources and advance payment towards the Art show.</p> | Monthly Cash Balance at 4 June 2024 |          |  |  |  |  | Particulars | Jan'24 | Feb'24 | Mar'24 | Apr'24 | May'24 | Opening cash balance | 136,169 | 142,705 | 138,170 | 141,081 | 162,203 | Add: Amount received | 6,565 | 1,885 | 2,938 | 48,339 | 24,806 | Less: Payments | (29) | (6,419) | (27) | (27,217) | (13,716) | Closing balance | 142,705 | 138,170 | 141,081 | 162,203 | 173,293 |
| Monthly Cash Balance at 4 June 2024 |                                     |                 |  |                                     |          |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| Particulars                         | Jan'24                              | Feb'24          | Mar'24   | Apr'24                              | May'24   |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| Opening cash balance                | 136,169                             | 142,705         | 138,170  | 141,081                             | 162,203  |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| Add: Amount received                | 6,565                               | 1,885           | 2,938  | 48,339                              | 24,806   |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| Less: Payments                      | (29)                                | (6,419)         | (27)   | (27,217)                            | (13,716) |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| Closing balance                     | 142,705                             | 138,170         | 141,081  | 162,203                             | 173,293  |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |
| 4.                                  | General Business: Events - Art Show | Felicity Bowman | <ul style="list-style-type: none"><li>- Planning already underway with Friday 20<sup>th</sup> September targeted for the Art Soiree and Saturday 21<sup>st</sup> September to be the Family Day with inflatables</li><li>- A considered budget has been drafted for these two events and the P&amp;C is committed to spending efficiently and prudently on expenses. P&amp;C are cognisant of the cost-of-living pressures and the significant fundraising support from the community to date this year. All expenses will need to be approved in line with our financial management principles.</li><li>- This year the stalls will be held by local food and drink providers instead of class groups to enable parents to enjoy the day</li></ul>  |                                     |          |  |  |  |  |             |        |        |        |        |        |                      |         |         |         |         |         |                      |       |       |       |        |        |                |      |         |      |          |          |                 |         |         |         |         |         |

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|    |  |                              | <ul style="list-style-type: none"> <li>- P&amp;C are still welcome to hold a bake sale or second-hand books/toys stall</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>- <b>Jen/Trista</b> to raise a request to Maria Lambos and Executive school team if the Family Day could be extended by 1 hour so that the event runs from 10am - 3pm. This will support in smoothing out volume of visitors and enable children to fully optimise the fete and inflatables</li> </ul>  |
| 5. | <b>General Business: Fundraising update – Technology sourcing and utilisation</b>  | Emma Archibald               | <ul style="list-style-type: none"> <li>- Majority of the money raised from the Colour run has been spent with just over \$10k to spend out of the total \$36.4k (taking into account supplier cost of 40%)</li> <li>- Four charging stations have been purchased taking a total of charging stations to six</li> <li>- 24 laptops also purchased in addition to the laptops donated by EY (which have all been reimaged)</li> <li>- 24 more laptops will be purchased with the remaining money</li> <li>- Current 1:1 ratio for Years 3-6 and class 3/2A</li> <li>- One set of laptops are being shared for the three stage 1 classes</li> <li>- 1:1 iPad ratio for Kindy students</li> <li>- School has worked out a way for the Chrome books to be utilised for STEAM</li> <li>- In October, when the old laptops will need to be disposed, the ratio will drop to a 1:2 ratio (which is still fantastic)</li> </ul> <p><b>ACTION</b></p> <p>Once all the purchased tech resources have arrived, <b>Emma Archibald</b> to communicate to the school community</p> <p><b>ACTION</b></p> <p><b>Nancy Ferguson</b> to provide an update on IT contributions received so far from the school communicate and include in future reports how all the tech contributions will be spent</p> |
| 6. | <b>General Business: Fundraising request – Yr. 6 fundraising</b><br><i>(Decision required)</i><br><br><i>Refer to attached funding request</i> | Van Allen<br>Felicity Bowman | <ul style="list-style-type: none"> <li>- Historically, the P&amp;C has supported the Yr 6 fundraising committee approx. \$1500 towards Yr 6 celebrations or gift to the school with the remainder of funds (over \$10k) raised by the Yr 6 parents</li> <li>- This year, the Yr 6 celebration will be done at school instead of Balmain Town Hall. It's been identified that an AV equipment is required for outdoor presentation as the school hall is too small</li> <li>- Cost to hire is \$1500 which includes staff to help manage the AV equipment. Approximate</li> </ul>  |



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|    |  |  | <p>cost to purchase is \$5k-\$8k. There was consensus that the purchase of an AV equipment would benefit other school and P&amp;C events</p> <p><b>DECISION</b></p> <ul style="list-style-type: none"><li>- Request raised for the following:<ul style="list-style-type: none"><li>o Going forward a representative from the Yr 6 fundraising sub-committee to link into the P&amp;C Executive to allow for coordinated events and better collaboration between the two committees</li><li>o Annual seed funding (approx. \$1500) to be built into the P&amp;C financial policy to support with Yr 6 fundraising</li><li>o \$1500 funding to support the Yr 6 graduating class of 2024</li></ul></li><li>- P&amp;C passed a resolution to approve the above</li><li>- <b>Voted in favour:</b> Renate Harris, Kara Martin, Van Allen, Jennifer Widjojo</li></ul> <p><b>ACTION</b></p> <p><b>Van Allen</b> to hold off on committing to hire the AV equipment until we fully understand the cost to purchase a new AV equipment</p> <p><b>Sauvik Banerjee</b> to work through updating the P&amp;C financial policy so that funds are put aside each year for the Yr. 6 graduating class</p> |
| 7. | <p><b>General Business:</b><br/><b>Fundraising request – Bush to Bowl Enrichment Activity</b><br/><i>(Decision required)</i></p> <p><i>Refer to attached funding request</i></p> | <p>Renate Harris<br/>Felicity Bowman<br/>Kirsti Williams</p> | <ul style="list-style-type: none"><li>- Request to use the remainder of the Environment Grant (\$300) plus additional funding (\$3000) from the P&amp;C for the Bush to Bowl Enrichment activity</li><li>- This incursion/activity aligns with the curriculum and school's sustainability objectives</li><li>- Half day incursion that will educate on native "bush tucker", utilise the new kitchen facilities to cook and support 100% Aboriginal owned social enterprise</li><li>- This will be a test and learn, initially rolled out to 122 students in stage three</li><li>- Survey supports spend on Enrichment Activities</li><li>- Teaching of sustainable practices was part of the original intent for the grant (and fits with creation of Bush Tucker bed in garden)</li><li>- Opportunity to showcase our new kitchen</li><li>- Opportunity to invest in Stage 3, per feedback that later stages often don't benefit from the funds they were involved in raising</li></ul> <p><b>DECISION</b></p>   |



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|     |   |                  | <ul style="list-style-type: none"><li>- Request raised to fund the Bush to Bowl Enrichment activity with \$300 from the Environment grant and \$3000 from the P&amp;C</li><li>- P&amp;C passed a resolution to approve the above funding</li><li>- <b>Voted in favour:</b> Renate Harris, Jennifer Widjojo, Kara Martin, Tracy Baving</li></ul>   |
| 8.  | <b>General Business:</b><br><b>Fundraising request &amp; update –</b><br><b>Monthly Library funding request</b><br><i>(Decision required)</i> | Emma Archibald   | <ul style="list-style-type: none"><li>- All funds donated to date have been spent by Ms Whelan</li><li>- \$2500 spent for level 1-10 readers benefiting Kindy and some stage 1 students</li><li>- \$700 purchased from the Premiers Reading challenge list</li><li>- Whilst the new books are being utilised in library lesson, children are not able to borrow them yet as incorrect bar codes were sent to the school. The school is waiting for the new bar codes to be sent, once received Emma will email Natalia to assist with organising a working bee to cover the books</li></ul> <p><b>DECISION</b></p> <ul style="list-style-type: none"><li>- Request raised to approve this month's funding of \$2000 on library books that will be spent on English program</li><li>- <b>Voted in favour:</b> Tracy Baving, Kara Martin, Renate Harris</li></ul> |
| 9.  | <b>General Business: Events</b> <ul style="list-style-type: none"><li>- Enrichment Tree update</li></ul>                                      | Tracy Baving     | <ul style="list-style-type: none"><li>- Enrichment Tree planning underway scheduled to be launched in Term 3</li><li>- Most of the items will be STEAM resources, dictionaries and additional classroom resources (pending Maria Lambos' approval)</li></ul>  |
| 10. | <b>Other business:</b> Spring Clean Working Bee   | Jennifer Widjojo | <ul style="list-style-type: none"><li>- Spring clean working bee will be scheduled in early August to clean and organise the sheds</li><li>- Inventory required specifically before the Halloween disco so that additional decorations are not purchased unnecessarily</li><li>- 3-4 volunteers will be required followed by drinks at the Gladstone Bowling club</li></ul>   |
| 11. | <b>Other business: Uniforms</b>   | Rafaela Kohler   | <ul style="list-style-type: none"><li>- Two cupboards in the uniform hall broken resulting in inventory not secure</li><li>- \$5k-\$6k required for the purchase of a new cupboard</li></ul> <p><b>ACTION</b></p>   |



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|  |  |  | <ul style="list-style-type: none"><li>- <b>P&amp;C Executive</b> to discuss with Rafaela for an out of session approval for \$5k-\$6k funding request (as Rafaela had to leave the meeting early)</li><li>- <b>Kara Martin</b> to discuss with Maria Lambos whether the room next to the kitchen can be used to store uniforms and whether P&amp;C can have additional storage in the new kitchen</li></ul> |
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