



P&C Meeting Minutes

Date: Wednesday 3 April 2024

Time: 7:00pm - 8:30pm

Location: In person (Royal Oak Hotel) and via Zoom (details below)

BPS Staff: Maria Lambos, Emma Archibald

P&C Exec: Jennifer Widjojo, Trista Rose, Tracy Baving, Ira Alvarez, Yann Le Roux, Sauvik Banerjee, Kara Martin

P&C Members: Phillip Chaplin, Rafaela Kohler, Suchi Szczepanski, Irene Lin, Renate Harris

Apologies: Nancy Riley, Annabel Sun, Amanda Pitman, Margy Whelan, Paul Galpin, Lauren LaChapelle

Attendees:

#	Agenda	Who	Minutes
1.	Welcome and introduction Apologies/proxies Previous minutes & actions Correspondence	Trista Rose Jennifer Widjojo	<ul style="list-style-type: none"> Acknowledgement of country Previous AGM minutes and actions read and ratified - Trista Rose, Kara Martin, Tracy Baving Correspondence from Balmain Hospital looking for community minded volunteers to join its Consumer and Community Advisory Committee. The Committee aims to make a valuable contribution to improving patient care, treatment and delivery of Health Services. <ul style="list-style-type: none"> ACTION: Jennifer Widjojo to send details to Maria Lambos so it can be shared on Pigeon Post in case any parents are interested in joining
2.	Principal's Report	Maria Lambos	<p>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.</p> <p>Kitchen Installation – Great news! We had a start-up meeting on Tuesday which, in part, included Xavier from ESC.</p> <ul style="list-style-type: none"> The Indigenous company, Bluewater Group, along with Ken's Kitchens, met with Infrastructure and were able to make minor adjustments to ensure the project remained under \$250,000 (including GST) and followed Heritage regulations Works will commence on Monday 15 April and handover will be Monday 6 May (Week 2 of Term 2)



			<ul style="list-style-type: none"> • Vacation Care will proceed, as planned, with minor adjustments - Xavier to organise • The canteen will be inaccessible for the entire 3 weeks, with an additional holding space, surrounded by temporary fencing and including a skip bin, organised just within the driveway gates • Fridges, microwave, existing dishwasher and other items required will be moved to the room adjoining the current canteen space, in order for Vacation Care to continue with minimal disruption 																									
3.	Finance Report	Sauvik Banerjee	<ul style="list-style-type: none"> • Changes to signatories for all financial accounts have been completed in the last month. Refer to page 6 • Balance at 3 April is \$147,682 • Amount received between 1-Mar-24 to 3-Apr-24 primarily relates to: <ul style="list-style-type: none"> • Environmental grant received from inner west council (\$5k), • Uniform sales for Year 6 (\$2.6k), and • Fundraising from Easter bake sales (Gross \$1.2k) <p>Monthly Cash Balance (at 3 April 2024)</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Jan'24</th> <th>Feb'24</th> <th>Mar'24</th> <th>Apr'24</th> </tr> </thead> <tbody> <tr> <td>Opening cash balance</td> <td>136,169</td> <td>142,705</td> <td>138,170</td> <td>141,081</td> </tr> <tr> <td>Add: Amount received</td> <td>6,565</td> <td>1,885</td> <td>2,938</td> <td>6,601</td> </tr> <tr> <td>Less: Payments</td> <td>(29)</td> <td>(6,419)</td> <td>(27)</td> <td>-</td> </tr> <tr> <td>Closing balance</td> <td>142,705</td> <td>138,170</td> <td>141,081</td> <td>147,682</td> </tr> </tbody> </table>	Particulars	Jan'24	Feb'24	Mar'24	Apr'24	Opening cash balance	136,169	142,705	138,170	141,081	Add: Amount received	6,565	1,885	2,938	6,601	Less: Payments	(29)	(6,419)	(27)	-	Closing balance	142,705	138,170	141,081	147,682
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4.	General Business: 2024 Objectives & Budget	Trista Rose & Sauvik Banerjee	<ul style="list-style-type: none"> • Refer to page 7 for details on 2024 P&C Objectives and Goals • 2024 Fundraising target \$100k-\$130k • 2024 priorities (in addition to regular resourcing): <ul style="list-style-type: none"> ○ Address technology requirements; ○ Address school temperatures; ○ Support school enrichment activities; ○ Strengthen community relationships; ○ Biggest and best Art Show ever. • Budget for 2024: Projected inflows of \$160k-\$165k against projected outflows of \$119k-\$154k. 																									



			Year-end bank balance estimated to be \$148k to \$178k.
5.	General Business: Fundraising request - Library <i>(Decision required)</i>	Kara Martin & Emma Archibald	<ul style="list-style-type: none"> Refer to page 10 for details relating to the library resource funding request Immediate funding request for \$5000 (and \$2000 will be requested per month at subsequent P&C meetings for the remainder of 2024) Emma Archibald responded to a number of questions relating to the following: <ul style="list-style-type: none"> No requirement for extra infrastructure in the library as there is capacity with existing book shelves to house additional books The immediate funding request of \$5000 will cover the current gap in syllabus. Note the Department of Education only release the curriculum on a term-by-term basis. Currently the school has been notified of books for the curriculum until end of term 2. Books are actively monitored and culled by Ms Whelan. Average year of publication of books at the school library is 2006 so target is to increase relevance of books resulting in higher utilisation of the library The student's voice will play a role on which books are purchased Confirmation that the school library accepts pre-loved book donations from parents <p>ACTIONS</p> <ul style="list-style-type: none"> Balmain PS (Maria Lambos/Emma Archibald) to communicate that the school will accept pre-loved books Balmain PS (Emma Archibald/Margy Whelan) to provide feedback loop on how the funds have been spent Balmain PS (Margy Whelan) to provide regular reporting on number of books out on loan <p>DECISION</p> <ul style="list-style-type: none"> P&C voted to approve immediate funding of \$5000 for library resources Voted in favour: Phillip Chaplin, Tracy Baving, Yann Le Roux, Renate Harris
6.	General Business: Fundraising request - <ul style="list-style-type: none"> Sporting Equipment Classroom Resource <i>(Decision required)</i>	Emma Archibald	<p>Sporting Equipment</p> <ul style="list-style-type: none"> Refer to page 12 for details relating to the sporting equipment resource funding request Emma Archibald responded to a number of questions relating to the following: <ul style="list-style-type: none"> Selection of sporting equipment has been led by the Sport ministers. Sport ministers will be responsible for the daily setup and storage of equipment with support from staff

			<ul style="list-style-type: none"> ○ Equipment will be rotated to reduce attrition rate <p>DECISION</p> <ul style="list-style-type: none"> • P&C voted to approve funding of \$3333.47 for library resources • Voted in favour: Trista Rose, Kara Martin, Phillip Chaplin, Tracy Baving, Yann Le Roux, Renate Harris <p>Classroom Resources</p> <ul style="list-style-type: none"> • Refer to page 13 for details relating to the classroom resource funding request <p>DECISION</p> <ul style="list-style-type: none"> • P&C voted to approve funding of \$6500 for classroom resources for semester 1 • Voted in favour: Trista Rose, Kara Martin, Phillip Chaplin, Tracy Baving, Yann Le Roux, Renate Harris, Jennifer Widjojo
7.	General Business: Fundraising request – Blinds <i>(Decision required)</i>	Trista Rose	<ul style="list-style-type: none"> • Funding for 27 blinds for the north facing windows have been installed however there are no blinds for the technology room • Equipment (i.e. servers and computers) in the technology room is at risk of over-heating. Whilst the A/C is switched on during school hours on the week days, they are switched off in the evening and on weekends resulting • Trista Rose seeking approval to install three blinds in the technology room for \$1221 to aid with temperature control <p>DECISION</p> <ul style="list-style-type: none"> • P&C voted to approve funding of \$1221 for the installation of three blinds in the technology room • Voted in favour: Jennifer Widjojo, Kara Martin, Phillip Chaplin, Tracy Baving, Yann Le Roux, Renate Harris
8.	General Business: Uniform shop	Rafaela Kohler	<ul style="list-style-type: none"> • The uniform shop will hold a clearance sale for items that aren't selling such as socks, briefs and rain jackets. These will be sold at cost price to make way for more storage space
9.	General Business: Events - Easter Bake sale - Colour Run update	Tracy Baving,	<ul style="list-style-type: none"> • Easter bake sale was successful with plenty of volunteers donating baked items and the event raising just under \$1000 net. • Colour Run



	<ul style="list-style-type: none">- Colour Run budget- Mother's Day BBQ	Sauvik Banerjee	<ul style="list-style-type: none">○ The Colour Run has been a success achieving shy of \$20,000 in one week○ Aussie Home Loans in Balmain have agreed to support a pizza party for the class that has raised the most funds by end of Term 2○ Bertoni has agreed to support the event by issuing vouchers for 100 ice-creams. This will be provided to the top 100 fundraisers after school holidays○ To date, we have received \$500 of community sponsorship support○ Maria Lambos and Emma Archibald confirmed that four portaloos for the event will be sufficient○ There have been a number of questions regarding data privacy and whether the third-party Colour Run organisation will be storing these.<ul style="list-style-type: none">▪ ACTION: P&C (Trista Rose & Jennifer Widjojo) to draft an updated FAQ which includes information on data privacy and safety of the colour powder● Mother's Day BBQ: This event will be held on the morning of the Colour Run. Volunteers required to support<ul style="list-style-type: none">○ ACTION: P&C (Tracy Baving) to send an email to Toby Harris requesting to lead the event● Year 6 will be organising a colour mufti day next Friday to go directly to Year 6 fundraising
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APPENDIX

Item 3. Finance Report Change in signatories 2024

	P&C Main Account		P&C Operational Account	P&C uniform Shop account
	Cheque account	Deposit 1 and 2	Cheque account	Uniform account
Previous signatories (till Mar-24)				
Lauren LaChapelle (President)	✓	✓	✓	n/a
Paul Galpin (Treasurer)	✓	✓	✓	✓
Renate Harris (Secretary)	✓	✓	✓	n/a
Nathalia Stone (Vice President)	✓	✓	✓	n/a
Elisabeth Coffey (BPS Uniform Shop co-manager)	n/a	n/a	n/a	✓
Trista Rose (BPS Uniform Shop co-manager)	n/a	n/a	n/a	✓
Updated signatories (Mar-24 onwards)				
Trista Rose (President)	✓	✓	✓	n/a
Sauvik Banerjee (Treasurer)	✓	✓	✓	✓
Jen Widjojo (Secretary)	✓	✓	✓	n/a
Elisabeth Coffey (BPS Uniform Shop co-manager)	n/a	n/a	n/a	✓
Alex Duffy (BPS Uniform Shop co-manager)	n/a	n/a	n/a	✓

Total bank accounts

Main account	1 Cheque 2 Deposit
Operational account	1 Cheque
Uniform	1 Cheque
Total	5 bank accounts



Item 4. 2024 Objectives

2024 P&C Objectives & Goals

To support and promote the interests of Balmain Public School.

Promote sense of community/involvement and positive relationship between parents and the school.

2024 Priorities (in addition to regular resourcing)

- Address Technology requirements;
- Address school temperatures;
- Support school enrichment activities;
- Strengthen community relationships;
- Biggest and best Art Show ever.

Fundraising target: \$100,000-\$130,000 through donations, fundraising activities and sponsorship.



2024 Fundraising: Target \$100,000+

- Technology Drive & Colour Run - \$50,000 Target,
 - ~\$18K year to date
- Art Show / Xmas Fete - \$60,000++ Target
- Uniform Shop & 2nd hand – min \$15,000 Target, ~\$4K Year to date
- Halloween Disco, Council Election, BBQs & Cake Stalls - \$10-\$12K, \$1K YTD
- Community Sponsorship - \$15,000 Target
- *Donations / Grants* - \$10,000+ Target
 - Awaiting outcome of Community Building Partnership (+\$13,000);
 - Inner West (Arts & Environment), Sydney Water, Transurban this year.

School budget/expenditure targets

- Technology goals - \$6,500 to date;
- Library & Classroom Literacy Resources- \$14,000;
- Sports/Playground Resources - \$5,000
- Classroom (ex Literacy) Resources- \$6,500
- Kindy Investigations - \$15,000
- Supporting Year 6 fundraising– TBA

- (Grant pending) – Additional Blinds on southside of building;
- Art show deposits & resources- \$11,500

Item 5. Fundraising Request - Library

<p>Name of Project/ Resource required:</p>	<p>Library Resourcing - 2024</p>
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>The library is currently under-resourced according to Department of Education guidelines. The library was holding 6158 books as at June 2023, where the guidelines suggest a library should hold between 15-20 books per student, which equates to ideally around 6750 books for BPS.</p> <p>P&C funding for library resources is critical to help ensure the school’s library collection:</p> <ul style="list-style-type: none"> - Can adequately support teaching in line with the school syllabus, which has recently changed (K-2 in 2023 and 3-6 in 2024). The Department of Education recommends particular books to support different learning topics and multiple copies are required for classroom use. - Has sufficient variety to encourage children’s interest and foster a love of reading, including some picture books that will encourage non-readers. - Is able to meet changing student reading interests (graphic novels and senior picture books are growing categories, for example). - Has the budget to purchase appropriate books for important annual events such as the Premier’s Reading Challenge and Book Week. The library does not hold all of the books listed for the current Premier’s Reading Challenge, for example. These events are particular motivators to encourage children’s reading. - Is able to be renewed in line with reputable book recommendation lists, such as from the Australian Children’s Book Awards.
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Margaret Whelan, Teacher Librarian; Emma Archibald, Assistant Principal Kara Martin, Parent, VP P&C Trista Rose, Parent, President P&C</p>

<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non- monetary support required (e.g. volunteers).</i></p>	<p>\$5,000 in one lump sum payment in April; \$2,000 per month for remainder of 2024 (ratified at P&C monthly meetings), contingent on adequate feedback of year to date spend. Books typically cost between \$16-\$35 on average, based on purchases by the school last year.</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>Yes, ongoing library funds are required each year to replenish resources, meet changing student interests, support the syllabus and purchase appropriate books for events such as the Premier’s Reading Challenge and Book Week. There is also attrition of approximately 10% a year due to lost library books.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>Donations of books are sometimes given to the library by the BPS community. A small number of books are also provided by Scholastic, by way of vouchers obtained as a result of student purchases.</p>
<p>Is the funding request time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Yes. The syllabus for various year levels also changed in 2024 meaning that new book sets (~30) are required for each stage. Funding in the short-term is also important to address the time critical needs/activities outlined above, such as recent Syllabus changes, the current Premier’s Reading Challenge and Book Week 2024.</p>
<p>Is there any further information you would like to add?</p>	<p>Funding of \$7000 was provided by the P&C in 2022. No library funding was allocated in 2023. The school and P&C wishes to support this funding request with improved communications to the school community:</p> <ul style="list-style-type: none"> - Showcasing P&C support of the library (Instagram posts etc); - Feedback on how the funds have been spent during monthly P&C meetings (this may be done via Kara Martin/Trista Rose); - Building a better understanding of the cost of unreturned books. - Organising an opportunity for parents and carers to help cover books, if helpful for Ms Whelan.

Item 6. Sports Equipment and Classroom Resources

<p>Name of Project/ Resource required:</p>	<p>Sports Equipment</p>
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>Students in K-2 have minimal access to sporting equipment during play time. Sporting equipment provides students with constructive outlets for their energy. It gives opportunities for students to develop appropriate social skills through working in small groups, developing shared rules and interacting positively with each other. Equipment provides activities to entertain students during break A and B and both in school grounds and in the park. This equipment may also be used in sport lessons where Mr Baumann can teach the students a variety of structured games to play during break, as well as during special events such as the athletics carnival or fun days.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Emma Archibald</p>
<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non-monetary support required (e.g. volunteers).</i></p>	<p>Total: \$3333.47 2,208.82 - HART Sports (No GST) 240 - Decathlon (inc GST) 884.65 - MTA (inc GST) Please see the following page for a breakdown of equipment we would like to purchase.</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>Sports equipment always breaks and therefore each year there is a need to replace a certain amount of resources and equipment.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>No.</p>
<p>Is the funding request time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Students currently have minimal access to equipment - providing funds in a timely manner means students will have access to activities sooner and therefore would increase the positive interactions in the playground.</p>
<p>Is there any further information you would like to add?</p>	

<p>Name of Project/ Resource required:</p>	<p>2024 Classroom Stationary and Resources</p>
<p>Summary of project benefits. <i>Please provide a short summary of the benefits the funding will bring to the school and our students.</i></p>	<p>This funding would cover the cost of stationary and other teaching supplies for all classes. Examples of purchases include: resources for hands-on science lessons, whiteboard markers, glue sticks, cardboard sheets, coloured paper, dice, rulers, maths manipulatives etc.</p>
<p>Name and contact details. <i>You must be a parent or carer; Principal or teacher.</i></p>	<p>Emma Archibald</p>
<p>What amount needs to be funded by the P&C this year? <i>This is the amount that will be allocated in the P&C budget if the project proceeds. Please also include any non-monetary support required (e.g. volunteers).</i></p>	<p>Now: \$500 per class \$500 x 13 = \$6500</p> <p>Semester 2 \$500 per class \$500 x 13 = \$6500</p>
<p>Is ongoing funding required in future years? <i>Provide details of what ongoing funding is needed, please include an estimate of maintenance costs if applicable.</i></p>	<p>Yes, we would like this to be recurring each year as it has in the past.</p>
<p>Will some of the cost be funded in other ways? <i>List any anticipated grants, donations etc.</i></p>	<p>Departmental Budgets for stationary and supplies.</p>
<p>Is the funding request time critical? <i>Would the school miss out on a significant opportunity if this project is not funded immediately? Can the request be included within the school resource fees in the following year?</i></p>	<p>Yes, it is already the end of term 1 and we have not restocked on supplies. We require resources to teach the new curriculum and to replenish those that are broken or not acquired yet.</p>
<p>Is there any further information you would like to add?</p>	<p>THANK YOU! Having access to the resources helps us to create engaging and hands-on lessons for our students.</p>