P+C Meeting Minutes – Wed 5 November 2014

Present: BPS: May Ellwood, Lynda Lovett, Maria Lambos
P+C: Andrea Smith, Arthur Graves, Biddy McDermott, David Finlay, John Collyer, Kim Janson, Lyndal Rutgers, Nyree Morrison, Robert Bennett, Rob Taubman, Robyn Elmslie, Tiffany Zehnal, Van Allen
Minutes recorded by: Andrea Smith

1. Welcome
Meeting opened: 7.10 pm

2. Apologies
Belinda Mikail-Gogos, Cliff Philipiah, Robert Smith, Venetia Hendry

3. Previous minutes
Accepted

4. Actions arising
Current outstanding issues (awaiting action or ongoing):
⇒ Rob Bennett to transfer P+C documents to school website
⇒ Carla Jedani to coordinate volunteers to approach local businesses, with letter drafted from the P+C re iPad drive
⇒ Lynda Lovett to order guided reading tables x9
⇒ May Ellwood to purchase K–2 readers
⇒ Maria Lambos to organize for relocation of interactive whiteboards
⇒ Maria Lambos to organize for installation of air conditioning in green room
⇒ Mike Fairhurst to provide suggestions for revamping Eaton St entrance to school (including possible school signage and sensor lighting)

5. Principal’s report – Maria Lambos
• iPad drive: 15 iPads donated by families; a number of families have contributed money towards an iPad; several businesses have contributed ipads. Balmain Care for Kids donated $2000.
• Security: ESC decided against keypad entry.
• Evac(lockdown quote: $8872 ex GST (includes installation).

6. Finance report – David Finlay
• Cash flow 1 October – 4 November 2014 presented.
• Bank reconciliation as at 4 November 2014 presented. Opening balance $70,605; closing cash at bank balance 4 November 2014 $51,610; adjusted balance (accounting for outstanding cheques and proposed expenditure) $24,052 (see Appendix 1).

7. Events
• Year Book: Approved for P+C to underwrite the difference between pre-orders for BPS Year Book and the 101 orders needed to obtain 20% discount. Proposed by Tiffany Zehnal; seconded Biddy McDermott.
⇒ Tiffany Zehnal to email details to Maria Lambos to publicise by email. EOI sought by end of week and orders to be placed through Felxischools by 14 November
⇒ Van Allen to show Tiffany Zehnal how to set up sales in Flexischools
• BFR: nearly recruited sufficient volunteers; only 5–10 still needed. Focus is now on marketing and getting school community to enter; entrant numbers about 10% up this time last year; investing in own marquees now that we have BFR storage shed; aim to raise $49; two new volunteers recruited to 2015 BFR committee; Event Director role still vacant

8. OOSH report
ESC management committee currently comprises 4 FJT parents and 3 BPS. Need to advertise for additional BPS parent volunteer for committee.
⇒ Maria Lambos to confirm with Richard Banks what position is vacant and place notice in BPS newsletter re vacancy

9. Canteen report
• Bilita canteen supplies: order for $884 approved (proposed by David Finlay; seconded by Van Allen)

10. P+C goals
2014 P+C goals – status report
Approved and outstanding items for funding (awaiting further action)

<table>
<thead>
<tr>
<th>Approved items</th>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage: outside storage shed on eastern end of canteen (option 3: keeping original structure &amp; hang single, outward opening doors)</td>
<td>$749 ($407 for demolition &amp; works + $342 for shelving)</td>
<td>Demolition and works completed. (NB: BPS to pay full $814 and then ask ESC to pay their half, $407)</td>
</tr>
<tr>
<td>K-2 readers</td>
<td>$5000</td>
<td>Shelving to be purchased</td>
</tr>
<tr>
<td>Relocation of interactive whiteboards</td>
<td>$2000</td>
<td>To be organized by Maria Lambos</td>
</tr>
<tr>
<td>Air conditioning in green room</td>
<td>$3–4000</td>
<td>To be organized by Maria Lambos</td>
</tr>
<tr>
<td>Guided reading tables x10</td>
<td>$6600</td>
<td>To be purchased by Lynda Lovett</td>
</tr>
<tr>
<td>Stage 1: Shelving in western vestibule of ground floor corridor (3 units to include benches and storage for kids’ musical instruments and storage for chess pieces)</td>
<td>$3150</td>
<td>$750 deposit paid by Van Allen</td>
</tr>
</tbody>
</table>

Outstanding items

<table>
<thead>
<tr>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2: Shelving in western vestibule of ground floor corridor (refurbishment of wet area and 1 further bench/storage area)</td>
<td>$2600</td>
</tr>
<tr>
<td>Blinds for corridors on levels 2 and 3 (on both playground and street-side of classrooms)</td>
<td>$12,780</td>
</tr>
<tr>
<td>Garden upgrade</td>
<td>TBC</td>
</tr>
</tbody>
</table>

⇒ Maria Lambos to ascertain whether DEC will cover cost of sink for new Kindy classrooms
2015 P+C goals
BPS goals for 2015 that are likely to require support (financial or parent input) from the P+C

Short-term:
• Purchase and install interactive white board for 12th classroom (in former computer lab)
• Purchase of iPads (plus associated infrastructure such as charging trolleys and apps)
• Upgrade furniture in selected classrooms
• Purchase and install evac/lockdown system
• Funding for creative and performing arts (CAPA). Recorder to be dropped in 2015; time to be used for visual arts, drama or dance; may need to utilize craft room above canteen (i.e. operate as a shared space with ESC)
• Fund resources for new syllabus (x4) being introduced in 2015
• Increase range and quantity of sports equipment
• Organise (and fund?) a language tutor or language lessons
• Continue upgrade to playground; possibility of applying for joint funding (closing date March 2015) from DEC; DEC will match what BPS puts in. ESC has indicated it will contribute $25K to playground improvements.

Long-term:
• Upgrade layout and furniture in remaining classrooms – learning spaces rather than traditional classroom layout
• Uniform upgrade (in consultation with school community)
• Increase storage (e.g. in craft room); could be incorporated into plans for playground upgrade
• Additional interactive white boards and iPads

P+C goals and funding priorities
• Band: purchase of 6 instruments by P+C and rented to students in training and concert bands
• Replacement and/or relocation of existing COLA (which is in poor state of repair and its position impedes emergency access to the school). Need to make provision for a sinking fund to cover cost of new shades, possibly elsewhere in playground.

11. Other matters arising
• WWI history project (Katina Comino has secured a $4000 grant for honor board for hall). Ballpark figure of $10,000 required for project. $200 required to digitize BPS admissions’ records. Proposed by Nyree Morrison; seconded by Andrea Smith.
  ⇒ Nyree Morrison to organize for digitization of admissions’ records.
• Long-term fundraising: possibility of farmers’ market. If long-term would need DA and involvement of DEC assets. Tendering process to licence out the asset to event organizing company. Could trial for 4 Sundays in a month. Possibly raise $25,000 in 1 month. BPS would receive approx. 20–30% of income; event organizing company would take rest. Alternatively P+C could contract out to event management company and possibly claim between 40 and 50%.
  ⇒ Maria Lambos to talk to principals from Orange Grove and Rozelle re pros and cons of running a market on school grounds
• Upgrade PA system in hall (upgrade required due to frequency issues at end 2014)
  ⇒ John Collyer to provide recommendations and quote to Maria Lambos.

Meeting closed 9.55 pm

Next meeting – date and venue to be confirmed
## Balmain Public School Parents and Citizens Association

**Cash Flow 1 October 2014 to 4 November 2014**  
**Bank Reconciliation as at 4 November 2014**

### Cash Balance as at 1 October 2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td>70,605</td>
</tr>
<tr>
<td>Cash Balance plus Deposits</td>
<td>74,905</td>
</tr>
<tr>
<td>P&amp;C Voluntary Contributions</td>
<td>1,850</td>
</tr>
<tr>
<td>Canteen</td>
<td>2,388</td>
</tr>
<tr>
<td>Interest</td>
<td>62</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>4,300</td>
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### Notional Cash Balance as at 4 November 2014 (per bank statement)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Notional Cash Balance</td>
<td>73,538</td>
</tr>
<tr>
<td>Notional Cash Balance less</td>
<td>1,367</td>
</tr>
<tr>
<td>Unpresented Cheques</td>
<td>21,928</td>
</tr>
<tr>
<td><strong>Cash Balance 4 November 2014</strong></td>
<td><strong>51,610</strong></td>
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### Approved Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBQ</td>
<td>700</td>
</tr>
<tr>
<td>Storage - Outside Canteen (revised quote)</td>
<td>279</td>
</tr>
<tr>
<td>Storage - Freestanding shed (revised)</td>
<td>1,045</td>
</tr>
<tr>
<td>Air Conditioning (est $3-4,000)</td>
<td>4,000</td>
</tr>
<tr>
<td>Shelving - western vestibule (revised quote)</td>
<td>3,150</td>
</tr>
<tr>
<td>Musical Instruments (Balance of $5000)</td>
<td>2,500</td>
</tr>
<tr>
<td>iPads - advance</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>To be approved</strong></td>
<td>27,558</td>
</tr>
<tr>
<td>Biltia (Canteen Supplies)</td>
<td>884</td>
</tr>
</tbody>
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### Cash Balance Post Approved Expenditure

| Amount | 24,052 |