

Bardwell Park Infants School (BPIS)

P&C Meeting Minutes, Annual General Meeting 21st February 2024

General meeting - Term 1 week 4



Meeting opened	Onsite 2.30pm
Attendance	Jo F, Matthew, Amanda, Sona, Ajan, Marian, Lesley, Joanne D, Lillian, Nicole, Nick
Apologies	Lucille, Catherine
Chair	Lillian and Joanne

Item	Description	Owner
1. Introduction	Welcome and Acknowledgment to Country	Principal
2. Previous Minutes	Had not been uploaded and NA to pdf 2023 minutes	ALL
3. AGM proper	<p>2023 Report by PC president (2023 overview)</p> <p>2023 came around and we farewell Renee from the President role and Lillian Birchall and I stepped in as Co-Presidents.</p> <p>We started the year with high hopes - our first event Democracy sausage day with the assistance of Coles Earlwood and the parents of the community, we raised a total of \$2,534.28.</p> <p>Next event that took place was Mother's Day stall, we changed it up this year and got the Father to sell the gift. I think this is a nice tradition that we should implement for all future Mother's Day stalls. Special mention to the Fathers who took the time to sell the gifts.</p> <p>We were fortunate to donate \$2,500 towards half of the coding program.</p> <p>Next event we hosted was for the Footsteps Disco to where the kids could show off their cool new moves. P&C assisted in providing manoush pizzas and goodie bags for the kids.</p> <p>In October, we were able to raise some extra funds during the referendum voting. Massive thanks to Dulwich Hill Gourmet Meats who donated all the sausages for the day and all parents and staff that volunteered. We managed to raise funds of around additional \$2,000 or so – great effort especially from Amanda who took leadership of this role and managed the entire day. Thank you!</p> <p>Lillian and I give thanks to all the parents, community and the BPIS P&C group, Lesley, Monquie, Jo Fulham, Michelle Waring for all the support, guidance and time spent in making this school great.</p> <p>Kind regards, Lillian Birchell and Joanna Daviskas Co-Presidents 2023</p> <p>Thank you, thank you, for the honour and the privilege of allowing Lillian and I to be a part of a beautiful, close knit community. I am truly humbled and blessed to have this opportunity to be a part of Bardwell Park Infants School P&C to be apart for the past three years. Thank you to the parents who have supported the school. Thank you to past Presidents, Catherine (2022) , Renee (2021) (whom has departed).</p>	<p>Joanna and Lillian</p> <p>Matthew</p>

Personal thanks to Lucille, who took on the role as Treasurer in (2022) and also assisted in being a part of the P&C for the past three years. I found a beautiful friendship both professionally and personally. Thank you.

Personal thanks to Catherine for being President (2022). We were so lucky to have you on board and stirring us in the right direction especially when you were a fresh Kindergarten Mum. Your positive vibes weren't unnoticed. Especially all of your efforts in the Mother's Day stall, Chocolate fundraising drive, Questions and answers seminar which you handled so well and achieved your results of promoting the school and extra enrolments. You did such a brilliant job. Thank you for your contribution.

Personal thanks to Lillian for accepting the role to not only get to know me, but becoming being my Partner as Co-president this year. You were so patient and understanding whilst I navigated being a working Mum and having three kids. Very thankful for you. We definitely connected and understood what we both wanted for this school, thank you for always being so welcoming and positive.

Personal thanks to Amanda and Matthew. You super star duo. Augie is so lucky to have you both as his parents. Thank you Matthew for your funny banter in all the P&C meetings. You definitely brought lots of humour to the group. Amanda, thank you for everything you do and continue to do for this school. You are definitely a superstar!

Personal thanks to Nicole, you have been our 'queen secretary' keeping us in check with minutes and managing the team. Thank you for your continued efforts.

I would like to thank our school Bardwell Park Infants, the teachers and all of the wonderful staff. We are very fortunate to be a part of such a unique small school where everyone knows each other by their first name. Our kids are all very privileged!

Thank you and humbled, Joanna Daviskas Co-President (2023)

Financial Audit- Nick Clarke to finalise offline. This has been agreed to post meeting (Secretary aware Friday 23rd Feb) and will occur prior to 27th March for recording in that agenda /minutes.

Balance Sheet 31 December 2023:

Assets

CBA Cheque account: \$2,252.14

CBA Term deposit: \$10,598.02

No other Assets

Liabilities

No Liabilities

Net Assets = \$12,850.16

Profit & amp; Loss 1 Jan 2023 to 31 Dec 23 Calendar year

Gross Revenue : \$6,712.41

Less COGS: (\$1,561.43)

Less Operating Cost (Insurance): (\$150)

Profit for Distribution = \$5,000.98

Profit distributed as

Contribution to BPIS (decodable books & amp; Robokids)

(\$4,500)

	<p>Gift lunch boxes for Year 2 graduates (\$383.68) Retained profits at 31 Dec 2023 = \$117.30 Note: Accounts are prepared on cash basis and a \$3,000 Club Grant from EBP RSL Club, submitted in 2023 year, was received in February 2024. Note: P&C Insurance is current and paid to 1 August 2024</p> <p>Quorum- 2 PC members required.</p> <p>Membership: Declare all positions vacant.</p> <p>Voting members- Financial members (Membership fee is set for the year (by resolution- GOLD COIN).) are those people who have paid the annual subscription since the last AGM. Members names are recorded in the register (membership list) by the Secretary and the Treasurer will have given them a receipt for their membership payment.</p> <p>VOTING OPEN Co-presidents: Amanda and Lillian (nominated and supported by voting) Secretary: Nick Clark (nominated and supported by voting)</p> <p>Treasurer: Matthew Ellard (nominated and supported by voting)</p> <p>Profit and Loss: \$5150.98 Loss: Gifts \$383.00 (year 2 gift)</p> <p>Fundraising: The AGM is closed, and the General Meeting can be convened.</p>	
<p>4. Principal's update</p>	<p>Zoom contract ended in December 2023 The Department has not renewed its current contract with Zoom after December 2023. All existing staff user accounts with Zoom will continue to function under the terms of their basic free service which limits meeting duration, attendees, and in-meeting features and functions.</p> <p>Enrolments 2024 Only 10 in Kindy 18 in Stage 1 (14 in Year 1, 4 in Year 2) Annual Enrolment Return were submitted 7 Feb – 28 students- 2 students will be leaving. Class size audit on online data collection in March- data will be extracted. Assets Bag hooks installed. Carpet clean in Kindy room. Bi fold door by end of March.</p> <p>School Promotion School promotion.</p> <p>Student Wellbeing Boost funds All schools across the state have received one-off funding through the Commonwealth's Student Wellbeing Boost. The funds need to be committed by 31 March 2024, and fully expended by the end of 2024. Schools are required to use the funding to support inclusion, student engagement and well-being activities such as the Arts: Drama, Dance, Music, transportation to and engagement with galleries and performances. <i>More info below in italics from meeting discussions.</i></p>	<p>JF</p>

Therefore, Lesley and I have met and committed the funds as per the guidelines (Lesley sent 21 Feb)

The Principal would like the P&C to support the Robokids initiative.

The school's focus is always on teaching/learning, student outcomes/continual improvement at a time of curriculum reform.

Curriculum reform

Second year of curriculum implementation of English and Mathematics K-2 Syllabus.

External validation EV 2024

The school last had EV in 2019. The school will undertake an EV on 5 September 2024 Term 3 week 7. The panel meeting will be online, not in person. Submission for EV needs to be in by around Term 3, week 3 Education week 2024.

Curriculum Reform – Evaluation of changes to teaching practice

Project by Centre for Education Statistics and Evaluation (CESE) and UNSW. School was nominated via random sampling across all schools, to gain a subset of schools in the Metro South and Beverly Hills Networks. The sample aims to capture data from a different range of schools. The schools in the final sample will ideally vary in terms of characteristics such as remoteness, ICSEA (Index of Community Socio-educational Advantage) LBOTE/First Nations enrolment. The evaluation team at CESE will be in touch over Term 1 2024 to tell you more about the project and recruit for teachers and leaders.

Annual Report 2023

Due end of term 1.

The DoE Our Plan for NSW Public Education Term 3 SDD school provided feedback to the DoE. Jo's last week at BPIS. 1 page document is displayed in the school and in the newsletter.

DoE School community charter - collaborative, respectful, communication remains but has previous DoE plan.

School Development Day Term 2 2024 dedicated to Curriculum reform.

Term 3-week 3 education week

Project UNSW school nominated. Index of community and educational advantage. Evaluation of teaching practice. Term 1 more info to follow. DOE – plan for public education 1 page doc displayed and also in newsletter.

School promotion- thru school photographer. Week 5 newsletter. 1 off funding Commonwealth funding end of 2024. *Use of funding inclusion, engagement and wellbeing activities. Drama, Footsteps, Creative music. Relief of parents expenses*

Life education \$12.00 per student

Incursion; history Obs hill \$10.00 wellbeing.

Robokids- contribute from PC

Term 2- Botanic gardens.- bee hive hotels. Geography. Installation for \$16.00 per student

Drama-Habitat helpers wellbeing boost. Incursion \$484.00

Term 2 excursion- reverse garbage. Sustainable city. approx-\$40.00 per child

Footsteps

Incursion

Footsteps: disco

Edward the Emu -opera house

Jellybeans-

Gecko sport -grant

Graduation 2 – discussion to be had with Year 2 parents different timing
TBC

TERM 1

NAME	WHAT IS IT
GECKO SPORT PROGRAM 20/2- 9/4 Tuesday	School provided with a grant from ASC for \$1950 – school supports the difference according to the requirements of the grant
LIFE EDUCATION INCURSION Thursday 4 th April	Cost \$12. Per student Parents to pay
COME TO THE PARTY- INCURSION Monday 4 th March	Cost \$10 per student. This will be funded by the Wellbeing Boost funding provided to school

TERM 2

NAME	WHAT IS IT
ROBOKIDS INCURSION Tuesday 14/5 – 18/6	Hoping the P&C will either support the total cost or half of the cost – to reduce the cost to parents Students could contribute \$30 - \$40 depending on level of assistance from P&C
SUPER POLLIATORS INCURSION Friday 24 th May	Cost \$510 \$16 per student Parents to Pay
HABITAT HELPERS INCURSION Wednesday 5 th June	Cost \$484 This will be funded by the Wellbeing Boost funding provided to school
REVERSE GARBAGE EXCURSION Thursday 27 th June	Cost for Reverse Garbage \$400; Cost for bus \$800 (ex gst) \$40 per student Parents to pay

TERM 3

NAME	WHAT IS IT
FOOTSTEPS DANCE DANCE PROGRAM	Cost \$ 2340 (ex gst) This will be funded by the Wellbeing Boost funding provided to school

	<table border="1"> <tr> <td>30th July – 24th Sept</td> <td></td> </tr> <tr> <td>GOOGABINJ INCURSION 24th July</td> <td>Cost \$780 This will be funded by the Wellbeing Boost funding provided to school</td> </tr> <tr> <td>FOOTSTEPS DISCO INCURSION 20th September</td> <td>Cost \$250 School to pay</td> </tr> <tr> <td>EDWARD THE EMU EXCURSION OPERA HOUSE Wednesday 25th Sept</td> <td>Perforamnce at the Opera House Cost of tickets already paid \$750 (no gst) Bus cost approx. \$800 This will be funded by the Wellbeing Boost funding provided to school</td> </tr> <tr> <td colspan="2">TERM 4</td> </tr> <tr> <td>NAME</td> <td>WHAT IS IT</td> </tr> <tr> <td>JELLYBEANS MUSIC PROGRAM 22ND Oct- 10th Dec</td> <td>Cost \$1450 This will be funded by the Wellbeing Boost funding provided to school</td> </tr> </table>	30th July – 24th Sept		GOOGABINJ INCURSION 24th July	Cost \$780 This will be funded by the Wellbeing Boost funding provided to school	FOOTSTEPS DISCO INCURSION 20th September	Cost \$250 School to pay	EDWARD THE EMU EXCURSION OPERA HOUSE Wednesday 25th Sept	Perforamnce at the Opera House Cost of tickets already paid \$750 (no gst) Bus cost approx. \$800 This will be funded by the Wellbeing Boost funding provided to school	TERM 4		NAME	WHAT IS IT	JELLYBEANS MUSIC PROGRAM 22ND Oct- 10th Dec	Cost \$1450 This will be funded by the Wellbeing Boost funding provided to school	
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5. Update and discuss	<p>Enrolment 2024 – discuss final numbers and enrolment 2025 timing and activities.</p> <p>Fundraising 2024 No elections until 2025, discuss other fundraising ideas</p> <p>Sponsorship works well as revenue raising to be explored further (share our space/BPIS as venue hire).</p> <p>Grants Earlwood Bardwell Park RSL Grant \$3,000 secured, further sports grant submitted for Footsteps dancing Club Grants 2024 now open Small grants - Bayside Council. Submit in March 2024.</p> <p>Planet Ark/National Tree Day Planet Ark advises that the Seedling Bank grant applications close 1 March 2024, apply for small bee friendly shrubs. Impact on Grounds and maintenance discussed. To be followed up offline .</p>	<p>ALL</p> <p>Amanda</p>														
6. Treasurer Update	<p>Gross Revenue Breakdown in 2023 year March 2023 / State Election Day = \$3,146.65 October 2023 / Voice Referendum = \$2,416.23 May 2023 / Mother’s Day stall = \$640.00 September 2023 / School Disco = \$310 Interest / Cheque & Terms = \$199.53</p> <p>Total Cash and Bank: \$12, 850.16</p>	Matthew														

	Insurance up to date. Yes to 1 August 2024	
7. Fundraising and Events	carried over	ALL
8. Business without Notice	Big thanks and acknowledgement to all the new parents joining the P&C this year.	ALL
9. Next P&C meeting	27 March 2024	
10. Meeting Closed	3.40pm	

ACTION	Responsibility	STATUS
<ul style="list-style-type: none"> • AGM- A copy of your Constitution and by-laws • Bank account signatory forms (if needed) 	Presidents and Treasurer	OPEN
Signatory BANKS	Treasurer	OPEN
Audit	Nick and Matthew -finalised offline within 60 days.	
2023 minutes PDF	Nicole	OPEN

Profit and Loss

Bardwell Park Infants School P&C

Date Range: Jan 01, 2023 to Dec 31, 2023

ACCOUNTS	Jan 01, 2023 to Dec 31, 2023
Income	\$6,712.41
Cost of Goods Sold	\$1,561.43
Gross Profit As a percentage of Total Income	\$5,150.98 76.74%
Operating Expenses	\$5,033.68
Net Profit As a percentage of Total Income	\$117.30 1.75%

Balance Sheet

Bardwell Park Infants School P&C

As of Dec 31, 2023

ACCOUNTS	Dec 31, 2023
Assets	
Total Cash and Bank	\$12,850.16
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$12,850.16
Liabilities	
Total Current Liabilities	\$0.00
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Total Other Equity	\$9.00
Total Retained Earnings	\$12,841.16
Total Equity	\$12,850.16