

Bardwell Park Infants School (BPIS) Parents and Community Association (P and C) - General Meeting Minutes

Date of meeting: 27/03/2024

Time of meeting: 19:02 - 20:24

Location:

- Physical: BPIS, Community Room
- Online: zoom link to be provided at
https://bardwellpki-p.schools.nsw.gov.au/events/2024/3/p-c-meeting-term-1-week-9-.27_march.html
- <https://nsweducation.zoom.us/j/8230428053?pwd=UHIMYmlXTkMybnpQajRkekZlaUYrdz09&omn=68850369856#success>

Chairs: Lillian B / Amanda C

Minutes: Nick Clark (Secretary)

Time allocated to agenda: 65 minutes

Attendees:

- Nicole A
- Nicole C
- Arjan K
- Matthew E (Treasurer)
- Joanne F (BPIS Principal)
- Nick C (Secretary)
- Amanda C (Co-President) *via Zoom*
- Lillian B (Co-President) *via Zoom*

Item	Discussion/Actions
<p>1. Welcome and Introductions (5 mins)</p> <p>Acknowledgement of attendees Introduction of new members</p>	<p>Meeting commenced at 19:02.</p> <p>Acknowledgement of country.</p> <p><i>We acknowledge the Gadigal and Bidjigal people of the Eora nation. The traditional custodians of the land on which we meet today and pay our respects to their Elders past, present and emerging.</i></p>
<p>2. Approval of Previous Meeting Minutes (5 mins)</p> <p>Review and amend if necessary.</p> <p>Vote for approval.</p>	<p>Motion: Co-presidents proposed that the minutes of the previous meeting be accepted</p> <p>Result: Motion passed, all were in favour.</p> <p><i>Matthew E noted that Amanda C and Nick C needed to sign some documentation relating to being added as signatories to the association bank account.</i></p> <p>Action: Nick C and Matthew E to meet before the next meeting and check and sign documentation.</p>

3. Principal's Update

(15mins)

Overview and update from Joanne Fulham,
BPIS Principal

- Class size audit via online data collection completed and signed off on 28 March
- Noted meeting with health and safety advisor to conduct online assessment tool to evaluate BPIS' performance: improvement of BPIS' safety rating from 94% to 98% from previous year
- Bi-fold door between K classroom and Community Room due by end of March, contractors are being followed up
- Lesley contacted ASO re plumbers 24 hr call out on 26 March 2024 for the chain on the boys' urinal.
- Property Risk Australia engaged by the DoE to conduct asbestos inspection of school buildings. Expected date of the audit is Tuesday 2 April @ 8am.
- School purchased a new cupboard for the area outside of the staff toilet, installed 27 March 2024.
- External validation 2024 is due by Term 3 Week 3, with an online panel held in on 5 September 2024 (Term 3, Week 7)
- Curriculum reform: Evaluation of changes to teaching practice project, principal and all teachers have been nominated for project with CESE (Centre for Education Statistics and Evaluation)
- BPIS Annual Report 2023 due by the end of Term 1
- Department of Education '*Our Plan for NSW Public Education*' summary doc in BPIS Newsletter and on display at BPIS which refers to staff and student wellbeing strategies
- Working hours for staff: "right to disconnect" and strategies to avoid teacher burnout flagged were setting clear expectations and boundaries and keeping non-urgent communications within working hours; more to come on this in the next BPIS Newsletter. Principals have been directed not to contact staff outside of working hours unless there is an emergency.

**3.1 Request for
P and C Member for
Recruitment Panel**

BPIS Principal requested the P and C nominate a member to serve on a recruitment panel. Further details relating to this will be made public in a future BPIS Newsletter.

Motion: Nominate Nick C to serve on the recruitment panel.

Result: Motion passed, all were in favour.

**4. Co-President's Report
(5 mins)**

Overview of the association's current status
Highlights since the last meeting

Co-presidents noted that the P and C membership had doubled in size and that was an encouraging development.

Other matters re status of the association were deferred for discussion later in the meeting re Easter Raffle and planning.

**5. Treasurer's Report
(5 mins)**

Matthew E reporting on financial updates including income, expenditures, and budget status.

Discussion on financial projections and planning.

- **Audit of 2023 Financial documents**

- to be completed by Thursday 28 March, 2024 by Callum Ker
- Documents to be lodged with the ACNC and Nick C to assist/review

Action: Letter for Audit of 2023 Financial Documents to be added as an annexure to this document or the minutes of the next general meeting.

- **Status of association bank accounts:**

- \$6601.00 cheque account balance, after raffle proceeds are banked + whatever is sold in terms of tickets tomorrow at the easter hat parade
- \$10,629 in the term deposit

- **Easter Raffle 2024:**

- Proceeds deposited into association account from the raffle as of 27-03-2024: \$1100
- Still some chasing for small amounts of money to be done

- Process to add signatories to the association bank account: Amanda Conroy and Nick Clark is underway

6. Ongoing Business/Project Reports

6.1 Robokids Coding Program

Confirmation of Robokids coding program cost for 2024 with BPIS and P and C approval to pay for this program in full.

Motion: Matthew E moved to approve in principle that the P and C will pay for the Robokids program.

Result: Motion passed, all were in favour.

Discussion:

- noted that final amount for program has not yet been received and BPIS staff would pass on the amount when invoiced
- noted that BPIS is a case study school on the Robokids website
- Joanne F mentioned that robotics kits for the program were to be delivered before the end of term

6.2 Ongoing Admin and Handover Tasks

Nick C asked for permission to:

- tidy files in current One Drive and put in folders (no deletion of documents)
- contact the P&C Federation NSW regarding email accounts and access to the president email account used in old correspondence to consolidate all data across accounts and ideally have a single email for the committee to use for comms. like sending agendas and minutes

Actions:

- **Action: Nick C to contact P&C Federation and advise Co-Presidents how to get access to the email accounts.**
- **Action: Nick C to tidy One Drive files and put into folders and create action list document + calendar**
- **Action: Nick C to provide Joanne F with a copy for the BPIS website re joining the P and C and an email for contacting the P and C.**
- Joanne F noted it is common for the NSW Teachers Federation (NSWTF) to contact BPIS to obtain the details of the P and C President.

Action: Amanda C agreed to have her details provided to the NSWTF should they contact BPIS

6.3 Project – Easter Raffle

Discussion of tasks remaining for preparation of raffle draw:

- Prizes to be delivered to BPIS
 - Aroma Zen gift pack, craft/Easter gift hampers, Taronga Zoo, German Butcher, Friendly Grocer vouchers – Amanda Wed afternoon
 - Messina Voucher – Lillian B
 - Self raised/MMC - Nicole A
 - Grazing & Co hamper – Mariam
- Raffle table set up and ticket sales on morning of raffle – Amanda C/Lillian B to staff Square device and *ad hoc* ticket sales
- MC/Run sheet – Amanda C to MC and draw raffle

Actions to be taken re acquittal of the raffle:

- **Action: co-presidents – will coordinate distribution of raffle prizes, vouchers and certificates, and communicate with BPIS final raffle winners for school newsletter**
- **Action: treasurer – final reconciliation of ticket sales, outstanding payments to P and C and banking of cash sales.**
- **Action: secretary - create and issue certificates of appreciation for businesses**

7. New Business
(20 mins)

- Discussion about school representatives at ANZAC Day Dawn Service at Earlwood/Bardwell Park RSL

Discussion of various events for 2024:

- **Mothers Day Stall:**

- Friday, 10 May for Mothers Day events
- BPIS staff putting on a Mothers Day high tea at 1330 for mothers and grandmothers. Kids to make presents for the mothers. Assembly at end of the day. Presentation of gifts after assembly.

Action: Matthew E to write up proposal for stall in the morning based on last year's event and plan further with Nick C and Lillian B

- Maybe consider a stall on a different day of the week? Note dates Tuesday 7th and Wednesday 9th that week not available due to school commitments in the morning

Prospective events:

- Fathers Day BBQ - Friday 30 August
- Footsteps Disco - Week 10 - Term 3 (P and C to plan mini pizzas/manoosh and disco bags)
- School Athletics Carnival (26 September - Thursday) P and C to review support and possible BBQ
- Bunnings BBQ as a promotional opportunity for school enrolments in Term 3:
 - **Action: Amanda C to find letterhead and send to Lillian B for Bunnings letter**
 - **Action: Matthew E to provide documentation to Lillian B**
 - **Action: Lillian B to enquire with Bunnings re scheduling**
- Lunch order day once per term ideas:
 - Ideas: sushi, gourmet wraps

	<ul style="list-style-type: none">○ Flexi schools (https://flexischools.com.au/)● Share our space in the holidays:<ul style="list-style-type: none">○ School gates open during daylight hours gives exposure for school, pedestrian access only○ Amanda C asked Joanne F re hiring school space (school fair) but BPIS does not have building space to hire out, but could use playground○ Noted the issue of risk management issue in terms of cleaning the school after such events <p>General discussion:</p> <ul style="list-style-type: none">● conscious of event timing for working parents● AEC for elections (Jo contacted about using school) <p>Proposed initiative: Sunscreen dispensers</p> <p>Proposal from Nick C: P and C invest in dispensers for sunscreen for students to apply during breaks AND allocate a budget for purchase of refills, steps to plan and implement, see Appendix A for brief detail on planning and implementation.</p> <p>Action: Joanne F to report back after consideration and consultation with H&S Advisor.</p>
8. Adjournment	<p>Joanne F thanked the P and C for its efforts with the Easter Raffle and its ongoing work.</p> <p>Meeting closed at 20:24.</p>

Appendix A– Proposal for Sunscreen Dispensers

Proposal from Nick Clark: P and C invest in dispensers for sunscreen for students to apply during breaks AND allocate a budget for purchase of refills, steps to plan and implement, see Appendix A.

1. 2 holders in total, outside each classroom or somewhere else teaching/office staff recommend
2. investigate cost of sunscreen holders/brackets which can be easily fitted/removed without need for installation
3. investigate cost of purchase for sunscreen and see if there is any research around usage of sunscreen to inform quantity required over 4 school terms
4. research whether there are Cth./NSW Govt. posters that we can print and put alongside the dispensers (slip, slop, slap, etc...)
5. approval from BPIS Principal