

Bardwell Park Infants School (BPIS)

P & C Meeting Minutes, Wednesday 23rd March 2022



Meeting opened	7.33 Zoom and onsite
Attendance	Jo Fulham, Catherine B, Renne B, Lucille V, Joanna D, Nicole A, Jenny F
Apologies	Georgia
Chair	Catherine Butler -P&C president

Item	Description	Owner
1. Introduction	Welcome and Acknowledgment to Country	Jo Fulham
2. Previous Minutes	Accepted and confirmed	ALL
3. Principle's update	<p>Principals report Term 1 Week 9 Wednesday 23 March 2022</p> <p>Assets: Library – light reconnected Wed 23 March Carpet- put down Tuesday 22 March</p> <p>Block A- assessment for development of a scope of works and quote for painting A block, attend to mould on ceilings, painting the inside of boys' and girls' toilets (choice of colour), replace boys toilets and the partitions in between boys' toilets, replacing wood and repaint benches on playground. Assessment conducted on Thursday 17 March. AMU will then inform Principal/arrange meeting to discuss scope of works.</p> <p>Library- assessment for development of scope of works and quote Thursday 17 March 2022- new roof, new gutters, painting inside (white) and outside (grey), new carpet. Books will have to be moved. TBA</p> <p>Annual Door easement check (safety) occurred and completed 17th March.</p> <p>IT Regional support last Friday 18 March 9.30am-2.30pm for installation of new lightening cables to the sync and charge trolley. School purchased about \$600 apps for the school's new ipads today. Wed 23 March, Jo set up Friday and Monday</p>	Jo Fulham

21 March. Proxy server for all 30 ipads and updated IOS all 30 ipads Wed 23 March. Region pushed our apps via jamf console on Wed 23 March. Current apps are in folders. Seesaw and app to access student portal on desktop, logon home screen.

Secure internet edge, new router installation Wed 30 March 8.30-12 - Jo has done pre- cut over survey. School will lose net connectivity for several hours.

Decommissioned connected classroom, new lectern and wall painted.

COVID

Webinar 23 March 3-4pm Dep Sec of Education with Minister of Education re COVID/floods

COVID Omicron VA2 peak wave end of March beginning of April, DoE will continue to confer with Health. **Minor adjustments to schools may be needed**- layered measures and in consultation with DEL- may be mask wearing, or re scheduling events such as assemblies – short term circuit breaker in the school holidays. Schools may organise at the local level to distribute RAT kits if needed **Not going back to student cohorting.**

Difficulty getting casual staff via Classcover to cover sickness. DoE will encourage staff for flu jab.

Federal election is upcoming.

No industrial action taken in term 1

IER school reforms and teachers federation

Regarding the Inclusive Engaging and Respectful Schools (IER) Reform workload. IER Inclusive Engaging and Respectful Schools Reform – Beverly Hills and Georges River Principal networks meeting occurred Tuesday 22 March 2022 at Peshurst PS re the IER Reform.

P&C president name to be provided upon request and with consent of BPIS P&C President.

Suspension policy for term 2.

Plans/procedures

BPIS anti bullying plan on School Website Service SWS, Behaviour Code for students 2022

Student use of devices procedures on SWS (**under about our school- rules and policies**). See hyperlinks below:

- [antibullying](#)
- [behaviour code](#)

	<ul style="list-style-type: none"> • student use of digital devices <p>Events</p> <p>Robokids Term 2 Easter hat parade- Thursday 7 April, School photos- Friday 8 April - hard copy of information distributed 23 March and via Skool loop Friday 8 April- last day of term. Students return to school Term 2 Wednesday 27 April</p> <p>Staffing</p> <p>Mrs Greige's last day is anticipated Friday 20 May. Advert for temp teacher engagement for Ms Greige's maternity leave went up on 18 March- will close Monday 4 April, Mat leave begins week 5 Monday 23 May until end of year 19 Dec.</p>	
4. Update and discuss	<p>General housekeeping – Jo went though website Some technical issues noted with android phones and communication methods will continue to afford opportunity through hard copy provisions. Social's to be added to newsletter to increase visibility.</p> <p>Discussed terms of reference for P&C with main focus to be to increase visibility of school within the local area and to boost enrolment numbers going forward. Discussion regarding methods to achieve this that builds on already existing steps such as letter drops, school tour on the website. Explore the points of difference- well resourced, large play spaces, staffing ratios, connection, community, same curriculum, 1:1 time that teachers have with each child everyday. Ideas- local FB Community pages, Insta to promote the school letter drops, zoom Q+A, video/graphics, in person tours (COVID contingent)</p> <p>Survey- skills for election day fundraisers (see below in events) and some questions for parents what you liked about the school and build that into visual graphics. Utilise skills /resources within P&C to monitor any additional socials and build civic connection.</p>	<p>JO</p> <p>ALL</p> <p>Nicole</p>
5. Treasurer Update	<p>Bank Account. All Accounts: 10, 447.23 Cash deposits – to be processed. Lucille to reconcile. Renee and Joanna to tag team depositing this on ongoing basis. Two cheques pending.</p>	Lucille V

	<p>Chequebooks– Catherine, Lucille . Possibility of a new one being required soon.</p> <p>Signatory- to be added Catherine, Renee, Joanna. Remove Naomi and Angela.</p> <p>Square reader (Joanna has guardianship)- charges 3 ways of use. Service 1.9% direct, 2.1% online. Which method of use was discussed- Practice note for use- direct at 1.9% is the preferred method given less revenue/fees. When selling online for large items selling can use online (EFT) payment method.</p>	
6. Fundraising and Events	<p>Easter ticket raffle- donation box is out most mornings or afternoons. Notices in newsletter and socials. Final prizes to be added to socials.</p> <p>Discussion regarding cut-off date and wrapping on site and storage. Hard cut off Monday 4th and wrapping Tuesday 5th. Joanna to co-ordinate wrapping with P&C to be notified through WhatsApp group if extra assistance required. To be drawn on 7th April after easter hat parade. On the cut off day determine if one large gift or small prizes also to be offered, and then also drum up potential extra sales through this on social.</p> <p>Future events- Federal election and sourcing if P&C can use to as large community event to promote and raise funds. Survey to see who in school community would be willing to assist on the day with stalls, setting up, timetabling, resources. Check with electoral commission what signage the school can have to promote the school.</p> <p>BBQ, cake stall and potential farmers market stall (fresh produce) as some initial ideas.</p> <p>Discussed key local restaurant offer 1st prize in Mother’s Day to be explored further.</p>	ALL
7. Business without Notice	Nil	
8. Next P&C meeting	Term 2 Week 2- Wed 4 May @7pm	

9. Meeting Closed	8:35 pm	
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