



Bardwell Park Infants School
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NEWSLETTER

Week 5 Term 1

24 February 2020

Sports uniform - Tuesdays & Fridays

Library bags - Fridays

Assembly- Fridays

School Day: 9.15am - 3.15pm

Lunch: 11.15-12.15pm

Recess: 1.40-2.00pm

Term 1 Week 5 (this week)

- ◇ **Sandpit school photos:** Monday 24 February, full school uniforms
- ◇ **Meet and Greet evening:** Monday 24 February **6-7pm** in your child's classroom
- ◇ **Fundamental Movement Skills:** Tuesday 25 February sports uniform
- ◇ **Scripture:** Wednesday 26 February
- ◇ **Assembly:** Friday 28 February
- ◇ **Clean Up Australia Day:** Friday 28 February, teacher supervised in the playground

Term 1 Week 6 (next week)

- ◇ **Fundamental Movement Skills:** Tuesday 3 Feb
- ◇ **Scripture :** Wednesday 4 Feb
- ◇ **Assembly:** Friday 6 Feb.

Dear Parents and or Caregivers,
Congratulations to the following students who received Merit Awards in our Assembly last week:

K	Gabriella, Ronan and Samuel
1/2	David, Jessica and Amir
Playground Certificate	David and Djenga
Core Value - I am Willing to Learn	K: Aidan 1/2: Roman
STUDENT OF THE WEEK	Harry

Sandpit Photos: today Monday 24 February
School photos have been taken today. Please **read the attached** information letter from the photographer, which was previously sent home in week 3.

Meet and Greet: tonight Monday 24 February tonight 6-7pm
Please go to your child's classroom to meet the teacher and hear of the class routines and learning programs. Please note, parent/teacher interviews are organised via the office, so a mutually agreeable time can be arranged.

School Community Charter

Please **read the attached** DoE School Community Charter. The Charter was first tabled at a P&C meeting on 29 March 2019. The school has adopted this as our Charter. It was again taken to the P&C on 19 February 2020, and is on the noticeboard at the entrance to the Connected Classroom.

School Attendance

Please ring the Office if your child is absent or unwell, so his or her absence can be marked correctly on the roll. A roll is a legal document and the school must record the reason for the absence. If your child is unwell thank you for keeping them at home.

Lunch/Afternoon tea

Thank you for providing such healthy food for your children. All K-2 students eat together on the verandah. For health and safety, and those with dietary needs, students are not to share food or drink at school. Thank you for reiterating this message at home.

Pedestrian gate

The hook for the pedestrian gate has this morning been removed, for the safety of all.

Native Stingless beehive and bees

Following discussions with WHS consultants and the DoE's Animal Welfare Advisor and with reference to the Animals in Schools Policy, I have written a Native Stingless bee Risk Management Plan, which has been inserted into the school's Allergens Risk Management Plan. As a result, a native beehive will be placed under a tree at the front of the school. Thank you to those who responded to the survey.



News from your P&C

The P&C Fundraising Sub-Committee are getting together this Wednesday, 26/2 at EBP RSL at 7pm to discuss and organise the years events.

If you have any ideas please fill out form below and return to the school office (place in box).

FUNDRAISING IDEAS

Child's name: _____ Class: _____

Parent/Caregiver name : _____

Any idea/s: _____

P&C

Please see the attached minutes, balance sheet and independent financial review on yellow paper, as provided by the P&C your meeting.

Term 1 Week 5 (this week)

Sandpit School Photos: today Monday 24 February

Please ensure your child wears full school uniform for our school photos on Monday 24 February. The school photographer is usually very punctual and is ready to begin directly after morning circles.

Meet and Greet evening: Monday 24 February **6-7pm tonight**

Please come along to the parent/teacher Meet and Greet evening tonight on Monday 24 February from 6-7pm.
Please go to your child's classroom to learn more of the learning programs and specific class routines.

Clean Up Australia Day: Friday 28 Feb

The school will be participating in Clean Up Australia Day in our school grounds, under the direct supervision of teachers. Appropriate gloves will be provided for our students.

Term 1 Week 6 (next week)

Fundamental Movement Skills: Tuesday 3 Feb sports uniform to be worn.

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School Community Charter

Collaborative. Respectful. Communication.

The following School Community Charter outlines the responsibilities of parents, carers, educators and school *staff* in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018-2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We treat each other with **respect**

We **prioritise** the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work together with the school

Ensuring respectful learning environments for all members of NSW Public Schools communities.



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.
Respectful.
Communication.**

School Community Charter

education.nsw.gov.au



Bardwell Park Infants School (BPIS)
Annual General Meeting - 19 February 2020

Meeting Opened:	7.12pm
Attendance:	Joanne Fulham, Will Browne, Louise Ker, Ana Dias, Angela Hume, Judy Beasley, Renee Burger (minutes), Winnie Ling.
Apologies:	
Chair:	Ana Dias
Item	Description
1. Introduction	<ul style="list-style-type: none"> Acknowledgement to country and welcome new and familiar faces.
2. Previous AGM:	<ul style="list-style-type: none"> Accepted: Louise and Ana. Constitution : Will to provide original. Will park constitution and by-laws until next meeting
3. Vice Presidents and Fundraising Report . Prepared by Louise Ker.	<p>AGM 2019.20 Vice President & Fundraising Report</p> <ul style="list-style-type: none"> 2019 was successful year for fundraising. The immediate school community and friends donated their time and valuable resources to the school. Two main fundraising events in 2019 were the State and Federal election. Both achieved a generous profit and the help of many devoted parents leading up to the event and on the day. Special mention to Ana, Nathan, Renee, Will and Andrew for consistently helping on both events. Smaller events that helped the School raise funds were - Chocolate drive, Mother's and Father's Day Stall, Disco. The P&C had two subsidised events - PJ Movie night and Disco. These events were to help foster the community spirit at Bardwell Park Infants School. The P&C continued their support with events such as cake day, walkathon, pie/sausage roll day and 'welcome morning' for 2020 kindergarten orientation. The P&C continued to support the school's awareness in the local area. The Committee distributed postcard flyers in our local community and Preschools. We hope to continue this awareness. The P&C Facebook page was managed by Renee and Ana. This page has helped with communication of upcoming events. The P&C fully funded RoboKids. Children enjoyed problem solving, communicating and building innovative creations. We acknowledge Earlwood Bardwell Park RSL club grants which helped pay Footsteps for Dance in Term 3.



Bardwell Park Infants School (BPIS)
Annual General Meeting - 19 February 2020

<p>4. Treasurer' s Report and Audit Prepared by Will Browne</p>	<p>AGM 2019.20 Treasurer's <u>Report</u> (see allatched documents)</p> <p>2019 financial reports</p> <ul style="list-style-type: none"> Attached to this report are the 2019 Profit and Loss Statement and Balance Sheet as of year-end date 31 December 2019. The financial statements were prepared by the Treasurer (Will Browne) and subject to audit by Kursley Lorens on 31 January 2020. In previous years a local accounting firm was doing the audit pro bona but they have resigned from duties in 2019 due to professional insurance concerns. Under P&C guidelines any member of the community who as appropriate skills can complete the audit if they are independent of the P&C Executive Committee. The audited financials will be uploaded to Australian Charities and Not for profits commission after the AGM. <p>2019 Budget update</p> <ul style="list-style-type: none"> Fund raising for the year was strong given the decrease in school population and was greatly assisted by the two elections held at the school in the year at which the P&C did fund raising. In addition, a substantial grant of \$1845 was paid from EBP RSL which was not budgeted for. As a result of the fundraising and the grant, the P&C was able to assist in funding the Robokids program and Footsteps dance. The P&C also invested in a new replacement BBQ for fund raising for future years. <p>The year ended with a small surplus of \$108 and cash balances of \$21,904.11.</p>
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Bardwell Park Infants School (BPIS)
Annual General Meeting - 19 February 2020

Profit and Loss **Bardwell Park Infants School P&C** Date Range:
 Jan 01, 2019 to Dec 31, 2019

ACCOUNTS Jano¹. 2019 to **Dec 31, 2019**

Income

Annu al Donation \$355.00
 Chocolate Drive \$1,720.65
 Disco \$457.35
 Election day \$2,918.55
 Fathers Day Stall \$231.00
 Grant Received \$1,845.00
 Investments - Intere st \$124.96
 Movie night \$19.35
 Wa lka thon \$103.70
 mothers day sta ll \$240 .00

Total Income \$8,015.56

Cost of Goods Sold

Bunning s sausage sizzle \$70.00
 Ch oc ola te drive \$960.01
 Disco \$510.20
 Ele c tion Day \$373.60
 Fathers Day Stall \$42.00
 Mothers Day Sta ll \$194.70

Total Cost of Goods Sold \$2,150 .51

Profit and Loss - Bardwell Park Infants Sc ho o l P&C Created on
 Feb 04, 2020

Date Range: Jan 01, 2019 to Dec 31, 2019

Gross Profit As a percentage of Total Income

\$5,865.0573.17%

Operating Expenses

BBQ \$800.00
 Footsteps Dance \$1,84 5.00
 Gifts \$113.84
 Insurance - Prop erty \$185.00
 M ov ie Night \$52.95
 Robokids \$2,700.00
 We lc ome BBQ \$60.15

Total Operating Expenses \$5,756.94



Bardwell Park Infants School (BPIS)
Annual General Meeting - 19 February 2020

S. Election of Office Bearers - Returning Officer (Joanne Fullham)	<p>Financial membership taken - gold coin.</p> <p>All office bearers stood down- Position declared vacant.</p> <p>Nominations and acceptances for:</p> <ul style="list-style-type: none"> • President - Angela Hume (nominated - Renee, 2nd Judy) • Vice President - Judy Beasley (nominated - Ana, 2nd - Judy. Mentor: Ana) • Vice President - Renee Burger (nominated- Louise, 2nd - Renee). • Secretary - Louise Kerr (Nominated Renee, 2nd - Ana) • Treasurer - Will Brown (nominated - Renee, 2nd - Will) • Fundraising subcommittee: Louise, Renee, Winnie (?), plus more to follow. <p>Jo Fullham read and acknowledged nominations.</p> <ul style="list-style-type: none"> • Meetings for 2020 will continue as the same format as 2019. One morning and one evening each term.
6. Signatories on Account	<ul style="list-style-type: none"> • Will Browne is existing and Angela Hume and Judy Beasley to be added as signatories. • Will Browne to follow up regarding bank details.
7. Other Business	<ul style="list-style-type: none"> • Documents available at AGM : Standard P&C Association Constitution • Previous Annual General Meeting • BPIS Audit and Financials. • P&C voluntary contribution to be \$50.00.
Meeting Closed:	7.55pm

Bardwell Park Infants School (BPIS)
Meeting in the connected classroom
19th February 2020.



Meeting Opened:	7.55 pm
Attendance:	Joanne Fulham, Angela Hume, Judy Beasley, Renee Burger (minutes), Winnie Ling, Will Browne, Louise Ker, Ana Dias.
Chair:	Angela Hume
Minutes:	Renee

Item	Description	Contributor/Owner
1. Welcome	Welcome and Acknowledgment of Country.	Angela
2. Previous Minutes	Accepted. Angela 1 st , Ana 2 nd .	Ana
3. Principal's Update	<p style="text-align: center;">P&C Principal's Report</p> <p>Student numbers: 33 students: Kand 1/2, numbers have been submitted on OMSEE. May have 2 new Kindy enrolments at end of term 2.</p> <p>School Community Charter This DoE document came out last year and Jo brought to the P&C, minuted 29 March 2019, put in newsletter 2019, on noticeboard and then on noticeboard at entry to Connected Classroom. I again bring to the P&C to read and adopt for our school for safety of all on 19 Feb 2020. Please note the 'unacceptable behaviour may include but is not limited to' box at the end of the document. Jo to disseminate to school community via newsletter, noticeboard. Document remains at entry to Connected Classroom.</p> <p>Share Our Space: is designed to support the Premier's objective of opening high quality spaces to the community during holiday periods. BPIS opened from 8am- 5pm, 7 days a week, from 23 December 2019- 24 January 2020. The school pedestrian gate opened between 7 and 8 am. Gates closed between 5 -6 pm. External twice weekly cleaning during the holidays and at the end of the program. Jo has submitted post survey in Term 1 2020.</p> <p>Native Stingless Bees invertebrates Jo has meeting with WHS consultant this Friday 21 Feb. Will insert native stingless bees into Allergens Risk Management of the Playground. Jo spoken with WHS consult regarding risk management (if any needed) for stingless bees. Jo also spoke with Regional Animal Advisor. Jo consulted Animals in Schools policy- bees is not one of the animals included. Jo has surveyed community via the newsletter, with 6 returns all YES. Jo has walked with George (parent) and determined a position for the hive. Renee currently has the hive.</p>	Jo

Bardwell Park Infants School (BPIS)
Meeting in the connected classroom
19th February 2020.



Before and After School Care:

TASK: The After School Klub at Arncliffe West, Director submitted a proposal on 20 November 2019 to the BASC reform committee for funding for a bus and staff, to take any of our students to TASK at Arncliffe West. Jo contacted TASK again Term 1 Week 2. TASK are still waiting upon the submission's response.

Little hubs: Alex Millar, email forwarded to P&C. At the moment this company is only having Yr 3 students and older until May, may then consider younger students.

Curriculum based updates

Robokids: Term 2 weeks 2-7 6 week program, 1 ½ hour each class Tuesday mornings. \$3927 due on 12 June.

Jellybeans Music program

Term 3 Monday afternoons both classes \$1430
 Both of these programs address NSW Syllabus outcomes

Asset Management issue

Tree scope of works:

\$3080 to remove tree from front of school, completed in the school holidays. Aerial assessment of big tree - not done in holidays due to bushfires. JO contacted them in Term 1 Week 2, will getback to school with a date.

PWAPublicWorksAdvisory: door lock upgrade works to be conducted to be managed by PWA. Email received 25 November about this program. Further email today 4 Dec saying they will just turn up to begin surveying the work. School open up until Friday 20 December, then to negotiate with Principal. Jo has spoken with Regional Asset Services Officer Term 1 Weeks 3 and 4 who will follow up.

Photocopier is out of warranty in October 2020

Jo has meeting with company representative on Monday 23 March at 10am re new photocopier. School will pay for the new photocopier.

Calendar updates proposed by P&C (Dec 2019 and Feb 2020)

P&C Disco Term 1: date incorrect....P&C set for Friday 27 March, Jo has informed staff of event.

Christmas carols Saturday Term 4. This suggestion did not appear on P&C's Feb 2020 proposed events.

Easter hat Parade: the school will be holding its first Easter hat Parade as per the term overview, sent out to the community at the beginning of the year.

Bardwell Park Infants School {BPIS}
Meeting in the connected classroom
19th February 2020.



4 . Treasurer's Update.	<ul style="list-style-type: none"> • Voluntary contribution amount for 2020 • Consider \$50 per family again this year and arrange for collection. 	Will
S . Fundraising and Promotion Updates	<ul style="list-style-type: none"> • Set a future Meeting to discuss yearly calendar for 2020. This will be outside of the P&C usual meeting. • Music Lessons • Rockdale Bunnings/ Bbq: possible dates 13/ 09 and 20/ 09. Public liability insurance. • EBP 2020 grant intake <p>Events (proposed dates):</p> <ul style="list-style-type: none"> • P&C Disco- Friday 27th March. (teachers to be consulted re. dates). Anzac assembly is also on this day. • Mothers' day stall- Friday 8th May. Purchase gifts from wholesalers. • Easter Hat Parade- Thurs 9th April. • Chocolate Drive 2020. <p>Bayside Club Grant application. (Renee)</p> <p>**** An additional Sub- committee meeting to be scheduled for next week to discuss Fundraising & Events for 2020. The school community will be invited. ****</p>	Louise
6. Meeting Closed	9.25pm	



2019 TREASURER'S REPORT

• 2019 financial reports

- o Attached to this report are the 2019 Profit and Loss Statement and Balance Sheet as of year-end date 31 December 2019.
- o The financial statements were prepared by the Treasurer (Will Browne) and subject to audit by Kursley Lorens on 31 January 2020. In previous years a local accounting firm was doing the audit pro bono but they have resigned from duties in 2019 due to professional insurance concerns. Under P&C guidelines any member of the community who as appropriate skills can complete the audit if they are independent of the P&C Executive Committee.
- o The audited financials will be uploaded to Australian Charities and Not for profits commission after the AGM.

• 2019 Budget update

- o Fund raising for the year was strong given the decrease in school population and was greatly assisted by the two elections held at the school in the year at which the P&C did fund raising. In addition , a substantial grant of \$1845 was paid from EBP RSL which was not budgeted for.
- o As a result of the fundraising and the grant, the P&C was able to assist in funding the Robokids program and Footsteps dance.
- o The P&C also invested in a new replacement BBQ for fund raising for future years.
- o The year ended with a small surplus of \$108 and cash balances of \$21,904.11.

2019-01-01 to 2019-12-31	BUDGET	ACTUAL	VARIANCE to budget	
ACCOUNTS	AUD 2019	AUD 2019	YTD	Comment
<i>Per event</i>				
Bag Tag Fundraiser	110	-	- 110	None for 2019
Dunnings sausage sizzle	1,297	70	- 1,367	None for 2019
Chocolate drive	1,260	761	- 500	Substantially less than last year
Disco	629	53	- 682	Substantially less than last year
Fathers Day Stall	50	189	- 139	
Mothers Day Stall	95	45	- 49	
Annual Donation	726	355	- 371	Substantially less than last year
Cake Stall	412	-	- 412	None for 2019
Grant Received		1,845	1,845	Grant not in budget
Investments - Interest	99	125	- 26	
Walkathon	117	104	- 13	
100s board raffle	315	-	- 315	None for 2019
Election day	1,000	2,545	- 1,545	Substantially more than budget
Movie night		34	- 34	
Total Income	6,110	5,812	- 298	
<i>Operating Expenses</i>				
Insurance - Property	- 174	- 185	- 11	
Robokids	- 3,726	- 2,700	- 1,026	Substantially less than budget
Year 2 J (graduation gift)	- 428	-	- 428	None for 2019
Welcome BBQ		- 60	- 60	
Gifts	- 137	- 114	- 23	
Footsteps dance		- 1,845	- 1,845	
BBQ		- 800	- 800	
Total Operating Expenses	- 4,465	- 5,704	- 1,239	
Net Profit	1,645	108	- 1,537	

Balance Sheet

Bardwell Park Infants School P&C

As of Dec 31, 2019

ACCOUNTS	Dec 31, 2019
Assets	
Cash and Bank	
Cheque A/c	\$11,489.94
Term Deposit	\$10,414.17
Total Cash and Bank	\$21,904.11
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$21,904.11
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Equity**Retained Earnings**

Profit for all prior years	\$1,244.00
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Profit between Jan 1, 2019 and Dec 31, 2019	\$108.11
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Owner's Equity	\$20,552.00
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Total Retained Earnings	\$21,904.11
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Total Equity	\$21,904.11
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Profit and Loss

Bardwell Park Infants School P&C

Date Range: Jan 01, 2019 to Dec 31, 2019

ACCOUNTS	Jan 01, 2019 to Dec 31, 2019
Income	
Annual Donation	\$355.00
Chocolate Drive	\$1,720.65
Disco	\$457.35
Election day	\$2,918.55
Fathers Day Stall	\$231.00
Grant Received	\$1,845.00
Investments - Interest	\$124.96
Movie night	\$19.35
Walkathon	\$103.70
mothers day stall	\$240.00
Total Income	\$8,015.56
Cost of Goods Sold	
Bunnings sausage sizzle	\$70.00
Chocolate drive	\$960.01
Disco	\$510.20
Election Day	\$373.60
Fathers Day Stall	\$42.00
Mothers Day Stall	\$194.70
Total Cost of Goods Sold	\$2,150.51

Gross Profit	\$5,865.05
As a percentage of Total Income	73.17%

Operating Expenses

BBQ	\$800.00
Footsteps Dance	\$1,845.00
Gifts	\$113.84
Insurance - Property	\$185.00
Movie Night	\$52.95
Robokids	\$2,700.00
Welcome BBQ	\$60.15
Total Operating Expenses	\$5,756.94

Net Profit	\$108.11
As a percentage of Total Income	1.35%

31 January 2020

INDEPENDENT FINANCIAL REVIEW
BARDWELL PARK PARENTS AND CITIZENS ASSOCIATION
ABN: 70 655 357 283

**(TRADING NAME - BARDWELL PARK INFANTS SCHOOL PARENTS
AND CITIZENS ASSOCIATION)**

REPORT ON THE FINANCIAL STATEMENTS

A Period: 1 January 2019 to 31 December 2019

I have reviewed the accompanying financial statement, of the Bardwell Park Parents and Citizens Association, which comprised of the following:

- Balance Sheet.
- Profit & Loss Statement
- Cash Flow.
- Cheque Account - Bank Statement and Transaction details.
- Term Deposit Account - Bank Statement and Transaction details.

B. Opinion:

In my opinion, the financial statements have been properly drawn up and give a true and fair view of the Association's finances.

C. Independence:

I confirm that I am not a member of the Bardwell Park Parents and Citizens Association and am not related to any member of their committee.



Kursley Lorens