



MINUTES - General Meeting
Monday 13 June 2022
Bayswater Primary School, Library

1 Meeting opened – 7.00pm

2 Attendance and apologies

- **Attendees:** Paul Biemmi (chair), Damien Bosustow, Dayna Cenin, Alex Ellis, Lara Ellis, Chris Forte, Leanne Frisina, Monika Koch, Bernadette O’Connell, Belinda Rickert, Amy Robinson, Bethany Sawyer, James Sawyer, Kylie Seal-Pollard, Marianne Symons.
- **Apologies:** Suzanne Harmer, Eleanor Reuvers, Dan Saunders.

3 Acceptance of previous meeting minutes

- Monday 2 May 2022 (General Meeting) - *Moved Kylie Seal-Pollard, Seconded Lara Ellis.*

4 Business arising from previous minutes

- **ACTION: Lea and Bernadette to assess changes required for Canteen (Qkr finance system).** No update; carry forward to next meeting.
- **ACTION: Damien to investigate “Your Move” community programme.** Bethany Sawyer investigated. P&C can support, but requires a staff member to coordinate. Paul Biemmi to investigate. No update; carry forward to next meeting.
- **ACTION: Damien to liaise with Amy Hollingsworth re updates to website.** In progress; carry forward to next meeting.
- **ACTION: Damien to liaise with Rod Arnold re saving of 2021 Fete info on P&C SharePoint.** In progress; carry forward to next meeting.

5 Principal’s report

- Staff changes:
 - Dayna Te Huia (Room 12) - Parental Leave - backfilling in progress
 - Suzie Wass (Room 5) - Finishing her term - backfilling in progress
 - New COVID cleaner appointed - Beatrice Imbuy
 - New school officer - Laurice Edwards
 - New principal – TBA – recruitment in progress
- School Development Day:
 - School is getting ready for our Public School Review. It has been delayed late Term 3 or even possibly Term 3.
 - Staff self-reflected against National Schools Improvement Tool and worked out our rating. The school then considered some suggestions for improvement.
 - The school will refine these suggestions and include in our presentation to the School Review panel.
 - P&C and School Board will be involved in this discussion
- National Schools Opinion Survey
 - Strengths (over 90%):
 - Teachers at this school expect students to do their best.
 - Students feel safe at this school

- Students at this school can talk to their teachers about their concerns
- Students like being at this school
- My child is making good progress at school
- Areas of Focus (Below 70%):
 - Teachers at this school provide students with useful feedback about their school work.
 - This school is well led
 - This school works with parents to support students' learning.
 - This school takes staff opinions seriously
- Master Plan:
 - Funding approved by Central Office
 - Architect coming out on Thursday. Seeking ideas for improvement.
 - Accommodate additional enrolment due to Bayswater Development and Metronet.
 - Department is aware of the redevelopment. Possibly 5 years away from any tangible planning.
 - Master Plan is a proactive approach from the school to consider our needs.
 - Please send me any ideas before Thursday.
- Reporting to Parents:
 - Semester reports will go out 29 June
 - Parent Interview- Week 2 (Monday, 25 July). Interviews will be held from 12pm to 6pm. This will give everyone the opportunity of gaining an understanding of the progress made this year.
- Grounds:
 - Department are funding an additional retaining wall to replace the crumbling wall
 - Disabled ramp is also being proposed into the Imaginature playground.
 - Additional plants. - thank you to Kylie and Eleanor for help and advice.
 - Thank you to P&C for supporting additional improvements in the ECE playground.

6 Office Bearer Reports

6.1 – President

- Report tabled (see attached).

6.2 – Treasurer

- Report tabled (see attached).

7 Motions on Notice

- **7.1 – MOTION: That the P&C approve funds (\$100 - from the volunteer grant) for purchase of storage containers and kitchen utensils for the Canteen.** Moved Bernadette O'Connell. Seconded Alex Ellis. All in favour.
- **7.2 – MOTION: That the P&C approve funds (\$250 - from the volunteer grant) for purchase of Canteen Manager uniform.** Moved Bernadette O'Connell. Seconded Alex Ellis. All in favour.
- **7.3 – MOTION: That the P&C approve funds (\$1,500) for an energy and water audit.** Moved Kylie Seal-Pollard. After some discussion, Paul Biemmi agreed that the school would pay for the cost of the audit.
- **7.4 – MOTION: That the P&C approve funds (\$3,000) for the KPC Sandpit/Softfall Project.** Moved Kylie Seal-Pollard. Seconded Marianne Symons. All in favour. Agreed to fund from KPC funds.
- **7.5 – MOTION: That the P&C approve funds (\$7,425) for ECE garden improvements.** Moved Kylie Seal-Pollard. Seconded Alex Ellis. All in favour.
- **7.6 – MOTION: That the P&C approve funds (\$820 – from the volunteer grant) for GSC activities.** Moved Kylie Seal-Pollard. Seconded Lara Ellis. All in favour.
- **7.7 – MOTION: That the P&C approve funds (\$2,632) for shade tree wicking beds.** Moved Kylie Seal-Pollard. Seconded Alex Ellis. All in favour. Agreed to fund from GSC funds.
- **7.8 – MOTION: That the P&C approve funds (\$200) for Room 15 costumes for free play.** Moved Kylie Seal-Pollard. Discussed and agreed to source costumes via Class Reps.

- **7.9 – MOTION: That the P&C approve expenditure (\$750) for a mud kitchen for the early childhood area.** Moved Marianne Symons. Seconded Lara Ellis. All in favour. Agreed to fund from KPC funds.

8 Tabled sub-committee/representative reports

8.1 – Canteen

- Report tabled (see attached).

8.2 – Gardening and Sustainability

- Report tabled (see attached).

8.3 – Coordinator reports

- KPC – report tabled (see attached).

9 Other Business

9.1 – ‘Crunch & Sip’ Registration

- Bernadette O’Connell investigating. Paul Biemmi to discuss with staff.

9.2 – WACSSO Conference (10-11 September 2022)

- Bernadette O’Connell to attend on free ticket.

9.3 – Fundraising opportunity – Colour Run

- Suzanne Harmer investigating. Need to identify fundraising mechanism/platform.

9.4 – Student Social Event - Disco

- Lara Ellis coordinating. Awaiting confirmation of date.

9.5 – Parent Social Event

- Bernadette O’Connell coordinating.

Next meeting – General Meeting. 7.00pm Monday 25 July, 2022

Meeting closed - 8.15pm

PRESIDENTS REPORT FORM

DATE:	13 June 2022
PREPARED BY:	Daniel Saunders

POINTS OF INTEREST

1. Class Representative Induction

- On 25 May a session was run to introduce class representatives to the role and the broader P&C. I would like to thank Amy Robinson, Lara Ellis, Beth Sawyer and all involved for their efforts in preparing and running the presentation, and to all those that attended on the day.
- The slides shown have been distributed to the class representative list and include a WhatsApp link to a BPS class representative group for information sharing.

2. Acknowledgement of Country

- The P&C Executive have discussed inclusion of an Acknowledgement to Country as a standing item in the P&C meeting agenda. Suzanne Harmer is currently preparing a draft statement for review and approval.

ITEMS FOR AGENDA

• FOR DISCUSSION	
• FOR APPROVAL	

TREASURER'S REPORT FORM

DATE:	13 June 2022
PREPARED BY:	James Sawyer

POINTS OF INTEREST	
	<ul style="list-style-type: none"> • Allocated Funds \$27,130.69 (See Spreadsheet) / Available Funds \$42,672.24 • Gardening Committee Balance \$5,230.26 • KPC Balance \$7,469.55 – Income Mother's Day Raffle \$598.00 • Secondhand Uniforms Sales – Another \$111.49 earned during May, \$1,227.49 YTD. Encourage parents to continue buy remaining stock as 100% of proceeds goes to P&C as there are no longer any expenses. Secondhand Uniforms will still be available with all funds going into the General P&C Funds • Fete 2021 Auction Items - \$620 Outstanding - Still awaiting information from Rod Arnold • P&C Membership Fees & Volunteer Contributions 2022 \$4,700 YTD. Interestingly this is much lower than 2018 & 2019 (although slightly better than 2020 & 2021), it seems to have reduced substantially post COVID: <ul style="list-style-type: none"> ○ 2018: \$5,994 ○ 2019: \$6,738 ○ 2020: \$4,226 ○ 2021: \$4,502 ○ 2022: \$4,700
ITEMS FOR AGENDA / Comments	
	<ul style="list-style-type: none"> • Handover from Leanne Frisina to James Sawyer is largely completed • Qkr! set-up progressing slowly, CBA do not seem particularly motivated to progress this which is causing a bottleneck. Leanne & James will continue to work on this. Further investigation indicates that in addition to canteen payments, Qkr! would be ideal for facilitating a transition to cashless raffles and fundraising. • \$500 donation was received from Lisa Baker MLA on 1 June. Historically Lisa has asked that this be used to purchase a prize which can then be raffled off as a fundraiser, with her being involved in the raffle draw.

P&C Meeting - Reconciliation of Available Funds & Allocations - 13 June 2022

Reconciliation of Allocated Funds Since Previous Meeting (2 May 2022)

Meeting	Type	Motion	Category	Motion Description	Opening	Raised	Spent*	Closing
				Operating Expenses	10,000.00	-	-	10,000.00
				Gardening Committee Balance	5,230.26	-	-	5,230.26
				KPC Balance	6,871.55	598.00	-	7,469.55
6/01/2022	General		CBA Hardship	Hardship Fund - CBA School Banking Commissions	1,572.08	-	-	1,572.08
			Grant	Volunteers Grant	4,750.00	-	1,991.20	2,758.80
14/03/2022	General	5.1		Snap Display Frames for Canteen	100.00	-	-	100.00
					28,523.89	598.00	1,991.20	27,130.69

*Volunteers Grant spending during the period was comprised of \$1,900 for a new freezer for the canteen and \$91.20 for a star picket puller

Reconciliation of Available Funds

Description	Balance
General Bank Account	55,534.15
Term Deposit	15,003.70
Cash On Hand	-
Total Cash*	70,537.85
Add Accounts Receivable	81.50
Less Creditors & Payroll	(816.42)
Less Allocated Funds	(27,130.69)
Total Available Balance	42,672.24

*Excludes Canteen Account balance of \$5,582.20

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Gardening & Sustainability (incl Hillside Harvest and Baysie EcoHub)
DATE:	13.06.22
PREPARED BY:	Kylie Seal-Pollard

POINTS OF INTEREST	
1. Oval Redevelopment project completed for now.	
2. The Hillside Harvest crew continues to meet on Wednesday afternoon to care for the garden. All are welcome.	
3. Big plans to reinvigorate the Kindy and Pre-Primary gardens/playgrounds. See relevant motions below.	
4. Reminder about school recycling facilities: <ul style="list-style-type: none"> • Our Containers for Change bins are back! We welcome donations of all eligible containers to help raise money for our school. Refunds can also be donated to the school via our Scheme ID C10277186. • Baysie Eco Hub facilitates the recycling of the following: Aluminium and Steel bottle tops and lids, bread tags, plant labels, oral care items, e-waste, batteries, pens and markers. These items are collected at the Recycling Hub in the breezeway near the library. • We have recently joined the #CupRescue Program, a joint initiative of 7-Eleven stores and Simply Cups, which enables takeaway cups, lids and straws to be collected, processed and recycled. Also located in the breezeway. 	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	N/A
• FUNDS REQUIRED	\$16,343.00
ITEMS FOR AGENDA	
• FOR DISCUSSION	<i>Landscape Master Plan</i> – seems like we need one and makes sense to be added to any School Master Plan being developed.

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

	<p><i>Ute removal from Inspire Zone</i> - any suggestions for something to replace it? Currently students not allowed to play in that area as no teacher supervision....</p> <p><i>Basketball Courts</i> - School investigating levelling the Basketball/Netball court. This will require significant earthworks and funding and may be something the P&C will be able to assist with.</p>
<ul style="list-style-type: none"> • FOR APPROVAL - FINANCIAL 	<ol style="list-style-type: none"> 1. BPS Energy and Water Audit: \$1500.00 2. KPC Sandpit/Softfall Project: \$3000.00 3. _ECE Garden Improvements: \$8391.00 4. Volunteer Grant Spending – GSC: \$820.00 5. Shade Tree wicking beds - \$2632.00
<ul style="list-style-type: none"> • FOR APPROVAL - GENERAL 	<p>Need to set a Busy Bee Date (or possibly two – one for the whole School and a separate ECE one).</p>

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

1. BPS Energy and Water Audit 2022

- The Gardening and Sustainability Committee (GSC) propose the school undertake an Energy and Water Audit in 2022. The Principal has provided in-principal approval, but has advised that the school is unable to fund the audit.
- The advantages of the audit, and actioning the recommendations, are anticipated to be:
 1. Ongoing savings for the school from reduced energy and water use.
 2. Improved sustainability outcomes for the school, and reduced impact on the environment.
 3. Opportunities for students to participate in activities supporting/implementing the audit.
- A quote from Alan Benn has been obtained by Alex Ellis (see attached). The quote totals \$1500 which we are advised is well below current market rates.
- At the 14 March 2022 General Meeting of the BPS P&C the GSC's motion to approve funding the audit was postponed in order to seek WACSSO advice regarding the proposals suitability as P&C expenditure. WACSSO's advice was to ensure the following issues were considered:
 1. Does it meet that SEA1999 criteria (that 'An association is not to expend its funds that are in excess of administrative costs otherwise than for the benefit of students at a government school - s143 (3)). *Anticipated savings will benefit the students by increasing the school's available funds.*
 2. How will the kids benefit? Is there a learning program opportunity here? *Some students will be able to participate in the site visit. They may also be able to participate in the implementation of the recommendations. Anticipated savings will also benefit students by increasing the schools' available funds.*
 3. Is this something the P&C should be funding, or should it fall under future school budgets? *Principal advises that this is possibly something that could be funded in future budgets, however there are other, more urgent, competing priorities.*
 4. Do we need 3 quotes? *TBC - does the P&C have a policy on this?*
 5. Can another vendor do it better/cheaper? *Unlikely, and not in the experience of members of the GSC who have had at least one other quote.*
 6. Can we access a grant to do it? *Unlikely, although completing the audit may make us more attractive/eligible for other grants.*
- These points were discussed at the May 2022 P&C meeting, where it was agreed that the proposal should be resubmitted for consideration at the upcoming June meeting.

Motion: For the P&C to approve spending of \$1500 to engage Alan Benn to undertake an Energy and Water Audit for BPS.

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM



Commercial and Home Sustainability Assessments

ABN 58 223 477 988

16/1/2013

Quote for providing an energy and water audit (Level 2) for the Bayswater PS;

The Energy Audit will comprise:

1. Analysis of the energy and water bills of the last 2 years to detail the overall consumption and extract any seasonal differences. This will require temporary access to either the paper bills or online accounts (which is far easier).
2. An inspection of each building to assess the energy consumption of all appliances and the contribution the appliances make to the total energy bills. This will include lighting, air-conditioning, computer equipment, refrigeration, hot water etc. This will include individual appliance measurements with a power meter where possible and possibly also installation of a power meter logger to measure the pattern of daily total consumption across a week.
3. As for item 2, inspection of all water using fixtures to assess rate of water consumption and probable impact on overall use. If possible total water meter logging will be installed and assessed over 1 week.
4. Provision of a report detailing the pattern of energy and water consumption in the buildings, options for reducing energy/water use (e.g. by new equipment purchases, building modification or changes to work practices) and estimation of the potential savings.

It is estimated the site visit and measurements will take about 8 hours over 2- 3 sessions and these visits will also involve discussions with the staff to determine patterns of appliance and building use. If required a small number of students could be involved in the data collection process (e.g. counting number and types of light fittings). I would also be happy to make a presentation to the staff on the report and energy/water saving in general.

Completion of the report should take approximately 2 weeks after the site visits.

Total \$1500.00

Contact :

Alan Benn

6 Warnes St, Maylands WA 6051.

ph: 0429 101 703 email: abenn@ieee.org

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

2. KPC Sandpit/Softfall Project 2022

- The KPC and the School have requested assistance from the P&C in removing one of the seven sandpits in the Early Childhood Education area.
- The Kindy teachers would like to remove the smaller sandpit between the two demountables, replacing the sand with soft fall or concrete. As this area is under a permanent and impermeable structure, it is envisaged this will provide a valuable wet weather play space.
- Quotes have come in between \$8000 and \$15000. The preferred quote is currently **\$9337.40**.
- The KPC have raised \$2004 towards this project.
- The school has requested that the P&C contribute \$3000 with the school making up the remaining funds.

Motion: For the P&C to contribute \$3000 to the school's project to remove a sandpit in the Kindy playground, replacing it with soft fall, or concrete if preferred.

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

3. ECE Garden Improvements 2022

- The KPC has requested assistance from the P&C Gardening & Sustainability Committee (GSC) in improving the garden landscape of the Early Childhood Education area.
- To this end, the GSC propose the following works be undertaken in 2022 (note all costings assume labour provided by parents/volunteers:

ECE GROUNDS IMPROVEMENT	COST	NOTES
PP Yarning Circle and Leake Street Fence line		
Logs (approx. 1.5m) x 4 @ \$250 each	\$1000.00	May be able to get cheaper
Tree (75/100L) x 1 @ \$300 each	\$300	
Passionfruit Vines (200mm pot) x 3 @ \$20.00 each	\$60.00	Use 'Sunshine Special'
Shrubs x 6 @ \$25 each	\$150.00	
Total	\$1510.00	

ECE GROUNDS IMPROVEMENT	COST	NOTES
Dry Creek Bed/Mine Site: Recreate journey pathways and formalise a digging pit		
Timber Steppers x 10 @ \$100 each	\$1000.00	May be able to get cheaper
Trees (75/100L) x 3 @ \$300 each	\$900	
Boulders x 5 @\$100 each	\$500	
Plants x 13 @ \$5 each	\$65.00	
Total	\$2465.00	

ECE GROUNDS IMPROVEMENT	COST	NOTES
PP Hill Street Side Garden:		
Steppers x 20 @ \$100 each	\$2000.00	May be able to get cheaper
Trees (75/100L) x 4 @ \$300 each	\$1200	
Plants x 50 @ \$5 each	\$250.00	
Total	\$3450.00	

ECE GROUNDS IMPROVEMENT	COST	NOTES
ECE Wicking Beds		
IBC x 2	\$200.00	
Soil	\$516.00	Green Life Soil
Geotech	\$50.00	
Gravel	\$100.00	
Poly Pipe and Caps	\$55.00	
Total	\$966.00	

Motion: For the P&C to approve the GSC spending up to \$8391.00 towards improvements to the ECE grounds.

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT FORM

4. Volunteer Grant Spending – GSC 2022

- Suggested purchases detailed below:
- *Other suggestions include a bigger shed, wheelbarrow, Coffee Machine???*

GSC Volunteer Equipment	COST	NOTES
Gloves – Adult	\$100.00	
Gloves - Kids	\$100.00	
Trowels	\$100.00	
Secateurs	\$100.00	
Buckets	\$50.00	
New Hose	\$200.00	
Padlocks x 3	\$80.00	
Tap Turners x 3	\$90.00	
Total	\$820.00	

Motion: For the P&C to approve spending up to \$820 of the Volunteer Grant on equipment for GSC volunteers.

5. Shade Tree Wicking Beds

- Semi-permanent option to provide greening and amenity to the basketball court area while awaiting other changes to site.
- Can be moved to new locations if needed.

GSC Volunteer Equipment	COST	NOTES
IBC Planters x 4	\$400.00	
Soil	\$1032.00	Green life soil
Trees 75/100L x 4 @ \$300 each	\$1200.00	
Total	\$2632.00	

Motion: For the P&C to approve spending up to \$2632 on shade trees and wicking beds.

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	KPC
DATE:	5/6/22
PREPARED BY:	Marianne Symons

POINTS OF INTEREST	
1. Purchase of a mud kitchen for the Early childhood area	
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FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	
• FUNDS REQUIRED	\$750
ITEMS FOR AGENDA	
• FOR DISCUSSION	
• FOR APPROVAL	Purchase mud kitchen, price includes delivery