



**MINUTES - General Meeting
Monday 12 June 2023
Bayswater Primary School, School Library**

1. **Meeting opened and Acknowledgement of Country – 7.00pm**
2. **Attendance and apologies**
 - **Attendees:** Dayna Cenin, Chris Hennessy, Amy Holdsworth, James Sawyer, Kylie Seal-Pollard, Sneha Shankar.
 - **Apologies:** Damien Bosustow, Suzanne Harmer, Bernadette O’Connell.
3. **Acceptance of previous meeting minutes**
 - Monday 13 March 2023 (General Meeting) – *Moved Kylie Seal-Pollard, Seconded James Sawyer.*
4. **Business arising from previous minutes**
 - Mrs. Hennessy said that the school’s parking audit had occurred during the day. The team discussed suggestions that were provided about the Kiss and Drive along with adding additional parking. Official report will be sent by the team shortly for further consideration.
5. **Principal’s report**
 - Report tabled (see attached).
6. **Office Bearer reports**
 - 6.1 – **President**
 - No report.
 - 6.2 – **Treasurer**
 - Report tabled (see attached).
7. **Motions on notice**
 - **MOTION: That the P&C approves funds (\$7,000) for leasing a class set of laptops (note: school would like ongoing commitment over the four-year lease period).**
 - Discussion around this motion resolved in approving \$7,000 for the first year and \$5,000 thereafter. *Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.*
 - **MOTION: That the P&C hold a ‘gold coin donation’ fundraiser on National Tree Planting Day (28 July 2023). Funds raised will be used to offset costs of trees and plants.**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*
 - **MOTION: That the P&C approve spending up to \$1,500 on trees and plants to plant around the school on National Tree Planting Day (28 July 2023).**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*
 - **MOTION: That the P&C approve spending up to \$500 on kid’s shovels/ rakes/ watering cans.**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*
 - **MOTION: That the P&C approve spending up to \$2,000 on pots, spoils and plants to ‘green-up’ the new buddy bench area.**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*

- **MOTION: That the P&C approve spending up to \$500 on new signage for the Recycling Hub and the new construction zone in Imaginature.**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*
- **MOTION: That the P&C approve spending up to \$500 to revitalize the veggie beds and bush tucker garden near the Junior Primary.**
 - *Moved Amy Holdsworth. Seconded James Sawyer. All in favour.*
- **MOTION: That the P&C approves a fundraising event (student disco at Bayswater Primary School) to be held on Friday 23 June 2023.**
 - *Moved James Sawyer. Seconded Dayna. All in favour.*
- **MOTION: That the fundraising event (student disco at Bayswater Primary School) planned for Friday 23 June 2023 be approved for coverage by P&C insurances.**
 - *Moved Kylie Seal-Pollard. Seconded Sneha Shankar. All in favour.*

8. Tabled sub-committee/representative reports

8.1 – Canteen

- No report.
- Italian Week will be on with a special menu for children to order from.

8.2 – Gardening and Sustainability

- Report tabled (see attached).
- Discussions around the Queensland Fruit Fly around disposal of waste. Mrs. Hennsey is awaiting further information from DPRID regarding protocols they would like the school to follow. Kylie has also been in touch with DPRID and awaiting further information regarding disposal of waste.

8.3 – Coordinator reports

- No reports.

9. Other Business

9.1 – Fundraising Event – Disco Update

- Emphasis around needing volunteers. If not enough volunteers sign up then the event will not be able to go ahead. Link and email shared with all classes requesting for volunteers.

9.2 WACSSO Conference – Attendees for 2023 WACSSO Annual Conference (19-20 August 2023)

- Further information available on the website.

9.3 – P&C Container – Continue renting or purchase outright?

- P&C to review the contents on the container and provide further feedback to Mrs. Hennessey. More discussion on this at the next meeting

9.4 – Cricket Nets – School is considering removal of cricket nets as first stage in replacing with long jump pit.

- Arising from concern raised from a parent regarding children's safety. The costs for removal would be approximately \$8,000. This will be moved to motion in the next meeting.

Next meeting – General Meeting. 7.00pm, Monday 24 July, 2023

Meeting closed - 8.20 pm



P&C Principal's Report

13 June 2023

Minor Works

We have a few projects going ahead to continue the work to upgrade the school. This includes:

- Extended shade shelter and concreting in Kindy Playground.
- Removal of internal path, install of another path and installation of turf to create a larger grassed area in the ECE
- Built in cupboards for Room 5
- External painting of walls, doors and beams in Junior primary undercover area.

Parking

The Department of Education has completed a parking audit and have commissioned a traffic consultant to identify solutions to our parking and traffic issues. Some of the things under consideration are: changing Kiss n Drive to Murray Street, remarking the staff carpark to include more bays, placing additional bays on other side of Leake Street near footy goals, staff parking area at bottom of Imagination. All of these options are likely to be quite costly and only increase the number of bays marginally. Any work would be dependent on perceived need and available funds.

Learning Programs

It was fabulous to see the number of parents attending the Travel Expo where Year 4 students presented information about a country. The Year 1 teachers are planning a writing showcase next week where parents come in and students share their knowledge about animal habitats. I am encouraging other year levels to plan for parent engagement in learning programs over the year.

Public School Review

Our Public School Review will be held in Term 4. During Term 3 staff and the School Board will be working on developing our submission against the six domains of the School Accountability Framework. The school needs to self-assess where we are at in each domain and provide evidence to support these judgements. This will be the main focus of our work next term.

Curriculum Focus

The Curriculum Committee have been working this term documenting our whole school approaches to the teaching of Literacy. We have developed a range of documents focused on Reading and Spelling. We will move onto Writing and Maths later in the year.

Thank you for your ongoing support and involvement in your child's education

Ms Chris Hennessy
Principal

TREASURER'S REPORT FORM

DATE:	12 June 2023
PREPARED BY:	James Sawyer

POINTS OF INTEREST
<ul style="list-style-type: none"> • Allocated Funds \$18,883.15 (See Spreadsheet) / Available Funds \$27,366.62 • Gardening Committee Balance \$5,155.24 (\$0.00 of which has been allocated) • KPC Balance \$4,070.66 (\$0.00 of which has been allocated – I have not yet allocated the Mother's Day Raffle income here pending a discussion of quarantined funds further discussed below). • Volunteer's Grant balance of \$170.71 (all of which has been allocated) • Canteen continues to run a year-to-date loss of \$2,020.21. • Secondhand Uniform sales has jumped to \$519.87 for the year-to-date, having experience an influx of orders since the opening of the online store a few weeks ago. • The Mother's Day raffle performed very well in the new online system, netting income of \$2,695.41.
ITEMS FOR AGENDA / Comments
<ul style="list-style-type: none"> • Positively, \$17,087.37 of the previously approved expenditure was spent since the previous meeting (see the allocations summary for more details). 10 financial motions with a value of \$6,588.00 remain open pending further expenditure. • The volunteer's grant has \$170.71 remaining (all of it allocated) – this will need to be spent by 30 June 2023. • I would like to raise the possibility of folding the Gardening Committee and KPC funds into the general pool. It is locking up a fair bit of funding at the moment and I think we can all trust each other to distribute funding fairly.

P&C Meeting - Reconciliation of Available Funds & Allocations - 12 June 2023

Reconciliation of Allocated Funds Since 1 May 2023 Meeting

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Gardening Committee								
- General Operating Costs	N/A	N/A						
Total Gardening Committee			5,155.24	-	-	5,155.24	-	5,155.24
KPC								
- Fundraising	N/A							
KPC Balance			4,070.66	-	-	4,070.66	-	4,070.66
Hardship Fund - CBA School Banking								
- Hardship Grant	N/A							
Total Hardship Fund			875.08	-	-	875.08	-	875.08
Volunteer's Grant								
- Canteen Training	21/11/2022	3.7					90.00	
- Square Reader Adaptor	17/05/2023	3.3					69.00	
- Trestle Tables x3	17/05/2023	3.4			194.28			
- Jaffle Toaster for Canteen	17/05/2023	3.5					79.00	
Total Volunteer's Grant			364.99	-	194.28	170.71	238.00	(67.29)
Other General Allocations								
- Operating Expenses (Safety Buffer)	N/A	N/A					10,000.00	
- Prize from Lisa Baker Donation	N/A	N/A					500.00	
- Year Six Camp Fundraising	N/A	N/A					1,795.15	
- Snap Display Frames for Canteen	14/03/2022	5.1					100.00	
- ECE Garden Improvements	13/06/2022	7.5					3,425.00	
- Library Upgrades	17/10/2022	8.1			13,878.09			
- Canteen Roller Doors	17/10/2022	8.4			2,815.00			
- Canteen Interior Painting	17/10/2022	8.6					1,760.00	
- Frog Pond Upgrades	02/03/2023	3.1						
- Frog Pond Upgrades	26/10/2022	3.2					250.00	
- Graduation Citizenship Awards	24/11/2022	3.1			100.00			
- Seeds Fundraiser Expenses	01/05/2023	7.1					465.00	
- DJ for Student Disco	17/05/2023	3.1			100.00		250.00	
- Decorations for Student Disco	17/05/2023	3.2					100.00	
Total Other General Allocations							18,645.15	
			10,465.97	-	17,087.37	10,271.69	18,883.15	

Reconciliation of Available Funds

Description	Balance
General Bank Account	42,107.76
Term Deposit	15,050.36
Cash On Hand	-
Total Cash*	57,158.12
Add Accounts Receivable	170.00
Less Creditors & Payroll	(1,044.66)
Less Quarantined Funds (ie: KPC & GC)	(10,271.69)
Less Other General Allocations	(18,645.15)
Total Available Balance	27,366.62

*Excludes Canteen Account balance of \$6,669.62



GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 12 June 2023

Prepared by: Kylie Seal-Pollard

POINTS OF INTEREST	
1.	Hillside Harvest crew meet on Wednesday afternoons to care for the garden. All are welcome.
2.	Everlasting Seeds Fundraiser raised \$410.
3.	Mini Busy Bee held in May. 7 families sent representatives to weed and prune. Aiming to hold these twice a term.
4.	School disposing of 'spaceship' in Bush Tucker Garden – anyone interested to contact the GSC.
5.	<p>GSC held their second meeting in May. Lots of ideas from parents, teachers and school staff:</p> <ul style="list-style-type: none"> • Imaginature: Create sandpit, relocate mud kitchens, clean up loose parts shed and play items, permanently install metal tepee, remove temporary fencing, purchase shovels, buckets etc for the kids to use in these areas. • Waste Sorted Grant application: reinstate the worm farm, refresh the bush tucker garden and the junior primary veggie beds. • Green Up Buddy bench area with pots and plants. • Hold a gold coin fundraiser for National Tree Planting day, alongside tree and shrub planting with the kids.
6.	GSC has organised for the City of Bayswater to provide a free delivery of sand for new Imaginature sandpit.
7.	School (teachers Lara Grehan, Dani Moreton) applying for Waste Sorted Grant in 2023.
8.	School and GSC participating in Queensland Fruit Fly eradication program, have requested a bin be provided by DPIRD to dispose of fruit scraps safely.
9.	Proposing to hold a whole school Busy Bee on Sunday 30 th July.
10.	Carmen Cummings has kindly taken over from Alex as the Sustainability Coordinator. She is already organising new signs for the recycling hub. Alex will continue with the Eco newsletters for now.
11.	<p><i>A reminder about school recycling facilities:</i></p> <ul style="list-style-type: none"> • Containers for Change: The blue recycling bins are now located at the Recycling Hub. Refunds can also be donated to the school via our Scheme ID C10277186. • Baysie Recycling Hub accepts Aluminium and Steel bottle tops and lids, bread tags, plant labels, oral care items, e-waste, batteries, pens and markers, as well as takeaway cups, lids and straws.
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	N/A

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 12 June 2023

Prepared by: Kylie Seal-Pollard

<ul style="list-style-type: none">• FUNDS REQUIRED	Up to \$5000 (see motions below) Note: Request \$2800 of previously approved ECE funding to be returned to General Funds.
Motions	
<ul style="list-style-type: none">• FOR APPROVAL - FINANCIAL	<ol style="list-style-type: none">1. That the P&C hold a 'gold coin donation' fundraiser on National Tree Planting Day (28th July 2023). Funds raised will be used to offset cost of trees and plants.2. That the P&C approve spending up to \$1500 on trees and plants to plant around the school on National Tree Planting Day (28th of July 2023).3. That the P&C approve spending up to \$500 on kids shovels/rakes/watering cans.4. That the P&C approve spending up to \$2000 on pots, soil and plants to 'green up' the new buddy bench area.5. That the P&C approve spending up to \$500 on new signage for the Recycling Hub and the new construction zone in Imaginature.6. That the P&C approve spending up to \$500 to revitalize the veggie beds and bush tucker garden near the Junior Primary.
<ul style="list-style-type: none">• FOR APPROVAL - GENERAL	<ol style="list-style-type: none">1. That the P&C GSC hold a whole school busy bee on the 30th July 2023.2. That the proposed Busy Bee be covered by P&C Insurance.