



**MINUTES - General Meeting
Monday 13 February 2023
Bayswater Primary School, New Room in Senior Area**

1. **Meeting opened and Acknowledgement of Country – 7.00pm**
2. **Attendance and apologies**
 - **Attendees:** Damien Bosustow, Alex Ellis, Suzanne Harmer (chair), Carly Hedley, Bernadette O’Connell, Belinda Rickert, Amy Robinson, James Sawyer (chair), Kylie Seal-Pollard.
 - **Apologies:** Dayna Cenin, Lara Ellis, Leanne Frisina, Chris Hennessy, Dan Saunders.
3. **Acceptance of previous meeting minutes**
 - Monday 21 November 2022 (General Meeting) – *Moved Suzanne Harmer, Seconded James Sawyer.*
 - Monday 21 November 2022 (Executive Meeting) – *Moved Suzanne Harmer, Seconded James Sawyer.*
 - Thursday 24 November 2022 (Executive Meeting) – *Moved Suzanne Harmer, Seconded James Sawyer.*
 - Thursday 22 December 2022 (Executive Meeting) – *Moved Suzanne Harmer, Seconded James Sawyer.*
4. **Business arising from previous minutes**
 - **5.1 - ACTION: Lea and Bernadette to assess changes required for Canteen (Qkr finance system).** Planning visit to bank next week; carry forward to next meeting. ACTION CANCELLED.
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**
 - **7.1 – MOTION: That the P&C approves funds (\$61.07) for the purchase of pantry storage (additional to \$200 approved at 21 November 2022 EM, Motion 3.2).** Move James Sawyer. Seconded Suzanne Harmer. All in favour.
 - **7.2 – MOTION: That the P&C approves funds (\$65.55) for the purchase of a kettle for the canteen.** Move James Sawyer. Seconded Suzanne Harmer. All in favour.
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

- No reports.

9. Other Business

9.1 – Fundraising Event – Year 6 Camp – Update

- Amy Hollingsworth coordinating
- Rollerstaking at Morley Rollerdrome
- Friday 24 February, 3.30pm to 5.30pm
- Pizza and juice boxes available via QuickCliq

9.2 – Class Reps

- 89 response to mailing list form (cf. 135 last year)
- 8 class rep volunteers accounting for 5 classes

Next meeting – General Meeting. 7.00pm Monday 13 March, 2023

Meeting closed - 8.00pm



School Board Principal's Report

Monday 13 February 2023

Term One

We have had a smooth start to Term One with an enrolment of approximately 446 students and a number of new staff. Over the next few weeks teachers will be scheduling their class meetings. This is an opportunity to meet the teacher and find out about class routines and expectations. Our School Development Days were productive. Education Assistants were trained in Team Teach – positive behaviour handling techniques. All staff participated in a workshop by Julie Scali from Literacy Impact on Building Consistent Reading Routines.

Focus for 2023

We will be continuing to work towards the strategies in our School Plan with a particular focus on developing documents that clearly explain the whole school approach to teaching literacy and numeracy in the school. We will also be developing year level collaborative teams to plan together to build consistency of curriculum delivery across all classes. To support teachers in embedding whole school explicit instructional model we will be developing an instructional coaching model. We also plan to more effectively collect and use whole school data to track student progress and inform teaching and learning programs.

Branding and Marketing

The new school signs on the school's outer entrance and the school oval look great. We will soon be implementing a new letterhead and email signature. One of our parents, Ryan Holmes has kindly and expertly graphically designed Our School Plan and we will be looking at getting this professionally printed and distributed to the community. Over time, we will also be looking at reviewing the school's website as well.

Library Upgrade

The new furniture has been ordered and we are hopeful for delivery early Term Two. This includes a new library desk, screening panels and reading corner. Together with the funding from the Colour Run for new Library books, we hope to have a Library Open Afternoon once everything is in place to acknowledge the generous funding from the P&C and community.

ECE Playground

We would like to be able to fund the ongoing development of the ECE playground this year with the support of the P&C. We hope to add an additional shade structure and seating for Kindy students. We would also like to change the layout of the paths in this area to create a larger lawn area. There is an opportunity to apply for a \$25 000 grant to cover the cost of the new shade structure. Hopefully this will be successful.

ICT

A review of our ICT Procurement Plan has determined the upgrade of four Interactive Whiteboards, class set of iPads and 6 staff laptops this year. In addition to this, we would like to continue to develop the accessibility of devices in the school and seek P&C support for the purchase or lease of a class set of laptops. This would greatly support teachers capacity to use ICT for their classroom programs and online assessments.

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

Kind regards

Ms Chris Hennessy

TREASURER'S REPORT FORM

DATE:	13 February 2023
PREPARED BY:	James Sawyer

POINTS OF INTEREST
<ul style="list-style-type: none"> • Allocated Funds \$38,430.00 (See Spreadsheet) / Available Funds \$17,557.59
<ul style="list-style-type: none"> • Gardening Committee Balance \$5,155.24 (\$0.00 of which has been allocated)
<ul style="list-style-type: none"> • KPC Balance \$4,070.66 (\$0.00 of which has been allocated)
<ul style="list-style-type: none"> • Volunteer's Grant balance of \$364.99 (\$90.00 of which has been allocated)
<ul style="list-style-type: none"> • Canteen earned a solid profit in 2022 of \$2,331.95, which is by far the best result in as far back as I have records
<ul style="list-style-type: none"> • 2022 income from Secondhand Uniform sales was a healthy \$2,191.12
<ul style="list-style-type: none"> • 2022 P&C Membership Fees & Volunteer Contributions was \$4,703.00
<ul style="list-style-type: none"> • Net colour run income ended up being an impressive \$10,281.61
ITEMS FOR AGENDA / Comments
<ul style="list-style-type: none"> • \$12,494.75 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 \$27,930.00 still remain open pending further expenditure. • Positively, the Department of Social Services have kindly agreed to extend the volunteer grant until 30 June 2023, meaning we do not have to return the \$519.90 of funds that were unspent as at 31 December 2022. • For those who are interested, I have exported all of the information in MYOB (which started in 2018), summarised it into income and expense categories, and have attached as an appendix on the next page so you can see historical trends in the various categories. I did this just for my own curiosity, but thought it would be worth sharing with the wider group as it highlights some interesting trends.

Income Statement

Sum of P&L Values	Column				
Row Labels	2018	2019	2020	2021	2022
Income	90,926	147,245	64,339	74,001	79,285
Canteen Sales	24,715	31,559	27,694	33,945	45,119
CBA School Banking Commissions	712	750	470	-	-
Colour Run		22,954			16,412
Democracy Sausage Sizzle		4,204			
Donations	250	250	912	818	2,271
Fetes		23,232	230	29,009	260
Grants	6,200	13,019			-
Membership Fees & Voluntary Contributions	5,994	6,738	4,226	4,502	4,703
Other Fundraising	28,750	18,072	8,444	4,564	8,329
Uniform Sales	23,097	24,384	18,625	243	
Uniform Sales - Secondhand	1,208	2,083	3,737	920	2,191
Expenses	(106,315)	(148,079)	(82,427)	(56,244)	(70,520)
ATO PAYG CFB			20,000		
Canteen Operating Costs	(28,969)	(32,018)	(29,149)	(33,934)	(42,788)
Classroom Resources	(54)	(139)	(9,496)	(1,056)	(8,800)
Colour Run Expenses		(9,867)			(6,130)
Democracy Sausage Sizzle Expenses		(554)			
Equipment Purchases	(280)	(18,555)	(43,151)	(8,859)	(7,617)
Fete Expenses		(402)	(540)	(4,778)	
Gardening Expenses	(7,174)	(3,337)	(865)	-	
Grant Expenses		(7,923)	(2,384)		
Information Technology	(11,588)				
KPC - End of Year Books	(217)		(896)	90	
KPC - Equipment Purchases	(4,453)	(2,145)		-	
Library Refurbishment	(8,067)				
Muffin Morning Excursions & Incursions	(7,663)	(5,076)	(1,051)	(1,976)	
Musical Instruments	(3,100)	(5,730)			
Other Expenses	(4,990)	(4,548)	(6,947)	(3,821)	(2,480)
Other Fundraising Expenses	(8,984)	(6,077)	(2,357)	(1,911)	(2,705)
Undercover Area Enclosure		(13,087)	(3,500)		
Uniform Purchases	(20,777)	(38,622)	(2,092)		
Grand Total	(15,389)	(835)	(18,088)	17,757	8,766

Some of the above income lines are offset by significant related expenditures. See net income for some of the key below income sources below:

Key Net Contributions	2018	2019	2020	2021	2022
Canteen Net Contribution	(4,253)	(458)	(1,454)	11	2,332
Colour Run Net Contribution	-	13,087	-	-	10,282
Fete Net Contribution	-	22,829	(310)	24,231	260
Uniform (First Hand) Net Contribution	2,320	(14,238)	16,534	243	-

P&C Meeting - Reconciliation of Available Funds & Allocations - 10 February 2023

Reconciliation of Allocated Funds Since Previous Meeting (21 November 2022)

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							
- Sandpit/Softfall Project	13/06/2022	7.4			3,000.00			
- KPC Xmas Books	21/11/2022	7.1			572.21			
KPC Balance			7,642.87	-	3,572.21	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								
- Additional Square Readers	21/11/2022	7.3			118.00		-	
- Kitchen Aid Hand Mixer	21/11/2022	3.1			159.20		-	
- Pantry & Fridge Storage	21/11/2022	3.2			261.07		-	
	13/02/2023	7.1						
- Kitchen Utensils	21/11/2022	3.3			114.10		-	
- BBQ Cover	21/11/2022	3.4			29.95		-	
- Cleaning Equipment	21/11/2022	3.5			83.65		-	
- A3 Laminator	21/11/2022	3.6			179.55		-	
- Canteen Training	21/11/2022	3.7					90.00	
- Square Terminal	22/12/2022	3.1			329.00		-	
- Canteen Kettle	13/02/2023	7.2			65.55		-	
Total Volunteer's Grant			1,705.06	-	1,340.07	364.99	90.00	274.99
Other General Allocations								
- Operating Expenses (Safety Buffer)	N/A	3.3					10,000.00	
- Prize from Lisa Baker Donation	N/A	N/A					500.00	
- Snap Display Frames for Canteen	14/03/2022	5.1					100.00	
- ECE Garden Improvements	13/06/2022	7.5					3,425.00	
- Canteen Uniforms	13/06/2022	7.2					350.00	
	29/08/2022	7.4						
- Library Upgrades	17/10/2022	8.1					15,000.00	
- Moveable Staging	17/10/2022	8.2			7,500.00		-	
- Kindy/Pre-Primary Mats	17/10/2022	8.3					4,800.00	
- Canteen Roller Doors	17/10/2022	8.4					2,815.00	
- Canteen Interior Painting	17/10/2022	8.6					1,000.00	
- Frog Pond Upgrades	26/10/2022	3.2					250.00	
- Colour Run Pizza Prize	21/11/2022	7.2			82.47		-	
- Graduation Citizenship Awards	24/11/2022	3.1					100.00	
Total Other General Allocations							38,340.00	
			15,378.25	-	12,494.75	10,465.97	38,430.00	

Reconciliation of Available Funds

Description	Balance
General Bank Account	41,054.20
Term Deposit	15,024.43
Cash On Hand	-
Total Cash*	56,078.63
Add Accounts Receivable	10,284.93
Less Creditors & Payroll	-
Less Quarantined Funds (ie: KPC & GC)	(10,465.97)
Less Other Gernal Allocations	(38,340.00)
Total Available Balance	17,557.59

*Excludes Canteen Account balance of \$5,801.92



SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Canteen
DATE:	13 February 2023
PREPARED BY:	Bernadette O'Connell

POINTS OF INTEREST	
1.	Change in Sue's hours, only doing Monday now. Pene doing Wednesday and Friday. But not available in term 2.
2.	Trial with staff menu to start next week
3.	Have two local painters giving us quotes this week – 1 on Tuesday and the other on Wednesday
4.	Trial of new pizza and new supplier
5.	Hoping to get EFTPOS up and running with the installation of the Square reader
6.	Roller Doors being replaced on Thursday
7.	Sold the two coffee machines we had in storage for \$30
8.	Amy has asked me to create an event in Quick Cliq to sell food for the Roller Drome fundraiser
9.	Pene is looking at streamlining some of the reports and timesheets to reduce paper wastage and make it easier for James.
10.	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Money spent recently has all been through the grant
• FUNDS REQUIRED	
ITEMS FOR AGENDA	
• FOR DISCUSSION	Term 2 – canteen manager, should we advertise? Is it a conflict of interest if I (Bernadette) did is as a paid casual?

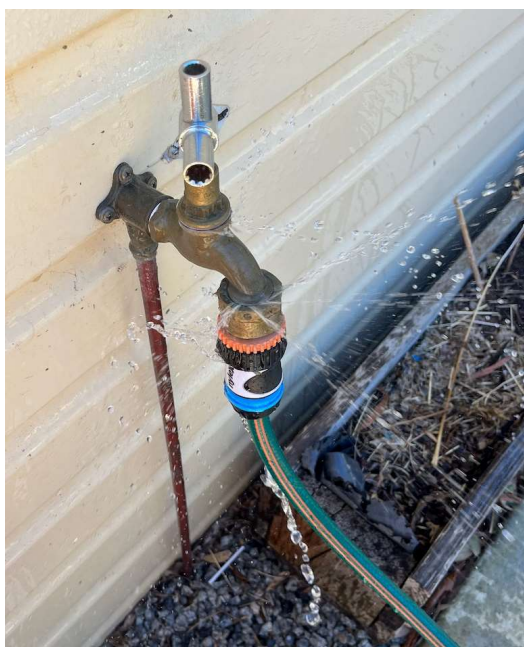
- FOR APPROVAL

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 13 February 2023

Prepared by: Kylie Seal-Pollard

POINTS OF INTEREST

1. Thank you to Carmen, Nat & Catherine for assisting with watering Hillside Harvest over the Summer Holidays.
2. Hillside Harvest crew meet on Wednesday afternoons to care for the garden. All are welcome. Attempting to get more volunteers to join in on Wednesdays.
3. The last remaining Bottlebrush tree has been removed from Kindy area – More shade is needed in this Here. The GSC happy to liaise with school to consider options for replacement
4. The tap on the side of Room 9 is still leaking badly despite numerous requests for it to be fixed. The tap body washer needs to be replaced (this requires the mains water to be turned off) as it leaks when the tap is turned on and the brass fitting needs to have some plumbers tape fitted or the washer replaced.



5. *A reminder about school recycling facilities:*
 - Containers for Change: The blue recycling bins are located near Room 15. 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)

- | | |
|---|-----|
| <ul style="list-style-type: none">• MONEY SPENT | N/A |
|---|-----|

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 13 February 2023

Prepared by: Kylie Seal-Pollard

<ul style="list-style-type: none">• FUNDS REQUIRED	N/A
ITEMS FOR AGENDA	
<ul style="list-style-type: none">• FOR DISCUSSION	
<ul style="list-style-type: none">• FOR APPROVAL - FINANCIAL	
<ul style="list-style-type: none">• FOR APPROVAL - GENERAL	