



MINUTES - Executive Meeting
Monday 24 July 2023
Bayswater Primary School, School Library

1. Meeting opened – 7.05pm

A quorum for an Executive Meeting (five members) was confirmed as present.

2. Attendance and apologies

- **Executive Committee attendees:** Damien Bosustow, Chris Hennessy, James Sawyer, Kylie Seal-Pollard, Bernadette O'Connell.
- **Executive Committee apologies:** Suzanne Harmer, Amy Robinson, Dan Saunders, Sneha Shankar.
- **Other attendees:** Dayna Cenin, Tania Gomm.
- **Other apologies:** Alex Ellis, Amy Hollingsworth, Eleanor Reuvers, Belinda Rickert.

3. Acceptance of previous meeting minutes

- Monday 12 June 2023 (General Meeting) – The previous minutes were not accepted, as it was identified that a quorum for a General Meeting (eight members) had not been present. The motions considered at that meeting were reconsidered at this Executive Meeting (see Section 7).

4. Business arising from previous minutes

- Results of school parking audit. Chris Hennessy advised that the school is awaiting the results of the audit. Carry over to next General Meeting.

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 - Motions carried over from General Meeting on 12 June 2023

The General Meeting on 12 June 2023 was determined to be invalid, as a quorum (eight members) was not present. The motions considered at that meeting were reconsidered at this Executive Meeting.

- **MOTION 7.1: 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 Chris Hennessy. Seconded James Sawyer. All in favour.
- **MOTION 7.2: 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.**
 - Motion withdrawn.
- **MOTION 7.3: 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 Kylie Seal-Pollard. Seconded James Sawyer. All in favour.

- **MOTION 7.4: That the P&C approve spending up to \$500 on kid's shovels/ rakes/ watering cans.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.
- **MOTION 7.5: That the P&C approve spending up to \$2,000 on pots, spoils and plants to 'green-up' the new buddy bench area.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.
- **MOTION 7.6: That the P&C approve spending up to \$500 on new signage for the Recycling Hub and the new construction zone in Imaginature.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.
- **MOTION 7.7: That the P&C approve spending up to \$500 to revitalize the veggie beds and bush tucker garden near the Junior Primary.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.
- **MOTION 7.8: That the P&C approves a fundraising event (student disco at Bayswater Primary School) to be held on Friday 23 June 2023.**
 - Moved Bernadette O'Connell. Seconded Kylie Seal-Pollard. All in favour.
- **MOTION 7.9: 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 Bernadette O'Connell. Seconded Kylie Seal-Pollard. All in favour.

8. **Motions on notice - Motions carried over from General Meeting on 24 July 2023**

A quorum (eight members) was not present at the General Meeting on 24 July 2023. The motions planned to be considered at that meeting were considered at this Executive Meeting.

- **MOTION 8.1: That the P&C approves funds (\$8,000) for removal of cricket nets.**
 - Motion withdrawn. Additional quotes to be obtained.
- **MOTION 8.2: That the P&C approves funds (\$4,658.60) for library books.**
 - Moved Chris Hennessy. Seconded James Sawyer. All in favour.
- **MOTION 8.3: That the P&C approve spending up to \$2,000 for planters and soil for the Kindy/Pre-Primary/Basketball Court area to provide shade and improve the amenity of the kindy sandpit area.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour.
- **MOTION 8.4: That the P&C approves a whole school busy bee to be held on either 13 or 20 August 2023.**
 - Moved Kylie Seal-Pollard. Seconded Bernadette O'Connell. All in favour.
- **MOTION 8.5: That the whole school busy bee planned for either 13 or 20 August 2023 be approved for coverage by P&C insurances.**
 - Moved Kylie Seal-Pollard. Seconded Bernadette O'Connell. All in favour.
- **MOTION 8.6: That the P&C approves a fundraising event (DATSCO Mulch fundraiser) to be held during Term 3, subject to a volunteer being able to coordinate it.**
 - Moved Kylie Seal-Pollard. Seconded Bernadette O'Connell. All in favour.
- **MOTION 8.7: That the P&C approves the disposal of surplus P&C paper records to facilitate cleaning out the P&C storage shed. This includes: financial records older than 7 years; uniform order forms with personal data older than 7 years; advertising material from fundraising activities; duplicate copies of meeting minutes and agendas; duplicate copies of correspondence. All personal and financial records will be securely shredded and disposed of.**
 - Moved Kylie Seal-Pollard. Seconded James Sawyer. All in favour. James Swayer advised that all records with personal financial information are to be destroyed. ACTION: Kylie Seal-Pollard to investigate digitisation of old meeting minutes.
- **MOTION 8.8: That the P&C approves the Gardening and Sustainability Committee to apply for relevant grants on an ad hoc basis (note: all grant applications will be included in GSC reports, regardless of their success in the application process. Successful grants will be included as separate financial motions prior to acceptance.**
 - Motion withdrawn.

9. Tabled sub-committee/representative reports

9.1 – Canteen

- No report.

9.2 – Gardening and Sustainability

- Report tabled (see attached).

9.3 – Coordinator reports

- No reports.

10. Other business

10.1 – Fundraising Event – Disco Update

- Successful event. Well attended. Raised \$965.23. Additional canteen revenue of ~\$1,400.

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

- Dayna Cenin and Sneha Shankar attending.

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

- ACTION: Options to be investigated (relocate container, new shed, etc.)

10.4 – Election of President

- A call for nominations for the role of President. Dayna Cenin nominated. Elected unopposed.

10.5 – Parent Skills Register

- Kylie Seal-Pollard proposed that a register be developed for P&C community skills. ACTION: Damien Bosustow to investigate using MS Forms.

10.6 – 130-Year Anniversary Celebrations (in 2024)

- Kylie Seal-Pollard noted the school's 130-year anniversary next year in 2024 and wondered about events to celebrate the milestone. ACTION: A call out to be made volunteers to consider ideas.

11. Next meeting

- General Meeting. 7.00pm, Monday 28 August, 2023

12. Meeting closed - 8.15pm



P&C Principal's Report

24 July 2023

Minor Works

A number of minor works projects were completed over the holidays. We are still waiting on the roof sheeting to go on the ECE shade shelter. We will look towards the next stage of this process which will include outdoor tables and seating suitable for little people, retaining edging near cubby, creating a Mud Kitchen space, and a new sensory/tinkering zone. We are currently costing replacing the retaining walls in the garden bed near the Junior Block and plan to replace the succulent garden with a native garden.

Asbestos Removal

Small pieces of asbestos have been found in Imaginature. On 15 July a rake and monitoring of the site was undertaken by TeraTech and an Asbestos Clearance Report was received. The fragments appear to come from old pieces of fencing. Air monitoring was completed and the area was cleared for reoccupation. It is likely we will continue to find pieces in this area. All pieces will be reported and removed according to the Asbestos Management Plan. Students have been informed and encouraged not to dig the ground.

Basketball Court

To support our request for resurfacing the basketball court we need to collect evidence to support our claim it is a health and safety issue. Parents are requested to provide the school with information regarding any injuries sustained whilst using the courts.

Evacuation/Lockdown Procedures

At the end of last term we had a whole school practice of our emergency evacuation procedures. This week we will practice our lockdown procedures. After this we will update our plan with any amendments. Parents should receive a text message from the school advising that a practice lockdown has occurred. It is important that parents provide us with current contact numbers.

Term 3 Focus

Much of our work during Term 3 is getting ready for the Public School Review to be held in Week 5 Term 4. Staff will work together in teams to self reflect against each of the six domains in the School Accountability Framework and provide evidence of how we are meeting these areas, assess how we are going and identify planned actions for ongoing improvement.

In addition we will be continuing work on developing the Curriculum Handbook which articulates our whole school approach to the teaching of literacy and numeracy. We are currently working on the Phonological Awareness Scope and Sequence, Spelling and Daily Reviews.

We continue our work drafting up the school's Positive Behaviour Plan and expect to have this ready for implementation in 2024.

Year level teams have used to Acadience reading data collected last term to identify whole class focus areas and will progress monitor selected students mid term to assess whether these strategies have supported improved outcomes.

This week additional planning time has been given to collaborative teams to support consistency of planning across year levels.

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

Ms Chris Hennessy
Principal

TREASURER'S REPORT FORM

DATE:	17 July 2023
PREPARED BY:	James Sawyer

POINTS OF INTEREST	
	<ul style="list-style-type: none"> Allocated Funds \$24,839.20 (See Spreadsheet) / Available Funds \$29,410.28
	<ul style="list-style-type: none"> \$3,906.58 of the previously approved expenditure was spent since the previous meeting (see the allocations summary for more details). Nine financial motions with a value of \$11,168.97 still remain open pending further expenditure.
	<ul style="list-style-type: none"> Volunteer's Grant balance of \$20.16. The grant has now expired so this small remainder will be returned to the grantor.
	<ul style="list-style-type: none"> Canteen is running a year-to-date loss of \$1,8640.83. Positively, this is an improvement from Term 1, however is mostly a result of the extra income earned from the Disco (~\$1,400). We will continue to investigate how to improve the financial performance.
	<ul style="list-style-type: none"> 2023 income from Secondhand Uniform sales is \$588.33 with the new online store performing well so far.
	<ul style="list-style-type: none"> An additional \$500.00 has been received from Lisa Baker – as such we now have \$1,000.00 worth of donations from her that will need to be allocated towards a prize.
	<ul style="list-style-type: none"> The Disco was a success, netting \$956.73 (not including the additional ~\$1,400 earned by the canteen during the disco).
	<ul style="list-style-type: none"> Attentive readers may notice \$9,255.90 of 'other income' in the profit or loss statement. This is just the accounting impact of removing the quarantine over the KPC and Gardening Committee funds which were previously accounted for as liabilities. As such this doesn't represent any real income.
ITEMS FOR AGENDA / Comments	
	<ul style="list-style-type: none"> I have removed two previously approved expenditures from the allocations listing. Firstly, Kylie has requested to release the remaining \$625 of ECE Gardening improvements. This may be re-applied for at a future date but is not likely to proceed in the near future given other priorities. Secondly, the \$90 of canteen training was initially approved to be spent against the (now expired) volunteer's grant, as such this has been removed but Bernadette may re-apply for it in the future. An additional \$500.00 has been received from Lisa Baker – as such we now have \$1,000.00 worth of donations from her that will need to be allocated towards a prize.

P&C Meeting - Reconciliation of Available Funds & Allocations - 17 July 2023

Reconciliation of Allocated Funds Since 12 June 2023 Meeting

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Volunteer's Grant								
- Square Reader Adaptor	17/05/2023	3.3			65.55			
- Jaffle Toaster for Canteen	17/05/2023	3.5			85.00			
Total Volunteer's Grant			170.71	-	150.55	20.16	-	20.16
Other General Allocations								
- Operating Expenses (Safety Buffer)	N/A	N/A					10,000.00	
- Hardship Fund - CBA School Banking	N/A	N/A					875.08	
- Prize from Lisa Baker Donation	N/A	N/A					1,000.00	
- Year Six Camp Fundraising	N/A	N/A					1,795.15	
- Snap Display Frames for Canteen	14/03/2022	5.1					100.00	
- Canteen Interior Painting	17/10/2022	8.6			1,760.00			
	02/03/2023	3.1						
- Frog Pond Upgrades	26/10/2022	3.2					250.00	
- Seeds Fundraiser Expenses	01/05/2023	7.1			465.00			
- DJ for Student Disco	17/05/2023	3.1			250.00			
- Decorations for Student Disco	17/05/2023	3.2					100.00	
- Laptop Lease ¹	12/06/2023	7.1					7,000.00	
- Trees & Plants for Planting Day	12/06/2023	7.3			1,281.03		218.97	
- Kid's Gardening Equipment	12/06/2023	7.4					500.00	
- Pots, Soil & Plants for Buddy Bench	12/06/2023	7.5					2,000.00	
- Signage for Recycling Hub	12/06/2023	7.6					500.00	
- Revitalise Junio Primary Veggie Beds	12/06/2023	7.7					500.00	
Total Other General Allocations			170.71	-	3,906.58	20.16	24,839.20	

Note 1: The laptop lease is a four year commitment, with \$7,000 to be paid in 2023 and \$5,000 per annum in 2024, 2025 & 2026

Reconciliation of Available Funds

Description	Balance
General Bank Account	39,453.29
Term Deposit	15,076.91
Cash On Hand	-
Total Cash*	54,530.20
Add Accounts Receivable	-
Less Creditors & Payroll	(260.56)
Less Quarantined Funds (ie: Grants)	(20.16)
Less Other Gernal Allocations	(24,839.20)
Total Available Balance	29,410.28

*Excludes Canteen Account balance of \$6,494.98



GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 24 July 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. Found a buyer for the 'spaceship' in the bush tucker garden - will donate \$50 to P&C for it. Yay!	
3. Bunnings Bayswater interested in contributing plants, pots and soil in our efforts to improve the Buddy bench area. This frees up our funds for planters on wheels.	
4. GSC organised for the City of Bayswater to provide a free delivery of sand for new Imaginature sandpit. This was briefly put on hold due to finding broken asbestos fencing in the sandpit area. Dept. of Education have investigated and advised safe to continue. Watch this space!	
5. Nat. Tree Planting Day is on Friday (28 th). The GSC has purchased 8 trees to plant around the school, and the City of Bayswater are donating approx. 450 plants. Hoping to get plenty of volunteers to come and help on the day!	
6. <i>A reminder about school recycling facilities:</i>	
<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)	
<ul style="list-style-type: none"> • MONEY SPENT 	<p>\$80.61 at Bunnings for Geotextile Membrane (1 x 10m) and pins from 'Imaginature Sandpit Project'.</p> <p>\$1,281.03 for 8 trees, stakes and delivery from Ellenby Tree Farm for 'National Tree Planting Day'.</p>
<ul style="list-style-type: none"> • FUNDS REQUIRED 	<p>Requesting up to \$2000 for ECE/basketball court tree planters, plants and soil.</p> <p>Note: Previously allocated funds of \$625 for 'ECE Garden Improvements' has been returned to General Funds due to recent landscaping in that area.</p>
Motions	
<ul style="list-style-type: none"> • FOR APPROVAL - FINANCIAL 	<ol style="list-style-type: none"> 1. That the P & C spend up to \$2000 for planters and soil for the Kindy/Pre Primary/Basketball Court area to provide shade and improve the amenity of the kindy sandpit area. 2. That the P&C run a Datsco mulch fundraiser in term 3 if we manage to find a volunteer to run it.

GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 24 July 2023

Prepared by: Kylie Seal-Pollard

<ul style="list-style-type: none">• FOR APPROVAL - GENERAL	<ol style="list-style-type: none">1. That the P&C hold a whole school busy bee on the 13th or 20th of August 2023.2. That the proposed Busy Bee be covered by P&C Insurance.
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