



**MINUTES - General Meeting
Monday 24 August 2023
Bayswater Primary School, School Library**

1. **Meeting opened – 7.00pm**
A quorum for a General Meeting (eight members) was confirmed as present.
2. **Attendance and apologies**
 - **Attendees:** Natalie Bedini, Damien Bosustow, Dayna Cenin (chair), Mike Ellis, Marlen Fahuas, Alison Gullick, Suzanne Harmer, Chris Hennessy, Ayako McClurg, Lanita Miller, Bernadette O’Connell, Amy Robinson, James Sawyer, Kylie Seal-Pollard, Sneha Shankar, Alexandra Turner.
 - **Apologies:** Alex Ellis, Dan Saunders, Diane Selliani.
3. **Acceptance of previous meeting minutes**
 - **MOTION 3.1: That the minutes of the General Meeting on Monday 24 July 2023 be accepted as a true and correct record of the meeting.**
 - Moved James Sawyer. Seconded Mike Ellis.
 - **MOTION 3.2: That the minutes of the Executive Meeting on Monday 24 July 2023 be accepted as a true and correct record of the meeting.**
 - Moved Dayna Cenin. Seconded. Bernadette O’Connell.
4. **Business arising from previous minutes**
 - 4.1 – **Results of school parking audit**
 - Chris Hennessy advised that audit results and proposals received and to be discussed as the School Board. Carry over to next General Meeting.
 - 4.2 – **ACTION: Kylie Seal-Pollard to investigate digitisation of old meeting minutes.**
 - Need clarity on requirements. Carry over to next General Meeting.
 - 4.3 – **ACTION: Options to be investigated (relocate container, new shed, etc.)**
 - Carry over to next General Meeting.
 - 4.4 – **ACTION: Damien Bosustow to investigate using MS Forms for community skills register.**
 - MS Forms survey issued. 13 responses received. Results shared. **ACTION COMPLETE.**
 - 4.5 – **ACTION: A call out to be made volunteers to consider ideas for 130-Year Anniversary Celebrations (in 2024)**
 - Damien Bosustow to include as Newsletter item. Carry over to next meeting.
5. **Principal’s report**
 - Report tabled (see attached).
6. **Office Bearer reports**
 - 6.1 – **President**
 - Report tabled (see attached).
 - SharePoint – All people with a bpspc.asn.au can access the SharePoint. Advise Damien Bosustow (via secretary@bpspc.asn.au) if you need your password reset.

- Scam/Phishing – Be alert for scam/phishing emails. Email addresses to be removed from the website.

6.2 – Treasurer

- Report tabled (see attached).

7. Motions on notice

- **MOTION 7.1: That the P&C approves funds (\$15,000) for installation of an automated siren and outdoor PA speakers.**
 - Moved Chris Hennessey. Motion withdrawn after discussion.
- **MOTION 7.2: That the P&C approves funds (\$5,425) for age-appropriate outdoor seating for the Kindy area.**
 - Moved Chris Hennessey. Motion withdrawn after discussion.
- **MOTION 7.3: That the P&C approves Motion 7.1 from the 1 May 2023 General Meeting for funds (\$465) for the purchase of seeds for the fundraising event. (note: it was identified that a quorum for a General Meeting had not been present on 1 May).**
 - Moved Damien Bosustow. Seconded Dayna Cenin. All in favour.

8. Tabled sub-committee/representative reports

8.1 – Canteen

- No report.

8.2 – Gardening and Sustainability

- Report tabled (see attached).

8.3 – Coordinator reports

- No reports.

9. Other business

9.1 – 2023 WACSSO Annual Conference –Update

- See President’s report (attached).

9.2 – Fathers Day Fundraiser – Update

- Some website issues with payments. Awaiting advice on timing for resolution.

9.3 – Gardening and Sustainability Committee – Discussion of future of the committee

- Not discussed. Carry over to next General Meeting.

9.4 – Playground safety review

- Not discussed. Carry over to next General Meeting.

9.5 – Fundraising opportunity – Bayswater Bowling & Recreation Club

- Trial in Term 4. ACTION: Dayna Cenin, Bernadette O’Connell and Marlen Fahaus to discuss.

9.6 – Faction Athletics Carnival – Lunch

- In progress. Additional volunteers required.

9.7 – Faction Athletics Carnival – Cake stall

- In progress. Additional volunteers required.

9.8 – Canteen staff

- Need to advertise for new staff member.

9.9 – Canteen oven (possibly needs replacing)

- Canteen oven may need replacing. Still under warranty. ACTION: Bernadette O’Connell to investigate.

9.10 – Planning for Term 4

- ACTION: Dayna Cenin to issue email re ideas for Term 4.

9.11 – Planning for 2024

- ACTION: Dayna Cenin to organise meeting to discuss plans for 2024.

9.12 – Volunteer Grant

- ACTION: James Sawyer to process acquittal of previous grant. Due 30 August 2023.

- ACTION: Dayna Cenin to investigate application via Federal MHR. Due 1 September 2023.

10. Next meeting

- General Meeting. 7.00pm, Monday 16 October 2023

11. Meeting closed - 8.30pm



P&C Principal's Report

28 August 2023

2024 Planning

Planning is commencing for 2024 with staff recruitment processes being undertaken this term, staffing preferences identified, future projects costed, and budget review and planning.

Traffic Feasibility Report

A Traffic Feasibility Audit was completed last term and several options for increasing parking spaces at the school are being considered. These options will be tabled at the next Board Meeting for discussion. No funding is available until next financial year.

School Development Day

On the School Development in Week 5 we spent time analysing the NAPLAN data. This data is not comparable to previous years due to the change in testing timelines and introduction of proficiency bands. Generally the data was positive with the school sitting consistently at or above like schools in Year 3 and at or slightly below like schools in Year 5. Reading is our strongest across the year levels and is testimony the delivery of consistent literacy programs across the school. A summary of results will be presented at the Board Meeting and information included in a future newsletter for all parents. In addition, staff worked on our Public School Review submission, completed anaphylaxis training and drafted up our beliefs about teaching and learning. It was a productive day.

Science Room Upgrade

Our school has received a grant for a Science Room conversion. Room 11 has been identified as the most suitable room for upgrade into a Science Room. Plans are currently being drawn up and it is anticipated that the works may happen over the Christmas holidays. This will include installation of sinks, benches, vinyl flooring and storage. This will mean the current Science Room will be used as a general classroom next year. We also receive a resource grant of \$25 000 for science resources to be expended by mid next year.

Tier Three Numeracy Program

We recently had the opportunity to showcase our Tier 3 Numeracy program to staff from Kardinya PS who were interested in seeing how we were running this program. Our staff do an excellent job administering the program and we are continuing to trial different elements of the Delta Maths program to determine how to effectively use it to support students at risk in Numeracy.

Curriculum Development

We are continuing to develop our whole school literacy and numeracy practice by articulating our agreed practice. The next areas of focus are: writing, maths, instructional model and oral language.

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

Ms Chris Hennessy
Principal

PRESIDENTS REPORT FORM

DATE:	28 August 2023
PREPARED BY:	Dayna Cenin

POINTS OF INTEREST

1. WACSSO Conference 2023 – 19/20 August

- Presentations of interest
 - Helping your children to thrive at school and beyond – Dr Helen Shaw
 - Containers for Change
 - Triple P
- Workshops attended across the weekend
 - Masterful Marketing: Social Media 101
 - Cyber Safety: Parenting in a Digital Age (eSafeKids: www.esafekids.com.au)
- Participated in AGM for WACSSO
- Exhibitors of interest
 - ESafety Commission
 - Officeworks
 - Programs for school: Constable Care, Foodbank
 - Canteen related: Ward Packaging, Theme Group, Just Pizza
- Potential opportunity for our school choir/band next year

Key Take aways

- Potential to refine our meeting structure
- Huge fundraising opportunity with Containers for Change
- Social Media needs a plan – there are tools to help us do this
- Triple P Program is available free for families with children <12. Hoping to see that expanded to include teens
- Some great programs available for school that P&C could support
- Opportunity to use Officeworks for school supplies
- Key role of P&C is developing community, not just fundraising

2. Compliance with Constitution

- For noting, we are not considered a small school. Therefore:
Executive made up of:
 - President; Vice-President; Honorary Secretary; Honorary Treasurer; Principal; and Not less than three (3) other members (see Constitution 12.2)
- Quorum at meetings
 - Executive meeting: 5 financial members (see Constitution 25.1)

<ul style="list-style-type: none"> ○ General meeting: 8 financial members (see Constitution 25.2) • Canteen <ul style="list-style-type: none"> ○ Bernadette resigned her position in the canteen and will stay on the Executive Committee in the Canteen Role (see Constitution 19.1 i) 	
3. Meeting the Chris – 8 August	
<ul style="list-style-type: none"> • See attached notes 	
4. P&C Decisions	
<ul style="list-style-type: none"> • All decisions need to be made using a motion – no decision can be undertaken by an individual – See the constitution 26.1 	
5. SharePoint	
<ul style="list-style-type: none"> • Should be source of truth, please ensure everything is put there • Filing system may need a restructure to make finding things easier (i.e., folders for Fete, raffles etc) 	
6. Spam/phishing emails	
<ul style="list-style-type: none"> • One occurred this week with my name, but not my email address • Reminder to be mindful of suspicious emails 	
7. Media	
<ul style="list-style-type: none"> • Approached by Channel 7 re vaping – related to city of Bayswater amendment to location of stores selling vapes/tobacco • FYI all media goes through President 	
8. Bayswater Bowls Club fundraising opportunity	
<ul style="list-style-type: none"> • Lyn from BBC has offered opportunity for BPS to sell cakes on a regular basis on Friday evenings • Other local schools have also been approached 	
9. Other	
<ul style="list-style-type: none"> • Meeting with Kylie – re Future of the Gardening and Sustainability Committee and Shipping container • Meeting with Sneha • Spoke with Elenor Robbins, President Hillcrest P&C • Review of website – needs urgent update! Incorrect contact details, 2019 canteen roster, names and email address from 2022 	
ITEMS FOR AGENDA	
FOR DISCUSSION	<ol style="list-style-type: none"> 1. Planning for Term 4 2. Planning for 2024
FOR APPROVAL	

TREASURER'S REPORT FORM

DATE:	24 August 2023
PREPARED BY:	James Sawyer

POINTS OF INTEREST
<ul style="list-style-type: none"> • Allocated Funds \$31,305.07 (See Spreadsheet) / Available Funds \$22,846.96
<ul style="list-style-type: none"> • \$192.73 of the previously approved expenditure was spent since the previous meeting (see the allocations summary for more details). 11 financial motions with a value of \$17,634.84 still remain open pending further expenditure.
<ul style="list-style-type: none"> • Volunteer's Grant remaining balance of \$20.16 was returned to the grantor.
<ul style="list-style-type: none"> • Canteen is running a year-to-date loss of \$1,318.85. We will continue to investigate how to improve the financial performance.
<ul style="list-style-type: none"> • 2023 income from Secondhand Uniform sales is \$815.92 with the new online store performing well so far.
ITEMS FOR AGENDA / Comments
<ul style="list-style-type: none"> • A quick run-through of open items will be helpful to ensure there are no outstanding items that can be closed out. • An invoice has now been received from the school for the library books, this will be paid shortly.

P&C Meeting - Reconciliation of Available Funds & Allocations - 24 August 2023

Reconciliation of Allocated Funds Since 24 July 2023 Meeting

Funding/Allocation Description	Meeting	Motion	Opening	Raised	Spent	Closing	Allocated	Available
Volunteer's Grant								
- Return of unspent funds					20.16			
Total Volunteer's Grant			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	
- Frog Pond Upgrades	26/10/2022	3.2					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					218.97	
- Kid's Gardening Equipment	12/06/2023	7.4			192.73		307.27	
- 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 Junior Primary Veggie Beds	12/06/2023	7.7					500.00	
- Library Books	24/07/2023	7.2					4,658.60	
- Planters & Soil for KPC/Basketball Court	24/07/2023	7.3					2,000.00	
Total Other General Allocations			20.16	-	212.89	-	31,305.07	

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	39,645.00
Term Deposit	15,076.91
Cash On Hand	-
Total Cash*	54,721.91
Add Accounts Receivable	-
Less Creditors & Payroll	(569.88)
Less Quarantined Funds (ie: Grants)	-
Less Other Gernal Allocations	(31,305.07)
Total Available Balance	22,846.96

*Excludes Canteen Account balance of \$7,128.77



GARDENING & SUSTAINABILITY SUB-COMMITTEE REPORT: 28 August 2023

Prepared by: Kylie Seal-Pollard

POINTS OF INTEREST	
1. Hillside Harvest crew meet on Wednesday afternoons to care for the school's kitchen garden. We would love new volunteers! Please feel free to come along and join us any time.	
2. ECE teachers have approved planters for in front of the kindy sandpit. These will be ordered asap.	
3. Bunnings Bayswater are giving us \$100 voucher towards the buddy bench area refresh. Do the P&C think we should continue with this?	
4. City of Bayswater delivered 3 cubic meters of sand for the new Imaginature sand pit. Thanks to John Seal-Pollard for installing a geotextile barrier and distributing the sand in the dark!	
5. City of Bayswater have also planted a number of trees on the oval. They also said they could supply some 'dog on lead' signs... do we want to progress with this?	
6. Nat. Tree Planting Day was a big hit with the kids. We planted over 500 plants, including the 8 mature specimens the P&C purchased. Need to discuss who will be watering these trees?	
7. Eleanor and I are considering how to streamline the GSC functions. Would like to ask the P&C what they think is valuable about the GSC? Any ideas/suggestions for moving forward?	
8. <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>\$112.12 for soil improver and garden trowels for 'National Tree Planting Day'.</p> <p>\$36.83 at Bunnings from 10 tube stock plants for alternative kindy class to plant for 'National Tree Planting Day'.</p> <p>\$41.64 at Bunnings for additional Geotextile Membrane (1 x 10m) for 'Imaginature Sandpit Project'.</p>