

Burwood Public School P&C Association

Minutes of the General Meeting
Friday 17 November 2023, School Cottage and Zoom

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Amanda, Brian Diep, Vanessa Diep, Anne Ho, Ken Leung, Michelle Ly, Katharine Oxley, Yeyi Tang, Yi Wang, Sek-Mun Wong and James Yakoumelos.

Apologies: N/A

The Meeting commenced at 9:00am. Set out below are the salient points discussed during the Meeting.

Acknowledgement of Country:

Wendy opened the meeting by acknowledging that we are meeting on the land of the Wangal people and she paid her respect to elders past, present and emerging.

Minutes of Previous Meeting:

Minutes of the previous meeting of 20 October had been distributed. The document was subsequently correct and accepted as a true and accurate record.

Moved: Wendy

Seconded: Vanessa

Carried

Business Arising from Previous Minutes/Meeting:

- a) **By-laws and Policies** – The by-laws and policies discussion to be carried over to allow time for further review. It was agreed that the P&C should review and reconsider these policies for adoption. One policy discussed was spending and transactions, including whether or not the P&C can spend money on an event for volunteers at year end.
- b) **Book Fair** – The P&C to help connect the Librarian, Ms. Lu, with Penguin Books to see if they can provide any options for future book fairs or similar events. There may also be an online portal for the sale of books to make it easier.
- c) **World Teachers Day (25 October)** – The Principal thanked the P&C for organising the thank you lunch for teachers and support staff to celebrate World Teachers Day. Kim noted that the teachers do remember these events and are grateful for them.

- d) **Kindergarten Orientation (31 October)** – Wendy noted that orientation was a success and we managed to setup the P&C stall very nicely next to the Uniform Shop stall. It was noted that the parents were more engaging compared to the prior years. Comments were also made that Wendy, and one of the kindergarten parents who also made a speech were well received. For next year, one suggestion was to have a QR code for online signups to avoid queues from the parents.

- e) **Clothing Clear Out** – The parents also had a Social Club event on 3 November, and this event was to carry out a clothing clear out in the lost and found area. This was a huge success as the clothes were sorted and cleared. Discussion was had as to whether this should be an annual or even half yearly event, forming part of the Social Club functions. It was agreed that we should hold the event at least twice a year (end of term 2 and end of term 4). Consideration should also be made as to whether the P&C should fund some shelving in the area to make it easier and more appealing for parents and students to check on lost clothing.

Reports:

- a) **Principal** – Kim thanked Ms Hensley for leading the kindergarten orientation this year. There was a lot of logistics behind the scenes which require management and oversight. Overall, there was a large number of enrolments, and Kim is expecting a few more.

Kim is also planning classes for next year, but that will be dependent on the number of students. Kim is also in the process of organising other extracurricular events – dance and tennis for the school. The School has also expressed interest in having a community preschool on school grounds (an initiative the State Government is looking into).

The School has also raised some money from community rent, and would be open to suggestions from the P&C for how some of that money can be spent. Typically, the money goes to IT, but can be allocated to things like Solar, Toilet updates and Trees.

- b) **President** – Wendy provided a recap on the inner west P&C seminar hosted by our State and Federal Members of Parliament which she attended. This was an event attended by various P&Cs to share their thoughts and ideas with each other, and voice concerns to our MPs. One of the primary concerns was funding for infrastructure, and our school is not alone in such funding shortage.

The event also included presentations from other P&Cs, and one school provided an overview on how they run their School Fete each year, with a guiding principle being: “No volunteer, no idea”. Meaning, each suggestion must include some volunteers to carry out the event, otherwise the event cannot be motioned. This in turn means that the School Fete

can vary from year to year based on volunteer interest, but also allows events to be properly resourced with people assisting.

- c) **Secretary** – Brian noted that we had submitted the \$2500 grant for volunteers. This cannot be spent on non-permanent fixtures, but we are able to spend on laptops, shelving, hangars, carts, vests/aprons and such. If funding is granted and received, we can explore how to use that money at that point.
- d) **Treasurer** – Ken noted that he will review some of our school donations which we have motioned to ensure that they have been transferred to the school. There was a query regarding the violins which we agreed to provide funding for earlier in the year. Further, a breakdown of the amounts for period 1 October to 31 October is shown below:

Opening Balance from 1 October 2023		96,632.23
Deposits		
<i>Uniform Shop - Clothing</i>	3,155.51	
Total Deposits	3,155.51	
Withdrawals		
<i>Uniform Shop - Perm-A-Pleat</i>	(10,129.90)	
<i>Salary & Wages</i>	(995.57)	
Total Withdrawals	(11,125.47)	
Closing Balance at 31 October 2023		88,662.27

- e) **Uniform Shop** – Anne noted that we need a few volunteers for the new year, especially during week 1 when the Uniform Shop will be open almost every day. For the Online Uniform Shop, this is also being examined by Sek-Mun with a goal to have it set up by term 1 next year. The P&C are also looking into launching “PLUS” – Pre-Loved Uniform Shop where clothing could be free, or for \$5 per item.
- f) **Website/Social Media** – Michelle said she would start making more posts on Instagram to start up our online presence there and gain traction. We would also look to setup a WeChat, as well as reclaiming WhatsApp, Twitter and Facebook, etc. Michelle added that the P&C Federation Social Media Policy is very old and needs to be revised. It does not reflect newer forms of Social Media and the way communication is made through those forums.

Next Meeting:

The next P&C General Meeting is to be held on Friday 16 February at 9:00am.

The meeting closed at 11:00am.