

Burwood Public School P&C Association

Minutes of the General Meeting
Friday 15 March 2024, School Cottage and Zoom

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Judy Bai, Clare Cheng, Brian Diep, Vanessa Diep, Isabel Doyle, Shadi Eshragi, Anne Ho, Yulen Huang, Jane Huynh, Mia Kim, Ken Leung (v), Ming Luo, Michelle Ly, Amanda Meng, Katharine Oxley, Sangeeta Parajuli, Yeyi Tang, Niroy Upreti, Yi (Mary) Wang, Sek-Mun Wong, Suky Xuan, James Yakoumelos and Margaret Zawada.

Apologies: None.

The Meeting commenced at 9:45am. 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 16 February had been distributed. The document was subsequently correct and accepted as a true and accurate record.

Moved: Michelle

Seconded: Sek-Mun

Carried

Business Arising from Previous Minutes/Meeting:

- a) **By-laws and Policies** – The members agreed a process for the review and approval of the by-laws and policies which have remained available for comment on the P&C website.
The timetable will be as follows:
 - April General Meeting – By-laws and policies tabled for members
 - May General Meeting – Discussion and comments from members
 - June General Meeting – Vote on ratification of by-laws and policies

- b) **Welcome Event (29 February)** – Shadi and Isabel gave thanks to the P&C and volunteers who supported the P&C welcome event in February. There was positive feedback with respect to the lines and organisation of the event, and it also provided a good opportunity

for the parents to connect. It was also observed that the event was easier to run compared with BBQs and could be conducted in the future for fundraising. One feedback point was to have better signage for the students to exit the ice cream area in future.

- c) **Sponsorship for 2024** – The P&C members discussed the prospect of raising funds for the P&C and School via third party sponsors. This includes raising funds from local businesses like Real Estate Agents, Banks (e.g. Bendigo), Burwood Chinatown, etc. The P&C could then promote these businesses at P&C events or on the P&C social media platforms (website, Instagram, WeChat, etc.). Before commencing on such an endeavour, the P&C should develop a Sponsorship Policy, which many other P&Cs have developed as well. The working group for sponsorship shall consist of: Sek-Mun, Katharine, Margaret and Wendy. Kim will also send any relevant DOE policies/guidelines for consideration.

Reports:

- a) **Principal** – The Principal reiterated her comments made during the Annual General Meeting. Principal Self also added that the school did very well in terms of its NAPLAN results, and this is something which she would like to explain and share to the parent community. Student Voice is also another area which Principal Self is focusing on, which would provide students an opportunity to engage with the school community. Lastly, the School also receives money from community funds, and would welcome P&C input as to where this money should be spent (interactive whiteboards, home readers, incursions, shades, etc).
- b) **President** – Please refer to the Annual General Meeting minutes.
- c) **Secretary** – Brian noted that we have received \$2,500 in a Federal Government Community Grant, and we should consider how we should spend those funds. The original objective of this grant money was to obtain equipment for the Uniform Shop and Lost Property area (e.g. shelving, trolleys and a replacement laptop/printer).
- d) **Treasurer** – Please refer to the Annual General Meeting minutes. A breakdown of the amounts for period 1 February to 29 February is shown below:

Opening Balance from 1 February 2024		84,275.34
Deposits		
<i>Uniform Shop - Clothing</i>	18,579.18	
Total Deposits	18,579.18	
Withdrawals		
<i>Uniform Shop (Perm-A-Pleat)</i>	1,953.60	

<i>Uniform Shop (Mr Charles)</i>	<i>2,300.56</i>	
<i>Welcome Event (Pure Gelato)</i>	<i>641.00</i>	
Total Withdrawals	4,895.16	
Closing Balance at 29 February 2024		97,959.36

- e) **Fundraising** – See above.

- f) **Uniform Shop** – A thank you was expressed by the P&C to Anne for her years of service running the Uniform Shop. Mia noted that the online uniform shop is now up and running and revamped. Students are also picking up orders. With the online shop, this will also mean the removal of the red tin (although parents can still purchase in cash). Wendy to provide Mia with a list of ‘back-up’ volunteers that can be called on in the event the regular volunteer is unavailable.

- g) **Website/social media** – Sek-Mun noted that the focus of the past month was the online uniform shop going live, and it is now business as usual. New prices will be updated on the Uniform Shop soon as well. Michelle added that on social media, it was observed that many parents were sharing the AGM flyer on WeChat, and that Instagram had grown to around 150 followers/accounts. The goal for Michelle was to post at least 2-3 times a week to drive engagement.

General Business:

- a) **Other Business** – Wendy shared her overall event plan for 2024. The immediate item to discuss at the next General Meeting is the International Day of Families breakfast. The idea would be to serve breakfast (coffee cart and pastries from Bakers Delight) along with a photobooth.

Next Meeting:

The next P&C General Meeting is to be held on Friday, 12 April at 9:00am.

The meeting closed at 11.15am.