

Burwood Public School P&C Association

Minutes of the General Meeting
Friday 12 April 2024, School Cottage and Zoom

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Brian Diep, Vanessa Diep, Jane Huynh, Mia Kim, Katharine Oxley, Yi (Mary) Wang, Sek-Mun Wong, and Margaret Zawada.

Apologies: Judy Bai, Michelle Ly, Amanda Meng, and Yeyi Tang.

The Meeting commenced at 9:05am. 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 and present.

Minutes of Previous Meeting:

Minutes of the previous meeting of 15 March had been distributed. The document was subsequently correct and accepted as a true and accurate record.

Moved: Brian

Seconded: Sek-Mun

Carried

Reports:

- a) **Principal** – Kim noted that there are currently just under 500 enrolments and expects there to be more students coming to Burwood Public School from overseas, and potentially out of area.

Kim has also been exploring PSSA alternatives with other schools due to the high costs of buses. One alternative proposed is to have gala days once or twice a term, where students will compete in a round robin for a whole day. Students will then train on the other weeks with their team. Members were generally supportive of this notion, as it would be a more productive use of time.

Kim is also preparing a list of items which the P&C could support and provide funding for (either through directly raised funds or via grants). Some of the items which the school

needs funds to replace include: the Microphone/AV system, Interactive whiteboards, Windows 11 software for iPads, Incursions (Author visit during Book Week), Library books, Sports equipment etc. This list will be shared with the P&C for comments and input.

- b) **President** – Wendy spoke about the plan to lobby the government for an upgrade to school buildings, and the first step was to engage an architect. Sek-Mun and Kat offered to reach out above pro bono work from people they know. Along with this, it was also noted that there is a P&C Federation petition lobbying the State and Federal Government to fund schools to their full capacity.

Wendy noted that Vanessa and Michelle are also working on better communications with the school community (posters for the noticeboard, and newsletter/Instagram posts).

Wendy also advised that she and Michelle have nominated our former Uniform Shop Manager, Anne Ho, to be the Burwood Council Senior Volunteer of the Year. Anne has been supporting the school since 1999, and it would be great if she received this recognition.

Wendy is also preparing costings for the Federal Government Community Grant, and we can deliberate on how those funds can be spent once the costings are prepared.

- c) **Secretary** – Brian distributed some mail (brochures and newsletters) which the P&C has received to the relevant P&C contacts. No significant correspondence to note, although Brian is keeping an eye out for eligible grants.
- d) **Treasurer** – Jane, Wendy and Marion have been looking at a new auditor given that Ray Hou has been reviewing the P&C accounts for over 10 years. The objective is to identify an alternative in Burwood, but quotes so far have been higher than what Ray charges.

Jane and Marion are also working on procedures for the approval of expenses. This includes: wages, events, uniform shop, operations, and so forth. Parameters will also be set in place with only certain office bearers being able to approve expense claims to ensure no conflict of interest, with Jane being the first approval. Records will also be documented (i.e. to have receipts) and kept by Marion for filing.

Jane circulated a reimbursement claim form for consideration. It was agreed that this form was to be used for all reimbursement claims going forward. Jane will provide the form electronically to the Executive to complete and send back to her for approval.

The last item which Jane had also been looking at is our cash balance which sits at over \$90,000. The P&C have been thinking about quarantining the funds and placing it into a

term deposit while the amounts are not being used. It has been proposed that around \$50-60,000 be deposited into a term deposit. It is proposed that the Sandhurst Select 90 offer with Bendigo Bank be adopted. Wendy, Sek-Mun and Margaret to review the terms of that offer. The P&C will determine the action items (which offer, amount and duration), at the next P&C meeting.

A breakdown of the amounts for period 1 March to 31 March is shown below:

Opening Balance from 1 March 2024		97,959.36
Deposits		
<i>Uniform Shop - Clothing</i>	6,691.11	
<i>Memberships</i>	20.00	
Total Deposits	104,650.47	
Withdrawals		
<i>Salary & Wages</i>	635.11	
<i>Uniform Shop (Perm-A-Pleat)</i>	5,571.50	
<i>Uniform Shop (LW Reid)</i>	3,507.52	
<i>Auditor (Ray Hou & Co)</i>	645.00	
Total Withdrawals	4,895.16	
Closing Balance on 31 March 2024		94,311.34

- e) **Fundraising/Events** – See below.
- f) **Uniform Shop** – Mia said that she expects there to be an increase in activity for uniforms given the change to winter. Prices also need to be increased to reflect the increases in supplier costs. Mia also noted that there was a lot of older school uniform designs which are no longer being sold. It was agreed that those which the school emblem should be donated to the school so they could find a proper use for them. For the other items, they could be donated to a local charity.
- g) **Website/social media** – Sek-Mun shared the statistics on our website activity. It was noted that there was a lot of views during our Gelato Day.

Business Arising from Previous Minutes/Meeting:

- a) **By-laws and Policies** – The By-Laws and Policies are now tabled for members for discussion. It is open to all to provide input, with the priority being the By-Laws and the Policies a separate item. Wendy, Sek-Mun, Kat, Yeyi, Brian, Michelle and Jane to be in the main working group developing the by-laws and considering changes.

- b) **International Day of Families (15 May 2024)** – In lieu of two separate Mother’s Day and Father’s Day events, the P&C agreed to have one family day event instead, on the International Day of Families.

It was proposed that there would be a coffee cart made available to parents and carers for a free hot drink (supplied by Ebenezer Mission). The P&C will also reach out Bakers Delight to see if they are willing to provide any food for the day. The P&C will also consider a photobooth (or have props) so parents and children can take photos. The event is expected to be under the main COLA, running from around 8:00am to 9:30am. Wendy advised the cost of the coffee cart was \$900 for approximately 100 hot drinks (\$300 call out fee, \$600 for 100 drinks) however Ebenezer agreed to only charge for the cost of milk/coffee for any drinks beyond 100. Katharine moved to have the event funded by the P&C of up to \$1000.

Moved: Katharine

Seconded: Brian

Carried

General Business:

- a) **Other Business** – Student Fundraiser and the Uniform Review to be pushed to the May meeting.

Next Meeting:

The next P&C General Meeting is to be held on Friday, 17 May at 9:00am.

The meeting closed at 11.15am.