

# **Burwood Public School P&C Association**

Minutes of the General Meeting  
Friday 17 May 2024, School Cottage and Google Meets

## **Attendance**

Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Judy Bai, Vanessa Diep, Jane Huynh, Mia Kim, Michelle Ly, Katharine Oxley, Kevin Song (V), Sek-Mun Wong, Yi (Mary) Wang and Margaret Zawada.

## **Apologies**

Brian Diep, Isabel Doyle, 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 the Wangal Clan of the Eora Nation as the traditional owners of the land on which the meeting was held and paid our respects to Elders past and present.

## **Minutes of Previous Meeting**

Minutes of the previous meeting of 12 April 2024 had been distributed. Kim requested an amendment regarding the wish list from the school as this had been provided at the April meeting. The document was subsequently accepted as a true and accurate record.

**Moved:** Sek-Mun

**Seconded:** Kim (Principal)

*Carried*

## **Reports**

### **a) Principal**

- The preliminary data for NAPLAN has been received and is currently being analysed with initial results looking promising.
- The annual report for the school has been posted on the website.
- Kim shared copies of the School Improvement Programme (SIP) and discussed the report, noting strong reading results but identifying areas for improvement.
- Julie (assessment and curriculum AP) will target explicit teaching this term with a focus on fluency and vocabulary.

- Attendance (especially around returning overseas students) remains a concern, with 77% of students attending 90% of the school year (201 days). While this is much better than the state average, it can be improved upon.
- The "Tell Them From Me" survey was discussed.
- Kim introduced the learning cognition wheel, focusing on Stage 3 students' self-reflection during three-way conferences.
- K-1 students are being encouraged to read to themselves using See-Saw.
- Ms. Mitchell mentioned the need for sports tops and socks.
- The school updates will transition from e-News to Schoolbytes.

**b) President**

- Wendy raised the idea of moving the school disco to Term 4 when there will be more daylight. Week 3 Friday 1 November was proposed as the event date, pending availability of DJ and suppliers.
- Acceptance of by-laws were still being discussed and the vote has been postponed to next meeting.

**c) Secretary**

- Apologies received – no report.

**d) Treasurer**

| P&C Meeting date                           | April            |
|--|------------------|
| <b>Opening balance as at 1 April 2024</b>  | 94,311.34        |
| <i>Deposits</i>                            |                  |
| Uniform shop - clothing                    | 4,684.53         |
| <b>Total deposits</b>                      | <b>4684.53</b>   |
| <i>Withdrawals</i>                         |                  |
| Uniform shop - Perm-A-Pleat                | -415.8           |
| <b>Total Withdrawals</b>                   | <b>-415.8</b>    |
| <b>Closing balance as at 30 April 2024</b> | <b>98,580.07</b> |
| Per bank                                   | 98,580.07        |
| Variance                                   | -                |

- The annual financial audit was discussed, as some schools do not even have one. It is possible to do an audit every 2 years. Jane has received quotes from 5 different auditors – all around \$1,000 + GST. Ray Hou’s last audit was \$650, so this is quite competitive and it was agreed that we will continue to use Ray Hou as the financial auditor.
- The stocktake process of the uniform shop was discussed.
- The potential investment of idle cash was discussed. The choice between Great Southern Bank and Bendigo was considered. It was agreed that non-capital guaranteed funds are not suitable for the P&C. A suggested estimate was that around \$70,000 cash could be invested, with \$15,000 at 12 month maturity (funds for playground equipment) and \$55,000 for 3-6 months maturity. A motion will be put forward to vote on how to invest this money.
- Margaret raised the idea of using GoFundMe to fund the playground. Other ideas such as grants from AFL or other businesses were discussed. P&C to explore if a donation portal could be created that would provide tax deductible receipts for donors.
- Jane will produce a budget and financial guidelines to accompany the by-laws.

#### **e) Uniform Shop**

- Mia raised concerns about the shortage of volunteers. An ad for volunteers will be run.
- Issues with lead time and requests from suppliers were discussed, complicating uniform storage.
- The Volunteers grant was discussed about spending the \$2,500 allocated per year for FY24 and FY25 totalling \$5,000. There was an open call for suggestions on how to allocate this funding effectively.
- P&C would like to fix up the storage room. Kim mentioned the school has no asset manager which makes things difficult but she can request that it be fixed due to the vermin issue.
- Lost property was discussed.

#### **f) Website and Social Media**

- No report.

### **General Business & Discussion**

#### **Uniform review discussion**

- Kim noted that the BPS uniform looks dated and would like to make the uniform look smarter. Specific items to be reviewed are the polo shirt, pants and culottes.

- Affordability and budget support for uniform purchasing for parents were discussed.
- The P&C to consider approving a uniform policy once developed.

#### **Demolition of Burwood Place/Centrelink**

- The demolition of Burwood Place/Centrelink building on Railway Parade was discussed. There was no notice given to the school about this work being carried out or traffic plans or hazardous materials plan in place.
- Sek-Mun to reach out to council for next steps.

#### **Students to present at next meeting**

- Kim to organise student/SRC to present to P&C next meeting.

#### **Next Meeting:**

The next P&C General Meeting is to be held on Friday 21 June 2024 at 9:00am.

The meeting closed at 11.10am.