

Burwood Public School P&C Association

Minutes of the General Meeting

Friday 21 June 2024, School Cottage and Google Meets

Attendance: Wendy Tu (Chair), Kim Self (Principal), Judy Bai, Brian Diep, Vanessa Diep (virtual), Abbas Ghulam, Jane Huynh, Mia Kim, Michelle Ly, Yeyi Tang, Yi (Mary) Wang (virtual), Lucy Wen, and Sek-Mun Wong.

Apologies: Katharine Oxley, and Amenah Mourad (Deputy Principal).

The Meeting commenced at approximately 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 and present.

Minutes of Previous Meeting:

Minutes of the previous meeting of 17 May had been distributed. The document was subsequently correct and accepted as a true and accurate record.

Moved: Jane

Seconded: Michelle

Carried

Reports:

- a) **Principal** – The Principal noted that the school survey report was very positive, and details will be provided at the next P&C meeting.

Holdmark, the developer at Burwood Plaza will also be meeting the school and P&C representatives on the following Wednesday (26 June). The meeting will largely be driven by the P&C and our concerns. Wendy and Sek-Mun will represent the P&C.

- b) **President** – Wendy expressed her concerns about the development at Burwood Plaza and the lack of communication by the developer. Further, developments at the carpark at Burwood Library have also been delayed until 2025, but there has been no communication or plans from Council about the changes. Sek-Mun also noted that the P&C want to have

ongoing discussions with Holdmark, and engage Council, State and Federal Governments if necessary.

- c) **Secretary** – Brian noted that there was no significant correspondence to note, although Brian is keeping an eye out for eligible grants.
- d) **Treasurer** – Jane advised that the bank balance was approximately \$105,000, with movements primarily relating to uniform shop sales of \$9,600, and the Federal volunteer grant of \$2,500. There were withdrawals of around \$6,000, and primarily related to the school grant, stock purchases and salary & wages.

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

| | May |
|--|-------------------|
| Opening balance | 98,580.07 |
| <i>Deposits</i> | |
| Uniform shop - clothing | 9,599.21 |
| Grant | |
| Dept of Social Services - Volunteer grant 2024 | 2,500.00 |
| Total deposits | 12,099.21 |
| <i>Withdrawals</i> | |
| Uniform shop - stock | (82.28) |
| Uniform shop - operating expenses | (109.14) |
| Payroll | (2,712.45) |
| Grants | |
| Musical Instruments | (2,962.73) |
| Total Withdrawals | (5,866.60) |
| Closing balance | 104,812.68 |
| Per bank | 104,812.68 |

Jane and Wendy also shared a draft budget for the P&C, setting out the potential income and expenditure for the year. It was recognised by the members that we should try to recoup funds where we can, but also fund community events on occasion. It was also acknowledged by the members that we should explore sponsorship options, as external funds are the most beneficial for the school community. Silent auctions are also another source for potential revenue. Brian noted however that the P&C are not deductible gift recipients, but we could explore that option.

- e) **Fundraising/Events** – See below.

- f) **Uniform Shop** – Mia noted that there have been some supplier issues (delays in production), and that is being monitored. This was also a good opportunity for the P&C to conduct its uniform review, and Mia is researching potential uniform suppliers (for new polos, culottes, etc).
- g) **Website/social media** – Sek-Mun noted that there has been a spike in website traffic. This may be due to the uniform shop, and also parents enrolling their children for the school next year. Michelle noted that she is working on more additional Instagram content, with posts being made for the Social Club, and Parent Support Group.

Business Arising from Previous Minutes/Meeting:

- a) **By-laws and Policies** – The By-Laws and Policies discussion has been postponed to the following month. The process will now be split into two, with the By-Laws being debated for next month, and the policies being considered for adoption in a subsequent period. A comprehensive list of policies will also need to be developed at that stage.
- b) **Investment of Excess Funds (Term Deposit)** – Further to discussions last month, it was agreed that the P&C would deposit excess funds with Bendigo Bank. Other vendors were also examined by Wendy, Jane, and Margaret, but factoring into account the transaction cost, flexibility in withdrawal, and risk, it was considered suitable to deposit the funds in the following manner:
- 3 Month Term Deposit of \$50,000 at 3.75%
 - 12 Month Term Deposit of \$15,000 at 4.7%

Brian moved to have these excess funds invested in the above manner.

Moved: Brian

Seconded: Sek-Mun

Carried

- c) **2023 Federal Government Volunteer Grant** – Wendy, Mia, and Brian have also been researching the best ways to utilize the Federal Government Volunteer Grant of \$2,500. It was determined that given the age of our laptop at the Uniform Shop, funds will primarily be devoted to purchasing IT equipment, with the balance being on other uniform shop items (trolleys), and a marquee for school events. Mia moved to have these funds utilized in the above manner.

Moved: Mia

Seconded: Brian

Carried

- d) **P&C Disco Event** – Discussions were had with respect to the P&C disco event later this year. Brian noted that the old P&C executives had a guide which could be of assistance as well.

It was agreed that the event should be tabled for later in the year, tentative of 1 November, depending on supplier availability (DJ and lighting). Discussions were had as to event sponsors (similar to Coro88 for the Movie Night last year), as well as having stalls for parents waiting (coffee cart, food trucks, gelato cart, bubble tea). Other merchandise was also being considered (such as glow sticks).

As for pricing for the event, it was considered greater reach was preferred, and tickets should be priced at cost, with an estimate of \$8 or \$10. Further research is being conducted for discussion at the next meeting.

General Business:

- a) **Special Guest: Year 6 Student Proposal** – The Year 6 student leadership provided a fairy floss and lemonade stand business proposal to the P&C. The objective was for the year 6 students to sell those products to other students after school for a profit.

The P&C membership discussed the proposal and provided some questions and comments for the students to consider. The students are invited to present an update at the next P&C meeting.

Next Meeting:

The next P&C General Meeting is to be held on Friday, 26 July at 9:00am.

The meeting closed at 10.47am.