

## Burwood Public School P&C Association

Minutes of the General Meeting  
Friday 26 July 2024, School Cottage and Google Meets

**Attendance:** Wendy Tu (Chair), Kim Self (Principal), Brian Diep, Vanessa Diep (virtual), Katharine Oxley, June Kenshin (virtual), Mia Kim, Michelle Ly, Xiuling Sun, Yeyi Tang (virtual), Yi (Mary) Wang, Lucy Wen, Sek-Mun Wong, and Ivana Youn.

**Apologies:** Judy Bai, Jane Huynh, and Amenah Mourad (Deputy Principal).

The Meeting commenced at approximately 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 21 June had been distributed. The document was subsequently correct and accepted as a true and accurate record.

Moved: Sek-Mun

Seconded: Michelle

*Carried*

### **Reports:**

- a) **Principal** – Kim provided details regarding the schools performance in NAPLAN this year. It was noted that overall, the school performed better than the prior year with a lot of students falling in the exceeding, and strong categories.

Kim also shared the school's development plan with a focus on reading and mathematics. There is also a focus on attendance at school, but it is noted that Burwood Public School has one of the highest attendance rates in the district.

Kim invited parents to join the parent session on 'Restorative Practices' to be held 5 August. Parents are invited to stay for open classrooms and a picnic lunch with their child/ren.

- b) **President** – Wendy and Sek-Mun shared details of their discussions with the Burwood Plaza developer, Holdmark, earlier in the month. Sek-Mun noted that developments at the Burwood Library Carpark have been deferred until Q1 of 2025. Meetings are being organised between Council, P&C, the School and Holdmark to ensure that there are regular communications between stakeholders.

Kristie (Librarian) has asked for parent volunteers at the Book Fair to be held 21 August.

- c) **Secretary** – Brian noted that the P&C Insurance and Membership was due to renewal in August. The cost was \$1005.00, and it is necessary for the P&C to operate. Brian moved to have the renewal be paid.

Moved: Brian

Seconded: Katharine

*Carried*

- d) **Treasurer** – Jane had sent her apologies for the meeting, but provided notes to Wendy in advance. Wendy noted that our bank account had an opening of around \$104k with a closing of \$105k. There was \$3k of revenue from sales at the uniform shop, and \$2k of expenses primarily relating to stock purchases and P&C events.

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

	June
<b>Opening balance</b>	104,812.68
<i>Deposits</i>	
Uniform shop - clothing	3,063.01
<b>Total deposits</b>	<b>3,063.01</b>
<i>Withdrawals</i>	
Uniform shop - stock	(311.36)
P&C events	(919.08)
Payroll	(577.80)
Other operating expenses	(289.99)
<b>Total Withdrawals</b>	<b>(2,098.23)</b>
<b>Closing balance</b>	105,777.46
Per bank	105,777.46

The other action item to bring into effect is to organise the term deposits which was agreed the prior month.

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

- f) **Uniform Shop** – Mia noted that the supplier issues have been largely resolved. Term 2 stocktake was completed with some variance in stock numbers. There is a need to write off losses which have been carried forward from prior years, so that stock count is considered accurate at the start of each term.

Mia also identified around 170 library bags which are not selling. It was agreed that these can be donated to the school for kindergarten orientation.

It was also agreed to move the lost property area to some empty shelves inside the library entrance.

- g) **Website/social media** –

Michelle noted that social media posts were coming along steadily but there was a balance for not spamming the viewers. It was also a work in progress to make sure appropriate level translations was also available in the post so viewers can read in their native language.

Kim requested the P&C create a welcome flyer for parents with links to our website and social media channels – so this could be provided to parents attending kindergarten orientation.

#### **Business Arising from Previous Minutes/Meeting:**

- a) **By-laws and Policies** – The By-Laws and Policies discussion has been postponed. A comprehensive list of policies will also need to be developed at that stage.
- b) **P&C Disco Event** – The disco event was discussed with the student leadership team. After hearing the student feedback, it was decided that the theme will be ‘rainbow’ for younger years and ‘80s’ for older years. Decorations can be colourful which suits both themes.

Six suppliers were contacted to host the disco, with three quotes obtained. Bop Til You Drop was the cheapest at \$495 for 3 hours.

Moved: Sek-Mun

Seconded: Katharine

*Carried*

Discussion was also had as to the appropriate time for when the event should be held (i.e. after 5pm, or earlier), with the event sectioned between younger years, older years, and low sensory.

A photobooth has also been organised from Crazy Booth - \$550 for 3 hours.

Moved: Sek-Mun                      Seconded: Lucy                      *Carried*

A gelato cart has been organised from Pure Gelato for \$595.

Moved: Brian                      Seconded: Mia                      *Carried*

Food stalls are also being planned for the event.

#### **General Business:**

**Special Guest: Year 6 Student Proposal** – Further discussions were had with the Year 6 student leadership team. It was agreed that they would help organise a bubble stall on the day of the disco. The team will prepare their proposal in advance of the next P&C meeting on 16 August.

**Education Week** – Handwritten cards for teachers and support staff will be prepared at Social Club next week. Katharine will find out if Pillar are able to provide vouchers again.

#### **Next Meeting:**

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

The meeting closed at 11.20am.