

Burwood Public School P&C Association

Minutes of the General Meeting

Friday 16 August 2024, School Cottage and Google Meets

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad, Ghulam Abbas, Judy Bai, Brian Diep (virtual), Vanessa Diep (virtual), Jane Huynh, Mia Kim, Emily Liu, Michelle Ly, Kat Oxley, Yeyi Tang, Yi (Mary) Wang, Lucy Wen, Sek-Mun Wong, James Yakoumelos and Ivana Youn.

Apologies: Isabel Doyle, Margaret Zawada, Amanda Meng.

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 26 July had been distributed. The document was accepted as a true and accurate record of the meeting.

Moved: Sek-Mun

Seconded: Wendy

Carried

Reports:

- a) **Principal** – Kim thanked the P&C for the thank you cards and gifts for Education Week. She also thanked the parents that attended the Real Schools parent information session (81 parents attended, 50 parents completed the survey and provided positive feedback).

The school is participating in a school climate research project with Curtin University. There is a parent survey which requires at least 60 responses. Kim asked the P&C to help promote this during 'meet the teacher' event.

Kim reminded everyone that the Book Fair was on next week. She also advised the parent information session on reading will be held in the school hall with tea and coffee.

Kim advised there is a new Assets Officer from DOE who she has been in touch with about school maintenance issues. Kim is hoping to replace carpets and have buildings painted. Kim advised that the toilets are an ongoing issue with children putting their lunches and/or whole toilet rolls down the toilet, causing plumbing issues. The school will continue to monitor this and brainstorm ways to manage the problem.

- b) **President** – Wendy thanked all the parents that came along to Social Club to help write the thank you cards to teachers and staff. Pillar kindly provided sponsorship via vouchers for a hot drink (50% discount - \$2.50 each). The cost for 61 vouchers came to \$152.50.

Moved: Sek-Mun

Seconded: Kat

Carried

- c) **Secretary** – No report.

- d) **Treasurer** – A breakdown of the amounts for period 1 July to 31 July is shown below:

Opening balance	105,777.46
<i>Deposits</i>	
Uniform shop - clothing	2,340.19
Memberships	
Grants received	
Interest income	
Total deposits	2,340.19
<i>Withdrawals</i>	
Uniform shop - stock	- 4,248.37
P&C events	
Education week	
Disco Party	
Payroll	- 1,348.20
Auditor expenses	
Grant expense	
Other operating expenses	
Total Withdrawals	- 5,596.57
Closing balance	102,521.08

The term deposits have not yet been opened. The office bearers will arrange to do this by next month.

Jane has prepared a draft budget based on the records she was able to access. A subcommittee will be formed consisting of Jane, Sek-Mun, Judy, Lucy and Brian, with a goal to adopt a budget at the September meeting.

- e) **Uniform Shop** – Mia confirmed there were 177 library bags to be donated to the school at a cost of either \$6 or \$6.50 per bag. Mia will arrange to have the bags dropped off to the front office. The total cost will be recorded as a donation in our financial records. Mia has obtained catalogues from new suppliers as part of the uniform review. A subcommittee will be formed consisting of Mia, Wendy, Kim (Principal), Emily, Judy, Kat and Yeyi. The subcommittee will discuss options and present back to the P&C when there are options to be considered.
- f) **Website/social media** – Kim requested the P&C add information about road safety to our website. Michelle reported we now have 170 followers on Instagram.

Business Arising from Previous Minutes/Meeting:

- a) **P&C Disco Event** – The disco event was discussed in detail. Unfortunately Bop Til You Drop could only commence from 5:30pm, and a decision was made to change DJs to Lil Ravers who could start from 4:30pm. Their cost is \$750 for 4 hours.

The student leadership team reported that they had surveyed the Year 6 students – with 95% saying they would attend the disco if there was bubble tea. The most popular flavours was brown sugar milk tea and lychee oolong tea.

There was discussion about holding activities outside the disco to keep parents and kids entertained while waiting. These could include face painting, temporary tattoos, chalk, bubbles, colouring etc. Mia to research costs of materials. Everyone to start promoting the event and find volunteers to help on the day.

General Business:

No other general business was discussed.

Next Meeting:

The next P&C General Meeting is to be held on Friday 20 September at 9:00am.

The meeting closed at 11am.