

## Burwood Public School P&C Association

Minutes of the General Meeting  
Friday 18 October 2024, YMCA and Google Meets

**Attendance:** Wendy Tu (Chair), Amenah Mourad (Relieving Principal), Julie Birchley (Relieving Deputy Principal), Judy Bai, Kusum Dahal, Brian Diep (v), Vanessa Diep, Thu Ha Do, Isabel Doyle, Jane Huynh, Mia Kim, Lokhmani Niranla, Kat Oxley, Zola Puntsagnamjil, Yi (Mary) Wang, Sek-Mun Wong, Ivana Youn, Margaret Zawada, and Yan Zhang.

**Apologies:** Michelle Ly, Yeyi Tang, Kim Self.

The Meeting commenced at approximately 9:10am. 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 20 September 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** – Amenah Mourad

- Kindergarten orientation is starting next week.
- Asphalt mentioned in previous meeting was re-done in the school holidays. The kids are coming up with ideas to design handball/hopscotch markings.
- Concrete ramp was completed. Fencing around the ramp has been delayed but should be completed by the disco.
- NSW DoE - a student behaviour & anti-bullying policy is being put together and will be presented to the P&C when completed.

#### b) **President**

- Disco party preparations were keeping the P&C very busy.
- Next meeting is the last one for 2024. Please consider what needs to be finalised for this year and we can begin planning for 2025.
- Wendy will later put forward a motion to approve funds for eight document cameras for school costing approximately \$4000 (\$500 each).

c) **Secretary** – No report.

d) **Treasurer** – A breakdown of the amounts for period 1 September to 30 September is shown below:

<b>Opening balance</b>	103,290.53
<i>Deposits</i>	
Uniform shop - clothing	1,948.99
Memberships	
Grants received	14,025.93
Interest income	
P&C events	
Disco Party	507.14
<b>Total deposits</b>	<b>16,482.06</b>
<i>Withdrawals</i>	
Uniform shop - stock	
P&C events	
Disco Party	- 375.00
Payroll	- 385.20
Insurance	
Auditor expenses	
Grant expense	
Investment	- 65,000.00
Fees and Charges	
Other operating expenses	
<b>Total Withdrawals</b>	<b>- 65,760.20</b>
<b>Closing balance</b>	<b>54,012.39</b>
Per bank	54,012.39
Variance	-

- It was reported that revenue is slightly under target.
- It was reported that expenditure is also lower than target.

e) **Uniform Shop**

- We will trial a new supplier (Midford).
- Sample polo shirts were brought in to be viewed.
- There was a brief discussion about the uniform review.

f) **Website/social media**

- A recent report of the web site statistics was distributed.
- Website traffic is tracking up due to the disco party.

**Open discussion**

An open discussion was held for first time attendees around: school infrastructure issues, traffic management, local construction, school canteen and school communication to parents via email and apps.

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

a) **World Teachers Day lunch – 30 October**

- Catering has been ordered from The Lab – Black Poison in Five Dock. It will be gourmet sandwiches and a sweet for \$20pp. There will be 55 staff to cater for. An expenditure of \$1100 was voted on and approved.

Moved: Sek-Mun

Seconded: Judy

*Carried*

b) **Neon Glow Disco Party – 1 November**

- Approximately 220 tickets have been sold. The P&C will do one more round of in person ticket sales next week.
- A discussion was held on how ticket collection, token sales and communications would take place before the event.
- The next Social Club event will be held on Friday 25 November. Disco preparation tasks will be completed on this day.

c) **2024 Kindergarten Orientation – 5 November**

- The second day of kindergarten orientation involves a stall for the P&C and the uniform shop. Volunteers and set up of the event was discussed.
- A budget of \$100 was approved for morning tea for the parents.

Moved: Kat

Seconded: Sek-Mun

*Carried*

**General Business:**

a) **2025 Welcome back to school event**

- The welcome back to school event was discussed for next year.
- It was decided the event will be held in Week 2 on Friday 14 February.
- A gelato cart from Pure Gelato will be ordered again. An expenditure of \$595 was voted on and approved for the costs of the gelato cart.

Moved: Kat

Seconded: Sek-Mun

*Carried*

b) **2024 Volunteers Thank you gathering**

- Friday 13 December at 9am was chosen as the date for the Volunteers Thank You gathering. It will be held at YMCA with catering to be organised for the volunteers.
- It was estimated that catering would be \$15pp and approximately 25 volunteers would attend. An expenditure of \$400 was nominated and will be voted on in the next meeting.

**Next Meeting:**

The next P&C General Meeting is to be held on Friday 15 November at 9:00am.

The meeting closed at 10:48am.