

Burwood Public School P&C Association

Minutes of the General Meeting
Friday 21 February 2025, YMCA and Google Meets

Attendance: Wendy Tu (Chair), Kim Self (Principal), Sek-Mun Wong, Mia Kim, Anjana Subba, Sue Dao, Shanti Parajuli, Jiangli Fang, SuChing Huang, Marlina, Mary Wang, Michelle Ly, Judy Bai, Lucy Wen, Karen Chen, Shaoting Wen, Minju Bhe, Feifei Wu, James Yakoumelos, Teeranen S. Online: Brian Diep, Vanessa Tran, Tony Shen, Han Zou, Zi Chen.

Apologies: Yeyi Tang, Jane Huynh, Amenah Mourad.

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 on 15 November had been distributed. The document was subsequently accepted as a true and accurate record of the meeting.

Moved: James

Seconded: Brian

Carried

Reports:

a) **Principal** – Kim Self

- Noted the late start to school as 6th February and the challenges of making classes as a result of this. Enrolment stands at 472 with Kindergarten slightly smaller than previous year (64 enrolments). School has formed 19 classes including composite classes.
- School will continue with social skills programmes like High Five. Noted that Marion Walsh-Gay from Real Schools came to the staff development day and also met with student leaders. Kim will invite Marion to present another parent session this year to be held in the school hall.
- Kim spoke about wanting to improve the playground this year and thanked the P&C for the work they put together to apply for funding via a community grant.

- Swimming carnival went ahead in spite of the weather changes. This was the first time it was competitors only and Kim spoke to some of the pros/cons of this approach.
- First Gala Day for PSSA will take place today.
- NAPLAN will start Term 1 Week 7 (17/3/24) which is early for this year. Details will be in SchoolBytes.
- OC Class and Selective School applications will now be at the same time in the year.
- The school has completed rollover into SchoolBytes away from School eNews.
- Kim provided a staffing update: Angela is still relieving for Chrissy so the front office is short staffed. Ville is only working Monday to Wednesday and they are still looking for a GA to backfill the other days. There is a new IT person named Tash.
- BPS has been invited to do CPM (Curriculum Policy Monitoring).
- Noted that Music programmes will reconvene when Mrs Wijngaarden returns from leave.
- Spoke about high potential/gifted activities:
 - Coding classes by a local volunteer (TBF, possibly during lunch Mon/Tue)
 - Maths Olympiad (Stage 3) and Maths Explorer (Stage 2) for selected students

b) **President** – Wendy Tu

- Wendy spoke to MP Jason Yat-sen Li last week about the school upgrade. Jason has raised the issue with Deputy Premier Pru Car who wants to visit the school for herself.

c) **Secretary** – Brian Diep

- Brian has drafted the grant application for CBP using the latest quote provided by Kim for the playground equipment. If no changes, Brian will submit by lunch time today. He will also complete the grant application from Sally Sitou's office that is due next week – requesting a contribution towards the cost of sun shades (as the full amount cannot be funded under this grant).
- The proposed playground is in two stages – Stage 1 to cost approximately \$75,000 for the equipment and \$40,000 for the sun shade; Stage 2 to cost approximately \$25,000. There was a discussion about the best location for the play equipment – which Kim is recommending be next to the School Hall on the grass area.
- Brian noted that correspondence was mostly requests to unsubscribe from the mailing list.

d) **Treasurer** – Jane Huynh

A breakdown of the amounts for November and December 2024 is shown below:

| | November | December | Two Months - Nov&Dec | FULL YEAR ACTUALS |
|-----------------------------------|------------------|-----------------|-------------------------|----------------------|
| Opening balance | 52,069.85 | 50,729.63 | 52,069.85 | 84,004.43 |
| <i>Deposits</i> | | | | |
| Uniform shop - clothing | 7,027.02 | 6,096.84 | 13,123.86 | 68,716.91 |
| Memberships | | | | 20.00 |
| Grants received | | | | 16,525.93 |
| Interest income | | | | - |
| P&C events | | | | - |
| Disco Party | 3,445.99 | 55.00 | 3,500.99 | 6,263.13 |
| Total deposits | 10,473.01 | 6,151.84 | 16,624.85 | 91,525.97 |
| <i>Withdrawals</i> | | | | |
| | - | - | - | - |
| Uniform shop - stock | 4,267.01 | 1,324.40 | 5,591.41 | 31,038.49 |
| Uniform shop - operating expenses | | | | - |
| | | | | 109.14 |
| P&C events | | | | - |
| | | | | - |
| Welcome Gathering | | | | 641.00 |
| | | | | - |
| IDoF | | | | 919.08 |
| | - | | - | - |
| Education week | 1,100.00 | | 1,100.00 | 1,252.50 |
| | - | | - | - |
| Kindy Orientation | 123.93 | | 123.93 | 123.93 |
| | | - | - | - |
| Volunteers MT | | 400.00 | 400.00 | 400.00 |

| | | | | |
|--------------------------|------------------|------------------|------------------|-------------------|
| | - | - | - | - |
| Disco Party | 739.03 | | 739.03 | 4,166.65 |
| | - | - | - | - |
| Payroll | 1,540.80 | 1,155.60 | 2,696.40 | 8,932.96 |
| | | | | - |
| Insurance | | | - | 1,005.00 |
| | | | | - |
| Auditor expenses | | | - | 645.00 |
| | - | - | - | - |
| Grant expense | 2,550.61 | 3,594.00 | 6,144.61 | 9,107.34 |
| | | | | - |
| Investment | | | - | 65,000.00 |
| | - | | - | - |
| Accounting fees | 768.00 | | 768.00 | 768.00 |
| | - | | - | - |
| Other operating expenses | 723.85 | | 723.85 | 1,013.84 |
| | | | | |
| Total Withdrawals | 11,813.23 | 6,474.00 | 18,287.23 | 125,122.93 |
| | | | | |
| Closing balance | 50,729.63 | 50,407.47 | 50,407.47 | 50,407.47 |
| | | | | |
| Per bank | 50,729.63 | 50,407.47 | 50,407.47 | 50,407.47 |
| | | | | |
| Variance | - | - | - | - |

A breakdown of the amounts for January 2025 is shown below:

| | January |
|-------------------------|---------------|
| Opening balance | 50,407.47 |
| <i>Deposits</i> | |
| Uniform shop - clothing | 555.51 |
| Memberships | |
| Grants received | |
| Interest income | |
| P&C events | |
| Disco Party | |
| Total deposits | 555.51 |

| | |
|-----------------------------------|------------------|
| <i>Withdrawals</i> | |
| Uniform shop - stock | |
| Uniform shop - operating expenses | |
| P&C events | |
| Welcome Gathering | -595 |
| IDoF | |
| Education week | |
| Kindy Orientation | |
| Volunteers MT | |
| Disco Party | |
| Payroll | |
| Insurance | |
| Auditor expenses | |
| Grant expense | |
| Investment | |
| Accounting fees | |
| Other operating expenses | |
| Total Withdrawals | - 595.00 |
| Closing balance | 50,367.98 |
| Per bank | 50,367.98 |
| Variance | - |

e) **Uniform Shop** - Mia Kim

- The Uniform Shop is experiencing some stock issues with the blue polo shirt. An express order has been placed but communication from the supplier has not been clear about when they will arrive.
- The new shorts and pants options from Midford have arrived. Mia has brought samples which can be viewed after the meeting.
- Mia is requesting additional volunteers – especially for Thursday (1 regular, 2 casual). A bilingual speaker is preferred but not necessary.

f) **Website/Social media** – Sek-Mun Wong / Michelly Ly

- A recent report of the web site statistics was distributed.

- Instagram followers have increased slightly to 227 after the Welcome back to school gelato day. The biggest increase is in reel views – from 170 views to 3000 views in the past 30 days.

Business Arising from Previous Minutes/Meeting:

a) **Volunteers Thank You Gathering**

- Feedback on this event was positive. The catering from Black Lab was also appreciated.

b) **Welcome back to school Gelato Day**

- It was noted that the lines moved more efficiently this year with the snake moving side to side (in front of canteen) rather than front to back.
- Michelle noted that an additional person was needed at the gelato cart – to assist with replacing the water bucket more regularly.
- Feedback will also need to be provided to Pure Gelato that the batch of watermelon gelato was icy and difficult to scoop.

General Business:

a) **2025 Annual General Meeting – 21 March**

- Wendy explained that the Annual General Meeting was coming up next month and invited parents to come along to vote for their executive team. Wendy encouraged any new parents to join the team to give their input and have their say in P&C activities.
- Wendy also asked for volunteers to assist with setting up the morning tea and the P&C table.
- Kim advised that she cannot attend due to another meeting but that Amenah would attend and be able to chair the meeting.

b) **Playground equipment fundraising**

- Wendy raised the idea of different fundraisers to raise money for the playground equipment. The major fundraiser this year is likely to be a Colour Run in November, however this time the P&C would like to look into running it ourselves so that we can keep more of the profits.
- Other fundraising ideas were discussed including selling chocolates, ice blocks or holding another disco. The federal election will also be held this year and this was another opportunity to sell to the public (democracy dumplings, sausage sizzle or cake stall).

c) **2025 Social Club**

- Wendy also advised that we needed a new person to lead the Social Club this year. Wendy asked if anyone wanted to volunteer for this role. In the absence of one person, we could look to share the responsibility by nominating days where we take the lead.

d) **Holdmark Burwood Plaza development**

- Kim advised that the library carpark would not be demolished this term as we had previously been told, however a new date has not been provided. Sek-Mun agreed to set up another meeting with Burwood Council to obtain further updates about the development.

Next Meeting:

The next P&C General Meeting is to be held on Friday 21 March 2025 at approximately 10:00am after the Annual General Meeting.

The meeting closed at 10:45am.