

## **Burwood Public School P&C Association**

### **Minutes of the General Meeting**

Friday 11 April 2025, YMCA Building and Google Meets

**Attendance:** Wendy Tu (Chair), Kim Self (Principal), Judy Bai, Vanessa Diep (v), Peter Huan, Jane Huynh, Michelle Ly, Yeyi Tang (v), Mary Yi Wang, Lucy Wen, Sek-Mun Wong, Feifei Wu, James Yakoumelos.

**Apologies:** Amenah Mourad, Mia Kim, Brian Diep

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 21 March had been distributed. The document was subsequently accepted as a true and accurate record of the meeting.

Moved: James

Seconded: Wendy

*Carried*

#### **Reports:**

##### **a) Principal – Kim Self**

- Amenah gives her apologies as she is busy preparing for the curriculum audit.
- Kim shared the school's 2024 Annual Report which is available for download on the school website. Kim discussed the contents on page 19 relating to "Parent/caregiver, student, teacher satisfaction".
- The school is looking into a high potential coding group for Year 4-6.
- Kim would like to hold a cyber safety session next term. She will ask if it can be recorded or streamed so parents who cannot attend in person can still view it.
- Zing Sports is starting this term. The school was successful in obtaining a grant to cover some of the costs.

b) **President** – Wendy Tu

- Wendy advised that Ms Lu had reached out for volunteers for the Book Fair, which will be held in Week 9 of Term 2 (June 23-27 – Tuesday to Friday before and after school).
- Woolworths have chosen BPS P&C as the recipient of a \$200 gift voucher. There was discussion about holding a free bbq for students and using the voucher to purchase supplies. It was also suggested that the P&C approach other supermarkets for sponsorship.

c) **Secretary** – Sek-Mun Wong

- IAS statement has been received. Other correspondence relates to fundraising companies.

d) **Treasurer** – Jane Huynh

- Jane provided an overview of the P&C's financial position. A financial report for the month of March 2025 is annexed.
- There was discussion about opening a new term deposit – to include \$6000 raised from Disco Party and excess funds (approximately \$25,000).
- It was suggested that the P&C also explore an online savings account that allowed transactions but also accrued interest on the daily balance.

e) **Uniform Shop** – Wendy Tu

- Mia has ordered samples of a new polo shirt from Midford (complete with logo).
- Size 4 long sleeve shirts have arrived.
- The new lighter fleece jacket will arrive next term.

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

- No report for the website. Michelle advised that social media had been quiet.
- There was a request to promote School Bytes via our channels – including how to use the translation function and highlighting the newsletter, absentee form and form to meet the teacher.

## **General Business:**

### **a) 2025 Social Club**

- Wendy circulated a schedule of suggested dates for Social Club in 2025. It was agreed that executive members would work in pairs to lead 1-2 dates per year. Only dates that have volunteers to lead the event will proceed.

### **b) Fundraising and Sponsorship Subcommittee**

- Yeyi to lead a new fundraising and sponsorship subcommittee. Members to include Yeyi, Michelle, Wendy, Judy and Fei.
- Places to consider approaching for donations/sponsorship: Westfield, Real Estate agents, tutoring colleges.
- Subcommittee to also explore grants from banks and other organisations.

### **c) 2023-24 Volunteers Grant**

- Suggestions are needed as the grant needs to be spent before 30/6/25.
- Some ideas included: Portable PA System, portable flood lights (to be used for events), shelving for storage room.

## **Next Meeting:**

The next P&C General Meeting is to be held on Friday 16 May 2025 at 9am.

The meeting closed at 10:30am.

	March
<b>Opening balance</b>	65,232.55
<i>Deposits</i>	
Uniform shop - clothing	4784.49
Memberships	20
<b>Total deposits</b>	<b>4,804.49</b>
<i>Withdrawals</i>	
Payroll	-674.1
Auditor expenses	-645
<b>Total Withdrawals</b>	<b>- 1,319.10</b>
<b>Closing balance</b>	<b>68,717.94</b>
Per bank	68,717.94
Variance	-
<b>Investments</b>	
Term Deposit - Balances	
\$15,000 for 12 months (matures 13/9/2025)	15,000.00
\$50,000 for 3 months (matures 13/6/2025)	50,841.18
Interest earnt in month	434.76
YTD Interest	841.18