

## Burwood Public School P&C Association

### Minutes of the General Meeting

Friday 20 June 2025, YMCA Building and Google Meets

**Attendance:** Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Maria Serafim (Director, NSW Education), Ghulam Abbas, Judy Bai, Brian Diep, Vanessa Diep (v), Jane Huynh, Mia Kim, Michelle Ly, Yeyi Tang (v), Mary Yi Wang, Lucy Wen, Sek-Mun Wong, Feifei Wu, James Yakoumelos.

**Apologies:** None.

The Meeting commenced at approximately 9:08am. 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 16 May had been distributed. The document was subsequently accepted as a true and accurate record of the meeting.

Moved: Brian

Seconded: Sek-Mun

*Carried*

#### **Reports:**

##### a) **Principal** – Kim Self

- Kim met with Brooke from Burwood Council re: Burwood Place development. The library car park is expected to be closed soon, however an exact date has not been given. Holdmark are required to give three months notice. The carpark will be unavailable for two years when construction commences. Holdmark would like to meet with the school community to discuss the development.
- There was discussion about alternative parking for parents when the library carpark closes. Council have suggested creating another kiss and drop on Oxford Street and allowing students to enter from the back gate. Concerns were raised that Oxford St is quite narrow and only one car can pass through at a time. Other suggestions were for parking restrictions to be changed along Conder St and surrounding streets, to make them 15 min parking spots between 8:30-9:30am and 2:30-3:30pm. This will deter

tradespeople and others from parking there during drop off and pick up times and allow parents to park quickly to take kids inside. Other options would be the free carpark at Wynne Ave (Burwood Grand) or Emerald Square carpark.

- Cyber Safety session was held on Monday. Kim provided handouts of the information sheet for parents and advised that a copy would also be added to the school newsletter.
- School reports will come out soon in the new format via SchoolBytes. Printed copies are available by asking the front office.
- DOE is conducting an “Inner city and Inner West Intake review” to look at the current intake areas for schools. Phase 1 involves parents and schools completing a survey. Kim will share this with us when she receives it.
- Kim raised that the school had received some complaints about students handing out gifts or lolly bags for their birthdays. In some instances, teachers were handing out invitations or lolly bags on behalf of students/parents. Kim advised that she would like to set some guidelines for birthdays, including that teachers were not to hand gifts/lolly bags out and that parents were able to do this at drop off or pick up.
- Kim advised that two demountable classrooms would be removed soon. It is possible that two more will also be taken. Stage 3 classroom furniture would also be updated soon.
- Kim advised that they had purchased 2 x interactive whiteboards and 30 x chromebooks for the library. The school would also like to purchase some filming equipment for students to use. It was suggested that the school ask Burwood Council if students could use their media room in the library as it was well equipped. P&C to request a reduced fee or consider funding the costs.
- Kim has received a \$10,000 quote for the gardens along Railway Parade. She will obtain some more quotes before finalising this work.

b) **President** – Wendy Tu

- Wendy advised that the P&C met with Prue Car’s office on 5 June 2025. The meeting was arranged by Jason Yat-sen Li, and attended by Pru’s Chief of Staff, MP Greg Warren (Parliamentary Secretary), Nick Stefanovic (Director Assets), Wendy, Brian and Sek-Mun. Wendy provided an overview of the meetings discussion, including raising the need for a school upgrade in line with the projected growth for Burwood. The P&C were advised that while the case for a school upgrade was strong, due to the current ICAC investigation into school funding, Prue’s office could not commit to funding a school upgrade without having clear measures in place to determine funding allocation. Maria suggested that she could invite Dean Slattery (Nick’s superior) to attend BPS and walk around the school with the P&C to identify issues that need rectification.

c) **Secretary** – Sek-Mun Wong

- No report.

d) **Treasurer** – Jane Huynh

- Jane provided an overview of the P&C's financial position. A financial report for the month of May 2025 is annexed.
- The paperwork was completed to open the new bank account and term deposits, but unfortunately not all signatures were received by the term deposit maturity date so we could not open the six month term deposit.

e) **Uniform Shop** – Mia Kim

- There have been some pilling issues with the new embroidered jacket from Midford. They have happy to take back jackets with pilling and providing a credit. It was agreed that we can now pay the revised statement with the credit from returned jackets.
- Stock from Perm-A-Pleat is delayed for a few months and there are only a few sizes left for long sleeve tshirts. Jumpers have also been delayed.
- There was discussion about the new t-shirt and the pros/cons of both designs. Kim suggested that she ask SRC students to take the two designs to students for their input.

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

- Not much recent activity. Website peaks at 7-8 visits per day with 25% from China.

**Business arising from minutes:**

a) **2025 Social Club** – Fei Wu

- The first Social Club for 2025 was held on Friday 6 June. About six parents came to help sharpen pencils and wrap books. There was discussion about emphasizing that Social Club was about helping your child rather than a social event, as parents might be more willing to come if they knew that. It was also suggested to try targeting parents of a particular stage, through a message on SchoolBytes.

b) **2023-24 Volunteers Grant \$2500**

- These items will need to be purchased before 30/6/25.
- Wendy advised that given the storeroom had not been cleared out or renovated, it would be premature to buy storage or shelves for the storeroom with the grant.

Instead, it was suggested that the grant could be spent on a camera and microphone, coffee machine for meetings and events etc. Wendy will provide a list to the executive team for approval and purchase items before 30/6/25.

c) **Motion to approve change of bank account – from Bendigo Club Account to Bendigo Business Saver**

The paperwork has been completed and Bendigo will automatically transfer funds to the new account.

d) **Motion to close three month term deposit on 13/6/25 and reinvest funds into a six month term deposit.**

Due to not all signatures being received in time, the new six month term deposit was not opened by 13/6/25 for the funds from the three month term deposit to be reinvested.

e) **Motion to move an additional \$30,000 excess funds into a six month term deposit with 3.8% interest.**

This motion was approved in the May meeting. As stated above, this term deposit was not opened due to not all signatures being received in time.

An alternate motion was put forward to move the \$30,000 excess funds into a three month term deposit, so that it would mature by end of the year in case they were needed to fund the playground equipment.

Moved: Wendy

Seconded: Lucy

*Carried*

**General Business:**

a) **School Behaviour Support and Management Plan**

There was an open discussion about the school's behaviour support and management plan. Kim and Amenah provided copies of the plan and the school's Care continuum guide.

**Next Meeting:**

The next P&C General Meeting is to be held on Friday 25 July 2025 at 9am.

The meeting closed at 11:30am.

	May
<b>Opening balance</b>	51,373.90
<i>Deposits</i>	
Uniform shop - clothing	8,516.31
<b><i>Total deposits</i></b>	<b>8,516.31</b>
<i>Withdrawals</i>	
Uniform shop - stock	- 6,252.26
Uniform shop - operating expenses	- 188.00
<b><i>Total Withdrawals</i></b>	<b>- 6,440.26</b>
<b>Closing balance</b>	<b>53,449.95</b>
Per bank	53,449.95
Variance	-