

Burwood Public School P&C Association

Minutes of the General Meeting

Friday 25 July 2025, YMCA Building and Google Meets

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Ghulam Abbas, Brian Diep (v), Vanessa Diep (v), SuChing Huang, Jane Huynh, Mia Kim, Mary Yi Wang, Lucy Wen, Sek-Mun Wong, James Yakoumelos.

Apologies: Judy Bai, Michelle Ly, Yeyi Tang.

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

Moved: Sek-Mun

Seconded: Jane

Carried

Reports:

a) **Principal** – Kim Self

- Kim reported on her meeting with Burwood Council regarding loss of parking due to Burwood Place development. Library carpark is expected to be closed by end of Term 3. After much discussion, the proposal is that Oxford St will be made into 15 min parking from 8-9:30am and 2:30-4pm. Kim raised concerns about opening school gate on Oxford St as additional supervision would be required and there was no clear path through the grass. Burwood Council are meeting with local traffic committee in August to finalise plans. There was discussion about the impact of these proposed changes. Wendy will write to Burwood Council on behalf of P&C and invite them to next meeting to discuss their proposal.
- Education week coming up Week 3 on Wednesday 6 August. There will be a parent seminar by Marion Walsh-Gay from Real Schools, followed by open classrooms and a picnic.

- School Reports went out via SchoolBytes. Kim asked for feedback. Suggestions were made to include Term Overview so that reports could be easily understood against the curriculum. Parents were pleased with the general comments. There was discussion about the use of grading (A-E) and that this was a requirement imposed by Department of Education. Kim will look at a formal survey next year after there have been two rounds of the new report format.
- Kim reported on the Athletics Carnival and said that they felt separating K-2 from 3-6 worked out better. K-2 happened at school run by Zing and meant there were no costs due to no buses. Refunds for buses will be processed by the school soon. The school will continue this arrangement next year.
- Kim advised that Ville would be doing the garden work as the school was unable to find a reasonable quote.
- Kim raised the playground equipment. Wendy advised that the federal grant had been successful, but still waiting on outcome for the state grant. Kim advised that she would need to obtain current quotes as costs will have likely changed.
- Kim advised that the demountable classrooms won't be moved this year and that they anticipate similar enrolment numbers for 2026.

b) **President** – Wendy Tu

- Wendy advised that she had completed a grant application for 3 x interactive whiteboards with Coro88. Will advise of the outcome when known.
- Wendy will be busy preparing for the major fundraiser, which will be discussed later under General Business.
- Wendy has purchased all the items from the volunteers grant money. Sek-Mun to create an assets register to keep track of items and warranties.

c) **Secretary** – Sek-Mun Wong

- No report.
- To do: 1. Assets Register, 2. Membership list

d) **Treasurer** – Jane Huynh

- Jane provided an overview of the P&C's financial position. A financial report for the month of June 2025 is annexed.
- There was discussion about how to reinvest excess cash into new term deposits.
- There was discussion about how much the P&C would fund towards the playground equipment. The following was agreed:
 - Full amount (as per new quote)
 - Deduct grant money awarded (federal and state)

- Deduct \$15,000 + maturity from term deposit – that has been put aside from major fundraisers towards playground equipment
- Deduct disco fundraiser money (as this has not been added to term deposit)
- Shortfall amount to be split 50/50 between school and P&C – will need to put motion forward at next meeting (if costs are known).

e) **Uniform Shop** – Mia Kim

- Mia advised that we were still waiting on long sleeve blue polo shirts from Perm-A-Pleat.
- Discussed potential new uniform designs. Kim agreed to check the policy about when parent consultation needs to occur.
- Uniform shop will be closed the first week of September (2nd and 4th September).

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

- No notable reports.
- Square is setup with the new bank account but is in a pending state.

Business arising from minutes:

a) **2025 Social Club**

- The July Social Club was very busy and it appears the stage call out works well.
- Lucy will lead August Social Club to prepare thank you cards for staff as part of Education Week. Check with Vanessa if she can prepare cards. Wendy will reach out to Pillar for sponsorship again.

b) **Motion to move \$70,000 excess funds**

- There was discussion about how to reinvest excess cash currently sitting in the bank account. It was agreed that the investments would be as follows:

\$20,000 to be moved into a four month term deposit at 3.4%

\$50,000 to be moved into a seven month term deposit at 3.9%

Moved: Lucy

Seconded: Jane

Carried

General Business:

a) Major fundraiser – Colour Run

- To be held in Week 7, Term 4 on Friday 28 November from 2-3pm.
- Will use Woolies \$250 voucher to purchase ice blocks and class party prizes (drink and snacks).
- Individual prizes could be gift vouchers – donated by Coles, Woolies or Westfields. Will need to approach them for sponsorship.
- To create more fun – bags of powder could be provided to each class for some “free play” after the run.
- Will need to find an online platform for fundraising and find a supplier of the coloured powder.
- We discussed whether to sell food or drinks as additional fundraising – however due to limited time and volunteers, and the food trucks last year saying they did not make enough money to justify the time spent attending – we will not provide any food options. Year 6 student leaders may decide to fundraise at the event – to be confirmed by Kim.

Next Meeting:

The next P&C General Meeting is to be held on Friday 15 August 2025 at 9am.

The meeting closed at 10:47am.

	June
Opening balance	53,449.95
<i>Deposits</i>	
Uniform shop - clothing	3,119.13
Redemption of Term deposit	51,318.23
<i>Total deposits</i>	54,437.36
<i>Withdrawals</i>	
Uniform shop - stock	
Uniform shop - operating expenses	
Payroll	- 770.40
<i>Total Withdrawals</i>	- 770.40
Closing balance	107,116.91
Per bank	107,116.91
Variance	-