

Burwood Public School P&C Association

Minutes of the Annual General Meeting

Friday 21 March 2025
School Hall and Google Meets

Attendance: Wendy Tu (Chair), Amenah Mourad (Deputy Principal), Julie Birchley (Assistant Principal), Judy Bai, Brian Diep, Vanessa Diep, Jane Huynh, Mia Kim, Michelle Ly, Yeyi Tang, Lucy Wen, Feifei Wu, Sek-Mun Wong, and James Yakoumelos.

Apologies: Kim Self

The Meeting commenced at approximately 9:10am.

Wendy opened the meeting by acknowledging that we were meeting on Aboriginal land and she paid her respects to the Wangal clan as the traditional custodians.

Minutes of Previous Annual General Meeting:

Minutes of the previous AGM held on 15 March 2024 were accepted as a true and accurate record.

Moved: Brian

Seconded: Michelle

Carried

President's Report:

Wendy provided an overview of 2024 which included:

- New event – Welcome back to school Gelato Day with free gelato for all students where parents are signed up to our mailing list or following our social media.
- New event – International Day of Families free coffee cart for parents.
- New event – Neon Glow Disco Party – which raised over \$6000 towards the playground equipment.
- Monthly Social Club – where parents met over coffee and assisted to cover library books.
- Two support group meetings for parents of neurodivergent kids.
- Donated 14 laptops to the school with \$10,000 grant provided by Coro88.
- Donated 8 document cameras to school worth \$4000.
- Donated \$700 towards Year 6 Farewell event.
- Utilised \$2500 volunteers grant and purchased new laptop and printer for uniform shop, trolleys, laminator and gazebo.

Audited Financial Statement:

Jane provided a Treasurer report for 2024. A copy of this report is annexed.

The P&C Association's Audited Financial Statement for 2024 audited by Ray Hou was tabled by Jane (copy attached).

Moved: Jane

Seconded: Sek-Mun

Carried

Principal's Report:

Amenah thanked the P&C for all their hard work in the last year which has contributed to raising funds for the playground equipment and the donation of laptops and document cameras to the school.

Election of Office Bearers and Executives:

All positions were declared vacant. Amenah acted as the Returning Officer.

The following committee members were elected:

<i>President:</i>	Wendy Tu
<i>Vice President 1:</i>	Michelle Ly
<i>Vice President 2:</i>	Brian Diep
<i>Secretary:</i>	Sek-Mun Wong
<i>Treasurer:</i>	Jane Huynh

<i>Executive 1:</i>	Judy Bai
<i>Executive 2:</i>	Yeyi Tang
<i>Executive 3:</i>	Feifei Wu
<i>Executive 4:</i>	Lucy Wen
<i>Executive 5:</i>	Vacant
<i>Executive 6:</i>	Vacant

General Business:

It was resolved to retain the annual membership fee at \$2.

No other general business was discussed at this meeting. Following the AGM, the P&C Association's monthly General Meeting commenced.

Next Annual General Meeting:

Friday 20 March 2026.

The AGM closed at approximately 9:45am.

BURWOOD PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION

Treasurer Report 2004

Prepared by: Jane Huynh

1. Treasury Summary

Finances

Total income for the year was \$90,873.61. Mainly attributed to;

- \$68,034.27 Uniform shop sales
- \$16,550.75 Grants received
- \$6,266.95 Fundraising

Total expenses for the year was \$78,459.16. Mainly attributed to;

- \$48,221.99 Uniform shop purchases
- \$9,050.38 Grant expenditure
- \$9,940.63 Employee related
- \$3,421.48 P&C activities

Total assets were \$148,084.76

Total liabilities were \$989.20

Net assets of \$147,095.56

Cash balance

For the period 1 January 2024 - 31 December 2024;

Account	Opening Balance	Cash Received / Interest	Cash Payments	Closing Balance
Bendigo	84,004.43	91,525.97	125,122.93	50,407.47
Term Deposit – 3 months *	50,000.00	406.42	-	50,406.42
Term Deposit – 12 months**	15,000.00	-	-	15,000.00
Total cash and cash equivalents				115,813.89
* Maturity date is 13/3/2025				
* Maturity date is 13/9/2025				

Our bank balance decreased over the 12 months by \$33,596.96. This was attributed to the withdraw of \$65,000 which was placed into a term deposit account.

Total cash and investments was \$115,813.89.

Total fundraising activities for school play equipment is approximately \$21,000. (15K + 6K)

2. Fundraising activities

Fundraising Event	Sales	Expenses	Net Profit
Welcome Gathering	-	641.00	- 641.00
International day of families	-	919.08	- 919.08
Education week	-	1,252.50	- 1,252.50
Kindergarten Orientation	-	123.93	- 123.93
Volunteers Morning tea	-	400.00	- 400.00
Disco Night	11,321.95	5,044.09	6,277.86
	11,321.95	8,380.60	2,941.35

3. Uniform Shop

	2024	2023
Income	68,034.27	79,182.48
Expenses		
Clothing purchase	48,221.99	56,333.08
Accessories	35.94	130
Employee related	9,940.63	8,366.23
	9,835.71	14,353.17

4. Grants

Type of Grant	Grant received 2023	Grant received 2024	Expended 2023	Expended 2024	Purpose
Volunteer Grant	2,500.00			2,493.66	P&C items
Volunteer Grant		2,500.00		-	P&C items
Burwood RSL	8,146.00		5,182.74	2,962.73	Musical instruments
Coro88 Grant		3,395.00		3,395.00	Disco
Club grant - Coro88		10,630.93			Laptops
	10,646.00	16,525.93	5,182.74	8,851.39	