

Burwood Public School P&C Association

Minutes of the General Meeting

Friday 20 February 2026, YMCA Building and Google Meets

Attendance: Wendy Tu (Chair), Kim Self (Principal), Amenah Mourad (Deputy Principal), Judy Bai, Brian Diep, SuChing Huang, Jane Huynh, Abbas Ghulam, Allyson Karam, Mia Kim, Kolika Markie, Yi Wang, Na Wang, Lucy Wen, Sek-Mun Wong, Feifei Wu, Yin Zhu and Cholin Zou.

Apologies: 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 he paid his respect to elders past and present.

Minutes of Previous Meeting:

Minutes of the previous meeting on 21 November 2025 had been distributed. The document was subsequently accepted as a true and accurate record of the meeting.

Moved: Sek-Mun

Seconded: Wendy

Carried

Reports:

a) **Principal** – Kim Self

- Kim welcomed everyone back to school.
- Zing Sports will be in Term 2 and Term 3 every fortnight – with a focus on supporting skills for Athletics Carnival.
- PSSA Gala Days will continue this year. AFL will replace basketball due to the costs of court hire being too expensive. Gala Day in Term 1 will be next week 27/02/26. The school subsidises the costs to hire fields and parent contributions are for the buses.
- 18 classes have been formed for 2026. All schools in the area have less classes this year which is possibly due to less kids on visas attending public schools due to there being a larger government subsidy for private and Catholic schools.
- Meet the Teacher days occurred this week.

- The school is adopting the new syllabus and will reevaluate current excursions to ensure they fit with the curriculum.
- Voluntary contributions will be sent out soon and are capped at \$51 by new DOE policy.
- Kim asked parents for ideas to publicise the school. Suggestions included running tours and open days, advertising these in advance on the school website, and arranging preschool/daycare visits.
- Kim suggested that the Swimming Carnival be held in Term 4 instead of Term 1. She explained that it needs to be held either first or second week back, in order to have competitor names submitted in time for Zone. The start of Term 1 is extremely busy for teachers to plan and form classes, so holding it in Term 4 would be logistically easier. Parents and carers discussed the idea and agreed that it could be trialled for this year.
- Kim advised that the school has put up new lattice around the school to ensure kids cannot access certain areas e.g. staff carpark. The gates will also only be open a short time before bell time, to increase student safety.
- Kim advised that the toilets had been refurbished, upstairs of the buildings had new carpet and paint, while downstairs would be painted and recarpeted this year.
- Kim is organising a Year 6 Leadership day.

b) **President** – Wendy Tu

- No report.

c) **Secretary** – Sek-Mun Wong

- No report.

d) **Treasurer** – Jane Huynh

- A financial report for the months of November, December and January is annexed.
- Jane raised a motion to write off a \$164 loss from Uniform Shop sales due to staff errors.

Moved: Jane

Seconded: Brian

Carried

e) **Uniform Shop** – Mia Kim

- Mia showed everyone a sample of the new school shirt. Prices are still being confirmed.
- There was discussion about the need to change the available school casual shorts and pants, due to the navy being mismatched with the navy of the new school shirt. Options are being sourced for consideration.

- There was also a discussion about reducing the amount of uniform shop items to only one item being available per category e.g. one pair of shorts, one skirt, one shirt, one jacket etc. to reduce choices and reduce work for the Uniform Shop.

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

- Sek-Mun has upgraded the website server. There has been a steady 200 visitors/week.
- Michelle has asked for a volunteer to assist with using Canva to create posters for events and social media updates.

General Business:

a) **Welcome back to school Gelato Day – Friday 13 February**

- Feedback was positive about the event.
- There was a suggestion to create a sign that says “Line Starts Here” and to hold this up when guiding parents to the start of the line.

b) **Annual General Meeting – Friday 20 March**

- The proposal to change the date to 13 March was discussed but not accepted, therefore the AGM will remain on Friday 20 March.
- It was agreed to hold the AGM at YMCA instead of the school hall, as this required less setting up of tables and chairs (GA not available to assist).
- A small morning tea will be provided.

New Business:

c) **P&C contribution to school playground equipment**

A motion to contribute \$74,260 towards the costs of the playground equipment was raised.

Moved: Sek-Mun

Seconded: Brian

Carried

The playground equipment cost of \$149,990 will be paid for by:

Community Building Partnership grant	\$30,000
Stronger Communities Programme grant	\$11,740
P&C donation	\$74,260
School community fund	\$33,990

Next Meeting:

The next P&C General Meeting is to be held on Friday 20 March 2026 at approximately 9:45am.

The meeting closed at 10:36am.

	November	December	Nov&Dec	2025 ACTUALS
Opening balance	128,168.30	125,863.93	128,168.30	50,407.47
<i>Deposits</i>				
Uniform shop - clothing	5842.78	5,649.17	11,491.95	58,444.41
Memberships				20.00
Bank interest	70.56	68.90	139.46	370.34
Redemption of Term deposit				51,318.23
Grants received				41,740.00
Disco Party				220.00
Colour run		21,283.44	21,283.44	21,283.44
Total deposits	5,913.34	27,001.51	32,914.85	173,396.42
<i>Withdrawals</i>				
Uniform shop - stock	-7113.15		7,113.15	- 47,902.66
Uniform shop - operating expenses	-104.17		- 104.17	- 331.14
P&C events			-	-
Welcome Gathering			-	- 595.00
Education week	-21.95		- 21.95	- 164.45
Kindy Orientation	-135.55		- 135.55	- 135.55
Volunteers MT		- 385.00	- 385.00	- 385.00
World teachers day	-804.89		- 804.89	- 804.89
Colour run		- 1,762.79	1,762.79	- 1,762.79
Social cub	-38		- 38.00	- 38.00
Payroll		- 1,155.60	1,155.60	- 5,681.70
Insurance			-	- 1,072.00
Auditor expenses			-	- 645.00
Grant expense			-	- 13,173.66
Accounting fees		- 512.00	- 512.00	- 512.00
Donations			-	- 1,550.00
Other operating expenses			-	-
Total Withdrawals	8,217.71	- 3,815.39	12,033.10	- 74,753.84
Closing balance	125,863.93	149,050.05	149,050.05	149,050.05
Per bank	125,863.93	149,050.05	149,050.05	149,050.05
Variance	-	-	-	-

	January
Opening balance	149,050.05
<i>Deposits</i>	
Uniform shop - clothing	6,053.99
Memberships	
Bank interest	
Redemption of Term deposit	
Grants received	
Interest income	78.31
P&C events	
Disco Party	
Colour run	
Total deposits	6,132.30
<i>Withdrawals</i>	
Uniform shop - stock	
Uniform shop - operating expenses	
P&C events	
Welcome Gathering	
IDoF	
Education week	
Kindy Orientation	
Volunteers MT	
World teachers day	
Colour run	
Social cub	
Payroll	- 963.00
Insurance	
Auditor expenses	
Grant expense	
Investment	
Accounting fees	
Donations	
Other operating expenses	
Total Withdrawals	- 963.00
Closing balance	154,219.35
Per bank	154,219.35
Variance	-