



Baulkham Hills North Public School
Parents & Citizens Association

Minutes of BHNPS P&C General Meeting 15 October 2019

Meeting Opened:	7.35pm
Meeting Closed:	8.50pm
Venue:	BHNPS Library
Meeting Chaired By:	Alison Mackey
Minutes Taken By:	Siobhan Saunders

1. WELCOME

Lead by P&C President

2. ATTENDEES

Alison Mackey* (President), Andrew Skillen, Candice Milsom, Beth Tamba* (Vice President), Hei Jin Choi, Kristine Heiler* (Vice President), Kumari Singh, Mardi Clucas, Melissa Przydacz, Siobhan Saunders* (Secretary), Mireia Garriga Seguranyes, Paris Cordeaux, Graham Holmes (Principal), Sue Taylor (Deputy Principal), Lux Senthil (Deputy Principal) Belinda Howard.

* P&C Executive Committee Member

Members Paid: Refer to membership book

3. APOLOGIES

Alex Philippe, Karen Isais

4. PREVIOUS MINUTES

Approval of Minutes

Motion: Minutes from meeting dated 17/09/19 to be accepted.

Proposed: Alison Mackey

Seconded: Kris Heiler

No one against: Motion carried



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5. BUSINESS CARRIED FORWARD FROM THE PREVIOUS MINUTES

Item	Issue/Topic /Updates	Responsibility
6.2	Road safety: Ongoing. No new updates, Carry over until next meeting. OPEN	Correspondence
6.2a	Buses: Alison Mackey Find other schools having bus issues, Carry over to next meeting. OPEN	Alison Mackey
11.1a	Investigate Sunglasses proposed to be sold in the uniform shop. Roll over to next agenda, no updates. Waiting to promote via P&C information tables prior to voting if sunglasses will be sold in the Uniform Shop. Carry over until next agenda. OPEN	Alison Mackey
11.2a	Coordinate P&C promotion / information tables at 4 entry points. Carry over until next agenda. OPEN	Alison Mackey
15.a	Discuss the roles of the school counselors. Carry over until next agenda. OPEN	
2.g	Fundraising Survey - This is intended for parents and carers to explore interests and opinions in fundraising. Siobhan will distribute questions to the committee for feedback to begin the process. Item will move over to the next agenda. OPEN	Siobhan Saunders
2.f	Kiss n drop flyer - increase awareness of how kiss n drop works. The aim is to increase awareness and hopefully have our community use this area more efficiently. Item will move over to the next agenda. OPEN	Alison Mackey

6. SCHOOL PORTRAIT PHOTOGRAPHER

School photos: presentation from Advanced Life by Marie Quak. Discussion of packages available. See attached proposal. They have an online portal for schools so all photos are held on their servers and can be uploaded as needed. The school will not need to hold the photos. There is some flexibility in the pricing of packages however the community should anticipate an annual increase regardless of who is our provider. Advanced life provide a more personalised service with every photographer there is an additional person to assist with hair, getting the child to pose for the photo etc. Marie stated this does not slow down the process they are able to complete photos in one day as is done now. The idea is to have fewer retakes as more time is taken with the initial shoot. Their photographers work on a system where they can view the images on their laptops prior to moving on, rather than on the back of a camera. Current photography company uses 4 photographers, Advanced life uses 3 with 3 assistants.



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Digital copy will be provided with all purchases. Family photos could possibly be done in one day with the portraits. They have the ability to create customised documents of the school (pen licenses etc)

Issue brought up that Advanced Life charges \$1.00 for each transaction. They are looking at paying for photos in 1 transaction eliminating multiple charges.

School execs request photos be done in one day to reduce classroom disruption.
Available date: 12 March 2020

Motion: Switch photography provider to Advanced Life.

Proposed: Alison Mackey

Seconded: Kristine Heiler

No one against: Motion carried

More information on packages and additional incentives discussed refer to **ATTACHMENT 6**

7. GRANTS

Melissa Przydacz provided update. Application sent in for the 2020 grant from David Elliott. Federal grant applied for 50/50. There will need to be a vote on what we put the money towards. The P&C will have to contribute \$14,500 to match and meet the grant criteria. Melissa Przydacz will find out when this money needs to be available. 90k contributed towards the playground upgrade from the P&C this year. Graham Holmes is hoping upgrade will start in early November 2020.

8. P&C AUDIT

Alison Mackey has received quotes from 2 accountants. First Class Accountants quote \$220.00. Robertson & Thorne quote \$880.00-\$1100.00. Discussion of what auditor to use. Alison Mackey will request Charmaine Hetem to send through the prepared documents from last year. P&C audit has to be done 4 weeks after the AGM.

Request for the Uniform Shop to provide updated information on stock take for audit and a detailed breakdown of profit margins as it has been identified by Olivia Chan and Hie Jin Choi there were items selling at a loss or incorrect margin.

9. INTERRELATE

Candice Milsom approached ModiBodi to discuss a partnership. Would like to present young girls with alternative options. ModiBodi was excited at this opportunity and would be happy to provide samples and written documentation. Discussion, this would be a more suitable opportunity for next years in school interrelate sessions for year 6 students. Everyone in agreeance to revisit this topic next year. Candice Milsom happy to organise.



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10. TEACHERS DAY CELEBRATIONS

Teachers have provided positive feedback and have expressed their gratitude. P&C provided the teachers with a gift of staffroom plates, cheese knives and board. Please see thank you note **ATTACHMENT 5.**

11. COMMUNITY & FUNDRAISING EVENT: CAROLS

Subcommittee met. The Salvos will attend. School students will join in, more of a singalong scenario. They are looking at school choirs singing, school band sitting alongside the salvo's band. Exploring the possibility of fireworks and a sponsor. Salvos may want their fundraising buckets there.

Anticipated to be a small fundraiser but primarily a community event.

Expenses without fireworks \$1077.00 - **ATTACHMENT 4**

If we do not get a sponsor we will not proceed with the fireworks.

Motion: Approve a budget of \$1077.00 for the end of year carols event

Proposed: Alison Mackey

Seconded: Mardi Clucas

No one against: Motion carried

12. END OF YEAR CELEBRATIONS

Motion: Approve a budget of \$164.85 to purchase year 6 sharpees

Proposed: Siobhan Saunders

Seconded: Kris Heiler

No one against: Motion carried

13. MAYFAIR

Beth Tamba has made contact with the old committee. There has been a good response at this point MayFair will go ahead.

Kris Heiler: made contact with the local council and we are able to use the back oval. We will have to apply. Possible date 30th May.

14. P&C REPORTS

Presidents Report: ATTACHMENT 1.

Treasurer's Report: ATTACHMENT 3.

Uniform Shop Report: No report

School Banking Report: No report



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15. SCHOOL REPORTS

Principal report Graham Holmes **ATTACHMENT 2**

- Expressed appreciation for teachers day.
- Chaplaincy program application submitted. Majority of community agreed to have the chaplaincy program. 21 spoke and weren't in favour, 4 feedback they were happy to support. 142 respondents.
- Information session about the program in the next pnc session if program approved? PNC agreed to hold this event.
- Tomorrow site meeting with infrastructure nsw they have employed an architect and planning manager. Reps from pnc will be invited to get involved. Case will go to treasury April next year.
- Share our space program: changed the guidelines, standard guard was reduced to a 2 hourly site inspection.
- Paving: costing has been done. Made enquiry about a ramp. Not required to install existing ramps to existing buildings. Pavers to be rolled over to after we find out what's happening with the new build.
- New signs up, old ones to come down.
- New roofing is coming. New ramps have gone in.
- Year 6 fair great success. Gifts have been chosen and ordered and will be unveiled during presentation day.
- School contribution will be capped at 50.00
- Deputy Principals report Sue Taylor
- Grandparents day coming up. Working bee to help prepare the craft that is done in the library.

16. PARENTS NOTICEBOARD

Parent expressed concern about the level of cleanliness of the toilets and soap dispensers.

Graham Holmes responded with"

- Toilets cleaned daily
- Graham does inspect the toilets
- He will continue the inspection
- The school will revisit the number of dispensers available.

Next Meeting: 19 Nov AGM 7.30pm general meeting 8.00pm in the school library



ATTACHMENT 1

President's Report

World Teachers Day

The P&C decided to make this day extra special this year for our wonderful teachers and staff. There are not always occasions for parents to thank teachers and staff for; shaping and nurturing, inspiring and motivating all our children on a daily basis. We wanted to show our appreciation for all the time and effort they put in, over and above their roles, for the benefit of our children.

We provided morning tea with cheese platters and home baked goods in the staff room and a BBQ out in the grass quad under the Jacaranda tree. We gifted plates and cheese knives for the staff room as a small token of our appreciation. The day was genuinely appreciated so this will definitely be an annual event.

Carols by Candlelight

Carols are back!!! It has been about 6 years since our school hosted carols and we have decided to bring back this lovely community event. We look forward to welcoming you all... and our special guest in red.

Save the Date: Saturday December 14th in the evening.

Alison Mackey BHNPS P&C President

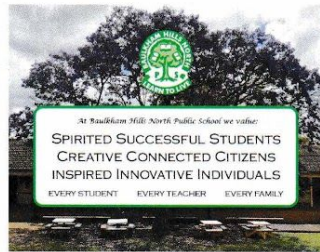


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ATTACHMENT 2

Principal's Report – P&C Meeting

15 October 2019



Business Arising

Nil

General Report

- 1) Thank you to everyone for World Teacher Day MT and BBQ
- 2) National School Chaplaincy Program 2020 – 2022 (See results graph). Could we hold the information session about the program at an upcoming P&C meeting?
- 3) Infrastructure NSW Consultation Site meeting tomorrow - PMG being formed
- 4) Share our Space program update
- 5) Upgrades and Improvements
 - Work commencing early November
 - Paver costing has been done (BH) – cannot install a ramp to existing buildings
 - New Signs – Thank you to School Club
 - New Roofing
 - New Ramps
- 6) Year 6 Fair – Great success with over \$8000 raised – Gifts have been decided and ordered – unveil on presentation day.
- 7) School Voluntary Contributions for 2020 will be capped at \$50:00 (currently \$52:00) Consumables contribution for resources such as student stationery packs, computer technology, IT licenses, levelled reading and maths materials, subscriptions, learning support staff, sporting equipment, new books in the library and classrooms, certificates for assemblies and ongoing classroom resources will remain at \$150:00 in 2020
- 8) Carols – P&C requested information on:-

Do we need to do an Acknowledgment of country?

Yes and I will do this unless we can find an Indigenous person who may want to do it.

Tuesday after P&C meeting walk around of lights.

Yes

Can you please let us know what carols; TBA

- 1) The school band is learning
- 2) The school choirs are learning (we would like to combine the school choirs for carols night)
- 3) Any classes/years/stages are learning



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We will need to use power from bottom demountables **YES**

Shepherd Lane driveway access for Fireworks and food trucks etc **YES**

Garbage bins and liners – **School will make sure they are provided on the night**

The school yellow bins can't be used for normal rubbish.????? This just didn't work at election day bbq.

Sustainability Team recycling bins ????????

Toilets

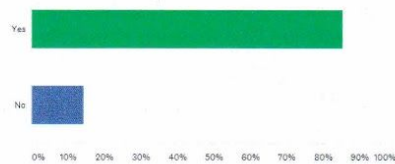
Next to canteen and hall - soap and toilet paper checks and clean up throughout night – **Principal will do male toilets, Deputy Principal female**

Q1

Customize Save as ▼

Do you support the participation of our school in the National School Chaplaincy Program 2020-2022?

Answered: 145 Skipped: 0



ANSWER CHOICES

▼ Yes

▼ No

TOTAL

RESPONSES

85.32%

14.48%

124

21

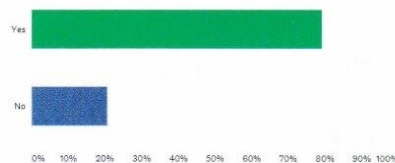
145

Q2

Customize Save as ▼

If our school participates in the program are you interested in attending an information session about how the program will operate at our school?

Answered: 145 Skipped: 0



ANSWER CHOICES

▼ Yes

▼ No

TOTAL

RESPONSES

79.31%

20.69%

115

30

145



ATTACHMENT 3

BNHPS Treasurer's Report

School: Baulkham Hills North Public School

Month/Year: October 2019

Account: Baulkham Hills North Primary School A/C: 2279 1020 2599

Opening Cash Balance per account: \$: 99,759.43

Add sources of revenue:

School Banking Contribution	\$435.00
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Total:

\$435.00

Less Expenditures:

Chq 000579 Playground donation_____	\$44,726.00
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Chq 000580 Playground donation	\$44,989.26
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Total: \$89,715.2



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Funds remaining per account

Total: \$10,479.17

President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: _Karen Isais_____

Date: 13.10.2019

BNHPS Treasurer's Report

School: Baulkham Hills North Public School

Month/Year: October 2019

Account: Baulkham Hills North Public School A/C: 2098 10046833

Opening Cash Balance per account: \$: 1404.77

Add sources of revenue:

NIL

Total: \$0.00

Less Expenditures: NIL

Total: \$0.00



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Parents & Citizens Association

Funds remaining per account

Total: \$1404.77

President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: _Karen Isais_____

Date: 13.10.2019



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ATTACHMENT 4

BBQ Canteen costs		Date		14/10/2019
Event		Carols 2019		
Items	Quantity per Pkg	Costs per pkg	Quantity needed	450
Sausages	150	-	3	-
onions	1kg	-	15	-
rolls	6	2.00	75	150.00
tomato	500ml	2.00	0	-
BBQ	500ml	2.00	0	-
chili	500ml	3.55	0	-
Costs				150.00
				504
Drinks				
Coke	36	23.00	72	46.00
diet Coke	36	23.00	72	46.00
Sunkist	36	23.00	72	46.00
lemonade	36	23.00	72	46.00
juice box\poppers	6	2.90	96	46.40
water	40	8.00	120	24.00
Costs				254.40
Sell Price	2			1,008.00
Canteen				
Chips	20	5.50	15	82.50
Fairy floss	18	10.62	8	84.96
fizzers assorted	72	13.99	6	83.94
zappos assorted	60	23.40	4	93.60
furry friends cadbury	48	99.93	1	99.93
popcorn			2	
Costs				444.93
Canteen items is a little over half of what sold at disco - cant be sure that all items listed will be available at the time but other lollies will be substituted				
on costs				
spray oil	1	3.00	2	6.00
paper towels	3	5.27	3	15.81
tabel cover	1	19.99	1	19.99
ice	3	9.00	2	18.00
gas bottles	1	32.00	2	64.00
serviettes	500	0.90	5	4.50
contingency	1	100.00	1	100.00
				228.30
total cost				1,077.63
		Notes		
		Donated by IGA Mint Fresh/some will be vegetarian		
		School parent buy and slice		
		order from IGA Mint Fresh		
		already in stock		
		already in stock		
		already in stock		
		Costco		
		Costco		
		Costco		
		Costco		
		woolies may be cheaper at costco		
		Costco		
		(some drinks leftover from teachers day)		
		coles/woolies/costco where ever cheaper		
		campbells		
		campbells		
		campbells		
		campbells		
		events provided		
		IGA purchase		
		IGA purchase		
		Red Dollar purchase		
		IGA purchase if hall kitchen cannot be used		
		school provides/may need to refill		
		IGA purchase		
		bacon, drinks, ice anything we might run out of		



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CAROLS 2019	Date	14/10/2019
Event		
Glow in dark items		
Items	Costs per pkg	Quantity needed 400?
Glow sticks		150
Necklaces		75
Headbands		75
wands		100
	Costs	800
Sell Price		1,600.00
Stationary; raffle tickets, wrapping paper, etc		\$50
Spray Paint glow in dark for marking grass lanes	\$21.40	2 \$42.80
Porta Loos		3 \$220
Flood Lights		2 \$200
Flat bed truck		1 \$260
Incidentals		\$200
	Costs	\$972.80
Fireworks	\$5,500-\$6,600	\$5,500-\$6,600
Sponsorship???		
Float		\$500
total cost		2,272.80
Fireworks	\$5,500-\$6,600	\$5,500-\$6,600
Sponsorship???		
Total:		\$8k minus sponsorship and gold coin donations



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ATTACHMENT 5



BAULKHAM HILLS NORTH PUBLIC SCHOOL

Ph: 02 9639 6936
Fax: 02 9686 3390

Email: baulkham-p.school@det.nsw.edu.au
Website: www.BHNPS.com.au

2A Girralong Ave
Baulkham Hills
NSW 2153

Ms Alison Mackey
President
Parents and Citizens Association
Baulkham Hills North Public School
2A Girralong Avenue
BAULKHAM HILLS NSW 2153

Thank you for World Teachers' Day

Dear Alison

On behalf of the school I wanted to say thank you to the P&C for the morning tea and lunch that they provided for the staff on World Teachers' Day this week.

The thoughtfulness of our P&C to do this for our teachers was so much appreciated and made our staff feel valued and special. The food was delicious, the service was amazing and the presentation was spectacular – you really did go to a lot of effort which was noted by everyone.

It was also noted that much of the food was home-made and that you considered everyone's idiosyncratic dietary needs. I personally really enjoyed my vegetarian sausage sandwich and with egg and extra onion (thanks Paris). I also recognise that some of the P&C members had taken time off work to come in and prepare and serve the food. This in itself says so much about how much you all value and support our teachers at our outstanding school.

In my many years in schools I have never seen a P&C do this for the staff, it was a fantastic initiative that sent a strong message of the value of the partnership we enjoy with our wonderful P&C at the school.

Please accept and pass on our strongest gratitude to all members of the P&C for the time and effort you put into making our staff feel so special. It was enjoyed and appreciated by all.

Many thanks

Graham Holmes
Principal
27 September 2019



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ATTACHMENT 6



17/09/2019

Baulkham Hills North Public School
2A Girralong Avenue
Baulkham Hills NSW 2153

Attn: Alison Mackey

Dear Alison

Thank you for the opportunity to provide available dates to Baulkham Hills North Public School for 2020. The dates from which to choose for the Main Day of Photography are as follows.

- Friday, 6 March 2020
- Thursday, 12 March 2020
- Friday, 13 March 2020
- Friday, 20 March 2020
- Friday, 3 April 2020
- Tuesday, 7 April 2020

As a parent at BHNPS, I have a vested interest in the school photography experience. As the Client Manager for the school, I would act as the direct liaison between the school staff, the school community and **advancedlife** head office making the end-to-end experience easier and more efficient.

Outlined below are the services and complimentary items that BHNPS would receive from **advancedlife** as your school photography provider.

For the school each year

- A Term 1 Main date, a Term 3 Groups date and a complimentary promotional photo session each year
- **advancedaccess** – Our complimentary online portal providing school staff access to all historic and current photographic assets replacing the need for admin DVDs, and making available all images for yearbooks, the website, newsletters, year-end presentations, and the like.
- A complimentary framed enlargement of choice, eg. Staff Group, Year 6 Group, Student Leaders
- A bound album of all group images and copies for display in the office.
- Discounted group photos for a period of time if ordered by the parents prior to group photo day.
- Complimentary graduation certificates for all year 6 students
- Four complimentary whole school student directories
- All staff receive their staff group, portraits, family photos, and a copy of their class photo as complimentary
- 10% commission from all photo package purchases
- No lock-in contract as we are confident that you will be happy with our service and products
- Retakes for any parent that is unhappy with their child(ren)'s photo(s) or at the school's request



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Additional incentives

- A complimentary 360° tour with no hosting required as the school would own this intellectual property.
- The option of our new video showcase, instead of the 360° tour. Our videos capture a school's appeal without the security risk of a 360° tour by which someone may identify potential areas of vulnerability.
- A half day complimentary promotional photography session in Term 4 of 2019 to capture images for your chosen front cover package design as well as for any print and/or promotional use.
- 200 complimentary business cards for Graham Holmes and any future newly appointed executive staff.
- If the school wishes to sign a 2-year agreement, we would provide a \$1,000 print voucher for each year.

For your school community

The package that the school community currently receives is our Classic Presentation on traditional photographic paper and housed in a plastic sleeve. We also offer a photobook option or a glossy A4 foldover. The purchase prices for parents are the same regardless of which presentation type is chosen. They simply choose the amount of additional portraits and extras that they wish to receive and may pay as little as \$27 and as much as \$52. I believe that the transition to a new school photography provider is made easier by retaining the same type of package that parents expect, at least for the first year, and would recommend this for 2020.

Parents will also enjoy:

- Our online payment option for school photo packages that does not require the return of envelopes
- A school community portal to order current and previous packages, or portraits including those from when we photographed the school in 2014 and 2015.
- Security is ensured through a unique 9-digit encrypted code specific to the school as well as each student's own individual code following a purchase.
- A free gift for every child so that no family is left without an image of their child(ren) if they do not make a purchase.

With over 35 years' experience in school photography, we are committed to providing the highest level of service, together with premium quality images.

All **advancedlife** staff hold current Working With Children clearances and the details are both provided to the school and noted on their ID badges. In addition, all our stands are certified by qualified engineers and our electrical equipment is regularly tested and tagged. Finally, all of our online ordering details, websites and images are kept 100% secure and hosted on our own servers here in Australia.

Thank you for your consideration of this proposal. **advancedlife** values our customers and we would consider it our privilege to photograph the school again. I would personally love to ensure that parents, students and the school have the best experience possible.

Please do not hesitate to contact me via email or on my mobile regarding any aspect of our products, services or this proposal.

Kind regards,

Marie Sabey (Quak)

Marie Sabey (Quak)

Client Manager



advancedlife Pty Ltd | Mobile: 0400 306 372 | Main Office: 02 9905 6688

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