



Minutes of BHNPS P&C General Meeting 19 November 2019

Meeting Opened:	7.05pm
Meeting Closed:	9.10pm
Venue:	BHNPS office & Zoom
Meeting Chaired By:	Candice Milsom & Alison Mackey
Minutes Taken By:	Alison Mackey

1. WELCOME

Lead by P&C Vice President Alison Mackey

2. ATTENDEES

In Office: Alison Mackey (Vice President), Candice Milsom (Vice President), Belinda Howard, Mr Graham Holmes, Mrs Susan Taylor

Zoom: Additional 37 people (plus some had more than one attending on zoom)

Members Paid: Refer to membership book

3. APOLOGIES

David Hood

4. BUSINESS CARRIED FORWARD FROM THE PREVIOUS MINUTES

Item	Issue/Topic /Updates	Responsibility

1. Covid-19 impact on P&C

- Restrictions and conditions of meeting and voting - Candice Milsom
- Income / Expenses - **ATTACHMENT 1**
 - Thank you breakfast

Tuesday 2nd June, BBQ & coffee van

- Principal’s Day

Friday 7th August - P&C gifted Mr Holmes with a T-shirt saying “Principal? I prefer Educational



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Rockstar” and a mug saying “Mr Holmes. I’m a PRincipal, what’s your superpower?”. We also made 100 cupcakes that said “Our superhero” and “you rock” on them.

- Insurance Reduction in fees

We have reduced our insurance from \$2414 in 2019 to \$1533 in 2020.

- zoom registration (discount through Federation)
- Membership subscription relief for Covid-19 with P&C Federation

We applied for and were granted a \$575 membership fee discount

- Air conditioning and Sound System in the Hall funded by Grants

Completed and fully paid for

- Container repairs

School Club and P&C had a working bee and cleaned out the bottom container that was leaking. Filled a huge skip bin with damaged items. Repairs completed and container dried out.

5. PRINCIPAL & DEPUTY REPORTS

1. School Reports

- Principal / Deputy Principal report **ATTACHMENT 2** - Graham Holmes

Playground Update - one of the grants the school had applied for and approval for has been impacted by Covid. There are now insufficient funds for it from treasury or the Dept of Ed. . It was a dollar for dollar matching grant. The school will now continue to spend their portion on the playground upgrade, maybe Cultural Garden..

Today the Assets Management Unit did a site inspection to assess a suitable spot for a new OOSH building. It will be a purpose built 3 classroom size demountable with bathroom and kitchen. It will be a multifunction space that the community will also be able to utilise. 32m x 7m. Cricket pitch was initial suggestion. The floor suggested this may not be the best area. Graham suggested a P&C sub committee come to the school to do a site inspection. Alison, Candice, Olympia and Mireia offered their assistance.

3rd Nov parent forum via Zoom on Devices. More info to follow.

6. P&C REPORTS

P&C Reports

- Vice- President report - Candice Milsom **ATTACHMENT 3**
- Treasurer report - Karen Isais **ATTACHMENT 1**

Karen read through her report attached

- MayFairUpdate - Beth Tamba

We paid a Council fee of \$550 for the use of the council oval. Depending on what happens next year, we may need to get this refunded.



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We also should refund some of the deposits for stalls. Currently we have just refunded \$70 for one on request.

Not sure if there will be a MayFair due to Covid. Normally the organisation starts in October. We could potentially hold it in September instead.

- Uniform shop - Olivia Lee

No retail, just online orders due to Covid

Requesting feedback on current operations (immediate feedback on zoom was very positive)

Term 4 Kindy Orientation - students will be able to try on uniforms by appointment only via signMee. It will be a one on one for 15mins

Looking at a \$20k donation to the P&C

Trialed a second uniform sale via FB that was unsuccessful, only 3 transactions worth \$33

- School banking - Paola Gonzales

Unfortunately this has been put on hold this year. Normally raise approx \$1500/year.

CBA will be putting a flyer in the kindy orientation bag.

- Grants - Dionne White

We gave a cheque for \$25,083.10 to the school to pay for the Hall audio upgrade and Bushtucker Garden

7. General Business

- AGM next month;

Discussed all positions will be declared vacant. You don't need experience. We need a President and Secretary.

- Uniform Shop discussions

Potentially outsourcing the uniform shop. Reasons; We currently earn 10% and we should continue to receive 10% fee, the school could utilise the shop and storage spaces, it uses a huge amount of volunteer time, approx. \$200,000 goes through each year. If we did outsource, the school would be overseeing the uniform shop and directly receive the commission instead of P&C. There were questions about parent control over the potential increase in uniform costs. This would be covered in the contract as well as the companies don't want to increase too much or they will lose these businesses.



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Dr Shoe - discussed whether we should continue to allow Dr Shoe to come to our school. Alison explained that the P&C may not want to be seen to endorse a shoe company. They pay a nominal fee to come to the school and to have their brochures distributed. The Uniform Shop will put forward a motion next meeting.

Olivia from Uniform Shop has suggested we use a uniform recycling service for unwearable uniforms wornup.com to reduce textile waste. They take max 25kg and we pay \$40. Olivia to investigate further.

- Fundraising

Laura suggested an online carols fundraiser

There was a discussion such as having a click to donate button and showing the playground that we are raising funds for. Also perhaps have a comedian presenter with short and sharp comments. But the school executive said they were already doing something similar. Parents asked if it could be uploaded to Seesaw.

Originally we were looking at an obstacle course for this year but not safe due to covid. Alison suggested another Colour Run but not through a company. She has researched some websites to use instead for the actual donations. We can just purchase some more powder to top up the empty bottles we kept from last year. We could then just get some prizes sponsored or purchase some for the top class and individual fundraisers. Sue suggested 23rd November in week 7. Alison to chat to Graham about logistics considering Covid. We would have to amend the obstacle course they normally participate in before the actual colour run. Of course parent volunteers on site could be an issue.

- World Teacher Day

Alison to coordinate

Morning tea supplied by parent bakers. Beth to go to Costco to for anti pasta platters.

Dionne has asked IGA to sponsor and they are happy to supply the usual sausages and eggs. We just need to purchase bacon, sauce and bread rolls from them. Also purchase gluten free bread and vegan sausages. Hei Jin to cut onions. We need bakers for morning tea, cooks/servers/set up and pack down volunteers.

8. PARENTS NOTICE BOARD

9. MOTIONS

Motion: That we host a morning tea and BBQ on Friday 30th October for World Teacher Day at the cost of a few hundred dollars.

Proposed: Alison Mackey

Seconded: Candice Milsom



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No one against, motion carried

ATTACHMENT 1

BNHPS Treasurer's Report

School: Baulkham Hills North Public School

Month/Year: October 2020

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

Opening Cash Balance per account: **\$40,605.35**

Add sources of revenue:

<u>Carols Printer refund</u>	\$500.00
<u>Master Gozleme- Mayfair Stall</u>	\$250.00
<u>Pizza Picchio- Mayfair Stall</u>	\$250.00
<u>Sponsorship Carols- Protestant Scripture Teachers</u>	\$250.00
<u>Gosford Quarries</u>	\$700.00
<u>Carols Donation</u>	\$140.00
<u>Vibrant Henna Art- Mayfair Stall</u>	\$70.00
<u>Mist Designs- Mayfair Stall</u>	\$70.00
<u>Pancakes Michala- Mayfair Stall</u>	\$250.00
<u>Crunchio- Mayfair Stall</u>	\$70.00
<u>Monica Fung- Mayfair Stall</u>	\$70.00
<u>Bunnings Cake Stall- Mayfair fundraising</u>	\$1048.00
<u>Bunnings Cake Staff- Mayfair fundraising</u>	\$156.20
<u>Mayfair funds transfer- School Club</u>	\$9718.62
<u>School Banking Contribution</u>	\$180.00



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Total: \$13,722.82

Less Expenditures:

<u>Refund Hei Jin- onions</u>	\$51.87
<u>Mayfair - Council Fee</u>	\$550.04
<u>School Banking Printer</u>	\$228.26
<u>Mayfair Cake Stall Float</u>	\$300.00
<u>Refund Mist Design Mayfair Stall</u>	\$70.00
<u>BBQ Thankyou Coffee Baron Van</u>	\$300.00
<u>IGA Thankyou BBQ</u>	\$100.80
<u>Reimbursement Keys- Beth Tamba</u>	\$28.65
<u>Reimbursement Cake Stall- Beth Tamba</u>	\$56.47
<u>Cheque 000581- BHNPS Donation-</u>	\$25,083.10
<u>Reimbursement Container repairs- Kristine Heiler</u>	\$52.95
<u>Principal Day's present- reimbursement Alison Mackey</u>	\$112.02
<u>P&C Insurance</u>	\$1533.00

Total: \$28,467.16

Funds remaining per account

Total: \$25,912.88

Vice President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: Karen Isais

Date: 15/10/2020

ATTACHMENT 2

Principal's Report

General Report



- 1) The COVID Year – A summary so far
- 2) Principal's Day and World Teacher's Day – Thank you
- 3) External Validation Outcome
- 4) Situational Analysis – Online Forum
- 5) Playground Upgrade Update
- 6) Site Improvements Update
- 7) Student Use of Digital Devices and Online Services procedure – community consultation

ATTACHMENT 3

P&C Vice President's Report

In February, we had our first meeting for the year where we discussed fundraising options for the year ahead, community building functions and how we planned to make the most out of the school year ahead. Little did we know that our ambitious plans would be stopped in their tracks, that we would have the majority of our students learning from home for the later weeks of Term 1 and into Term 2. As a result, the BHNPS P&C decided that our plans would be paused as our community needed to get through this pandemic. In lieu of our regular open meetings, a few online and small in-person meetings were conducted by the executive to discuss urgent funding needs such as:

- Thank you breakfast for staff
- Principal's Day gifts
- World Teachers Day celebrations
- Grant submission
- Applications for funding relief through the Federation
- Uniform Shop; stocktake, ordering, outsourcing, uniform options
- Mayfair; cancelling, planning for 2021, refunds etc.
- Recruitment of staff; AP and Teaching positions
- Interrelate Family Information Evening

Grant applications to David Elliott have been submitted in the midst of lock-down, as well as future funding projects.



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