

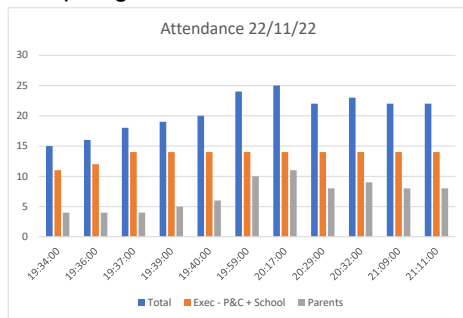


**General P&C Meeting Minutes**  
 Tuesday November 22, 2022  
 7.30pm via Zoom

• **Welcome and Administration**

7.30pm (7.37pm)  
 P&C President

- Welcome and Acknowledgement of Country.
- Attendees and apologies  
 P&C Exec: LH, DH, AM, MC, OL, KI, CM, DW + LB and LD  
 School Exec: GH, ST, AC & AD  
 Attendees: 25 peak 11 parents  
 No apologies



- **Motion 1: Adoption of previous minutes from 18/10/22**  
 Adopted by AM  
 Secoded by AD
- Note – Comments from the meeting chat may be included where appropriate in the record of minutes.

Item	Issue/Topic /Updates	Responsibility
0	<p><b>Opening comments concerning the postponed AGM</b></p> <ul style="list-style-type: none"> <li>• LH – explained the delay in the AGM as a consequence of informational matters that arose in completion of the associations financial audit for 2022.</li> <li>• The deferral was agreed to by GH on 22/11/22.</li> </ul> <p>Secretary notes:</p> <ul style="list-style-type: none"> <li>• The AGM will now be held on 21<sup>st</sup> February 2023 before the general meeting.</li> <li>• The current executive will continue in caretaker mode till the AGM, baring the treasurer who is moving interstate.</li> <li>• The revised audit is expected to be completed by end of Term 4 2022.</li> </ul>	
1	<p><b>P&amp;C Container(s)</b></p> <p>Report on finalization of sale of container situated on western side of school campus.</p> <ul style="list-style-type: none"> <li>• LH – described old container and that it had been sold by LD for \$500 and removed from site.</li> </ul>	



	<ul style="list-style-type: none"><li>• GH - confirmed the events, and that ST attended site on a Saturday to monitor removal. 19:43:55 From Dionne White to Everyone: Thank you Sue for doing that! 19:44:04 From Angela Davidson to Everyone: That's a great outcome in the end!</li></ul> <p>Clean up and sort out contents of P&amp;C container which is located next to the school hall. Work done 13-11-22.</p> <ul style="list-style-type: none"><li>• AM – Volunteers conducted the clean up on a Sunday morning and it rained....Spent 4hrs cleaning up, re-organising and throwing out unwanted materials.</li><li>• AD – Thanked the volunteers for the clean up. 19:45:03 From Angela Davidson to Everyone: Thanks ladies, well done for clearing it up, especially in the rain. 19:46:26 From Dionne White to Everyone: The rain was really challenging! 19:46:46 From Mardi Clucas to Everyone: The rain kicked us into overdrive into throwing it all back in 😊 19:49:40 From Angela Davidson to Everyone: Thanks Mardi &amp; Dionne! You guys are great.</li></ul> <p>Inquired if an inventory had been made for reference purposes.</p> <ul style="list-style-type: none"><li>• AM – Stated that themes were recorded but not specific details of items. Commented that contents change often so that complicates a formal inventory.</li><li>• AD – Asked about the fate and identity of some obscure items.</li><li>• AM – Said that most items can be identified.</li><li>• AM – Requested that the containers need some form of internal lighting. For example, magnetic battery lights stuck to the metal ceiling.</li><li>• <b>LH – Raised a motion that at the Feb 21<sup>st</sup> 2023 meeting a vote be made on obtaining appropriate lights.</b></li></ul>	
2	<p><b>Report on school events</b></p> <p><b>School disco</b></p> <ul style="list-style-type: none"><li>• LH – The disco was well received and around \$5k. It was suggested the turn out was down somewhat. This was said to be because it was a Tuesday and parents suggested later in the week is better</li></ul> <p><b>World Teacher Day in October</b></p> <ul style="list-style-type: none"><li>• CM – The catering was organised based on fund raising and the event was well run and received.</li><li>• GH – The teachers really appreciated the day and luncheon. 19:51:49 From Angela Davidson to Everyone: The teachers were SO grateful for the lunch. Thank you!</li></ul>	



	<p><b>Carols</b> (end of Term 4) progress.</p> <ul style="list-style-type: none"><li>• LH – Being held on 10/12 just before the Gingerbread House event.</li><li>• LH – The participants include The Salvation Army band, dance groups and also other items.</li><li>• LH – Waiting to hear from Stages 1 &amp; 2 whether they will do singing items.</li><li>• GH – Stated that ST has been co-ordinating groups with Carolyn Armstrong who suggested two songs per group.</li><li>• LH – Suggested that two songs per group might be too many, but send them through. Maybe two songs for the K children.</li><li>• AM – Can stages be combined to have items but speed things up. Suggested the carols event could be interactive with non-school people involved.</li><li>• LH – said they could stick with one song per group.</li><li>• ST – Could look at K-2 songs, Yrs 1-4 one song and Stage 3 one song. 19:53:59 From Angela Davidson to Everyone: I think one song only is enough 19:54:20 From Candice Milsom to Everyone: Agreed 👍 19:56:22 From Angela Davidson to Everyone: By the time they all get up and down off the stage it's at least 6 minutes per class anyway!</li><li>• LH – Will need the backing tracks supplied.</li><li>• ST – Will be supplied with versions and also lyrics.</li><li>• AD – Mentioned that merchandise items sold fast and can more be ordered?</li><li>• MC – Already have in hand \$1k worth so reluctant to order more. 20:00:10 From Lucy Biro to Everyone: are you doing signage for the event? 20:00:22 From Alison Mackey to Everyone: Yes, banners and flyer drop 20:00:23 From Dionne White to Everyone: We are doing posters and flyers</li><li>• AM – Will ask the volunteers group to drop flyers. 20:00:59 From Angela Davidson to Everyone: Can someone draft a note so we can do a 'save the date' signmee 20:01:08 From Alison Mackey to Everyone: Cutoff friday 20:01:34 From Laura Halliday to Everyone: For Carols? Oops I thought I had 😊 20:03:49 From Angela Davidson to Everyone: Laura, I haven't seen a Carols Signmee note yet...</li></ul> <p><b>Gingerbread House</b></p> <ul style="list-style-type: none"><li>• MC – A number of questions have been asked by parents.</li></ul>	
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	<ul style="list-style-type: none"><li>• AD – Commented that numbers appeared low based on responses. 20:02:43 From Angela Davidson to Everyone: Mardi I can run a report when I'm in on Friday. 20:04:13 From Karen Isais to Everyone: 45 individual families have deposited already for gingerbread houses.</li><li>• KI - \$1925 worth of orders but not itemised yet by type.</li><li>• AM – Can new K parents be supplied information about activities for the end of this year?</li><li>• Are you asking about un-enrolled people? Not part of school.</li><li>• AM – Suggested it is a community event.</li><li>• GH – Don't normally include incoming parents in these activities.</li><li>• LH – Said it would be great to invite to carols. Gingerbread is already quite subscribed at 45 families. 20:04:41 From Angela Davidson to Everyone: I would leave new families out of gingerbread 20:05:13 From Candice Milsom to Everyone: Do the new enrolments get newsletter? 20:05:23 From Lucy Biro to Everyone: If the Gingerbread closing is Friday that wouldn't give them much notice 20:05:34 From Karen Isais to Everyone: 55 actual gingerbread houses have been purchased so far 20:05:58 From Angela Davidson to Everyone: Yes, Gingerbread is closing on Friday so I would just leave new enrolments out of the Gingerbread.</li><li>• GH – Asked if a K group can be advised of the event. 20:06:37 From Angela Davidson to Everyone: New enrollments are already in a Signmee distribution group so they can be emailed the 'Save the date'.</li><li>• AM -Queried opening the event based on C19 effects.</li><li>• MC – Non-school families have come before to Gingerbread but leave it as internal.</li><li>• LH – Leave Gingerbread as internal.</li><li>• LH – Carols can be opened up.</li><li>• CM – Prices need to be going up next year if we wish to make a profit – consider this for 2023.</li></ul> <p>LH – Requested that for the February meeting a calender of events is published so that activities for the year are known.</p>	
3	<p><b>Obtaining two EFTPOS machine for P&amp;C activities</b></p> <ul style="list-style-type: none"><li>• LH – Recapped the back story for the vote on EFTPOS machines.</li><li>• KI – The applications approved and arranging with bank for pick up and instructions on use.</li></ul>	



	<p>20:12:27 From Angela Davidson to Everyone: Yes, thank you Karen for your support 20:13:17 From Alison Mackey to Everyone: An absolute legend Karen! Hate losing u to the GC!</p> <ul style="list-style-type: none"><li>• AM - Can they be passed on? Is the old EFTPOS device still there?</li><li>• GH – Yes it was.</li><li>• OL – Not sure.</li><li>• LH – Does it need to be returned to Westpac?</li><li>• OL – Not sure.</li><li>• AM – Will sort this out.</li><li>• CM – The Westpac account can't be finalised till Lowes pays up for Uniform Shop sale.</li></ul>	
4	<p><b>Stage 1 playground works</b></p> <ul style="list-style-type: none"><li>• LH – A problem has arisen due to Departmental Assets becoming involved.</li><li>• GH – Assets said the project may need to go to tender. The deposit paid had to be pulled back. An application has to be approved by Assets and then sent to tender.</li><li>• GH – Thanked KI for pursuing the funds at the bank.</li><li>• LH – Discussion out to next meeting. Funds held in account when used has to pay GST, but school partnerships are GST exempt. Is it better to nominate a lump sum to school to avoid such issues?</li><li>• CM – Pay invoices for accounts.</li><li>• KI – Agreed that this can happen.</li><li>• CM – P&amp;C is invoiced.</li><li>• AM – School is GST free, but P&amp;C isn't.</li><li>• LH – There could be audit risks transferring funds.</li><li>• DH – Asked at what level Assets gets involved. Would this happen for personal donations as opposed to by the P&amp;C.</li><li>• GH – This starts at \$30k to \$50k has three tiers. The process must follow procurement policies regardless of source of funds.</li></ul> <p>The discussion then shifted to current playground project</p> <ul style="list-style-type: none"><li>• GH – Existing new equipment is still subject to risk assessment which is delaying project. Moduplay hand over is needed.</li><li>• AM – When can Moduplay come for hand over?</li><li>• AD – Hand over is expected this week or next week.</li><li>• AD – Stated that the funds balance is to be paid to Moduplay at handover.</li></ul> <p>20:17:27 From Lucy Biro to Everyone: the metal circle looks like a concern 20:17:37 From Lucy Biro to Everyone: I was looking at it the other day</p>	



	<p>20:18:48 From Angela Davidson to Everyone: The handover with the Skyclimber should happen in the next week.</p>	
5	<p><b>Working bees</b></p> <ul style="list-style-type: none"> <li>LH – Didn't happen due to circumstances prevailing at the time.</li> <li>GH – Has listed items but is now a 2023 initiative and be schedule for then.</li> </ul>	
6	<p><b>BHNPS Yearbook</b></p> <ul style="list-style-type: none"> <li>LH – Provided background to date on a replacement for current editor. <ul style="list-style-type: none"> <li>P&amp;C pays for Yearbook to go to Yr 6s</li> <li>Needs volunteers to run the Yearbook next year</li> <li>The new editor needs to work with Siobhan Saunders for hand over.</li> </ul> </li> <li>LH – Called for any volunteers, then asked AD to raise inquiry through school channels. <p>20:24:42 From Angela Davidson to Everyone: Please put a detailed description of what's involved in your next newsletter section?</p> </li> <li>Diane Nash then volunteered to take on the role.</li> <li>CM – Suggested also seeing if others can assist.</li> <li>ST – Stated that they have historical materials to show what is needed. <p>20:26:06 From Dionne White to Everyone: I can help you Di</p> <p>20:27:03 From Mardi Clucas to Everyone: Ditto, I can help for the next couple of years</p> <p>20:27:09 From Diane Nash to Everyone: phone supplied by suppressed by secretary XXXXXXXXX</p> <p>20:27:24 From Candice Milsom to Everyone:</p> <p></p> <p>20:27:24 From Diane Nash to Everyone: Yay we have a few helpers now! That's great</p> <p>20:28:12 From Mardi Clucas to Everyone: The hard part is just gathering all the content!</p> </li> </ul> <p>Secretary note: Siobhan was advised during meeting by message that a successor had volunteered.</p>	
7	<p><b>Traffic crossing controller – Henry Street</b></p> <ul style="list-style-type: none"> <li>LH – Asked what has happened to the traffic controller?</li> <li>GH – A person has been recruited and is proceeding through the process checks. Will be on five days per week in morning arrival and afternoon departure periods.</li> </ul>	

• **Meeting Dates 2023 P&C**

**Noting**

- The first 2023 general meeting will be 21<sup>st</sup> February 2023.
- The deferred 2022 AGM will be held prior to the general meeting.
- The location to be decided and advised prior to meeting.



• **School Reports**

**8.30**

**Principal report and comments**

C19 update	GH – The worrying spike of cases has not occurred as bad as expected. Will keep school informed. Precautions such as masks, distancing and remaining away when ill are all still recommended.
Innovation Centre launch	GH - The Innovation Centre was launched and a big feather in the schools hat. Years 5 and 6 especially contributed ideas, it was a fantastic day with children enthusiastic and parents as well. Thanks to LH for being there. Cards are being made and presented individually to all the children by Dr Nguyen. <a href="#">20:37:08 From Laura Halliday to Everyone: He is so inspirational</a> <a href="#">20:37:21 From Evelyn Irving to Everyone: What a legend!</a>
Playground	GH - The playground climbing bars to be started soon but the ground needs to be done commercially. There will be a handover as well. AD – Noted there are supply issues and hence resultant delays.
Para-professional position	GH – School will be recruiting a para-professional events and excursions manager to take on all events that teachers usually organise. 1.5 F/T positions to be recruited this year and hopefully brought up to speed. Also recruiting a business manager to look after the school's budget. These are internal promotions to existing staff. DH – Asked if this new para-professional liaise with P&C for ongoing events. GH – Yes that will happen to reduce the workload for AD so she can deal with other matters. AM – Asked if this was an A.P. role. GH – Said that teaching staff will not be involved in organizing. GH – There will be two A.Ps next year involved with curriculum instruction and admin. There will be more A.Ps in the instructional role. LH – Suggested this discussion is an item for the next meetings agenda to be looked at again next year. <a href="#">20:41:59 From Olivia Lee to Everyone: omg. that's great for the school!</a> <a href="#">20:42:16 From Carrie Honig to Everyone: what a great positions</a> <a href="#">20:44:34 From Alison Mackey to Everyone: I totally agree, makes absolute sense.</a> <a href="#">20:44:43 From Laura Halliday to Everyone: Congratulations Amanda and Kim!</a>
Uniforms	GH – Spoke to Lowes about maintaining prices at the agreed levels. Lowes will respond on this issue to do with price creepage. AM – Commented that overcharged amounts be refunded. GH – Second hand uniforms are under control but still need to keep an eye to make sure they are organised.
Wellbeing support	GH – The school has several families currently in difficult circumstances. Asked the P&C if there is a standardised response to help out. Currently seems to be a bit haphazard, so can we start a well being initiative? LH – Can we carry it forward?



	<p>20:50:30 From Olivia Lee to Everyone: good idea Graham and agree Laura</p> <p>CM – We have tried to co-ordinate but communications across year groups have been road blocked. Need better co-ordination.</p> <p>AM – Parent reps can help but not everyone is a member and had to hand copy the information.</p> <p>CM – Class parent lists are about 50% accurate.</p> <p>SF – Has experience in this area and is prepared to form a working group on assistance.</p> <p>20:52:29 From Olivia Lee to Everyone: thanks Sam!</p> <p>20:53:33 From Angela Davidson to Everyone: Sam, I might be in contact with you early in the new year about this space.</p> <p>20:53:40 From Dionne White to Everyone: Thanks Sam!</p> <p>AM – Asked would the school community to be able to assist financially?</p> <p>GH – Co-ordinator an appropriate response GH-CM-SF to discuss?</p> <p>20:56:51 From Carrie Honig to Everyone: I like the idea of coordinator and then having a plan internally within the P&amp;C about things like that so that we can help as quick as possible</p> <p>20:57:06 From Alison Mackey to Everyone: agreed</p>
Student behaviour policy	<p>GH – There will be changes in the policy which has been developed over two years. This is a topic for 2023 discussion and will be talked about then.</p>

**P&C Reports**

Treasurer	<p>KI - \$223k on in account since the main report was made earlier in the month. No change in building account.</p> <p>Secretary note – Many thanks to Karen for acting as treasurer and we wish her family the best in their interstate move.</p>
Grants	<p>DW- Need to make sure that the ACN reports are up to date. Re-applied to Gaming &amp; Racing grants. Asked about school open on weekends as this can affect the applications.</p> <p>GH – School is closed over weekends due to criminal acts though open in school holidays via ‘Share our Space’ initiative. This is limited though because of vacation programs.</p> <p>21:05:33 From Olivia Lee to Everyone: omg. thanks Dionne</p>

• **General Business**

**9.00pm**

<p>Parent panels</p> <p>(Note this item is out of time order)</p>	<p>LH - Stated there are two selection panels looking for parents to help. Would like a male volunteer.</p> <p>GH – Said that currently two teachers were being recruited and that another three have been approved for recruitment.</p> <p>Sam Fewings (new member) – volunteered to assist</p> <p>Evelyn Irving (new member) - volunteered to assist</p> <p>Both were accepted.</p> <p>20:33:15 From Sam Fewings to Everyone: Supplied email and phone number – suppressed</p> <p>20:33:16 From Evelyn Irving to Everyone: I would like to participate too</p> <p>20:33:33 From Evelyn Irving to Everyone: and I have paid my \$1 ;)</p>
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	<p>20:33:52 From Angela Davidson to Everyone: We've made \$2 profit from tonight's meeting 😊</p> <p>20:34:07 From Evelyn Irving to Everyone: Supplied email and phone number – suppressed</p>
Nutrition policy	<p>LH – Nutrition policy. This will be reviewed coming up for future events in 2023, specifically for school based events with children as opposed to community events where adults can control and choose in which case such policy wouldn't apply.</p> <p>AD – Asked if time can be allocated to discuss this in the February meeting on what is sold at events.</p> <p>AM/CM – Both said that kids were disappointed at disco as few lollies.</p> <p>21:05:51 From Mardi Clucas to Everyone: If not lollies, other options, chips, individual cookies etc? - disco food options</p> <p>21:06:49 From Angela Davidson to Everyone: Yep, plus hair spray, temp tattoos etc..</p> <p>21:07:55 From Laura Halliday to Everyone: Something worth discussion about the disco and the balance of dancing vs activities outside of the dancing</p>
Bella Baulko	<p>LH/AM – Asked if Bella Baulko can be acknowledged at Carols for support of school.</p> <p>Also can IGA be acknowledged for their generous contributions.</p>
PSSA Basketball	<p>DW – Inquired if PSSA basketball will be made an opportunity.</p> <p>GH – Stated that costs can be very high ~\$300@ and is reluctant to pass this cost on to parents.</p> <p>AM – Asked what other schools are doing, and why couldn't they use the BHNPS courts?</p> <p>LH – The games are played at Fred Caterson. Sponsorship is not necessarily feasible for internal sport, but external sport is different.</p> <p>GH – Would ask if parents would be prepared to pay the extra cost.</p> <p>21:08:08 From Shanna Day to Everyone: can teams be sponsored? is that allowed?</p> <p>21:08:21 From Mardi Clucas to Everyone: Glenhaven have basketball</p> <p>Note: Winston Heights / Glenhaven / North Rocks are schools which could be information sources on this subject.</p>

• **Meeting End**

**9.21**

- 21:11:19 From Dionne White to Everyone: Thanks to the new members!
- 21:11:40 From Angela Davidson to Everyone: Great to see some new faces and have some good discussions.
- 21:11:42 From Angela Davidson to Everyone: Thanks Laura!