



• **Welcome and Administration**

Started at 7.30pm

- Welcome by president
- Attendees and apologies
 Committee LH, MG, MC, DW, DH, CM, KI, LD, AM, AD, OL
 Attendees – 53 logged in start 33 at end + executive
 School Executive – GH, ST, AC
 Apologies – None
- Committee introduced themselves

- **Motion 1:** Adoption of previous minutes from 15/11/21
Moved by CM
Seconded DW
Adopted

• **Discussion on business carried forward from the previous minutes/agenda raised**

Items 1-11 new and 12-16 held over

7.40pm

Item	Issue/Topic /Updates	Responsibility
1	<p>The use of class parent representatives in 2022</p> <p>CM gave an introduction on this subject for new attendees. Historical framework for communication with parents. Needs to be re-established after C19 related issues. Nominated details of parents required for communications. GH agreed with the use of WhatsApp for this purpose. However, must follow social media rules for private groups. Contact CM/LD</p>	Candice Milsom Laura Duselis
2	<p>Infrastructure grants application</p> <p>DW explained about current/proposed grant(s) New grant for infrastructure, \$200k via Victor Dominello ministry. For community use as well as school. Application needs to be in by 21/3/22. We have one more year of the David Elliot grant, \$50k. Use may depend on \$200k grant. A variation would be needed before the end of March. Re play spaces, a sub committee discussion was recommended to report next meeting. LD described the K-2 playground renewal which has become a large project. P&C created a plan with sensory/gross motor/pretend play provisions and as a second learning area. There was a provision for partial replacement of K paved area. Details of proposed installations were sketched out. CM commented in terms of community, the nearest play area facility to school is at Ted Horwood Reserve</p>	Dionne White

	<p>LH described previous P&C activities in playground and related construction works.</p> <p>A motion to be put for vote at next meeting.</p>	
3	<p>A new Easter Bunny has to be appointed for Easter activities (assuming they occur onsite this year).</p> <p>LH described the purpose of Easter festivities, egg deliveries etc. and also the roll of the Easter Bunny and days needed for attendance. It is a volunteering roll.</p> <p>Angela Davidson has nominated for this role.</p> <p>Easter Bunny assistant guide nominee Lucy biro</p>	
4	<p>Easter eggs to be sourced for Easter events.</p> <p>AM described the Easter Egg hand out in previous years but a decision was made to supply eggs to students and teachers this year.</p> <p>Non-allergenic composition eggs will be sourced \$525.15 is estimated cost 999 eggs. Gingerbread House profit can cover this expenditure.</p> <p>AM proposed a vote on the expenditure of ~\$550 Yes 23 votes – motion carried to permit expenditure</p>	Alison Mackey
5	<p>Ordering of Mothers Day stock/materials</p> <p>LH explained the purpose of the Mothers Day stall and the interesting gifts that can be obtained.</p> <p>AM Described general process and cost structure</p> <p>Motion to expend \$3k to purchase items for this activity. 21 yes votes so motion passed</p>	
6	<p>Call for expressions of interest in being a Mothers Day activities co-ordinator.</p> <p>LH discussed the need of getting further volunteers to help and the roles involved in running the stall</p> <p>The alternative online ordering process for \$2-\$5-\$10 gifts as a possible pivot if not allowed on site.</p> <p>Volunteers for this activity; Lucy Biro. Angela Davidson, Tina Spikes, Olympia Papadopolous, Dipika Gordhan and Poonam Raj</p>	
7	<p>Gingerbread house</p> <p>CM explained the activity as it is normally done, as an evening onsite making the houses, but last year was click and collect due to C19.</p> <p>Community building and family engagement are bonuses from this activity.</p>	
8	<p>Federal election day BBQ</p> <p>LH explained the need to pre-order expendables and also that this is a good fundraiser.</p> <p>Role of volunteers to work on the stall explained.</p> <p>AM explained the usual sourcing of materials for this activity is via local suppliers such as IGA in Bakers Crs.</p> <p>Motion by AM was put to expend \$600 for materials Vote 16 yes so motion passed</p> <p>Volunteers for this activity; Dharshini Rodrigo, Mardi Clucas, Olympia Papadopoulos and Danielle Stichter</p>	Alison Mackey

9	<p>Tea & Tissue and Belonging Tree</p> <p>LH Tea & Tissue. Has been missed in part this year due to restrictions.</p> <p>For new parent the purpose of the Belonging Tree was explained. All students and teachers impress their painted hand on the mural.</p> <p>Volunteers called for to assist – Sejaj McDougall</p>	
10	<p>Parent-teacher engagement 2022</p> <p>LH requested what provisions will be made for these matters.</p> <p>GH Replied It will be a full report for Semester 1. There are standards around reports that the Dept requires. Teachers will be available for interviews with parents as required.</p> <p>Information nights are sched for T1 as are P-T interviews.</p> <p>Newsletter goes out regularly.</p> <p>T2 will be started with newsletter, and semester report out.</p> <p>T3 newsletter then student lead conferences.</p> <p>T4 newsletter and final semester 2 report.</p> <p>LD commented that school has good communication overall, but she has not received any direct communications from the teacher about her childrens activities. Asked for a pro-forma set of relevant information to be sent.</p> <p>GH replied that such a request would be easy to do. Create a basic information sheet at start of year</p> <p>DW acknowledged that kids were in classes almost at day 1 this year which was great</p> <p>ST Explained that it takes a little while to timetable various school resources and staff assignments, so this requires a bit time to resolve normally.</p>	
11	<p>Uniform shop</p> <p>LH explained the situation with OL running the shop for 5 years. It has become very difficult to do this in the last 2 C19 years. OL has now stepped down. It was advised that an interim volunteer required.</p> <p>To pass the shop to the school, there would be a tender process to bring in a private operator to run for the school. The Dept selects the company by tender.</p> <p>The proposal is to run down the existing stock.</p> <p>Currently effectively the P&C is running a small business which has to be run as a business with stocktakes, audits and so on.</p> <p>OL Explained the requirement for a volunteer co-ordinator. A newsletter item went out, with no responses. OL will continue to help to run it until the outsourcing is approved. The Dept will effectively nominate a preferred supplier. The remuneration back to the school ~10% approx. \$12-20k.</p> <p>AM explained the costing and pricing structure so prices may alter. Also school gets the shop space back for their own use.. Quality should not change. A further rationale was that the stock holding is \$100k which has to be insured at around \$2k per annum</p> <p>CM advised that other locals schools have external suppliers</p>	

	<p>which have worked successfully.</p> <p>GH explained the dept procurement process and the P&C has input in the tendering and ops process.</p> <p>Also explained the process of school uniform style review.</p> <p>There is notionally a 5yr review process and last was 2008.</p> <p>This is a separate item that the P&C supports the school in doing. MG to liaise with school</p> <p>Motion to vote on whether P&C outsources the shop was put.</p> <p>Vote on outsource motion 15 yes so passed for next meeting</p>	
12.	<p>Calendar of Events for 2022</p> <p>LH asked about school calendar and GH put the provisional calendar on screen for review.</p> <p>Will be supplied to P&C exec via secretary DH</p>	Laura Halliday
13	<p>Update: Awards Program</p> <p>GH stated the new program will be held over till return of LS. The minimum period is estimated as 6 months and the new system to be adopted in semester 2.</p> <p>School intends to publicise well beforehand and the current system will remain in place for the next 6 months.</p> <p>AM asked if some awards could be presented in class to streamline assemblies.</p> <p>GH replied that this was going to be incorporated in the new system</p>	School executive
14	<p>Call for volunteers for next year - update</p> <p>Priorities:</p> <ul style="list-style-type: none"> - Cake Stall Coordinator (Year 1) - BBQ Guru <p>To be carried forward unless appointed:</p> <ul style="list-style-type: none"> - Major Fundraiser Team - Parent Representative Coordinator - Playgroup Coordinator - School Disco Coordinator - Easter Egg and Cake Stall Coordinator (Year 2) - Father's Day + Mother's Day Stall Coordinator - Carols Coordinator - Gingerbread Coordinator - Year 6 Gifts Coordinator (Year 6) <p>LH Recommended carrying this forward to next meeting. Some items have been resolved already also discussed how successful various activities have been in the past.</p> <p>MG recommended a separate events calendar but LH advised it will be in the main school calendar</p> <p>CM commented that smaller groups running things is preferred for simplicity</p>	Laura Halliday
15	<p>Continuation of Playgroup and Location</p> <p>LD/AM are looking to run playgroup on Thursdays.</p> <p>AM explained function of playgroup and that it is not exclusive of non-BHNPS parents.</p> <p>There is a small charge for morning tea/consumables amongst parents</p> <p>GH said the proposed location is RM 22</p>	Laura Duselis
16	<p>Motion to move July 2022 P&C meeting back a week to 26th July as original date would be the same day as returning to school from school holidays.</p>	Laura Halliday

	LH moved a motion to reschedule 26/7/22 meeting due to school holidays. Vote on motion – 17 yes so passed.	
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- **School Reports** **8:30**
 - Principal / Deputy Principal report
GH stated the main item not listed on submitted report, is the need for a person to be involved in strategic directions program. Mainly related to budget matters.
MG has indicated she may be available to meet and assist

- **P&C Reports** **8.40**
 - Presidents report
Not available. Laura Halliday
 - Treasurer's report
KI gave general figures currently in account and sources. Also expenditures.
The report was not available for meeting but is attached.
 - Uniform shop Olivia Lee
OL gave general position of shop finances. Formal report not available at time of meeting.

- **General Business** **8.50**
 - Other Business raised on night

School Captains jackets
OL raised the matter of school captain jackets. The new jackets will be made with available materials though with different styling.
Proposed a motion that P&C pay for 4 jackets to School Captains. Last uniform shop gift. Carried forward to next meeting for voting.
AM raised the need for replacement of the existing tired blazers for school leadership group as being something to consider at next meeting.

School leadership camp

CM raised questions concerning student leadership camp, but this activity can't happen due to Covid.

GH replied that students Will go leadership conference at a cost of \$54 per child with divided cost \$27 school and \$27 parents.

A motion was made for the P&C to contribute funds to this activity. Vote 15 yes so motion passed.

Pedestrian crossing

KP has obtained information about crossing for Old Northern Rd near Cross Str. for next meeting.

GH wants to arrange for the HSC safety officer to review the current traffic issues around school.

Airpurifiers

SH raised the matter of provision of air purifiers for school, on notice for next meeting. Would the P&C consider extra funding for extreme conditions. Agenda item would P&C consider funding for extra purifiers.

GH replied every space was audited and two areas were found that require supporting airflow, one ventilator supplied.

AM asked if extra purifiers can supplant needs for open windows etc.
CM commented that the efficacy of these devices was not thoroughly proven.
DH agreed to examine some units. Cost for these devices is around \$600 each.

New committee member

AM Thanked a committee member for participation who had to pull out.

Hee Won An has volunteered to participate on committee.

Nominated by AM seconded CM.

Audit report

OL asked about the audit report and will be provided

• Meeting End

9.29pm

Minutes DIAH.



ATTACHMENTS 1-2

Main account and Building Fund account

BHNPS Treasurer's Report

School: Baulkham Hills North Public School

Month/Year: February 2022

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

Opening Cash Balance per account: \$63,510.14

Add sources of revenue:

<u>Bedano- Gingerbread House</u>	\$120.00	
<u>Winters- Gingerbread House</u>	\$35.00	
<u>Kany- Gingerbread House</u>	\$40.00	
<u>Membership Papadopoulos</u>	\$1.00	
<u>Amy- Gingerbread House</u>	\$35.00	
<u>Stoll- Gingerbread House</u>	\$40.00	
<u>Chaturredi- Gingerbread House</u>		\$40.00
<u>Membership- Sipkes</u>	\$1.00	
<u>Zammit- Gingerbread House</u>	\$80.00	
<u>Wood- Gingerbread House</u>	\$70.00	
<u>Membership- Milsom x 2</u>	\$2.00	
<u>Leonard- Membership</u>	\$1.00	
<u>Butler-Gingerbread House</u>	\$40.00	
<u>Membership- Isais</u>	\$1.00	
<u>O'Toole- Gingerbread House</u>	\$40.00	
<u>Duselis- Gingerbread House</u>	\$40.00	
<u>Chong- Gingerbread House</u>	\$35.00	
<u>Vallis- Gingerbread House</u>	\$70.00	
<u>McNeil- Gingerbread House</u>	\$35.00	
<u>Wong-Gingerbread House</u>	\$45.00	
<u>White- Gingerbread House</u>	\$105.00	
<u>Milsom-Gingerbread House</u>	\$120.00	
<u>Chen- Gingerbread House</u>	\$35.00	
<u>Franjic- Giiingerbread House</u>	\$40.00	
<u>Saxon- Gingerbread House</u>	\$40.00	
<u>Pilotto- Gingerbread House</u>	\$40.00	
<u>Davison- Gingerbread House</u>	\$40.00	
<u>Manlapaz Gingerbread House</u>	\$40.00	
<u>Halliday- Gingerbread House</u>	\$40.00	
<u>Pang- Gingerbread House</u>	\$40.00	
<u>Wan- Gingerbread House</u>	\$35.00	
<u>Circosta- Gingerbread House</u>	\$40.00	
<u>Zhen-Gingerbread House</u>	\$35.00	
<u>Wijekoom- Gingerbread House</u>	\$35.00	
<u>Malhotra- Gingerbread House</u>	\$50.00	
<u>Reed- Gingerbread House</u>	\$40.00	
<u>Howard- Gingerbread House</u>	\$40.00	
<u>Yee- Membership</u>	\$1.00	
<u>Forbes- Gingerbread House</u>	\$35.00	
<u>Cordeaux- Gingerbread House</u>	\$70.00	



Baulkham Hills North Public School
Parents & Citizens Association

<u>Holland- Gingerbread House</u>	\$40.00
<u>Carr- Gingerbread House</u>	\$40.00
<u>Won- Gingerbread House</u>	\$40.00
<u>Bartosiewicz- Gingerbread House</u>	\$40.00
<u>Pen- Gingerbread House</u>	\$40.00
<u>Mackey- Gingerbread House</u>	\$155.00
<u>Honig- Gingerbread House</u>	\$70.00
<u>Jade- Gingerbread House</u>	\$40.00
<u>Cuthbert- Gingerbread House</u>	\$35.00
<u>Janes- Gingerbread House</u>	\$40.00
<u>Turner- Gingerbread House</u>	\$70.00
<u>Jeyapalen- Gingerbread House</u>	\$40.00
<u>Uniform Shop Donation</u>	\$10,000.00
<u>Uniform Shop Donation</u>	\$10,000.00
<u>Uniform Shop Donation</u>	\$10,000.00
<u>P&C Membership Hood x 2</u>	\$2.00

Total: \$32,500

Less Expenditures:

<u>Gingerbread Houses Invoices</u>	\$2460.17
<u>Reimburse Beth Tamba- Gingerbread Houses</u>	\$101.50

Total: \$2,561.67

Funds remaining per account

Total: \$93,448.47

Vice President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: Karen Isais

Date: 11/02/2022



BHNPS Treasurer's Report

School: Baulkham Hills North Public School

Month/Year: February 2022

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

Opening Cash Balance per account: \$: 1695.77

Add sources of revenue:

Scotney Group Direct Credit \$97.00

Less Expenditures:

NIL **Total:** \$0.00

Funds remaining per account **Total:** \$1792.77

President: _____

Date: _____

Secretary: _____

Date: _____

Treasurer: Karen Isais