

## Minutes – BBPS P&C Meeting 8<sup>th</sup> April 2014 8pm

In attendance: Andi Breslin, Merran Hughes, Rob Keldoulis, Marie-Claire Anderson, Gail Power, Chloe Runeckles, Ntje Hofmann, Liezel Preller, Ellie Waddel, Jo Stein, Helen Kirkup.

Apologies: Ann Lyons, Kimberley Johns, Cath Kara, Kylie Biddle, Maria Hardy.

1. Election of new VP: Liezel has officially vacated the VP position. Merran, as elected last meeting, will take it up from now. Merran is already a signatory on all accounts. Liezel Preller needs to be removed as a signatory on all accounts.

2. Approval of previous meeting's minutes; approved – they are on web.

3. Action Items from the last meeting;

- communication re 3- way reporting: this was taken on board and done by school.
- funding student assistance: Jo has allocated this and is awaiting invoice.
- DJ trivia night: deferred to Georgie.

4. P&C Reports

- a) Treasurer's Report – filed by Jo Stein. Main account balance is low. [Jo would like to change to CBA as St George has not been giving could customer service since being taken over by Westpac. This was discussed with executive who were happy for her to pursue this].
- b) Fundraising Report: will be available on web under fundraising section. It was noted this part of the site needs to be updated and that an FAQ section would be useful.
- c) Canteen Report: P&L statement provided. It was noted that there are two accounts, that the wages could be paid out of the main account and the 2<sup>nd</sup> account should be used for school24 prepaid to enable this to be transparent and accounted for.

5. Other Business

- Insurance: NSW DEC does not provide accident or medical insurance for students. There is an insurance provided through the P&C Federation that give students basic cover 24/7. This would mean they are covered both at, and outside of, school. This has been discussed with Maria and given that the school is in a position to pay for this now, and the P&C is not, the school will get the insurance policy and fund it this year. The P&C will aim to fund it in the future.
- Class parent evening cost: Vote to contribute an extra \$74 to the class parent wine and cheese night – RK, MH, passed. AH commented on this

night being a big success with many class parents able to ask questions about the role of the P&C and also a lot of commonly asked questions about the school and funding and other processes. She felt it was very worthwhile and should be done again next year.

- Review and approval of the Financial Management Guidelines: LP went over the guidelines. She noted the canteen needs to work out how to keep a maintenance fund plus is legally obliged to make provisions for LSL. The guidelines, if adopted should help us avoid running out of money and will ensure an easy transition when executive members change. RK will follow up on the relevant canteen section. Moved to accept guidelines (subject to canteen information being inserted). RK/LP/MH. *The guidelines should be put on the website.*
- Overview of tax deductibility of donations: donations to the P&C are not tax deductible but those to the library or building fund are. Rather than the P&C collecting money for things like IPADS these should instead be bought through the library fund and to raise the money the P&C can collect on behalf of the library. We can do this for trivia night using the Try Booking website so people not attending can still make donations. We need to be able to produce receipts and RK will speak to Narelle about making this happen.
- Motion to increase property insurance by LP/JS/MH approved. Cost \$420.
- Notification of absences. MCA brought up the issue of the school not requiring notification, on the day, of absences and her subsequent concern that if a child went missing on the way to school no-one would know until later in the day. RK noted that this is the case across all DEC schools and that he has spoken with Maria about this and there is no way that the school has the resources to be contacting parents who have not rung to notify them of an absence. DEC assumes that parents drop off and pick up primary aged children and thus there is not the need. RK suggested MCA follow up on what other schools are doing and how they are doing it, especially in regard to apps that are apparently available. LP explained that when suggestions such as this come up it often takes someone to do all the research and then present it to the school in a way that makes it easy for them to implement. If not, the ideas often are rejected.
- MH wants to run a book swap where the money would go to indigenous education. This needs to go through the school but it would be useful to co-ordinate with fundraising committee re dates.
- Grants: GP updated us on her grants search. She has had a meeting with Maria and is putting together a spreadsheet of upcoming grants. She also needs to know more about what money is required for so grant applications can be tailored to suit.

The P&C would like to thank Liezel for all her hard work as VP.

END

