

## Minutes — BBPS P&C Meeting — 9 December 2014 7pm

**In attendance:** Rob Keldoulis, Cath Kara, Jo Stein, Andrea Breslin, Taminga

**Apologies:** Merran Hughes, Jake

Business:

**Treasurer** — thank you to Jo Stein the outgoing treasurer, for your hard work. All in favour and voted yes for Will Jones to be the new treasurer.

**P&C cupboard** — need to find a cupboard for P&C storage of paperwork.

**Banking** — need to put Cath Kara as a signatory. A special resolution to remove Leizel Preller, Helen Kirkep and Jo Stein as signatories. Add Cath Kara, Will Jones and Andrea Breslin as signatories.

**Bequests** — find a link with alumni to ask if they would like to donate a legacy to the school. Raise the idea with Maria and school council.

**Basketball hoops** — installation is booked and will be completed by the Swiss Grand builders (Hutchinson Builders) at no cost to BBPS. As the installation is for free, the total cost of the basketball hoops will be \$4,500 (instead of \$6,000 budgeted). Actuals to date are \$4,067.80. Estimate to completion \$4,562.80. Cath would like to delay the installation, of at least the hoops, to just before school resumes.

**EFTPOS machine** — Andi has evaluated St George, CBA, Westpac, SunCorp and SmartPay solutions. SmartPay solution is simple, cheap, easy to operate and has 24/7 support line. SmartPay solution costs \$38.45 per months, there are no fixed monthly transaction charges; 1.5% credit card merchant fee and 0.25c debit card fee. SmartPay solution application has been signed by two P&C signatories Rob and Mez. The application was submitted with the SmartPay on 3/12. The service will start on 27 Jan 2015 and the training (train the trainer approach – takes 10 min) will be co-ordinated with Lisa from Uniform shop. Lisa is across this. We are also getting 3 months free rental plus and extra terminal at no charge. Lisa from the uniform shop is very excited about having EFTPOS in the uniform shop and believes it will make a huge difference to the parents and the volunteers that work in the shop. Need to communicate with Jo Hobbs.

**Cath** — would like to standardise the P&C process.

**Teachers' wish-list** — no new items were bought since the last meeting. We have \$2,300 available for budgeted items that haven't been purchased yet (mostly for Anne Cairns such as eBook readers, TV monitor, visual presenters and paint brushes). Budget variance against actuals plus estimates is positive \$290.

**School reno work** — whilst organising the basketball hoops install with Hutchinson Building, they have offered to help the school with renovation work (such as painting, building shelving and storage and installing notice boards) and building of some things from the School Master Plan (developed by Henry; such as building storage shed at the back of school hall, moving uniform shop opposite canteen) at no labour cost. Maria and Andi have walked through the school last Friday and made a reno work list. Andi met with the Hutchinson building site manager and Henry this morning and it looks like all the things on the list can be completed by them. Andi will continue to work with Maria on this and co-ordinate the reno work.

**School sign upgrade** — this is a School Council item. School Council discussed the upgrade of the school sign at the front of the school. Looking at potentially moving the existing sign to Warners Ave and installing a digital sign where the current sign is. Andi is looking at the cost of digital signs and potential sponsors. Andi spoke to Galilee Primary on Blair St who have recently purchased a digital sign. They approached three suppliers and the cheapest was from Corporate Signing Industries (who Galilee Primary purchased from and are really happy with). The sign cost \$17,000. Find a sponsor for a new digital sign.

**Skoolbag app** — help Jake with access to this app. Skoolbag has a lot of functions that could be used.

**Jo accounts** — canteen \$16,932.57. Payroll \$361.99. Main \$15,165.73. Uniforms \$16,624.80. Trivia-grounds \$38,863

**Welcome BBQ** — request by Erika Gonzalez who is organising the Welcome BBQ for 2015 to have the drinks sponsored by Richardson & Wrench estate agents.