



Beaumont Road Public School Parents & Citizens' Association Incorporated

Minutes of the P&C General Meeting – APPROVED GM 25.05.2016
School Staff Room
Wed 4th November, 7:35:pm to 10:35pm

In attendance	Carey Francis (CF) Emma Bromley (EB) Geeta Sully (GS) Guy Winslow (GW) Helen Hogben (HH) Jane Coad (JC)	Kari Berg (KB) Malcolm McDonald (MM) Meredith Holt (MH) Nadia Barclay (NB) Nicholas Walker-Levy (NWL) Paul Sweeney (PS)	Rob Turchini (RTu) Rowena Twyman (RT) Shane Chenery (SC) Susan Mills (SM) Tace Dawson (TD)
Apologies	Elle Turchini (ET)	Julie Ward (JW)	Jane Stormon (JS)

Item #	Description
1.	<p>President's opening & welcome</p> <ul style="list-style-type: none"> Membership application received from and fees paid by: Kari Berg, Susan Mills, Paul Sweeney, Rob Turchini, and Rowena Twyman. Their names will be added to the membership list and they will be eligible to vote at the next general meeting.
2.	<p>Treasurer's report submitted and noted.</p> <ul style="list-style-type: none"> \$290k funds projected for year end Includes \$46.8k transferred to the P&C from the former Beaumont Road OOSH SC left the meeting
3.	<p>Open Action Items</p> <ul style="list-style-type: none"> Open Action items discussed and Closed Action items updated. Note new sub-action items under item "Term3_15_16" Minutes of July meeting – EB moved that July minutes are correct and confirmed. Linda seconded. Minutes of Sept meeting – MH moved that July minutes are correct and confirmed. EB seconded.



Item #	Description
4.	<p>Principal's report</p> <ul style="list-style-type: none"> • Special presentation from JC and RTu on the School Council's draft master plan. This was the first part of their stakeholder consultation. RTu explained the three stages of the draft plan: • Stage 1 – site a new demountable classroom near the senior toilet block. Based on school enrolments, BRPS needs an additional classroom for 2016. The Dept will fund a new demountable to be put in over the school holidays. This proposal was generally supported. • Stage 2 – re-locate the 6L demountable classroom and the current OOSH demountable next to the new demountable; this creates a "senior precinct". Relocation costs will be funded by the school. Landscaping (footpaths and gardens) costs to be discussed in 2016. The proposed location of the senior precinct was generally supported. • Stage 3 – purchase a large demountable to create a multi-purpose OOSH facility. JC and RTu provided an outline on the approximate costs and plans, including a building footprint for the multi-purpose OOSH facility. There was disagreement with the proposed plan; those present debated this for some time, including the appropriateness of spending over \$300,000 on a multi-purpose OOSH demountable. The P&C requested that the School Council's building and grounds sub-committee investigate other building options on the plan for further discussion. The School Council's building & grounds sub-committee will re-evaluate potential locations for the new multi-purpose OOSH demountable. The P&C questioned whether one demountable could be used effectively as a multi-purpose room and OOSH facility at the exact same time. • Stakeholder consultation – the School Council reps will schedule times to be available to consult on plans with parents. The School Council intends to survey the wider parent community for their thoughts. Results of the stakeholder consultation and parent survey will be brought back to a 2016 P&C meeting in order to discuss funding arrangements. • The P&C Executive will draft a recommendation for funds allocation at its meeting later in November. The P&C must allocate funds according to our constitution and in line with fundraising goals previously agreed. However, there was general agreement that it would be appropriate to allocate the \$46.8k from the former Beaumont Road OOSH straight to the new OOSH room.
5.	<p>Confirm the Executive Committee's decisions no decisions to note or confirm.</p>
6.	<p>Subcommittees:</p> <ul style="list-style-type: none"> • Band: Jane Stormon <ul style="list-style-type: none"> ○ <u>Decision:</u> EB moved that P&C fund the Band \$5k to purchase instruments. GW seconded. • Canteen: Elle Turchini <ul style="list-style-type: none"> ○ <u>Decision:</u> EB moved that P&C fund the Canteen \$5.5k (plus delivery if required) to purchase an upright fridge and an upright freezer (replace old). NWL seconded. • Uniform shop: Debbie Fung. No actions or decisions. • Fundraising sub-committee: TBC. No actions or decisions. • Class Parent Network: Helen Hogben. No actions or decisions. • Technology: dormant. • Grants: dormant
7.	<p>Other reports: P&C President's report submitted and noted</p>



Item #	Description
8.	<p>Motions on notice</p> <ul style="list-style-type: none">• That BRPS P&C elect Carey Francis as a District Delegate on the Northern Sydney District Council of P&C Associations. <p><u>Decision:</u> MH motioned and NWL seconded. BRPS P&C elect Carey Francis as a District Delegate on the Northern Sydney District Council of P&C Associations.</p> <p><u>Decision:</u> EB motioned and MH seconded. BRPS P&C elect Nicholas Walker-Levy as a District Delegate on the Northern Sydney District Council of P&C Associations.</p>
9.	<p>General Business</p> <ul style="list-style-type: none">• No Correspondence• No other business
10.	<p>CLOSE: Meeting Closed 10:35pm</p>

For your diary:

P&C Exec meeting – Wed 7:30pm 25th November

P&C AGM – Wed 7:30pm 24th February (Week 5 of Term 1 in 2016)



Action Items

Open Action items		Who	Due
Term1_15_1	Sponsorship: progressing File the current sponsorship records on Google Drive Research examples of sponsorship policies	EB CF & LH	2016 – Term1
Term3_15_2	Install benches close to the play equipment	MM	2016 – Term1
Term3_15_3	Extend the play equipment - review supplier quotes	CF & MM	2016 – Term1
Term3_15_5	Investigate feasibility and cost of an awning apron around the canteen	CF & MM	2016 – Term1
Term3_15_6	Investigate options & costs of ventilation in assembly hall	CF & MM	2016 – Term1
Term3_15_10	Investigate the provision of a set of school blazers for official school teams. Briefly looked and discussed at the Sept meeting. Still open.	DF	2016 – Term1
Term3_15_16	<p>SC to confirm that all the canteen income is captured against its profit centre (e.g. income allocated back to the canteen after events that use canteen stock and staff time, cheques received from the office for in-school catering).</p> <ul style="list-style-type: none"> • EB to send Gala Day and Bivoac allocations to SC • Investigate if Flexischools can send event name with the receipt amounts • Canteen to prepare and fill out an allocation form when ordering for events at school 	<p>SC</p> <p>EB</p> <p>?ET</p>	2016 – Term1
Term3_15_17	Investigate getting a Sydney contact who could review the canteen and provide redesign suggestions.	NWL RT	Term4
Term3_15_19	MM will talk to staff about individual classes going outside to talk about the new crossing/safety sign and road safety in general.	MM	Term4
Term3_15_20	MM to talk to the Local Council about a “rumble strip” on the pedestrian crossing and possibly a ranger outside the school. progressing	MM	Term4



Closed Action items		Who	Completed
Term1_15_2	Send a costing proposal for the friendship programs to the Exec	Linda Hutton	Term2 meeting
Term1_15_3	CF will table lice outbreaks at the School Council meeting on 13 th March and provide an update	Carey Francis	Term2 meeting
Term2_15_1	Lodge P&C 2014 financial accounts with NSW Fair Trading	SC	Term3 meeting
Term2_15_2	MM and CF to write a formal note and vote of thanks to the fundraising committee.	MM / CF	Term3 meeting
Term2_15_3	Exec committee to look into short/medium/long term options and bring to next P&C meeting.	Exec/CF	Term3 meeting
Term2_15_4	Send MM the pest inspection bill for the school to pay.	ET	Term3 meeting
Term2_15_5	Organise the supply and installation of the canteen blinds	MM	Term3 meeting
Term2_15_6	Lice outbreak processes	CF	Term3 meeting
Term2_15_8	Provide information on defibrillator for the school for inclusion in the fundraising goals	MM	Term3 meeting
Term2_15_9	Distribute the 2015 meeting schedule	GS	Term3 meeting
Term3_15_1	Confirm the ethos of the band program	JS	Term3
Term3_15_4	Ensure that the canteen is open for sales during pet show on the last day of term 3	ET	Sept
Term3_15_7	Progress completion of the SRC funding requests allocated separately to the school for completion	CF	Term3
Term3_15_9	Renew P&C Federation membership and purchase insurance through P&C Federation	CF	31 July 2015
Term3_15_11	Remind parents and children of NSW traffic rules	MM	Term3
Term2_15_7	MM to draft a one page summary on specialist programs that the P&C could support (eg Multi Lt Program). Closed as we only have a small % of children and they are funded by the Department.	MM	Term4 meeting
Term2_15_10	Brief volunteers (x2) for the Assistant Treasurer on the role. Closed as we do not need for 2015.	SC	Term4 meeting



Closed Action items		Who	Completed
Term2_15_11	Investigate the reminder for the workers compensation premium. Completed	SC	Term4 meeting
Term3_15_8	File the electronic copy of the 2014 financial accounts on our Google Drive/FINANCE/2014. Completed	SC	Term4 meeting
Term3_15_12	CF to update SRC on funding requests made by the SRC. Completed	CF	Term4 meeting
Term3_15_13	MM to find out from DEC if the P&C can buy and place a demountable on the school grounds. P&C to own and pay the school for cleaning and maintenance. Confirmed – P&C can own a demountable on school grounds.	MM	Term4 meeting
Term3_15_14	CF to talk to the School Council to prioritise the long term building committee setup.	CF	Term4 meeting
Term3_15_15	CF and MM to further investigate extension of the playground. Duplicated - closed	CF / MM	Term4 meeting
Term3_15_18	ET to get quotes on replacement canteen equipment and present at next meeting. Completed and discussed at Term 4 meetings.	ET	Term4 meeting



2015 Decisions

Description: 2015 Decisions	Meeting Date
P&C has a new Constitution.	10 March 2015
P&C has adopted the WHS policy, the Code of Conduct and the Grievances, Complaints and Disputes Procedure.	10 March 2015
P&C committed an additional \$25k for the multi-purpose room, bringing the total set aside to \$125k	10 March 2015
If Uniform Shop is out of stock, P&C does <u>not</u> pay for alterations to uniforms.	06 May 2015
P&C supported the concept of running parenting information seminars in general once a term. P&C supported the recommendation to run the friendship program.	06 May 2015
Attendance of the Y6 farewell event will be free for Y5 and Y6 students. The cost will be split between the school and the P&C.	06 May 2015
The P&C will pay 50% of the final cost of new metal picnic tables with its contribution capped at \$7.5k.	29 July 2015
The P&C approved a budget of \$500 to purchase bar tables for social events.	29 July 2015
The P&C approved to fund half the costs of the replacement nets at the cricket pitch.	09 September 2015
Simon Tedeschi concert will not have P&C funded catering.	09 September 2015
In case anything breaks at the Canteen, Elle (canteen subcommittee head) to email Exec to get a decision to hire or to buy new equipment.	09 September 2015
Technology subcommittee has been moved to dormant.	09 September 2015
The P&C approved to pay the \$30 donation to the Northern Sydney District Council – P&C Federation.	09 September 2015
It was decided that transparency of options available for scripture, non-scripture and ethics is not a P&C matter. Ethics volunteer and/or coordinator to raise with the school principal in the first instance.	09 September 2015
P&C agreed to support putting up the crossing sign (red backed: Stop/Look/Listen) near the school crossing. Parking related signs are a school / MM prerogative to put up.	09 September 2015
The P&C approved to fund the Band Committee \$5k to purchase instruments for 2016.	04 November 2015



Description: 2015 Decisions	Meeting Date
The P&C approved to fund the Canteen Committee \$5.5k (plus delivery if necessary) to purchase an upright fridge and an upright freezer.	04 November 2015
The P&C elected Carey Francis as a District Delegate on the Northern Sydney District Council of P&C Associations.	04 November 2015
The P&C elected Nicholas Walker-Levy as a District Delegate on the Northern Sydney District Council of P&C Associations.	04 November 2015