Burwood Public School P&C Association
Minutes of the General Meeting
Wednesday 20 February 2013, School Library

Attendance: Zack Ensari (Chair), Stephen Vrachas (Relieving Principal), Renee Beach (Relieving Deputy Principal), Fatma Akyol, Martin Bain, Mark Burfield, Garry Fuller, Janelle Heron, Janet Huang, Young Kwon, Rachel Millard, Amanda Ng, My Rhee

Apologies: None received.

The meeting commenced at 3:10pm.

Kim Bannerman finished as Relieving Principal at Burwood Public School at the end of 2012 to become the Principal at Erskineville Public School. Paul Bates resigned as Principal at Burwood Public School during the school holidays. There is a Relieving Principal, Stephen Vrachas, until a new Principal is appointed by the end of Term 1 through an interview process.

Minutes of Previous Meeting
Minutes of the previous meeting of 28 November 2012 were accepted as a true and accurate record.

Business Arising from Previous Minutes:

Burwood Public School Festival / Community Raffle

It was decided that we should plan for another Burwood Public School Festival. The proposed date is Friday 29 November.

It was further decided that once again we should have a Community Raffle in connection with the Festival. Thanks were expressed in particular to Janet and Amanda for their work to prepare for last year’s raffle.

As per feedback on the Festival at the last meeting, Zack reiterated that pricing of the Aussie BBQ was too low. Mrs Kwon, however expressed that this was “not a problem” – the Korean stall determined to provide good food at a lower price and still made a profit of $1,500 with not much left over.

There was a query if a designated Festival Coordinator should be determined for this year’s event, as there were some “gaps” with last year’s Festival notably with regard to money processing. Garry mentioned that he was collecting money from the stalls by himself for safe-keeping, but usually he does this with someone else. (Bruno Diodati had in fact been designated to assist Garry on the night).

Rachel preferred that we retain a “team model” and Zack reminded that Mark had prepared a detailed spreadsheet with information and tasks, etc., This should be used again this year and emailed at least in the week before the Festival to ideally clarify who will do what. We should also (continue to) get together in the week before the Festival to ensure everything is covered.

Stephen expressed concern about the “Aussie Amusements” company and the requirement to pay in cash at the end of the night. Mark explained that “Aussie Amusements” had been used without issue for the last six Festivals and there was a good relationship established. For all previous five Festivals, the payment had been by cheque at the end of the night (as required), but on this occasion it was overlooked to have a cheque available hence the cash payment.

‘Welcome’ Morning Tea and Treat Day

It was decided to hold the annual ‘Welcome’ Morning Tea hosted by the P&C Association and first Treat Day for 2013 on Wednesday 6 March.

Fatma raised the possibility of changing the ‘treat’ for the Treat Day. One idea is to have a “red” food day with pre-orders taken. After discussion, it was decided to stay with the sausages, kebabs and vegetarian patties on this occasion. We can prepare for a change at the next or some future Treat Days.
Fatma also expressed that for Treat Days and any P&C Association events involving money, two people should be involved in counting the money. It was agreed that this be a rule - it is in any case a standard “best practice”.

Renee inquired how many Treat Days are usually held. This is usually one or two a term (and sometimes none). She raised that on Wednesday 26 March there will be a Grandparents’ Day along with the usual Easter Giving involving elderly citizens from local homes. On this occasion, the P&C Association provides the morning tea.

Community Group Talks
Zack explained that last year, talks were arranged through the Principal with some community groups (Chinese, Korean, Indian). He recommended that these should continue. Amongst other things, these talks are an occasion to explain about the School Festival and how the community can help. The talks last year were in Term 2 and 3. Janet expressed that these talks would be best in Term 2 (as Term 3 becomes quite busy, and it gives more time to prepare for the Festival). Renee mentioned that any talks should be away from Week 3 of Term 2 when the NAPLAN tests are scheduled.

Bookkeeping / Paying Bills / Change of Signatories
Rachel has spoken to Jenny Tong (the new P&C Association bookkeeper) including to give her a job description. Rachel further reported that apparently 3 separate canteen suppliers were concerned that their bills from December had not yet been paid, and 7 invoices had been sent to Arathi for payment. Rachel clarified that billing inquiries should not be made directly to Arathi, but to Jenny (bookkeeper) or Rachel (Canteen Convener). The school office is to be instructed on this point. It is awkward for Arathi to deal with bills unless and until she becomes a signatory.

It had previously been decided that Arathi should become a signatory, then she would be able to pay her own bills, countersigned by the bookkeeper or another signatory on hand (eg the Treasurer or Canteen Convener once arranged). The bookkeeper would still process the receipts, etc. Mark and Fatma will see Jenny tomorrow to ensure outstanding bills are paid.

At the moment, the three signatories are still Debbie Cameron, Anne Ho and Mark Burfield. Debbie should of course be removed and replaced with Fatma Akyol (Treasurer) and Arathi Elamurugan (Canteen Manager). There was some concern expressed that two employees (Anne Ho and Arathi Elamurugan) will be signatories able to co-sign cheques, but it is not expected that this will be an issue.

Road Safety
Some members had not been at the last P&C Association meeting where feedback from Nancy Decuzzi, Road Safety Officer at Burwood Council, was presented and discussed.

There has been follow up on enforcement of parking restrictions around the intersection of Hornsey St and Stanley St at peak school hours, with a diligent inspector present every day for this month.

With regard to the idea of purchasing extra parking permits for canteen helpers, Garry expressed that this would be like getting “blood out of a stone”. Stephen raised the idea of carter helpers parking just inside the school gate at the Stanley Street cul-de-sac, but this had previously been disallowed due to the children’s play activity around this area. Mark informed that the canteen helpers could park long-term for free between 9.30am and 2.30pm on the south side of Hornsey Street opposite the school.

Zack raised concerns about road safety and “traffic mess” arising from proposed major developments around the school.

Interview Training
Zack has now received Interview Training from Stephen (especially in preparation to be on the panel to select a new Principal for Burwood Public School).
Stephen is prepared to train a few more parents and teachers, though next time more formally
including with a power point presentation.

### Air Conditioning
The air conditioning in remaining classrooms without was finally installed early this year.
Cost of this (about $14,000) is to be covered by the P&C Association.

### Year 6 Farewell
The Year 6 Farewell held on 13 December went very well. Thanks to the P&C input with
decorations, cup cakes and DJ provided by the P&C Association.
Zack expressed that this year all the P&C Association committee should attend to celebrate
together.

### Microphones
As reported at the last meeting, a request has come from the Creative and Performing Arts
committee for the P&C Association to fund some directional microphones in the school hall
that will greatly enhance music and choir performances, etc. Kim Bannerman was to arrange
for some quotes, but it is expected they would cost $3,500 - $4,000. They could hook up to
the amplifier system.

### Business Arising held over from this and recent Meetings:
* OC Class
* School & Sports Uniform

### Secretary’s Report:
A package has been received from the NSW Federation of P&C Association that includes the
P&C Handbook, details of Student Injury Insurance, the Annual Conference material and
action sheet, affiliate petition, etc.

### Treasurer’s Report:
Balance of accounts as at 31/1/13 were:
- General A/c: $ 13,803.98
- Canteen A/c: $ 32,044.53
- Uniform A/c: $ 39,562.51

### Principal’s Report:
Stephen expressed his thanks to the P&C Association including with regard to the provision
of interactive whiteboards.

Stephen is proposing a system and Finance Team to make school budgeting and finance more
transparent. The committee would include members of staff and 2 or 3 P&C Association
members. They would work to develop a comprehensive school plan, and oversight all
income and expenditure. The Finance Team could start to meet as early as next Wednesday or
Friday. In future, teachers should not approach the P&C Association with financial requests,
but refer these to the Finance Team. Teachers should become more aware of the financial
realities of the school operation. For every P&C fundraising activity there should be a specific
target. This will help to heavily promote every initiative.

Stephen shared that due to progressive technological advances, Interactive Whiteboards may
no longer be the highest priority. Devices such as E Beams and data projectors can make any
whiteboard able to function as an IWB. Also IPads, mini-IPads, and ITouch devices may be
more appropriate. He mentioned Toshiba products, not endorsed by the Department, but
cheaper.

Stephen has noted certain infrastructure deficiencies in the school. For instance, there is no
internet connection in the demountables, which represent 30-40% of the school. Tomorrow,
Stephen and Garry are to check each classroom to check assets, facilities, WH&S issues, etc.

Zack shared how last year, Kim Bannerman had collected information from other nearby
schools regarding their technology especially IWBs, and this had highlighted the relative
situation at Burwood Public School.
It was Moved by Martin, seconded by Garry to alter the P&C Association’s minuted priority of providing an Interactive Whiteboard to every classroom pending further research by the school’s technology team.

**Canteen:**
Rachel reported that there has been an increase to the price of some canteen food items (as informed in the school newsletter).
There has also been an increase in the base pay rate to Arathi Elamurugan (Canteen Manager) and Anne Ho (Uniform Shop Manager).
Once the P&C Association audit preparation (etc) is completed, Jenny will make the pay adjustments including any backpay.

**General Business:**

**Local Developments**
There are some major developments likely to take place around the school including two in Conder Street (north and south of the old Council building) and in Railway Parade.
One of these, at 2-4 Conder Street is to include a new Burwood Library.
Renee noted that these developments include accommodation components that are likely to increase school enrolments.

It was expressed by Stephen and Martin that we should approach the relevant developers ASAP, with a view to seeking some compensation for the inconvenience to be experienced during construction activity. “We are seriously inconvenienced - what are you going to do ….” We have to say something to developers or nothing will be given. We cannot expect anything from Council eg. through the Mayor (Mr Faker). We need to identify specifically what we want before seeing developers. Some things are identified by the Asset management Team and funded by the Department under priority maintenance”.

Zack clarified that any compensation to come from developers will be school money and not P&C money.

Stephen mentioned his previous experience with a similar situation in Hurstville.

It was proposed to establish a Subcommittee including Stephen (committee head), Zack, Garry and Martin with regard to these developments.

**Blinds**
Garry informed that new blinds are required in several classrooms.

**Library Bags**
Renee showed a library bag that is being recommended for bulk purchase and then sale through the Uniform Shop. Cost is $7.50 + GST. The current library bags cost $4.50 but could be sold off for $1 to move on.

**New Principal**
The executive leadership of Burwood Public School is in transition. The advertisement for a new Principal went out today, and applications will close in 2 weeks.
A new Principal should be appointed before the end of term. The new Principal will then lead the panel to select the Deputy Principal.

**Homebush Public P&C Association website**
Martin suggested P&C Association committee members check out the Homebush Public School P&C Association website as a good model to possibly emulate. A key requirement would be for a dedicated webmaster.

**Next Meeting:**
The next P&C Association will be on Wednesday 20 March 2013, beginning with the Annual General Meeting from 3.00pm

The meeting closed at 5.10pm