

Belair P&C Association General Meeting Minutes

Date: Wednesday, 26 February

Time: 7:47 PM

Location: Belair Public School Staff Room and Online (Hybrid)

1. Welcome

The meeting was opened at 7:47 PM by Susannah Lynch. Attendees were acknowledged, and it was noted that attendance had already been recorded during the preceding AGM.

2. Approval of Previous Meeting Minutes

It was acknowledged that due to a recording issue, the minutes from the last meeting were not available. However, the sole action item from that meeting—confirming that Shelley would email Sarah regarding the uniform shop tender—was completed.

3. Treasurer's Report

- A report was submitted, though formal financial statements will be provided at the next meeting.
- The accounts have been prepared and submitted for audit. The ACNC statements are due by the end of June.
- A summary of the financial position:
 - **NAB Account:** Just over \$20,000 (with approximately \$12,000 allocated to pre-orders)
 - **Newcastle Permanent Account:** Approximately \$2,500
 - **Outstanding Payments:** Expected \$5,000 - \$6,000 in February payments
- The P&C is in a reasonable financial position, with around \$7,000 - \$9,000 in free cash flow for contributions.
- Statutory obligations, including payroll and tax lodgements, are up to date.
- Payroll covers two canteen staff members.

4. Principal's Report

- A written report was submitted and will be shared with members before the next meeting.
- The start of the school year has been positive, with 405 students currently enrolled, with two more expected by the end of term.
- Transition to School Bytes has been largely smooth, with some minor email distribution issues noted.
- Staffing Updates:
 - Mrs. Zervos is transitioning to retirement.
 - Mrs. Marsh is currently on leave, with Mrs. Vance covering her class.

- Kindergarten classes have been re-named to Awabakal words, in collaboration with the AECG and Awabakal community
- \$150,000 Donation from the previous OOSH providers:
 - Considerations for upgrading the front of the school (currently a mud pit) are underway.
 - Potential use of funds for technology upgrades, particularly interactive classroom panels.
- Technology Concerns:
 - Many school laptops will become incompatible with Windows 11.
 - A plan is being developed to phase in new devices, extra funds needed.
- Peer Support & Leadership Initiatives:
 - Increased student leadership responsibilities.
 - Year 6 Leadership Passports introduced to track student contributions.
- Funding support requested from the P&C for:
 - Study Ladder subscriptions \$990
 - Scholastic book supply \$3,900
 - Technology upgrades - amount to be determined
 - **Action required:** Executive to review and report back at the next meeting what we can support.

5. Fundraising and Events Update

- Welcome Barbecue: Well received but lower turnout than hoped. Feedback survey distributed.
- Upcoming Events:
 - School Disco: Next week. All volunteer spots filled for the first time.
 - Easter Raffle: Will follow the same donation-based format as last year.
 - Mother's Day, Trivia Night, Father's Day, Christmas events planned.
- Fundraising Committee: A callout for members will be made soon to set goals and divide responsibilities.
 - **Action required:** Executive to agree upon who will run, and set up first meeting.

6. Uniform Shop Report

- **Winter Uniform Pre-Orders:**
 - Concerns about meeting the supplier's order minimum.
 - If not enough orders are received, uniforms cannot be fulfilled.
- **Past Challenges:**
 - Last year, P&C had to buy stock due to unmet minimums and refund pre-orders.
 - This year, unable to do that due to the tender process.
 - A communication push will remind parents to order before the deadline.
- **Uniform Donations:**
 - Donations of both old and new uniforms are accepted.
 - A Fiji school donation initiative will be repeated this year.

7. Canteen Report

- **New Themed Lunch Days:**
 - **March:** Under the Sea (Fish bites, potato bites, new juice option 'Ocean Blue')
 - **May:** Hawaii (Hawaiian chicken burgers)
 - **June:** Hungary (Hungarian goulash)
 - **July:** Beijing (Peking duck with rice)
 - **September:** Louisiana (Marinated spare ribs, sweet corn rib)
 - **November:** France (Small quiche, ham & cheese croissants)
 - **December:** Christmas menu to be decided.
- **Canteen Technology:**
 - Request for EFTPOS machine at events with external parents present to prevent loss of business.
 - Approval for more timely notice of school events to coordinate stock and resources.

8. General Business

- **School Traffic Concerns:**
 - Parent concerns raised about unsafe parking and double parking on Caroline Street.
 - Email to be sent to the council regarding gravel and pothole issues.
 - Request made for Westfield to remind staff not to park in school pick-up zones.
 - Suggestion to implement a video demonstration of correct Kiss and Ride procedures.
- **Mother's Day Fundraiser:**
 - Consideration for a plant drive using teacups/mugs as planters.
 - Feedback from other schools suggests it was a successful initiative.
 - **Action required:** Tarn Belfield to email information to P&C to promote donations of cuttings and cups.

9. Meeting Close

The meeting was closed at 8.56pm. Attendees were thanked for their participation.

Next Meeting: 7pm, Wednesday 26 March (location TBC).