



Biraban Public School P&C Meeting 2025

Fri 14 February 2025 Meeting opened 12.30pm

1. Attendance	Fred Anderson- President Kim Tindall- Treasurer Kerrie Thomas- Canteen manager Amanda White- Uniform shop manager Lauren Zell- Grants officer Jaqui Watsford- Deputy Principal	Kelly Barnes Aarin Barnes Belinda Ritchie Melissa Ross Amy Ovenstone
2. Apologies	Jeff O'Connor Hayley Brennan	Lavinia Blackman Nicole Patterson Jolaine McLachlan
3. Declarations	None	
4. Previous minutes read & accepted	<i>Passed:</i> Amanda White <i>Seconded:</i> All	
5. Business arising from previous meeting		
<p>1- AGM positions for 2025:</p> <ul style="list-style-type: none"> - An awareness of the nomination and voting process is important to understand it's not a popularity competition/ it's about the students - Information to be provided to understand the position expectations - It is proposed to do an online and anonymous voting process, with Alison to do the final count - At the first P&C meeting- if you are interested in any position in the P&C... email the P&C/let them know your name and the position you require - At the AGM the paper is handed out and you mark it. <p>At the 2025 Biraban P&C AGM it is then proposed to:</p> <ul style="list-style-type: none"> - Vote to remove 1x of the 2x VP positions - Vote to create a Grants officer position <p>P&C asked a question about if a tied decision occurs. Answer is- In the case of a tied vote, the tie can be resolved by the toss of a coin or by pulling names from a hat.</p> <p>Source: PC-Association-Annual-General-Meeting.pdf</p> <p>2- IAG Shares- LZ was able to finally access the shares and gave an update to P&C. The total value of the shares is now \$1949.10. Whilst it has been previously agreed to, motion was again proposed to sell the shares. LZ to action</p> <p>Motion proposed: Fred Anderson</p> <p>Seconded: Kerrie Thomas</p> <p>All in agreeance: Yes</p>		



6. Correspondence	<ul style="list-style-type: none"> - Usual promotional items etc - Origin Energy Community grant correspondence inc. funding agreement - Usual P&C documentation and correspondence
7. Treasurers report	<p>Treasurer's report is found at Appendix 1</p> <ul style="list-style-type: none"> - November 2024 report - December 2024 report - January 2025 report <p>Key items to note:</p> <ul style="list-style-type: none"> - Bulk colour fun run for next 4 years - Purchase of flowers for Kim's family - P&C lunch - Miscellaneous purchases, including TEMU refunds - Uniform shop- made payment 6 of 12
8. Canteen	<p>Canteen reports - found at Appendix 2</p> <p>Year 6 farewell:</p> <p>On the 12th of December the canteen organised food for the year 6 farewell. Total cost for the food was \$339.38.</p> <p>To all accounts everyone enjoyed the food provided.</p> <p>Kerrie would like to thank all the volunteers and teachers for their assistance with preparing and serving the food.</p>
9. Principal's report	<ul style="list-style-type: none"> - Thanks to P&C for all their hard work for 2024. Looking forward to working with you again - Nature play playground.... This has finally happened- looks amazing - Enrolment of 161 students for 2025 - 6 mainstream classes and 2x support classes - Feedback on the new sports shirts is that they look fantastic. A lot of the staff are also wanting to purchase a shirt - As part of the Origin Community Grant P&C won, the school is hoping to start the ukelele lessons soon. Several options proposed, the P&C to determine which avenue to proceed - WH&S requirement that all parents and volunteers working in canteen need a current WWCC check and have been screened by DET. - Kerry to provide Fiona a current list of volunteers as soon able - All parent volunteers also need to check in on service NSW app each day as well - Important that both P&C activities are communicated to staff. Jacqui Watsford to be the P&C liaison - Funding requests made to P&C to contribute to funding for both Canberra excursion, discussion around year 6 books and also funding



	<p>for coaches to athletics carnival (but no firm financial guidance provided to P&C). It is proposed that executive and P&C fundraising team have a planning and scheduling meeting to ensure a planned and equitable approach to P&C funding for 2025. TBC- <i>Meeting date proposed 18 Feb 2025 prior to March 2025 AGM.</i></p> <p>New staff and staffing updates</p> <ul style="list-style-type: none"> - Ms. Cattle- job sharing in kindy - Ms. Anderson has taken on the AP curriculum role of Mr. Quinnell - Mr. Sparks (previous SLSO) now job sharing with Ms. Watsford - Miss. MacKay... RFF and intervention for K-2 students - Mrs. Hardy and Mrs. Williams Job sharing on Booran - Miss. Atkins previously an SLSO- now teaching the 2-3 class - New school chaplain Ms Tracy Harrison... here Mon and Tues. Part of Macquarie life church. Already started to seek support for families - Mr Goodacre & Mr Charlesworth both SLSOs on 1-2class
<p>10. Fundraising</p>	<p>Online raffle</p> <p>To be discussed at 2025 AGM, for the treasurer and President to take this on</p> <p>Fundraising committee</p> <p>A great list of ideas has been proposed for 2025. A meeting to be organised between staff and fundraising committee before AGM to discuss</p> <ul style="list-style-type: none"> - Schedule and timing including school calendar and events planned - Proposed wish list of items that the staff/school would like to request to be funded for 2025 <p>Draft interim list of ideas in chronological order (will be finalised post meeting to propose after AGM) includes:</p> <ul style="list-style-type: none"> - Easter raffle and children to receive easter box - Bunnings BBQ - Lolly jars - Pie Drive - Chocolate fundraiser - Trolley dash - Trivia - Christmas raffle - Movie night - Mothers day - Disco - Fathers day - Colour fun run - Crazy Camel - Twilight markets <p>Responsibilities and fundraising leads also to be discussed</p>
<p>11. General business</p>	<p>Grants, fundraising and community engagement</p> <p>1.1 Existing grant: Origin Community grant- all finalised, funding agreement signed and sent back, with invoice. Just need to finalise ukulele teaching</p> <ul style="list-style-type: none"> - Sports jerseys overseen by Eli. Will receive in March



<p><i>Matters for decision, discussion or for info</i></p>	<p>-All equipment delivered by Muso's corner</p> <ul style="list-style-type: none"> - P&C committee asked to decide of 2x quote options for ukelele teacher - Current volunteer SLSO at Biraban whom is trained guitar teacher (\$33 hr) or - Waterside Music studio teacher (\$80hr). <p>Asked P&C if in agreeance with SLSO at approx. \$33.00 hr</p> <p>Motion proposed: Lauren Zell</p> <p>Seconded: Fred Anderson</p> <p>All in agreeance: Yes</p> <p>Other grants so far:</p> <ul style="list-style-type: none"> - New sporting grant- have sent to Eli -Waratah grant- Sent to Jaqui/Allison -\$100,000 community infrastructure grant- will apply. Closes 21 Feb. <p>1.1. P&C laptop</p> <ul style="list-style-type: none"> -Kim to write letter, Aaron to enquire into donations, Melissa will do costings of software and security - 3 quotes to be obtained and brought to next meeting for this. <p>1.2. Changing P&C days/creating a forward calendar</p> <ul style="list-style-type: none"> - To discuss at AGM <p>1.3. Uniform shop donation</p> <ul style="list-style-type: none"> - Acknowledgement and thank to the donation of \$120 made by Stephen O, Parent of 2x children at Biraban. Alison and Tamryn to determine which children receive this support. <p>1.4. Ronald McDonald House Donation drive report 2024. Found at Appendix 3</p> <p>1.6 Canteen food handling</p> <ul style="list-style-type: none"> -Training for canteen supervisor needed- Food Safety Supervisors - Canteen also needs a digital thermometer
<p>Meeting closed</p>	<p>1.50pm</p>
<p>Next meeting</p>	<p>AGM Proposed 14 March 25</p>





Appendix 1- Treasurer's reports

Monthly P&C Treasurer's Report		
School:	<u>Biraban Public School</u>	
Monthend (Month/Year)	November 2024	\$15,402.42
Opening Cash Balance: MAIN ACCOUNT		<u>\$11,116.22</u>
Revenue	\$6,531.55	
Expenditures	\$7,170.73	
Closing Cash Balance: MAIN ACCOUNT		<u>\$10,477.04</u>
Opening Cash Balance: CANTEEN		<u>\$56.28</u>
Revenue	\$1,192.99	
Expenditures	\$849.27	
Closing Cash Balance: CANTEEN		<u>\$400.00</u>
Opening Cash Balance: UNIFORM		<u>\$504.14</u>
Revenue	\$896.12	
Expenditures	\$0.00	
Closing Cash Balance: UNIFORM		<u>\$1,400.26</u>
Opening Cash Balance: FUNDRAISER		<u>\$3,225.18</u>
Revenue	\$1,916.65	
Expenditures	\$1,000.00	
Closing Cash Balance: FUNDRAISER		<u>\$4,141.83</u>
Opening Cash Balance: FUNDRAISER EXPENSE ACCOUNT		<u>\$500.60</u>
Revenue	\$1,429.63	
Expenditures	\$429.51	
Closing Cash Balance: FUNDRAISER EXPENSE ACCOUNT		<u>\$1,500.72</u>
Closing Cash Balance: ALL ACCOUNTS		<u>\$17,919.85</u>



Notes: *MA- CFR powder bulk \$550,
grievance flower and gift card,
deposit P&C lunch , *CA- ZERO . *UA-
ZERO *FA- Goodlife church \$1,000 (
school donation) . *FEA- 2x temu
purchased refunded. grievance gift,
G/life \$1,000 school , \$0.12 interest from
account .

JM Watson
Principal

L. Tindall
Treasurer

J. [Signature]
President

14.2.25
Date

14-2-25
Date

14/2/25
Date



Dec 24

Monthly P&C Treasurer's Report

School:	Biraban Public School	
Monthend (Month/Year)	December 2024	\$17,919.85
Opening Cash Balance: MAIN ACCOUNT		\$10,477.04
Revenue	\$10,187.09	
Expenditures	\$5,300.41	
Closing Cash Balance: MAIN ACCOUNT		\$15,363.72
Opening Cash Balance: CANTEEN		\$400.00
Revenue	\$2,046.32	
Expenditures	\$483.05	
Closing Cash Balance: CANTEEN		\$1,963.27
Opening Cash Balance: UNIFORM		\$1,400.26
Revenue	\$1,715.93	
Expenditures	\$3,116.19	
Closing Cash Balance: UNIFORM		\$0.00
Opening Cash Balance: FUNDRAISER		\$4,141.83
Revenue	\$789.31	
Expenditures	\$4,931.14	
Closing Cash Balance: FUNDRAISER		\$0.00
Opening Cash Balance: FUNDRAISER EXPENSE ACCOUNT		\$1,500.72
Revenue	\$583.99	
Expenditures	\$1,583.85	
Closing Cash Balance: FUNDRAISER EXPENSE ACCOUNT		\$500.86
Closing Cash Balance: ALL ACCOUNTS		\$17,827.85



Notes: *MA- GRANT Musoscorner\$1,550,
Nsw Government \$625, Year 6 cupcakes
\$120, p&c luncheon, table clothes/chair
covers \$150+\$25, uniform shop
repayment 6/12 \$1,563.27, Term4 uniform
shop \$3,116.19, *CA- payment uniform
Shop 6/12. *UA- Term4 \$3,116.19 *FA-
transfer choc lot 1&2 \$3,811.30 &
\$1,119.84.*FEA- withdraw ATM \$500 &
transfer school \$500, ATM \$150

Matsford
Principal

14-2-25
Date

K. Jindani
Treasurer

14-2-25
Date

[Signature]
President

14/2/25
Date



Jan 2025

Monthly P&C Treasurer's Report

School:	<u>Biraban Public School</u>	
Monthend (Month/Year)	January 2025	\$17,827.85
Opening Cash Balance: MAIN ACCOUNT		\$15,363.72
Revenue	\$0.00	
Expenditures	\$0.00	
Closing Cash Balance: MAIN ACCOUNT		\$15,363.72
Opening Cash Balance: CANTEEN		\$1,963.27
Revenue	\$0.00	
Expenditures	\$1,739.92	
Closing Cash Balance: CANTEEN		\$223.35
Opening Cash Balance: UNIFORM		\$0.00
Revenue	\$0.00	
Expenditures	\$0.00	
Closing Cash Balance: UNIFORM		\$0.00
Opening Cash Balance: FUNDRAISER		\$0.00
Revenue	\$450.10	
Expenditures	\$0.00	
Closing Cash Balance: FUNDRAISER		\$450.10
Opening Cash Balance: FUNDRAISER EXPENSE ACCOUNT		\$500.86
Revenue	\$0.13	
Expenditures	\$0.00	
Closing Cash Balance: FUNDRAISER EXPENSE ACCOUNT		\$500.99
Closing Cash Balance: ALL ACCOUNTS		\$16,538.16



Notes: *MA- ZERO *CA- Sue Grind Cafe
\$90 , uniform repayment 6/12, ATM Temu
purchase *UA- ZERO *FA- Hire of Bus
\$200 , petrol\$ 210.10 .*FEA- , \$0.13
interest from account .

M. Watson
Principal

14.2.25
Date

K. Kindeen
Treasurer

14-2-25
Date

J.H.
President

14/2/25
Date



Appendix 2- Canteen report

Biraban Canteen Report

01 November 24- 29 November 2024

INCOME/TAKINGS: <i>inc Quickquip and square</i>	\$5868.51
EXPENSES:	\$2967.46
	<hr/>
Profit for Nov:	\$2901.05



Biraban Canteen Report

01 December 2024- 12 December 2024

INCOME/TAKINGS: <i>inc Quickquip and square</i>	\$2178.95
EXPENSES:	\$858.34
Profit for Dec:	\$1320.61



Appendix 3- Ronald McDonald House Donation Drive 2024

Ronald McDonald House

Donation Drive

For Term 4 2024 Biraban P&C held a Ronald McDonald House Donation Drive , we asked families and community members if they could donate brand new toys , colouring books , dolls , cars etc as well non perishable food items to the P&C.

Our local daycare centre Imagine Early Learning Centre collected donations for us at the daycare centre , we thank them for there generous contribution to this worthy cause.

Our 5/6 Nupaliko class also donated 4 jars of bira honey to donate to Ronald McDonald house.

We ended up with around 5 bags of toys etc to donate.

Items were delivered to Ronald McDonald house on Thursday 5th December , we would like to Thank Mr Aaron Quinell for driving Amanda & Kimberly from the P&C and our school captains and prefects for 2024 – Alex , Aurora , Calvin and Matthias into Ronald McDonald house to deliver the toys to the staff to distribute to the families.