

## MINUTES

**Attendees – refer to Appendix 1**

<b>1.</b>	<p><b>Welcome and Introductions</b></p> <p>Rachel welcomed everyone to the meeting and made a special mention to the new Principal Natalia Greguric, who was attending her first meeting.</p> <p>Lucinda Unsworth explained the meeting procedures given the Zoom format and asked everyone to complete their attendance in the Google form in the chat box.</p>
<b>2.</b>	<p><b>Apologies</b></p> <p>Umberto Ansaldo, Jessica Bee</p>
<b>3</b>	<p><b>P&amp;C President’s Report – Rachel Hurford</b></p> <p>Rachel gave her report and outlined the achievements of the year. Refer to Appendix 2 for the report. Rachel confirmed she would not be nominating for an Executive position this year.</p>
<b>4.</b>	<p><b>P&amp;C Treasurer’s Report</b></p> <p>Ben outlined the financial position of the P &amp; C and the changes required to the canteen for it to be compliant. Ben confirmed that he would not be nominating for the position of Treasurer this year. Refer to Appendix 3 for a copy of the Treasurer’s report.</p>
<b>5</b>	<p><b>School Principal’s Report – Natalia Greguric</b></p> <ul style="list-style-type: none"> <li>• Natalia thanked the outgoing P&amp;C and her leadership team who were attending the meeting via Zoom.</li> <li>• Natalia acknowledged the work of Olivia Parry and Michael Jones as formal Principals of the school and hoped to carry on their great work but also to provide her own stamp.</li> <li>• Thanked the teaching team for their fantastic work with Home Schooling during Covid and mentioned that their work had been recognised in an educational academic journal. The work had been submitted by Olivia Parry.</li> <li>• Natalia acknowledged the work of the Musical in Term 4 and the teachers for bringing it together.</li> <li>• Kindergarten transition – acknowledged Tamsin Bickersteth who has led Kindergarten transition with her team working within Covid restrictions.</li> <li>• Presentation Day – Michelle Shirlaw has been leading this, it will be professionally filmed, and parents will be able to watch the event afterwards.</li> <li>• Natalia mentioned she had received a query regarding Technology and outlined that Technology needs to be continually upgraded and fundraising is assisting us to keep renewing technology</li> <li>• Natalia had received a question regarding the schools Anti bullying policy – This is addressed through PBL – each week there is a focus and a team that meets to discuss issues as they arise.</li> <li>• School is in a new year 4 planning cycle. This starts from Term 2, 2021. Work on this has started. Results for Bondi have been very good, especially in relation to neighbouring schools. Next year there will be further parent focus groups and surveys.</li> </ul>
<b>6.</b>	<p><b>Nominations for Office Bearers</b></p> <p>Rachel Hurford called to dissolve the 2020 executive. Lucinda Unsworth went through the nominations received to date and the roles that were open. Lucinda also called for further nominations and there were none.</p> <p>The following roles were filled.</p> <p>President – Zoe Crane Motion moved by Lucinda Unsworth and seconded by Rachel Hurford.</p> <p>Vice President – Leonie DeBois Motion moved by Lucinda Unsworth and seconded by Ingrid Lovett</p> <p>Vice President – Marina Maklin Motion moved by Lucinda Unsworth and seconded by Camille Usher</p> <p>Secretary – Catherine Joseph Motion moved by Lucinda Unsworth and seconded by Marina Makhlin</p>

	<p>Treasurer – Nick Breadman Motion moved by Lucinda Unsworth and seconded by Marina Makhlin</p> <p>Rachel gave her congratulations to the new office bearers. She encouraged the community to support them in their new roles and show appreciation – they are taking on lots of responsibility on behalf of the community in what I am sure will be a very big year.</p> <p>She encourages all to be kind and always assume the best intent.</p> <p>Rachel offered Zoe Pester the option of chairing the remainder of the meeting. Zoe said she would like to accept the offer and became chair for the remainder of the meeting.</p>
7	<p><b>Adoption of minutes of previous meeting (Term 3, 2020)</b></p> <p>Zoe Pester moved to accept the minutes from the previous meeting. Lucinda Unsworth seconded this.</p>
8.	<p><b>Uniform shop</b></p> <p>Nil Pozcu gave an update of Uniform shop. Highlights Included the Kindy transition and second hand clothes now being available online. Nil is looking to move Uniform Shop over to the Square digital platform in 2021.</p>
9.	<p><b>Canteen Shop</b></p> <p>Carolyn Treweeks provided an update on the canteen.</p>
10	<p><b>General Business</b></p> <p><b>Outdoor classroom</b></p> <p>Rachel Hurford put forward a motion to commit \$20,000 of P&amp;C funds to complete the outdoor classroom to match the grant. She reinforced that grant money must be spent or it will be lost. Leonie De Bois seconded this motion.</p> <p>Zoe asked if there were any objections from paid up member of the P &amp; C. There were no objections, so the motion was accepted.</p> <p><b>BASC Update</b></p> <p>Natalie Posada update the group to say she was now the BASC President, Hayley White is the Vice President and Adam Sinclair is the Secretary. Natalie will do another update at the next meeting, however she wanted to advise that there is a new Vacation Care shift in policy around cancellations. You now only now have 2 weeks to cancel after bookings are made.</p> <p>Natalie will also provide an update in her role as Ethics Coordinator at the next meeting.</p> <p>A thank you was made to Michelle Caley who organised the Tea Towel drive.</p> <p>Camille Usher spoke and advised that her daughter is leaving year 6 at the end of the year. She wanted to say a thank you to all past and future P&amp;C executive committees.</p>
11	<p><b>CLOSE</b></p>

**Next Meeting 24 February 2021**

**Signed & Acknowledged by the 2021 Executive Committee and Office Bearers**

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**President, Zoe Crane**

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**Treasurer, Nicholas Breadman**

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**Vice President, Leonie Du Bois**

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**Vice President, Marina Makhlin**

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**Secretary, Catherine Joseph**

**Signed & Acknowledged by the 2020 Executive Committee and Office Bearers**

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**President, Rachel Hurford**

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**Treasurer, Ben Waters**

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**Vice President, Michelle Caley**

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**Vice President, Yael Super**

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**Joint Secretary, Adrian Meredith**

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**Joint Secretary, Lucinda Unsworth**

## Appendix 1

### Attendees to the Bondi Public School Parents & Citizen AGM 25<sup>th</sup> November 2020

List below represents the attendees that filled in the sign-in google form that was shared in the chat box during the meeting

<i>Michael Schulz</i>	<i>Sally Asker</i>	<i>Eve Spence</i>
<i>Joanne Jakovich</i>	<i>David Gresham</i>	<i>Catherine Joseph</i>
<i>Daniela Gavshon</i>	<i>Rohan Hawthorn</i>	<i>Nil Pozcu</i>
<i>Caitlin Millar-Jack</i>	<i>Leonie Du Bois</i>	<i>Debbie Shively</i>
<i>Baris Atayman</i>	<i>Michelle Caley</i>	<i>Natalia Greguric</i>
<i>Stephanie Chiu</i>	<i>Samantha Skye Merrick</i>	<i>Letitia Scott</i>
<i>Ky-Lee Murphy</i>	<i>Nick Breadman</i>	<i>Heidi Leadley</i>
<i>Cassi Nantes</i>	<i>Maree Davis</i>	<i>Kathryn Horner</i>
<i>Sarah Djemal</i>	<i>Madeline Smith</i>	<i>Costanza Preti</i>
<i>Kellesi Gore</i>	<i>Amanda Shemesh</i>	<i>Alicia Caplice</i>
<i>Tom</i>	<i>Lucie Billingsley</i>	<i>Maru Lush</i>
<i>Camille</i>	<i>Bec Whish Fleming</i>	<i>Emery Schubert</i>
<i>Romy Katz</i>	<i>Linda Pappas</i>	<i>David Holden</i>
<i>Zoe Pester</i>	<i>Emma Lawrence</i>	<i>Christian Alsted</i>
<i>Darrin Barnett</i>	<i>Ben Waters</i>	<i>Kelly</i>
<i>Natalie Posada</i>	<i>Rachel Hurford</i>	<i>Yael Super</i>
<i>Lucinda Unsworth</i>	<i>Adrien Meredith</i>	



## **PRESIDENT'S REPORT**

### **Annual General Meeting Wednesday 25 November 2020**

It goes without saying that nothing could have prepared us for the year 2020 has been. We began this year with the primary goal of engaging with the school community in a way that made every community member feel welcome and comfortable with participating and contributing to the school in whatever capacity they were capable.

Covid quite literally closed doors and confined us in many ways. Our calendar of community events and planned fundraising activities became obsolete as we responded to health guidelines.

We have all thought of the new kindy families this year who have no doubt struggled to connect meaningfully, and the year 6 students who have not had the final year experience they were hoping for. Playground chats and catchups at pickup time are just not quite the same as we are stretched along Wellington Street.

Despite that, there are many achievements to celebrate tonight, so I'm hoping you will forgive me for likely taking a little longer than the five minutes allocated as I run through them.

Tonight I am reporting these achievements on behalf of Vice Presidents Michelle Caley and Yael Super, Secretaries Lukey Unsworth and Adrien Meredith, and Treasurer Ben Waters.

In summary:

- We reviewed our communication framework based on feedback from last year with the school. Emails and Dojo posts were reduced, and the school newsletter became the focus for major updates.
- We developed briefing notes for Class Parents and set up an effective WhatsApp group for communicating key information.
- Believe it or not there was an achievement to report from the Welcome BBQ - that the 700 sausages did not go to waste! They were used by the school for a well-being week BBQ later in the year.
- We delivered hundreds of ice treats for students at the swimming carnival.
- We secured a Community Building Partnerships grant for \$22,500 to help fund a new outdoor learning space in the corner of the middle playground by the uniform shop. We have worked with the school and specialist teachers on the requirements for the space. We have recently commenced detailed design work in preparation for tender.

- We hosted an extraordinary meeting on 12 March in response to community concerns about the process for recruiting the school's Principal with Dr Paul Owens, relieving Director Educational Leadership for the Bondi Principals' Network with the Department of Education.
- Shortly following this meeting community concerns about the process were then presented to local MP Gabrielle Upton.
- Olivia Parry received a care package complete with toilet paper in the early days of school shutdown to say thank you the school's amazing efforts to switch to online learning.
- At the end of Term 1 we created an online gallery for families to share messages and express gratitude to the school staff – it went some way to creating community connection at a time when it was much needed.
- We navigated the very challenging and often confusing Jobkeeper Scheme and successfully secured Jobkeeper for all canteen staff from the commencement of the scheme. Kath Horner, our bookkeeper was instrumental in this process. It was challenging and stressful for everyone, and it was extremely beneficial that the P&C had enough funds to be able to cover wages for the weeks until the first payments came through.
- This process brought to light a number of governance areas that needed to be addressed to ensure that the P&C, and specifically the canteen business, was compliant and meeting all of our legal obligations. This process has been challenging for all involved given the number of changes needed to be implemented, particularly to banking procedures.
- It is a major achievement to report that the canteen team are now properly protected, employment contracts are in place, staff are being paid correct award rates, permanent employees are recognised and leave entitlements have been calculated and backdated to the beginning of 2018. There is more detail to report and Ben will cover this in his Treasurer's report.
- On behalf of everyone we thank Carolyn and her team for their commitment to the students' health and well-being and for being ready to open when school reopened.
- The P&C secured a Covid small business grant to cover some operating expenses over this period.
- The P&C has renewed and extended its insurance policy, the key element to note for the community is that all our students have accident cover while on the school grounds.
- Our account with St George bank has finally been upgraded – Ben will talk to this, but I am sure he will downplay the hours spent on the phone and sitting in the branch to resolve this – many of us having to make multiple trips to sign documents.
- With the help of Sam from the Kitchen we shared Mother's Day recipes and homemade gift ideas and created an online portrait gallery for students.
- We delivered fruit for students and chocolates for staff during wellbeing week on the return to school.
- Through an expression of interest to the school community we employed our first ever Uniform Shop Coordinator, Nil Pozcu. We must thank Heidi Leadley for helping to keep the shop operational early in the year with the help of volunteers.

- Work has commenced on a new online Uniform Shop using Square that will greatly improve our stock reconciliation and accounting. Nil will update you on the Uniform shop in more detail later.
- Michelle has done a lot of work coordinating uniform samples and negotiating with suppliers for a uniform review early next year that will involve extensive community consultation.
- We farewelled Olivia at the end of Term 3 – thank you to everyone able to participate on Wellington Street. The atmosphere was lovely.
- Over the year we have coordinated parent representatives for five merit selection panels for permanent teaching positions.
- We have commenced work to reinstate the P&C's charity status with the ACNC. This is in progress.
- We have commenced discussions with the school to establish a Building Fund that will facilitate tax deductible donations for specific building projects. This will be critical to supporting the development of the toilet blocks.
- We have recently discussed with Natalia being involved in a whole of school communication review, acknowledging that the current Covid regulations impact on our ability to catch up more informally with teachers on a regular basis.
- We investigated a number of fundraising concepts with the school in term 3, including the idea of working with year 6, but nothing was suitable for the school given regulations at the time, or overheads were considered too high.
- Despite the cancellation of the fete we have to date raised more than \$20K to support the outdoor classroom, Makerspace and whiteboard purchase with a simple online campaign.
- We have sold over 700 tea towels in the last week which will also generate additional funds for the P&C.
- In term 3 we contributed \$18K to support the school purchase interactive whiteboards.

It has been a very big year behind the scenes, and I extend my thanks to the Executive and P&C staff.

On behalf of the community I also restate our enormous thanks to the school staff for their incredible efforts this year to support our children's learning in very unusual circumstances.

It has been a very challenging few years to say the least! This time last year we really had to rally to fill positions. Understandably many are hesitant to volunteer to take on the responsibility, and at times overwhelming, workload. It is fantastic that there are a number of nominations for executive positions in 2021.

On a personal note, it has been extremely rewarding to contribute to the school community over the past two years. I grew up in a family that was very committed to our local community, and that value was instilled in me. In fact, my role within the school community has been much more rewarding than my paid work in recent times!

Last year I joined the executive team as secretary, having seen first-hand the enormous amount of work tackled by a small group of parents the year prior (which was a fete year)

and believing that I could make a meaningful contribution. There were big shoes to fill with the departure of Camille Usher and Rachel Blackley.

The core team forged strong bonds very quickly as we came together to do our best to support the school community, and Tom, with the devastating passing of Michael Jones.

I am extremely proud of the many achievements of the P&C team this year – the Executive, our canteen team led by Carolyn, Kath Horner our ever reliable bookkeeper and our newest team member Nil Pozcu, who has had to navigate the most tricky of kindy transitions in the history of the school!

We are all very committed to the nurturing and development of the school community – that is what sets our school apart from so many. The first time I met with Natalia she commented that she felt like she had joined a big family – and that is certainly how our community has felt. Inclusive, welcoming and respectful.

It is important to reflect - the last two years have presented the community with very dramatic challenges and changes. I strongly believe that it is time to chart a new path forward, and seize the many opportunities presented to us with the primary goal of ensuring that our children's needs – learning, social development and well-being – come first in all of our decision making and action.

It will take a lot of collective effort on the part of everyone to rebuild connections and reunite the community after such an unsettling year. We can't rely on a small group of parents to do that.

It will come down to the everyday interactions within the community, the sharing of ideas, tapping into the individual expertise we are lucky to have, and listening to each other. Most importantly, we must set an example for our children on how to be active and positive community-minded citizens.

I would like to say thank you to the school community for your support of the P&C over the last year, it has been a blast. I also confirm that I will not be nominating for an executive position in 2021. I look forward to continuing my involvement with, and support of, the school and will very much appreciate having some more time for myself and my family.



Rachel Hurford  
President 2020  
Bondi Public P&C

# BONDI PUBLIC SCHOOL P&C

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## TREASURER'S REPORT REPORT FOR THE YEAR ENDED 30 JUNE 2020

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**BEN WATERS - TREASURER**

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The financial year ended 30 June 2020 has been a challenging year for the P&C from a financial perspective. The Covid-19 pandemic has forced significant change and presented a number of challenges to the day to day aspects of the P&C function as well as to the fundraising efforts that a normal operational calendar would offer. Having said that, the key functions of the canteen and uniform shop have showed remarkable resilience in a challenging set of circumstances. The following are the key points of note for the financial year gone:

1. Canteen sales of \$204,758. This is a very strong result given the operational restrictions placed on the canteen as a result of Covid-19;
2. Fundraising activities were very limited due again to Covid-19 which impacted fundraising efforts in the back end of the financial year. The majority of the fundraising income was generated to the 6 months ended 31 December with the 50's Fundraiser being responsible for over 50% of funds raised;
3. The P&C secured a small NSW Govt grant for \$3,000;
4. There were some compliance costs needed to be met as part of the ongoing work relating to transitioning the canteen from a school run function to a service provided by the P&C. This included ensuring all appropriate taxes were paid and staff superannuation brought up to date;
5. \$20,000 was moved from the main P&C account to the P&C canteen operating account in term 1 to ensure staff wages were met and suppliers could be paid during the period of uncertainty that occurred in term 1 with the enforced lockdown. The amount was \$20,000 and has since been transferred back to the main P&C account;
6. The canteen was able to apply for Jobkeeper assistance during the initial period but was unable to keep that support beyond 28 September due to strength of the sales and patronage of the school community; and

7. Much of the planned spending in terms of school donations was hindered by Covid-19. There were a number of projects that were approved and in the process of being funded when the school was forced into lock down. The majority of the projects have been progressed, but the allocated funds were not spent prior 30 June 2020. During the last financial year, the P&C funded approximately \$13,000 worth of equipment for the school. This was made up of the STEM Science equipment and BPS shade tents for the sporting events.

Recent fundraising efforts have been focused on replacing vital interactive whiteboards that are used in the classroom daily.

The reason the P&C were able to support the canteen and keep most of the projects moving forward is a result of the generosity of the BPS community and the efforts of the people within the P&C responsible for the hosting the events that generate these much needed funds.

Throughout the year the P&C retained the services of an external account firm to carry out the required tax lodgments for the canteen and Kathryn Horner as the appointed P&C bookkeeper. Kathryn has done an outstanding job in bringing the accounts up to date, ensuring compliance across the P&C functions and was responsible for all the preparatory work that was required for the canteen to be able to access Jobkeeper payments. I would recommend that the P&C retain Kath moving forward.

The key points for the year ended 30 June 2020 are as follows:

- Closing cash position as at financial year end of \$105,807 which is slightly down from the previous year;
- Combined revenue of \$316,166 from uniform sales, canteen sales and fundraising activities. This is down on the prior year but not materially different from a year where the bi-annual fete not held;
- Costs of sales were down on the previous year driven by two main categories being reduced canteen food expenses and not having to meet fete expenses. These two categories were offset by an increase in uniform expenses due to restocking the uniform shop;
- Operating expenses were significantly lower than last year driven by reduced school donations (as a timing difference) but this was offset by the increase in wages and salaries in the canteen (as well as associated on-costs) as we continued to bring the canteen into compliance with the requirements of the P&C Federation; and
- As a result of the very challenging year, and the efforts to support the canteen and loss of fundraising opportunities, the cash position has deteriorated slightly by \$5,304 for the 12 months.

## **Canteen Operations**

It is important to note that the canteen is entity within the P&C and cannot operate on a standalone basis. The decision was made by the P&C community some years ago to convert the canteen from a school run entity to a function controlled by the P&C. This decision was made on the basis that it allowed better control of the outstanding service that the canteen provides to BPS. As part of the transition to a P&C run canteen, there are legal and statutory requirements that need to be met to ensure we have the right protection and controls in place for our employees and the management of funds that are generated through its operation.

There has been much work this year to bring the canteen in line with its legal requirements regarding employment and taxation matters and compliance with the guidelines set out by the P&C Federation.

Examples of some of these changes include: ensuring that P&C employees have contracts, are being paid in line with the appropriate award rates, are correctly classified as permanent or casual, are receiving superannuation, and the correct leave entitlements, and that we have workers compensation in place. This compliance process was accelerated during Term 1 to ensure timely access to Jobkeeper payments and other government support during that period.

In addition to the changes that supported the P&C employees, controls were also put in place around the P&C monies to ensure that we address issues raised at the last audit and the P&C federation rules. These changes include: ensuring that there are the correct authorisations in place on all P&C bank accounts (not only the Canteen), that and that the correct procedures are followed for releasing P&C funds over and above the ongoing operating budget (i.e. by passing a resolution at a P&C meeting).

These changes have been made to provide stability to the employees and to ensure compliance with the P&C Federation. Most of this work has now been done and the canteen reporting moving forward will provide better visibility to ensure ongoing viability.

The canteen is not a profit center, it is budgeted to breakeven , which means that it should generate sufficient sales to cover wages, and the associated on-costs, food expenses as well as to contribute to the equipment repair, maintenance and replacement that is used in providing the service. The extent of that contribution needs to be reviewed regularly by the executive.

Pleasingly we are now in a position where we are compliant in regards to each of our employees, we are up to date with all our statutory payments, have in place the appropriate insurance to protect our employees and have the appropriate controls on sales and payments to meet the P&C Federation framework. Special mention must go to Carolyn and her team, change is always difficult, but we now have the right operating protocols in place to ensure the ongoing operation and viability of the canteen. Lucinda Unsworth and Kathryn Horner also need to be commended for their efforts in working through the detail in getting us to our current position.

Other key achievements for the previous financial year are:

- All P&C assets are now added into Xero;
- The banking platform for both the P&C and the canteen are online which adds better controls and ease of payment processing; and
- A detailed budget for the canteen has been completed.

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## SUMMARY OF KEY RESULTS

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The table below sets out the key results for the year ended 30 June 2020

CATEGORY	AMOUNT
COMBINED SALES (INCLUDING FETE)	\$316,116
LESS COSTS OF SALES	\$179,524
GROSS PROFIT	\$136,642
LESS OPERATING EXPENSES	\$178,867
OPERATING PROFIT/(LOSS)	(\$10,876)

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## KEY ITEMS WITHIN EACH CATEGORY

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### SALES

Below is a summary of the material sales amounts. These amounts are approximate and will be better categorised moving forward:

- Canteen sales of \$204,758;
- 50'S Fundraiser revenue of \$25,278;
- Uniform sales of \$65,971; and
- Other income of ATO support, Jobkeeper payments and NSW Govt Grant of \$31,350.

### COSTS OF SALES

Below is a summary of the material costs of sales amounts:

- Canteen expenses of \$85,170
- Fundraising expenses of \$10,471;
- Dad's camping expenses of \$8,315; and
- Uniform expenses of \$69,338

## **OPERATING EXPENSES**

The key operating expenses were as follows;

- Canteen wages of \$118,674;
- Tax remitted regarding the Canteen of \$10,264; and
- Superannuation for the Canteen of \$23,834.

The above were the key drivers of a small operating loss of \$10,876

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## **CURRENT CASH POSITION**

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By way of update the current cash position for each of our accounts as at the date of the meeting is:

- P&C Canteen operating account - \$58,255.36 (including the Jobkeeper support); and
- P&C Main Account - \$59,284.65.

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## **CONCLUSION**

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Key areas of focus moving forward:

### **Priority**

Implement and maintain appropriate reporting and policies particularly in a few key areas:

- Getting audit work completed so that the charity status of the P&C can be reestablished;
- Canteen compliance and viability; and
- Further information into Xero

Both these items will form major updates at the next P&C meeting.

### **Fundraising Efforts this Year**

Due to the restrictions placed on the school as a result of Covid-19, the bi-annual fete was not able to be held this year. This provides a significant amount of funding for the P&C and the financial function of the P&C will need to manage this carefully moving forward. The current on-line donation campaign is progressing well with approximately \$20,000 being donated to the school. This is a great result for the school but is well short of the over \$45,000 usually generated by the fete.

### **Audit for 30 June 2020**

The audit for 30 June 2019 has not been completed as at the date of this report. The audit needs to be completed as soon as possible.

**Closing comments**

Overall it has been a strong result given the circumstances that the P&C has had to operate within.

Thank you for the privilege of being the treasurer over the last 4 years. I look forward to assisting with the transition to the new treasurer and assisting them moving forward. Thank you to the P&C Exec and Committee members for all their assistance and support over the years, it has been great to work with such a good group. I wish the P&C every success moving forward.

Signed

A handwritten signature in blue ink, appearing to read 'Ben Waters', is positioned below the 'Signed' text.

Ben Waters – 25 November 2020

Attachments:

- Profit and Loss to 30 June 2020; and
- Balance Sheet to 30 June 2020.