



**P&C Meeting Minutes  
Wednesday 10 February 2021**

**Chair:** A.Hill

**Minutes:** B.Martin

**Attendees:** A.Ashworth, D.Scott, B.Martin, S.Harkness, M.Allen, E.Hockey, B.May, S.Woodland, A.Hill, S.Gates, C.Hill, G.Carr, H.Causley, G.Humphreys, J.Vassett, K.Purdy, K.Connelly, A.Trehanne, E.Harper, K.Upstander, B.Johnson, F.Dickson, J.Surplice, D.Walton, C.Woodbridge, C.Butler, D.Berry

**Apologies:** J.Mula

**Meeting opened:** 7.30pm via Zoom

**1. Acknowledgement to country**

**2. Chair's welcome and opening remarks**

**3. Minutes & Business Arising**

S.Gates advised an update to previous minutes re ongoing commitment to the Uniform shop in 2021. The minutes have been updated.

**Motion:** To approve the updated minutes of December 2020 – S.Gates, seconded by M.Allen.

**4. Presidents Report**

The President thanked the BASC staff for a successful summer vacation care program. The President welcomed new meeting attendees including OOSH industry expert Heather Causley. The President asked for volunteers to join the BASC sub-committee team once established.

**5. Treasurers report.**

The Treasurer advised the appointment of a new auditor, FinCorp. The cost of the audit will be higher than previous years, as the auditor has already flagged some concerns regarding ACNC compliance and ABN reporting. The fee in total is \$3500 for both ABNs plus a one off fee of \$1,500.

**Costs for Dec 20/ Jan 20**

- Wages - \$33,831.99
- Super - \$3,499.65



- Bookkeeper - \$6,043
- Workers Insurance - \$2,166.91
- Rent - \$3,234
- Yr 6 Farewell expenses - \$1,607.88
- School Club - \$2,620
- Bricks 4 Kidz - \$742.50
- Base Zero - \$447.50
- Gymnastrix - \$451
- Rec Club - \$610
- Bike n Blend - \$550

Account balances are:

1. Como West P & C Main Account - \$36,887.02 (Cheque Account)
2. Como West P & C Debit Card - \$1,261.85
3. Como West P & C Savings Account - \$33,950.86
4. Como West P & C BASC Main Account - \$146,784.14 (Cheque Account)
5. Como West P & C BASC Debit Card- \$722.95

**TOTAL AVAILABLE BALANCE - \$219,606.82**

Full reports are distributed to P&C Executive and available upon request to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com)

B.Johnson requested a status update re decision made in Dec 2020 meeting regarding BASC morning fee increase. The President apologized that this was not actioned over the holiday period. *[The Exec. Team had reflected on this decision and had agreed that Jannali was not the best centre to benchmark against as their ACECQA rating is lower, they were consequentially removed from the local school comparison table.]*

#### 6. Sub-committee Reports

##### a) Before and After School Care:

A.Hill advised that there had been some phone/ internet issues at the service during the holidays, requiring purchase of a temporary wifi device. The Principal has sourced quotes for the installation of the cabling work to be completed with work being carried out soon.

##### Sub-committee Update

B.Martin introduced H.Causley to the committee. Heather has met with BASC management and has highlighted some key areas where she may be able to assist the P&C, including the establishment of a sub-committee, ensuring compliance across laws and regulations, licence, award rates, and finance. She noted that our BASC fees were



lower than the state average: \$19 am, \$26 pm, and approx. \$60 for vacation care. She also stated that not many centres provide short days.

**c) Uniform shop -**

S.Gates noted the uniform shop had a very busy first week back. Responding to a question regarding the bucket hats, Sonya explained that, in accordance with previously agreed phase out of the caps over a 4 year period, kindy and Year 1 are only able to purchase bucket hats. Sonya confirmed that orders can be made through the office throughout the week, these will be returned to the student's class on a Thursday afternoon.

**d) Fundraising -** A.Treharne presented a draft 2021 fundraising plan with a reduced target from the 2020 plan. It was discussed and confirmed that the Big Day Out would not take place this year due to uncertainties arising from Covid. A copy of the draft plan is attached (Appendix 1). Feedback and additional ideas from the community are welcome.

**e) Sponsorship & Advertising -** S.Harkness updated the committee, advising coordination with the fundraising team on events for sponsor involvement.

**f) Year 6 Farewell -** Year 6 event will only be attended by Year 6 children (historically Years 5 and 6).

**7. Principal's report**

The Principal shared the 2021 budget and explained the funding provided to the school from the DoE. The Principal also explained how the DoE's assets maintenance schedule on school buildings and facilities is rolled out. The Principal also asked for some parent volunteers to assist on a Finance committee.

**8. General business**

**a) Review of BASC fees**

The President presented to the committee a slide deck (see attached Appendix 2) titled BASC contribution to P&C activities and fee review. This review was undertaken following a request for a financial forecast and rate recommendation at the December 2020 meeting. A.Hill provided the committee with the historical context, and requested questions for consideration.

D.Berry provided commentary around the financial analysis undertaken. In summary:

- 2019 revenue v 2020 costs points to a significant operating loss before any donations made by the P&C.
- Costs in 2020 are potentially understated as they do not

Formatted: Indent: Left: 0 cm, First line: 0 cm



include a full year of costs for casuals.

- BASC fees are significantly below market.
- Suggest aiming for ~20% increase to ensure we do not incur significant loss.
- Using the market as a guide the morning rates are more understated than the afternoon.
- All proposed increases result in fees that are below the average of all comparison schools.
- To be equitable across other P&C services we should consider implementing an equivalent 6% increase to canteen and uniform shop.

From the robust discussion that followed, parents provided the following comments:

- High-level modelling and staying on track of forecasting is important but:
  - o what is the fundraising strategy of the P&C and can funds for the school be raised through fundraising rather than BASC fees; and
  - o concern that BASC parents may be perceived as being levied for the school if BASC fees are higher than break even.
- The objective of the P&C is to provide support for all pupils (as stated in the constitution of the P&C), therefore it is appropriate for a P&C run BASC to be able to charge a market rate and provide surplus funds to the school for the benefit of all the students.
- If the P&C is not able to make a donation to the school from surplus funds from the BASC, the operation of the BASC could be perceived as being a levy on the wider the school community, because a commercially run BASC would pay a ~[\$63,000pa] licence fee to the school instead of the ~[\$19K] licence fee that the P&C pays – these funds become part of the School's budget.
- The Executive worked tirelessly to negotiate the clause in the BASC licence so that profits made could be donated back to the school. The P&C are proud of the affordable service that is made available to the community, and also that we can give back to the school.
- A staggered fee increase would be preferential as parents may have already budgeted for the year.
- Consideration should be given to parents with multiple children, with a suggestion of a subsidised fee for 2<sup>nd</sup> or 3<sup>rd</sup> child attending.
- It is common for services to increase fees.
- Communicate to parents clearly regarding any agreed increase.
- Be transparent with regards to fundraising and what the funds are being used for.
- Really happy with the service provided for families. There could be additional funding available to the BASC through NDIS. BASC



staff advised this is currently being explored.

Heather Causley provided input that the BASC should not run at a loss, and also recommended further analysis of vacation care finances is advisable.

Following the discussion, six proposals were put forward with a vote held on each:

1. The P&C continues to use BASC to help fund its ongoing support of school services. **Majority vote secured.**
2. We should aim for a total level of ~\$70,000 pa, **with other P&C fundraising activities and incomes** also contributing to this amount. Target of \$50K contribution from BASC reviewed twice per year. **Majority vote secured.**
3. BASC fees should be increased in line with the modelling above (i.e. to match Bonnet Bay/Oyster bay/St. Catherine's) with fee increases phased in in two steps in Q1 2021, and end of Q2 2021 calendar year. **Majority vote secured.**
4. Parents with multiple children should receive a reduced rate – TBD based on analysis of local comparisons and brought to the committee. **Majority vote secured.**
5. CPI increase is applied to BASC fees at the beginning of each school year, with review against Comparison Schools to be undertaken every 3 years. **Majority vote secured.**
6. Equivalent review of canteen and uniform shop fees to be conducted with the Comparison Schools, with a view to potentially increasing P&C revenue from those income streams (by up to 6%). **Majority vote secured.**

The President thanked the committee for the discussion and careful consideration of the proposals. Next steps will be to draft communication to BASC parents.

**b) Appointment of auditor**

Covered in the Treasurer's report.

**c) Request for permanent Secretary**

The P&C are still looking for a permanent Secretary to join the Executive team. K.Connelly suggested paying a virtual assistant should no one in the community take on the role.



**d) Canteen operating days**

The canteen managers asked if Ice Cream Fridays (ICF) would be permitted at the canteen. The Principal advised that DoE rules mean parents are only allowed on-site for a limited amount of time. The Principal/ Canteen Managers will discuss separately to see when ICF can recommence.

C.Hill advised that plumbing and electrical work has been completed during school holidays, with fitout of the new dishwasher and oven to take place once fridges and heavy items can be moved. K.Purdy offered to pull together some volunteers to assist with the fitout.

C.Hill gave an update on the financial success of the Monday Meal Deals and would like to update Rod and Itsy's contracts so that they can work different days/ split hours to work Monday's. They would also like to include specific duties in the contracts such as banking of cash on a Friday. She requested some advice from the P&C re rules and obligations. B.Martin suggested the P&C Federation website for contract templates. Other parents in the community are also able to provide HR advice.

**Motion:** To change (in principle) the contracts of canteen paid staff in consultation with HR industry expert - A.Hill, seconded by S.Harkness.

**e) Any other business**

The Principal confirmed that **Reading Eggs and Mathletics** will be used by Stage 1 students this year, with years 3-6 using the Wooshka app.

The Principal asked for feedback from the P&C as the cost of these apps, as well as craft costs, will be included in the fees passed onto parents (cost of Reading Eggs and Mathletics is \$50 per child / \$4,500 in total). A discussion took place with the P&C agreeing to cover half the cost of Reading Eggs and Mathletics (\$2,500). The P&C also requested a wishlist of other items that the school would benefit from. It should be noted that the P&C has paid for the full subscription costs of Reading Eggs and Mathletics over the past 4 years.

**9. Date of next meeting and notice of Annual General Meeting**

The AGM and next general meeting will be held via Zoom on Wednesday the 3 March 2021, commencing at 7pm.

**10. Meeting closed 10.50pm.**

Items for the agenda to be emailed to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com)

You can become a financial member for the year at any time by completing a membership form and paying the annual fee of \$1, this will allow you the right to vote on important matters as they arise throughout the year. Please see the office or email us for a form. All are welcome to join!



## COMO WEST PARENTS & CITIZENS ASSOCIATION

Wolger Street, Como West 2226

Phone: 9528 9007

Fax: 9528 3482

### SCHOOL GOLD SPONSORS





COMO WEST PARENTS & CITIZENS ASSOCIATION

Wolger Street, Como West 2226

Phone: 9528 9007

Fax: 9528 3482

SINGER  
RESIDENTIAL



QUALITY MEATS

Marnie McKnight  
Artist