

Manly West BASC Committee Minutes of Meeting 10 May 2022

Attendees:	STAFF: Sarah Peters (SP), Ruth McDougall (RM), Anne Quattroville COMMITTEE: Sarah Falzarano (Convener), Jo Plowman (BASC Treasurer), Tim Stubbs
Apologies:	Jessica Olivier, Elton Passini, Tony Falzarano (P&C President), Lauren Di Benedetto
Meeting Opened:	6:30pm
Meeting Closed:	7:30pm

Actions from the previous meeting:

- Internal door to connect year 2 rooms - investigate and source 3 quotes from suppliers. Julie Organ has confirmed that these works can be carried out without Asset Management Unit involvement. **Action carried forward.**
- Shade sails between K-1 and 3-4 BASC rooms – works complete. **Action item CLOSED.**
- BASC shared use of canteen facilities - The objective: move food preparation from BASC to Canteen. To be operated by the Canteen and funded by BASC including additional infrastructure to be purchased and funded by BASC. Canteen staff to be undertake extended work hours (managed/operated by the Canteen). Following slowing of process in early Term 1, SP reported progress is now being made.
Next steps:
 - ⇒ Clear Hall kitchen
 - ⇒ Confirm & order equipment
 - ⇒ Alert the BASC Cttee if assistance required
- Room Leader rates of pay – proposal to change Room Leader rate of pay reviewed by BASC Management and set aside. **Action item CLOSED.**
- Recovery of bad debts (Term 1: \$9,000) – approx. \$4,500 already recovered. The Committee congratulated the BASC Management team for their efforts in securing this outstanding revenue. **Work In Progress.**
- Service NSW BASC Voucher scheme – need to manage administrative burden. Hubworks have released software update to manage scheme which will significantly reduce the previously anticipated administrative burden, including meeting the onerous reporting requirements. SP to continue to monitor. **Work In Progress.**

BASC Supervisors Report

- The pupil free day at the beginning of Term 2 was well attended: 113 children
- SP contemplating swapping K/1 room and Yr2 room as former very busy and may work better in Yr2 space
- Several new educators on-boarding – added responsibility for more experienced educators.
- Original 'Opening' BASC plaque now re-installed in K/1 room.
- Julie Organ has requested details of the 3/4 room for inclusion in centenary celebrations.
- 342 Service NSW BASC vouchers redeemed at 10/5 = \$171,000. Unused amounts must be repaid at end of voucher program (June 2023).
- Covid restrictions have reduced but some elements of the Covid Safety Plan have been retained (e.g. extra hygiene/ cleaning). Masks for staff are optional. Tests are available for staff if symptomatic.

Current permanent & Waiting Lists

Current permanent sessions are trending towards full capacity and are expected to reach maximum numbers (210) shortly as offers are progressively accepted:

Wk	M	T	W	Th	F
BSC	194	199	193	194	162
ASC	204	194	194	198	179

Wait lists are minimal for morning sessions and Friday afternoons, but average c85 for Mon-Thu afternoons:

	Wait list	Active	InAct	Wait List	Active	InAct	Next Offer
Mon	0		241	83		211	Kindy 2022 (sib)
Tue	17		223	89		232	Kindy 2022 (sib)
Wed	9		238	92		207	Kindy 2022 (sib)
Thur	0		240	79		219	Kindy 2022 (sib)
Fri	0		249	0		248	-

Finance Report

The Committee reviewed the Term 1 2022 result noting the following:

- The Term 1 operating result was a surplus of \$28k against a budgeted surplus of \$6k.
 - ⇒ The main contributors to the improved result were the waiver of the DoE Licence Fee (\$12k) and the absence of incursion activities (\$9k) due to COVID.
 - ⇒ In addition, a **\$21k donation was made by BASC to the School** to pay for the shade sails between the K-1 and 3-4 rooms. This was offset by salary savings (\$12k) and other sundry budget savings.
 - ⇒ Revenues were on budget (\$331k vs \$334k budget)
- The Term 2 DoE Licence Fee has also been waived.

Meeting dates

Future meeting dates were noted as:

Term 2 2022	P&C Finance Ctte	TBC (wk 5)
Term 2 2022	P&C General	14 June 2022
Term 3 2022	BASC Committee	2 August 2022 (wk 3)
Term 4 2022	BASC Committee	25 October 2022 (wk 3)

Any other business

The Committee discussed possible options to recruit new BASC Committee members to ensure that BASC management is well supported. It was agreed that a multi-pronged approach was required with existing Committee members recruiting from their own school connections but also to advertise in the Newsletter and directly to current and waitlist parents through Hubworks.

Action:

- ⇒ Tim Stubbs volunteered to draft an advert for circulation.