

## **West Pymble Public School P&C Association**

### **Minutes from the General Meeting on Monday, 6 September 2010 at 7.30pm**

The meeting opened at 7.40pm

#### **1. Attendees**

Jo Kitchener, Alicia Kinsey, Bronwyn Wilson, Caron Taylor, Helen Hannon, Nahid Kabir, Megan Hutchins, Darren Rassack, Ian Halberstadt, Monique Chilton, Angie De Boer, Catherine Perez-Mansill, Liz Lloyd, Sarah Plant, Ian Plant.

#### **Apologies**

Yan Ling Lu, Chrissy Clay, Ian Chilton. Jo pointed out that there is a Family Fair meeting tomorrow night and a number of people will be going to the meeting tomorrow and may be unable to come tonight.

#### **2. Thank yous**

Jo extended a thank you to Angie De Boer, Tracey Rosine and Alison Welinski for their wonderful contributions to the P&C and the school. Angie and family are leaving for the US and Tracey and family are moving to the Central Coast and they will both be missed. Alison has been the canteen manager for the last 4 years and has made a wonderful contribution during that time. Jo also welcomed Monique Chilton to the meeting, as our new canteen manager.

#### **3. Minutes from the last meeting**

The minutes from the last meeting were accepted – proposed Megan Hutchins, seconded Alicia Kinsey.

#### **4. Business arising from the last meeting**

- Clothing pool – to be discussed later in the meeting;
- Rugby shirts – these have been kindly donated by Mr Williamson (father of Braiden in 3P)
- Cricket nets – Nahid has investigated this. The total cost to resurface the cricket nets and put up new netting will be about \$12,000. The quote was arranged by the Chairman of the West Pymble Cricket Club. The cricket club has \$3000 it could spend. We may be able to get a grant from the Commonwealth Bank and Nahid is investigating this. Nahid will keep investigating other possible grants, though they may not be available until next year.

#### **5. Correspondence**

Received:

- We have received our insurance renewal information and this has been completed and returned with our premium for the year from 1 August 2010. Liz and Catherine will check insurance coverage for the Family Fair.

- We received an application to run a Bunnings BBQ at Belrose (a new process that Bunnings has put into place). Liz Lloyd has returned an application form for our P&C to run a BBQ on a weekend in Term 1.
- Community partners. Liz said that we have received the signed agreements with our new community partners. McGrath Estate Agents (Matt Lorimer) will be providing \$6,000 to the P&C over the financial year, plus an additional amount for advertising. The P&C welcomed McGrath Estate Agents and thanked them for their support. ANZ Mortgage Solutions has also agreed to support the school as a gold sponsor for the Family Fair. ANZ Mortgage Solutions is providing \$1500 to the P&C for the Fair and is also providing prizes for the Fair. The P&C also thanked ANZ Mortgage Solutions for their generous support.
- Milkman – Liz said that we have received confirmation of payment from Aussie Farmers (the Milkman) relating to families from the school who receive deliveries from the Milkman.
- Jo also said that the P&C has received information about the McCain vegie patch, which has been included in the newsletter.

## **6. Principal's report**

- Bronwyn said that the school has appointed Kylie Thomas to fill the school's vacant administrative role and asked the P&C to welcome Kylie to the school.
- School admin – Peter is now working at the school 2 days per week.
- BER: Bronwyn said that everything is here now, though there are a few minor issues that need to be resolved. Fencing is still an issue around the grass. The school has been told that the grass needs to be fenced because if it is damaged, it will not be part of the "works" for warranty purposes.
- Father's Day breakfast – Bronwyn thanked Nahid for coordinating the Father's Day breakfast. There was a fantastic response.
- Use of school facilities – Bronwyn said that it important that people are aware that arrangements need to be made with the office to book school facilities (especially the hall). There was recently a clash when this procedure was not followed.
- Coles promotion – Bronwyn encouraged everyone to bring in their Coles vouchers for sports equipment.
- Working bee – there was a small, but committed group at the school on Sunday and Bronwyn thanked Darren Rassack and his efforts.
- Tennis Courts – keys are now held by the school and Chris Williams. Jo Kitchener asked for clarification on when the courts can be used by parents and how they can be hired. Caron said that she will arrange for another key to be cut so that parents can use the court and Caron will also confirm the times that the court is available (after checking with Chris Williams).
- Family Fair – Bronwyn also thanked Catherine and Christine Pollard

## **7. Treasurer's report**

Ling is not at the meeting, but has provided a report on the contributions so far. Total contributions are \$11,223 from 80 families.

Alicia presented the profit & loss statement to 31 August 2010. The canteen is running at a nominal loss for the year to date, but is performing better now than in Term 1. Total fundraising this year so far is approximately \$8,000 (excluding the contributions).

Monique queried the printing costs for the Green & White and said that she thinks this might not be competitive anymore. Monique will look at alternative quotes.

Jo thanked Alicia for preparing the statement.

## **8. Band report**

Sarah Plant presented the band report. Matt is going to put a proposal to the band committee about the instruments that the P&C owns but doesn't use. Instruments that aren't used can deteriorate and still cost money to maintain, plus we have to store them. Matt's suggestion is that we hire the instruments to North Ryde, which is looking at establishing a band program. Sarah will put the proposal to the school. The advantages of this proposal are that we can receive hire fees for the instruments, the instruments will be used and we won't have to store them. Bronwyn and Caron did not see any issues with the concept in general, but will need to look at the details once the proposal has been provided.

Jo proposed that the P&C authorise Sarah Plant to work on this proposal with the school. If it is accepted, then it will need to be in writing and this should be given to the school.

Sarah also raised an issue about the band store room in the hall. Apparently it has been locked on Thursdays by Matt, then is found unlocked on Mondays.

Keys held by band representatives: there are 3 held. Caron believes that the store room locks have been changed and the old keys no longer work. Caron will check this.

Karen Carmichael is keen to run the Christmas Tree lighting this year. There are about 20 families who will be leaving the school this year and Karen is keen to incorporate a farewell to these families at this event.

The band will be performing at the fair this Sunday, from about 10.30am. The children are allowed to perform in Mufti (though the Performance Band and Concert Band will need to wear their band shirts). The Concert Band will be first, then the Performance Band, then Training Band. Instruments can be stored at the school after the performance.

## **9. Family Fair**

Catherine then presented the Family Fair update. The official start time is 10.30am and rides will start at 11am. There will be a Fair Guide out this week. The final stall holders meeting will be tomorrow night. Equipment will start arriving on Friday and then Ian Chilton will have a team of people here on Saturday (from 7.30am). Second hand books will be later in the day on

Saturday. Bronwyn asked about the staff car park and suggested that a sign be put up saying “No parking” on the gate (which can’t be locked).

Catherine said that we’ll need a lot of help on Sunday to pack up after 4pm. The equipment will be collected on Monday morning (Stuart Harris is organising this).

## **10. Clothing pool**

The P&C then discussed whether the clothing pool should become a paid position or be outsourced. Liz said she reviewed one outsourcing proposal that Bronwyn had forwarded to Jo Kitchener and said that this involved a different system to our current clothing pool (internet orders) and used only 1 clothing supplier. This could be a back up if a paid position does not work. Helen Hannon said that she has worked out the average hours per week for the position. Bronwyn suggested that we look outside the school community for someone to fill the role. The alternative argument put forward was that someone from our school community is more likely to know the school, parents etc and this would be an advantage. It was agreed that the P&C should advertise to the school community the proposal that the clothing pool manager become a paid role and that we vote on this proposal at the next meeting. If approved, Jo Kitchener said she would prefer to make the application process a simple “expression of interest”, rather than a full job application and asked Bronwyn if she had any concerns with this approach.

## **11. Ethics resolution**

Liz Lloyd said that she has not received any comments on the proposed Ethics resolution (advertised in the newsletter). This was briefly discussed, then the following resolution was proposed.

*“That the NSW Minister for Education changes DET policy to allow secular ethics classes to operate as an option for children who opt out of scripture/SRE classes in NSW primary schools.”*

This was approved. Liz said she would communicate this resolution to the NSW P&C organisation.

## **12. Fundraising and Social activities**

- (a) Tupperware stall during kindy orientation – this will be done. Will also hand out information about labels

*[Angie, Helen and Catherine then left the meeting].*

- (b) Christmas Tree lighting – being organised
- (c) Christmas markets at West Pymble shops – we’ve been asked if we want to run a stall at the markets on Saturday 27 November and Saturday 4 December. The P&C needs to consider whether we want to do this and what we would sell. Sarah wondered whether the band could perform and will discuss this with Bronwyn. We can’t sell food (ie no cake stalls or BBQs). This was discussed and it was decided to see what was left after the fair and put the idea to the school community. If the school doesn’t want to do it, Bronwyn said that she will talk to Year 6.

- (d) Fundraising seminar (email received by Bronwyn) – Liz Lloyd will circulate this invitation to people on the P&C email list.

### **13. Donations to the school for 2011**

Jo said that we need to consider what the P&C puts the school donations towards. Jo said that a number of parents have raised air conditioning as a need and Jo said that she understands that Bronwyn has a program for this.

Jo said that a number of parents have also raised concern about support for children who need extra support. Jo asked Bronwyn whether the school could consider increasing the hours of the support teacher to address this need, with this position funded by the P&C (if approved by the P&C). Some people have also queried whether IT education and support is an area where the P&C can support the school with funding. Bronwyn will consider these issues and respond to the P&C next term.

Another key issue for the P&C is to upgrade the canteen, which will be costly.

### **14. Other business**

- (a) Dust bowl in front of the COLA. Bronwyn said that she is planning to astro-turf the dust bowl in front of the COLA. Ian Plant asked whether it would be possible to install lights because the football club might be interested in hiring the area for training. Ian said there is a big demand for areas where you can do skills training, even small areas. Ian will discuss this with Bronwyn.

- (b) Curtains and lights in the hall. Bronwyn said that this is happening.

- (c) OOSH – Sarah asked whether the phone number for OOSH can be included on the P&C website.

### **15. Next meeting**

The next meeting will be held on Monday 6 September 2010.

The meeting then closed at 9.30pm.

#### ***Action list for next meeting:***

- *Tennis courts – keys and hiring rules*
- *Clothing pool manager role – advertise and vote at the next meeting. Determine “expression of interest” process. School approval if required.*
- *Tiles in the hall – Jo Kitchener*
- *Green & White printing costs – Monique*
- *Band instrument hire proposal*