

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

### **Minutes from the General Meeting on Monday, 18 October 2010 at 7.30pm**

The meeting opened at 7.40pm

#### **1. Attendees**

Jo Kitchener, Alicia Kinsey, Bronwyn Wilson, Caron Taylor, Helen Hannon, Caroline Owens, Monique Chilton, Kath Fitness, Sarah Plant, Ian Plant, Liz Lloyd.

#### **Apologies**

Yan Ling Lu, Ilan Halberstadt, Catherine Perez-Mansill, Darren Rassack, Steve Holland, Megan Hutchins, Nahid Kabir.

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

The minutes from the last meeting were accepted – proposed Helen Hannon, seconded Caron Taylor.

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

- Tennis courts – Bronwyn said that the tennis courts can't be used on public holidays, Sundays or at night. Chris Williams uses the tennis courts on Mon, Tues, Wed and Fri afternoons until 5pm. Chris also uses the courts on one morning. People could hire the courts on any other morning (up until 9am). Keys are kept by the office.
- Clothing pool manager – Jo said this still needs to be advertised. Jo asked Bronwyn whether she would be happy with an expression of interest process. Bronwyn suggested we look at an external provider again. Action for next meeting: Alicia to provide summary of profit from clothing pool this year and last and approximate employment costs. Jo to speak to Gordon West P&C about their clothing pool (run by the P&C, paid position) and Pymble Public School (run by an external provider). Kath Fitness raised an issue that the P&C should consider: using a clothing pool run by the P&C (where profits go to the school) encourages parents to shop here. If the clothing pool is run by an external provider, parents may be more inclined to shop elsewhere (Lowes, Big W etc) and this may lead to children wearing different styles of shorts and shirts etc. Helen Hannon confirmed that it would be relatively simple to change suppliers and that the girls uniforms could be made by a different supplier. A decision on the clothing pool will be deferred until the next meeting.
- Green & White costs. Monique has investigated these costs and believes that Michael Wood's prices are competitive for the Green & White. Following the check, we will stick with Michael Wood.
- Band instrument hire proposal – Sarah said that it has gone nowhere at this stage. Matt has not requested anything to hire at this stage, but we will wait and see. KMA are keen to take over organising the servicing of band instruments. Sarah's view is that we should keep this as a parent function to organise servicing of the instruments, however KMA will be invited to quote on the servicing of instruments. The Band Committee will decide on servicing of instruments soon.

#### 4. Correspondence

Liz said that we have received a letter received from Anglicare regarding Christmas gifts (to be given to Karen Carmichael as this is usually run in conjunction with the Christmas Tree lighting). The P&C has also received various fundraising proposals.

#### 5. Principal's report

- Fiesta Day – the day was a great success and raised about \$1216. Bronwyn stressed that it is a day for the children, organised by the children, and the children enjoy the responsibility of running the stalls. Half of the funds raised will go to the school's sponsored child, Shirley. The other half will go to the Pakistani flood relief fund.
- Multi-cultural day is coming soon (9 November). Bronwyn said that there are a number of units of work that touch on multi-cultural themes across the stages. There will be a number of performances on the day – including Chinese, Japanese, Indonesian, Iraqi and Aboriginal performances. There will also be some food tasting. The costs of the day will be covered by the school. Children will be asked to dress in some costume representing a country (not necessarily their ancestor's country). This will be on a Tuesday, which may have an impact upon canteen that day..
- Tues 2 November – surf education day for Years 1- 6. The children will all be going to Dee Why beach.
- Kindy orientations will be on soon. The first orientation day is on 26 October (presentations), then there will be further visits on 4 November and 8 November. There are 3 days this year following parent feedback on the kindy orientation program last year. Jo Kitchener will present to kindy parents on 26 October on behalf of the P&C and Helen Hannon will talk about the clothing pool. On 4 November, parents will be invited to order uniforms. There will also be a Tupperware sale and “Stuck on You” label sale. On 8 November, there will be an opportunity for the children to meet and parents to meet, but there will not be any classroom time.
- Market stalls at West Pymble shops – 4 December – will be run by school. 27 November (to be run by P&C) will be discussed later in the meeting.
- Canteen – Bronwyn suggested that Monday may be a problem for canteen because it is the school development day. Bronwyn said that PSSA may be changed to a morning – it has been discussed, but not approved yet. It is likely that this decision will be made by the end of the year, but Bronwyn does not know for sure. If PSSA is changed to the morning, this may mean that Friday can remain as a canteen day. Bronwyn cautioned against changing away from Fridays due to the fact that Friday is the canteen's big day and sales and profits may take a hit if the days are changed. Liz Lloyd pointed out that the logistical problems with Friday canteens and PSSA are sufficient to justify trying different days and that if it has a huge impact on sales, we can reassess the change. No decision on canteen days was made at the meeting.

- NAPLAN – Bronwyn said that the teachers are still assessing the results. Jo thanked Bronwyn and the school for educating the whole child, rather than focussing on the NAPLAN tests only. Jo said that she is aware that some schools focus more on the NAPLAN tests at the expense of art and other educational activities.

## **6. Treasurer’s report**

Alicia presented her Treasurer’s report. Alicia said that the canteen and the clothing pool are progressing well. The Fair results are not finalised because invoices and cheques are still being received. Alicia needs to sit down with Roheen Farook (Family Fair Treasurer) to confirm the numbers, but it is likely to be in the vicinity of \$20,000. This report will be available for the AGM.

Voluntary contributions: this is now sitting at 82 families, which is low compared to last year. It was discussed that we should send a form to parents who haven’t paid so that it is easier for those parents to make a contribution. Caron Taylor said that the school office could help distribute envelopes to students containing the contribution form. Liz Lloyd will talk to Ling about preparing letters for relevant families.

## **7. Band report**

Sarah Plant presented the band report. Sarah said the band has received positive feedback about the fair, which was wonderful. The band is planning a preschool visit with 1 child per instrument group (no conductor). Auditions for the performance band will be sometime in November.

## **8. Canteen Committee report**

Jo said that we have a canteen committee and have revised the menu for Summer. Frozen milk is not being sold anymore. We have moved to frozen yoghurt instead. Monique is also selling more plain milk with sipper straws. Jo invited Bronwyn to pass on any staff suggestions to the canteen. Bronwyn said that frozen drinks shouldn’t be sold to small children later than 1.20 (ish) or the drinks should be removed earlier in the day to defrost so that students are not still drinking them at the end of lunch.

## **9. New initiatives to support community projects**

Jo said that she went to the fundraising presentation at Balgowlah school recently. The proposal was that people buy from an on-line site and the 10-15% that would normally be paid on staff, marketing etc would be paid to the charity. The presenter has very big plans, but the project is still in the development phase. Jo has asked for information, and will bring it to the AGM if and when she receives it.

The other proposal is the one being launched by “U Me We”, which Steve Holland is involved with. Steve’s idea is that people use a card (like an eftpos card) in local shops and those shops would give a percentage back to the community project or charity nominated by the card-holder. Steve is interested in asking the P&C (and West Pymble Soccer Club) whether they are interested in participating in a trial. Ian Plant pointed out that the card is a debit card and people need to charge the card beforehand. It is not known where the amount will be held and banking

arrangements are unknown. The mechanics of assigning points is also not clear – eg whether people need to assign points each time. Some comments were made about the likely uptake of the card if it isn't easy to use or if people need to put money on it first.

## **10. Family Fair**

Catherine has given Jo a Fair report. Liz will email it to everyone on the P&C.

## **11. Fundraising and social activities**

- (a) Wine drive - \$789 was raised from the wine drive and we received bonus wine to use for other things. The wine will be delivered soon.
- (b) 27 November – Market stall at West Pymble shops. The plan is to raffle leftover hampers and draw them at the Christmas tree lighting. It was discussed that there should be some raffles drawn on the day as well.
- (c) Rainbow clay – Deborah Arndt has proposed running another Rainbow Clay fundraiser for the P&C. It was agreed that Deborah should be invited to advertise in the newsletter and hold a stall at the Christmas tree lighting. We could also include the order form on the website. Payments and distribution of products should be arranged by Deborah, rather than using the P&C Treasurer or office.
- (d) Christmas fundraisers – calendars and cards. Jo will investigate post cards of the class artworks.

## **12. Christmas Tree lighting**

There are a number of families leaving the school this year and options are being considered, eg inviting past students to join the band. Otherwise, Christmas Tree lighting plans are underway with Karen Carmichael organising the event.

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

This will be an issue for the AGM. There have been some responses to the survey so far (33). A reminder will be sent soon. Jo mentioned one requested expenditure item is the turf – the school is already budgeting for this and Jo suggested that the school advise parents that this is part of the school's budget.

The school will share its 3 year school plan with the P&C so that the P&C can prepare funding goals that align with school priorities and projects.

## **14. Other business**

- (a) Soccer BBQ - KDSA will be using 3 fields next winter during the morning. Ian Plant suggested that the P&C seek a BBQ coordinator because this used to be an important fundraiser for the school.

- (b) P&C Executive positions – Jo Kitchener invited everyone to consider nominating for a P&C position for next year. All positions will be vacated and the President, Treasurer and Secretary will not be nominating for those roles again.

## **15. Next meeting**

The next meeting will be held our Annual General Meeting, which will be on Monday 29 November 2010.

The meeting then closed at 9.20pm.

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

#### **1. Clothing Pool:**

- *Jo to advertise proposal to school community*
- *Alicia to provide summary of clothing pool profits over 2 years and likely employment costs*
- *Jo to speak to Pymble Public P&C and Gordon West P&C about their clothing pools, which are operated by an external provider and by a paid employee, respectively.*

**2. Voluntary contribution – Liz Lloyd to prepare letters and envelopes.**

**3. Fair report – distribute to P&C (Liz Lloyd)**

**4. Class artwork postcards – Jo Kitchener**

**5. School 3 year plan – Bronwyn to provide to P&C for funding planning.**