

West Pymble Public School P&C Association

Minutes from the Annual General Meeting on Monday, 21 February 2011 at 7.30pm

The meeting opened at 7.40pm, with Ian Plant as chairman

- 1. Attendees** *Liz Lloyd, Amber Sebire, Deb Boccock, Wendela Flokstra-Mesker, Jo Kitchener, Kath Fitness, Alicia Kinsey, Brigid Robson, Nahid Kabir, Caron Taylor, Bronwyn Wilson, Alex Lau, Monique Chilton, Caroline Owens, Darren Rassock, Matt Lorimer, Catherine Perez-Mansill, Ian Plant, Helen Hannon, Carolyn Nathan.*

Apologies

Megan Hutchins, Rosie Charles and Sarah Plant

- 2. Minutes from the last meeting**

The minutes from the last meeting were approved.

- 3. Election of unfilled positions**

There are two unfilled positions from last year: Vice President and “Social Tea Coordinator”. Darren was nominated as Vice President and accepted the nomination. Darren was then elected as Vice President of the P&C.

The “Social teas” role was discussed. This person organises the social teas at the school – eg Grandparents Day, Gold Medallion, Anzac Day, Gold Medallion Ceremonies etc. Nahid said it requires an organised person. If no one nominates for the role, Nahid’s idea is that the morning teas can be organised by Stages (eg Stage 1 do the Grandparents Day etc). Nahid will write a job description that can go in the newsletter. Grandparents day is on 18 March, followed by Gold Medallion and Anzac Day this term.

- 4. Annual reports and Balance Sheet**

Alicia said that she has a draft audit, but it won’t be finalised for a couple of weeks. It will then need to be signed. The annual report will be ready to present at the next P&C meeting.

Alicia presented a Treasurer’s summary of 2010. Alicia said that although the canteen made a loss, results improved in the second half of 2010. For the clothing pool, Helen thought there would not be a lot of winter stock buying, so income should be steady.

The overall profit for 2010 was \$19,788 for the calendar year (after taking into account contributions to the school of \$40,674).

Ian thanked the school community for the effort in fundraising in 2010 and said that it was a very good effort.

The presentation of the audited accounts was deferred to the next P&C meeting. The AGM was then closed at 7.55pm.

Ordinary General Meeting

The Ordinary General Meeting then opened at 7.55pm by Ian Plant.

1. Principal's Report-*Bronwyn Wilson*

Thanks to the previous P&C. Family fair was well done over the past year. Jo Kitchener has done a fantastic job of being President. We welcome the new executive, and look forward to a productive year ahead.

In 2011, there are 13 classes of 27 with the DET limit of 29. This allows for incoming students.

New staff at WPPS for 2011 are Lauren Watson, Janet Doyle, Rosie Charles and Emma Smales. Emma Smales and Rosie Charles are two new Assistant Principals.

The Disaster Fundraiser has raised \$9500 with the Obstacle-A-Thon. Another fundraiser contributing to the Disaster Fundraiser is the selling of the Pearson Atlases for \$25.

WPPS 50th Year Anniversary will be held in September 2011. School will oversee committee but not organise. Interested parties will be approached to co-ordinate this event.

Harmony Day March 21. Children will be discussing Racial Harmony, and how to work with people of different cultural background. They will be wearing orange being the colour of harmony.

Premier's Reading challenge. Library has all PRC books.

2. Cross Country-*Alex Lau*

This will be on the 5th April. Run for Life Running Festival. Melissa Medlicott will do a talk (ex-Olympian). Kids will be able to dress up.

Action: P&C will organise food and drink for this event and source volunteers.

3. P&C membership for 2011

Remind people to pay 50 cents towards P&C membership. This covers Voluntary Accident Insurance Policy for all volunteers at WPPS. This is for events organised by P&C.

4. Donation of P&C funds to the school for 2011

In the previous meeting, a first vote was taken to approve the allocation of \$25,500 from the P&C to the school for the following items:

- a) STLA one day per week: \$13,000
- b) Library Resources: \$10,000
- c) Teachers \$100 each and P&C photocopying expenses to total \$2,500

This was advertised to the school community in the newsletter. A question was raised about the library spending so Jane Matkovich (Librarian) provided details of the libraries spending and needs and displayed some of the new purchases.

The required second vote was then taken and the \$25,000 for the school for 2011 was approved.
(Moved Liz Lloyd, Seconded Matt Lorimer)
This will be invoiced and paid by Semester.

5. Calendar for the Year

Fundraising Events for 2011

Election Day-late March. Cake and BBQ stall.

Band Camp-14th May.

Trivia Night-6th or 20th May. David Cornford to Co-ordinate.

Performance night-week 4, term 3.

Opera House Choral Festival-23rd August.

50th Birthday Celebrations-Week 9, Term 3.

Car boot sale-term 4, week 3.

Bingo-week 2, term 4.

Some of these dates are subject to change.

6. Sport Saturday BBQs.

Source a Co-ordinator to do Sport Saturday BBQs. This is an opportunity to raise funds for the new canteen. In previous years this has raised \$10000.

Action: Ian to put an ad in the newsletter.

7. New Canteen.

This will be a priority for 2011. Rough plans have been drawn. We will need to determine how much this costs plus consider the approval processes.

8. Use of the school hall

P&C committees are not required to sign a legal agreement for the use of school halls. **Action: Bronwyn will be putting together a procedure document for the use of the WPPS hall.**

9. Canteen report

- Canteen committee have been invaluable with rostering and general help.
- New freezer has been donated plus a new one being delivered from Dairy Farmers.
- Brigid helping out with changing bread suppliers since Goodman Fielder have incorrectly processed our order on previous occasions.
- Review canteen pricing for profit margins.

- With the return of PSSA Sport to an afternoon for Terms 2&3, the Canteen Committee wish to change either the opening day from Friday to Thursday OR not serve lunches to the PSSA Children on a Friday. This follows similar practices in other local schools and aim to best serve the school community. This issue was discussed last year.
Action: Bronwyn indicated that she would discuss this with the staff before the next P&C meeting.

10. Cricket Pitch

Nahid to send Matthew a quote for a new cricket pitch. Speak with Cricket club as to organising repairs. End of September the beginning of cricket season.

11. Vote to approve new signatories

It was agreed that the new bank signatories be Ian Plant, Amber Sebire, Brigid Robson and Darren Rassack. **Action: Brigid would organise the forms for the new signatories as soon as possible.**

Date of next meeting

Monday March 21 commencing at 7:30pm.

Action list for the next meeting:

- *Presentation of the accounts.*
- *Procedures for the use of the hall (Bronwyn to prepare for discussion with the P&C).*
- *PSSA lunches discussion from Bronwyn after consultation with staff.*
- *Sourcing of Sport Saturday BBQ Co-Ordinator.*
- *Sourcing volunteers for Cross Country on April 5.*
- *New signatories forms.*