

Minutes of the WPPS P&C Association held on Monday 17 October 2011 commencing at 7:30pm.

Members Present: Ian Plant (President), Rosie Charles (Assistant Principal), Brigid Robson (Treasurer), Amber Sebire (Secretary), Darren Rassack, Caroline Owens, Alicia Kinsey, Nahid Kabir, Jo Kitchener.

Absentees: Bronwyn Wilson, Monique Chilton, Megan Hutchins, Catherine Perez Mansill, Sarah Plant.

Dr Shoe presentation

Mr Max Hui, also known as Dr Shoe, gave a presentation about his travelling shoe company, Dr Shoe.

- He has done more than 40 schools in Sydney.
- He offers a return policy to change the size.
- He has good quality shoes at very competitive prices.
- Promote fundraising for the school with a 15% commission on sales.

A suggested date was November 1 when there is a Kindergarten Orientation day. Another date was the Clothing Pool special opening 2 days before school starts.

Principal's Report (Rosie)

The in progress Canteen Report needs to be discussed and signed off with the Canteen Committee. This will happen next week. **Jo will action a meeting with Bronwyn.**

A funding suggestion for the P&C was an extra STLA day per week. Support needs to happen for children with special needs, and gifted and talented students. This would be at a cost of \$14000 of which only approximately \$10000 has been fundraised this year. A major event needs to happen to get this amount of money. We will build the STLA funding into the budget for next year.

50th Birthday celebrations in 2013 has no staff available to assist with planning this event. We could incorporate some 50th Anniversary celebrations into the Fair next year.

P&C will organize a letterbox drop with 600 WPPS photocards. Our target areas would be North Ryde and Macquarie Park. We could get a stream of children from these apartment areas because buses along this route. Timeframe would be before Christmas. Class parents organize volunteers to letterbox drops. It would be effective to take them to day care/preschools. **Paul Haynes offer to take them to Macquarie Uni. Also look at local and church playgroups.**

Treasurer's Report (Brigid)

- Fundraising events this month have been the Chocolate Drive at \$9735, with \$4865 still outstanding.
- Donations have been \$92 from Stuck on You.
- P&C Membership has amounted to \$26.
- Building Fund balance is \$9600. 65 families have now paid the Annual Voluntary Contribution. \$510 was in additional payments above the minimum amount.
- Future fundraising events are the WPCCI day on the 3rd December. West Pymble PS will hold a Cake stall, Jumping Castle and raffle on this day. Our projected earnings could be as big as \$2500. This will be held at the West Pymble shops. A Class Parent email will be drafted and sent to the school community.

Other events

Christmas Tree Lighting to be confirmed.

PSSA lunches

PSSA lunches are back on the canteen menu. **Nahid to send a Class Parent email saying you can order again.**

Clothing Pool

Sizing is a big problem with winter dresses. **Amber to write a letter to Top2Toe, liaising with Liz Lloyd regarding returns.**

Canteen Renovation

Canteen Renovation Upgrade balance is now \$49877. Bronwyn to put in Capital Works request towards the Canteen. Brigid recommends a toilet to be put into the plans although this adds about \$5K to the budget.

Chocolate Drive Fundraiser

Collection of the money has been going well although we still have \$5K to collect. **Amber will pass on a list to Nahid regarding families who have not paid.** These will be individualized emails when sent to those families.

Band Report (Ian from Sarah)

- Mini tour of preschools went well, and the Performance Band had a great time.
- Eden Gardens was fantastic and well received for Concert Band.
- Our Annual Concert is coming up this Term with details in the school newsletter.
- Auditions for Concert Band to happen later this term along with tryouts for Training Band.
- Baby proms on 23rd Oct.

Canteen OH&S Report

Also following are a number of OH&S Issues which were identified at the last Canteen OH&S Meeting which need to be considered. These issues were passed onto the P&C by Carolyn and discussed at the meeting.

No slip resistant/absorbable mats in wet areas.

Monique has the P&C permission to purchase some rubber mats to fix this problem.

Ventilation in summer and heating in the winter is not adequate in canteen

This will be rectified in the refurbishment.

Not enough shelving and storage This can be rectified in the refurbishment.

Not aware if there is an overload switch for power boards There is an overload switch for the powerboards.

Are portable power leakage circuits checked and functioning?

Yes.

Wet cleaning of floor not occurring regularly

Monique has spoken with Bronwyn regarding cleaning of the floor.

O&S policy needs to be completed and displayed in canteen

This will need to be put into action. Canteen and OH&S committee to refer and put up in the canteen.

Procedure for reporting accidents plus accident register

This will need to be put into the canteen.

Fire extinguisher and fire blanket needs recharging and checking/testing (out of date)

Recommend all fire extinguishers and fire blankets be checked.

Clear evacuation instructions required

This will need to be displayed within the canteen. The Canteen Manager and volunteers cannot hear the school bell so this will need to be rectified at a later stage.

No first aid kit

Monique has permission to purchase a First Aid kit.

Canteen rubbish bin (indoors) not being regularly emptied on canteen days

Canteen rubbish bin (outdoors) not suitable, unhygienic, often

overflows, rubbish not easy to put inside and often ends up on ground

The school will need to empty the bins so this will not be a re-occurring problem. Recommend an additional bin.

Fridge

The fridge that does not work anymore will be removed by Darren and taken to North Ryde.

Evacuation plans

1SM still has temporary evacuation sketch from the prior to the BER Hall building. There needs to be a removal of old sketches from all classrooms and replaced with the new ones.

Canteen Renovation Report

These plans will need to be checked with Bronwyn and Monique. At present, we still have the Interior designer drawings from Kerry Selby Brown.

- We will put the current design in the newsletter. **Jo to ask Bronwyn to put into the newsletter.** We will give the school community up to 2 weeks to reply.
- Get hold of the DET minimum for the canteen specifications. **Jo to follow up DET guidelines.**
- Dougall Mackenzie will be approached to design it and there will be a follow up meeting with Bronwyn, Dougall and Jo.

2012 Fair

Nahid to put out an email regarding sponsorship within the school.

Fair Date will be **Sunday 9th September 2012.**

A suggestion was selling bricks at the Fair next year.

Recipe book.

This idea will need to be put into place. A few contacts within the school can be approached to put this together. A committee will need to be set up for this to go ahead.

World Teachers' Day-Thursday 28th October

Nahid to do a fruit platter, Jo to do a cake.

Schools 24

The WPPS P&C wish to formally congratulate Megan for her efforts with the Clothing Pool and Canteen.

Caroline Owens would like more information on methods of payment through the Clothing Pool schools 24 website. Presently she is not able to see how the customer pays.

Cricket Nets

West Pymble Cricket Club will be contributing to the netting. Presently 2 quotes have been submitted for the netting between \$5.5-\$7K. McDonalds, ANZ and Westpac bank have sporting grants. **Ian to look into more sporting grants for the cricket nets.**

Next meeting: 28th November AGM 7:30pm. **Food to be provided by Nahid and Amber.**