

Minutes of the West Pymble Public School P&C Annual General Meeting held on Monday 28 November 2011

Members Present: Ian Plant (President), Bronwyn Wilson (Principal), Brigid Robson (Treasurer), Amber Sebire (Secretary), Carollyn Nathan, Caroline Owens, Wendela Flokstra-Mesker, Alicia Kinsey, Karen McWilliams, Emma Smales, Nahid Kabir, Lisa Gielis, Rosie Charles, Kuma Ekanayake, Jackie Trussel, Sarah Plant, Janelle Cowan, Kath Fitness.

Apologies: Darren Rassack, Jo Kitchener, Monique Chilton, Megan Hutchins.

President's Report (Ian)

Ian has passed on his thanks to all who volunteered in 2011.

The Exec and other P&C volunteers have carried all the activities. One of the responsibilities is to spread the load more into the school community.

The 2011 P&C held a number of activities.

- Wine and cheese-February.
- Bunnings BBQ-February.
- Election Day Cake stall and BBQ-March.
- Trivia Night-May.
- Learning Ladder-May.
- Interrelate-July.
- Working Bee-July.
- Spring Showcase and Father's Day Breakfast-September.
- Chocolate Drive-September.
- WPCCI Trading Day-December.
- Christmas Tree Lighting-December.

The chocolate drive raised \$6400. This was an excellent fundraiser. From this point on we need to think smart in terms of fundraising.

The working bee was very successful with most tasks finished. A handful of people were here the whole time. In 2012, we need to promote getting the whole school community involved in coming on this day.

The Trivia Night was fantastic and very well organised thanks to the efforts of David and Anne Cornford. It didn't raise a huge amount although in 2012 this can be maximized by sourcing silent auction items.

The Christmas Carols and BBQ on the 11th December has 10 previous WPPS students. These range from Year 10 down to Year 7. BBQ and drinks stall on the night.

Schools 24 has made a huge impact on how we order. Thanks to Megan Hutchins for putting this together. The Canteen is progressing very well with the Schools24 system, and the Clothing Pool is building up. Schools24 will maximise the effectiveness of volunteers' time.

Cricket nets and wicket have been repaired. This has come in through other funding sources.

The canteen renovation project needs to be moved forward. The P&C need proper designs and costing. The plans by Kerry Selby Brown have been forwarded onto Dougall MacKenzie. We need proper project design in terms of approval for part government funding.

Treasurer's Report (Brigid)

Our cash balance of the all P&C accounts is \$133 738. This includes Band balances of \$36 659 and \$6119. The Building Fund is \$36097, Investment account \$37386, \$9961 for the Canteen, and \$7468 for the P&C transaction account.

Our fundraising activities to date have been the Chocolate Drive with \$6551.

There were no donations.

The Canteen has made a profit of \$1867.

The Clothing Pool is at a loss of \$8189. There has been a lot of stock purchased in Term 4.

The Building Fund has now \$10850. So far 74 families have paid to date.

The Canteen Renovation Upgrade is \$55970. This is comprised of the Building Fund \$36097, Investment account \$10000, Election Fund Raiser \$1975, Bunnings BBQ \$1347, and Chocolate Drive \$6551.

A suggestion for the next Chocolate Drive is to charge \$3-\$4 per chocolate. The RRP is \$2.50.

The Label maker and modem are shared between the Clothing Pool and Canteen. There has been a big uptake in the Canteen using Schools24 compared with cash. The Canteen profits are still down from not doing PSSA lunches.

Due to so many new children coming into the band, there was advice to split it up. It was recommended that the P&C Treasurer controls the overall financial records of the Band. The Band Secretary and Treasurer should attend P&C.

They have not attended, and do not send their report. A recommendation from Brigid is the Band Financial report must be submitted.

2012 P&C Office Bearers

President-Ian Plant. Seconded Bronwyn Wilson, Brigid Robson.

Vice President -Darren Rassack. Seconded Amber Sebire, Ian Plant.

Treasurer- JackieTrussell. Seconded Amber Sebire, Bronwyn Wilson.

Secretary-Amber Sebire. Seconded Carolyn Nathan, Brigid Robson.

Class parent Co-ordinator-Nahid Kabir. Seconded Amber Sebire, Bronwyn Wilson.

Working Bee Co-Ordinator-Darren Rassack

Executive- Carolyn Nathan, Alicia Kinsey, Megan Hutchins, Wendela Flockstra-Mesker.

Social Teas Co-Ordinator-Janelle Cowan. Seconded Nahid Kabir.

Website co-ordinator-Ian Chilton.

Online system co-ordinator/Tech support- Megan Hutchins. If not Megan, find someone else.

Committee members for 2012-Canteen, Band and Clothing Pool

Amber would like a list of committee members in the Canteen, Band and Clothing Pool Committees. This will be tabled at the next AGM. **Amber to source that information.**

Caroline Owens to keep her position as a Clothing Pool Manager.

Fundraising co-ordinator

This position is to be confirmed. **Nahid** will send out an email to source interest.

Principal's Report (Bronwyn)

The Outgoing 2011 year has been a productive year. I welcome the incoming 2012 P&C Committee.

There has been some school planning taken place from the SWOT analysis. The staff have identified where to improve and move forward. This has come about from a few responses from the newsletter, and meetings with staff. We have put together a small focus group of 6 people comprising community members, looking at analysed information.

The two main areas of focus are literacy and numeracy. The priority is half the staff work on numeracy team and half on the literacy team. Quality Teaching (QT) impacts on learning to enhance all our student's learning.

Lisa talk on behalf of literacy. WPPS are working with Regional office. They sat with the staff and talked about school based assessments. K-6 issues are in mathematical literacy. There will be a big focus on problem solving. Technology will be embedded into the classroom. QT framework has 18 sections. If you cater to those elements, you are catering for everything in the classroom.

Emma focused on increasing performance in literacy applied comprehension. In doing this, the Naplan results will improve. There is also a research into Drama and Literacy. This will create Literature circles, enabling them to act out what they have been reading. There is also creative strategies, and meeting the children's needs at their level.

Bronwyn has applied for grants to do the drainage, synthetic grass and fixing of the driveway. This will amount to \$106K. This was applied for at the end of October, and due for release end of November.

A review of Anti Bullying program will take place to improve Student Welfare.

Canteen asset management details need to be ready at the end of term. There will be a 50/50 grant towards the Canteen Renovation. The P&C will need to provide evidence of what we have saved towards the Canteen Renovation. The P&C will get these plans up and running. We will include fixtures and fittings. **Jo to deal with Dougall regarding the plans, and getting a costing done.**

Clothing Pool report (Caroline)

- New stock has been delivered including girl's summer dresses.
- Clothing Pool stock is enough for summer and mostly winter. There is some stock we cannot sell being the Winter dresses from Top2Toe. There are problems with the sizing and the material quality. Caroline has spoken to Scott Gresham and we are going to send some back to him.
- No price increase has taken place for a while. Caroline will be going through what can be increased.
- The Clothing Pool will have a sale, and will be advertising to take advantage of sale items.
- A Clothing Pool inventory will take place to determine what we have. There are boxes that aren't labelled properly.
- The Clothing Pool room is growing mould and will need to have damp absorbers installed. Matter of urgency as to what we can do, as this cannot be an ongoing problem.
- Caroline does not know how the online customers have paid via Schools24.
- A price increase can absorb the costs of installing an EFTPOS machine to pay via a debit card.

Band Report (Sarah)

- Training band tryouts have occurred for 2012, with 51 offers are about to be made. 10 kids to try out this week. Extra 5-10 from last year.
- Some students are changing instruments.

- Tried a new format. Matt asked to do it another way. Tutor directed the students to instruments they could master. Most students tried 2 things.
- 7 students from Performance Band staying. There will be a loss from Year 6 students leaving. 14 from Concert Band but must audition for Performance Band. They will need to show a level of competency. This will occur next week.
- Christmas Tree lighting will happen on December 11.
- The Band will buy 8 trombones and 4 euphoniums.
- Matt generated a list where everybody sees what everyone has been offered. There was a point of conjecture as to whether this should happen. Sarah suggested a personal letter to parents outlining this information.

Fundraising(Nahid)

- Nahid has spoken with other schools regarding how they fundraise. A suggestion was a Talent Fest. Lisa mentioned this was a good idea however hard to implement in a school of 300 students.
- We will start working towards fundraising targets.
- 2012 new parents to be involved.
- Crazy Camel cards as a suggestion by Emma for fundraising.

Bronwyn's Wishlist

Maintain \$100 per teacher

\$14000 STLA

\$10000 library

\$2300 cost of green and white

Tennis court resurfacing

\$14000 STLA-second day

Carolyn suggested we charge for the Green and White School Magazine \$10. This will be charged to the school fees. Parents pick and choose what they want when it comes to additional items like this.

Business arising

COLA problem(Amber)

We are responding to a letter received by Mrs Janet Doyle from the WPPS Occupational Health and Safety Consultative Committee.

- P&C Exec needs to have an action plan because this will be an ongoing problem. There will be a working bee project with a bobcat to shift top soil.

Trading Day

- Munch Deli can help us out with storing cake boxes on the 3rd December.

Christmas Tree Lighting

- Arrange the Band Parents to do the BBQ on Christmas Tree Lighting. Sarah to send an email. Sarah and Ian to look into purchasing the sausages.

Family Fair Co-Ordinator

Catherine Perez-Mansill unable to be FF co-ordinator. She is able to help but not be the co-ordinator. Action getting another Project director to come forward.

Senior first aid course

Jo suggested this to take place at the school. It was determined across our School Community there would be enough people.

Fundraising for the 2012 Year

Kuma, a past P&C President, provided valuable information for the ongoing P&C. This was in response to Brigid obtaining previous financial records.

- Corporate sponsorship occurred in the 06 year. This was the year in between the fairs.
- JD Boyle Real Estate and McGrath Real Estate were throwing money at sponsorship.
- Golf day held in between Fair years in August/September. November too busy. December crazy.
- Bingo Night
- Band Night
- Recommends fundraising to be done first half of year.

Suggestions for fundraising were a Fashion Parade at St Ives Shopping Centre.

Advertise for a sponsorship co-ordinator to get some important funds for our Family Fair.

50 year anniversary will be a good fundraiser.

A fundraiser to get bricks worth \$30-\$50 for the canteen renovation.

Next meeting:

Monday 13 February 2012 at 7:30 in the School Library.