



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 2 DECEMBER 2019

Attendees: Alison Bruscano, Jacqui Clark, Lisa Corrigan, Natasha Hollerbach, Tamara Leo, David Malorey, Tim Simpson, Jen Stokes, Vanessa Thompson, Bronwyn Wilson, Brooke Wooldridge

Apologies: Katrina Crooks, Wendela Flokstra-Mesker Peta Harper, Charlotte Lee, Anjali Weerakoon

NEXT GENERAL MEETING DATE: Monday, 10 February 2020 @ 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 8:02pm

Minutes of previous meeting

Minutes from 28 October 2019 were approved

Business arising from previous meeting/s

Please refer to the '*P&C General Meeting – Action Items*' appended for a complete list

Communication – school and P&C

- Bronwyn checked the legal status of P&C access to SZapp and has reported that it is not allowed
- The school principal is responsible for the integrity of the school which includes communications; this is supported by the director
- A communications survey was sent to the school community on 27 November 2019
- The results of this survey will help steer the next steps for the P&C

Options for band rehearsals on Thursdays

- The option of utilising a spare demountable is yet to be determined
- It is dependent on student numbers in 2020 – if one is available it will be used for French; if a second is available it could be used for band

Class parent responsibilities document

- Bronwyn provided a soft copy of the document and it will be circulated amongst the current class parents on Tuesday 3 December (it was delayed while other communications were being distributed)
- The suggestion to attend a P&C meeting once per term will be added for comment
- Once reviewed and updated it will be circulated to the new 2020 class parents

Canteen - review use of plastic spoons and forks

- A trial of students bringing their own reusable cutlery has been delayed until 2020

OOSC expansion

- Refer to '*OOSC report*'

Kindergarten balustrade

- The Department of Education (Assets) have reviewed the balustrade and deemed it to be suitable because it met the requirements at the time of installation
- The height of the balustrade is still a health and safety concern

Girls uniform survey

- A new girls summer uniform survey wasn't included in the last newsletter; Bronwyn has assured the P&C that it will be included in the next one on 6 December 2019
- A suggestion was put forward to remove the sports skirt option altogether, however it was debated that some girls like to wear the skirts and narrowing options is not a solution
- The school uniform policy already indicates that girls can wear skirts or shorts for sports

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

End of year events

- Community Thank You, Friday 6 December 2019
 - The staff have organised light refreshments and a Performance Band concert to say thank you to the school community for their support throughout the year
 - All members of the school community are welcome, 11:10am in the school hall
- Presentation Days – Monday 9 December 2019 (3-6) and Tuesday 10 December (K-2)
 - Thank you to Rachel Favell and Lauren Feltscheer for organising the events
 - As mentioned in previous meetings the K-2 format will change this year to replicate the 3-6 format
 - All Kindergarten students will still receive a graduation certificate
 - All Year 1 and Year 2 students will no longer receive participation awards
 - Selected students will be awarded book prizes for the following – Citizenship, Academic Excellence, Teachers Choice x 3, French, Music, Library, Computers
 - Parents of award recipients should have already received an email and hard copy letter notification
 - The office will follow up with any families that haven't responded
- Mystery Day Out, Wednesday 11 December 2019
 - The winning house will be announced during the Presentation Day ceremonies

School plan

- The 3 year school plan (2018 – 2020) is nearing the end and will be followed by annual planning
- In the next two years there will be a focus on targets set by the Department of Education
 - 2020 – reading and numeracy
 - 2021 – attendance and 'Tell Them From Me' (TTFM) data
- Attendance targets will be significantly affected by overseas holidays during term time
- At this stage funding will not be affected if targets are not met
- TTFM data is collected twice per year from Year 4-6 students; once per year from parents and teachers

2020 enrolments

- The new enrolment policy has affected numbers
- At the moment there are enough students for approx. 13 classes, two less than 2019
- Permanent teaching positions will be given priority
- Temporary teaching positions will be open for reapplication
- A targeted graduate will be commencing in 2020 as the appointment was made prior to the new enrolment policy being implemented
- The new job application process for teachers is very complex

P&C committee

- Thank you to the P&C for their work this year
- The teachers have really appreciated the support

Action Items	Responsible Person	Date

West Pymble P&C Association Inc.

Treasurer's Report

as of 30 November 2019

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$167,701.13, an increase from the previous P&C Meeting. The balances are made up of the following:

Accounts:	<u>9 September</u>	<u>28 October</u>	<u>30 November</u>
P&C Transaction Account	\$25,979.63	\$28,105.50	\$37,848.08
P&C Investment Account	\$44,806.07	\$44,811.77	\$44,820.60
P&C Building Fund Account	\$13,472.29	\$13,474.00	\$13,476.65
P&C funds held by WPPS	\$17,606.24	\$18,206.81	\$18,545.55
Canteen Account	\$2,278.57	\$3,388.54	\$4,081.49
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$26,392.00	\$21,934.25	\$21,286.97
Band Investment Account	\$30,756.02	\$30,759.93	\$27,591.79
Total	\$161,340.82	\$160,730.80	\$167,701.13

- Refer to AGM minutes (2 December 2019) for full report details

Action Items	Responsible Person	Date

Band report – Tamara Leo for Katrina Crooks

Band performances

- All three bands are preparing for the last concerts of the year – K-2 and 3-6 Presentation Days, End of Year Band Concert
- The Concert Band performed successfully after a service at St Matt's Anglican Church; this has been an annual event for a number of years
- The Performance Band received compliments for their performance at the Wahroonga Food and Wine Festival
- One successful lunchtime concert was performed this term; the other planned concert was postponed due to smoky air conditions
- The lunchtime concerts will continue next year with the aim of promoting the band and engaging students

Band equipment

- After the final concert all hire instruments will be returned by students
- They will be sent to Key Music for annual servicing over the holidays

Year 2 instrument trials

- On 6 November the Year 2 instrument trials took place for students looking to join the Training Band in 2020
- Enrolments have already been received and the band committee is encouraging as many registrations as possible

Filing cabinets

- The filing cabinets have been purchased and installed in the band storeroom
- Thanks to Miriam Methven and Alison Edler who have made great progress in organising the storeroom as part of an ongoing project to improve the storage space

Band committee

- Many thanks to the Band Committee for all its work throughout this year
- The team looks forward to another successful year

Action Items	Responsible Person	Date

Canteen report – Tamara Leo for Wendela Flokstra-Mesker

New fridge

- The double fridge broke down after several repairs
- A new fridge (same model) was purchased as agreed in an earlier meeting; \$3,685 with a 5 year warranty
- The school has submitted the purchase order to save \$368.50 gst
- The school is also eligible for the NSW government energy rebate of approx. \$700

Summer menu

- The summer menu is going well
- No complaints/comments have been received on the implemented price increases

End of term

- The end of term sausage sizzle will take place on Friday 13 December, the last day the canteen is open
- The canteen will be closed Tuesday 17 December and Nada (or Wendela) will clean the canteen

Canteen team and volunteers

- A huge thank you to all the volunteers, the P&C and canteen team (Lilian, Nada and Paula)
- The canteen has had a good year and this wouldn't have been possible without everyone's help

Action Items	Responsible Person	Date

OOSC report – Jacqui Clark

Expansion – update

- Final approval has been received for the extra afternoon places
- After school activities in the hall will need to be relocated – Karate (Monday), Band (Thursday – options already being explored)
- Both were informed of pending changes at the beginning of 2019
- Canteen use has been positive and is set to continue in 2020 to accommodate additional food preparation needs

2020 enrolments

- Places for 2020 have been offered
- There will be movement early in Term 1 as families finalise their plans

Fees

- Fees increased from the beginning of Term 4

Christmas party

- The end of year Christmas party will be held on Friday 6 December from 6:00 pm – 8:00 pm
- Parents will need to take responsibility of their own children as this is an after-hours event

Bushfire evacuation

- OOSC was successfully evacuated on Tuesday 12 November with fires burning locally, one on red alert
- There were lessons learnt, particularly establishing the best route to the evacuation assembly area at the park opposite Phillip Mall on Kendall Street
- It is important that the school and OOSC team are all working to the same evacuation plan and it would be useful for OOSC staff to attend the school WHS meetings

Action Items	Responsible Person	Date
Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	Before next WHS meeting
Notify Karate of changes to hall use	Bronwyn Wilson	Before Term 1 2020

Fundraising report – Lisa Corrigan

Event summary

- Spellathon – Tuesday, 12 November 2019
 - The inaugural event was a great success raising over \$9,000 towards the next phase of the playground upgrade
 - The event is set to run slightly earlier in 2020 (early Term 3) so students can enjoy their prizes for a longer period of time
 - As with all events, improvements to the 2020 event will be made to ensure its continued success
- Taste of Kinder (morning tea) – Tuesday, 12/19/26 November 2019
 - Thank you to all the volunteers that provided and served refreshments for morning tea on Days 1 and 3
 - The pre-loved uniform stall on Day 2 was a success with over \$400 in sales; it complemented the Excel Uniform Shop selling new uniforms on the same day

Upcoming events

- Pre-loved Uniform Stall – Saturday, 1 February 2020
 - The Term 1 stall will be held on the school grounds (school hall)
 - Families need to be reminded to donate items that are suitable for re-sale and dispose of those that aren't appropriately
- Tea and Tissues – Monday, 3 February 2020
 - Thank you to the McEwan family for offering to host the 2020 Tea and Tissues event
 - Details are being communicated to new kindergarten families
 - Refreshments will be provided by the current 2019 kindergarten families
 - A poll will be set up in Week 1 of the new term

P&C events calendar 2020

- Dates are being set for 2020 events and will be reviewed with Bronwyn before the end of term

WPPS staff and school community

- Thank you to all the staff and volunteers in the school community for their help in running successful events throughout the year

Action Items	Responsible Person	Date
Remind families to only donate uniforms that are suitable for re-sale	Anjali Weerakoon	Before Term 1 Pre-loved Uniform Stall
Review P&C events calendar 2020	P&C Executive/ Bronwyn Wilson	By end of Term 4

Grant committee report – Natasha Hollerbach

Local Schools Community Grant

- An application was submitted in September 2019
- Funds were sought for the next phase of the playground upgrade
- As yet State MP, Alister Henskens' office has not indicated if the grant was successful

Community Building Partnership

- An application was submitted in September 2019
- Funds were sought for the next phase of the playground upgrade
- Federal MP, Paul Fletcher's office has awarded \$10,000 to the project
- The \$30,000 project is ready to proceed in 2020 with a contribution from the school and P&C of \$10,000 each

Administration building and tennis court

- Alister Henskens was approached for funds to upgrade the administration building and resurface the tennis court
- The administrative building has been painted and carpets are scheduled to be replaced so no additional funds will be allocated
- Tennis court repairs were carried out in October and the surface was deemed adequate so no additional funds will be allocated

Grants committee

- Vanessa Thompson thanked Natasha and Leanne for their hard work throughout this year, particularly noting the successful purchase of the iPad mini's for the classrooms

Action Items	Responsible Person	Date

General business

Concussion policy – Brooke Wooldridge

- A query was made with regard to the existence of a concussion policy at the school
- The school has a first aid policy which includes concussion
- A student with head injuries should be sent to the office and the parent/carer notified
- Tim Simpson is looking to enrol into a specific concussion workshop; this would be beneficial to the school

Solar My School – Bronwyn Wilson

- The school has been selected as a candidate for the solar my school program – one of three in the Ku-Ring-Gai
- Solar My School will assess the school and provide two options for solar panels
- More details will be provided in the new year

Air quality – Tim Simpson

- Air quality is checked daily and students are kept indoors when pollution levels are too high based on the EPA Air Quality Index
- Each Friday a decision is made regarding the PSSA program

Boys toilets – Natasha Hollerbach

- Issues in the boys toilets need to be addressed:
 - 2 locks are broken so doors can't be closed
 - Of the remaining toilets, one is always dirty and one is hard to get toilet paper out of the holder (black door)
 - Doors are sometimes locked on purpose so students have to crawl under the door to use them

Absentee notification – Natasha Hollerbach

- The system for alerting parents of absentees needs to be checked to see if it is working properly
- If a parent/carer hasn't notified the school that their child isn't attending by 10:00 am the office should be sending an SMS to check

STEM showcase – Alison Bruscino

- The showcase was great but the timing was unusual, 1:30 pm – 2:45 pm
- A suggestion was put forward to change the timing next year
- The current timing allows time for displays to be packed up before the bell at 3:10 pm

WHS incident – Vanessa Thompson

- An incident occurred during the Year 6 Working Bee to improve the BBQ area near the oval
- The injured person sustained a cut to their forearm and was taken to Hornsby Hospital for stitches; no serious injury occurred and they are recovering well
- The working bee was registered with the insurer; a risk plan was in place; an incident form was completed and submitted to the P&C; the insurer was notified and no further action is required

2020 General meetings – Vanessa Thompson

- Scheduled for Week 3 and Week 8 of each term, Monday 7:30pm in the library

Action Items	Responsible Person	Date
Raise boys toilet issues at next school executive meeting	Bronwyn Wilson	Next executive meeting
Request boys toilet repairs to be made by the school caretaker	Bronwyn Wilson	ASAP
Check absentee notification system is working properly with office team	Bronwyn Wilson	ASAP

Close & next meeting

Meeting closed at 9:33pm

Next General Meeting – Monday, 10 February 2020 @ 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 20 DECEMBER 2019)

	Action Item	Responsible Person	Status
2 December 2019			
OOSC report	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	OUTSTANDING
	Notify Karate of changes to hall use	Bronwyn Wilson	OUTSTANDING
Fundraising report	Remind families to only donate uniforms that are suitable for re-sale	Anjali Weerakoon	OUTSTANDING (due Week 1, Term 1 2020)
	Review P&C events calendar 2020	P&C Executive/ Bronwyn Wilson	COMPLETED 13/12/2019 – meeting with Bronwyn, Vanessa & Tamara
General business	Raise boys toilet issues at next school executive meeting	Bronwyn Wilson	OUTSTANDING
	Request boys toilet repairs to be made by the school caretaker	Bronwyn Wilson	OUTSTANDING
	Check absentee notification system is working properly with office team	Bronwyn Wilson	OUTSTANDING
28 October 2019			
Communication – school and P&C	Compile new communication survey	P&C executive	COMPLETED 27/11/2019 – survey sent to school community via class parents
	Check legal status of P&C access to SZapp	Bronwyn Wilson	COMPLETED 02/12/2019 – access not allowed; principal responsible for integrity of school including communications; supported by director
Principal’s report	Remind parents to use the yellow name card for Kiss and Drop afternoon pickups	Bronwyn Wilson, Lisa Corrigan	COMPLETED 08/11/2019 – newsletter 12/11/2019 – Taste of Kinder orientation session
Canteen report	Canteen access for class party food preparation – discussion with canteen staff	Vanessa Thompson	COMPLETED No access for class parties
OOSC report	Investigate demountable option for band rehearsals on Thursdays	Bronwyn Wilson/ Katrina Crooks	IN PROGRESS 02/12/2019 – yet to be determined; option dependent on student numbers in 2020; one to be used for French and the other can be used if free
9 September 2019			
Principal’s report	Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	IN PROGRESS 28/10/2019 – Bronwyn to provide soft copy for circulation 02/12/2019 – soft copy provided, circulation delayed while other comms were delivered to classes; will send on 03/12/19 and add suggestion to attend P&C meeting once per term
5 August 2019			
Canteen report	Explore option to use Year 6 students for ‘sauce station’	Wendela Flokstra-Mesker	ON HOLD 09/09/2019 – will move investigation to Term 4 02/12/2019 – will investigate in 2020

	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	IN PROGRESS 09/09/2019 – positive feedback for students to supply their own cutlery, continue review in Term 4 28/10/2019 – trial of BYO cutlery to be rolled out mid Term 4 02/12/2019 – cutlery trial delayed to 2020
24 June 2019			
Band report	Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	COMPLETED 05/08/2019 – to be confirmed at next P&C meeting 09/09/2019 – purchased 28/10/2019 – to be purchased in Term 4 02/12/2019 – purchased and installed
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	IN PROGRESS 05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored 02/12/2019 – second quote not forthcoming; will continue to investigate in 2020
13 May 2019			
Grant report	Seek additional members for the Grants Committee	P&C Executive	CLOSED 22/05/2019 – SZapp, request for new committee members 02/12/2019 – item closed, part of AGM
25 March 2019			
Canteen report	Canteen opening days poll	Danielle Harris	CLOSED 13/05/2019 – allow time for new staff and flipped school day routine to settle 02/12/2019 – current set-up works so poll not required
OOSC report	Sonja's newsletter article	Jacqui Clark	CLOSED 02/12/2019 – it's been a busy year with the expansion; this can be considered for 2020
WWWC	Check P&C members WWCC status	Tamara Leo	CLOSED Committee & canteen staff underway; canteen & event volunteers next stage 02/12/2019 – to be re-opened for 2020 as an ongoing item
Future funding	Review strategic plan for 2019	P&C Executive	CLOSED 21/05/2019 – review underway at executive meeting 24/06/2019 – funding options considered: playground equipment upgrade (quotes are underway), defibrillator (organised by Department of Education), staff carpark upgrade, additional learning support, foyer upgrade, air conditioning in hall, stem robot and virtual reality

			technology (grant application is best suited for this), classroom painting (organised by Department of Education); feedback from teachers has been requested and Vanessa and Bronwyn have discussed options 02/12/2019 – the 2020 budget is in place as part of the 2020 strategic plan
11 February 2019			
Outstanding from 3 December 2018	OOSC expansion	Jacqui Clark/Bronwyn Wilson	<p>COMPLETED</p> <p>11/02/2019 – application rejected, outdoor space measurement required</p> <p>25/03/2019 – application resubmitted and awaiting response</p> <p>13/05/2019 – license revision received by school, OOSC to review and sign, Dept. Education to finalise</p> <p>24/06/2019 – OOSC reviewed the license, found errors, and has returned the it to the Dept. Education for changes to be made</p> <p>05/08/2019 – OOSC signed the amended license and now await news from the Dept. Education</p> <p>09/09/2019 – still waiting for approval</p> <p>28/10/2019 – contract signed and sent to ACEQCA for licence update</p> <p>02/12/2019 – 25 additional afternoon places have finally been approved</p>
	Kindergarten balustrade	Bronwyn Wilson	<p>IN PROGRESS</p> <p>11/02/2019 – requires follow up with Assets</p> <p>25/03/2019 – balustrade and roof to be replaced in current (12 month) maintenance period</p> <p>06/05/2019 – roofing works commenced for the whole school, to be completed by the end of the holidays, then the balustrade will be replaced</p> <p>05/08/2019 – roofing work is complete but balustrade has not been replaced, to be investigated</p> <p>09/09/2019 – roofing over verandah will be replaced followed by the balustrade</p> <p>28/10/2019 – existing balustrade painted, current height still health and safety concern, no date set for replacement</p> <p>02/12/2019 – Dept. Education (Assets) have reviewed and say it is ok because it met the requirements when installed; it is still a WHS concern</p>

<p>Uniform Survey</p>	<p>Re-do girls uniform survey</p>	<p>Bronwyn Wilson</p>	<p>IN PROGRESS 25/03/2019 – consulted with Simone Roberts, awaiting her assessment to improve follow up survey 13/05/2019 – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review 24/06/2019 – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks & Spencer samples are being sourced 05/08/2019 – Marks & Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn & Vanessa; girls summer uniform survey on hold while Bronwyn on leave 09/09/2019 – photos of girls winter trouser models provided by office, Vanessa to arrange new girls summer uniform survey and will include photos, girls winter tie option, blazer option 28/10/2019 – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet 29/10/2019, 3 year implementation timeframe needs to be highlighted, P&C aim for 2020 outcome 02/12/2019 – the survey didn't go out in the last newsletter so assured it will be in the next one 06/12/2019</p>
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