



WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 4TH AUGUST 2025

Attendees: Gladys Pineda, Lauren Hosie, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Jen Stokes, Laura Tunstall, Paul Zamuner, Simon Johnson, Bronwyn Wilson, Kat Lennie, Annerine Collyer, David Mallorey

Apologies: Holly De Rooy, Anna McFarlane, Panna Doshi, Tim Simpson, Emma Smales

NEXT GENERAL MEETING DATE: Monday 27th October

Open – Secretary, Holly McDonald

Meeting commenced at 7.30pm

Minutes of previous meeting

Minutes from 23rd June 2025 were approved

Business arising from previous meeting/s

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

OOSH Working Group

Action Items	Responsible Person	Date
Process of P&C taking over as approved provider for OOSH	Prudie Maltby	Ongoing with process

Actions since previous meeting

- **OOSH Transition**
 - Knowledge tests have been scheduled Paul and Prudie in September and Anna in August
- **Garden shed/concrete slab**
 - Shed has been ordered and delivered. Awaiting on instructions on slab movements
 - No assistant needed for slab work. Volunteers will be needed for moving the concrete when it arrives
 - Need to work out if we can get a concrete truck through Tristana school lane access, alternatively will be at Apollo gate
- **Art Room**
 - Emma Smales presented about this space in the past couple of meetings
 - P&C unable to contribute financially at this stage
 - Laura waiting on Emma to clarify what is still needed before placing a community call out in the

newsletter. To be taken offline

- Thanks to Annerine and the Pymble Playgroup for generous donations following the playgroup closing down

Principal's report – Bronwyn Wilson

- Apologies from Tim Simpson and Emma Smales, unable to attend. Emma Hill overseas travelling
- This week (commencing Monday 4th August) is Public Education Week, no open day (Week 9, Term 3)
- Visit from Japanese Study Group. Group of 11 students, 5 adults in Australia for study tour. Came to WPPS for the morning where the dance troupe performed and received an education piece. First time in 20 years, was very successful
- Tuesday 5th August new student (Kindy orientation) information evening at the school. Will be meeting in the kindergarten rooms. Only for those who are enrolled. Many thanks to Trudy for running the supper.
- Wednesday 6th August - start of the Anzac Terrace project. Estimated to take 3 weeks to finish. Deadline to finish is 31st August. Grants project is open again so Amy and Bronwyn in discussion about what to look to next
- 'Our Powerful Project' which involves Year 4 starts on Wednesday 6th August. Collaboration with 5 other schools in the local area and been in operation since 2008. Looks an endangered animal in our area which is the Powerful Owl. Full term project with lots of activities, finishing with an expo in Week 10
- Thursday 7th August is the Festival of Choral Music at the Opera House where the choir is performing. Megan Kronan and Emma Smales occupying the students
- Friday 8th August is the first of the Gala PSSA days. Hopefully weather permitting it will go ahead. The next to be in Week 4
- Lots of leadership opportunities as of late. Lots of expression to be a buddy with Japanese student visit. Leadership camp at Collaroy Centre also another great opportunity. One student (Saskia) was accepted to the State Music camp.
- Mason playing in the States Championships softball team. Wish him all the best
- STEM and STEAM - looking at pathways to develop High Potential and giftedness
- Enrolments - Out of area enrolments are now possible, cap has been increased from 278 to 300
- K-2 Sports carnival to go ahead Tuesday 12th August weather permitting. Parents/carers welcome to attend
- Thanks to Annerine for donation of supplies to the Art room, passed on from Emma Smales

Action Items	Responsible Person	Date
Anzac Terrace project - work out remaining projects once contractors have finished to be carried out at future working bees and/or parent volunteers	Amy Wild/Bronwyn Wilson/All P&C	Term 2

Treasurer's report – Holly McDonald on behalf of Lauren Hosie

- Main action item is finalising the FY24 accounts, currently being audited and then submitted
- All fundraising and general expenses are in line with the budget
- Half way through P&C contribution so may put out another call out

Profit and Loss

West Pymble Public School Parents and Citizens Association For the period 1 January 2025 to 1 August 2025 Cash Basis

1 JAN-1 AUG 2025

Trading Income

Band

45030 - Band Income - Miscellaneous	1,867.75
45020 - Band Income - Instrument Hire	5,320.00
45014 - Band Income - Instrument Hire - Percussion	560.00
45013 - Training Band	9,270.00
45012 - Concert Band	11,310.00
45011 - Performance Band	6,990.00
Total Band	35,317.75

Canteen

44010 - Counter Sales	5,555.84
44000 - Canteen Sales	1,480.00
44020 - School24 Online Sales	39,862.63
Total Canteen	47,098.47

Uniforms

46020 - Excel Uniforms Commission	2,724.64
46010 - Second Hand Clothing Stall	1,811.60
Total Uniforms	4,536.24

Fundraising

42010 - Fundraising Events Income	16,506.29
42000 - Fundraising Income	5,861.55
42050 - Year 6 fundraiser income	(0.01)
Total Fundraising	22,367.83

Total Trading Income

109,120.29

Cost of Sales

Canteen

51020 - Beverage Purchases	4,449.25
52110 - Canteen supplies	22.08
51010 - Food Purchases	17,568.65
51030 - Frozen Dessert Purchases	2,600.86
51040 - Packaging Purchases	559.44
52420 - Superannuation	1,802.06
52440 - Workers' Compensation	913.87
52430 - Wages & Salaries	15,627.98
Total Canteen	43,544.19

Band

52020 - Band Camp	24,773.99
52030 - Band Competitions/Events	660.00

Profit and Loss

1 JAN-1 AUG 2025

52050 - Instrument Repairs/Maintenance	1,020.00
Total Band	26,453.99
Fundraising	
63000 - Fundraising Expenses	8,232.21
Total Fundraising	8,232.21
Total Cost of Sales	78,230.39
Gross Profit	30,889.90
Other Income	
Other income	
43060 - Membership fees received	9.50
Total Other income	9.50
Interest income	
85000 - Interest Band Investment 4881	166.13
86000 - Interest Building Fund 9036	85.40
82000 - Interest P&C Investment 5922	588.49
Total Interest income	840.02
Total Other income	849.52
Operating Expenses	
General & Administrative Expenses	
62020 - Computer Software/Web Develop	594.52
62160 - Council / Govt Fees or Charges	722.00
61000 - General & Administrative Exp	184.79
62010 - Insurance	1,247.00
90000 - Other Expenses	190.95
64020 - Staff Room Supplies	1,300.00
Total General & Administrative Expenses	4,239.26
Funding commitments	
64000 - Funding Commitments	2,499.00
64010 - School Pledges	48,783.00
Total Funding commitments	51,282.00
Total Operating Expenses	55,521.26
Net Profit	(23,781.84)

Balance Sheet

West Pymble Public School Parents and Citizens Association As at 31 July 2025

31 JULY 2025

Assets

Bank

Band Investment Account 4881	28,649.95
Band Transaction Account 3438	38,625.30
Canteen Account 7965	15,180.10
Canteen Debit	1,076.57
Cash Drawer (Canteen)	50.00
P&C Building Fund Account 9036	14,730.86
P&C Investment Account 5922	101,472.14
P&C Transaction Account 0695	19,540.33
Petty Cash	100.00
Total Bank	219,425.25

Fixed Assets

Band Instruments/Equip Accum Dep	(6,149.10)
Band Instruments/Equip at Cost	8,096.89
Canteen Equipment Accum Dep	(11,983.81)
Canteen Equipment at Cost	18,565.44
Fundraise/Events Equip at Cost	149.00
Fundraise/Event Equip Accum Dep	(149.00)
Office Equipment Accum Dep	(139.00)
Office Equipment at Cost	139.00
Total Fixed Assets	8,529.42

Total Assets 227,954.67

Liabilities

Current Liabilities

PAYG Withholding Payable	40.00
Superannuation Payable	115.49
Total Current Liabilities	156.49

Total Liabilities 156.49

Net Assets 227,798.18

Equity

Current Year Earnings	(23,781.84)
Historical Balancing	118,412.93
Retained Earnings	133,167.09
Total Equity	227,798.18

Action Items	Responsible Person	Date
P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. <ul style="list-style-type: none"> ● roof covering for tennis court ● Upgrade to 3 - 6 playground area ● Half basketball court ● Defib for school 	P&C Executive Team	Ongoing

Band report – Holly McDonald on behalf of Holly De Rooy (absent)

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- New tap was fitted by Ross Wilkins
- Still short on volunteers, particularly on Wednesday and Friday. Please let Pauline know
- New menu items have been received well
- Still waiting for the department to come back on health rating
- Monday opening - very slow but not taking from other days, good day for prep if slower

Action Items	Responsible Person	Date

OOSC report – David Malorey

- Lots of casual spots in the morning or after school care available
- Still pursuing trying to move the start time from 7.30am - 7am. Struggling to get the contract revised with the Department. Will let the community know once this takes place
- Vacation Care (Winter Holidays) - last minute enrolments finally came which meant good numbers. Trialled first offsite excursion too.
- New program for Spring Holidays to be released next week
- New people still needed on the OOSH team. Interest has been shown but is an ongoing process

Action Items	Responsible Person	Date

Fundraising report – Annerine Collyer

P&C Fundraising Events 2025

Term 1	Term 2	Term 3	Term 4
Welcome Night 21-Feb 0	Spellathon TBD \$2,000	Money Chain TBD	Disco TBD
Grandparents Day & Wishing Tree 4-Apr \$1000-\$3000	Movie Night 20-Jun \$3,000	Parents Social Night TBD	Trivia Night TBD
	Election Market TBD \$4,520		

Additional Fundraisers

- School Cookbook
- Spring market

- Spell-a-thon was a success and the children did really well. Net profit of \$5,504 following pizza lunch and extra icecreams to class that came 2nd in fundraising
- Movie Night - Net profit \$2,390
- YTD profit of \$12,800 massive effort from everyone in the community
- Wishing tree - all money has nearly been spent \$950 remaining, Michelle working with the team to allocate those funds
- Upcoming events - Cake Stall at the West Pymble Shops on Saturday 9th August. Still short on baked goods so would appreciate any donations from the community
- Trivia Night - Saturday 25th October, busy planning
- Christmas Twilight Markets - Saturday 22nd November, also busy planning

Grant committee report – Amy Wild

- Were not successful with the 'Believers Grant', \$10,000. First arts grant found
- Submitted an application for a Cannon grant for digital cameras for STEM. Keep you posted
- Attempting to obtain grants for native planting to go toward our native bees

- Very focused on closing out the Anzac Terrace grant, Community Building Partnership Grant (winning grant was for 2023). Will close this out soon, 2026 grant applications are now open, have had a lot of success with this in the past so will look at this closely, possibly to go toward the senior school play equipment Years 3 - 6

Action Items	Responsible Person	Date

Extra agenda item – N/A

Heading

- Summary

Action Items	Responsible Person	Date

General business

Heading

- Summary

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8.44pm

Next General Meeting – Monday 27th October 2025

	Action Item	Responsible Person	Status
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Anna McFarlane, David Malorey, Paul Lennie, Prudie Maltby	<p>04/12/2023 Nothing reported.</p> <p>19/02/2024 Process is ongoing</p> <p>18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&C.</p> <p>13/05/2024 Process is ongoing.</p> <p>17/06/2024 Process is ongoing.</p> <p>5/08/2024 Advice received that each time a new P&C Executive Member is elected, the same requirements will apply to them as the current P&C Executive Members. Everyone who is a PMC (Person With Management Control), which is everyone on the P&C Executive at any given time, is required to sit and pass the test on the childcare legislation. Sharlene to meet with the P&C Federation for further advice.</p> <p>09/09/24 All information has been submitted for provider approval. All PMC required to sit the timed test on the childcare legislation, in Parramatta.</p> <p>28/10/2024 Currently paused while a new executive committee is established.</p> <p>25/11/2024 Outgoing executive members to be removed from application as no longer PMCs. Incoming executive committee to discuss next steps.</p> <p>10/03/2025 PMC candidates are Anna McFarlane, Prudie Maltby (representatives from current P&C) and Paul Lennie. They will continue to liaise with relevant individuals to continue the submission</p>
School Uniform review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	<p>13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Student and parent surveys to commence.</p> <p>09/09/24 Parent survey complete, student survey to</p>

			<p>commence.</p> <p>28/10/2024 Student surveys completed, data to be forwarded to P&C.</p> <p>25/11/2024 Data collated, incoming executive committee will decide on next steps in collaboration with the school.</p> <p>10/03/2025 majority for change of uniform from data collated was not reached. P&C will continue to liaise with school around this.</p>
Use of accumulated P&C Funds	Best approach of use of significant funds raised by P&C	Bronwyn Wilson, P&C	<p>10/03/2025 P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. roof covering for tennis court Anzac Terrace</p> <p>Upgrade to 3 - 6 playground area</p> <p>Half basketball court</p> <p>Defib for school</p>