



WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 19 FEBRUARY 2024

Attendees: Sharlene Atkinson, Anmarie Forrester, Felicity Bewley, Chih-Lun Yeh (Allan), Amy Wild, Alicia Potts, Holly McDonald, Bronwyn Wilson, Tim Simpson, Naomi Lam, Melissa Vince, Kate Wormald, Kimberley Chan, Tamara Leo, David Malorey, Gladys Wilkins

Apologies: Lisa Vorster, Holly de Rooy, Jen Stokes, Paul Zamuner

NEXT GENERAL MEETING DATE: 18th March 2024, 7:30pm

Open – President, Sharlene Atkinson																																																																																																																																																																
Meeting commenced at 7:30pm																																																																																																																																																																
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Minutes from 4 th December 2023 were approved.																																																																																																																																																																
Business arising from previous meeting/s																																																																																																																																																																
Please refer to the 'P&C General Meeting – Action Items' appended for a complete list																																																																																																																																																																
<ul style="list-style-type: none"> Replacement slushie machine for the canteen (Sharlene Atkinson): Old slushie machine was partially broken, and was unable to be repaired due to availability of parts. One tub remained functional, and the machine was sold for \$500. Slushies are a very popular green rated item in the canteen, and a motion was put forward to replace it with a two tub machine made in Australia, costing up to \$2999+GST. 12 financial members voted in favour (100%), 0 against. <table border="1"> <thead> <tr> <th>Submitted Date and Time</th> <th>The WPPS P&C moves that up to \$2999+GST be allocated to the purchase of a replacement slushie machine (please abstain if you are not a financial member)</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19/2/2024 19:35</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Added manually by request</td><td>In favour</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> Lockable tambours/cabinets for STEAM Room (Sharlene Atkinson): Tara Cooling has requested lockable tambours/cabinets for the new STEAM room so equipment can be stored securely. A motion was put forward to purchase second hand ex-office units that are around \$100-\$150 each, up to a total of \$1000. 15 financial members voted in favour (100%), 0 against. 	Submitted Date and Time	The WPPS P&C moves that up to \$2999+GST be allocated to the purchase of a replacement slushie machine (please abstain if you are not a financial member)									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									19/2/2024 19:35	In favour									Added manually by request	In favour								
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Submitted Date and Time	The WPPS P&C moves that up to \$1000 be allocated to the purchase of tambour/lockable cabinets for the STEM room (please abstain if you are not a financial member)
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19/2/2024 19:39	In favour

- Softfall/mulch (Tim Simpson): Met with our Assets Manager, Jordan Hinton. Assets will provide the mulch for the playground. However, due to recent asbestos contamination in mulch across NSW, there is a hold on distribution of mulch.

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

- Many thanks for the gift voucher in recognition of 20 years of service.
- Thank you for organising the Welcome Night, which was held on 16th February.
- STEAM room update: locksmith secured the entrance/bag room so the whole area can be locked off. Lockable cabinets still required. STEM kits on loan from the Department have arrived.
- Process has commenced for appointing a new Assistant Principal. Thank you to Anmarie Forrester for joining the panel as the parent representative. Successful applicant should be identified in March, with an announcement being made at the end of Term 1.
- Voluntary Contributions have been reduced this year. Technology maintenance is being absorbed by the school. Grounds levy has been removed as the Assets Management Unit now looks after a lot of the things the school previously had to cover e.g., tree inspections, tree lopping, fire safety inspections. While the statement of account lists annual contributions, they can be paid in instalments. If anyone is experiencing financial distress please let the school know, as student assistance is available.
- WPPS is undergoing external validation this year, which typically happens every three years. Evidence of meeting our goals set out in our School Improvement Plan will be assessed, determining where we sit on the School Excellence Framework.
- Meet the Teacher Nights will be held in Week 5.
- Police attended the school during the holidays to respond to graffiti.

Tim Simpson:

- NAPLAN will be held from March 13-25 for Year 3 and 5 students. Writing, conventions of language, reading and maths. Students will need to supply wired over ear headphones. Teachers will provide demonstration activities.
- Summer PSSA teams (tee-ball and cricket) have been selected, which will play in Terms 1 and 4. There are only three weeks in Term 1 due to council requirements. Buses are very difficult to book, and cost is exorbitant. The activity fee for students to participate in PSSA is the cost of the bus transport.
- Interrelate has conducted family education nights regarding relationships, puberty, and sex education previously. GenReady has conducted the Year 5 and 6 talks more recently, and they only do face-to-face family sessions. Discussion amongst those present indicated a preference for an online family session.

Action Items	Responsible Person	Date

Election of Office Bearers

- Vacant Positions - to be filled effective 20 February 2024
- Lisa Vorster elected to the position of Vice President (nominated by Sharlene Atkinson, 15 financial members in favour (100%), 0 against)

Submitted Date and Time	The WPPS P&C moves that Lisa Vorster be elected to the position of Vice President (please abstain if you are not a financial member)								
19/2/2024 20:05	In favour								
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19/2/2024 20:05	In favour								
19/2/2024 20:05	In favour								

- Holly McDonald elected to the position of Communications Officer (nominated by Sharlene Atkinson, 14 financial members in favour (100%), 0 against)

Submitted Date and Time	The WPPS P&C moves that Holly McDonald be elected to the position of Communications Officer (please abstain if you are not a financial member)								
19/2/2024 20:06	In favour								
19/2/2024 20:07	In favour								
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19/2/2024 20:06	In favour								
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Treasurer's report – Chih-Lun Yeh (Allan)

West Pymble P&C Association Inc

Treasurers' Report

as of 19th Feb, 2024

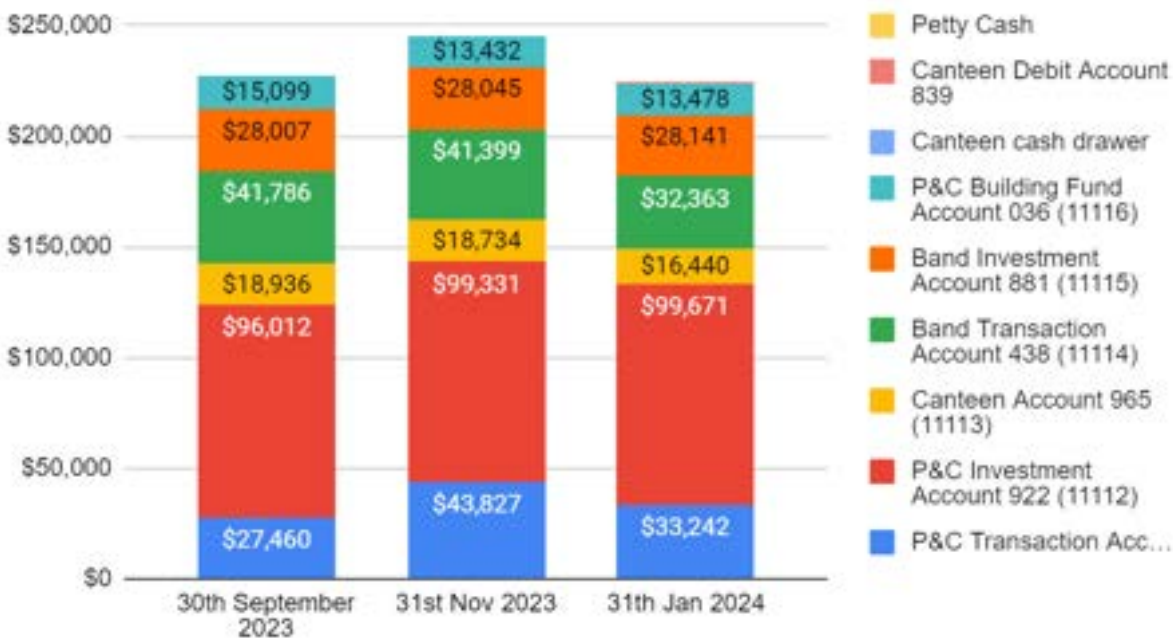
Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$227,794**, with balances made up of the following accounts:

Accounts:	<u>30th September 2023</u>	<u>31st Nov 2023</u>	<u>31th Jan 2024</u>
P&C Transaction Account 695 (11110)	\$27,460	\$43,827	\$33,242
P&C Investment Account 922 (11112)	\$96,012	\$99,331	\$99,671
Canteen Account 965 (11113)	\$18,936	\$18,734	\$16,440

Band Transaction Account 438 (11114)	\$41,786	\$41,399	\$32,363
Band Investment Account 881 (11115)	\$28,007	\$28,045	\$28,141
P&C Building Fund Account 036 (11116)	\$15,099	\$13,432	\$13,478
Canteen cash drawer	\$50	\$50	\$50
Canteen Debit Account 839	\$369	\$445	\$801
Petty Cash	\$75	\$75	\$75
Total	\$227,794	\$245,213	\$239,758

Sept 2023 - Jan 2024



Summary

Points of note for current cycle:

- Grants & School Assets
 - \$9837 was used for completion of the mural
- Canteen
 - Price updates in effect since week of August 14th
 - The financial situation based on new structures shows that current incoming and outgoings is generally in balance. We will keep an eye on the situation in 2024 and see if any further operational adjustments are needed
- 2023 audit commenced in January, reports have been generated which are now under review, though progress has been delayed due to the availability of the auditor.

Action Items	Responsible Person	Date

Band report – Felicity Bewley for Holly de Rooy

- We have 82 enrolments this year - numbers are still fluctuating but I expect this will stay about the 80 mark
- Band Camp is set for 17-19 May - Phil Harper is leading this
- Lessons and rehearsals (except Training Band) started 12 Feb

- Key Music will be invoicing parents directly for lessons and rehearsals
- The remainder of the band fees will be invoiced by the Band Committee / P&C in March
- The first Band Committee Meeting will be in early March when I'm back from overseas

Action Items	Responsible Person	Date

Canteen report – Felicity Bewley for Jen Stokes

- The year is off to a good start. Met a lot of new parents at tea and tissues who have signed up for canteen. Paulina is in the process of adding them to the roster. But reminder for anyone wanting to help out to let Paulina know.
- Reusables are still going strong. Salad bowls, forks, milk cups - 100% success rate. Everyone is bringing them back.
- Slushie machine broke at the end of term 4 so we'd like to replace it. A smaller one - 7.5lt twin bucket instead of the large triple bucket we had. An ex hire machine is \$2999 - \$500 from the sale of the old one. We'll also go to reusable cups once the supply of plastic cups are finished. Slushies are a best seller and kids looking forward to having them return.
- Dishwasher started leaking and Ken had a look but this term it stopped and filled with water. If anyone in the community is a dishwasher repair person and can give it a look, we'd be forever grateful.
- Kindy incursion is this Thursday and we can't wait to welcome the new students to use the canteen.
- Sharlene Atkinson: Bunnings have generously donated three bins, one for each house, to collect drink containers eligible for the Return and Earn scheme.

Action Items	Responsible Person	Date

OOSH report – David Malorey

- Good start to Term 1, positive responses from children and staff.
- Up to 80 children in one or two of the sessions, capacity for 100, casual bookings welcome.
- 25 kindy families have booked in for one or more sessions, greater than in previous years.
- OOSH transition to being P&C led ought to progress as the process will take some time.
- Executive and Committee members needed, particularly members who crossover OOSH and P&C.

Action Items	Responsible Person	Date

Fundraising report – Melissa Vince

- Welcome Night was a great success, well attended by Kindy families. Many kindy families this year are new to the school.
- 14 volunteers have signed up to assist with fundraising endeavours, more volunteers always welcome.
- Currently planning timing of events for the year, potentially a couple per term to avoid them being clustered up.
- Upcoming events: International Day of Mathematics – Money Chain Fundraiser 14th March 2024.

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

Grant	Outcome	Area	Project	Amount	Notes
KMC Net Zero Communities Grant	Successful	Sustainability	Green canteen	\$3,188	Funding received. Implementation underway.
Volunteer Grants (Federal Government)	Pending	Small equipment	Items to support P&C volunteer work (e.g. first aid kit, wheelbarrow, laminator)	\$1,150	EOI successful. Outcome of formal application pending.
Community Building Partnership 2023 (Federal Government)	Pending	Playground upgrades	Anzac Terrace - final stage of playground upgrade	\$40,000	Application submitted 27 October 2023
Real Schools Grants Program	Pending	Sporting equipment	Convertible netball / basketball goals	\$3,000	Submitted 30 October 2023

Grant	Status	Area	Project	Amount	Notes
Saluting Their Service (Federal Government)	Planning	School grounds	ANZAC memorial plaque and landscaping near flagpole	TBC	Due February 2024, further rounds available
Bin Trim Equipment Rebate Program (Environmental Protection Authority)	Under consideration	Sustainability	Recycling bins (50% funding rebate)	TBC	I
Sponsorship Grants for Student Science Engagement and International Competitions	Under consideration	STEM	TBC - student science engagement	TBC	Open February 2024
Woolworths Junior Landcare Grants	Under consideration	Sustainability	Environmental sustainability project engaging students	\$1,000	15 March 2024
Sporting Schools Grants	Under consideration	Sport	Funding towards sports programs	\$1,000 - \$2,000	Intakes each term

Action Items	Responsible Person	Date

Additional Item: Statement of Commitment to Child Safety – Melissa Vince

- With the Child Safe Standards being implemented over the past few years, it would be beneficial to bring a more formal arrangement to the P&C, in the form of a statement of commitment to child safety.
- When the OOSH becomes P&C led there will be formal requirements in terms of being an approved provider and child safe organisation.
- Identify opportunities across different P&C areas e.g., events, second hand uniform stall, band, canteen
- Clarify responsibilities where there is joint engagement e.g., P&C and school; P&C, band committee and Key Music
- Create and embed child safety with P&C procedures so it can be carried through when there are committee changes
- Communicate and advocate for the awareness of child safety within our community e.g., by sharing resources from the Office of the Children's Guardian
- Process for raising concerns

Action Items	Responsible Person	Date
Research and drafting a Statement of Commitment to Child Safety	Melissa Vince, Sharlene Atkinson, Felicity Bewley	Ongoing

Additional Item: Working Bee – Felicity Bewley for Paul Zamuner

- Request for potential dates for next working bee and list of jobs
- Bronwyn Wilson: Ken is currently on leave, will request an updated list of tasks on his return and will then contact Paul. Spring Showcase will be Week 9 of Term 3 so one working bee in preparation for that, and then potentially one later in Term 1.

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8:40pm.

Next General Meeting – 18th March 2024, 7:30pm

	Action Item	Responsible Person	Status
<p>13 March 2023</p>			
<p>WPPS Sports Shirt</p>	<p>Transition to predominantly green sports shirt</p>	<p>Gladys Wilkins</p>	<p>15/05/2023 Consider stock left available of white shirts and how to manage that stock appropriately to facilitate rolling out the new shirt. Gladys suggested Bronwyn speak with Peter (Excel Uniforms) for further information 19/06/2023 Sample green shirt presented. 137 white shirts currently in stock (retail value \$3288). 113 white shirts have been sold over the past 12 months, projected to take 1-2 years to sell existing stock. Sharlene suggested purchasing the existing stock of white shirts from Excel Uniforms at cost price so they do not lose money, but we can roll out the green shirts faster. The white shirts can be sold at cost price through the second-hand uniform shop to provide a cheaper alternative. Gladys will make this enquiry with Peter (Excel Uniforms). 24/07/2023 Nothing reported. 04/09/2023 Nothing reported. 16/10/2023 Nothing reported, Sharlene to follow up with Gladys. 04/12/2023 The new green sports shirt will be available for sale in Week 1, Term 1, 2024. A stocktake of the old style white shirts will be completed at this time and a quote provided for the P&C to purchase the shirts at cost price (to be sold in the second hand uniform shop), in order to expedite the roll out of the new green shirts. 19/02/2023 CLOSED</p>
<p>4 September 2023</p>			
<p>Softfall</p>	<p>Raise softfall/mulch underneath play equipment with Assets</p>	<p>Bronwyn Wilson</p>	<p>16/10/23 Nothing reported, Tim Simpson to follow up in Bronwyn’s absence 04/12/2023 Soft fall in Kindy/Year 1 playground area has been logged as a job with Assets. A meeting is scheduled for Monday 11th December with our Assets Manager, who</p>

			will assess what the playground requires. 19/02/2024 Tim Simpson met with our Assets Manager, Jordan Hinton. Assets will provide the mulch for the playground. However, due to recent asbestos contamination in mulch across NSW, there is a hold on distribution of mulch.
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Sharlene Atkinson, David Malorey, Mel Vince	04/12/2023 Nothing reported. 19/02/2024 Process is ongoing
Technology Strategy	Discussion with Tara Cooling regarding technology needs	Tim Simpson	04/12/2023 Plans for a STEM Room in 2024, Tara Cooling presented plans for how to develop that in Terms 1&2, and will report back with learnings and directions for further development. A practice kit for First Lego League will be purchased. 19/02/2024 Locksmith secured the entrance/bag room so the whole area can be locked off. Lockable cabinets still required, and up to \$1000 spend has been approved at this meeting. STEM kits on loan from the Department have arrived.
19 February 2024			
Statement of Commitment to Child Safety	Research and drafting a Statement of Commitment to Child Safety	Melissa Vince, Sharlene Atkinson, Felicity Bewley	