



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 3RD MAY 2021

Attendees: Alicia Potts, Amanda Tyler, Bronwyn Wilson, David Malorey, Felicity Bewley, Katrina Crooks Jen Stokes, Lonii Broers, Penny Pang, Sandeep Dsa, Tim Simpson, Tracy Woolham, Tricia Wright.

Apologies: Paula Stokoe, Gladys Wilkins, Brooke Wooldridge, Peta Harper, Tamara Leo, Jacqui Clark

NEXT GENERAL MEETING DATE: Monday 7th June 2021, 7:30pm

Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.

Minutes of previous meeting

- Minutes from previous meeting approved.

Business arising from previous meeting/s

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

Kiss and Drop Zone: (update from Tamara Leo)

- The banner went up in week 1 or term 2 and communications sent out in week 2.
- Email to council is sent. This action is now closed

Band Honour Board:

- Fundraising in progress to fund this project. The money raised from spell-a-thon will go towards the funding various initiatives including the Honour project.

P&C shipping container

- This is work in progress. Further update will be provided at the next meeting.

School Disco

- School Disco was lots of fun. Thank you to Anjali Weerakoon and Lisa Bilbe who were event organisers and thank you to all volunteers who helped out on the night.

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

Playground update

- Kindy playground upgrade is almost complete. Children are enjoying the new playground.
- Rope bridge under construction.
- Next project will be the Flag pole area and Maddy's garden. Funding options and Grant options to be worked through.

New School Website:

- New school website is now available. Old website is being decommissioned.
- School procedure updates on the new site is in progress.
- Plan is to make it informative and user friendly. Feedback from parent community incorporated.
- Please send your feedback about the new site using contact us

School Improvement Plan (SIP)

- This is posted on the school website as per schedule.
- Annual school report also posted on the website

Tell Them from me survey (TTFM)

- TTFM student survey is now completed.
- In October, the survey will be available for teachers, parents and students
- Survey is important as it provides important data points to help improve and also measure targets set by the Department. Please keep a watch for the dates and participate.

Metro Renewal Program(Covid stimulus package):

- Approval received to upgrade Senior Toilet approval. Tenders sent out and work should start soon.
- This is a 12 week program and alternative arrangements will be advised to the student

Solar Application

- Officially signed off and approved. Work is going ahead, start date to be confirmed.

Road Rules - Apollo avenue:

- Cars coming in and out of Apollo to obey road rules. Complain from a neighbour that it was hard for them come out of drive way during kiss and drop.
- Please obey road rules. Rangers will be patrolling the area. Don't stop across the driveways. Fines do apply

Student Confidentiality:

- School is bound by confidentiality about any information that can be disclosed to parents whose children are not involved in an incident.

Annual Bullying plan:

- Annual Bullying plan will be up on the website in coming weeks.
- Please be aware of the difference between bullying and fighting before discussing with the school.

Assessments: (Tim Simpson)

- Check in: Test for Reading and Numeracy for year 4 and 6. No written feedback sent to parents. This assessment is for staff can address gaps in student learning.
- Naplan: Year 3 and 5 will complete writing test , Reading and numeracy assessment. Parents will receive feedback.
- Pattern and Structure assessment: Year 1 and 2 student had a one on one assessment for 15 to 20 mins. This assessment provides valuable data to target any specific areas

Action Items	Responsible Person	Date

Treasurer's report – Tricia Wright

West Pymble P&C Association Inc.
Treasurer's Report
as of 3rd May 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$229,817.24**, an increase from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>8 February</u>	<u>15th March</u>	<u>3rd May</u>
P&C Transaction Account	\$48,987.63	\$49,358.63	\$50,104.63
P&C Investment Account	\$44,853.11	\$44,853.45	\$44,854.21
P&C Building Fund Account	\$24,991.35	\$24,991.54	\$24,991.96
P&C funds held by WPPS	\$375.00	\$11,451	\$13,471.00
Canteen Account	\$14,413.11	\$14,973.18	\$18,096.36
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$25,579.64	\$31,999.64	\$50,636.64
Band Investment Account	\$27,611.77	\$27,611.98	
PayPal		\$1,262.74	\$27,612.44
Total	\$186,861.61	\$206,552.16	\$229,817.24

Band Accounts

The increase is due to the receipt of 2021 band fees from those students participating in the band program.

Transaction Account - P&L

Mother's Day stall sales have completed and total \$3965, this money has been transferred from PayPal however has not yet reached our account.

The Disco was a great success, thank you to Anjali Weerakoon and Lisa Bilbe for all your work organising a fantastic night for the students. The decorations looked amazing and it was a very well organised event. Thank you also to our wonderful parent helpers on the night with checking in and out, BBQ, serving and cleaning up. Thank you also to all the teachers who stayed and helped, we really appreciate you all taking the time to help with the event.

We had a total of 274 students attend over the two disco sessions, a transfer of \$3,182.40 from trybooking has been made however has not yet reached our account, 4 students paid cash on the night. Expenses from the night for decorations and Bop till you Drop came to \$1,141.40.

Second Hand Clothing stall on 2nd May was a great success again. Thank you to Brenda for running the stall. Total sales including cash and Paypal totalled \$505. The next stall is pencilled in for the 18th July. Brenda would also like to hold the stall from 8-10:30 am.

Canteen - We have had our first week of Wednesday "Homecooked meals" cooked at the canteen by Nada. Sales through School 24 came to \$235 for the first week. What a great start and thank you Nada.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

Band Updates

- Training band has commenced rehearsals.
- Combined rehearsals for Performance and Concert bands are progressing for 4 weeks. Feedback has been good.
- Performance band still having 1 rehearsal per week on their own and have started with new advanced music
- Band Camp booked at Crusaders between 28th to 30th May and preparations going ahead. Wind instruments can also be included with easing restrictions.
- Parent concert during Band camp will not go ahead as usual. Recording will be made available to parents.

Action Items	Responsible Person	Date

Canteen report –Wendela Flokstra-Mesker

- Wednesday trials will continue for 2 more weeks.
- Face to Face OH&S meeting to be planned and expected to be locked in by next meeting.

Action Items	Responsible Person	Date

OOSC report –David

Enrolments

- Regular and casual places are available at OOSH. Please reach out to Sonja or Shona
- Annual General Meeting and regular meeting is moved to 17th of May. Parents of children in OOSH are welcome. [this is rescheduled- new date will be communicated]

Action Items	Responsible Person	Date

Fundraising report – Lonii/Tricia

School Disco and Mother's Day

- Covered as part of the Treasures report.

Upcoming events:

- Spell-a-thon notifications are out.

Action Items	Responsible Person	Date

Grants Report – Sharlene Atkinson

- Woolworths Junior Landcare grant application result awaited.
- Bendigo Bank grant has not been applied for strategic reasons. We are a registered charity and opening another bank account and going through all the process for a small sum and uncertain chance was not worth the effort. Sharlene is happy to discuss with you if you need more information on why grant not applied.
- Work on the pollinator garden has not commenced and funding through Ku-ring-gai council cannot be progressed without this completing. Bronwyn will follow up.
- Alister Henskens Grant further funding will require further report completion and receipts to be provided. School office has supporting documentation which will be provided to Sharlene.

- Looking at options for Federal funding
- Department of veteran affairs saluting their service program is for memorial and could be used for flag pole. Options will be worked through.

Action Items	Responsible Person	Date
Update on pollinator garden completion so further funding can be requested	Bronwyn Wilson	Term 2

Curtns for the Hall

- School Curtains project is now complete and is in use.

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8.10 pm

Next General Meeting– Monday 7th June 2021, 7:30 pm
(Face to Face meeting in the school library and online option will be provided)

P&C GENERAL MEETING – ACTION ITEMS

Action Item	Responsible Person	Status
08 February 2021		
Band Report	Talk to Bronwyn about band camp alternatives	Katrina Crooks 15/03/2021: Planned to go ahead. Plan is being worked through. 3/05/2021: Going ahead. Closed.
	Chase for Training Band and Concert Band coordinators	Katrina Crooks 15/03/2021: Closed
	Alison to communicate with OOSC that band practices have started this week	Alison Edler Closed
	Training Band instrument handout	Alison Edler Closed
	Look at amount available in band accounts	Jocelyn Girard Closed
	Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene.	Katrina Crooks 15/03/2021: Discuss at the Grants meeting. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project.
01 December 2020		
Band & choir captain honour board	Follow up band and choir captain honour board funding request	P&C executive team 09/02/2021 - Quotes for the board are available and discussions in progress. 15/03/2021 – Working through grant options to cover some of the cost. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project.
Pre-loved uniform donations	Provide instruction on pre-loved uniform donations to the school	Bronwyn Wilson COMPLETED 14/12/2020 – Szapp update; drop off bins set up at Tristania Pl gate 15/12/2020, 8:00am to 1:30pm
26 October 2020		
Principal's report	Investigate QR code sign in option for external visitors to school	Tim Simpson COMPLETED 01/12/2020 – Dept. Education developing QR code for use in schools 28/01/2021 – newsletter; Service NSW QR code will be used in all NSW Government schools
17 August 2020		
Kiss and Drop	Contact council and RMS regarding Kiss and Drop safety improvements	Tamara Leo Completed 16/09/2020 – contacted council 21/10/2020 – feedback provided by council after 2 site visits; further recommendations to follow 01/12/2020 – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021

			09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting. 15/03/2021 – New banner designed. Printing will be organised and comms sent out to parents in the coming weeks 3/05/2021: Banner is up.
17 February 2020			
Canteen report	Arrange H&S course for Nada	Wendela Flokstra-Mesker	IN PROGRESS 15/06/2020 – due to COVID-19 only online courses are available and a face-to-face is preferred 01/12/2020 – course still required and will be followed up in 2021 09/02/2021 - Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate. 15/03/2021 – Face to Face planned. Date to be confirmed
24 June 2019			
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 26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised 01/12/2020 – location still needs to be finalised and will progress in 2021 09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued. 15/03/2021: Updates to be discussed at the next meeting. 3/05/2021: In progress.
11 February 2019			
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	Closed
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
17/02/2020 – survey was included in newsletter 06/12/2019; results to be published in the next newsletter 21/02/2020; options have been narrowed down and final approval by school community is required
15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined
17/08/2020 – an SZapp survey 30/06/2020 for girls trouser colour was inconclusive; a newsletter survey 03/07/2020 resulted in navy as the colour; results were announced in the newsletter 31/07/2020; samples are now being sourced
26/10/2020 – summer options ordered, winter options need fine-tuning and should have final sample for next meeting, Excel Uniforms will supply, and options will cost approx. \$20
01/12/2020 – summer skorts available for purchase \$20, summer shirt will be available in Term 1 2021 \$24; winter trouser style still being refined (better waist adjustment required) and should be ready for Term 2 2021
09/02/2021 - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.
15/03/2021 – Pants will be available soon in the uniform shop. All other uniforms are available.