



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 24TH NOVEMBER 2025

Attendees: Gladys Pineda, Lauren Hosie, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Jen Stokes, Simon Johnson, Bronwyn Wilson, Kat Lennie, Annerine Collyer, David Mallorey, Leslyn Nand, Sophie O'Donnell, Amy Mettam, Caity Wells, Tim Simpson, Leslyn Nand, Paul Lennie, Emma Smales

Apologies: Holly De Rooy, Anna McFarlane, Panna Doshi, Laura Tunstall, Paul Zamuner

NEXT GENERAL MEETING DATE: Monday 9th February

Open – Secretary, Holly McDonald

Meeting commenced at 8.31pm

Minutes of previous meeting

Minutes from 27th October 2025 were approved

Business arising from previous meeting/s

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**
 - Simon has submitted his application and will be sitting his test later this month as part of the approval process
 - Once the approval is received, we assume there will be additional steps and possible legal costs associated with the transition
 - Will provide clarity on costs and process as these are made known
- **Shed and concrete slab**
 - Big thank you to the Kindy dads, in particular Matt Harris for laying and completing the concrete slab
 - With this now complete, the area is now ready for the construction of the shed which has already been

obtained and is on the school grounds
- Will pick up conversations with Paul about completion of this

Principal's report – Bronwyn Wilson

- Thanks to the P&C for their generous efforts and contributions to the school over the past year, in particular the fundraising outcome
- Well done on successful Christmas markets. Despite the rain the event went ahead and was greatly attending so hopefully that this may be considered as a yearly run event
- Presentation Day week 9, Tuesday. This year for the first time the school will be trialing only 1 presentation day due to a fall in numbers and parents feedback. The layout seems to work and all students chairs etc should be able to fit, the only issue could be due to limited space and seating, the number of attendees may need to have a cap, will ascertain closer to the time
- Parents of award winners will receive their shush letter so keep an eye out for these
- Started the student leadership process this week. Students have nominated and started their posters that process will continue over the next couple of weeks
- Elections this year will be done online. Once the general school population have heard the speeches, they will be able to cast their vote via the school computers and technology to ensure a quick, seamless process. Captains and vice captions will be done first followed by school house captains the following week.
- New Student orientation - have held the first TOK assembly, this went very well
- Children already showing that they will be well settled, school uniforms will be available at the next TOK along with Dr School and Naama will also have the second hand uniform shop open as well
- Children will come into school to have a buddy morning tea to meet their buddies for the new year
- Class formation - there is a class formation policy on the school's website. There is a prioritised list here on how we select children to go into each of the classes. The very last step is parent requests. Parent requests will only be accepted for a valid educational reason. Neither can it be known or told how many classes there will be at this stage as numbers are still unknown
- School has a new website, hopefully you have had a chance to have a look
- Thanks to the P&C for the delivery of the purchased STEM and artwork room resources
- Thanks to the P&C for the partnerships provided, adds great value to the school between staff and parents

Action Items	Responsible Person	Date

Treasurer's report – Lauren Hosie

Profit and Loss

West Pymble Public School Parents and Citizens Association For the period 1 January 2025 to 24 October 2025 Cash Basis

	1 JAN-24 OCT 2025	1 JAN-23 OCT 2024
Trading Income		
Band		
45000 - Band Income	-	27,480.00
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	390.00
45011 - Performance Band	6,990.00	-
Total Band	35,317.75	27,870.00
Canteen		
44010 - Counter Sales	7,197.84	12,772.01
44000 - Canteen Sales	1,680.00	-
42040 - Sale of Goods	-	4,163.76
44040 - OOSC Sales	-	2,241.55
44020 - School24 Online Sales	62,582.17	58,695.20
Total Canteen	71,460.01	77,872.52
Grants		
43030 - Grants / Subsidies	1,000.00	1,150.00
Total Grants	1,000.00	1,150.00
Uniforms		
46020 - Excel Uniforms Commission	3,458.55	749.18
46010 - Second Hand Clothing Stall	2,124.50	9.81
Total Uniforms	5,583.05	758.99
Fundraising		
42010 - Fundraising Events Income	49,655.29	18,251.47
42030 - Sponsorships received	-	4,250.00
42000 - Fundraising Income	-	1,471.94
42050 - Year 6 fundraiser income	951.21	-
Total Fundraising	50,606.50	23,973.41
Total Trading Income	163,967.31	131,624.92
Cost of Sales		
Canteen		
51020 - Beverage Purchases	7,212.85	6,233.63
62110 - Canteen supplies	37.08	2,508.11
51010 - Food Purchases	28,249.74	28,150.66
51030 - Frozen Dessert Purchases	4,062.94	13,173.15
51040 - Packaging Purchases	760.43	552.91

	1 JAN-24 OCT 2025	1 JAN-23 OCT 2024
62420 - Superannuation	2,926.07	2,772.65
62440 - Workers' Compensation	913.87	731.59
62430 - Wages & Salaries	24,994.67	24,714.42
Total Canteen	69,157.65	78,837.12
Band		
52020 - Band Camp	24,773.99	19,845.00
52030 - Band Competitions/Events	660.00	600.00
52010 - Band Tutors	-	6,503.00
52050 - Instrument Repairs/Maintenance	1,252.00	1,068.00
Total Band	26,685.99	28,016.00
Fundraising		
63000 - Fundraising Expenses	14,293.48	8,434.21
63900 - Fundraising Expenses - Misc	-	914.00
63010 - Cost of food/goods	-	229.40
Total Fundraising	14,293.48	9,577.61
Total Cost of Sales	110,137.12	116,430.73
Gross Profit	53,830.19	15,194.19
Other Income		
Other income		
43060 - Membership fees received	9.50	252.00
87000 - Other Income - Miscellaneous [87000]	-	390.00
Total Other income	9.50	642.00
Interest income		
85000 - Interest Band Investment 4881	185.76	160.44
86000 - Interest Building Fund 9036	95.91	76.83
82000 - Interest P&C Investment 5922	660.07	1,209.90
Total Interest income	941.74	1,447.17
Total Other Income	951.24	2,089.17
Operating Expenses		
General & Administrative Expenses		
61040 - Community Funding	-	1,208.14
62020 - Computer Software - Xero, Zoom, Website, Survey Monkey	834.48	871.14
62160 - Council / Govt Fees or Charges	722.00	-
63080 - Equipment Hire / Lease	-	2,545.80
61000 - General & Administrative Exp	618.75	723.03
62010 - Insurance	1,247.00	1,241.00
61011 - Interest Expense [61011]	-	204.45
63030 - Labour Hire	-	770.00
63110 - Licence fees	-	194.98
90000 - Other Expenses	190.95	1,236.00

	1 JAN-24 OCT 2025	1 JAN-23 OCT 2024
64020 - Staff Room Supplies	1,300.00	1,682.52
Total General & Administrative Expenses	4,913.18	10,677.06
Funding commitments		
64000 - Funding Commitments	2,499.00	1,011.16
64010 - School Pledges	48,783.00	(1,623.43)
Total Funding commitments	51,282.00	(612.27)
Total Operating Expenses	56,195.18	10,064.79
Net Profit	(1,413.75)	7,218.57

Balance Sheet

West Pymble Public School Parents and Citizens Association As at 24 October 2024

24 OCT 2024

Assets

Bank

Band Investment Account 4881	28,395.37
Band Transaction Account 3438	32,173.24
Canteen Account 7965	10,481.79
Canteen Debit	974.83
Cash Drawer (Canteen)	50.00
P&C Building Fund Account 9036	14,599.99
P&C Investment Account 5922	100,570.33
P&C Transaction Account 0695	40,552.32
Petty Cash	100.00
Total Bank	227,897.87

Fixed Assets

Band Instruments/Equ Accum Dep	(5,401.26)
Band Instruments/Equip at Cost	8,096.89
Canteen Equipment Accum Dep	(10,322.14)
Canteen Equipment at Cost	18,226.44
Fundraise/Events Equip at Cost	149.00
Fundraise/Evnt Equip Accum Dep	(149.00)
Office Equipment Accum Dep	(139.00)
Office Equipment at Cost	139.00
Total Fixed Assets	10,599.93

Total Assets 238,497.80

Liabilities

Current Liabilities

Conversion clearing account	697.22
GST	(6.68)
GST Conversion Balance	6.68
PAYG Withholding Payable	1,336.00
Superannuation Payable	337.22
Total Current Liabilities	2,370.44

Total Liabilities 2,370.44

Net Assets 236,127.36

Equity

Current Year Earnings	7,218.57
Historical Balancing	118,412.93
Retained Earnings	110,495.86
Total Equity	236,127.36

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 – Amy Wild on behalf of Holly De Rooy (absent)

- All bands performed wonderfully at the Twilight markets on the weekend, thanks to all the students that participated and for all the parents bringing along their children so they could do so
- There are still a few performances remaining in Term 4, including the band concert on the 1st December and end of year assembly
- There will be a sausage sizzle fundraiser at the end of year performance and orders for this can be placed now through School24
- The hired instruments need to be returned on Friday 12th December and comms will be sent to families about that this week
- Key Music Australia have confirmed their enrolments for the training band for 2026 are currently sitting at 21 students which is a really terrific outcome, great interest from continuing and new band students
- This week they will be making the instrument allocations for band and key music will manage this process
- Enrolments have technically closed but advised by Key Music that they will continue to take any last minute enrolments right up until the start of Term 1, so if any of your children are interested and not yet enrolled, please do this as soon as possible
- Band camp deposits have been paid for Band Camp 2026, therefore this is going ahead which is very exciting
- The committee will be starting to work with Key Music Australia on that in Term 1 of next year
- Almost all of the band committee is returning but they are still looking for additional help to deliver Bandcamp. That's really important that they get parents to help supervise overnight, also to support them with fundraising activities as well as a new training band parent from the 2026 cohort so if you're interested on taking on any of those roles please reach out

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Want to thank the 45 volunteers that we have had come through this year, it has been amazing and the Year 5 - 6 kids who have come in to help in the morning has been a great bunch, so thank you to them
- 10 more trading days for Term 4, 2025
- BBQ on second last Friday (12th December) so make sure to get your orders in for that through Schools24
- Fun facts from the year: most sales were chicken fingers at 15,007 approx 300 bags. Least sales was a plain sandwich at 1, the most dollars were sushi at \$11,264 and that was 2,682 orders of sushi.
- All new items introduced to the menu have been a massive hit so proud of that achievement
- Running stock down so there will not be favourites in the last couple of weeks
- If you are leaving the school next year and you have credit please contact School24 because they hold the credit now, the canteen are not able to access this
- If you are happy to stay on as a volunteer or wish to join, please let Paulina know as she wishes to clean up her volunteer list

- Looking forward to next year, a few environmental rules coming into place but we are ahead of the game so this is a good place to be in. With the introduction of the removal of soy sauce fish, may need to look at reintroducing the sauce station that has been held previously
- Might reassess Mondays, nothing to compare to but it has been very quiet. Possibly continue in summer but not in winter. Will look into this
- Canteen needs a new treasurer so please contact Jen or Lauren if you are interested

Action Items	Responsible Person	Date

OOSC report – Simon Johnson

- Had a vote for all positions on the Exec committee in the last team
- New committee is Simon Johnson as President, Jessica Wrate as Vice President and Anna Benson as secretary
- Also voted for Treasurer which Paul Lennie was happy to continue to stay in
- Big thanks to David Malory and James Tierney as President and Vice President and for their assistance in handing over
- Day to day operation is going well
- The last school holiday program was successful, apparently the bubble soccer was very popular
- Will be closed for two weeks over Christmas but Vacation care will be opening up again on 12th January so please register now if you are interested and need the assistance
- Always looking for new committee members, if you are interested please get in contact with someone in the team
- Enrolments are open for new 2026 kindy students, forms and brochures will be included in the TOK packs

Action Items	Responsible Person	Date

Fundraising report – Annerine Collyer and Kat Lennie

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

- Twilight markets - was not destined to be a massive fundraiser for the school
- Nonetheless \$4,200 was raised, after expenses for storeholders fees, a net profit of \$3,700 was achieved
- Was great to have other schools also involved in this event for bands etc
- Lots to take away to add for future markets in consideration
- Last item for the year is to begin drafting a plan for 2026 to align with school events and P&C events so that parents can be well informed

Grant committee report – Amy Wild

- Entered a pie companies grant program however were not successful
- Big focus has been closing out the acquittal for the community building partnership which is the biggest grant available. Paperwork is all done and we can now apply for the grant in the next round
- We intend to submit one for the 3 - 6 playground, require 3 quotes from the school for the process
- Coca-cola grant for \$2,500 for a small discreet piece of work around the school somewhere, if anyone has any ideas please send these through to Amy
- If you hear of any other grants, please also send these through to Amy

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 9.04pm

Next General Meeting – Monday 9th February, 2026