



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 23RD JUNE 2025

Attendees: Gladys Pineda, Lauren Hosie, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Jen Stokes, Emma Smales, Laura Tunstall, Belinda Mason, Bec McArthur, Paul Zamuner, Annerine Collyer, Tamara Leo, James

Apologies: Holly De Rooy, Bronwyn Wilson, Tim Simpson, Anna McFarlane, Panna Doshi, Kat Lennie, David Malorey

NEXT GENERAL MEETING DATE: Monday 4th August

Open – Secretary, Holly McDonald

Meeting commenced at 7.30pm

Minutes of previous meeting

Minutes from 12th May 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	Anna McFarlane and David Malorey	Ongoing with process

Polls Conducted - previous meeting

1. Additional release of \$19,000 to go toward Inclusion and Support
 - Poll was taken and results were 100% in agreeance
2. Garden Shed and Concrete Slab (School Chicken Area) - \$1,100 for concrete slab and \$3,500 for garden shed = \$5,500 total
 - No labor costs, will be carried out by volunteers headed by Brendan Tierney and Hamish McDonald
 - Requires 2.8 cubes concrete to complete the footing so will order 3 cubes to avoid \$500 freight costs
 - Brendan supplying all steel for footing
 - Bunnings and Boral to be contacted to see if they would be open to donating any materials

- Poll was taken (by show of hands) and results were 100% in agreeance
- 3. New School Defibrillator - \$1,648.20
 - New style does not require different pads for different individuals e.g children and adults
 - \$1,985.20 minus existing grand funds of \$337.00 = \$1,648.20
 - Poll was taken and results were 100% in agreeance

Actions since previous meeting - read by Holly McDonald on behalf of Anna McFarlane

- **Chicken Shed/Concrete Slab**
 - Gemma's departure from Bunnings has not been in our favour.
 - Ruby replied to Anna's email, stating they have already allocated donation spending for the financial year, thus declining our donation request.
 - We will need to lock in details for organising the purchase of materials and then obtain volunteers to help with concrete when delivered
- **OOSH Transition**
 - Anna just heard from Teagan today that Prudie, Paul and she have been tentatively booked to undertake the PMC knowledge test on 24th July
 - She is still in the process of reviewing documentation - Paul needs a reference and WWCC, which Anna will email him about
- **Art Room**
 - Anna yet to meet with Emma Smales yet
 - Natasha Lavak and Lou Yahl both happy to help out with design ideas if needed
 - Annerine Collyer managed to secure a number of resources from a closing down play group

1x Smartboard upgrade request from the school

- Request sent through from Tara Cooling to the P&C for 1x smartboard purchase to the value of \$1,899 in correlation with a sale to end Monday 30/06
- Vote was taken by show of hands at the meeting. Results were 100% in favour

Principal's report – Holly McDonald read on behalf of Bronwyn Wilson

1. School Photo date change

- Due to a clash with the Student Leadership Camp and the Festival of Children's Music at the Opera House, the first school photo date has been changed. The changes and dates were mentioned in the last newsletter. The new date is Thursday 14 August. This date is for formal photos. The second date of Thursday 28 August for sports photos remains unchanged.

2. Recognition Ceremony

- This Friday, 27 June. Recipients include Gold Medallion students, swimming and cross country champions and Student Council representatives for both Semesters 1 and 2. Performance Band and Senior Dance Troupe also performing.

3. Senior Dance Troupe

- Opening performance this week on Thursday evening at Glen Street Theatre.

4. Reports

- Issued next week. Please celebrate your child's achievements with them. Should you wish to discuss further with your teacher, please contact the school/or your teacher to arrange a mutually time early next term.

5. Debating

- Two more debates coming up before the end of term, Wednesday 25 June at home and Monday 30 June at Killara PS.

6. School Development Day

- Monday 21 July 2025. Students return to school on Tuesday 22 July.

7. Japanese Study Tour

- Group of 11 Japanese students and four adults coming to WPPS for a study tour on 4 August for half day visit. Students are 13 and 14 years of age. Will involve buddies who will take the students on a tour of the school, a presentation from the Japanese students and a presentation from our students. Topics might relate to culture, education, indigenous animals, etc. It will conclude with a morning tea.

8. Multicultural Public Speaking Competition

- Two stage 2 students, Matthew D and Emily H and two Stage 3 students, Amy C and Evie S, represented WPPS in the Multicultural Public Speaking competition at Beaumont Road PS last week. All represented our school exceptionally and received favourable comments from the judges.

9. ANZAC Terrace

- Rain has put the start date back for a few weeks. Work should commence within the next few weeks.

10. Years 3-6 Playground

- Student voice has strongly advocated for the Years 3-6 play equipment to be upgraded. This will be the next phase of the overall Creative Outdoor Learning Space upgrade. Need to think about how it will be funded – grants and possible P&C financial input along with school financial support.

11. Student surveys

- These annual surveys are replacing the Tell Them From Me surveys. Only one now instead of the two student surveys. At this stage, no parent or staff surveys but possibility of those in 2026,

12. STEM Showcase

- Showcase will be held in Week 9 this term. STEM/IT teacher, Tara Cooling, has submitted a request for further technology resources to help support Showcase.

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

HGPE (High Potential and Gifted Education) Policy Implementation/Art Space - Emma Smales

- Emma was liaising with Amy Wild today and sent through a vision/outline for the space and what would be required to get the space up and running.

Description from Emma Smales:

West Pymble Public School is seeking funding to establish a Reggio-inspired art studio (Atelier) that will serve as a dedicated space for creativity, exploration, and self-expression among our students. Grounded in the Reggio Emilia philosophy, this studio will provide open-ended materials, natural elements, and recycled resources that encourage children to experiment, reflect, and bring their ideas to life while developing critical thinking, problem-solving, and collaboration skills. The Atelier will foster curiosity, environmental awareness, and artistic confidence, helping students see themselves as capable artists and thinkers. Through this project, we aim to achieve measurable outcomes, including increased student engagement in creative learning activities, an improvement in observed collaboration and communication skills during group projects, and the production of at least one community art exhibition per school year, showcasing both student work and the creative process. Your support will help us create a vibrant, inclusive space that inspires lifelong creativity, nurtures emotional well-being, and empowers every child to contribute meaningfully to their community.

The Reggio Emilia approach emphasises open-ended materials, natural elements and a child-led environment. The space is seen as the 'third teacher' - calm, inviting and inspiring.

Materials are organised and visible.

The space feels calm, natural and inviting.

Children have the freedom to explore and choose materials.

Displays honor the process, not just final products.

- Include something in the next school newsletter as a callout for parents/community to contribute
- Holly to send on names of parents willing to volunteer their design expertise
- Can the next Spring showcase be STEAM instead of STEM to help raise funds for this space as well

Treasurer's report – Lauren Hosie

Treasurer's Report

Date: 12 May 2025

Prepared by: Lauren Hosie

Bank Account Balances

Band Account	\$63,689.29
Band Investment Account	\$28,586.87
Canteen Account	\$14,813.39
Canteen Debit	\$520.96
P&C Building Fund	\$14,698.44
P&C Investment Fund	\$101,248.69
P&C Transaction Account	\$66,701.52
Total	\$290,259.16

Fundraising Income

Category	Total Income	Add: Band	Expenses	Net Income	Budgeted
Election Day	\$5,353.92	\$1,867.75	\$2,208.58	\$5,013.09	\$1,250
Mother's Day	\$3,855.98		\$3,245.38	\$610.60	\$500
Return and Earn	\$70.10			\$70.10	\$100
Welcome Night	\$886.07			\$886.07	\$1,000
Wishing Tree	\$2,236.81			\$2,236.81*	-
Total	\$12,402.88	\$1,867.75	\$5,453.96	\$8,816.67	\$2,850

*Note this will be expensed on items

Other Items

1. Received the invoice to pay for the ANZAC Terrace today
2. Band camp income is in Profit and Loss – no invoices included for band camp as yet as not received
3. No large expense items as yet

Profit and Loss

West Pymble Public School Parents and Citizens Association For the year ended 31 December 2025

	2025	2024
Trading Income		
Band		
Band Income	-	28,186.05
Band Income - Miscellaneous	1,867.75	-
Band Income - Instrument Hire	5,320.00	-
Band Income - Instrument Hire - Percussion	560.00	-
Training Band	8,530.00	-
Concert Band	11,310.00	390.00
Performance Band	6,990.00	-
Total Band	34,577.75	28,576.05
Canteen		
Counter Sales	2,785.30	15,108.36
Canteen Sales	1,680.00	-
Sale of Goods	-	4,463.76
OOSC Sales	-	2,241.55
School24 Online Sales	20,542.41	78,197.46
Total Canteen	25,007.71	100,011.13
Grants		
Grants / Subsidies	-	1,670.00
General - non deductible	-	10,610.00
Grounds - non deductible	-	39,660.00
Total Grants	-	51,940.00
Uniforms		
Excel Uniforms Commission	-	749.18
Second Hand Clothing Stall	1,550.65	9.81
Total Uniforms	1,550.65	758.99
Fundraising		
Fundraising Events Income	12,402.88	40,272.00
Sponsorships received	-	4,250.00
Fundraising Income	-	1,471.94
Total Fundraising	12,402.88	45,993.94
Year 6 fundraiser income	839.54	-
Total Trading Income	74,378.53	227,280.11
Cost of Sales		
Canteen		
Beverage Purchases	2,200.05	7,462.02
Canteen supplies	22.08	2,508.11
Food Purchases	9,482.38	34,755.73
Frozen Dessert Purchases	1,561.58	14,461.15

Profit and Loss

	2025	2024
Packaging Purchases	421.98	671.89
Superannuation	818.74	3,460.95
Workers' Compensation	913.87	731.59
Wages & Salaries	7,119.60	31,209.97
Total Canteen	22,540.28	95,261.41
Band		
Band Camp	-	19,845.00
Band Competitions/Events	-	600.00
Band Tutors	-	6,503.00
Instrument Repairs/Maintenance	1,020.00	220.00
Total Band	1,020.00	27,168.00
Fundraising		
Fundraising Expenses	5,453.96	13,163.18
Fundraising Expenses - Misc	-	914.00
Total Fundraising	5,453.96	14,077.18
Total Cost of Sales	29,014.24	136,506.59
Gross Profit	45,364.29	90,773.52
Other Income		
Other income		
Cash Boost No GST	-	1,000.00
Other Income	-	(1,236.00)
Membership fees received	9.50	259.50
Other Income - Miscellaneous [87000]	-	390.00
Total Other income	9.50	413.50
Interest income		
Interest Band Investment 4881	103.05	160.44
Interest Building Fund 9036	52.98	76.83
Interest P&C Investment 5922	365.04	1,657.14
Total Interest income	521.07	1,894.41
Total Other Income	530.57	2,307.91
Operating Expenses		
Communication Costs	-	149.00
Community Funding	-	1,208.14
Computer Software/Web Develop	534.53	1,013.10
Council / Govt Fees or Charges	722.00	-
Equipment Hire / Lease	-	2,545.80
Funding Commitments	-	39,574.67
General & Administrative Exp	-	695.03
Insurance	-	1,241.00
Labour Hire	-	770.00
Licence fees	-	512.94

Profit and Loss

	2025	2024
Fees - stripe square	36.31	-
School Pledges	(1,217.00)	15,959.57
Staff Room Supplies	500.00	1,667.31
Legal fees	-	9,683.82
Total Operating Expenses	575.84	75,020.38
Net Profit	45,319.02	18,061.05

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 • Anzac Terrace • 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)

- All bands performed at Forest High School for a special night time concert and all did an amazing job

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Nacho Day confirmed for Friday 4th July. Please get all orders in now
- Canteen facilities open and available for Athletics carnival on Tuesday 24th June
- Kids are loving the new healthy menu items, in particular the flame grilled chicken wraps.
- New tap for the kitchen has been ordered. Ross Wilkins was very hopeful with advice in the process and will come in to install the tap once it arrives
- New sink to be installed Tuesday 24th June
- Mondays canteen days have been very quiet. Helpers have been removed aside from paid staff. Will continue for the remainder of the year to see if this increases otherwise will look at making changes again
- Fridays will be reduced to 2 helpers due to challenges with finding volunteers

Action Items	Responsible Person	Date

OOSC report – James Tierney on behalf of David Malorey (absent)

- Oliver is continuing to grow in knowledge and understanding of OOSH
- Spaces available for both before and after school care each day so make sure you contact the team if you require care
- Next term before school care will commence at 7am to assist in particular working parents. Will be a subtle change in fees to reflect this earlier starting time
- Vacation care will run again in the winter school holiday period
- Lots of open positions to assist the OOSH team. James and David both do not have any children at the school anymore so would be great to have some new blood

West Pymble OOSC Winter Vacation Care July 2025

THURSDAY 10TH MASTERCHEF KIDS (IN-CENTRE) \$70.00

Don your chef hats! To kickstart the holidays, we'll be cooking up a storm with some simple, hands-on recipes. We'll be baking chocolate chip muffins for morning tea, making pepperoni and supreme pizzas for lunch and baking chocolate fudge brownies for afternoon tea. Yum! In the afternoon, we'll be watching Ratatouille, a movie that follows the culinary aspirations of a young rat named Remy.

MONDAY 14TH STEM (IN-CENTRE) \$70.00

Did you know that STEM stands for Science, Technology, Engineering and Mathematics? Today, we'll be exploring all things design and technology with a series of fun and exciting experiments! If you want to see what happens when you drop a packet of Mentos into a bottle of cola; how tall you can build a tower with nothing but dry spaghetti and marshmallows; and whether you can safely parachute an egg from a balcony; then register with us today!

WEDNESDAY 16TH BOOKWORMS (IN-CENTRE) \$70.00

We'll be celebrating our favourite books and movies, today, with a series of fun games, arts and crafts! Please come dressed as your favourite literary or movie character, because, after lunch, we'll be hosting a costume parade and there will be some great prizes awarded to the best dressed!

FRIDAY 11TH LOFBERG OVAL (EXCURSION) \$70.00

Today, we'll be taking a short walk to Lofberg Oval for sports, games and a picnic lunch!



TUESDAY 15TH PAINT 'N' SIP (INCURSION) \$80.00

Today, one of our educators will be taking us through a step-by-step cartooning workshop, where we will learn to draw our favourite animated television and movie characters. Another of our educators will be conducting a miniature painting workshop, where we will be painting and taking home our very own Warhammer figurines! In the afternoon, an incursion provider will be coming to deliver a paint 'n' sip session, so that by the end of the day, we will each have an oil-on-canvas masterpiece to hang on our wall!

THURSDAY 17TH STRIKE BOWLING (EXCURSION) \$80.00

Today, we'll be taking a bus to Macquarie Centre for two rounds of ten-pin-bowling! The educators have assembled a team of their strongest bowlers to give you a run for your money. Strike!



West Pymble OOSC Winter Vacation Care July 2025

FRIDAY 18TH WILD WILD WEST (IN- CENTRE) \$70.00

Yeehaw! Today, we'll be travelling back in time to the Wild Wild West for a rootin'-tootin' good time! We'll be designing bandanas and sheriff's badges, before launching a big game of cops and robbers. Then, we'll see who is quickest on the draw with a staff versus children NERF gun fight! In the afternoon, we'll be watching Rango, an animated Western about a theatrical chameleon who stumbles upon a town called Dirt in need of a sheriff.

MONDAY 21ST SLUMBER PARTY! (IN-CENTRE) \$70.00

Before school resumes for Term 3, we'll be kicking back and relaxing in our pyjamas with a movie marathon and popcorn day! We'll be playing games like movie trivia and pass-the-parcel, as well as hosting our first West Pymble OOSC talent show!

NOTES

Vacation care will operate from 10 July to 21 July. Bookings open 12 June. Children must be enrolled with West Pymble OOSC before they can attend the vacation care program. Children from other schools are encouraged to enrol. The centre opens at 07:30am and closes 18:00pm. Children must have morning tea and lunch, a hat and a water bottle and enclosed shoes. Breakfast and afternoon tea are provided. For booking enquiries, please email Oliver at

coordinator@wpooosc.com.au

We hope to see you there!

Oliver and the West Pymble OOSC team

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

- Wishing Tree - everything has been purchased and will be delivered to the school the week commencing 23/06
- Movie night - went really well and all who attended had a good time. Organisation in the lead up and on the night went smoothly. Thank you to all those who volunteered. Roughly \$2,000 was raised from the evening. Less attendance numbers but also less issues due to lessons learned last year.
- Spell-a-thon this Wednesday 25th June. Sheets will be collected, marked and returned Friday 27th. Last day for donations is Wednesday 2nd July (last week of Term 2).
- Cake Stall (Saturday 9th August) will be held at West Pymble Shops in Phillip Mall, Term 3 instead of Bunnings BBQ. Could not find a date that suited for the Bunnings BBQ.
- Christmas Markets (Saturday 29th Nov), Trivia Night (Saturday 25th Oct) and School Disco will be held Term 4. Planning for the markets is already in full swing. Have received over 120 stall requests. Kat and Annerine will go through the list and determine top 40 - 50 stalls we would prefer to lock these in.

- Trivia Night - form was sent to all parents on ideas for theme and opinions on how the evening should run etc. Lot of feedback has been received.

Grant committee report – Amy Wild

- Submitted an Kuring gai council levy Environmental grant. School have been seeking bin enclosures for a while. Unfortunately we were unsuccessful
- Couple of other grants in the process including an art grant for the new art space and a Canon grant.

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 9.08pm

Next General Meeting – Monday 4th August 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>