



WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 04 SEPTEMBER 2023

Attendees: Sharlene Atkinson, Anmarie Forrester, Felicity Bewley, Chih-Lun Yeh (Allan), Nicole Wynne, Amy Wild, Bronwyn Wilson, Naomi Lam, Alicia Potts, Melissa Vince, Gladys Wilkins, Lonii Broers, David Malorey, Tamara Leo, Bec McArthur, Jen Stokes, Paul Zamuner, Jacqui Clark

Apologies: Peta Harper, Katrina Crooks

NEXT GENERAL MEETING DATE: 16th October 2023, 7:30pm

Open – President, Sharlene Atkinson		
Meeting commenced at 7:30pm		
Minutes of previous meeting		
Minutes from 24 th July 2023 were approved.		
Business arising from previous meeting/s		
Please refer to the 'P&C General Meeting – Action Items' appended for a complete list		
Action Items	Responsible Person	Date
Principal's report – Bronwyn Wilson		
<ul style="list-style-type: none"> Structural engineer has assessed the fans in the Hall and COLA, awaiting report which will be provided to the P&C and Assets. Noisy fan/motor has been replaced by the fan company. Thanks to Paul Zamuner for coordinating the working bee, and to the volunteers who attended. Father's Day Breakfast and STEAM Showcase were a great success. Thank you to Michael Bewley, Danny Ng, Gorev Gupta and David Hughes for presenting on their STEAM careers, and to everyone who contributed to the day. Mobile phone policy – total ban on mobile phone and smart device use by students in schools from the beginning of next term. Draft procedure for implementation will be distributed via the newsletter and input requested from the school community. Input will also be requested from staff and the SRC. Smart watches may be used in school mode. Demountable classroom will be fenced off and removed shortly. Learning Support Room has relocated to the room underneath KA. Toilet refurbishment has been completed. Tell Them From Me Surveys Round 2 (Teacher, Parents and Students) will be conducted in Week 2 of Term 4, which assess wellbeing in schools. If you have new students commencing or current students leaving in 2024 please notify the school to allow for accurate assessment of staffing requirements in 2024. Likely there will be a reduction of one class next year. Temporary to Permanent Teacher Program – we currently have half/half temporary/permanent teachers, and all of the temporary teachers will be made permanent as of Day 1, Term 1, 2024. With permanent teachers returning from extended leave next year the school will likely need to reduce staff numbers by 1 or 2. 		

- Maddy's Garden project has been approved and ULP will commence shortly. Formal opening to follow.
- Mural – Aboriginal artist has provided designs which will be displayed in noticeboard outside the admin area.
- Congratulations to the choir who performed at the Argyle Concert at the Opera House.
- Congratulations to the Year 5 students who performed in the Dancesport Ballroom Dancing Gala.

Action Items	Responsible Person	Date
Provide structural engineer's report to the P&C and Assets.	Bronwyn Wilson	4/09/23

Treasurer's report – Chih-Lun Yeh (Allan)

West Pymble P&C Association Inc

Treasurers' Report

as of 31st August 2023

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$227,217.74**, with balances made up of the following accounts:

Accounts:	30 th June 2023	31 st July 2023	31 th August 2023
P&C Transaction Account 695 (11110)	\$26,912.34	\$31,214.46*	\$33,114.07*
P&C Investment Account 922 (11112)	\$95,642.11	\$95,768.01	\$95,894.08
Canteen Account 965 (11113)	\$15,820.55	\$15,279.45	\$17,745.78
Band Transaction Account 438 (11114)	\$47,215.75	\$42,375.75	\$42,375.75
Band Investment Account 881 (11115)	\$27,899.53	\$27,936.25	\$27,936.25
P&C Building Fund Account 036 (11116)	\$9,657.80	\$9,657.88	\$9,657.96
Canteen cash drawer	\$50.00	\$50.00	\$50.00
Canteen Debit Account 839	\$694.16	\$1,087.03	\$368.85
Petty Cash	\$75.00	\$75.00	\$75.00
Total	\$223,967.24	\$223,443.83	\$227,217.74

30th June 2023, 31st July 2023 and 31st August 2023



Summary

Points of note for current cycle:

- Grants
 - *The \$40,000 for the Maddy's Garden project has come through and will soon be used. This amount is not reflected in the balances as to not skew month-to-month comparisons
- Canteen
 - Thanks to Wendela for her long years of contribution as Ops Manager, and a big welcome to Jen Stokes for taking over the baton!
 - Price updates rolled out on the week of August 14th – special thanks to Jen, Wendela, Gladys and Nicky for the pricing proposals, School24 backend updates and communication package
 - With adjustments to the structure of working hours and sales prices relative to our costs, we hope to see the canteen reach breakeven for 4th term
- P&C Transaction Account:
 - Major activity items
 - Dr Justin Coulson's speaking fees – (\$5500)
 - Due to unexpected event cancellation, the committee has request for refund of speaker fees, which will be returned within September
 - Father's Day Stall

Incoming	\$3747
Outgoing	(\$1533)
Net Event intake	\$2214
- Year 6 Fundraising amounts are currently held by the P&C.

Action Items	Responsible Person	Date

Band report – No report received

- 9/09/2023 Concert and Performance Band performing at the NSSWE Spring Concert at The Concourse, Chatswood.
- 17/10/23 Performance Band presenting Baby Proms.
- 29/10/23 Performance Band performing at the Wahroonga Food and Wine Festival.
- 5/11/23 All three bands performing at Band-O-Mania.

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Green your Canteen webinar run by council - encouraging removal of all single use plastics in the canteen. Liaising with Amy Wild to access grants.
- Issues getting 300ml milk cartons – previous suppliers no longer stocking it, IGA expensive and short expiry. Green Caffeine have donated 50 reusable cups we can use for milk (250ml). Price will be adjusted accordingly. To be collected from the canteen (like hot chocolates) to avoid spillages. Consider deposit scheme or reward to encourage returning the cups to the canteen. Cups are not currently suitable for Sippah straws however children can bring their own cups or it may be possible to drill a bigger hole in the lid.

Action Items	Responsible Person	Date

OOSH report – David Malorey

- Thank you to the school for allowing OOSH to participate in the STEAM Showcase, a great success and keen to participate again in future.
- OOSH will provide two artworks to be auctioned at Trivia Night.
- BASC Reforms – P&C, school and OOSH have all sent letters to the Department of Education regarding intent to transition OOSH to P&C.
- Permanent and casual bookings are available.

Action Items	Responsible Person	Date

Fundraising report – Sharlene Atkinson

- Father’s Day stall was a success – 205 orders.
- Wishing Tree on STEAM Showcase Day – many donations received for remaining items from Grandfriends’ Day as well as technology items.
- Referendum Day – Wishing Tree, Sausage Sizzle (West Pymble Scouts), Cake Stall (P&C and Band)
- Lolly Jar Guessing Competition will be closed shortly.
- Trivia Night (20th October) – celebrating 50 years of the P&C, WPPS’s 60th Anniversary, and Bronwyn’s 20 years of service to the school. Thank you to class parents who are preparing the class artworks. Requests for hamper donations will go out shortly. Sponsorship opportunities are also available.
- We have reached our fundraising goal of \$15,000, which the school requested for the purchase of a class set of 30 iPads. 16 of 16 votes were in favour of making the \$15,000 contribution.

Submitted Date and Time	To contribute \$15,000 towards the purchase of 30 iPads (goal discussed at meeting on 15th May 2023). Only financial members to vote please.									
4/9/2023 20:16	in favour									
4/9/2023 20:16	in favour									
4/9/2023 20:16	in favour									
4/9/2023 20:16	in favour									
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4/9/2023 20:16	in favour									
4/9/2023 20:16	in favour									
4/9/2023 20:16	in favour									

- Thank you to Anna McFarlane for her contributions this year as Vice President. Anna has now stepped down from the role, and so we are currently seeking a new Vice President. Traditionally this role coordinates the Fundraising Subcommittee. Expressions of interest welcome.

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

Grant	Outcome	Area	Project	Amount	Notes
Community Building Partnership 2022 (NSW Government)	Successful	School grounds	Maddy's Garden	\$40,053	Works commencing October 2023
KMC Net Zero Communities Grant	Successful	Sustainability	Green canteen	\$3,186	Partial funding (\$9,000 requested)
KMC Arts & Culture Grant	Unsuccessful	Education	Orff music classroom	\$5,000	
KMC Small Equipment Grant	Unsuccessful	Education	iPads for maths assessment	\$2,000	
Stronger Communities Program 2022 (Federal Government)	Unsuccessful	School grounds	ANZAC Terrace	\$20,000	EOI submitted, not invited to apply
Australia Post Community Grants Program	Pending	Health & wellbeing	Parenting skills workshops	\$7,200	
Jemena Community Grants Program	Pending	Sustainability	Waste Warriors recycling program	\$8,300	
AFL National Schools Program	Pending	Sport	AFL equipment starter pack	N/A	Provision of equipment starter pack.
Volunteer Grants (Federal Government)	Pending	Small equipment	Items to support P&C volunteer work (e.g. first aid kit, wheelbarrow, laminator)	\$1,150	EOI submitted. Must next be formally invited to apply.

- KMC Net Zero Communities Grant – for the introduction of reusable cutlery and removing bottled water from the canteen (supplying reusable water bottles and possibly the installation of a second water fountain).

Grant	Status	Area	Project	Amount	Notes
Saluting Their Service (Federal Government)	Planning	School grounds	ANZAC memorial plaque and landscaping near flagpole	TBC	Due October 2023
Real Schools Grants Program	Under consideration			\$5,000	Due October 2023

- Please contact the P&C if you are aware of any corporate funding opportunities we can pursue.

Action Items	Responsible Person	Date

Additional Item: Working Bee – Paul Zamuner

- Request for Working Bee Coordinator email address – Glen Leo to organise.
- Mulch that is used as soft fall under playground equipment with a fall height above 600mm must meet particular standards and depth requirements. Needs to come with a test certificate.
- Bronwyn confirmed that Assets now manages soft fall and mulch. She will raise this with our Assets Officer at a meeting tomorrow.
- List of jobs remaining from last working bee (20/08/2023) has been discussed with the school. Possibility of increasing to two working bees per year (Term 1 and Term 3).
- Suggestion to increase duration (e.g., 8am-12pm) to allow families to drop in for a window that suits them.
- Working bee scheduled for 10th December, possible Sausage Sizzle afterwards.

Action Items	Responsible Person	Date
Raising soft fall and mulch with Assets	Bronwyn Wilson	4/09/2023

General Business

- Nicky Wynne will be stepping down from the role of Communications at the end of this year, please talk to us if you would like to know more about the role. A handover can be organised.
- Alicia Potts kindly volunteered to assist with the management of the P&C's website.

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8:49pm.

Next General Meeting – 16th October 2023, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 04-09-2023)

Action Item	Responsible Person	Status
13 March 2023		
Canteen App	Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker	15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 On hold due to limited benefit compared to disruption. To be revisited when new Canteen Manager is appointed.
Canteen Pricing	Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker	15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 In progress. 24/07/2023 In progress. 04/09/2023 COMPLETED
WPPS Sports Shirt	Gladys Wilkins	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.
15 May 2023		
Fans in the hall and COLA	Sharlene Atkinson	19/06/2023 Structural engineer has been sourced, Michelle Eyre provided with details to organise access to the school. 24/07/2023 Nothing reported. 04/09/2023 Structural engineer has assessed the fans in the Hall and COLA, awaiting report which will be provided to the P&C and Assets. Noisy fan/motor has been replaced by the fan company.
24 July 2023		

BASC Reforms	Letter providing in principle support to OOSH transitioning to a P&C led form	Sharlene Atkinson	04/09/2023 COMPLETED
4 September 2023			
Softfall	Raise softfall/mulch underneath play equipment with Assets	Bronwyn Wilson	