



WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 27TH OCTOBER 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 Mallore, Leslyn Nand, Sophie O'Donnell

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

NEXT GENERAL MEETING DATE: Monday 24th November

Open – Secretary, Holly McDonald

Meeting commenced at 7.34pm

Minutes of previous meeting

Minutes from 4th August 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**
 - Anna no longer able to be a part of the transition
 - Prudie is happy to remain as the point of contact for the process however cannot commit to joining the OOSH committee going forward
 - Looking for active members of the community who would like to be involved, this would also mean holding a PMC position, Prudie urged individuals to step forward and speak to her for more information
 - Paul Lennie has completed his PMC test so awaiting results here
 - Existing application needs to be completed by the end of the year
 - One role must be on the P&C Executive team but this role and responsibilities will be simply for the OOSC
 - Simon and Prudie to speak directly following the meeting

- **Survey results**

- Results from the recent survey conducted by the P&C were shared by Alicia
- 42 responses were received (roughly 30%)
- Results for the survey can be obtained by request. Please contact any P&C executive member if this is the case

- **Events occurred since last meeting**

- Father’s Day Stall and Breakfast - thanks given to all volunteers and contributions were given from Prudie on behalf of the P&C
- STEAM showcase - P&C lead by Amy had a wishing tree for the school. Run by Alicia and Holly on the day at the school, over \$1,500 was raising and majority of items were purchased
- Was discussed to organise a time to drop off all Art items purchased to the school

Principal’s report – Bronwyn Wilson

- Congratulations on trivia night, sorry to have missed it but well done on another successful evening
- Anzac Terrace work has been completed by ULP
- Next steps to be done is the Native Bush Tucker garden. Bronwyn has been in touch with the company used for the original garden that unfortunately washed away
- The individual has come in and assessed the area. Details were giving around an Aboriginal company who supply all the plants suitable to the area if you conduct a workshop at the school with the children, the cost of this is \$4,000
- 50 year reunion in November where a significant donation will be given, this will be put toward the Native Bush Tucker garden
- Will arrange an official opening once this is all complete
- Next funding objection for the State Government grant will be the 3-6 playground equipment. Bronwyn organising quotes for this and will supply them to Amy Wild once obtained
- Had a great session with WPPS and Turrumurra HS performance band for a workshop and concert for the whole school. Thanks to Phil Harper for organising this
- Student Lead conference that were held last term, survey will be sent to parents and students to obtain feedback in relation to these, hope to make them continue in the future
- Presentation Date - numbers have shrunk, roughly looking 248 in the new year. Because of this, looking at merging presentation days for all year groups on the one day and simply singling out Kindergarten awards to the week before as part of the Recognition Ceremony. Feedback was given on the evening at the meeting in full support for this to happen, only item to consider was the duration of the event.
- Looking at difference configurations to make sure that all external attendees can be present on the day should this change take place, will attempt this at the next school assembly
- Trialing a new Lost property system. The location is now down outside the Uniform Shop. Please go here first before purchasing any new items as there is a huge surplus
- Reminder to please name all items and remove any names of students that are no longer at the school
- A lot happening between now and end of the term. Please keep an eye on the newsletter for all events and details
- All class parties will be onsite this year

Action Items	Responsible Person	Date
Anzac Terrace project - work out remaining projects once contractors have finished to be	Amy Wild/Bronwyn Wilson/All P&C	Term 4

carried out at future working bees and/or parent volunteers		
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/Equi 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/Evt 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 – Sophie O’Donnell on behalf of Holly De Rooy (absent)

- Sophie went through survey results before joining the meeting
- Did look at going out to tender for a difference musical vendor however was not much difference between others and Key Music, so will be ongoing with Key Music
- Many of the tutors have been changed due to feedback
- One of the main conductors was in an accident so there has been a few teething issues here but
- Band camp - unfortunately fees have gone up to be held offsite, due to this, the camp was held at the same time as another school
- Another significant issue to obtaining enough overnight volunteers for Band Camp
- May have to bring it back to school and not run it over night if this is the case
- Will be losing Phil Harper, Lauren Harris and Sophie O’Donnell next year so working on contingency plans for handover
- One last fundraising effort for the year - 1st December at 6pm for all band members

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Volunteers are needed, particularly for Fridays
- Will trial one helper on quieter Fridays but ideally have more
- End of Term BBQ in Week 9
- Will start running down inventory from Week 7 so may not be as much variety
- Need a new Canteen Accounts coordinator as Kate Wormald is stepping down

Action Items	Responsible Person	Date

OOSC report – David Malorey

- Vacancies still available for permanent and casual positions
- Vacation Care holiday program for Spring holidays went successfully
- Will be open all of January, checking with school on what date to commence (will be either 5th or 12th January 2026)
- Committee meeting is in two Mondays time via Zoom, please contact David or committee if you would like to attend
- Will be in touch with Gladys to share Vacation Care program and committee open positions

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

- Trivia Night 2025 - many thanks to everyone in the lead up and in previous years for all their hard work to help make this year such a success
- \$43,924.55 was raised following expenses
- Great team working behind the scenes to pull everything together so thank you to all involved, big community effort from school community and local WP shops
- Taking notes following to capture and continue improving every year
- 3 weeks until the Christmas Twilight markets - posters went up today but lots of planning still to be done
- Taking feedback from survey to apply to the markets
- 31 stall holders confirmed currently
- WPPS and possibly Turramurra HS and Pymble PS performing on the day
- Last fundraising event for 2025
- Looking for volunteers to distribute flyers to the local streets in Pymble/West Pymble

Grant committee report – Amy Wild

- Acquitted the Anzac Terrace Grant so this is now completed and can apply for future grants with this program
- Next round opens up end of this year or beginning of next year, hoping to put forward the 3 - 6 playground for this
- 3 Ku ring gai council environmental grants in the new year, please let Amy know if you have any projects that fit this brief

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 8.40pm

Next General Meeting – Monday 24th November 2025