



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### AGM MINUTES – 25 NOVEMBER 2024

**Attendees:** Sharlene Atkinson, Felicity Bewley, Chih-Lun Yeh (Allan), Amy Wild, Alicia Potts, Holly McDonald, Bronwyn Wilson, Tim Simpson, Emma Smales, Emma Hill, Naomi Lam, Prudence Maltby, Laura Tunstall, Anna McFarlane, Tamara Leo, Jen Stokes, Gladys Wilkins, Melissa Vince, Kate Wormald, Annerine Collyer, Katharina Lennie, Jacqui Clark, Lauren Hosie, David Malorey, Alison Malorey, Megan Yeo, Panna Doshi, Paul Zamuner, Bec McArthur, Louise Maniscalco (Yahl)

**Apologies:** Anmarie Forrester, Holly De Rooy

#### AGM Open – President, Sharlene Atkinson

Meeting commenced at 7:31 pm.

#### President's 2024 Annual Report – Sharlene Atkinson

What a year, again our team of awesome volunteers has pulled together and supported our wonderful little school in so many ways. I wanted to start this year by thanking our amazing Canteen Manager Jen Stokes, and Canteen Treasurer Kate Wormald and Canteen Coordinator Paulina Okunew for all their efforts in the canteen. It's green, and running really well and smoothly. With assistance from P&C Treasurer Allan Yeh, we're now confident that the canteen is in surplus, which has been a concern for a number of years. The class pack ice blocks have been a tremendous success, as have dumplings. It's great to be able to continue to provide the canteen service. Thanks also to Nada Jelic, our longstanding employee who we would be lost without, and every single person who has volunteered in the canteen. There have also been a lot of new people who have responded to the call and done a shift where they can, thank you.

To our band committee this year, we've had amazing events and I would like to thank Holly de Rooy, Weina Liu and Jacky Hodges. We're lucky to have three bands in our little school that punch well above their weight, supported by the Band Committee.

A giant thanks to Mel Vince and the stellar fundraising team for organising Welcome Night, the money snake, the Comedy Night, the Movie Night, the Mother's Day Stall, the Father's Day Stall, the Grandfriends' Day Wishing Tree, the Bunnings BBQ, and the highlight of the year – the Wild Wild West Pymble Trivia Night! Thanks to everyone who came along, purchased an artwork, and purchased raffle tickets. Thank you to our generous sponsors.

Thank you to Mel Vince and Naama Lev who kept the second hand uniform stall ticking over. We had a big call out from the new kindy parents looking to access that, and parents really appreciate that service.

Thank you to everyone who donated their time or cakes and food items at an event this year. Not everyone has time available to be physically present but we can absolutely rely on everyone to contribute when needed. What every parent does in some small way makes our P&C so special.

Our goal this year was to support the STEM activities at the school and to provide equipment for the new STEM room. We're really pleased to have been able to gift to the school two interactive smartboards, 15 laptops for the STEM room, and a new projector for the hall. A range of other classroom supplies and activity kits have been donated through the Wishing Tree. We purchased a coffee machine that got a real work out at Mother's Day, Father's Day and Spring Showcase. A new Kiss and Drop banner has been purchased.

A big thank you to Amy Wild, for her grant efforts. Through our grant funding we have 'greened' the canteen, spruced up the vegie patch – thanks to Paul Zamuner for all this efforts there - secured AFL equipment for the school, and \$39,000 towards Stage 1 of the ANZAC Terrace playground upgrade.

I want to say a fond farewell to our committee members who are leaving us this year – Anmarie Forrester as Vice President, Felicity Bewley as Secretary, and Allan Yeh as Treasurer. Your contributions were tremendous. To Holly McDonald, Alicia Potts and Amy Wild who are continuing on the committee, Gladys Wilkins as Class Parent Liaison Officer, and the incoming committee I wish you all the best. I'm very grateful to have been able to work with such a great group of people in my time as President, a very different group of people all pulling together, all open to sharing their opinions and getting things done.

Lastly, thank you to Bronwyn and Tim and everyone in the office and the whole school team – thank you for all that you do and for supporting our P&C.

#### **Approval of 2023 AGM Minutes – Sharlene Atkinson**

Minutes from 4 December 2023 were approved.

#### **Treasurer's 2024 Annual Report – Allan Yeh**

Accounts include income and expenditure from 1st January 2024 to 21st November 2024 and the figures represented in this report aim to fairly represent the financial performance of the West Pymble Public School Parents and Citizens (hereafter "WPPS PNC" or "P&C") for this period. The 2024 accounts have been prepared on a cash accounting basis.

##### **BANKS ACCOUNTS – BALANCE ON ACCOUNTS**

During 2024, the main focus has been to meet our school pledge commitments, contribute funds for other initiatives which benefit the school community, as well as creating a long-term sustainable canteen operation.

Going into 2025 the fund has the transactional cash as well as reserves to operate as an ongoing concern.

<b>Sub-Account</b>	<b>\$A (2023/Dec)</b>	<b>\$A (2024/Nov)</b>
P&C Transaction Account 0695 (11110)	33,974	97,120
P&C Investment Account 5922 (11112)	99,549	100,685
Canteen Account 7965 (11113)	18,794	11,613
Band Transaction Account 3438 (11114)	31,914	32,659
Band Investment Account 4881 (11115)	28,107	28,427
P&C Building Fund Account 9036 (11116)	13,461	14,616
Canteen Debit (11118)	445	935
<b>Total</b>	<b>226,244</b>	<b>286,055</b>

##### **CONSOLIDATED PROFIT AND LOSS**

The P&C has maintained a stable financial situation in 2024, thanks to the support of the families and staff at WPPS.

##### **BAND ACCOUNT**

The band account is on a net profit of \$361 off a total student membership intakes of \$24,038 and an outgoing of \$23,677, the majority of which is relating to band camp and Key Music Australia. As it stands the account remains in good order, with reserves available to support band activities going into 2025.

##### **CANTEEN ACCOUNT**

The canteen account has shown a book profit of \$3,795. The end of 2023 going into the first half of 2024 was especially challenging, as we transited out of COVID19 many costs have risen, and a number of adjustments had to be made in terms of pricing, input costs and materials selection as well as process efficiencies.

However in the second half of 2024, the cashflow trends showed that the measures put in place were starting to bear fruit. While the canteen cash position is still down compared to 2023 it is believed that the operation is relatively stable and mid-

term sustainable. 2025 will be the year were we continue to monitor the situation, and make any adjustments in consultation with the committee, school and parents to achieve long term sustainability.

**P&C ACCOUNT (INCL. WPPS ALLOCATIONS)**

The P&C activities generated a net earning of \$65,666, this includes donations generated from various events throughout the year, family pledges and government grants received.

Again another good year, with genuine thanks from the P&C team to all our volunteers, parents, friends and families, students and of course the school staff and management, for their generosity with their time, ideas and donations. The earnings are used to support the school and students including STEM classroom, teachers suppliers, Maddy's Garden.

As an account we kept a health balance where earnings from activities are allocated to school use in a sustainable way. Grant amounts are generally a flow-through to the school via P&C managed accounts and doesn't generate an earning or loss.

	Band		Canteen		PnC		West Pymble Public School	
Income								
40000 Income								
41000 Donations								
41030 Grounds - non deductible							39,660.00	
Total 41000 Donations	A\$	0.00	A\$	0.00	A\$	0.00	A\$	39,660.00
42000 Fundraising Income	1,295.38				176.56			
42010 Fundraising Events Income			138.85		39,319.97			
42030 Sponsorships received					4,250.00			
42040 Sale of Goods					4,463.76			
46010 Second Hand Clothing Stall					9.81			
Total 42000 Fundraising Income	A\$	1,295.38	A\$	138.85	A\$	48,220.10	A\$	0.00
43000 Operating Activites								
43030 Grants / Subsidies					1,150.00			
43060 Membership fees received	240.00				14.00			
46020 Excel Uniforms Commission					749.18			
Total 43000 Operating Activites	A\$	240.00	A\$	0.00	A\$	1,913.18	A\$	0.00
44000 Canteen Sales								
44010 Counter Sales			12,096.89		383.42			
44020 School24 Online Sales			68,004.41					
44040 OOSC Sales			2,241.55					
Total 44000 Canteen Sales	A\$	0.00	A\$	82,342.85	A\$	383.42	A\$	0.00
45000 Band Income	28,816.05							
45012 Concert Band	390.00							
Total 45000 Band Income	A\$	29,206.05	A\$	0.00	A\$	0.00	A\$	0.00
Total 40000 Income	A\$	30,741.43	A\$	82,481.70	A\$	50,516.70	A\$	39,660.00
Uncategorised Income								
Total Income	A\$	30,741.43	A\$	82,481.70	A\$	50,516.70	A\$	39,660.00
Cost of Sales								
50000 Cost of Sales								
51000 Cost of Sales - Canteen			2,183.97					
51010 Food Purchases			30,175.90					
51020 Beverage Purchases			6,942.98					
51030 Frozen Dessert Purchases			13,674.83					
51040 Packaging Purchases			587.40					
51100 Freight			59.40					
Total 51000 Cost of Sales - Canteen	A\$	0.00	A\$	53,624.48	A\$	0.00	A\$	0.00
52000 Cost of Sales - Band								
52010 Band Tutors	6,503.00							
52050 Instrument Repairs/Maintenance	200.00							
Total 52000 Cost of Sales - Band	A\$	6,703.00	A\$	0.00	A\$	0.00	A\$	0.00
Total 50000 Cost of Sales	A\$	6,703.00	A\$	53,624.48	A\$	0.00	A\$	0.00
Total Cost of Sales	A\$	6,703.00	A\$	53,624.48	A\$	0.00	A\$	0.00
Gross Profit	A\$	24,038.43	A\$	28,857.22	A\$	50,516.70	A\$	39,660.00
Other Income								

80000 Other Income					-1,123.64		
82000 Interest P&C Investment 5922					117.70		
85000 Interest Band Investment 4881							
86000 Interest Building Fund 9036							
87000 Other Income - Miscellaneous	390.00						
88000 Cash Boost No GST			1,000.00				
<b>Total 80000 Other Income</b>	<b>A\$</b>	<b>390.00</b>	<b>A\$</b>	<b>1,000.00</b>	<b>-A\$ 1,005.94</b>	<b>A\$</b>	<b>0.00</b>
<b>Total Other Income</b>	<b>A\$</b>	<b>390.00</b>	<b>A\$</b>	<b>1,000.00</b>	<b>-A\$ 1,005.94</b>	<b>A\$</b>	<b>0.00</b>
<b>Expenses</b>							
51010 Food Purchases				343.38			
60000 Expenses							
61000 General & Administrative Exp				95.53	599.50		
61040 Community Funding					407.00	801.14	
61050 Membership fees paid	750.00						
62010 Insurance					1,241.00		
62020 Computer Software/Web Develop					861.45		
62040 Postage & Freight				24.00			
<b>Total 61000 General &amp; Administrative Exp</b>	<b>A\$</b>	<b>750.00</b>	<b>A\$</b>	<b>119.53</b>	<b>A\$ 3,108.95</b>	<b>A\$</b>	<b>801.14</b>
62100 Canteen Operating Expenses				187.02			
62110 Kitchen Supplies				119.95	2,319.16		
62130 Employees' Meals				27.14			
62160 Council / Govt Fees or Charges				137.00			
62200 Misc Canteen Operating Expense				800.59			
<b>Total 62100 Canteen Operating Expenses</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$</b>	<b>1,271.70</b>	<b>A\$ 2,319.16</b>	<b>A\$</b>	<b>0.00</b>
62400 Employment Expenses							
62420 Superannuation				3,863.40			
62430 Wages & Salaries				26,830.02			
<b>Total 62400 Employment Expenses</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$</b>	<b>30,693.42</b>	<b>A\$ 0.00</b>	<b>A\$</b>	<b>0.00</b>
63000 Fundraising Expenses					667.08		
63010 Cost of food/goods				41.99	11,289.65		
63030 Labour Hire					770.00		
63080 Equipment Hire / Lease					2,314.36		
63110 Licence fees					194.98		
63900 Fundraising Expenses - Misc					914.00		
<b>Total 63000 Fundraising Expenses</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$</b>	<b>41.99</b>	<b>A\$ 16,150.07</b>	<b>A\$</b>	<b>0.00</b>
64000 Funding Commitments					1,248.16		
64010 School Pledges					3,000.00	-4,623.43	
64020 Staff Room Supplies				182.52		1,500.00	
<b>Total 64000 Funding Commitments</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$</b>	<b>182.52</b>	<b>A\$ 4,248.16</b>	<b>-A\$ 3,123.43</b>	
65000 Band Expenses							
65010 Band Equipment (non-capital)	2,018.00						
65070 Band Expenses - Miscellaneous	20,875.00						
<b>Total 65000 Band Expenses</b>	<b>A\$</b>	<b>22,893.00</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$ 0.00</b>	<b>A\$</b>	<b>0.00</b>

<b>Total 60000 Expenses</b>	<b>A\$</b>	<b>23,643.00</b>	<b>A\$</b>	<b>32,309.16</b>	<b>A\$</b>	<b>25,826.34</b>	<b>-A\$ 2,322.29</b>
<b>Unapplied Cash Bill Payment Expense</b>				0.00			
<b>Uncategorised Expense</b>		34.00					
<b>Total Expenses</b>	<b>A\$</b>	<b>23,677.00</b>	<b>A\$</b>	<b>32,652.54</b>	<b>A\$</b>	<b>25,826.34</b>	<b>-A\$ 2,322.29</b>
<b>Other Expenses</b>							
<b>90000 Other Expenses</b>		390.00		1,000.00			
<b>Total Other Expenses</b>	<b>A\$</b>	<b>390.00</b>	<b>A\$</b>	<b>1,000.00</b>	<b>A\$</b>	<b>0.00</b>	<b>A\$ 0.00</b>
<b>Net Earnings</b>	<b>A\$</b>	<b>361.43</b>		<b>-A\$ 3,795.32</b>	<b>A\$</b>	<b>23,684.42</b>	<b>A\$ 41,982.29</b>

- The 2024 P&C accounts will be audited in 2025, auditor TBA.

#### Budget 2025 – Allan Yeh

The P&C executive team has reviewed the current year expenses and fundraising and created an initial budget proposal for 2025. The budget is primarily setup to support school improvements, including equipment and infrastructure, support teaching staff and teaching materials and supplies.

#### FUNDRAISING ACTIVITIES

Activities will be adjusted along the year based on the committee and volunteer resources available.

Event/Activity	Donations	Costs	Net
Welcome Night	1250	250	1,000
Grandfriends Day Wishing Tree	2,000	2,000	-
Comedy Night	1,600	250	1,350
Federal Election	1,500	250	1,250
Mother's Day Stall	4,500	4,000	500
Father's Day	3,800	1,600	2,200
Trivia Night	24,000	3,500	20,500
STEM Showcase / Wishing Tree	3,200	200	3,000
Movie Night	1,500	200	1,300
Bottle Recycling	100		100
Family Pledges	10,000		10,000
Bunnings BBQ	4,000	1,000	3,000
Spellathon/Money Snake or Similar	5,000	150	4,850
2nd Hand Stall + Uniform Sales			
<b>Sub-Total</b>	<b>62,450</b>	<b>13,400</b>	<b>49,050</b>

#### PLANNED P&C OPERATING COSTS AND PROVISION FOR WPPS IMPROVEMENTS

Event/Activity	Donations	Costs	Net
Pledge funds - Teacher Support		10,000	-10,000
Consumable		3,000	-3,000
STEM upgrade		20,000	-20,000
Year 6 graduation		300	-300

Morning teas and events		300	-300
Insurance		1250	-1,250
Quickbooks (Accounting Software)		2,000	-2,000
Website		800	-800
Zoom		1,000	-1,000
WPPS staff gifts		250	-250
<b>Sub-Total</b>	<b>0</b>	<b>38,900</b>	<b>-38,900</b>
<b>Total</b>	<b>62,450</b>	<b>-52,300</b>	<b>10,150</b>

- The budget was presented to members at the meeting and no objections were raised.

#### Submission of reports for AGM – Felicity Bewley

- List of Financial Members 2024 – 36 members
- President's Annual Report 2024
- Treasurer's Report 2024
- Audited Financial Statements 2023
- AGM Minutes, 4 December 2023

#### Election of Office Bearers – Bronwyn Wilson

**West Pymble P&C Association Inc**

**Apollo Avenue**

**WEST PYMBLE NSW 2073**

Position	2024	Continuing	2025	Nominated by
<b>P&amp;C Executive Team</b>				
<b>President</b>	Sharlene Atkinson	No	Anna McFarlane	Self
<b>Vice President - 1</b>	Vacant		Prudence Maltby	Anna McFarlane
<b>Vice President - 2</b>	Anmarie Forrester	No	Panna Doshi	Anna McFarlane
<b>Treasurer</b>	Allan Yeh	No	Lauren Hosie	Anna McFarlane
<b>Secretary</b>	Felicity Bewley	No	Holly McDonald	Anna McFarlane

<b>Communications</b>	Holly McDonald	No	Laura Tunstall	Anna McFarlane
<b>Grants Coordinator</b>	Amy Wild	Yes	Amy Wild	Felicity Bewley
<b>Tech Support</b>	Alicia Potts	Yes	Alicia Potts	Felicity Bewley
<b>Band</b>				
<b>Band Convenor</b>	Holly De Rooy	Yes	Holly De Rooy	Felicity Bewley
<b>Band Treasurer</b>	Wei Na Liu	Yes	Wei Na Liu	Felicity Bewley
<b>Band Secretary</b>	Jacky Hodges	No	TBC	
<b>Canteen</b>				
<b>Canteen Coordinator</b>	Paulina Okunew	Yes	Paulina Okunew	Felicity Bewley
<b>Canteen Accounts Coordinator</b>	Kate Wormald	Yes	Kate Wormald	Felicity Bewley
<b>Fundraising</b>				
<b>Fundraising Coordinator</b>	Melissa Vince	No	Annerine Collyer & Katharina Lennie	Anna McFarlane
<b>Fundraising Committee - 1</b>	Holly De Rooy	Yes	Holly De Rooy	Felicity Bewley
<b>Fundraising Committee - 2</b>	Prudence Maltby	No	Louise Maniscalco (Yahl)	Anna McFarlane
<b>Fundraising Committee - 3</b>	Vacant		Megan Yeo	Anna McFarlane
<b>Fundraising Committee - 4</b>	Vacant		Vanessa Blanc	Anna McFarlane
<b>Fundraising Committee - 5</b>	Vacant		TBC	
<b>Fundraising Committee - 6</b>	Vacant		TBC	
<b>Fundraising Committee - 7</b>	Vacant		TBC	
<b>Fundraising Committee - 8</b>	Vacant		TBC	
<b>Grants</b>				

<b>Grants Committee</b>	Vacant		TBC	
<b>Grants Committee</b>	Vacant		TBC	
<b>Working Bee Coordinator</b>	Vacant		Jen Stokes	Self
<b>Teas Coordinator</b>	Vacant		TBC	
<b>Teas Coordinator</b>	Vacant		TBC	
<b>Pre-loved Uniforms Coordinator</b>	Naama Lev	Yes	Naama Lev	Felicity Bewley
<b>Class Parent Liaison</b>	Gladys Wilkins	Yes	Gladys Wilkins	Felicity Bewley

It was agreed that the following new team members will be granted access to relevant P&C bank accounts:

- Anna McFarlane – all accounts
- Lauren Hosie – all accounts
- Holly McDonald – all accounts

The following people will be removed once new access is granted

- Sharlene Atkinson
- Chih-Lun Yeh (Allan)
- Felicity Bewley

#### **AGM Close**

- Meeting adjourned at 8:05pm.
- The second part of the AGM, to finalise any outstanding office bearers and approve the 2024 audited financial statements, will be held in conjunction with and precede the ordinary general meeting in March 2025.
- Next General Meeting – Monday 3<sup>rd</sup> March 2025, 7:30pm