



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 6<sup>TH</sup> SEPTEMBER 2021

**Attendees:** Alicia Potts, Belinda Mason, Bronwyn Wilson, Felicity Bewley, Gladys Wilkins, Katrina Crooks, Jacqui Clark, Jen Stokes, Lonii Broers, Natasha Hollerbach, Nicole Wynne, Paula Stokoe, Peta Harper, Rebecca McArthur, Sandeep Dsa, Tamara Leo, Tim Simpson, Tricia Wright, Wendela Flokstra-Mesker.

**Apologies:** Sharlene Atkinson.

**NEXT GENERAL MEETING DATE:** Monday 18<sup>th</sup> October 2021, 7:30pm

#### Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.

#### Minutes of previous meeting

- Minutes from previous meeting approved.
- The number of slushie machines for purchase has been corrected from 2 to 1 machine.

#### Business arising from previous meeting/s

Please refer to the '*P&C General Meeting – Action Items*' appended for a complete list

#### P&C shipping container

- The shipping container was originally planned to be delivered after lockdown. Unfortunately, we have been victim of fraud. While we were in touch with the Business around delivery dates, Covid was used as an excuse and the delivery date was being re-schedule. The Business had a legitimate ABN that has been around for 16 years and had positive reviews. P&C have logged a police complaint, ACCC complaint and also requested the bank for the amount reversal.
- Police have advised that the scammers were trading under a legitimate ABN to make them look genuine and kept communicating with all the customers until they transferred money out of customer accounts. We are following up with the police, ACCC and bank. Bank has advised that refund this is a 5 week process but there are no guarantees. Updates will be provided as soon as we get an update.
- Items in shipping container are now in the music room and we need to have replacement shipping container.

| Action Items  | Responsible Person | Date       |
|---|--------------------|------------|
| <i>Provide update on the outcome of the police investigation and refund outcomes from the bank.</i> | Lonii Broers       | 18/10/2021 |

## Principal's report –Bronwyn Wilson

- Children loved the school disco organised by P&C.
- Return to school: Staged return planned for students
  - 25<sup>th</sup> October: Kindergarten and Year 1
  - 1<sup>st</sup> November: Year 2 and 6
  - 8<sup>th</sup> November: All other years
- Parents and Volunteers are not allowed to return to school at this stage.
- Wellbeing of everyone is important. Taking care of mental and emotional wellbeing is the most important. Catch up on education will be done when children get back to school. Children should play and take care of mental and emotional health and stay connected.
- Maggie Dent presentation recording will be available for parents who missed the session. Recording will be available till 8th October. This presentation was popular and well received.
- All staff are required to be double jabbed by 8th of November unless they have a medical exemption.
- All adults and children over 12 years of age are required to wear masks. For children less than 12 years old wearing masks is not mandatory but recommended.
- School assistance and support (SAS) staff are essential for the smooth running for the school. SAS staff recognised this week and celebration organised.
- Kindergarten enrolments – There are about mid 30 enrolments. Two kindy classes are planned.
- NAPLAN results expected by 17th September. Parents will be notified when these results will be received and how to collect the results.
- Toilet reconstruction: Construction is not progressing. It is due to restart very soon.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

**Treasurer's report – Tricia Wright**

**West Pymble P&C Association Inc.**  
**Treasurer's Report**  
as of 6<sup>th</sup> September 2021

**Bank Accounts - Balances and Movements on Accounts**

The current cash balance is \$ **193,898.18**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

| <b>Accounts:</b>          | <b><u>7<sup>th</sup> June</u></b> | <b><u>26<sup>th</sup> July</u></b> | <b><u>6<sup>th</sup> September</u></b> |
|---------------------------|-----------------------------------|------------------------------------|--|
| P&C Transaction Account   | \$20,866.33                       | \$24,613.03                        | \$22,825.90                            |
| P&C Investment Account    | \$44,854.59                       | \$44,854.95                        | \$44,855.70                            |
| P&C Building Fund Account | \$24,992.17                       | \$24,992.37                        | \$24,992.78                            |
| P&C funds held by WPPS    | \$15,027                          | \$15,027.00                        | \$15,052.00                            |
| Canteen Account           | \$22,170.82                       | \$20,119.69                        | \$19,055.46                            |
| Canteen cash draw         | \$50.00                           | \$50.00                            | \$50.00                                |
| Band Transaction Account  | \$58,271.64                       | \$39,290.64                        | \$39,453.99                            |
| Band Investment Account   | \$27,612.67                       | \$27,612.89                        | \$27,613.35                            |
| PayPal                    |                                   |                                    |  |
| <b>Total</b>              | <b>\$213,845.2</b>                | <b>\$196,560.57</b>                | <b>\$193,898.18</b>                    |

**Transaction Account - P&L**

Spring fling virtual disco raised \$91, with 140 families purchasing tickets.

Other expenses have come out of the P&C transaction account which include insurance, and payment of prizes for the Spell-a-thon.

We have also begun issuing invoices for Trivia Night sponsorships, thank you to those local businesses who have already thrown their support behind the event and the school for trivia night.

| <b>Action Items</b> | <b>Responsible Person</b> | <b>Date</b> |
|---------------------|---------------------------|-------------|
|                     |                           |             |

**Band report – Katrina Crooks**

**Band Updates**

- Key Music is continuing with online lessons and are having zoom calls to keep the children engaged.
- Further updates regarding band rehearsal after the stage return will be provided at a later date.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

### Canteen report –Wendela Flokstra-Mesker

- Wendela will go to the canteen and check for any food items that are expired.
- Canteen re- opening: Canteen can reopen only after information is received from Department of Education and Department of Health. Canteen is not expected to open before the 8<sup>th</sup> of November.
- Slushy Machine 99% fruit juice and sugar levels is similar to a frozen juice cup or juice box. There was a discussion about sugar levels and if it adheres to a healthy canteen menu. There was also a discussion if any other items (chest freezer, refrigerator etc.) in the canteen are near end of life and need replacement so those items can be prioritised over the slushy machine.
- Canteen financials/account is healthy. The canteen has been renovated, chest freezer and two door fridge are relatively new. *The risk for products to stop functioning is low as it's understood that all products have not reached end of life, but this will be checked.*
- Nutrition discussion: 70% of the items on the canteen menu should be green for a healthy canteen. *There was a suggestion that slushies could replace frozen juice cups instead of being an additional menu item as juice cups take a long time to eat and it's found that many children are bringing them back to the classroom after lunch and they spill and gets messy.*
- *It was agreed that motion to expend funds for the purpose of purchasing slushie machine would be held over until next meeting and send out a survey to the parents checking for the interest in the purchase of slushie machine.*

| Action Items   | Responsible Person             | Date              |
|--|--------------------------------|-------------------|
| <i>Send out survey or poll to obtain feedback on purchase of slushie machine</i>       | <i>Lonii Broers</i>            | <i>5/10/2021</i>  |
| <i>Ingredients and nutritional information - provide this to the broader community</i> | <i>Lonii Broers</i>            | <i>18/10/2021</i> |
| <i>Check if any Canteen equipment is reaching end of life and requires replacement</i> | <i>Lonii Broers</i>            | <i>18/10/2021</i> |
| <i>Food Safety course should be organised for Nada to complete.</i>                    | <i>Wendela Flokstra-Mesker</i> | <i>18/10/2021</i> |

## OOSC report –Jacqui Clark

### Updates

- Enrolments open for 2022. Spots are available, so please reach out if you need a spot for your children.
- The financial support from the Government is minimum during this lockdown. OOSH staff is taking a cut to the number of hours (Government is able to provide some support for this).
- OOSH has minimum attendance.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

## Fundraising report – Paula Stokoe

- Face Masks: Children’s face mask with West Pymble logos and school colours have been ordered. Try booking link will be sent out to parents to purchase the face masks.
- Trivia night: Trivia night is going to be online games night and is booked for 23rd October (Saturday evening). It is going to feature Bingo, auction, trivia etc. MC has been sourced. Donations and sponsorships are being worked on. Anyone who has suggestions for who we can approach for prizes or sponsorship please let us know.
- Blazers: A portion of the money from spell-a-thon is allocated to Blazer project. Quote received from a company. Paula will get further details from the school office.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

## Grants Report – Lonii Broers (on behalf of Sharlene Atkinson)

- No updates. Further discussion at the next meeting.

| Action Items   | Responsible Person | Date   |
|--|--------------------|--------|
| Update on pollinator garden completion so further funding can be requested | Bronwyn Wilson     | Term 3 |

## General Business – Lonii Broers

- Idea put forward for Air purifiers in classrooms to assist with smoke from bush fires. Options will be researched.

- Thorough cleaning of air-conditioners filters. Bronwyn advised that cleaning is carried out by GA and not professionally cleaned

| Action Items   | Responsible Person    | Date          |
|--|-----------------------|---------------|
| <i>Bronwyn to check if professional cleaning of the air-conditioners in the school can be done</i> | <i>Bronwyn Wilson</i> | <i>Term 3</i> |

**Close & next meeting**

Meeting closed at 8.30 pm

Next General Meeting– Monday 18<sup>th</sup> October 2021, 7:30 pm  
(Online meeting via Zoom)

## P&C GENERAL MEETING – ACTION ITEMS

| Action Item                                  | Responsible Person   | Status  |
|--|--|---|
| <b>08 February 2021</b>                      |  |   |
| <b>Band Report</b>                           | Talk to Bronwyn about band camp alternatives   | Katrina Crooks<br>15/03/2021: Planned to go ahead. Plan is being worked through.<br>3/05/2021: Going ahead. Closed.   |
|  | Chase for Training Band and Concert Band coordinators                                      | Katrina Crooks<br>15/03/2021: Closed  |
|  | Alison to communicate with OOSC that band practices have started this week                 | Alison Edler<br>Closed  |
|  | Training Band instrument handout   | Alison Edler<br>Closed  |
|  | Look at amount available in band accounts  | Jocelyn Girard<br>Closed  |
|  | Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene. | Katrina Crooks<br><b>Action Closed</b><br>15/03/2021: Discuss at the Grants meeting.<br>3/05/2021: Spell-a-thon fund raising will go towards the Honour project.<br>07/06/2021: Funds allocation update in the next meeting. <b>COMPLETED</b>   |
| <b>01 December 2020</b>                      |  |   |
| <b>Band &amp; choir captain honour board</b> | Follow up band and choir captain honour board funding request                              | P&C executive team<br>Completed<br>09/02/2021 - Quotes for the board are available and discussions in progress.<br>15/03/2021 – Working through grant options to cover some of the cost.<br>3/05/2021: Spell-a-thon fund raising will go towards the Honour project.<br>07/06/2021: Funds allocation update in the next meeting<br>02/08/2021: Voted in favour. |
| <b>Pre-loved uniform donations</b>           | Provide instruction on pre-loved uniform donations to the school                           | Bronwyn Wilson<br><b>COMPLETED</b><br>14/12/2020 – Szapp update; drop off bins set up at Tristania PI gate 15/12/2020, 8:00am to 1:30pm   |
| <b>26 October 2020</b>                       |  |   |
| <b>Principal's report</b>                    | Investigate QR code sign in option for external visitors to school                         | Tim Simpson<br><b>COMPLETED</b><br>01/12/2020 – Dept. Education developing QR code for use in schools<br>28/01/2021 – newsletter; Service NSW QR code will be used in all NSW Government schools  |
| <b>17 August 2020</b>                        |  |   |
| <b>Kiss and Drop</b>                         | Contact council and RMS regarding Kiss and Drop safety improvements                        | Tamara Leo<br><b>Completed</b><br>16/09/2020 – contacted council  |

|  |   |                         |   |
|--|---|-------------------------|---|
|  |   |                         | <p><b>21/10/2020</b> – feedback provided by council after 2 site visits; further recommendations to follow</p> <p><b>01/12/2020</b> – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021</p> <p>09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting.</p> <p>15/03/2021 – New banner designed. Printing will be organised and comms sent out to parents in the coming weeks</p> <p>3/05/2021: Banner is up.</p>  |
| <b>17 February 2020</b>  |   |                         |   |
| <b>Canteen report</b>  | Arrange Food Safety course for Nada                               | Wendela Flokstra-Mesker | <p>IN PROGRESS</p> <p><b>15/06/2020</b> – due to COVID-19 only online courses are available and a face-to-face is preferred</p> <p><b>01/12/2020</b> – course still required and will be followed up in 2021</p> <p><b>09/02/2021</b> - Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate.</p> <p><b>15/03/2021</b> – Face to Face planned. Date to be confirmed</p> <p><b>6/09/2021</b> – Arrange Food Safety course for Nada.</p>   |
| <b>24 June 2019</b>  |   |                         |   |
| <b>P&amp;C shipping container</b>  | Explore repair/replacement options for the P&C shipping container | P&C Executive           | <p>05/08/2019 – waiting on quotes for replacement</p> <p>09/09/2019 – one quote received and awaiting more quotes; P&amp;C funds not available so alternative funding will be explored</p> <p>02/12/2019 – second quote not forthcoming; will continue to investigate in 2020</p> <p>26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised</p> <p>01/12/2020 – location still needs to be finalised and will progress in 2021</p> <p>09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued.</p> <p>15/03/2021: Updates to be discussed at the next meeting.</p> <p>3/05/2021: In progress.</p> <p>07/06/2021: Replacement planned for 7th July [Action re-opened]</p> <p>06/09/2021: Provide update on the outcome of the police investigation and refund outcomes from the bank.</p> |
| <b>11 February 2019</b>  |   |                         |   |
| <b>Uniform Survey</b>  | Re-do girls uniform survey  | Bronwyn Wilson          | <b>Closed</b>   |
| <b>25/03/2019</b> – consulted with Simone Roberts, awaiting her assessment to improve follow up survey |   |                         |   |



**13/05/2019** – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review

**24/06/2019** – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks & Spencer samples are being sourced

**05/08/2019** – Marks & Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn & Vanessa; girls summer uniform survey on hold while Bronwyn on leave

**09/09/2019** – photos of girls winter trouser models provided by office, Vanessa to arrange new girls summer uniform survey and will include photos, girls winter tie option, blazer option

**28/10/2019** – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet 29/10/2019, 3 year implementation timeframe needs to be highlighted, P&C aim for 2020 outcome

**02/12/2019** – the survey didn't go out in the last newsletter so assured it will be in the next one 06/12/2019

**17/02/2020** – survey was included in newsletter 06/12/2019; results to be published in the next newsletter 21/02/2020; options have been narrowed down and final approval by school community is required

**15/06/2020** – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined

**17/08/2020** – an SZapp survey 30/06/2020 for girls trouser colour was inconclusive; a newsletter survey 03/07/2020 resulted in navy as the colour; results were announced in the newsletter 31/07/2020; samples are now being sourced

**26/10/2020** – summer options ordered, winter options need fine-tuning and should have final sample for next meeting, Excel Uniforms will supply, and options will cost approx. \$20

**01/12/2020** – summer skorts available for purchase \$20, summer shirt will be available in Term 1 2021 \$24; winter trouser style still being refined (better waist adjustment required) and should be ready for Term 2 2021

**09/02/2021** - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.

**15/03/2021** – Pants will be available soon in the uniform shop. All other uniforms are available.

**COMPLETED**