



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 17 AUGUST 2020

Attendees: Dominic Benedet, Alison Bruscano, Lisa Corrigan, Peta Harper, Natasha Hollerbach, Martin Laslett, Tamara Leo, David Malorey, Rebecca McArthur, Jen Stokes, Vanessa Thompson, Anjali Weerakoon, Gladys Wilkins, Bronwyn Wilson

Apologies: Jacqui Clark, Katrina Crooks, Wendela Flokstra-Mesker, Brooke Wooldridge

NEXT GENERAL MEETING DATE: TBC

Open – President, Vanessa Thompson

Meeting commenced at 7:35 pm

Minutes of previous meeting

Minutes from 15 June 2020 were approved

Business arising from previous meeting/s

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

Tea & Tissues 2021 host

- Current Kindergarten families have been approached for a volunteer to host the 2021 event should it go ahead given current COVID-19 restrictions

Pre-loved uniform storage

- Approval was given to use the French Room storage area and all clothing has now been relocated
- A big thank you to Ken for his help in moving the clothes

Girls uniform survey

- An additional SZapp survey on 30 June 2020 to finalise the girls trouser colour was inconclusive
- Another survey in the school newsletter on 3 July 2020 established navy as the colour of choice and the results were announced in the school newsletter on 31 July 2020
- Bronwyn has asked the Uniform Store to source trouser samples based on a style chosen in 2019
- Skort samples for the girls summer uniform have not been received and Bronwyn is following up

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

COVID-19 update

- The latest Departmental guidelines have been sent to parents via SZapp (17 August 2020)
- Significant changes have been highlighted as restrictions tighten not ease

Class formation 2021

- Parent requests regarding classes for next year need to be submitted to the Principal not the class teacher
- The Principal makes the final decision after valid requests have been approved by the Learning Support Team
- Valid requests relate to learning issues and requests based on friendships or teacher preference will not be considered
- The school follows the Class Formation Procedure (available on the school website) making professional judgements and parent requests are the last consideration in this process
- Parents are not notified of class formations in advance to avoid building expectations that can't be met
- Changes to enrolment numbers, teacher status, class structures can impact decisions right up to the last moment

Girls uniform

- Refer to '*Business arising from previous meeting/s*' for details

Bikes and scooters

- Students in Y3-6 can ride to school and leave their bikes securely on school grounds
- Scooters are not permitted on school grounds
- Students in K-2 can ride to school at their parent's discretion, but bikes and scooters must return home with the parent

Playground upgrade

- The latest playground upgrade is complete, and students are enjoying the new area
- The sandpit has been used for class activities and sand toys are being purchased
- A new weighted sandpit cover is in use each night and remains on in wet weather during the day

- The next upgrade will now be the Kindergarten play equipment area followed by the flagpole area and Maddy's garden
- Urban Landscapes have provided concept maps, and quotes are still pending

High potential gifted education (HPGE)

- The school is in a unique position with all teachers trained in HPGE
- Thank you to the school community for making it possible for training to go ahead at the beginning of Term 3
- With the latest COVID-19 restrictions all professional learning has stopped so the window of opportunity would have been missed had it not gone ahead

Kindergarten orientation

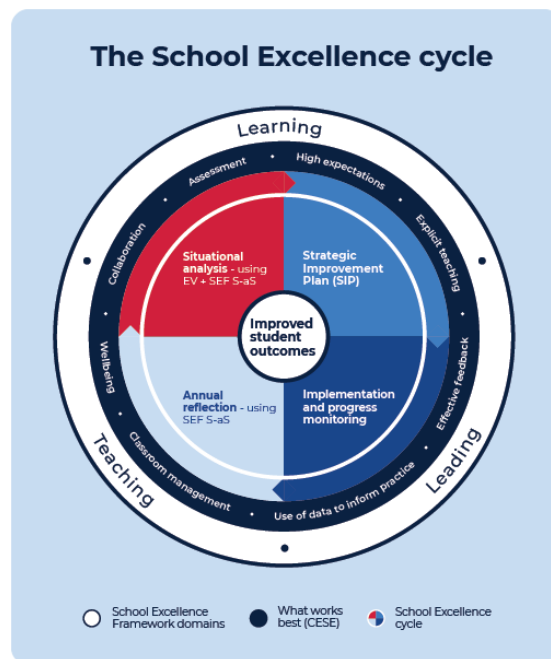
- A virtual parent information session has been organised for launch from 27 August 2020
- An external company is producing a virtual tour and filming will take place on the first day of Term 4
- Orientation packs will be available for collection on 21 August 2020 at specified times from Tristania Place (see 14 August 2020 newsletter for details)

Action Items	Responsible Person	Date

School Improvement Plan 2021-2024 – Dominic Benedet

- The school has commenced the process of developing its strategic improvement plan for the next 4 years
- The goal of improving student outcomes is a collaborative effort between the school and its community
- It is important throughout the process that both groups understand each other and work together to drive the improvement

- The school excellence cycle (pictured) outlines the process based on 3 key domains and 8 proven categories to drive progress and improvement in schools
- There are 4 stages of the school improvement cycle:
 - Situational analysis – during Term 3 and 4 staff will review their current position and identify next steps, in Term 4 consultation with the community will take place
 - Strategic improvement plan –developed based on the analysis in stage 1; the plan needs to be submitted by the end of Term 1 2021
 - Implementation and progress monitoring
 - Annual reflection
- The link provides a brief overview and further information <https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/2021-school-excellence-in-action/resources>



Action Items	Responsible Person	Date
Share link to school improvement plan information on SZapp	Dominic Benedet	ASAP

Treasurer's report – Jen Stokes

West Pymble P&C Association Inc. Treasurer's Report as of 17 August 2020

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$196,202.91, an increase from the previous P&C Meeting. The balance is made up of the following:

Accounts:	<u>15 March</u>	<u>14 June</u>	<u>17 August</u>
P&C Transaction Account	\$36,285.36	\$52,027.87	\$63,816.71
P&C Investment Account	\$44,831.75	\$44,838.44	\$44,842.30
P&C Building Fund Account	\$13,480.00	\$13,482.00	\$24,983.88
P&C funds held by WPPS	\$18,728.05	\$13,002.50	\$1,978.00
Canteen Account	\$3,797.05	\$4,837.46	\$5,107.53
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$31,767.53	\$27,814.58	\$27,819.37
Band Investment Account	\$27,598.65	\$27,602.75	\$27,605.12
Total	\$176,538.39	\$183,655.60	\$196,202.91

Band Accounts

There has been no movement in these accounts.

Canteen Accounts

The canteen account is sitting in a good stable position. We have claimed JobKeeper since March for our 2 staff members and have been reimbursed from the Government. All invoices/payments are paid and up to date.

P&C Transaction Account

We have received the funds from Purry Burry Trust for the Solar My School initiative (held in the building fund account). We have received Term 1 and 2 2020 pledge money due to collection recommendations from the 2019 audit. Our pledge agreements (support teacher, teacher classroom support and playground upgrade) have been received by the school and are awaiting clearance from our account – a total of \$39,089.00.

Fundraising

The spell-a-thon is in full swing and money has started to be received. A tally has not happened as we are waiting for the closing date (28th) to receive all monies.

Green team – a request was received for the transfer of money to us for bottle return from a family. This has been approved and we are looking at ways families can assist with this fundraising venture.

Voluntary family contributions

The current pledge money balance is \$1,978.00. We thank parents who have managed to contribute to this fund.

Action Items	Responsible Person	Date

Band report – Tamara Leo for Katrina Crooks

Rehearsals and lessons

- Face to face rehearsals and lessons recommenced at the start of Term 3
- Unfortunately, new guidelines released today, 17 August 2020 require rehearsals to be cancelled for the remainder of term
- The position with lessons is unclear, they have been cancelled for now and hopefully Key Music will be able to reintroduce Zoom lessons very soon

Fees

- Fees were revised based on reduced costs for this year, due to band camp cancellation and less rehearsals
- The result was a substantial refund to families that have already paid band fees or a reduction for families yet to pay
- With the latest COVID-19 restrictions fees are again on hold and will need to be reviewed based on a further reduction of rehearsals
- The aim for the year is to simply cover costs

Communication

- The band committee is doing its best to keep band families informed of changes and engaged in the band program
- A big thank you to Key Music for being incredibly flexible and supportive, despite the obvious difficulties for them during this time

Action Items	Responsible Person	Date

Canteen report – Vanessa Thompson for Wendela Flokstra-Mesker**Volunteers**

- The staff are very happy to have the wonderful volunteers back in the canteen to help
- Fridays are extremely busy with an average of 150 lunch orders
- Stage 3 student volunteers have not yet returned in the mornings due to COVID-19 restrictions

Menu

- Breakfast is not being served because all the available time is needed to prepare lunches
- Wraps, sandwiches and salads are now available for lunch
- Online orders for afternoon tea have resumed
- Over the counter sales for lunch and afternoon tea have also resumed with strict hygiene measures in place for money handling

End of term

- The end of term sausage sizzle will now take place on the last day of term (Friday, 25 September 2020)
- Fiesta Day has been cancelled due to COVID-19 restrictions allowing the change to take place

Action Items	Responsible Person	Date

OOSC report – David Malorey for Jacqui Clark**Canteen allergy board**

- Some student allergy/anaphylaxis information in the canteen is out of date and needs to be reviewed

Operation

- Despite the turbulent times with COVID-19 restrictions the return of students to OOSC has been relatively smooth
- Staff are keeping up with the changes and coping well
- Morning attendance has dropped with many parents still working from home
- Afternoon attendance has remained high
- Casual places are available for both morning and afternoon sessions during the week

2021 enrolment

- Enrolment forms are now available for 2021
- Forms are due from 6:00am on:
 - Existing families – 4 September 2020
 - New families – 11 September 2020

Action Items	Responsible Person	Date
Review and update allergy/anaphylaxis information in the canteen	Wendela Flokstra-Mesker	ASAP

Fundraising report – Lisa Corrigan**Event summary**

- Spellathon – Tuesday, 11 August 2020
 - Thank you to the teachers for supporting the event and Jen for assisting with marking
 - Test papers have been marked and returned to the office ready to distribute to students
 - Sponsorship money needs to be returned to the office by Friday, 28 August 2020
 - Awards for the most correct words go to:
 - K-2 giant teddy – class KSB
 - 3-6 trophy – class 3/4OH

Upcoming events

- Term 3 events have not been able to go ahead due to COVID-19 restrictions

Action Items	Responsible Person	Date

Grant committee report – Natasha Hollerbach**Community Building Partnership 2019**

- State MP, Alister Henskens’ office has awarded \$26,482 to further playground upgrades
- The Kindergarten play equipment area will be the next space to be upgraded
- An updated quote is urgently required from Urban Landscapes to finalise the paperwork for the upgrade

Ku-ring-gai Council Environmental Levy Grant

- The grant application for a pollinator garden was successful with just over \$1,700 awarded
- This garden is planned for the orchard area near the library

Action Items	Responsible Person	Date
Follow up quote with Urban Landscapes	Bronwyn Wilson	ASAP

Communication survey – Anjali Weerakoon

- In December last year the P&C put out a survey to the school community to better understand how they would like to receive information from the school and P&C
- The results of this survey were due to be released in the March P&C meeting after discussing them with Bronwyn
- While the meeting with Bronwyn went ahead, COVID-19 restrictions affected the next few P&C meetings and results were not shared
- 80 people responded to the survey and the preferred method of communication was SZapp
- After meeting with Bronwyn it was agreed from a P&C perspective to use:
 - SZapp – for short notifications that required a specific action, e.g. sausage sizzle or event ticket purchases, meeting dates
 - Newsletter – for more detailed notifications
- In Term 1 a communication schedule was provided to the office so they could fit SZapp messages into the school schedule
- With COVID-19 affecting many P&C events the subsequent terms have resulted in more adhoc SZapp messaging
- The newsletter is being utilised for fortnightly updates and the whole process is working well so far

Action Items	Responsible Person	Date

Kiss and Drop – Tamara Leo

- Concerns have been raised by parents and OOSC staff about student safety in the Kiss and Drop area, specifically around the turning circle
- Congestion has increased, particularly during afternoon pick up and with many cars needing to do a 3-point turn the chance of an accident has also increased, e.g. accidentally pressing the accelerator not brake and ending up on the driveway where students are crossing to get to their pickup point

- Suggestions to improve safety have been put forward for consideration:
 - Temporary barricade along the driveway during peak times as a visual deterrent
 - Extra staff member to assist with students exiting the school gate
 - Road markings in the turning circle area as a visual guide to best positioning to minimise the need for a 3-point turn
- The road area is not part of the school's jurisdiction however the school will support a P&C submission to the council and RMS for improved safety measures
- Unacceptable behaviour has been observed – no students, parents or teachers should be on the road at any time; the path exiting the school should be kept clear for students to get to their pickup point safely and easily
- Parents can report issues directly to the Rangers to have them onsite as soon as possible and then notify the school
- The school will continue to promote Kiss and Drop safety rules by:
 - Discussing the rules and issues at the next staff meeting to ensure all staff are aware
 - Sending an SZapp message reminder to the community, highlighting rules, unacceptable behaviour and encouraging walkers to use the Diana Ave or Tristania Pl; if walkers do use Apollo Ave they should stay on the side closest to the OOSC entrance
 - Covering the area near the turning circle with the additional staff member already in place further along the Kiss and Drop area

Action Items	Responsible Person	Date
Contact council and RMS regarding Kiss and Drop safety improvements	Tamara Leo	Term 3
Update staff on safety rules and issues at next staff meeting	Bronwyn Wilson	Tuesday, 18 August 2020
Send SZapp message to school community about safety rules and issues	Bronwyn Wilson	ASAP

General business

Community messages in school newsletter – Martin Laslett

- Local sporting groups with registration days coming up can add a message to the school newsletter by contacting the office

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8:34 pm

Next General Meeting – TBC

- As outlined in the latest Department guidelines meetings will continue in a virtual format
- Notification via SZapp/newsletter will be provided should another meeting be required this term
- If not, the next scheduled meeting is in Week 3, Term 4 (Monday 26 October, 7:30 pm)

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 25 AUGUST 2020)

	Action Item	Responsible Person	Status
17 August 2020			
School Improvement Plan 2021-2024	Share link to school improvement plan information on SZapp	Dominic Benedet	COMPLETED 20/08/2020 – Szapp
OOSC report	Review and update allergy/anaphylaxis information in the canteen	Wendela Flokstra-Mesker	OUTSTANDING
Grant committee report	Follow up quote with Urban Landscapes	Bronwyn Wilson	OUTSTANDING
Kiss and Drop	Contact council and RMS regarding Kiss and Drop safety improvements	Tamara Leo	OUTSTANDING
	Update staff on safety rules and issues at next staff meeting	Bronwyn Wilson	COMPLETED 18/08/2020 – staff meeting
	Send SZapp message to school community about safety rules and issues	Bronwyn Wilson	COMPLETED 18/08/2020 – Szapp
15 June 2020			
Principal's report	Organise a Tea and Tissues 2021 host	P&C Executive	ON HOLD 17/08/2020 – checking with current Kindergarten families however event may not go ahead due to COVID-19
Fundraising report	Investigate uniform storage options in the French room	Bronwyn Wilson/ Vanessa Thompson	COMPLETED 19/06/2020 – approval given to use French room storage space 06/08/2020 – clothing has been moved into new space
17 February 2020			
Canteen report	Arrange survey for changes to canteen opening days	Vanessa Thompson	ON HOLD 15/06/2020 – due to COVID-19 canteen opening have been modified and will be reviewed in Term 3 17/08/2020 – remains on hold in Term 3 due to COVID-19
	Arrange H&S course for Nada	Wendela Flokstra-Mesker	IN PROGRESS 15/06/2020 – due to COVID-19 only online courses are available and a face-to-face is preferred
	Investigate esky options for milk deliveries	Wendela Flokstra-Mesker	ON HOLD 15/06/2020 – due to COVID-19 and winter temperatures there is no immediate need
2 December 2019			
OOSC report	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	ON HOLD 17/02/2020 – an invite will be sent to the Term 1 meeting held towards the end of term 15/06/2020 – due to COVID-19 meetings were on hold 17/08/2020 – remains on hold in Term 3 due to COVID-19

5 August 2019			
Canteen report	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	ON HOLD 09/09/2019 – will move investigation to Term 4 02/12/2019 – will investigate in 2020 17/08/2020 – on hold due to COVID-19
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	ON HOLD 09/09/2019 – positive feedback for students to supply their own cutlery, continue review in Term 4 28/10/2019 – trial of BYO cutlery to be rolled out mid Term 4 02/12/2019 – cutlery trial delayed to 2020 17/02/2020 – students will be encouraged to bring their own cutlery via School24, sustainable options are still being explored 15/06/2020 – due to COVID-19 the BYO initiative has been put on hold for Term 2 17/08/2020 – remains on hold for Term 3 due to COVID-19
24 June 2019			
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	IN PROGRESS 05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored 02/12/2019 – second quote not forthcoming; will continue to investigate in 2020
11 February 2019			
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	IN PROGRESS 25/03/2019 – 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 &

		<p>Vanessa; girls summer uniform survey on hold while Bronwyn on leave</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined</p> <p>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</p>
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