



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 8TH FEBRUARY 2021

Attendees: Alicia Potts, Alison Bruscano, Amanda Tyler, Bec McArthur, Bronwyn Wilson, Brooke Wooldridge, David Malorey, Felicity Bewley, Gemma Dean, Gladys Wilkins, Harika Baisani, Ida Chan, Jen Stokes, Kate Grove, Katrina Crooks, Kirsten Smith, Leigh Lofts, Lonii Broers, Martin Laslett, Paula Stokoe, Peta Harper, Sandeep Dsa, Sharlene Wellard, Simone Ting, Tamara Leo, Tim Simpson, Tricia Wright, Vanessa Thompson.

Apologies: Jacqui Clark

NEXT GENERAL MEETING DATE: Monday 15 March 2021, 7:30pm

Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.
- Shout out to the Outgoing Team for all the support, guidance and patience during their tenure and also during transition.
- Reminder to become a financial Member to vote in 2021.

AGM – Audited Financial Statements 2020, Jen Stokes

- Financial Statement was audited and approved by Charlotte Lee (Independent Auditor).

AGM – Election of Office Bearers, Bronwyn Wilson

- Sharlene Wellard voted in Vice President and will take on the lead role in the Grants committee
- Sandeep Dsa voted in as Secretary
- Fund Co-ordinator position is vacant (Planned to be filled on 24th Feb P&C Get together)

Minutes of previous meeting

Outstanding item from previous meeting discussed

Band Honour Board:

- Quotes for the board is available. Discussion with Katrina is in progress and aim to have a resolution by next meeting.

Business arising from previous meeting/s

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

Kiss and Drop Zone:

- Tamara has kindly volunteered to complete this project and will provide an update at the next meeting.
- Next steps will be to get confirmation on the signage and send out communication to the community.

Health and Safety Course

- Wendela to check if the Health and Safety course is open. Nada will be booked for the Health and Safety course as soon as possible.

P&C shipping container

- Paula has access available to a new shipping container.
- Constraints: Power line too low over apollo avenue. Moving old container out and new container in has difficulties. Work in progress to assess feasibility.
- Alternative is to stick to the original plan and find a location for the new storage shed approved at the 1st December 2020 meeting.
- Update will be provided in the next meeting.

Girls uniform update

- Summer skorts were available for purchase in term 4 of last year.
- Summer shirts availability to be confirmed. Bronwyn will follow up with Peter from the uniform shop.
- Winter Uniform: New Style being looked at to have adjustable bands around the waist. Bronwyn will follow up with Peter.

Action Items	Responsible Person	Date
Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.	Bronwyn Wilson	Term 1,2021
Wendela to check if the Health and Safety course is open. Nada will be booked for the Health and Safety course as soon as possible. Update 16/02: Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate.	Wendela Flokstra-Mesker	Term 1,2021

Principal's report – Bronwyn Wilson

P&C Committee

- Thank you to the past P&C and welcome to the new P&C

New Staff at West Pymble

- Melissa Janoyan has joined West Pymble Public school and will be a class room teacher for year 4
- Samantha Macourt is the new Music teacher.

School Improvement Plan (SIP)

- Work has commenced in term 4 of last year and will continue in term 1.
- Process change: Situational analysis to understand current position and come up with a vision for the school based on the strategic directions
- Next steps: Consult with the community planned for Wednesday night 10th Feb to set the scene for the next 4 years
- Dominic Benedet is leading the School Improvement Plan.

Communication Procedures

- Communication procedures are being reviewed and will be shared with the community in the week starting 15th February. Parents will be provided more details at the Parents Teacher night and this will also be posted on the website. [Face to Face interview will not go ahead as per latest Covid 19 guidelines from the Department of Education. Latest communication sent out via SZapp]
- Seesaw Family App will be used to share students work and activities with families.
- Parent and Teacher communication will be via email to streamline how parents communicate with teachers. Seesaw app will not be used for communications.
- Each class teacher will provide their Department of Education email to the parents. Teachers will respond within 48 working hours
- No changes to the Newsletters.

Teas & Tissues:

- Positive feedback received on the Tea & Tissues event.

QR Code

- QR code is allocated to West Pymble Public school through the Department of Education.
- Parents who drop off and pick up children and want to enter the school premises only need to scan the QR code at the gate.

- Parents who are in the school premises for an extended period of time (ex: for volunteering) need to fill an External visitor form. This is as per the COVID-19 guidelines from the Department of Education.

Class formation

- Class formation policy is on the website and the classes are formed based on the criteria in the class formation policy.
- Children have settled well and there will not be any changes to the class formation

School Website

- As per directive of Department of Education, school website will be changed from schoolzine to the Department's website.
- Policies and procedures being updated at the moment. No changes to accessing the website. Links will be sent out soon.

Playground update

- Kindy playground update on 22nd of Feb is planned start date.
- Planned duration: 4 weeks to complete (weather permitting)

Stage based education

- School is following stage-based learning. Various stages are:
 - Early stage 1: kindy
 - Stage 1: Year 1 and 2
 - Stage 2: Year 3 and 4
 - Stage 3: Year 5 and 6
- Each stage has its own syllabus. Level of work is differentiated and tailored to each child's need.

Acronyms

- Next newsletter will have acronyms from the department of education

Meet the teacher night

[Face to face Meet the Teacher evening will not go ahead and alternate initiatives are in place for Wed 24th Feb, via handout, questionnaire and a seesaw video post as per latest communication sent out on SZapp. Annual parent-teacher interviews have been brought forward to Week 7(March 8-12)]

- ~~Meet the teacher night is scheduled for Week 5: 5.30 to 6.30 each evening and is stage wise.~~

○ ~~Early Stage 1 (Kindy): Monday 22nd February~~

○ Stage 2: Tuesday 23rd February

○ Stage 3: Wednesday 24th February

○ Stage 4: Thursday 25th February

- ~~1 parent (no children) from each family can participate. 30 people maximum and maximum of one hour. Time and classroom will be put up on the website. Zoom facility to be confirmed.~~
- Kindy students will be not going to assembly. School assembly on even weeks (no parents onsite)
- Grandparents day which usually happens at the end of Term 1 is postponed to later in the year.

Canteen:

- Kindy canteen excursion planned soon. Details will be sent to the parents.

Friendship List

- Gladys will speak to class parents to assist with preparing the friendship lists.

Out of School Hours (OOSH):

- Meeting with OOSH scheduled for week 5 in the term.
- Procedures related to evacuations and lockdown will be discussed at Work and Health Safety (WHS) meeting and OOSH will be invited.

Senior toilets:

- 80K\$ committed to upgrade under a stimulus scheme offered by Department. Overall cost is 230K\$. Sign off awaited from department.

Action Items	Responsible Person	Date

Treasurer's report – Tricia Wright

West Pymble P&C Association Inc.
Treasurer's Report
as of 8 February 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$186,861.61, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>26 October</u>	<u>30 November</u>	<u>8 February</u>
P&C Transaction Account	\$43,786.49	\$43,854.58	\$48,987.63
P&C Investment Account	\$44,846.04	\$44,849.78	\$44,853.11
P&C Building Fund Account	\$51,467.96	\$24,989.49	\$24,991.35
P&C funds held by WPPS	\$2593.00	\$4,175.00	\$375.00
Canteen Account	\$12,624.81	\$15,508.47	\$14,413.11
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$23,573.80	\$28,426.79	\$25,579.64
Band Investment Account	\$27,607.42	\$27,609.72	\$27,611.77
Total	\$206,549.52	\$189,463.83	\$186,861.61

Band Accounts

The decrease is due to term 4 Key Music Band fees of \$5516. The band is currently receiving 2021 band fees from those students participating in the band program.

Transaction Account - P&L

The P&C has already had \$725.03 of income from the Term 1 Second Hand Clothing Stall! Thank you to Brenda for running the stall and to Paula Stokoe for helping out. Welcome Night tickets are currently available through Try bookings and we expect another successful night.

The Pledge money for terms 3 and 4 of 2020 entered our account early December valuing \$4,172.00.

The P&C expects to pay approximately \$27,000 to the school to help teachers in their classroom supplies and the school with maintaining an extra learning support teacher. Payment is expected to be made once final numbers have been received.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

Band Committee Meeting Minutes 9th Feb Meeting

Committee Roles for 2021 – Katrina Crooks

- Band Program Convenor: Katrina Crooks
- Treasurer: Jocelyn Girard
- Secretary: Sophie Le Page
- PB Coordinator: Alex Frampton
- CB Coordinator: Vacant – Katrina chasing
- TB Coordinator: Vacant – Katrina chasing
- New music teacher: Sam Macourt
- Music librarians: Gunce Ozturk – TB and CB
 - Nick Williams - PB
- Instrument Coordinator: Alison Edler

Key Music Update - Matt Dalziel

- 24 Enrolments for Training band. 65 Enrolments in total across all bands
- Percussion and sax for performance band vacant – need to be filled. Matt/Chris looking at options.
- No difference to last year relating to band performances/ practices
 - No performances with parents this year and not likely for ages
 - Key Music to record audios like last year
- Videos may be possible, need to be very careful that everything is compliant, child-safety and covid wise.
- Lots of performances for kids at school
- Unlikely to have external performances
- Band camp – Matt suggests cancelling 2021 booking and rebooking for 2022. Then do a workshop at school.

Pencil in: Friday afternoon straight after school for a few hours – big rehearsal – Friday 28th May. Then a Sunday afternoon later in the year.

- Group lessons for Training Band will be possible now

- No increase in conductor or lesson rates for 2021

Instrument Allocations/ Updates – Alison Edler

- Concert Band and Performance Band instruments have been handed out
- Training Band instrument hand out scheduled for Friday 12th Feb 8.30 – 9.10am
- Stickers over case locks saying “Do not open before your first lesson”
- Alison to communicate with OOSC that band practices have started this week
- Need to upgrade trumpets and possibly sax. Possibly look at selling them all as a job lot.

Financials - Jocelyn Girard

- Fees will be sent out shortly, no increase in fees
- Payments may be split into 2 so can budget for additional performances

Honours board – for performing arts (choir and band) – Katrina Crooks

- Band captains to add entries to the school newsletter each edition (or each second edition)
- Find out if there’s a grant available to help with cost

Action Items	Responsible Person	Date
Talk to Bronwyn about band camp alternatives	Katrina Crooks	Term 1,2021
Chase for Training Band and Concert Band coordinators	Katrina Crooks	Term 1,2021
Alison to communicate with OOSC that band practices have started this week	Alison Edler	
Training Band instrument handout	Alison Edler	Term 1,2021
Look at amount available in band accounts	Jocelyn Girard	Term 1,2021
Find out if there’s a grant available to help with cost. Katrina to discuss with Sharlene.	Katrina Crooks	Term 1,2021

Canteen report –Wendela Flokstra-Mesker

- Update will be provided in the next meeting

Action Items	Responsible Person	Date

OOSC report – David Malorey for Jacqui Clark

Enrolments

- All kids have settled into the OOSC well.
- Casual places are available for morning sessions. Afternoon sessions are close to capacity.
- OOSC parent committee meeting is on 22nd Feb

Action Items	Responsible Person	Date

Fundraising report – Paula

Pre-loved Uniform

- 1st stall for 2021 was held on Saturday 30th Jan at Brenda Gahan’s house. It was a huge success with \$724.53 raised. A big thank you and well done to Brenda!!
- Parents can drop off preloved uniforms to Brenda Gahan’s porch.
- Date proposed for next stall is 27th March with a focus on winter uniforms, sports uniforms
- Working bee for sorting uniforms will be at Brenda house will be organised

Teas and Tissues:

- The event at Sequoia park was successful
- Thanks to Gladys for setting up and Ali for organising the food and drink.

Welcome Night:

- Scheduled for Friday the 19th Feb at Bowlo (Barefoot Bowling)

- Try booking link sent out on 9th February
- Tickets and Raffles can be purchased with the link.

School Disco:

- Scheduled for 12th March. Kids only event as per the Department guidelines.

Bottle Recycling Drop off:

- Will be discussed at the next meeting

Grant Committee Report:

- Will be discussed at the next meeting

Action Items	Responsible Person	Date

General business

Swimming Carnival Update– Tim Simpson

- Swimming carnival postponed due to high chlorine level (chemical malfunction) at West Pymble swimming school
- Swimming carnival will be organised at the Macquarie University Pool on Thursday 25th Feb. No additional costs.
- Due to the COVID-19 restrictions this is a student only event. Parent volunteers may be requested for.

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8.30 pm

Next General Meeting– Monday 15th March 2021, 7:30 pm
(Possibly Face to Face – to be confirmed)

P&C GENERAL MEETING – ACTION ITEMS

Action Item	Responsible Person	Status	
08 February 2021			
Band Report	Talk to Bronwyn about band camp alternatives	Katrina Crooks	Actions added from the Band report from 9th February.
	Chase for Training Band and Concert Band coordinators	Katrina Crooks	Actions added from the Band report from 9th February.
	Alison to communicate with OOSC that band practices have started this week	Alison Edler	Actions added from the Band report from 9th February.
	Training Band instrument handout	Alison Edler	Actions added from the Band report from 9th February.
	Look at amount available in band accounts	Jocelyn Girard	Actions added from the Band report from 9th February.
	Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene.	Katrina Crooks	Actions added from the Band report from 9th February.
01 December 2020			
Band & choir captain honour board	Follow up band and choir captain honour board funding request	P&C executive team	In Progress 09/02/2021 - Quotes for the board are available and discussions in progress.
Pre-loved uniform donations	Provide instruction on pre-loved uniform donations to the school	Bronwyn Wilson	COMPLETED 14/12/2020 – Szapp update; drop off bins set up at Tristania Pl gate 15/12/2020, 8:00am to 1:30pm
26 October 2020			
Principal's report	Investigate QR code sign in option for external visitors to school	Tim Simpson	COMPLETED 01/12/2020 – Dept. Education developing QR code for use in schools 28/01/2021 – newsletter; Service NSW QR code will be used in all NSW Government schools
17 August 2020			
Kiss and Drop	Contact council and RMS regarding Kiss and Drop safety improvements	Tamara Leo	IN PROGRESS 16/09/2020 – contacted council 21/10/2020 – feedback provided by council after 2 site visits; further recommendations to follow 01/12/2020 – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021 09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting.

17 February 2020			
Canteen report	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 01/12/2020 – course still required and will be followed up in 2021 09/02/2021 - Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate.
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 26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised 01/12/2020 – location still needs to be finalised and will progress in 2021 09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued.
11 February 2019			
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	IN PROGRESS
<p>25/03/2019 – consulted with Simone Roberts, awaiting her assessment to improve follow up survey</p> <p>13/05/2019 – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review</p> <p>24/06/2019 – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks & Spencer samples are being sourced</p> <p>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</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> <p>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</p> <p>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</p> <p>09/02/2021 - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.</p>			

