

WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES - 15 JUNE 2020

Attendees: Alison Bruscino, Andrei Buntsev, Jacqui Clark, Lisa Corrigan, Katrina Crooks, Peta Harper, Natasha Hollerbach, Martin Laslett, Tamara Leo, David Malorey, Emma Smales, Vanessa Thompson, Anjali Weerakoon, Bronwyn Wilson, Brooke Wooldridge

Apologies: Wendela Flokstra-Mesker, Jen Stokes

NEXT GENERAL MEETING DATE: Monday 3 August 2020, 7:30 pm

Open – President, Vanessa Thompson

Meeting commenced at 7:35 pm

- Thank you Bronwyn, teachers, and support staff for your outstanding efforts in continuing the education of the students during the COVID-19 isolation period
- Meetings scheduled for the end Term 1 (16 March) and beginning of Term 2 (11 May) were both cancelled due to COVID-19 social distancing restrictions
- The P&C Federation's constitution has been updated, allowing virtual meetings with voting to take place

Minutes of previous meeting

Minutes from 17 February 2020 were approved

Business arising from previous meeting/s

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

Canteen opening days

- A survey regarding potential changes to the canteen opening days has been put on hold due to COVID-19
- The canteen was closed during the isolation period and has reopened with reduced hours
- Opening days will be reviewed in Term 3

Canteen employee health and safety course

- On hold due to COVID-19
- A face to face course is preferred and only online courses are available at the moment

Esky purchase for canteen milk deliveries

- On hold due to COVID-19
- With winter temperatures (below 12°C early morning) and canteen closures there is no immediate need for a new esky (Wendela has provided her one)

OOSC staff to attend the next school WHS meeting

• Meetings were put on hold due to COVID-19

Class parent responsibilities document

• Final updates have been completed and the document will be reviewed again in 2021

Canteen - review use of plastic spoons and forks

- The BYO cutlery initiative went well in Term 1
- It has been put on hold for Term 2 to due to COVID-19 and will resume in Term 3 once students can access the canteen during lunch and recess

Girls uniform survey

- The school has results for the winter and summer uniforms
- Thanks to parent, Simone Roberts for preparing the second survey for more comprehensive results
- A summer skort option and a winter long pants option will become available for girls to wear
- Ties for girls are not compulsory
- Blazers will be purchased by the school to be worn by captains where necessary
- Bronwyn has asked the Uniform Store to source skort samples and once available they will be shared with the P&C
- The winter pants colour is yet to be finalised
- Bronwyn will revisit the winter survey results and provide Vanessa with feedback during the week

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

Grants

- There are several grants in the pipeline with some work starting soon
- Thanks to the P&C for all their efforts in securing grant funding for various projects
- The next phase of the playground upgrade (confirmed in February) was delayed by COVID-19 and is now scheduled to start 3 August 2020 with a 3-week timeframe for completion
- The creation of Maddy's Memorial Garden is still with Better Homes and Gardens (BHG) awaiting an outcome
- If the BHG project is successful grant funding awarded earlier this year by State MP, Alister Henskens' office will be used for another phase of the playground upgrade
- Urban Landscapes have concept maps for several areas of the playground to develop and quote
- Refer to 'Grant committee report' for further details

Student return to school

- Students have returned to school after the isolation period happy, excited, and settled
- With the new Kiss and Drop routine their independence has increased, and they are enjoying more time for social interaction in the morning
- With less people in the playground in the morning and afternoon safety has improved
- Staff have been analysing all the activities across the stages to identify those that have worked well
- They have been engaging in professional learning on 'how to build back better'
- An effort vs impact matrix has been created to rate all the activities
- The school is aiming to keep all low effort/ high impact activities, modify other activities and remove low effort/ low
 impact activities
- The school will distribute a parent survey early in Term 3 to gain input into what they see as valuable student
 activities based on their experience of effort vs impact
- This information will be used to shape the remainder of the year and to build the next 4-year plan

Restrictions for Term 3

- The latest guidelines for parents from the Department of Education were posted on SZapp
- This information will also be included in the Term 2, Week 8 newsletter

School gate supervision

- K-2 will continue with the 3:00 pm finish until the end of Term 2
- From Term 3 they will revert to the 3:10pm finish
- Supervision at the school gates will be scaled back Apollo Ave will continue to have 2 teachers; Tristania Pl and Diana Ave will have 1 teacher in the morning and no teachers in the afternoon

GERRIC gifted education course

- All teachers are enrolled in a 2-day professional development course to obtain the Mini Certificate of Gifted Education though UNSW
- Last year (11 Feb 2019 meeting) the P&C agreed to an additional staff development day in Term 2 and none in Term 3 to allow the course to take place
- For multiple reasons, the course could not take place last year or earlier this year and has been rescheduled for the first 2 days of Term 3
- With all the COVID-19 disruption in Term 2 the reshuffle of staff development days was not possible so Monday 20 July remains a staff development day and Tuesday 21 July will be a learning from home day where possible
- Casual teachers will be employed to teach students unable to stay home on Tuesday
- A questionnaire will be available in the Term 2, Week 8 newsletter to determine how many children plan to attend school on Tuesday

Cross country and athletics carnivals

- The cross country carnival will take place on the last day of Term 2 for the whole school
- Parents will not be able to attend as spectators
- The athletics carnival may run as a mini school carnival at some stage in Term 3
- This year all carnivals will not lead to Zone or beyond as all events have been cancelled

Virtual school assemblies

- The virtual format of assemblies will continue as it has proven to be a very efficient way to delivery content in a condensed timeframe
- Students will continue to watch the assembly in their classrooms
- Parents can still view the assembly via a published link and this continued access will be up for discussion in Term 3
- Positive feedback was received on the involvement of school captains during assemblies

Parent teacher interviews

- Interviews will take place in Term 3, Week 3
- Phone interviews are preferred unless a Zoom meeting is specifically requested

Reports

- Reports will be distributed in Term 3, Week 1
- Grading will be modified to 'working towards', 'working at' and 'working beyond'
- Parents will be contacted prior to the release of the reports if their child has been underperforming
- Review meetings with support students will be taking place this week
- Feedback regarding student performance post home schooling was positive
- Younger students coped well with technology and returned to school stronger
- Some older students didn't engage in home schooling as well as they could have
- There have been no reports of backwards progression

Kindergarten orientation

- The orientation program will change this year due to COVID-19
- A virtual school tour including OOSC will be available on the website
- School captains will be involved in the virtual tour to raise their profile
- The Term 3 new parent information evening will need to be virtual
- Further orientation details will be provided in Term 3
- A host for Tea and Tissues 2021 is required as orientation packs are being prepared

Action Items	Responsible Person	Date		
Organise a Tea and Tissues 2021 host	P&C Executive	ASAP		
Treasurer's report – Vanessa Thompson	for Jen Stokes			
N N	/est Pymble P&C A	ssociation Inc.		
	Treasurer's	Report		
	as of 14 June	•		
Bank Accounts - Balances and Movemen	<u>ts on Accounts</u>			
The current cash balance is \$183,655.60,	an increase from the prev	ious P&C Meeting. The b	balance is made up of the	e following:
	-			-
Accounts:	<u>7 February</u>	<u>15 March</u>	<u>14 June</u>	
P&C Transaction Account	\$38,346.80	\$36,285.36	\$52,027.87	
P&C Investment Account	\$44,828.32	\$44,831.75	\$44,838.44	
P&C Building Fund Account	\$13,478.97	\$13,480.00	\$13,482.00	
P&C funds held by WPPS	\$18,728.05	\$18,728.05	\$13,002.50	
Canteen Account	\$3,438.23	\$3,797.05	\$4,837.46	
Canteen cash draw	\$50.00	\$50.00	\$50.00	
Band Transaction Account	\$15,640.87	\$31,767.53	\$27,814.58	
Band Investment Account	\$27,596.54	\$27,598.65	\$27,602.75	
	. ,	. ,	, ,	
Total	\$162,107.78	\$176,538.39	\$183,655.60	

Band Accounts

The band is currently receiving 2020 band fees from those students participating in band. The reduction is due to Key Music fees for term 1 and instrument servicing being completed.

Canteen Accounts

The canteen account is currently low due to the P&C taking up the Government's Job Keeper incentive for 2 staff members and dealing with a lag in getting reimbursed. All invoices have been paid with the only income from online sales.

P&C Transaction Account

There has been \$33.60 received from the Bottle Drive in March. No other monies have been received due to no fundraising being able to take place. The 2019 pledge money has been received and will be allocated to appropriate expenses.

Fundraising

There has been no fundraising taking place.

Voluntary family contributions are sitting at \$12,929.00 which is great for a slow start to the year. We thank parents who have managed to contribute to this fund.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

Band program

- Due to COVID-19 rehearsals and lessons stopped mid-March
- Key Music have been very supportive during the isolation period
- They stopped charging rehearsal fees and set up virtual lessons for individuals with a very high uptake
- Matt Dalziel will speak to Bronwyn about restarting rehearsals and lessons on the school premises from Term 3

Band camp

- Due to COVID-19 the camp scheduled for mid-May had to be cancelled
- Crusaders were heavily booked later in the year and with the uncertainty of COVID-19 rescheduling was difficult
- After a challenging start Crusaders did waive all cancellations fees so no cost has been incurred
- If restrictions ease the band committee plan to host a weekend 'Band day' with pizza evening on the school premises as a substitute event

Finances

- Payment of band fees was requested 2 weeks before the band program stopped
- Many families have yet to pay which works well for the band committee to manage
- Band fees will be adjusted once the program is up and running again and families will be asked to pay a reduced fee for the remainder of the year
- Any families that have already paid will receive a part refund
- There will be no fee for band camp this year

Action Items	Responsible Person	Date

Canteen report – Vanessa Thompson for Wendela Flokstra-Mesker

Staffing

- The Friday canteen vacancy has been filled by current employee, Nada Jelic
- She will now work 2 days in the canteen
- Two potential candidates will be considered for casual employment should the need arise

Opening days

- Due to COVID-19 the canteen was closed from 24 March 2020 in Term 1
- As restrictions eased the canteen was reopened from 28 May 2020 in Term 2 with reduced hours and purchasing options
- To reduce contact with students and handling money the canteen has been open on Thursday and Friday for online lunch orders from a limited menu
- A third opening day and over the counter sales will be reviewed in Term 3
- Parent volunteers have not been able to assist in the canteen during Term 2 and this will also be reviewed for Term 3
- Without parent volunteers the end of term sausage sizzle can't go ahead

Orders

- Two new meal options have proved very popular Butter Chicken and Rice, Honey Soy Chicken and Rice
- The number of orders is similar to Term 1
- Thursday food preparations can be handled by one person and Friday still requires two people

Price increase

Popcorn prices will be increased from \$1.50 to \$1.80 to account for a supplier price increase

Action Items	Responsible Person	Date

OOSC report – Jacqui Clark

Message from Vanessa Thompson

- The P&C would like to recognise the efforts of the OOSC team during COVID-19 isolation period
- They provided much needed assistance to families during this difficult time and their ongoing support is very much appreciated

COVID-19 isolation period

- OOSC remained open during the isolation period and the team did a phenomenal job keeping up with the daily changes
- Staff have been able to benefit from the Job Keeper government initiative
- Fees have been paused as part of the government COVID-19 initiatives
- Operations should be back to normal in Term 3 with all existing spaces still available to families
- Some casual spots are likely to be available in Term 3

AGM

- The AGM was held 18 May 2020 with only one change to committee members:
 - President Jacqui Clark
 - Vice-president David Malorey
 - Treasurer Caroline Madden (new)
 - Secretary Nicole Mason

Infrastructure grant

- The grant was successful, and details are now being finalised to obtain the funds
- Funding will be used to upgrade equipment and storage, purchase new resources

Behaviour policy

• The behaviour policy has been reviewed and updated again

Canteen

- The OOSC team would like the Canteen/ P&C to consider special OOSC food afternoons, e.g. ice block days
- This arrangement could be mutually beneficial to both groups and help boost canteen sales

Action Items	Responsible Person	Date

Fundraising report – Lisa Corrigan

Event summary

- Welcome Night Friday, 21 February 2020
 - This event was a big success
 - o There are several new kindergarten parents keen to help in coming years
- COVID-19 changes to remaining Term 1 and all Term 2 events
 - The second half of Term 1 and Term 2 was very quiet as all events (fundraisers including Trivia Night, socials, morning and afternoon teas) were cancelled
 - Hopefully there will be an opportunity to hold some events in Term 3 and Term 4

Upcoming events

- Spellathon Tuesday, 4 August 2020
 - This may be the only fundraising event that can be held this year
 - Spelling lists will be given to families in Term 3, Week 1 allowing 2 weeks for students to learn their stage specific words and seek sponsorship

- Adult social evening
 - In lieu of a Trivia Night a social evening rather than fundraiser is being considered for the parents to celebrate the end of the year
- Fundraising options
 - If there is an opportunity to hold some online auctions for class art works, Principal for a day, Choose the School Bell Music it will be considered
 - \circ ~ Some raffle prizes acquired for Grandparents Day can also be repurposed
- Pre-loved uniform stall
 - The stall may run later in the term as weekend access to the school in Term 3 is yet to be determined
 - \circ ~ With the current storage set up an online ordering system is not practical as uniforms are too hard to access
 - If the uniform storage changes then it may be possible to change purchasing arrangements
 - The French room has storage that could be utilised for the uniforms
 - Bronwyn will investigate the space and speak to Vanessa later in the week

Action Items	Responsible Person	Date
Investigate uniform storage options in	Bronwyn Wilson/ Vanessa Thompson	End of Week 8, Term 2
the French room		

Grant committee report – Natasha Hollerbach

Local Schools Community Grant 2019

- Note this was incorrectly called the Community Building Partnership grant in the minutes from 17 Feb 2020 and 2 Dec 2019
- Federal MP, Paul Fletcher's office has awarded \$10,000 to the next phase of the playground upgrade and funds have now been received
- The school and P&C have both contributed \$10,000 each to complete the \$30,000 funding required
- The project must be completed by 31 December 2020 and with COVID-19 delays is scheduled to start 3 August 2020 with a 3-week time frame for completion
- The area to be upgraded continues on from the wooden equipment near the hall & canteen and will include trees, sandpit, treasure box, wooden forts for sport houses

Community Building Partnership 2019

- Note this was incorrectly called the Local Schools Community grant in the minutes from 17 Feb 2020 and 2 Dec 2019
- State MP, Alister Henskens' office has awarded \$26,482 to further playground upgrades
- Urban Landscapes are providing quotes and paperwork is being finalised to obtain the funds
- Funding will be used for Maddy's Memorial Garden should the project with Better Home and Gardens not be successful
- If it is successful funding will be put towards another phase of the playground upgrade
- Maddy's Memorial Garden is planned for the area near the hall and to the left of vegetable garden, with plenty of blue flowers to attract birds

Purry Burry Trust

- A grant application was submitted in May for 25% (\$11,500) of the Solar My School funding and was successful
- Thanks to Glen Leo for his work in applying for the grant
- Refer to 'Solar My School funding' for further details

Community Building Partnership 2020

- A grant application was submitted in May for 50% (\$23,000) of the Solar My School funding
- Thanks to Jodie from Solar My School for her work in applying for the grant
- Given the funding received in 2019 the chance of being awarded the full amount is less however partial funding is possible
- The notification date for successful applications is late November
- Refer to 'Solar My School funding' for further details

Ku-ring-gai Council Environmental Levy Grant

- A grant application was submitted in May for a pollinator garden (approx. \$2000)
- This garden would be in the orchard area near the library with plants to attract birdlife and a native beehive
- The notification date for successful applications has not been published

Action Items	Responsible Person	Date

Solar My School funding – Vanessa Thompson

Project summary

- Schools are guided through the process of system design, grant writing, working with the Department of Education and installation by the Solar My School team
- The school will also receive curriculum-based resources for teachers to use in class
- WPPS is one of the first schools on the North Shore to be involved
- We will receive a heavily subsidised solar installation that will reduce electricity bills by \$8000 a year
- This equates to powering 300 computers, 10 homes or taking 19 cars off the road each year and avoiding 54 tonnes of annual carbon emissions
- The money saved each year will be invested back into the school
- The installation will cost \$46,000 and funding dependant will be completed by the end of this year or early next year
- The Department of Education manage the project and will guide the school on appropriate COVID-19 measures

Funding

- 75% of the funding has been acquired and 25% remains to be confirmed
- If this funding is not obtained the school has committed to funding 12.5% (\$5,750) with the P&C to contribute the remaining 12.5% (\$5,750)

Motion – Approval for the P&C to contribute 12.5% (\$5,750) to the Solar My School project should other grants not be successful (the treasurer has checked, and funds are available) Vote – The motion passed unanimously

- Funding so far:
 - Department of Education (50%) = \$23,000
 - Purry Burry Trust grant (25%) = \$11,500 (to be refunded if the full 50% CBP grant is successful)
 - School and P&C (25%) = \$11,500 if other grants are not successful
- Other funding options:
 - Community Building Partnership grant (50%) = up to \$23,000 applied for
 - \circ ~ One other potential grant option (Suez) has yet to open

Date	Responsible Person	Action Items

General business

School curriculum guidance – Natasha Hollerbach

- Due to COVID-19 students are being encouraged to stay home if they have minor cold symptoms to protect vulnerable staff and students
- This increases the number of days they would normally be absent from the classroom in the winter season
- These students are still capable of learning from home and would benefit from guidance regarding the work taking place in the classroom during their absence
- The work from home material during the COVID-19 isolation period was excellent however since returning to school the available material is not as comprehensive
- Schools are not required to provide work to students that are sick as they need time to recover
- Work is provided to students if they (or a family member) are immune suppressed and need to remain in isolation
- The Department of Education and the school website both have 'Learning from home' hubs with resources for parents to access at anytime
- Questions were raised about the lack of content on both websites since the return to school in Week 5, Term 2
- Bronwyn indicated the school website is still being developed
- The suggestion for teachers to provide a simple guide to the week's lesson plan was viewed as an unnecessary imposition and parents should refer to the term newsletter and other resources for guidance

Ramp near school entrance (Tristania PI) – Vanessa Thompson

- Last year a tree was removed near the office in preparation for a ramp allowing easier access into the school
- Due to a change of Assets Officers many projects were stopped last year
- The work is still being pursued and requires approval from the new Assets Officer before it can go ahead
- A question was raised about bike access once the ramp is built
- There should be adequate space for students to walk their bikes through into the school

Year 5 dance program – Brooke Wooldridge

- With COVID-19 restrictions still in place in Term 3 a question was raised about the Year 5 dance program
- It is going ahead however some modification may need to be made to adhere to COVID-19 safety measures

SZapp notifications – Katrina Crooks

- Some parents are still experiencing difficulties in receiving SZapp notifications
- The problem is known to the office and Schoolzine and they have been working to correct it
- The office has provided instructions on setting up notifications which need to be followed
- If there is still no success, parents should contact the office
- It was suggested by a parent that Schoolzine tech support be contacted directly by parents having issues
- They may be able to quickly resolve the issue as has happened in at least one case

Action Items	Responsible Person	Date
Close & next meeting		

Meeting closed at 9:00 pm

Next General Meeting - Monday 3 August 2020, 7:30 pm

- The next meeting format (face to face or virtual) will be confirmed in Term 3
- Both are possible from Term 3 and feedback this evening indicates virtual is preferred on cold winter nights

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 30 JUNE 2020)

	Action Item	Responsible Person	Status
15 June 2020			
Principal's report	Organise a Tea and Tissues 2021 host	P&C Executive	OUTSTANDING
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
17 February 2020			
Canteen report	Provide details of waste free school canteens	Jen Stokes	COMPLETED 15/03/2020 – details emailed to Canteen for further consideration
	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
	Analyse Tuesday canteen earnings	Wendela Flokstra-Mesker/ Vanessa Thompson	COMPLETED Reviewed in May
	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
Fundraising report	Request teacher input for Wishing Tree items	Bronwyn Wilson/ Natasha Hollerbach	COMPLETED Event on hold due to COVID-19
2 December 2019			
OOSC report	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	IN PROGRESS 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
9 September 2019			
Principal's report	Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	COMPLETED 28/10/2019 – Bronwyn to provide soft copy for circulation 02/12/2019 – soft copy provided, circulation delayed while other comms were delivered to classes; will send on 03/12/19 and add suggestion to attend P&C meeting once per term 17/02/2020 – feedback received, minor changes will be made by P&C and reviewed by Bronwyn 17/03/2020 – updates complete, next review due in 2021

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
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	IN PROGRESS 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 out on hold for Term 2
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 & 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
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