



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 13 MAY 2024

**Attendees:** Anmarie Forrester, Felicity Bewley, Amy Wild, Alicia Potts, Holly McDonald, Chih-Lun Yeh (Allan), Bronwyn Wilson, Naomi Lam, David Malorey, Bec McArthur, Paul Zamuner, Jen Stokes, David Hughes, Emily Carter, Laura Sleiman, Kayla Alexander, Belinda Mason, Tara Cooling

**Apologies:** Sharlene Atkinson, Melissa Vince, Tamara Leo

**NEXT GENERAL MEETING DATE:** 17<sup>th</sup> June 2024, 7:30pm

#### **Open – Vice President, Anmarie Forrester**

Meeting commenced at 7:30pm

#### **Minutes of previous meeting**

Minutes from 18<sup>th</sup> March 2024 were approved.

#### **Business arising from previous meeting/s**

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

- Softfall (Bronwyn Wilson) – no money left in Assets budget. We were meant to receive a delivery during the Christmas holidays however a hold was placed on it due to proposed budget cuts. This has been placed on our request list for next financial year.
- Uniform Review (Bronwyn Wilson) – presentation was shared with the staff. Staff opinion (n=18) gauged via Google Forms survey asked three questions:
  - 1) In favour/against changing the uniform
  - 2) Students to choose uniform on a daily basis
  - 3) A new unisex optionResponses varied between strongly yes and strongly no, no clear consensus.  
Open ended feedback included:  
"Happy for green sports shirt to be worn at all times"  
"Whatever changes are made must include student voice and therefore student ownership of the choices that are made"  
"If the sports uniform is to be worn, the quality of the uniform needs to be looked at, the green shirt looks amazing but the white shirt is pretty awful"  
"Boys shirt should change to a shirt that does not require tucking in"  
Next step is to seek student opinion – first through class discussions, which can then be taken to the SRC.
- Technology Strategy (Emily Carter, Tara Cooling and Laura Sleiman):  
Curriculum demands use of technology across subjects and stages  
Computer literacy is vital for NAPLAN and Check in assessments  
STEM is an important pillar of education, building scientific literacy  
STEM space and classroom technology go hand in hand, we can't have one without the other  
The STEM kits on loan from the Department have been extremely successful  
20 iPads in STEM room (laptops are not reliable)  
Fundraising from STEM Showcase Wishing Tree funds was redirected from a 3D printer (which Year 6 purchased) to 12 Micro-Bits which have had a positive response across Years 1-6  
Loan of a 3D Printer from the Department will be available Semester 2

Resource	Grades	Notes
12 Micro:bits	1-6	<ul style="list-style-type: none"> <li>Such positive feedback from students so the school purchased 12 last term. (Thank you P&amp;C for STEM wishing tree)</li> <li>Range of additional resources available to be purchased to be used with these eg environment kits, inventor kits, drones, robotics, gamification,</li> </ul>
12 Lego Spike Prime kits (Approx \$620 -770 each)	3-6	<ul style="list-style-type: none"> <li>An excellent resource. Challenges more experienced students but suitable for all of stage 2 and 3 with support)</li> </ul>
12 Lego Spike Essential kits (Approx \$475 each)	1-6	<ul style="list-style-type: none"> <li>Fantastic for all stages. Incredibly positive feedback from students, even those who don't love Lego.</li> <li>Can be linked to all curriculum areas. As well as collaborative skills, reasoning, problem solving, science links, reading skills.</li> <li>Stage 2 – this term they have been used to teach forces (science unit of work).</li> </ul>
Bluebots (12) and Dash robots (10)	K-2	<ul style="list-style-type: none"> <li>Bluebots – a great resource for the classroom.</li> <li>Dash robots - haven't been used too much due to short period of time to use all resources and less links to other areas of the curriculum.</li> </ul>

Priorities:

Develop students who are self-aware when it comes to the use of technology  
 Meet the technology demands at every stage, through every key learning area  
 Prepare students for high school, tertiary education and their careers

Base level required:

Audit of Commboxes – replace faulty Smart Boards in classrooms, approx. \$4200 each (3 are a priority)  
 Laptops/Chromebooks Stages 2&3 \$500-\$900 each  
 K-2 iPads \$532 each  
 Charging Trolleys \$1479  
 Hall projector approx. \$17,000  
 STEM room resources

Phase 2:

Laptops for teachers  
 STEM room resources

Phase 3: Replace outdated Smart Boards in all classrooms

STEM resources

Suggestion regarding hiring of devices, possibility of sponsorship

Action Items	Responsible Person	Date

**Principal's report – Bronwyn Wilson**

- Welcome to Laura Sleiman, Stage 3 AP and Wellbeing Coordinator
- Mothers' Day Breakfast - thank you to Matthew Vince and volunteers
- Mother's Day Stall - thank you to Jen Stokes, Helen Wootton and volunteers
- Thank you to Amy Wild for organising our successful application to the Sydney Edible Garden Trail grant, which will be used for vegetable garden supplies. The student Green Team is starting up again.
- Community Building Partnership Grant (State Government) - for next stage of the Anzac Terrace, should hear by the end of May
- Congratulations to our Stage 3 student competing at the NSW Diving Championships.
- From Tim Simpson re: PSSA – costs are rising each year, mainly as a direct result of increasing bus costs. Cancellation policy also means refunds are not always possible depending on when grounds are closed during poor conditions.

Action Items	Responsible Person	Date

Treasurer's report – Chih-Lun Yeh (Allan)

## West Pymble P&C Association Inc

### Treasurers' Report

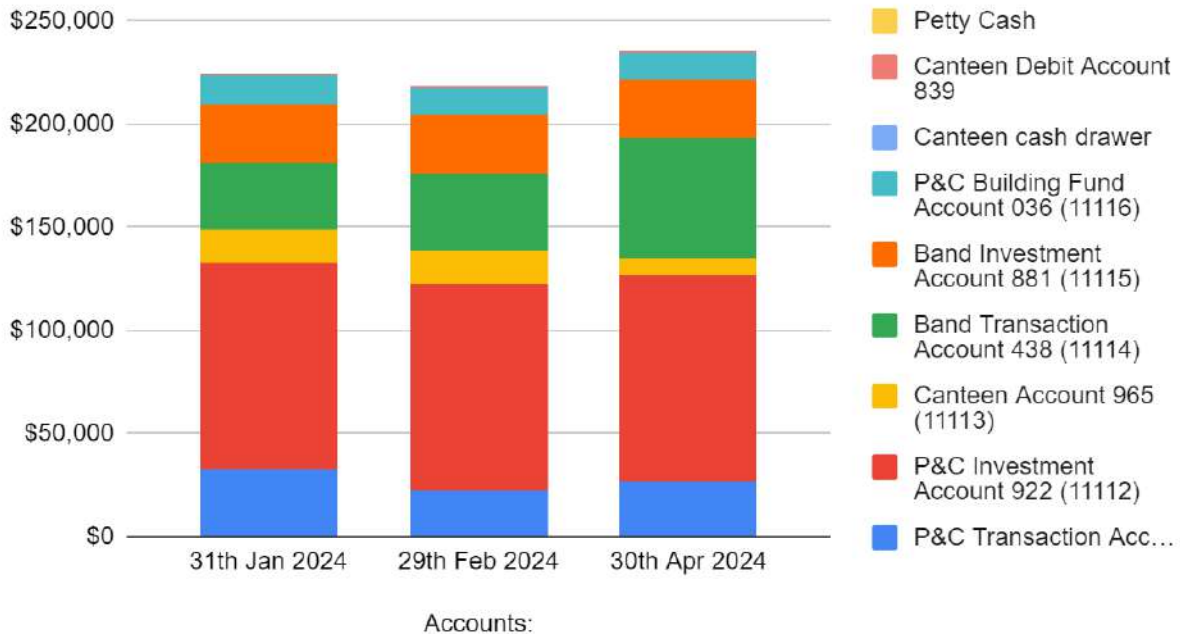
as of 12<sup>th</sup> May, 2024

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

The current cash balance is \$, , with balances made up of the following accounts:

Accounts:	31 <sup>th</sup> Jan 2024	29 <sup>th</sup> Feb 2024	30 <sup>th</sup> Apr 2024
P&C Transaction Account 695 (11110)	\$33,242	\$22,985	\$26,582
P&C Investment Account 922 (11112)	\$99,671	\$99,777	\$100,003
Canteen Account 965 (11113)	\$16,440	\$16,465	\$8,670
Band Transaction Account 438 (11114)	\$32,363	\$36,832	\$58,048
Band Investment Account 881 (11115)	\$28,141	\$28,171	\$28,235
P&C Building Fund Account 036 (11116)	\$13,478	\$13,492	\$13,523
Canteen cash drawer	\$50	\$50	\$50
Canteen Debit Account 839	\$801	\$869	\$478
Petty Cash	\$75	\$75	\$75
<b>Total</b>	<b>\$239,758</b>	<b>\$218,716</b>	<b>\$235,665</b>

## 31th Jan 2024, 29th Feb 2024, 30th Apr 2024



### Summary

Points of note for current cycle:

- Mother's Day activities were the main ones during the April. We saw donations of \$3,888 and after expenses have \$518 remaining. Kindly note invoices could still come in the number can change.
- Since the canteen account adjustments (price as well as labour hours adjustments) were made in August 2023, we have been keeping an eye on the balances. With 2023 Q4 and 2024 Q1 – 2 completed quarters – what we can see is that canteen outgoings are still above incomings. The financial records have been reviewed with the Ops Manager. Tentative conclusions thus far are that there is not much scope to adjust labour cost. With sales decreasing and cost of sales (inflation) increasing, the next action is to review suppliers and purchase option to see what can be done there. As much as possible we want to avoid announcing another price increase so close to the previous adjustment.

The audit of the Financial Statements for the financial year ended 31 December 2023 has been completed, with thanks to Lauren Hosie, Chartered Accountant. This will be publicly available of the WPPS P&C Website: <https://www.wppspnc.com.au/>

Action Items	Responsible Person	Date

### Band report – Bronwyn Wilson

- Band camp will be held this coming weekend. Performance and Concert Band to attend from Friday evening, Training Band will joining on Saturday morning, culminating in a concert on Sunday afternoon. Bronwyn Wilson and Megan Cronin (music teacher) will be in attendance.

Action Items	Responsible Person	Date

### Canteen report – Jen Stokes

- Nada is taking some time off due to an injury, Jen is covering her shifts while she recovers.
- Dumplings are selling well.
- Reusables – spoons, bowls, milk cups, slushy cups, sauce tubs, majority of them come back though working on increasing return rate of forks
- New dishwasher is going well
- Trial of replacing bottled water with Soda Stream water in cups, and potentially use a sugar free flavour to replace Chill J's
- Cooler bags (purchased with grant money) to replace white paper bags
- Aldi prices have increased, breads prices have skyrocketed. Bread could be purchased with weekly supermarket shop and frozen. Burger buns don't freeze well, we currently have it delivered 3/week. Could change suppliers. Milk could also be purchased with weekly supermarket shop. Will need to coordinate with OOSH.
- Alfred Foods have some more cost-effective options for pies and chicken fingers. A new range of home cooked meals will be available soon.
- School24 is currently set up to transfer both immediate sales plus tops to us, which can be difficult from an accounting perspective.

Action Items	Responsible Person	Date

### OOSH report – David Malorey

- Casual spaces available for all sessions
- The transition of OOSH to P&C is underway, P&C needs to become a childcare provider
- Audited accounts have been signed off
- AGM will be held 27<sup>th</sup> May – key executive committee changes (David stepping down as president, Nicole stepping down as secretary), positions will become available – interest in these roles or support more generally very welcome
- Congratulations to Sonja, celebrating 30 years of involvement with OOSH!

Action Items	Responsible Person	Date

### Fundraising report – Felicity Bewley for Melissa Vince

- The Grandparents day on 28<sup>th</sup> March raised \$1805. Amy Wild, as lead on this fundraiser, is now in the last stages of collating the items requested. I will be in contact with Bronwyn to find a time to drop the items off. We hope to do so within the next fortnight.
  - A big thank you to Jen Stokes and Helen Wootton who lead the Mother's Day stall. This event typically does not raise much money and is more of a community event. Approximately \$405 of the money taken (on the day, in the donations box) and online, has been received on behalf of the Hornsby Kuringai Women's Shelter and arrangements are being made for that to be transferred across to them.
  - The Preloved Uniform Stall had a great morning on 11<sup>th</sup> April and raised \$1015, another steady morning on 3<sup>rd</sup> May, raising \$489. So far this year, this has totalled a little over \$2000.
  - I have tried to clear the white sports polos and stocks have gone down however there is still quite a few size 4 (8) and size 6 shirts (25) in particular. Very few of the current Kindy families have shown interest in purchasing them, even with the "Winter Special". I believe these will be a hard sell beyond this year unless we reduce their price. Given the overall sales of the uniform stall have covered the outlay for the items, it may be worth considering whether the school could use them in their enrolment packs for next year's Kindy children? Emma had mentioned that she would need to purchase more of their current T shirt style before the next enrolment evening in August. I will leave that with Sharlene and Bronwyn to consider, but just let me know if I should put them aside.
- *The P&C agrees with the suggestion of using surplus white sports shirts for enrolment packs*
- The upcoming fundraisers are Comedy Night on 21<sup>st</sup> June and the Bunnings BBQ 3<sup>rd</sup> August.

- We hope to finalise the remainder of the calendar for Movie Night, children's Disco and Trivia Night.
  - I would appreciate any feedback on whether to maintain the disco on a Thursday night. In terms of attendance, we had 250 (out of 306 children) children attend in 2022 on a Friday and 185 (out of 286) attend in 2023 on a Thursday. Feedback from families that I spoke to was that many families had extracurricular activities on. As it is a fixed cost, we do want maximum numbers of children, although it's not listed as big fundraiser anyway.
- ➔ *The disco will need to proceed on the Thursday night, due to availability of teachers to attend the event.*

Action Items	Responsible Person	Date

#### Grant committee report – Amy Wild

- Small Edible Garden Trail Grant was successful, providing \$520 for development of the vegetable garden
- Volunteer grant was successful, providing \$1150 towards items to support the work of P&C volunteers
- Net Zero Communities Grant (Greening the Canteen) – spending being wrapped up by the end of June
- Community Building Partnership Grant (State Government) – awaiting outcome
- If anyone comes across grant opportunities, especially technology related grants, please let us know!

Action Items	Responsible Person	Date

#### General Business

- Lisa Vorster has stepped down as Vice President.
- Positions vacant: Vice President, Teas/Refreshments Coordinator, Working Bee Coordinator, Preloved Uniform Stall Coordinator

#### Close & next meeting

Meeting closed at 9:03pm.

Next General Meeting – 17<sup>th</sup> June 2024, 7:30pm

#### P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 13-05-2024)

Action Item	Responsible Person	Status
<b>4 September 2023</b>		
Softfall	Bronwyn Wilson	16/10/23 Nothing reported, Tim Simpson to follow up in Bronwyn's absence 04/12/2023 Soft fall in Kindy/Year 1 playground area has been logged as a job with Assets. A meeting is scheduled for Monday 11th December with our Assets Manager, who will assess what the playground requires. 19/02/2024 Tim Simpson met with our Assets Manager,

			Jordan Hinton. Assets will provide the mulch for the playground. However, due to recent asbestos contamination in mulch across NSW, there is a hold on distribution of mulch. 18/03/2024 Nothing reported. 13/05/2024 This has been requested by the school from Assets as a priority item for FY2025. <b>CLOSED</b>
<b>16 October 2023</b>			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Sharlene Atkinson, David Malorey, Mel Vince	04/12/2023 Nothing reported. 19/02/2024 Process is ongoing 18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&C. 13/05/2024 Process is ongoing.
Technology Strategy	Discussion with Tara Cooling regarding technology needs	Tim Simpson	04/12/2023 Plans for a STEM Room in 2024, Tara Cooling presented plans for how to develop that in Terms 1&2, and will report back with learnings and directions for further development. A practice kit for First Lego League will be purchased. 19/02/2024 Locksmith secured the entrance/bag room so the whole area can be locked off. Lockable cabinets still required, and up to \$1000 spend has been approved at this meeting. STEM kits on loan from the Department have arrived. 18/03/2024 Nothing reported 13/05/2024 Presentation from staff regarding directions for technology and equipment needs. Costings for items in order of priority to be provided to the P&C.
<b>19 February 2024</b>			
Statement of Commitment to Child Safety	Research and drafting a Statement of Commitment to Child Safety	Melissa Vince, Sharlene Atkinson, Felicity Bewley, Lisa Vorster	18/03/2024 In progress. 13/05/2024 Nothing reported.
<b>18 March 2024</b>			
Uniform Review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.