



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 12TH MAY 2025

Attendees: Gladys Pineda, Lauren Hosie, Anna McFarlane, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Panna Doshi, Jen Stokes, Tim Simpson, Kat Lennie, Emma Smales, Laura Tunstall, Belinda Mason, Bec McArthur, Paul Zamuner, Ye Min Kuang, Annerine Collyer, Tamara Leo, David Malorey

Apologies: Holly De Rooy, Bronwyn Wilson

NEXT GENERAL MEETING DATE: Monday 23rd June

Open – President, Anna McFarlane

Meeting commenced at 7.30pm

Minutes of previous meeting

Minutes from 7th April 2025 were approved

Business arising from previous meeting/s

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

OOSH Working Group

- No update on take over of OOSH. Teegan is away currently so Anna will follow up upon her return

Action Items	Responsible Person	Date
Process of P&C taking over as approved provider for OOSH	Anna McFarlane and David Malorey	Ongoing with process

Uniform Review

- Making the Stage 3 girl uniform options (Winter/Summer) available to all

Action Items	Responsible Person	Date
P&C to discuss Uniform Review with the school executive team and wider school community in time	All of P&C Executive Team	Ongoing

Polls Conducted - previous meeting

- Additional release of \$19,000 to go toward Inclusion and Support

- Poll was taken and results were 100% in agreeance
- 2. Garden Shed and Concrete Slab (School Chicken Area) - \$1,100 for concrete slab and \$3,500 for garden shed = \$5,500 total
 - No labor costs, will be carried out by volunteers headed by Brendan Tierney and Hamish McDonald
 - Requires 2.8 cubes concrete to complete the footing so will order 3 cubes to avoid \$500 freight costs
 - Brendan supplying all steel for footing
 - Bunnings and Boral to be contacted to see if they would be open to donating any materials
 - Poll was taken (by show of hands) and results were 100% in agreeance
- 3. New School Defibrillator - \$1,648.20
 - New style does not require different pads for different individuals e.g children and adults
 - \$1,985.20 minus existing grand funds of \$337.00 = \$1,648.20
 - Poll was taken and results were 100% in agreeance

Actions since previous meeting

- New School Defibrillator has been purchased as mentioned above
- Anna still working with Bunnings re: Garden Shed

P&C Pledge Letter

- Pledge letter was sent out by the school office to all families (06/05) and by Friday 9th 19 families had already committed/paid. Plenty of feedback obtained as requested in letter also

Principal's report – Tim Simpson (*relieving principal*)

- Happy Mother's Day
- Bronwyn Wilson away for the first 5 weeks of Term 2. Tim is relieving principal for this time.
- Anzac Ceremony first day back of Term 2. Run by Year 6 students. Special guests including Alister Henskens visiting and Anna McFarlane representing the P&C. Special thanks to Lieutenant David Hosie who gave the address. Thank you to Miriam Methven for the wreath made. Thank you to Trudy Elwood for coordinating the morning tea. And thanks to all who sent in Anzac biscuits for the occasion
- Election Day Market. Huge thank you to the massive team of volunteers who helped out.
- Cross Country going ahead tomorrow (13/05) rain, hail or shine. A team is required for zone carnival so the event needs to go ahead. Communication was sent to families about provisions to send if there is wet weather. Parents welcome to attend. First time to use the 2x new marquees from Ray White North Shore and Wilkins Plumbing.
- WhatsApp groups for kids being set up by students - heard from Year 6 parents. Parents have expressed concerns around the language being used. A friendly reminder that no child should be on the app. There is a 13+ age limit. The children have been spoken to but a reminder for parents to be vigilant. Northern Area Local Health are running a parent webinar about healthy screen habits should anyone like to attend. Registration details are in the previous newsletter sent out to all families
- The school was informed last week that WPPS are undergoing a NESA inspection. Schools are picked at random. They will be visiting next Tuesday 20th May and the school has to provide evidence that they are compliant in certain areas. They will be looking at Maths and English programs on the curriculum, enrolment and child protection procedures. Hopefully it is a good outcome. Update will be provided at the next P&C meeting.
- New report template has been sent out by the DOE starting this semester. WPPS is not using it strictly as it has been presented. It has been decided that in the schools context that it did not provide as much information as previous reporting template has. The school will use it to create a hybrid model.

Action Items	Responsible Person	Date
Anzac Terrace project - work out remaining projects once contractors have finished to be carried out at future working bees and/or parent volunteers	Amy Wild/Bronwyn Wilson/All P&C	Term 2

HGPE (High Potential and Gifted Education) Policy Implementation - Emma Smales

- Teaching and Learning policy that has come from the DOE
- All schools across NSW have been instructed to implement the policy
- WPPS has a few years to work on this to make sure the practices are sustainable within the schooling environment
- Last year the school focussed on becoming familiar with the policy, the new philosophy behind the policy and unpacking this with all staff
- This year the focus across NSW is around putting the policy into practice through professional learning time in order to find and develop the talents of all students at the school.
- About identifying the talents that children have and being able to cater to these talents as best as possible in the school setting
- The policy recognises 4 different domains that need to be addressed when it comes to these students. 1. Intellectual Domain, 2. Creative Domain, 3. Physical Domain and 4. Social and Emotional Domain. At WPPS it is felt that all children belong somewhere therefore all children are profiled as a diverse learner.
- The next step is then providing as many enrichment opportunities in and out of the classroom from Monday - Friday.
- The focus at the moment due to the majority of talk from staff and students is the Social and Emotional Domain.
- Looking to introduced a Year 5 peer program, more enrichment during lunch time activities and more leadership opportunities during lunch time
- Turning space under the Kindergarten rooms into an art space

Treasurer's report – Lauren Hosie

Treasurer's Report

Date: 12 May 2025

Prepared by: Lauren Hosie

Bank Account Balances

Band Account	\$63,689.29
Band Investment Account	\$28,586.87
Canteen Account	\$14,813.39
Canteen Debit	\$520.96
P&C Building Fund	\$14,698.44
P&C Investment Fund	\$101,248.69
P&C Transaction Account	\$66,701.52
Total	\$290,259.16

Fundraising Income

Category	Total Income	Add: Band	Expenses	Net Income	Budgeted
Election Day	\$5,353.92	\$1,867.75	\$2,208.58	\$5,013.09	\$1,250
Mother's Day	\$3,855.98		\$3,245.38	\$610.60	\$500
Return and Earn	\$70.10			\$70.10	\$100
Welcome Night	\$886.07			\$886.07	\$1,000
Wishing Tree	\$2,236.81			\$2,236.81*	-
Total	\$12,402.88	\$1,867.75	\$5,453.96	\$8,816.67	\$2,850

*Note this will be expensed on items

Other Items

1. Received the invoice to pay for the ANZAC Terrace today
2. Band camp income is in Profit and Loss – no invoices included for band camp as yet as not received
3. No large expense items as yet

Profit and Loss

West Pymble Public School Parents and Citizens Association For the year ended 31 December 2025

	2025	2024
Trading Income		
Band		
Band Income	-	28,186.05
Band Income - Miscellaneous	1,867.75	-
Band Income - Instrument Hire	5,320.00	-
Band Income - Instrument Hire - Percussion	560.00	-
Training Band	8,530.00	-
Concert Band	11,310.00	390.00
Performance Band	6,990.00	-
Total Band	34,577.75	28,576.05
Canteen		
Counter Sales	2,785.30	15,108.36
Canteen Sales	1,680.00	-
Sale of Goods	-	4,463.76
OOSC Sales	-	2,241.55
School24 Online Sales	20,542.41	78,197.46
Total Canteen	25,007.71	100,011.13
Grants		
Grants / Subsidies	-	1,670.00
General - non deductible	-	10,610.00
Grounds - non deductible	-	39,660.00
Total Grants	-	51,940.00
Uniforms		
Excel Uniforms Commission	-	749.18
Second Hand Clothing Stall	1,550.65	9.81
Total Uniforms	1,550.65	758.99
Fundraising		
Fundraising Events Income	12,402.88	40,272.00
Sponsorships received	-	4,250.00
Fundraising Income	-	1,471.94
Total Fundraising	12,402.88	45,993.94
Year 6 fundraiser income	839.54	-
Total Trading Income	74,378.53	227,280.11
Cost of Sales		
Canteen		
Beverage Purchases	2,200.05	7,462.02
Canteen supplies	22.08	2,508.11
Food Purchases	9,482.38	34,755.73
Frozen Dessert Purchases	1,561.58	14,461.15

Profit and Loss

	2025	2024
Packaging Purchases	421.98	671.89
Superannuation	818.74	3,460.95
Workers' Compensation	913.87	731.59
Wages & Salaries	7,119.60	31,209.97
Total Canteen	22,540.28	95,261.41
Band		
Band Camp	-	19,845.00
Band Competitions/Events	-	600.00
Band Tutors	-	6,503.00
Instrument Repairs/Maintenance	1,020.00	220.00
Total Band	1,020.00	27,168.00
Fundraising		
Fundraising Expenses	5,453.96	13,163.18
Fundraising Expenses - Misc	-	914.00
Total Fundraising	5,453.96	14,077.18
Total Cost of Sales	29,014.24	136,506.59
Gross Profit	45,364.29	90,773.52
Other Income		
Other income		
Cash Boost No GST	-	1,000.00
Other Income	-	(1,236.00)
Membership fees received	9.50	259.50
Other Income - Miscellaneous [87000]	-	390.00
Total Other income	9.50	413.50
Interest income		
Interest Band Investment 4881	103.05	160.44
Interest Building Fund 9036	52.98	76.83
Interest P&C Investment 5922	365.04	1,657.14
Total Interest income	521.07	1,894.41
Total Other Income	530.57	2,307.91
Operating Expenses		
Communication Costs	-	149.00
Community Funding	-	1,208.14
Computer Software/Web Develop	534.53	1,013.10
Council / Govt Fees or Charges	722.00	-
Equipment Hire / Lease	-	2,545.80
Funding Commitments	-	39,574.67
General & Administrative Exp	-	695.03
Insurance	-	1,241.00
Labour Hire	-	770.00
Licence fees	-	512.94

Profit and Loss

	2025	2024
Fees - stripe square	36.31	-
School Pledges	(1,217.00)	15,959.57
Staff Room Supplies	500.00	1,667.31
Legal fees	-	9,683.82
Total Operating Expenses	575.84	75,020.38
Net Profit	45,319.02	18,061.05

Action Items	Responsible Person	Date
P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. <ul style="list-style-type: none"> • roof covering for tennis court • Anzac Terrace • Upgrade to 3 - 6 playground area • Half basketball court • Defib for school 	P&C Executive Team	Ongoing
5% charge on all sales through School24 - previous treasurer looked into comparative apps/companies	Anna to follow up with Ali Holly to follow up School24 following conversation with Ali	Ongoing

Band report – Anna McFarlane on behalf of Holly De Rooy (absent)

- \$1,876 raised at the Election Day Markets from the Band Cake stall

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Now open for lunchtime only on Monday. Wednesday has been changed for now to lunch only service also. Start has been slow but has only been 2 weeks so hopefully this picks up through the term.
- Due to the NSW government introducing a ban on single use straws, the canteen is no longer able to obtain Sipha Straws and will be removed until told otherwise
- Jen has been working with the Northern Sydney Local Health District and Healthy Canteen is a canteen health check. Completed every 2 years. Menu must have 75% green items and a maximum of 25% orange items. We have no red items. Adding further green items will balance out yellow items. Therefore Jen proposed adding the following to the menu as a trial run: ravioli (beef vegetable and spinach and ricotta) and cheese/cracker packs.

Action Items	Responsible Person	Date

OOSC report – David Malorey

- Availability for permanent and casual bookings at both Before and After School care.
- Autumn Vacation Care - went really well. Ranged between 20 - 45 children a day. Incursions were trialled and potentially may trial excursions at next vacation care
- Will be running Winter Vacation Care during the next school holidays. Dates will be sent out to parents fortnight or so prior to period
- Endeavouring to change to a 7am start for care. Waiting to hear back from the DOE.
- Will be swapping the management system (HubWork) for the children. Will be asking parents to sign up again. Formal communication will be sent
- AGM in 2 weeks time. Many roles on the Executive team to fill.

Action Items	Responsible Person	Date

Fundraising report – Annerine Collyer and Katharina Lennie

P&C Fundraising Events 2025

Term 1	Term 2	Term 3	Term 4
Welcome Night 21-Feb 0	Spellathon TBD \$2,000	Money Chain TBD	Disco TBD
Grandparents Day & Wishing Tree 4-Apr \$1000-\$3000	Movie Night 20-Jun \$3,000	Parents Social Night TBD	Trivia Night TBD
	Election Market TBD \$4,520		

Additional Fundraisers

School Cookbook
Spring market

- Wishing Tree - raised \$2,600. List has been sent to Michelle in the office. Teachers prioritize items they need in classrooms due to some generic contributions. Waiting on Michelle to respond
- Election Day Markets - thank you to all the volunteers in the lead up and on the day. Results were: \$760 from the stalls, \$4,593 from the books and BBQ and \$1,867 from the Band cake stall. Big thanks to Campbells West Pymble for supplying all meat on the day. Over \$7,200 in sales and profit of \$5,000 after the fact
- Due to the success of the Election Day Markets the team are keen to run a Christmas Twilight Market to tie in with Band, Carols and community stalls around Nov/Dec. Waiting to hear from Turramurra as to when their market is as to not clash
- Movie Night - Friday 20th June and Spell-a-thon - week 9 of Term 2

Grant committee report – Amy Wild

- Anzac Terrace works to commence 2nd June. Needs to be started/completed soon to be compliant
- 2x council Environmental grants will be attempted in the near future

Grants Committee

10 March 2025

Current grant-funded projects

Grant	Status	Area	Project	Amount	Notes
Volunteer Grants (Federal Government)	In progress	Small equipment	Items to support P&C volunteer work	\$1,150	Coffee machine, milk frother and accessories purchased
Community Building Partnership 2023 (State Government)	Planning	Playground upgrades	Anzac Terrace - final stage of playground upgrade	\$39,660	Funds received. Planning underway for works commencement.

Open grant applications

Grant	Outcome	Area	Project	Amount	Notes
National Pies Local Heroes Grant	Unsuccessful	Sport	PSSA Uniforms	\$1,000	Submitted 10 April 2024
Real Insurance Schools Grant	Unsuccessful	STEM	STEM room resources	\$5,000	Submitted 22 September 2024
Bendigo Bank Community Giveaway	Unsuccessful	STEM	STEM room resources		Submitted October 2024
Fighting For Program (Federal Government)	Pending	Playground	Anzac Terrace	\$50,000 - \$80,000	Submitted 2 June 2024. Requires small P&C co-investment (~\$20k). In-principle support provided by Paul Fletcher's office
Coles & Planet Ark Sustainable Schools Competition	Pending	Outdoor environment	Bird-proof bin enclosures	\$5,000	Submitted 22 September Outcome expected 24 October 2024.
Volunteer Grants 2024-25	Pending	Sport; Insurance	Sporting equipment	\$1,000	EOI endorsed, awaiting invitation to submit full application
Stronger Communities Program 2025	Pending	STEM	LEGO Education kits for STEM room	\$12,561	Submitted 14 February 2025

Forthcoming grant opportunities

Grant	Status	Area	Project	Amount	Notes
Real Schools Grant	Planning	STEM		\$5,000	
Telstra Connected Communities Program	Planning	STEM		\$10,000	

Action Items	Responsible Person	Date

Extra agenda item – N/A

Heading

- Summary

Action Items	Responsible Person	Date

General business

Heading

- Summary

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 9.01pm

Next General Meeting – Monday 23rd June

	Action Item	Responsible Person	Status
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Anna McFarlane, David Malorey, Paul Lennie, Prudie Maltby	<p>04/12/2023 Nothing reported.</p> <p>19/02/2024 Process is ongoing</p> <p>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.</p> <p>13/05/2024 Process is ongoing.</p> <p>17/06/2024 Process is ongoing.</p> <p>5/08/2024 Advice received that each time a new P&C Executive Member is elected, the same requirements will apply to them as the current P&C Executive Members. Everyone who is a PMC (Person With Management Control), which is everyone on the P&C Executive at any given time, is required to sit and pass the test on the childcare legislation. Sharlene to meet with the P&C Federation for further advice.</p> <p>09/09/24 All information has been submitted for provider approval. All PMC required to sit the timed test on the childcare legislation, in Parramatta.</p> <p>28/10/2024 Currently paused while a new executive committee is established.</p> <p>25/11/2024 Outgoing executive members to be removed from application as no longer PMCs. Incoming executive committee to discuss next steps.</p> <p>10/03/2025 PMC candidates are Anna McFarlane, Prudie Maltby (representatives from current P&C) and Paul Lennie. They will continue to liaise with relevant individuals to continue the submission</p>
School Uniform review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	<p>13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Student and parent surveys to commence.</p> <p>09/09/24 Parent survey complete, student survey to</p>

			<p>commence.</p> <p>28/10/2024 Student surveys completed, data to be forwarded to P&C.</p> <p>25/11/2024 Data collated, incoming executive committee will decide on next steps in collaboration with the school.</p> <p>10/03/2025 majority for change of uniform from data collated was not reached. P&C will continue to liaise with school around this.</p>
Use of accumulated P&C Funds	Best approach of use of significant funds raised by P&C	Bronwyn Wilson, P&C	<p>10/03/2025 P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. roof covering for tennis court Anzac Terrace</p> <p>Upgrade to 3 - 6 playground area</p> <p>Half basketball court</p> <p>Defib for school</p>