



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### ANNUAL GENERAL MEETING MINUTES – 6<sup>TH</sup> DECEMBER 2021

Attendees: Alicia Potts, Alison Bruscano, Ali Hafeez, Bronwyn Wilson, David Malorey, Emma Smales, Felicity Bewley, Gladys Wilkins, Lonii Broers, Naomi Lam, Nicole Wynne, Paula Stokoe, Peta Harper, Sandeep Dsa, Setareh Ganjali, Sharlene Atkinson, Tamara Leo, Tricia Wright, Wendela Flokstra-Mesker.

Apologies: Jacqui Clark

#### **AGM Open – President, Lonii Broers**

Meeting commenced at 7:35 pm

#### **President's 2021 Annual Report – Lonii Broers**

### **President's Report 2021**

Dear Bronwyn, Members and School Staff,

At the close of our very first year on the P & C of West Pymble Public School, I am very proud to announce that despite the various challenges that come with forming a brand-new committee in capacities none of us had been exposed to in our working histories, we have slowly but steadily kicked some remarkable goals this year and we are closing 2021 having achieved more than we had imagined possible both financially, personally and for the community as a whole.

The year commenced with promise to remain open and hold the various annual fundraisers and school events that we have been able to enjoy up until the start of the pandemic in 2020. We were extremely fortunate that we were able to hold the welcome night at the Bowling Club at the start of term one, it was a really fun night where new parents had the opportunity to put some names to faces, meet other parents and staff and for the community as a whole, it was a great way to come together after having spent so long a part the year prior and enjoy a little taste of normalcy.

Unfortunately, this normalcy was short-lived and soon after we were forced into the uncharted navigation of lockdown again and a vast change in how we were to carry on with our daily lives and particularly for the P&C, how we would continue to support the school and community.

In summary, we were able to meet our financial commitments to the school this year.

These included the

- Support Teacher Salary, one day per week
- Teacher Consumables
- Staffroom Supplies
- Canteen Staff Wages
- Honour Project Funding
- Curtains for the school hall
- Balance of the Solar My School Project funding

Throughout the course of the year, we continued to keep fundraising at the forefront and successfully managed to raise funds through the various events were still able to host.

The major events included:

- The school disco in term two
- Mother's Day Stall Term two
- Spell-a-thon Term Three
- Trivia Night Term 4
- Election Day BBQ

Unfortunately, we were unable to host Grandparents Day or Spring Showcase this year that would have contributed to our fundraising efforts; however, we were successful in raising additional funds through end of term sausage sizzles, second hand uniform sales, Fantasy Day through popcorn sales as well as various raffles we have held at other events such as welcome night and the election Day BBQ.

All disappointments and restrictions considered as a direct result of the pandemic and its misgivings; I am personally very proud of what we have delivered in 2021.

The Executive Team with the immeasurable support, hard work and determination by the sub committees, such as the Fund Raising Team, Canteen Staff, Canteen Coordinator, Canteen Treasurer, tea Coordinators, Mother's Day stall coordinators, Class Parent Liaison, Disco Organisers, Recycling Coordinator, Audit Manager, Band Committee, OOSH and all the extended community of parents, grandparents and special friends who have stepped in, rolled up their sleeves and volunteered their time so graciously at the various events throughout the year, we are extremely grateful and proud to have worked alongside you.

To Bronwyn and her team of amazing staff who have demonstrated the utmost professionalism, flexibility, warmth and ingenuity throughout the year, we are delighted to have you lead the way for the community, role model for our children and support and drive the causes that we stand for.

Thank you everyone who has helped to make this year a success, whether it be through your physical assistance, wonderful ideas you have shared, encouragement, advertising our events in the broader community and sourcing prizes and giveaways. Also, to those who have expressed appreciation for what we are trying to achieve, we are sincerely grateful.

I look forward to another year full of promise and opportunities and wish everyone, a safe and very happy holiday.

**Approval of 2020 AGM Minutes – Lonii Broers**

Minutes from 1<sup>st</sup> December 2020 were approved

**Treasurer’s 2021 Annual Report – Tricia Wright**

**West Pymble P&C Association Inc.**

**Treasurer’s Report**

as of 30 November 2021

Accounts include income and expenditure for 1 January to 30 November 2021 and figures represented in this report aim to fairly represent the financial performance of the West Pymble Public School Parents and Citizens Association for this period. The 2021 accounts have been prepared on a cash accounting basis.

**Banks Accounts - Balances and Movements on Accounts**

During 2021 the main focus was to meet our school pledge commitments and also contribute funds for other initiatives which benefit the school community.

**Consolidated Profit and Loss**

The P&C will finish 2021 in a good financial position, due to managing running costs and fantastic support from the families and staff at WPPS.

**Band Account**

The band currently has net earnings of \$19.4K. Most remaining expenses will be to pay Key Music for Term 4, as well as expenses for servicing instruments. Refunds have been issued for Covid related cancellations to lessons. The band committee has been continually reviewing income and expenses to avoid having a net loss at year end.

**Canteen Account**

The canteen is in a good financial position making a small profit in 2021. The account is in a healthy financial position and all remaining 2021 costs will be covered. The ATO is holding \$17,545.03 from the Small Business Cash Boost Bonus in 2020 - this can be transferred in 2022 into the appropriate account.

**Transaction Account P&L**

As of 30 November, the transaction account has net earnings of \$7.3K. The P&C has contributed \$38.2K to the school this year to support the student learning. The most successful fundraising event this year was Trivia Night raising over \$15K, Spell-a-thon raised the next most at \$8K. There are funds available for early commitments in the new year and with planned fundraising in 2022 the P&C will be able to continue their valuable support to the school.

## **Forecasting and budgets for 2022**

The P&C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2022. Most of the budget goes to the school to support teacher consumables and one learning support teacher along with operation expenses incurred by the P&C.

West Pymble Public School Parents and Citizens Association Inc.  
Cash Accounts  
as of 30 November 2021

<b>Account Name</b>	<b>30 November Balance</b>
P&C Transaction Account 0695	\$47,171.15
P&C Investment Account 5922	\$44,856.80
P&C Building Fund Account 9036	\$13,493.34
P&C Funds Held by WPPS(deposited Dec 2021)	\$16,062.50
	<hr/>
	\$121,583.79
Canteen Account 7965	\$21,780.02
Canteen Cash Drawer	\$50.00
	<hr/>
	\$ 21,830.02
Band Transaction Account 3438	\$34,223.49
Band Investment Account 4881	\$27,614.02
	<hr/>
	\$ 61,837.51
<b>Total Cash</b>	<hr/> <hr/> <b>\$ 205,251.32</b>

# West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss  
January - November, 2021

	TOTAL
<b>Income</b>	
40000 Income	-13.12
42000 Fundraising Income	65.00
42010 Fundraising Events Income	33,158.39
42030 Sponsorships received	5,350.00
42040 Sale of Goods	10.00
46010 Second Hand Clothing Stall	2,604.96
<b>Total 42000 Fundraising Income</b>	<b>41,188.35</b>
<b>43000 Operating Activites</b>	
43060 Membership fees received	3.00
46020 Excel Uniforms Commission	632.00
46050 Other Commission Received	425.00
47040 Other Income - Miscellaneous	206.20
<b>Total 43000 Operating Activites</b>	<b>1,266.20</b>
<b>44000 Canteen Sales</b>	
44000 Canteen Sales	35.00
44010 Counter Sales	5,657.40
44020 School24 Online Sales	39,696.81
44040 OOSC Sales	929.34
<b>Total 44000 Canteen Sales</b>	<b>46,318.55</b>
<b>45000 Band Income</b>	
45000 Band Income	310.00
45011 Performance Band	16,030.00
45012 Concert Band	9,240.00
45013 Training Band	11,680.00
45014 Instrument Hire - Percussion	630.00
45020 Instrument Hire	7,510.00
45030 Band Income - Miscellaneous	163.35
45040 Instrument Repair Contributions	100.00
<b>Total 45000 Band Income</b>	<b>45,663.35</b>
<b>Total 40000 Income</b>	<b>134,423.33</b>
<b>Total Income</b>	<b>A\$134,423.33</b>
<b>Cost of Sales</b>	
50000 Cost of Sales	
51000 Cost of Sales - Canteen	
51010 Food Purchases	22,641.38
51020 Beverage Purchases	5,597.35
51030 Frozen Dessert Purchases	2,569.36
51040 Packaging Purchases	521.39
<b>Total 51000 Cost of Sales - Canteen</b>	<b>31,329.48</b>

# West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss  
January - November, 2021

	TOTAL
52000 Cost of Sales - Band	
52010 Band Tutors	
52012 Band Tutors - Concert Band	540.00
52013 Band Tutors - Training Band	1,512.00
<b>Total 52010 Band Tutors</b>	<b>2,052.00</b>
52020 Band Camp	19,141.00
52040 Sheet Music	160.00
52050 Instrument Repairs/Maintenance	4,686.00
<b>Total 52000 Cost of Sales - Band</b>	<b>26,039.00</b>
<b>Total 50000 Cost of Sales</b>	<b>57,368.48</b>
<b>Total Cost of Sales</b>	<b>A\$57,368.48</b>
<b>GROSS PROFIT</b>	<b>A\$77,054.85</b>
Other Income	
80000 Other Income	
82000 Interest P&C Investment 5922	5.12
85000 Interest Band Investment 4881	3.13
86000 Interest Building Fund 9036	2.79
<b>Total 80000 Other Income</b>	<b>11.04</b>
<b>Total Other Income</b>	<b>A\$11.04</b>
Expenses	
60000 Expenses	
61000 General & Administrative Exp	1,539.95
61012 PayPal Fees - General	2.35
61060 P&C Hosted Events	1,314.25
61080 Gifts \$300	665.64
62010 Insurance	2,281.64
62020 Computer Software/Web Develop	345.30
62050 Communication Costs	157.42
<b>Total 61000 General &amp; Administrative Exp</b>	<b>6,306.55</b>
62100 Canteen Operating Expenses	
62105 Kitchen Equipment / Tools	700.37
62170 School24 Service Fees	926.25
62200 Misc Canteen Operating Expense	-6.00
<b>Total 62100 Canteen Operating Expenses</b>	<b>1,620.62</b>
62400 Employment Expenses	
62420 Superannuation	1,039.38
62430 Wages & Salaries	11,656.18
62440 Workers' Compensation	518.41
<b>Total 62400 Employment Expenses</b>	<b>13,213.97</b>

## West Pymble Public School Parents and Citizens Association Inc.

Profit and Loss  
January - November, 2021

	TOTAL
63000 Fundraising Expenses	162.72
63010 Cost of food/goods	3,338.36
63030 Labour Hire	481.82
63070 Advertising costs	30.36
63080 Equipment Hire / Lease	286.00
63130 PayPal Fees - Fundraisers	331.76
63900 Fundraising Expenses - Misc	2,427.75
<b>Total 63000 Fundraising Expenses</b>	<b>7,058.77</b>
64000 Funding Commitments	
64010 School Pledges	55,007.60
64020 Staff Room Supplies	500.00
<b>Total 64000 Funding Commitments</b>	<b>55,507.60</b>
65000 Band Expenses	
65070 Band Expenses - Miscellaneous	175.00
<b>Total 65000 Band Expenses</b>	<b>175.00</b>
<b>Total 60000 Expenses</b>	<b>83,882.51</b>
Purchases	3,100.00
<b>Total Expenses</b>	<b>A\$86,982.51</b>
<b>NET EARNINGS</b>	<b>A\$ -9,916.62</b>

**West Pymble Public School Parents and Citizens Association Inc.**  
**Fundraising Profit**  
**1 January - 30 November 2021**

	Income	Expenses	Net Fundraising
Welcome Night	\$1,740.36	\$1,029.61	\$710.75
Mother's Day Stall	\$5,447.81	\$1,052.43	\$4,395.38
Trivia Night	\$17,978.17	\$2,734.28	\$15,243.89
Second Hand Clothing Stall	\$2,604.96	\$37.96	\$2,567.00
School Disco and virtual disco	\$3,676.40	\$2,230.04	\$1,446.36
Spell-a-thon	\$8,363.20	\$326.97	\$8,036.23
<b>Fundraising at 30 Nov</b>	<b>\$39,810.90</b>	<b>\$7,411.29</b>	<b>\$32,399.61</b>
Additional expenses not yet paid:			0
<b>Total Fundraising Annual</b>			<b>\$32,399.61</b>

- The 2021 P&C accounts were audited by Charlotte Lee

## Budget 2022 – Tricia Wright

FORECASTED EXPENSES		2022	FORECASTED INCOME		2022
<b>School Events / Initiatives / Pledges</b>			<b>School Events / Initiatives / Pledges</b>		
Hands First Initiative		\$320.00	Welcome Night		\$700.00
Morning teas - School and P&C Events		\$500.00	Grandparents Day		\$1,000.00
Kindy New Parent Info Night		\$300.00	Mother's Day Stall		\$3,500.00
Community Grant		\$1,000.00	Trivia Night		\$15,000.00
School Pledges:			Spring Showcase		\$3,000.00
Community Grant		\$1,000.00	Election Day BBQ/cake stall		\$300.00
Staff Room Supplies		\$500.00	Second Hand Clothing Pool		\$2,000.00
Teacher's consumables pledge		\$1,900.00	Bottle Recycling		\$100.00
STLA Teacher pledge		\$26,511.00	Hot Cross Buns		\$0.00
Solar My School pledge(paid Dec 2021)		\$17,250.00	Spell-a-thon		\$8,000.00
Year 6 P&C Pledge		\$300.00	<b>Sub Total</b>		<u>\$33,600.00</u>
Honour Project - School Blazers(approved 2021)		\$900.00			
Honour Project - Honour Board(approved 2021)		\$1759.00	<b>Family Pledges</b>		<u>\$16,000.00</u>
Play ground project		\$0.00			
Floating Casual		\$7,000.00			
		<u>\$58,740.00</u>			
<b>Operating Expenses</b>			<b>Commission and other</b>		
Insurance (includes P&C Federation)		\$1,100.00	Other Commissions		\$00.00
Computer Software (Accounting)		\$600.00	Excel Uniform Commission		\$2,400.00
Membership Fees Paid		\$425.00	Grants		\$0.00
Web Development - FOC		\$200.00	<b>Sub Total</b>		<u>\$2,400.00</u>
Grant Membership (External)		\$325.00			
Zoom Subscription		\$210.00			
Gifts >300 (P&C Members)		\$300.00			
Slushie Machine for Canteen		\$3000.00			
Shipping Container		\$6000.00			
Teachers Gift		\$100.00			
Domain Host Server(every 2 years)		\$340.00			
		<u>\$12,600.00</u>	<b>Forecasted Income</b>		<u>\$52,000.00</u>
<b>Forecasted Expenses</b>		<u>\$71,340.00</u>			

## Submission of reports for AGM – Sandeep Dsa

- List of Financial Members 2021 – 37 members
- President's Annual Report 2021
- Treasurer's Report 2021
- Audited Financial Statements 2020
- AGM Minutes, 1<sup>st</sup> December 2020



**Election of Office Bearers – Bronwyn Wilson**

Position	2021	Continuing	2022	Nominated by
<b>P&amp;C Executive Team</b>				
<b>President</b>	Lonii Broers	Yes	Lonii Broers	Bronwyn Wilson
<b>Vice President - 1</b>	Paula Stokoe	Yes	Paula Stokoe	Nicole Wynne
<b>Vice President - 2</b>	Sharlene Atkinson	Yes	Sharlene Atkinson	Tricia Wright
<b>Treasurer</b>	Tricia Wright	No	Ali Hafeez	Lonii Broers
<b>Secretary</b>	Sandeep Dsa	Yes	Sandeep Dsa	Lonii Broers
<b>Communications</b>	Nicole Wynne	Yes	Nicole Wynne	Lonii Broers
<b>Band</b>				
<b>Band Convenor</b>	Katrina Crooks	Yes	Katrina Crooks	Lonii Broers
<b>Band Treasurer</b>	Jocelyn Girard	Yes	Jocelyn Girard	Paula Stokoe
<b>Band Secretary</b>	Sophie Le Page	Yes	Sophie Le Page	Lonii Broers
<b>Canteen</b>				
<b>Canteen Coordinator</b>	Paulina Okunew	Yes	Paulina Okunew	Paula Stokoe
<b>Canteen Accounts Coordinator</b>	Jen Stokes	No	Setareh Ganjali	Lonii Broers
<b>Fundraising</b>				
<b>Fundraising Coordinator</b>	Paula Stokoe	Yes	Paula Stokoe	Lonii Broers
<b>Fundraising Committee - 1</b>	Jacqui Clark	No	Saterah Ganjali	Nicole Wynne
<b>Fundraising Committee - 2</b>	Alison Bruscino	No	Kirsten Smith	Paula Stokoe
<b>Fundraising Committee - 3</b>	Simone Ting	No	Leigh Lofts	Lonii Broers
<b>Fundraising Committee - 4</b>	Jenny Gilio	Yes	Jenny Gilio	Paula Stokoe
<b>Fundraising Committee - 5</b>	Gemma Dean	No	Alison Laslett	Tricia Wright
<b>Fundraising Committee - 6</b>	Nicole Mason	No	Vacant	
<b>Fundraising Committee - 7</b>	Lisa Bilbe	No	Vacant	
<b>Fundraising Committee - 8</b>	Melissa Vince			
<b>Grants Committee</b>				
<b>Grants Committee</b>	Sharlene Atkinson	Yes	Sharlene Atkinson	Tricia Wright
<b>Grants Committee</b>	Alison Bruscino	TBC	Vacant	
<b>Working Bee Coordinator</b>				
<b>Working Bee Coordinator</b>	Lisa Bilbe	No	Gladys Wilkins	
<b>Teas Coordinator</b>				
<b>Teas Coordinator</b>	Alison Bruscino	No	Saterah Ganjali	Paula Stokoe
<b>Teas Coordinator</b>	Paulina Okunew	No	Christina Gaete	
<b>Pre-loved Uniforms Coordinator</b>				
<b>Pre-loved Uniforms Coordinator</b>	Sharlene Atkinson	Yes	Sharlene Atkinson	Lonii Broers
<b>Class Parent Liaison</b>				
<b>Class Parent Liaison</b>	Gladys Wilkins	Yes	Gladys Wilkins	Paula Stokoe

**AGM Close**

- Meeting adjourned at 8:00 pm
- The second part of the AGM, to finalise any outstanding office bearers and approve the 2021 audited financial statements, will be held in conjunction with and precede the ordinary general meeting in February 2022. – Financial statements audited by Charlotte Lee .
- Next General Meeting – Monday 7<sup>th</sup> February 2022, 7:30 pm

