



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 26 OCTOBER 2020

**Attendees:** Lonii Broers, Jacqui Clark, Lisa Corrigan, Katrina Crooks, Brenda Gahan, Peta Harper, Natasha Hollerbach, Tamara Leo, Leigh Lofts, David Malorey, Tim Simpson, Kirsten Smith, Jen Stokes, Paula Stokoe, Vanessa Thompson, Anjali Weerakoon, Bronwyn Wilson, Brooke Wooldridge

**Apologies:** Alison Bruscino, Wendela Flokstra-Mesker

**NEXT GENERAL MEETING DATE AND AGM:** Tuesday 1 December 2020, 7:30 pm

#### **Open – President, Vanessa Thompson**

Meeting commenced at 7:35 pm

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

Minutes from 17 August 2020 were approved

#### **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**

- The Road Safety Officer (RSO) at Ku-ring-gai Council was contacted regarding concerns about the turning circle and potential for an accident as kids move from the school gate to waiting cars
- Advice was sought to implement simple yet effective measures to help drivers "in the moment"
  
- The RSO observed two afternoon pick-ups (Week 10, Term 3 and Week 1, Term 4)
- Morning drop off wasn't observed as experience shows the afternoons are normally more problematic
- The zone ran as smoothly as can be expected given 3-point turns in the turning circle are permitted and unavoidable at this location
- There is always room for improvement and observations, recommendations and next steps are listed below
  
- Observations:
  - There is an intense 10 min period of congestion (3:10 – 3:20 pm)
  - Over 60% of drivers needed to do a 3-point turn to get around the turning circle and none mounted the driveway or footpath during the turning process
  - Numerous drivers did not move forward to the start of the pick-up zone, causing slight delays/congestion
  - Some illegal actions were noted – blocking driveways, parking in No Stopping area, picking up child while still in the turning circle
  - Minor instances of tail gaiting were noted
  - Having a second teacher on duty directing drivers to move up really assisted with the flow of cars
  
- Recommendations:
  - Don't introduce any type of barriers as they could be hazardous rather than beneficial
  - Continue having the second teacher on duty in the afternoon to direct drivers to move forward
  - Encourage drivers to stagger their arrival time, rather than all arriving at 3.10 pm
  - Rotate the road safety signage the school purchased from council in Term 1
  - A blue "Kiss & Ride Area" parking sign is missing from one of the poles and will be replaced

- Next steps:
  - Council is investigating some options for road markings to help make the turning area more user friendly
  - The school/P&C could create some easy to read instructions to be attached to the school fence
  - Aim to implement improvements for the start of the 2021 school year
  - Provide RSO with feedback from this meeting:
    - The school is supportive of sensible measures to improve the zone
    - Some drivers arriving after the congested period do not slow down enough which could have serious consequences for pedestrians crossing roads
    - Although drivers can get out of cars (3 m rule) during the 2 min drop off/pick up window it would be preferable that they remain in their cars given the limited space on Apollo Ave

**Tea & Tissues 2021**

- As this is an offsite event it may be able to proceed if NSW COVID-19 restrictions are eased further
- The number of people allowed to congregate in one household will determine if the event can go ahead

**BYO cutlery for canteen orders**

- Due to COVID-19 this initiative remains on hold for Term 4
- The message will be conveyed to teachers to ensure there is no confusion for students ordering from the canteen

**P&C shipping container**

- A replacement shipping container is proving difficult and costly to arrange
- A storage shed like the new OOSC shed would fit all the P&C supplies and look aesthetically pleasing
- Thank you to the OOSC team for providing details of their shed to assist with P&C research
- The P&C committee propose to decommission the shipping container and purchase a shed to be potentially located near the OOSC shed (close to hall where most events are held)
- Bronwyn agreed to the shed being installed on the school grounds (location to be finalised)
- Old and damaged school furniture currently stored in the shipping container is ready for disposal

**Motion** – Approval to purchase a storage shed (same model as OOSC) for \$5,279 including shipping, delivery, installation (including base)

**Vote** – The motion passed unanimously

**Girls uniform update**

- Refer to *'Principal's report'*

Action Items	Responsible Person	Date

**Principal's report – Bronwyn Wilson**

**OOSC**

- Congratulations to the OOSC team on being awarded the infrastructure grant
- The internal renovations and new storage shed look fantastic

**Tim Simpson**

- Tim has been relieving Principal for the past 1.5 weeks
- Thank you for all your hard work

**Kindergarten orientation**

- Orientation sessions will go ahead in Week 5, 6 and 7 this term
- The format of the sessions will be different this year to comply with Department COVIDSafe measures
- Parents won't be allowed onsite, instead the current Kindergarten teachers will meet the children at the gate and bring them in
- Any outstanding paperwork can be submitted at the gate and questions emailed to the office
- Parent information sessions will be pre-recorded and made available to watch online

- Uniform purchasing opportunities need to be considered as this normally takes place in Session 2
- Natasha has taken uniform samples to all the main feeder preschools to show families
- New uniforms can be ordered online, collection needs to be considered
- Vanessa will discuss options with Bronwyn to work out arrangements for access to pre-loved uniforms
- A suggestion to utilise the school oval for social distancing at Kindergarten pick up and drop off times will be considered by the school
- Gordon West PS has been using this method with their new students this year
- Having parents onsite will require 'external visitor forms' to be completed each time

#### **'Tell Them From Me' survey**

- The survey has now closed and results are being compiled
- Results will be published in the annual school report and shared in the school newsletter
- The response rate was:
  - Student survey – 92.31%
  - Staff survey – 62.5%
  - Parent survey – 13.14%
- The response to the parent survey was disappointing given the notifications sent via various communication platforms
- Last year saw a particularly high response rate thanks to a wet weather Spring Showcase and options to complete the survey in the library
- The results provide the school with valuable information on how they have been performing and aid future planning
- A suggestion to provide a comments box in the parent survey will be passed to the Department of Education to consider for next year's survey
- A comments box would give the opportunity to provide additional information from a parent perspective that may not have been captured in the set survey questions
- A suggestion to increase parent response rates by improving the notifications should be considered by the school for next year
- If SZapp and newsletter reminder messages include a hyperlink directing parents to the survey page <http://nsw.tellthemfromme.com/wpps> they may action the request immediately rather than searching for an old message with a link or QR code
- QR codes provided in a pdf document on a phone can't be scanned by the same phone so a clickable link is necessary to capture "in the moment" responses

#### **School development days**

- In 2021 the school developments days will change
- Instead of 2 days at the end of Term 4 there will be two days at the beginning of Term 1
  - Term 1 – 2 days (start), Term 2 – 1 day (start), Term 3 – 1 day (start), Term 4 – 1 day (end)

#### **Girls uniform**

- Girls summer uniform options have been ordered and will be with the school soon
- A green skort and short sleeve shirt, similar in style to the senior girls' blouse will be available as an alternative to the current summer uniform
- The winter pants sample still needs fine tuning and should be available for the next P&C meeting
- The cost will be approx. \$20 for summer and winter options
- The supplier will be Excel Uniforms as that is the current supplier of all the WPPS uniforms
- Changing suppliers may create legal issue with contracts in place

**COVID-19 update**

- The latest Departmental guidelines continue to be shared with the school community
- In Term 4 some activities have been able to resume:
  - Literacy group helpers – by invitation from the teacher
  - Stage 3 camp
  - Year 6 graduation – modified
  - Presentation day – modified
  - PSSA
  - Kindergarten excursion
- All visitors to the school must complete the external visitor form at the office
- A suggestion to implement QR code as an alternative to a paper form will be investigated by the school

**Playground upgrade**

- The necessary paperwork for the next playground upgrade has been submitted to Alister Henskens office and the Department
- Refer to '*Grant committee report*' for more detail

**Stage 3 camp**

- The camp for Year 5 and 6 students has been postponed since Term 1 and will go ahead in Week 8
- The only available date clashes with the Turramurra High School orientation day
- Only a couple of students have chosen not to attend the camp due to the clash

**Colour run**

- The fundraising total so far is over \$18,000 which is a fantastic result
- This one school event is the culmination of all the fundraising the school does throughout the year for various charities

**Year 2 swimming program**

- This is a Department led water safety initiative that had been cancelled this year due to COVID-19
- There has been some communication that the course may be expanded next year to include Year 3 students
- More information will be provided once the school receives it from the Department

Action Items	Responsible Person	Date
Explore options for new and pre-loved uniform sales at Taste of Kinder Orientation sessions	Bronwyn Wilson/ Vanessa Thompson	ASAP
Investigate QR code sign in option for external visitors to school	Tim Simpson	Term 4

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

**Treasurer's Report**

as of 26 October 2020

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

The current cash balance is \$206,549.52, an increase from the previous P&C Meeting. The balance is made up of the following:

<b>Accounts:</b>	<b><u>14 June</u></b>	<b><u>17 August</u></b>	<b><u>26 October</u></b>
P&C Transaction Account	\$52,027.87	\$63,816.71	\$43,786.49
P&C Investment Account	\$44,838.44	\$44,842.30	\$44,846.04
P&C Building Fund Account	\$13,482.00	\$24,983.88	\$51,467.96
P&C funds held by WPPS	\$13,002.50	\$1,978.00	\$2,593.00
Canteen Account	\$4,837.46	\$5,107.53	\$12,624.81
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$27,814.58	\$27,819.37	\$23,573.80
Band Investment Account	\$27,602.75	\$27,605.12	\$27,607.42
<b>Total</b>	<b>\$183,655.60</b>	<b>\$196,202.91</b>	<b>\$206,549.52</b>

**Band Accounts**

Refunds have started being issued to parents due to the COVID-19 shut down. These have been decided upon by the Band Committee. Some band fees have continued to be received. All invoices have been paid.

**Canteen Accounts**

The canteen account is sitting in an excellent financial position. A decision to stop JobKeeper payments at the end of August was agreed upon as the Canteen was making enough to cover expenses. We regularly assessed our financial position and eligibility should there to be another shutdown. All invoices/payments are paid and up to date.

Due to COVID-19, the government has issued a Cash Boost Bonus for small businesses. We have received a credit of \$20,000 over the last 3 quarters. The account balance is \$17,667.03. This amount is being held by the ATO and will be used to pay down the Canteen tax bill each quarter.

**P&C Transaction Account**

All cheques have been cleared since the last meeting.

We have received \$26,482.00 from the 2019 Community Building Partnership grant which is being held in the Building Fund.

**Fundraising**

Spell-a-thon – this event was a success. An amazing \$18,634.25 was raised.

Second hand uniform stall (Oct 17) - there was \$908.00 in sales made (less \$30.22 in PayPal fees).

Green team – there has been no movement here as bottle drives are still not being run.

**Voluntary family contributions**

The current pledge money held by the school is \$2,593.00. We thank parents who have managed to contribute to this fund during this difficult time.

<b>Action Items</b>	<b>Responsible Person</b>	<b>Date</b>

## Band report – Katrina Crooks

### Rehearsals and performances

- Unfortunately, just as rehearsals had resumed in Term 3 new guidelines required that they stop again
- They have restarted in Week 2, Term 4 and hopefully there won't be any more disruption
- There won't be any live performances for the remainder of the year
- Matt from Key Music will talk to Bronwyn about the possibility of recording a video and finding opportunities to share it, e.g. presentation days

### Year 2 band try outs

- Try outs for Year 2 students interested in joining the Training Band in Year 3 will go ahead in a modified form this term
- Matt from Key Music is proposing to come and talk to the students and show them the instruments to build some enthusiasm
- The students won't be able to try the instruments to see if they are suitable as they normally would, instead parents will be able to nominate which instruments their child is interested in
- In the new year, once rehearsals start adjustments can be made if an instrument is not the right fit for the student
- Enrolment will remain online through Key Music

### Instrument service

- All the instruments will be sent for an annual service
- Arrangements need to be made with the school to collect instruments towards the end of term

### Fees

- A revised fee structure has been worked out to recoup costs from the limited Term 1 and Term 3 rehearsals
- Key Music only charge for the time they have been onsite which has kept costs low
- Those families that paid the original fee will receive a refund and those that hadn't paid will now pay a reduced fee
- Term 4 fees will be charged separately

Action Items	Responsible Person	Date

## Canteen report – Vanessa Thompson for Wendela Flokstra-Mesker

### Opening times

- The canteen will open on Thursdays and Fridays in Term 4
- Online orders and over the counter sales are available at both lunchtime and afternoon tea
- With an average of 150 lunch orders on a Friday there are now 3 volunteers preparing lunch orders and the canteen staff are very grateful for their help

### Menu

- Breakfast is not available however Up & Go can now be ordered online or over the counter for lunch/afternoon tea
- Sushi can now also be ordered online for afternoon tea and is very popular
- The summer menu is now available and left-over winter items can still be ordered online until stock runs out, e.g. butter chicken and honey soy chicken
- The GREEN Meal Deal on Fridays includes sushi, a salad bag and juice
- A new pineapple flavour fruit snack cup is now available
- Fresh fruit salads are very popular, both at lunch time and at afternoon tea
- A new drink, Chill J Sparkling Fruit Juice is now available and is very popular
- There have been recent issues of students not receiving their ordered drink because other students have taken them
- The canteen requests the help of teachers to monitor the distribution of lunch orders to avoid this type of issue
- It was suggested that the online messaging around ordering for lunch and recess be checked and made clearer to avoid orders being placed in the wrong section on School24

Action Items	Responsible Person	Date
Request teachers to increase supervision of canteen order distribution in class	Bronwyn Wilson	ASAP
Check School24 messaging around lunch and recess ordering	Wendela Flokstra-Mesker	ASAP

#### OOSC report – Jacqui Clark

##### Review and assessment rating

- The OOSC regulator in NSW, Early Childhood Education Directorate (ECED) carried out a review of the centre late in Term 3
- The OOSC team were very busy preparing for this review
- There were minimal findings and the preliminary feedback from ECED has been very positive
- The final results will be shared once received

##### Enrolments

- Enrolments for 2021 are open
- Having secured 100 places for afternoon sessions the OOSC team will be able to offer places to Kindergarten students next year
- The hall has been a great addition to the OOSC space in the afternoon and the school is happy for this arrangement to continue

##### Infrastructure grant

- Funds have been spent to upgrade all the equipment
- A new storage shed has been installed near the hall
- The OOSC office has also been refurbished

##### Christmas party

- There are tentative plans to hold a Christmas party in early December
- Due to COVID-19 the format will need to be different to previous years

Action Items	Responsible Person	Date

#### Fundraising report – Lisa Corrigan

##### Event summary

- Spellathon – Tuesday, 11 August 2020
  - Thank you to the community for supporting this fundraising event during such uncertain times
  - A total \$18,634.25 was raised and the funds will go towards meeting our pledges this year
  - Awards for the most money raised go to:
    - K-2 pizza party – class K/1E
    - 3-6 pizza party – class 5/6Y
  - Awards for the most correct words go to:
    - K-2 giant teddy – class KSB
    - 3-6 trophy – class 3/4OH
- Pre-loved Uniform Stall – Saturday, 17 October 2020
  - The stall was able to go ahead in the first week of Term 4 with COVIDSafe practices in place
  - A total \$908 was raised

**Upcoming events (COVID-19 dependant):**

- World Teachers' Day – Friday, 30 October 2020
- Taste of Kinder (pre-loved uniform stall) – Tuesday, 17 November 2020 (Session 2)

Action Items	Responsible Person	Date

**Grant committee report – Natasha Hollerbach****Community Building Partnership 2019**

- \$26,482 has now been received by the P&C
- Money needs to be transferred to the school and scheduling of works can commence with Urban Landscapes
- The surrounds of the Kindergarten play equipment will be upgraded in this round of works
- The upgrade is not lengthy but will be dependent on the availability of the landscapers
- Maddy's Garden is on hold until the Vegetable Garden irrigation work is complete
- The 3-6 play equipment is not due for an upgrade, it was repaired a couple of years ago

Action Items	Responsible Person	Date
Arrange transfer of grants funds to school account	Jen Stokes	ASAP

**Year 6 graduation funding – Lonii Broers**

- Traditionally Year 5 pay for, organise, and run the Year 6 graduation night
- Year 6 students fundraise throughout the year to organise a farewell gift to the school
- This year due to COVID-19 circumstances are different so Year 5 won't be attending the graduation night and the coordination and funding falls to Year 6
- Year 6 families are contributing to the graduation dinner and this term Year 6 students can do limited fundraising for a farewell gift
- There will still be a shortfall to cover costs for the graduation night
- The Year 6 graduation committee request financial support from the P&C this year given the unusual circumstances
- A similar request was put forward last year and was declined because there were opportunities to fundraise

**Motion** – Approval for the P&C to donate \$500 to assist with the Year 6 graduation night funding

**Vote** – The motion passed unanimously

- Given this year is breaking from a long-standing tradition of Year 5 involvement questions need to be raised with current Year 5 families about next year
- Will this year be an anomaly or the new way going forward?
- It was noted that in a small school such as WPPS costs are kept low by using the school hall as a venue
- Offsite venues are no longer used due to supervision issues

Action Items	Responsible Person	Date



## Colour Run fundraising – David Malorey

- The methodology used for fundraising is being questioned
- Some families are not pleased with contributing in the manner available to them due to the percentage taken by the fundraising platforms
- Question – is there another way to contribute without using the fundraising platforms provided?
  
- The school is aware that a small proportion of money raised will cover the fundraising organisation’s administrative costs
- Bronwyn will look into the methodology further and provide information in the next school newsletter
- As the school has committed to running the event through the fundraising organisation it commits to using their methodology
- To avoid the fees the event would need to be hosted ourselves
  
- It was noted that recent communication with the P&C about the event launch was not visible
- It would have been good to have a coordinated approach with P&C events, i.e. Spellathon to maximise uptake of all events that aid the school
  
- A request was made for the school to provide transparency on the funding split between the nominated charities and school improvements prior to event day
- Bronwyn will include information in the next school newsletter

Action Items	Responsible Person	Date
Provide information about the fundraising methodology used	Bronwyn Wilson	For newsletter in Week 4, Term 4
Provide transparency on the funding split between charities and school	Bronwyn Wilson	For newsletter in Week 4, Term 4

## General business

### Presentation Days – Tim Simpson

- The school is investigating options to live stream presentation days so the school community can still be involved
- It has been suggested to run one K-6 Presentation Day to keep costs down
- This is possible as the presentation would be awards only, not performances
- The school will investigate recording the event too, however file size may make it harder to upload for later viewing
  
- The school is considering running the K-2 component in the first half and 3-6 component in the second half with a short intermission
- If a program were made available parents could select how much of the live stream they need/want to watch
  
- The Mystery Day Out is still scheduled to take place and the school is investigating COVIDSafe options

Action Items	Responsible Person	Date

## Close & next meeting

Meeting closed at 9:14 pm

Next General Meeting and AGM – Tuesday 1 December 2020, 7:30 pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 5 NOVEMBER 2020)

	Action Item	Responsible Person	Status
<b>26 October 2020</b>			
<b>Principal's report</b>	Explore options for new and pre-loved uniform sales at Taste of Kinder Orientation sessions	Bronwyn Wilson/ Vanessa Thompson	OUTSTANDING
	Investigate QR code sign in option for external visitors to school	Tim Simpson	OUTSTANDING
<b>Canteen report</b>	Request teachers to increase supervision of canteen order distribution in class	Bronwyn Wilson	OUTSTANDING
	Check School24 messaging around lunch and recess ordering	Wendela Flokstra-Mesker	OUTSTANDING
<b>Grant committee report</b>	Arrange transfer of grants funds to school account	Jen Stokes	OUTSTANDING
<b>Colour Run fundraising</b>	Provide information about the fundraising methodology used	Bronwyn Wilson	IN PROGRESS 28/10/2020 – Szapp update
	Provide transparency on the funding split between charities and school	Bronwyn Wilson	IN PROGRESS 28/10/2020 – Szapp update
<b>17 August 2020</b>			
<b>School Improvement Plan 2021-2024</b>	Share link to school improvement plan information on SZapp	Dominic Benedet	COMPLETED 20/08/2020 – Szapp
<b>OOSC report</b>	Review and update allergy/anaphylaxis information in the canteen	Wendela Flokstra-Mesker	COMPLETED
<b>Grant committee report</b>	Follow up quote with Urban Landscapes	Bronwyn Wilson	COMPLETED
<b>Kiss and Drop</b>	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
	Update staff on safety rules and issues at next staff meeting	Bronwyn Wilson	COMPLETED 18/08/2020 – staff meeting
	Send SZapp message to school community about safety rules and issues	Bronwyn Wilson	COMPLETED 18/08/2020 – Szapp
<b>15 June 2020</b>			
<b>Principal's report</b>	Organise a Tea and Tissues 2021 host	P&C Executive	ON HOLD 17/08/2020 – checking with current Kindergarten families however event may not go ahead due to COVID-19 26/10/2020 – this offsite event may be able to go ahead depending on NSW COVID-19 restrictions
<b>17 February 2020</b>			
<b>Canteen report</b>	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

			<b>17/08/2020</b> – remains on hold in Term 3 due to COVID-19
	Arrange H&S course for Nada	Wendela Flokstra-Mesker	IN PROGRESS <b>15/06/2020</b> – 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 <b>15/06/2020</b> – due to COVID-19 and winter temperatures there is no immediate need
<b>2 December 2019</b>			
<b>OOSC report</b>	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	ON HOLD <b>17/02/2020</b> – an invite will be sent to the Term 1 meeting held towards the end of term <b>15/06/2020</b> – due to COVID-19 meetings were on hold <b>17/08/2020</b> – remains on hold in Term 3 due to COVID-19
<b>5 August 2019</b>			
<b>Canteen report</b>	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	ON HOLD <b>09/09/2019</b> – will move investigation to Term 4 <b>02/12/2019</b> – will investigate in 2020 <b>17/08/2020</b> – on hold due to COVID-19
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	ON HOLD <b>09/09/2019</b> – positive feedback for students to supply their own cutlery, continue review in Term 4 <b>28/10/2019</b> – trial of BYO cutlery to be rolled out mid Term 4 <b>02/12/2019</b> – cutlery trial delayed to 2020 <b>17/02/2020</b> – students will be encouraged to bring their own cutlery via School24, sustainable options are still being explored <b>15/06/2020</b> – due to COVID-19 the BYO initiative has been put on hold for Term 2 <b>17/08/2020</b> – remains on hold for Term 3 due to COVID-19 <b>26/10/2020</b> – remains on hold for Term 4 due to COVID-19
<b>24 June 2019</b>			
<b>P&amp;C shipping container</b>	Explore repair/replacement options for the P&C shipping container	P&C Executive	IN PROGRESS <b>05/08/2019</b> – waiting on quotes for replacement <b>09/09/2019</b> – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored

			<p><b>02/12/2019</b> – second quote not forthcoming; will continue to investigate in 2020</p> <p><b>26/10/2020</b> – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised</p>
<b>11 February 2019</b>			
<b>Uniform Survey</b>	Re-do girls uniform survey	Bronwyn Wilson	<p>IN PROGRESS</p> <p><b>25/03/2019</b> – consulted with Simone Roberts, awaiting her assessment to improve follow up survey</p> <p><b>13/05/2019</b> – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review</p> <p><b>24/06/2019</b> – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks &amp; Spencer samples are being sourced</p> <p><b>05/08/2019</b> – Marks &amp; Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn &amp; Vanessa; girls summer uniform survey on hold while Bronwyn on leave</p> <p><b>09/09/2019</b> – 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><b>28/10/2019</b> – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet</p> <p>29/10/2019, 3 year implementation timeframe needs to be highlighted, P&amp;C aim for 2020 outcome</p> <p><b>02/12/2019</b> – the survey didn't go out in the last newsletter so assured it will be in the next one</p> <p>06/12/2019</p> <p><b>17/02/2020</b> – survey was included in newsletter</p> <p>06/12/2019; results to be published in the next newsletter</p> <p>21/02/2020; options have been narrowed down and final approval by school community is required</p>

			<p><b>15/06/2020</b> – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined</p> <p><b>17/08/2020</b> – 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><b>26/10/2020</b> – 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>
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