



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### MEETING MINUTES

11<sup>th</sup> February 2019 @ 7:30pm

Apologies: Kirsten Smith, Leanne Bamford Barnes, Jacqui Clark, Lisa Corrigan, Libby Evans

Attendees: Bob Keen, Leigh Lofts, Jackie Foley, Tim Simpson, Katherine Boothroyd, Vanessa Thompson, Brooke Wooldridge, Gaye McDonald, Amanda Scali, Danielle Harris, Gladys Wilkins, Bronwyn Wilson, Alison Bruscano, Anjali Weerakoon, Lisa Bilbe, Peta Harper, David Malorey, Natasha Hollerbach, Dennis Hollerbach, Tamara Leo, Mahala Bertocchi, Miriam Methven

NEXT GENERAL MEETING DATE: Monday 25<sup>th</sup> March 2019 @ 7:30pm

#### Open – Outgoing President Bob Keen

Meeting Open at 7.30pm

- Welcome to everyone in attendance
- P&C wish to pay their respects to the family involved in the recent death of a member of our school community
- P&C have been in contact with friends of the family and have offered their support

#### Minutes of Last Meeting

Minutes from last meeting approved by all.

- 3 items outstanding from general meeting held on 3<sup>rd</sup> December

#### Student Absentee Notification

- Bronwyn Wilson to follow this up further
- The current system used by the school does potentially have the capability – however it is an additional cost
- Bronwyn / Dom Benedet to investigate the system capabilities further
- Interim measure - For parents whose children regularly catch the bus: Parents to notify school in writing stating that their child regularly catches the bus on specified days. Based on this information the school will notify parents if a child is absent
- Further interim measure – School office to produce a generic note to be sent to all families requesting information on regular days that a child walks / catches public transport to school without supervision. This database and absentee notification would be managed by the office as suggested by Bronwyn.
- Deadline – 4 weeks

#### OOSC

- Refer to minutes – Principal's Report & OOSC Report

#### Kindy Balustrade

- A reminder that this is a WHS issue
- Bronwyn to follow up with Department of Education – Assets

**Presenting of 2018 Audited Reports**

- 2018 Financial reports have now been audited
- No issues have been highlighted by the auditor
- Recommendations have been made
- Please contact the P&C Treasurer if you wish to view the audited report
- Thank you to Charlotte Lee for volunteering her time to complete the audit

**Voting of New P&C Committee**

Position	2018	Continuing	2019	Nominated by
<b>P&amp;C Executive Team</b>				
<b>President</b>	Bob Keen	No	Vanessa Thompson	Jeremy Cohen
<b>Vice President - 1</b>	Kirsten Smith	No	Natasha Hollerbach	Jeremy Cohen
<b>Vice President - 2</b>	Nerissa Hardcastle - Vacant	No	Lisa Corrigan	Jeremy Cohen
<b>Treasurer</b>	Jackie Foley	No	Libby Evans	Vanessa Thompson
<b>Secretary</b>	Leigh Lofts	No	Tamara Leo	Vanessa Thompson
<b>Communications</b>	Leanne Bamford Barnes	No	Anjali Weerakoon	Vanessa Thompson
<b>Band</b>				
<b>Band Convenor</b>	Miriam Methven	No	Vacant	
<b>Band Treasurer</b>	Sarah Dunlop	No	Vacant	
<b>Canteen</b>				
<b>Canteen Coordinator</b>	Paula Stokoe	Yes	Paula Stokoe	Voted in 2018
<b>Canteen Accounts Coordinator</b>	Kay Cronin	No	Jen Stokes	Voted in 2018
<b>Grant Committee</b>	Leanne Bamford Barnes	Yes	Leanne Bamford Barnes	Voted in 2018
<b>Grant Committee</b>	Natasha Hollerbach	Yes	Natasha Hollerbach	Voted in 2018
<b>Fundraising Coordinator</b>	Vacant	-	Lisa Corrigan	
<b>Fundraising Committee - 1</b>	Vacant	-	Jacqui Clark	
<b>Fundraising Committee - 2</b>	Vacant	-	Ally Bruscino	
<b>Fundraising Committee - 3</b>	Vacant	-	Alex Frampton	
<b>Fundraising Committee - 4</b>	Vacant	-	Christie Pitronaci	
<b>Fundraising Committee - 5</b>	Vacant	-	Melanie Mather	
<b>Fundraising Committee – 6</b>	Vacant	-	Nicole Mason	
<b>Fundraising Committee – 7</b>	Vacant	-	Lisa Bilbe	
<b>Working Bee Coordinator</b>	Bob Keen	No	Lisa Bilbe	
<b>Teas Coordinator</b>	Julie Anderson	Yes	Julie Anderson	Voted in 2018
<b>Teas Coordinator</b>	Paula Stokoe	No	Vacant	

## **Principal's Report**

- Congratulations and welcome to the new committee
- As mentioned previously by Bob Keen the school is at a loss with the sudden, recent death in the community and pays its respects to the family involved
- The school has been busy organising counselling support for students, staff and parents

### **Language Survey – copy provided for P&C records**

- Overwhelming result that school community would like to continue with a second language
- Mixed suggestions were provided for the language – both Asian and European languages
- Stage 3 is going to be part of a pilot online program for Mandarin
  - Teacher is from Beijing
  - School will assess program after Term 1
  - Logistically more difficult for teachers as have to set-up and relies on a good internet connect
- Stage 1 & 2
  - Looking at a number of options / opportunities
  - Spanish – currently already in the school as an after school activity, teacher is currently in the process of getting teaching accreditation
  - French – an email has been received from a teacher that has been primarily teaching French. Office to organise an interview.
- In the most recent school newsletter – a number of articles from Ian Plant (Macquarie University) regarding benefits of learning a second language
- Language is an additional cost to families in the school fees

### **Uniform Survey – copy provided for P&C records**

- Uniform survey – results not clear
- More follow up required with a better survey
- Bronwyn will do a survey analysis and share it in the newsletter

### **Assets Update**

- Senior boys and girls bathrooms are scheduled to be done in current year of maintenance which ends in Term 3 – this is an upgrade
- Driveway same as above. It was scheduled to be done in the Christmas holidays however was delayed

### **Playground**

- Bronwyn consulted with Urban Landscaping regarding the next phase of playground
- A quote and plan have been received
- Bronwyn to share plan with school community
- Total cost approximately \$28k inc GST

### **OOSC**

- Plans for expansion still underway
- Still the issue to getting the outdoor space plans certified
- School has been trying to assist but is getting the run-around by a number of organisations including:
  - Assets Management (Department of Education)
  - Facilities First
  - Broad Spectrum
- A parent has recently put in a complaint to Minister Mitchell (State Government) regarding lack of OOSC spaces
- OOSC committee and school have responded to Minister Mitchell with a list of actions and outcomes to date
- 25 places will become available when approval is granted
- Band can potentially utilise hall on Thursday afternoon's until space is approved. Band to discuss with OOSC regarding logistics and access
- Refer to OOSC Report for further information

**Enrolments**

- 355 students enrolled for 2019 – not enough for department to pay for 15 classes
- School is currently funding the 15<sup>th</sup> teacher to avoid composite classes across stages
- WPPS lost 7 students to Lindfield Learning Village
- Currently Lindfield Learning Village has no catchment area – this may change in the next 12 months

**Assistant Principal – Position vacancy**

- Assistant Principal position is currently under recruitment
- Bob Keen is currently the Parents representative for the panel
- School is looking for a new volunteer
- Amanda Scali (parent/Assistant Principal at another school) volunteered to be on the panel

**Invoices – School Fees to be sent for 2019 shortly****School Development Day – designated 29<sup>th</sup> April**

- Request from school community to have an additional day of school development in Term 2 on 30<sup>th</sup> April for all teachers to complete the Gifted and Talented training
- This would replace the development day that usually occurs on the first Monday of Term 3
- Suggested that some news was lost in the school newsletter and would be better communicated as a separate schoolzine notification
- School to publish Schoolzine notification about the development day

**Swimming Carnival**

- Swimming Carnival was a big success
- Thank you to Erin Hall for organising and coordinating the day
- Thank you once again to the Swim Club for their support and providing volunteers for the day

**Week 4 - Meet the Teacher and P&C Welcome Night**

- Reminder to parents that the Meet the Teacher and P&C Welcome Night is on Friday 22<sup>nd</sup> February
- Everyone is welcome to attend

**Rainbow Challenge – Tim Simpson**

- Wednesday 13<sup>th</sup> February – Healthy Kids & Coles are coming to film with Canteen and 5/6S
- Launching Rainbow Challenge
- A Celebrity Chef will be present
- An exciting opportunity for the school and students

Actions Items	Person Responsible	Date
Re-do uniform survey	Bronwyn Wilson	ASAP
Share school development day with school community via Schoolzine	Bronwyn Wilson / Office	ASAP

**Treasurer's Report**

**West Pymble P&C Association Inc**

**Treasurers' Report**

as of 11 February 2019

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

The current cash balance is \$182,928.01, an increase from the previous P&C Meeting. The balances are made up of the following accounts:

	<u>1 January</u>	<u>10 February</u>
P&C Transaction Account	\$7,234.57	\$27,452.50
P&C Investment Account	54,745.98	54,764.57
P&C Building Fund	13,442.23	13,446.79
P&C funds held by WPPS	20,033.11	0
Canteen Account	3,977.20	2,184.96
Canteen Drawers	50.00	50.00
Band Transaction Account	8,720.90	14,632.64
Band Investment Account	<u>30,687.36</u>	<u>30,697.78</u>
	\$138,891.35	\$143,229.24

**Band Accounts**

The band is currently receiving 2019 band fees from those students participating in band.

**Canteen Accounts**

Invoices and payroll liabilities from 2018 have been subsequently paid.

**Transaction Account - P&L**

The P&C has already had \$463.94 of income from the Term 1 Second Hand Clothing Stall! Welcome Night tickets are currently available through Trybookings and we expect another successful night.

The P&C expects to pay approximately \$26,500 to the school to help teachers in their classroom supplies and the school with maintaining an extra learning support teacher. Payment is expected to be made within the next week.

**Pledge 2019**

- Proposed by outgoing P&C Executive Committee that the pledge stay at \$100 per family as per 2017 & 2018
- All present agreed to this
- New Executive Committee to consult with school office regarding letter to go with fees

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

**Band Report**

- Band is currently collecting instrument hire fees
- Concert band and performance band instruments already hired out and money has been collected
- Training band will commence in the next 2 weeks
- Band fees for 2019 due 2 weeks before end of term 1 – secure money for Band Camp (Term 2)
- A saxophone has been returned for service and has to be written off
- Band is requesting approval for purchase of a second Tenor saxophone at a cost of \$1,900
  - All present approved the purchase of the new saxophone
- Band is planning to run a cake stall on Saturday 23<sup>rd</sup> March at the school as part of the State Election
- Band would like to move forms online – Bronwyn to investigate status of parents signing online rather than paper format

<b>Actions Items</b>	<b>Person Responsible</b>	<b>Date</b>
Band to purchase additional saxophone	Miriam Methven	ASAP

**OOSC – Report sent in by Jacqui Clark**

- OOSC still going ahead with expansion plans for the afternoon sessions. Original submission was rejected and resubmission must include outdoor space measurements.
- The delay lies with getting the outside area measured and certified by a licenced building practitioner/ surveyor. Whilst waiting for the school (Dept of Education) to assist with measurements and provide plans I have contacted surveyors for quotes to move this forward.
- I also contacted Urban Landscapes who are contracted to upgrade the playground. They provided their plans of the outside area but said they cannot certify them as they were not measured up by a licenced builder or by a surveyor.
- Bronwyn may be able to add further updates with the requisition she has submitted for this job.

Actions Items	Person Responsible	Date

**Bottle Drive – Katherine Boothroyd presented on behalf of Jeremy Cohen****Bottle Drive**

- Jeremy and Dom Benedet have arranged for a structure to be built for the bottle drop-off at Apollo Avenue
- A concrete slab to be created for the structure to sit on
- Over 400 bottles dropped in the first week
- TOMA have extended WPPS as a community donation partner until end of Feb. Looking to extend again but may be unlikely
- Katherine & Jeremy investigating a smaller vending machine size to potentially go onsite or at West Pymble Shops. Long term goal
- Would like a recycle bin outside of Canteen

**Green Team**

- 10 native trees planted by Greg Taylor in 2018
- Green team is wanting to get some bark mulch around the trees for approximately \$50
- Green team would also like to hold a mini working bee to care for the trees and also do the mulch
- Suggested exploring options for free mulch through local community
- Sign-up sheets requested from P&C for working bee
- 1<sup>st</sup> May – potential working bee

Actions Items	Person Responsible	Date

**School Fee – Consumables and Stationery Lists**

- Concern was raised with regard to the mixed communication that went out for the stationery lists. Up to 3 different lists were sent out for some classes
- It was advised that there was an error with the list that went to the parents for the stationery lists vs. to the stationery company
- For 2019 and going forward consumables will not be on the school fees – rather parents will be requested to replenish throughout the year

Actions Items	Person Responsible	Date

**SRE / SEE**

- Question raised regarding the schools use of the new Special Religious Education Procedures implemented on 30<sup>th</sup> January 2019
- The new procedures can be viewed at:  
<https://education.nsw.gov.au/policy-library/associated-documents/REimplementproced.pdf>  
<https://education.nsw.gov.au/policy-library/associated-documents/SEEimplementproced.pdf>
- Currently it is not on the school website and has not been shared via newsletter
- A SRE/SEE participation letter is sent to parents
- Bronwyn Wilson advised that currently no catholic teachers are available. Protestant teachers have offered to take Catholic students but that is a parent choice
- Currently there are 60+ students in each of the junior and senior non-scripture groups – changing the demand
- Ethics – Charlotte Lee co-ordinator
- Dom Benedet will assist school in sharing this information on the school website

Actions Items	Person Responsible	Date
Policy to be updated on school website	Bronwyn Wilson / Dom Benedet	ASAP

**Term 1 Fundraising / Events****Welcome Night – Friday 22<sup>nd</sup> February**

- Held on Friday at School Hall on Friday 22<sup>nd</sup> February
- Danielle Harris is volunteering her time in the Canteen
- Tickets on sale via Trybooking
- Tom Cellars will provide RSA and beverage sale on the night
- Reminder to parents that bar is cash sales only

**Election Cake Stall / BBQ – 23<sup>rd</sup> March**

- Band to run cake stall
- Year 6 Fundraiser to run BBQ

**Grandparents Day – Monday 8<sup>th</sup> April**

- P&C will do Wishing Tree and hot cross bun morning tea

**ANZAC Day – Tuesday 9<sup>th</sup> April**

- ANZAC Biscuits Tea & Coffee served by P&C

Actions Items	Person Responsible	Date

**General Business****School Disco**

- It was suggested that a school disco would be a good social event for whole school / fundraiser
- Lisa Bilbe offered her services to organise the disco
- Lisa Bilbe was nominated and voted as part of the fundraising committee

**Music room**

- It was mentioned by a parent at the Kindy Tea and Tissues that the music room is suffering from mould
- Bronwyn Wilson advised that this a WHS issue and will contact Assets and WHS immediately about this

Actions Items	Person Responsible	Date
Contact to be made with WHS and Assets about Music room	Bronwyn Wilson	ASAP

**NEXT GENERAL MEETING - Monday 25th March 2019 @ 7:30pm**