



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 9<sup>TH</sup> MAY 2022

**Attendees:** Ali Hafeez, Anna Soyoung Na, Bronwyn Wilson, David Malorey, Felicity Bewley, Gladys Wilkins, Jen Stokes, Lonii Broers, Nicole Wynne, Sandeep Dsa, Tamara Leo.

**Apologies:** Paula Stokoe, Sharlene Atkinson, Leigh Lofts.

**NEXT GENERAL MEETING DATE:** Monday 6<sup>th</sup> June 2022, 7:30pm

#### Open – President, Lonii Broers

- Meeting commenced at 7:32 pm.

#### Minutes of previous meeting

- Minutes from the previous meeting approved.

#### Business arising from previous meeting/s

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

- No items raised. Updates for actions in respective reports.

Action Items	Responsible Person	Date

#### Principal's report –Bronwyn Wilson

Mother's Day:

- Thank you to Gladys and Anita for organising the Mother's Day stall. Mother's Day event was a positive one with onsite attendance.

Band Camp:

- Thanks to Katrina and team for organising the band camp on 14<sup>th</sup> and 15<sup>th</sup> May.

Covid Changes:

- Close contacts don't need to isolate, but there is a requirement to take a daily RAT test prior to attending school for close contacts.
- Teachers and students who have tested positive to Covid need to isolate for 7 days and notify the school. ~~School will need to report covid cases to the Department of Health.~~ Parents are also required to report Covid cases to the Department of Health. School will report the Covid cases to the Department of Education.

#### Student Leadership Camp:

- 4 student leaders (2 Captains and 2 Vice captains) attended the Student leadership camp this year.
- Student leaders will share an action plan on how to improve the school environment.

#### Enrolments for 2023:

- Promote enrolments for next year. if you know anyone joining Kindy request them to enrol early. The enrolments for next year are low and early enrolments will help the school to plan and prepare for next year.
- Out of Area Enrolment applications can be submitted. Enrolment panel will review the Out of Area applications and then decide the outcome.

#### Staffing:

- Casual teachers are in high demand and is hard to find casual teachers. This is causing staffing issues if any teachers are unable to attend on the day.
- Casual teachers work with the Stage teams to enable continuity of the programs.

#### Gate Duty:

- Gate Duty only on Apollo Avenue.
- With Covid restrictions easing, game zone is now available for students at lunch time.

#### Capital Works:

- Asphalting is almost complete. The asphalting is completed from canteen to library and senior toilets.
- Solar celebrations proposed for 14<sup>th</sup> June. The celebrations will start with an assembly. Stage 3 will then participate in solar car challenge which will be paid by Ku-ring-gai Council.

#### Naplan:

- Naplan starts on 9<sup>th</sup> until the 20<sup>th</sup> of May. Naplan is online this year except for year 3 writing.
- Tests are tailored as per the student's ability.
- Naplan testing will be brought forward next year and will conducted end of term 1. This will benefit the school and the students as it will provide early visibility on which areas of learning the students will need more assistance with.

Action Items	Responsible Person	Date
Toilet Door repairs for early stage 1 09/05: Couple of doors need to be replaced and its work in progress.	Bronwyn Wilson	9/06/2022

## Treasurers report – Ali Hafeez

### West Pymble P&C Association Inc

#### Treasurers' Report

as of 29<sup>th</sup> April 2022

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

The current cash balance is \$ **228,456.12**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

<b>Accounts:</b>	<b><u>31<sup>st</sup> December 2021</u></b>	<b><u>28<sup>th</sup> February 2022</u></b>	<b><u>29<sup>th</sup> April 2022</u></b>
P&C Transaction Account	\$49,069.74	\$51,429.29	\$57,158.61
P&C Investment Account	\$44,857.18	\$44,857.90	\$44,858.63
P&C Building Fund Account	\$13,493.45	\$13,493.66	\$13,493.87
P&C funds held by WPPS	\$0.00	\$0.00	\$0.00
Canteen Account	\$19,630.87	\$36,974.77	\$25,522.98
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$35,474.77	\$43,111.05	\$59,572.80
Band Investment Account	\$27,614.25	\$27,614.69	\$27,615.13
Petty Cash	\$75.00	\$184.10	\$184.10
<b>Total</b>	<b>\$190,190.26</b>	<b>\$217,715.46</b>	<b>\$228,456.12</b>

#### Account Movements

The movements are based on the following:

- P&C Transaction Account:
  - Another solid effort from Sharlene on the 2nd Hand Clothes Stall for Term 2: **\$378.64**
  - Amazing effort from Gladys/Anita on the Mothers' Day Stall - we had an income of **\$4,973** with **\$800** of that being donations for the Hornsby / Ku ring-gai Women's Shelter. *The costs aren't reflected in the balance sheet at the moment.*
  - Recycling is going well so far, with a total of **\$325.80** year to date.
- Canteen
  - Per previous meeting - we have opened a new account for Canteen Transactions Debit Card, which will be issued to Wendela within the next 7 days to assist in management of Canteen expenses.
- Band Transaction Account:
  - Big uptick in Band Transaction account - likely includes Band Camp income - Band will cover this.

Action Items	Responsible Person	Date
Donations raised (approx. 85 \$) from afternoon tea (for the Women's shelter) to be sent to Ali. Gladys has kindly volunteered to collect the money and give it to Ali	Gladys Wilkins/Ali Hafeez	9/06/2022

#### Use of Debit Card for Canteen operations – Ali Hafeez

- Debit card for the operations of the Canteen is set up and completed.

#### Band report – Katrina Crooks

- Band camp will be held from 13<sup>th</sup> to 15<sup>th</sup> of May. Further updates next week.

#### Canteen Report : Wendela Flokstra-Mesker

- Wednesday lunch orders are progressing well and lot more cooking happening on Wednesday.
- Further updates at the next meeting.

Action Items	Responsible Person	Date
Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii. Update 17/02/2022: plan to get quotes for the next meeting Update 14/03: No further update	Wendela	End of term 2 2022
Due to massive amount of lunch orders(as discussed in the previous meeting) a 4 <sup>th</sup> Oven is required. Wendela to discuss with Lonii Update 17/02: further discussion required. Update 14/03: not purchased. Costing to be discussed.	Wendela	End of term 2 2022

#### OOSC report – David Malorey

##### Updates

- For 2022, there are regular/casual spots available in the morning and afternoon. Please contact OOSH team if you want a regular/casual spot.

- Government provided 500\$ voucher can be used at OOSH. This voucher can even be used for regular spots only.
- More information now available for P&C managed OOSH. P&C managed OOSH will not be run under the P&C Federation but this will need to be run by a School P&C. The process is being worked through and there is no complete clarity as yet.
- Wendy is transitioning into the Educator role at OOSH.

Action Items	Responsible Person	Date

### Fundraising report – Lonii Broers

- Thank you Gladys and Anita for organising the Mother’s Day stall. Volunteers required to run the Mother’s day stall next year. Gladys and Anita will assist with the handover.
- School Blazers: 8 school blazers of different sizes have been ordered. These blazers should arrive in a month.
- Election day Cake stall is organised for 21<sup>st</sup> May. We need volunteers to help on the day. We also need volunteers to help bake goodies.
- School Disco: School disco is planned be held on 3<sup>rd</sup> June and will be run in 2 sessions. The first session is for Kindy to year 2 and the second session is for Year 3 to Year 6. Further details will be shared closer to the date via social media.
- Comedy night is being planned for June/July. More details will be shared at the next P&C meeting.

Action Items	Responsible Person	Date
Embroidery sample is in progress for the pocket. Details required from Michelle. 9/05: Closed.	Michelle (School office)/ Bronwyn Wilson	6 <sup>th</sup> May 2022

### Grants Report –Sharlene Atkinson (apologies)

- Updates at the next meeting

Action Items	Responsible Person	Date

### General Business – Lonii Broers

- Shed: Cost of building a shed to replace the shipping container is being looked at. A slab of concrete needs to be put down and a shed built.
- Second hand uniform stall: The second-hand uniform stall will need to be moved. We need a volunteer who can run the second-hand uniform stall.

### Close & next meeting

Meeting closed at 8.06 p.m.

Next General Meeting– Monday 6<sup>th</sup> June 2022, 7:30 pm  
(Online meeting via Zoom)

## P&C GENERAL MEETING – ACTION ITEMS

Action Item	Responsible Person	Status
<b>07 February 2022</b>		
Principals Report	Package for the meet the parents will be sent prior to meeting	Bronwyn Wilson Closing action
	Teacher profiles in the next newsletter	Bronwyn Wilson Closing action
	Toilet Door repairs for early stage 1	Bronwyn Wilson 9/05/2002: 2 doors need repairs. This is work in progress.
<b>06 December 2021</b>		
Canteen update	Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii.	Wendela Quotes will be provided at the next P&C 9 <sup>th</sup> May: No update
	Due to massive amount of lunch orders a 4th Oven is required.	Wendela Further discussion required 9 <sup>th</sup> May: No update
<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 05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored 02/12/2019 – second quote not forthcoming; will continue to investigate in 2020 26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised 01/12/2020 – location still needs to be finalised and will progress in 2021 09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued. 15/03/2021: Updates to be discussed at the next meeting. 3/05/2021: In progress.

		<p>07/06/2021: Replacement planned for 7th July [Action re-opened]</p> <p>06/09/2021: Provide update on the outcome of the police investigation and refund outcomes from the bank.</p> <p>18/10/2021: Update provided. Bank refund is not possible. Police investigation is in progress.</p> <p>17/02/2022: Police Investigation in progress.</p> <p>22/10/2021: Update provided on police investigation. Progressed but no significant update as yet.</p> <p>7/02/2022: No concrete update from Gordon police.</p> <p>14/03/2022: Closing action for update from police.</p> <p>09/05/2022: Concrete slab will be laid and shed built as a replacement for the shipping container. Costing is being worked on.</p>
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