



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 1 DECEMBER 2020

Attendees: Lonii Broers, Alison Bruscano, Jacqui Clark, Lisa Corrigan, Michelle Eyre, Rachel Favell, Peta Harper, Emma Hill, Natasha Hollerbach, Qasima Hugo, Naomi Lam, Martin Laslett, Tamara Leo, Leigh Lofts, David Malorey, Rebecca McArthur, Emma Smales, Kirsten Smith, Jen Stokes, Paula Stokoe, Simone Ting, Vanessa Thompson, Amanda Tyler, Anjali Weerakoon, Bronwyn Wilson, Tricia Wright

Apologies: Katrina Crooks, Gemma Dean, Wendela Flokstra-Mesker

NEXT GENERAL MEETING DATE: Monday 8 February 2021, 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 8:00 pm

Minutes of previous meeting

Minutes from 26 October 2020 were approved

Business arising from previous meeting/s

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

Year 6 graduation funding

- A motion was sent 15 November 2020 via email to all financial members at the time
- Approval was sought for the P&C to donate a further \$250 to assist with the Year 6 graduation night funding (to cover catering costs under COVIDSafe conditions)
- 15 responses from a potential 19 were received and all were in favour of providing additional funds
- Due to exceptional circumstances a total of \$750 will now be available from the P&C to support this year's Year 6 graduation

- The Year 6 graduation committee and Year 6 students thank the P&C members for their support

QR code

- The Department of Education is developing its own QR code for schools to use
- They don't recommend the use of commercially available codes for privacy reasons

Kiss and Drop zone

- The Road Safety Officer (RSO) at Ku-ring-gai Council has been in regular contact since the last meeting to finalise road marking and signage options

- Final plans were approved by the school and neighbours consulted
- New line markings were painted, and signage installed Thursday 26 November 2020
- A simple banner on the school fence as an “in the moment” reminder is recommended for the start of the 2021 school year:

WAIT for the car ahead to move on before entering the turning circle

WATCH for pedestrians when turning

MOVE forward to the furthest available pick-up point

PARK legally and don't block driveways

- The banner would need to be paid by P&C and remain as a permanent fixture on the fence
e.g. Officeworks – outdoor banner (3 year lifespan), size 2m x 1m, single sided, gloss finish, \$119
- Information regarding the changes should be communicated to the school community via the newsletter/SZapp
- The council signs should be rotated regularly

Tea & Tissues 2021

- NSW COVID-19 restrictions have eased, and outdoor functions of up to 50 people are possible
- Thanks to Lisa Corrigan for offering to host the event

Health and Safety course

- A suitable face-to-face course is still being sought for canteen employee, Nada
- This item will be followed up in 2021

P&C shipping container

- A location is still being finalised for the new storage shed approved for purchase in the previous meeting
- This item will be followed up in 2021

Girls uniform update

- Summer skorts are now available for purchase in the Uniform Store, \$20
- Summer shirts will be available in Term 1, \$24
- Winter trouser colour and style has been decided however the style is being refined to improve the waist adjustment
- Trousers should be available for purchase in Term 2
- Concerns regarding skorts not complying with the updated uniform policy have been followed up
- The school has been in contact with the Department of Education and specifically the author of the policy

- The leader of the Directorate was fully supportive of the consultation process, the outcome and has fully endorsed the introduction of skorts

Response from Rik Hoole, 13 November 2020

R/Leader, Child Protection, Health and Mental Wellbeing
Inclusion and Wellbeing
Learning Improvement Directorate
NSW Department of Education

“As discussed the policy does not specifically mention “Skorts” but does allow the school to set local school requirements. This should be done in consultation with students, teachers and other staff, parents or carers, and the school community (including the parents and citizens' association). This consultation can crucial to ensuring uniforms reflect a consensus of the school population. The Policy also reflects that options should be available for all students which should include items that are affordable, comfortable, made from easy-care fabrics, appropriate for activity and suitable for all body shapes.

Principal have the responsibility to lead the development and review of local school uniform requirements and it would be important that any feedback provided by the community is considered as part of the next future review of uniforms and part of any consultations. Parents and Carers can raise concerns for consideration by the Principal at any stage.”

Action Items	Responsible Person	Date

Principal’s report – Bronwyn Wilson

Year in review

- 2020 has been a very unusual year and should be looked at as a year of opportunity not loses
- Teachers have had to rethink the way they teach, and changes midstream have been exhausting
- WPPS staff have learned a lot this year; in 3 days they achieved 10 years of change
- They should be applauded on rallying together and implementing change so quickly

- Students enjoyed coming back to school after home schooling
- Improvements in independence, resilience and social skills were evident

- Teacher strategies for home schooling are now used in class
- With more technology being utilised in class they can “clone” themselves to run multiple activities at once

- This has been a year of new beginnings and everyone is ready for a new century of learning

- There has been a concentration on the 5 C's – communication, collaboration, curiosity, creativity, critical thinking and problem solving, which is what all students need to prepare themselves for their future

Teacher training

- Three early career teachers have graduated from the new teacher network this year
- All staff were trained in quality gifted education this year; this is a unique occurrence and thanks goes to the school community for agreeing to 2 days of learning in Term 3

Creative outdoor learning space

- The project which started back in 2013 is coming along nicely
- The help of the P&C with funding, particularly Natasha Hollerbach with grants in 2019/2020 has allowed the completion of more stages
- The surrounds of the Kindergarten play equipment is the next stage to be completed

School improvement plan

- The process of developing the next 4-year plan has commenced
- The process has changed this year – situational analysis, key strategic directions, consultation with the community
- Thanks to Dominic Benedet for leading this process

End of year events

- Week 9
 - Monday – Presentation Day – letters are being sent to parents via email for award recipients with an rsvp request; this event will be live streamed with no parent attendance
 - Wednesday – Mystery Day Out
 - Friday – Recognition Ceremony – gold medallions will be awarded
- Week 10
 - Monday – Year 6 graduation
 - Tuesday – Class Parties
 - Wednesday – Final assembly – thanks to Kirsten Smith for her proposal regarding the farewell tunnel

Enrolments for 2021

- Numbers are down due to the new enrolment policy and there will be one less class next year
- There will be some staff changes and details will be provided during the Presentation Day ceremony

P&C Executive team

- Thank you to the outgoing team and their amazing support, particularly with grants and fundraising
- The staff and students are so appreciative of the immense opportunity that these funds have provided and the achievement of improved student outcomes
- Congratulations to the incoming team and hopefully 2021 will be a more settled year with many events

Action Items	Responsible Person	Date

Treasurer's report – Jen Stokes

West Pymble P&C Association Inc. Treasurer's Report as of 30 November 2020

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$189,463.83, a decrease from the previous P&C Meeting. The balance is made up of the following:

Accounts:	<u>17 August</u>	<u>26 October</u>	<u>30 November</u>
P&C Transaction Account	\$63,816.71	\$43,786.49	\$43,854.58
P&C Investment Account	\$44,842.30	\$44,846.04	\$44,849.78
P&C Building Fund Account	\$24,983.88	\$51,467.96	\$24,989.49
P&C funds held by WPPS	\$1,978.00	\$2,593.00	\$4,175.00
Canteen Account	\$5,107.53	\$12,624.81	\$15,508.47
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$27,819.37	\$23,573.80	\$28,426.79
Band Investment Account	\$27,605.12	\$27,607.42	\$27,609.72
Total	\$196,202.91	\$206,549.52	\$189,463.83

- Refer to AGM minutes (1 December 2020) for full report details

Action Items	Responsible Person	Date

Band report – Tamara Leo for Katrina Crooks

Rehearsals and performances

- In Term 4 all three bands have been able to rehearse consistently, albeit in a socially distanced way
- Unfortunately, there have been no opportunities for live performances, however Key Music has made some recordings and distributed them to parents
- The band program finishes this week (Week 8)

Year 2 band try outs

- Key Music visited Year 2 students in class to show them the instruments

- Online enrolments are being collected for next year's Training Band

Instruments

- Hire instruments are being collected this week (Week 8) and will be sent for their annual servicing by Key Music over the holidays
- Alison Edler has done a fantastic job in inventorying the instrument set and identifying where further purchases and write offs are required
- The process of collecting the instruments and allocating them early next year should be streamlined

Accounts

- The accounts for the year are close to be finalised with a few family payments outstanding
- Fees were re-set during the year at a level to cover the reduced costs only and a small end of year surplus is anticipated
- Thanks go to Jocelyn Girard, band treasurer, for dealing so efficiently with the financial complications of the year, and all the extra administration required in handling refunds and collecting several fee instalments

Band committee

- Most of the key positions on the band committee next year are filled, with most of members continuing:
 - Band program convenor: Katrina Crooks
 - Treasurer: Jocelyn Girard
 - Secretary: Sophie le Page
 - Instrument Coordinator: Alison Edler
- The band coordinators positions are being finalised and should be confirmed by the end of the year

End of year message

- Many thanks to all the band committee who have worked together as a team to overcome the challenges of this year, and to Haydn Smith and Eloise Perez-Mansil, our band captains who unfortunately have had less opportunities in the role this year than most but were very worthy band captains
- Also, acknowledgement must go to Matt Dalziel and his team at Key Music who, despite massive disruption to their business, have quickly adapted and taken every opportunity to continue our children's musical education during the year, while also handling the financial side of things in a way which has allowed us to maintain our finances in a good position
- We are hoping for a return to some more 'normality' next year
- The band camp is booked at Crusaders for May 2021 and we will have to see what comes of the other usual opportunities for performances

Action Items	Responsible Person	Date

Canteen report – Vanessa Thompson for Wendela Flokstra-Mesker

End of year message

- Despite the Canteen being closed 24 March to 28 May due to COVID-19, it has been a good year with a record amount of lunch orders and many happy customers
- Thank you to the outgoing P&C for their ongoing support and cooperation
- A huge thank you to Nada and Paula; they have been a big asset to the success of the Canteen this year and it would not have been possible without them
- Welcome to the incoming P&C, we look forward to working with you

- Wishing everyone a lovely Christmas and an awesome summer break. Stay safe!

Orders

- The last day for online lunch orders will be Thursday, 10 December
- The End of Term 4 Sausage Sizzle will be held on Friday, 11 December

- Thank you to the teachers for supervising the handout of the drinks at lunchtime; issues with missing Chill J drinks have stopped

Canteen cleaning

- Wendela and Nada will clean the canteen on Tuesday, 15 December, 8:00 am to 12:00 pm
- The P&C agree to paying an additional 8 hours of wages for this cleaning to take place

- OOSC usage of the canteen will be affected once the clean is complete
- Arrangements will be discussed offline

Term 1 2021

- The canteen will be closed on the first day back for students, Friday, 29 January 2021
- This will prevent wastage of fresh produce for one day of operation
- The first canteen day will be Thursday, 4 February 2021

Swimming Carnival

- The canteen will prepare lunch orders for the Swimming Carnival on Tuesday, 2 February 2021
- Two menu options will be offered to both carnival attendees and students remaining at school
- Volunteers will be arranged to prepare and deliver food

Action Items	Responsible Person	Date

OOSC report – Jacqui Clark

P&C Executive team

- Congratulations to the outgoing team for all their hard work
- OOSC have enjoyed a collaborative relationship with the P&C over the last two years
- They look forward to continuing an open and transparent relationship with the new team

Enrolments

- For the first time in many years there is no waitlist for 2021
- Casual spots are available

Christmas party

- The students will enjoy a party this Friday, 4 December after school
- Due to COVID-19 restrictions parents won't be attending this year

Chicken coop upgrade

- OOSC is happy to support the schools request for funding to improve the chicken coop
- At the last OOSC meeting it was agreed that \$2000 would be contributed to match the school contribution

Infrastructure grant

- The upgraded equipment and shed is being enjoyed by everyone

Kiss and Drop zone

- The new line markings and signage is good news as OOSC staff have had many concerns about behaviour observed in the Kiss and Drop zone

Action Items	Responsible Person	Date

Fundraising report – Lisa Corrigan

P&C Events Calendar 2021

- A draft is ready for the new executive team to finalise with the school in 2021
- Many events are marked as TBC due to all the uncertainty with COVID-19
- The incoming team will finalise the calendar with the school

Event summary

- World Teachers' Day – Friday, 30 October 2020
 - Due to COVID-19 restrictions we couldn't have the normal parent contributions this year
 - Some treats were ordered from local business Bricklane Espresso to celebrate the wonderful WPPS teachers

- Taste of Kinder (pre-loved uniform stall) – Tuesday, 17 November 2020 (Session 2)
 - The stall was able to run offsite and give new parents an opportunity to purchase pre-loved uniforms
 - Over \$550 was raised

Upcoming events (COVID-19 dependant):

- Pre-loved Uniform Stall – Saturday, 30 January 2021
- Tea and Tissues – Wednesday, 3 February 2021

Action Items	Responsible Person	Date

Grant committee report – Natasha Hollerbach

Community Building Partnership 2020

- The application to State MP, Alister Henskens' office for Solar My School funding was not successful
- This is not a surprise as we were awarded the grant in 2019 for playground upgrades
- The funds to complete the project will now be provided by the school and P&C as agreed earlier in the year

Local Schools Community Fund 2019

- The playground upgrade (extension of wood equipment) has been completed
- Partial funds were awarded by Federal MP, Paul Fletcher's office and the closing report is now being finalised

End of year message

- This has been another very successful grant year
- Thank you for all the support Bronwyn, the school and all grant contacts have provided over the last few years

- It's time for a new team to continue with Alison in a supportive role
- The lead role will need to be filled for the new year

Action Items	Responsible Person	Date

Band & choir captain honour board – Kirsten Smith

- Band captains, Haydn Smith and Eloise Perez-Mansil are putting together a petition to have an honour board for band and choir captains
- An honour board is lacking in the school for this group however these captains have as big a role in leadership activities as other captains and are often called upon by teachers
- This item will be raised next year for funding to be considered by the school/P&C

Action Items	Responsible Person	Date
Follow up band and choir captain honour board funding request	P&C executive team	Term 1, 2021

End of year teacher gift policy – Alison Bruscino

- The Department of Education has updated its Code of Conduct regarding teacher gifts
- Group/class gifts over \$50 need to be declared to the school, added to the gift register, and approved
- Gifts over \$50 per family could cause problems
- Gifts under \$50 per family are not a problem so long as every student has signed a card
- This card is copied and kept with the register for the appropriate length of time

Action Items	Responsible Person	Date

General business

2021 General meetings – Vanessa Thompson

- Scheduled for Week 3 and Week 8 of each term, Monday 7:30pm
- The new executive team can decide if meeting times will change and whether they are held virtually or face to face

Pre-loved uniform donations – Vanessa Thompson

- Families are requesting instructions on donating uniforms no longer required
- Bronwyn will investigate options and provide further instruction

- Thank you to Paula Stokoe for taking home the lost property items, washing and returning them

Action Items	Responsible Person	Date
Provide instruction on pre-loved uniform donations to the school	Bronwyn Wilson	ASAP

Close & next meeting

Meeting closed at 8:53 pm

Next General Meeting – Monday 8 February 2021, 7:30pm

Action Item	Responsible Person	Status	
01 December 2020			
Band & choir captain honour board	Follow up band and choir captain honour board funding request	P&C executive team	OUTSTANDING To follow up in Term 1 2021
Pre-loved uniform donations	Provide instruction on pre-loved uniform donations to the school	Bronwyn Wilson	OUTSTANDING
26 October 2020			
Principal's report	Explore options for new and pre-loved uniform sales at Taste of Kinder Orientation sessions	Bronwyn Wilson/ Vanessa Thompson	COMPLETED
	Investigate QR code sign in option for external visitors to school	Tim Simpson	IN PROGRESS 01/12/2020 – Dept. Education developing QR code for use in schools
Canteen report	Request teachers to increase supervision of canteen order distribution in class	Bronwyn Wilson	COMPLETED
	Check School24 messaging around lunch and recess ordering	Wendela Flokstra-Mesker	COMPLETED
Grant committee report	Arrange transfer of grants funds to school account	Jen Stokes	COMPLETED
Colour Run fundraising	Provide information about the fundraising methodology used	Bronwyn Wilson	COMPLETED 28/10/2020 – Szapp update 06/11/2020 – newsletter
	Provide transparency on the funding split between charities and school	Bronwyn Wilson	COMPLETED 28/10/2020 – Szapp update 06/11/2020 – newsletter
17 August 2020			
Kiss and Drop	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 01/12/2020 – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021
15 June 2020			
Principal's report	Organise a Tea and Tissues 2021 host	P&C Executive	COMPLETED 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 01/12/2020 – COVID-19 restrictions have eased; a host has been organised
17 February 2020			
Canteen report	Arrange survey for changes to canteen opening days	Vanessa Thompson	CLOSED 15/06/2020 – due to COVID-19 canteen opening have been

			modified and will be reviewed in Term 3 17/08/2020 – remains on hold in Term 3 due to COVID-19 01/12/2020 – item to be considered for 2021
	Arrange H&S course for Nada	Wendela Flokstra-Mesker	IN PROGRESS 15/06/2020 – due to COVID-19 only online courses are available and a face-to-face is preferred 01/12/2020 – course still required and will be followed up in 2021
	Investigate esky options for milk deliveries	Wendela Flokstra-Mesker	CLOSED 15/06/2020 – due to COVID-19 and winter temperatures there is no immediate need 01/12/2020 – item to be considered for 2021
2 December 2019			
OOSC report	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	CLOSED 17/02/2020 – an invite will be sent to the Term 1 meeting held towards the end of term 15/06/2020 – due to COVID-19 meetings were on hold 17/08/2020 – remains on hold in Term 3 due to COVID-19 01/12/2020 – item to be considered for 2021
5 August 2019			
Canteen report	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	CLOSED 09/09/2019 – will move investigation to Term 4 02/12/2019 – will investigate in 2020 17/08/2020 – on hold due to COVID-19 01/12/2020 – item to be considered for 2021
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	CLOSED 09/09/2019 – positive feedback for students to supply their own cutlery, continue review in Term 4 28/10/2019 – trial of BYO cutlery to be rolled out mid Term 4 02/12/2019 – cutlery trial delayed to 2020 17/02/2020 – students will be encouraged to bring their own cutlery via School24, sustainable options are still being explored 15/06/2020 – due to COVID-19 the BYO initiative has been put on hold for Term 2 17/08/2020 – remains on hold for Term 3 due to COVID-19

			<p>26/10/2020 – remains on hold for Term 4 due to COVID-19</p> <p>01/12/2020 – item to be considered for 2021</p>
24 June 2019			
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	<p>IN PROGRESS</p> <p>05/08/2019 – waiting on quotes for replacement</p> <p>09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored</p> <p>02/12/2019 – second quote not forthcoming; will continue to investigate in 2020</p> <p>26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised</p> <p>01/12/2020 – location still needs to be finalised and will progress in 2021</p>
11 February 2019			
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	IN PROGRESS
<p>25/03/2019 – consulted with Simone Roberts, awaiting her assessment to improve follow up survey</p> <p>13/05/2019 – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review</p> <p>24/06/2019 – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks & Spencer samples are being sourced</p> <p>05/08/2019 – Marks & Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn & Vanessa; girls summer uniform survey on hold while Bronwyn on leave</p> <p>09/09/2019 – 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>28/10/2019 – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet 29/10/2019, 3 year implementation timeframe needs to be highlighted, P&C aim for 2020 outcome</p> <p>02/12/2019 – the survey didn't go out in the last newsletter so assured it will be in the next one 06/12/2019</p> <p>17/02/2020 – survey was included in newsletter 06/12/2019; results to be published in the next newsletter 21/02/2020; options have been narrowed down and final approval by school community is required</p> <p>15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined</p> <p>17/08/2020 – 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>26/10/2020 – 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> <p>01/12/2020 – summer skorts available for purchase \$20, summer shirt will be available in Term 1 2021 \$24; winter trouser style still being refined (better waist adjustment required) and should be ready for Term 2 2021</p>			