



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 17 FEBRUARY 2020

**Attendees:** Alison Bruscino, Jacqui Clark, Rachel Favell, Wendela Flokstra-Mesker, Natasha Hollerbach, Martin Laslett, Tamara Leo, Stephanie Miller, Jen Stokes, Vanessa Thompson, Anjali Weerakoon, Bronwyn Wilson, Brooke Wooldridge

**Apologies:** Lisa Corrigan, Katrina Crooks, Peta Harper, Charlotte Lee

**NEXT GENERAL MEETING DATE:** Monday 16 March 2020, 7:30 pm

#### Open – President, Vanessa Thompson

Meeting commenced at 7:33 pm

#### AGM: Audited Financial Statements 2019 – Jen Stokes

- The 2019 financial statements have been prepared and accounts audited
- Recommendations have been taken on board for 2020
- Please contact the P&C Treasurer to view the 2019 financial statements
- Thank you to Charlotte Lee (Be Wise Services) for volunteering her time to audit the accounts
- Thank you to Jackie Foley for her help in preparing the financial statements

#### AGM: Election of Office Bearers – Bronwyn Wilson

- Vacant positions for 2020 were filled
- All other office bearers were voted in to continue in 2020

Position	2020	
<b>P&amp;C Executive</b>		
<b>President</b>	Vanessa Thompson	Continuing
<b>Vice President - 1</b>	Natasha Hollerbach	Continuing
<b>Vice President - 2</b>	Lisa Corrigan	Continuing
<b>Treasurer</b>	Jen Stokes	Continuing
<b>Secretary</b>	Tamara Leo	Continuing
<b>Communications</b>	Anjali Weerakoon	Continuing
<b>Band</b>		
<b>Band Convenor</b>	Katrina Crooks	Continuing
<b>Band Treasurer</b>	Jocelyn Girard	Continuing
<b>Band Secretary</b>	Sophie Le Page	New
<b>Canteen</b>		
<b>Canteen Coordinator</b>	Paula Stokoe	Continuing
<b>Canteen Accounts Coordinator</b>	Libby Evans	Continuing
<b>Fundraising</b>		
<b>Fundraising Coordinator</b>	Lisa Corrigan	Continuing
<b>Fundraising Committee - 1</b>	Jacqui Clark	Continuing
<b>Fundraising Committee - 2</b>	Alison Bruscino	Continuing
<b>Fundraising Committee - 3</b>	Alex Frampton	Continuing
<b>Fundraising Committee - 4</b>	Christie Pitronaci	Continuing

<b>Fundraising Committee - 5</b>	Melanie Mather	Continuing
<b>Fundraising Committee - 6</b>	Nicole Mason	Continuing
<b>Fundraising Committee - 7</b>	Lisa Bilbe	Continuing
<b>Fundraising Committee - 8</b>	-	-
<b>Grants Committee</b>	Natasha Hollerbach	Continuing
<b>Grants Committee</b>	Alison Bruscano	New
<b>Pre-loved Uniforms Coordinator</b>	Sharlynn Irvin	Continuing
<b>Teas Coordinator</b>	Alison Bruscano	Continuing
<b>Teas Coordinator</b>	Paulina Okunew	New
<b>Working Bee Coordinator</b>	Lisa Bilbe	Continuing
<b>Class Parent Liaison</b>	Lisa Corrigan	Continuing

#### **GM: Minutes of previous meeting**

GM minutes from 2 December 2019 were approved

#### **Business arising from previous meeting/s**

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

#### **Senior boys toilets**

- Staff are continually reminding students of appropriate toilet behaviour
- The school caretaker has been notified of the current repairs required and is in the process of rectifying issues
- Locks are continually being repaired/replaced and doors reopened
- There is at least one toilet with a big round dispenser in each block to help students that have difficulty with the other dispensers

#### **Communication – school and P&C**

- Results of the communication survey are being reviewed
- Vanessa and Anjali will meet with Bronwyn in a couple of weeks to discuss the results
- A summary of the survey results will be provided after this meeting takes place

#### **Options for band rehearsals on Thursdays**

- There are no spare demountables for the band to use this year
- OOSC has agreed to the Performance Band's use of the hall on Thursday afternoons for rehearsals
- OOSC will have access to the library during this time

#### **Class parent responsibilities document**

- The document was circulated to 2019 class parents for review towards the end of Term 4 and a few parents responded
- These parents were happy to be the communication liaison between the P&C and the school community and recommended teachers make it clear to 2020 class parents that this is a requirement of the role
- They felt the responsibility of translating messages for non-English speaking parents was not suitable for class parents to undertake
- It was agreed that the wording regarding translations would change and class parents would be asked to assist in seeking out options for translations should they be approached
- Teachers will assist in collecting information regarding non-English languages spoken at home to help with translation options
- Minor changes to the document will be made by the P&C and reviewed by Bronwyn

**Canteen - review use of plastic spoons and forks**

- Refer to 'Canteen report'

**Kindergarten balustrade**

- Although the height is still a safety concern it is now a closed item based on earlier feedback from the Department of Education (i.e. it met requirements at the time of construction)
- Bronwyn will continue to flag the issue with Assets at every opportunity

**Girls uniform survey**

- The new survey was included in the school newsletter on 6 December 2019
- Results will be published in the next newsletter on 21 February 2020
- Options have been narrowed down and final approval by the school community will be required

Action Items	Responsible Person	Date

**Principal's report – Bronwyn Wilson****Class formation procedure**

- The school has had many queries about the 2020 class formations and spent time addressing negative feedback
- The school has a policy in place 'Class Formation Procedures' referencing the Department of Education policy 'Leading and Managing the School' (available in the Week 2 newsletter)
- The class formation process begins in Term 3 each year and the document outlines all the factors that come into play in determining a student's class
- Valid parent requests are considered in this process however the principal has the final decision
- Parent requests were still being received early this year which further delayed the outcomes

**School media**

- The school website now has a media page in the 'For Parents' section
- Photos of school events will be posted here bearing in mind parental 'Permission to Publish' instructions

**Playground upgrade**

- With funding in place the school has been given the go ahead from the Department of Education for the next phase of the playground upgrade
- Urban Landscapes is currently finalising their quote and a timeline of works will be established once the quote has been received in approx. 1 week
- The area to be upgraded continues on from the wooden equipment near the hall & canteen and will include trees, sandpit, treasure box, wooden forts for sport houses

**Stage based education**

- The kindergarten information pack provides information on the 6 key learning areas each stage follows
- More information can be found in the syllabus document that each teacher uses as a guide in the classroom
- The school handbook also provides useful information and parents are encouraged to refer to it throughout their child's schooling
- Parental concerns about composite classes are understood however students are able to cope and stage based education is standard across all schools in NSW

**'Meet the Teacher' sessions**

- Most sessions will take place on Friday, however some Stage 2 sessions will take place on Thursday
- Kindergarten sessions will take place last and lead into the 2020 Welcome Night
- All parents are encouraged to come to the sessions as there is always something new occurring in the classrooms
- It was noted that educational acronyms are not always common knowledge to parents
- Teachers can be approached for explanations and a glossary will be published in the school newsletter and on the school website

### School assemblies

- This year assemblies will change to one whole school assembly every two weeks on Fridays
- Assemblies will take place on even weeks at 2:10 pm
- Students will take part in a wellbeing hour on odd weeks
- Class merit awards are being reviewed and may increase from 2 to 3 per class
- Parents won't be notified of general assembly merit awards however are welcome to attend these assemblies each fortnight
- Recognition ceremonies will still take place in Week 9 each term

### Canteen

- The school has requested that frozen treats are not sold during the afternoon recess as there is not enough time for the students to finish them
- The canteen has always had a policy of no juice cups for recess and it was agreed that other frozen treats won't be sold after 2:00 pm
- There is already a policy in place at lunch time to stop frozen treat sales at 11:50 am

### Dr Shoe

- Dr Shoe will be onsite with a stall on 13 March 2020

Action Items	Responsible Person	Date
Publish educational acronyms glossary in the school newsletter and on the school website	Bronwyn Wilson	ASAP

### Treasurer's report – Jen Stokes

## West Pymble P&C Association Inc. Treasurer's Report as of 7 February 2020

### Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$162,107.78, a decrease from the previous P&C Meeting. The balance is made up of the following:

Accounts:	<u>28 October</u>	<u>30 November</u>	<u>7 February</u>
P&C Transaction Account	\$28,105.50	\$37,848.08	\$38,346.80
P&C Investment Account	\$44,811.77	\$44,820.60	\$44,828.32
P&C Building Fund Account	\$13,474.00	\$13,476.65	\$13,478.97
P&C funds held by WPPS	\$18,206.81	\$18,545.55	\$18,728.05
Canteen Account	\$3,388.54	\$4,081.49	\$3,438.23
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$21,934.25	\$21,286.97	\$15,640.87
Band Investment Account	\$30,759.93	\$27,591.79	\$27,596.54
<b>Total</b>	<b>\$160,730.80</b>	<b>\$167,701.13</b>	<b>\$162,107.78</b>

### Band Accounts

The decrease is due to Term 4 Key Music band fees, instrument service deposit, sheet music and filing cabinet purchase. The band is currently receiving 2020 band fees from those students participating in band.

### Canteen Accounts

Invoices and payroll liabilities from 2019 have been subsequently paid.

### **P&C Transaction Account**

The P&C has already had \$396.00 of income from the Term 1 Second Hand Clothing Stall!

Welcome Night tickets are currently available through TryBooking and we expect another successful night.

The Green Team has also recorded \$129.00 in bottle recycling refunds for 2020.

The P&C expects to pay approximately \$28,100 to the school to help teachers with their classroom supplies and the school with maintaining an extra learning support teacher. Payment is expected to be made once final numbers have been received.

Action Items	Responsible Person	Date

### **Band report – Tamara Leo for Katrina Crooks**

#### **Start of year**

- The band is off to a great start with 33 Year 3 students starting in Training Band, an increase on last year
- There are currently 81 students enrolled in the band program, an increase of 5 from the end of last year
- Training Band lessons have started and full band rehearsals will start approx. Week 7/8
- Performance and Concert Band rehearsals started last week

#### **Band committee**

- All key band committee positions have been filled except Band Camp Coordinator
- The 2020 band committee members are:

<b>Band Program Convenor</b>	Katrina Crooks	
<b>Secretary</b>	Sophie Le Page	
<b>Treasurer</b>	Jocelyn Girard	
<b>Instrument Coordinator</b>	Alison Edler	
<b>Performance Band Coordinator</b>	Vanessa Ricketts	
<b>Concert Band Coordinator</b>	Vivien Watson	
<b>Training Band Coordinator</b>	Soo Oh	New to committee
<b>Music Librarians</b>	Nick Williams and Gunce Ozturk	New to committee
<b>School Liaison Teacher</b>	Ellie Gilman	
<b>Band Camp Coordinator</b>	(vacant)	

- The addition of Music Librarians will ease the workload of the Band Coordinators
- Following the departure of Rachael Merlo, Ellie Gilman will take over as the liaison teacher and the band looks forward to working with her this year
- Without a Band Camp Coordinator the committee members will need to spread the work between them
- A special mention to Miriam Methven, who after many years of outstanding service has stepped down from the committee as she does not have any children in the program this year
- 2019 was a year of transition with a change of Band Convenor and several new committee members so a key focus this year will be capturing and documenting the collective knowledge to assist with future committee transitions

#### **Upcoming events**

- There are no external events for Term 1
- The Performance Band will play at the Recognition Ceremony in Week 9
- Band Camp is the first major event on the calendar (15 – 17 May) and information will be sent to families this term
- Bronwyn flagged that the new 2 week NAPLAN testing period (12 -22 May) now clashed with band camp
- Although the current booking can't be changed it was requested that future bookings take into consideration the NAPLAN testing period

**Finances**

- The 2020 budget was presented to members at the meeting and no objections were raised
- Band fees and instrument hire fees were increased in 2019 and the committee proposes not to raise fees this year
- The band committee unanimously proposes that the Thiara family should not be charged fees this year given the tragic personal circumstance last year (fee total approx. \$1180)
- Significant cost savings were made in 2019 and a projected deficit in 2020 of approx. \$2600 would easily be covered by the 2019 surplus
- By maintaining current fees the band families can benefit from the 2019 surplus

**Motion** – Approval of budget including the decision not to raise band fees for 2020 and to cover the band fees for the Thiara family

**Vote** – The motion passed unanimously

**Instrument inventory**

- All instruments hired out in 2019 were serviced over the summer holidays
- Hire instruments have been allocated for this year and issued once fees have been paid
- A big thank you to Alison Edler and Miriam Methven for conducting a full instrument audit over the past 4 months and compiling a comprehensive instrument inventory
- 4 instruments are being considered for write-off as they are no longer in a useable condition and cannot be cost effectively repaired

**Cake Stall**

- The Band Committee would like to run a cake stall at the school during the September Local Council Elections
- The P&C Executive have agreed to this

**Performance Band rehearsal location**

- Many thanks to OOSC for agreeing to the Performance Band’s use of the hall on Thursday afternoons for rehearsals and Bronwyn’s facilitation of this arrangement
- The difficult logistics of relocating rehearsals has been avoided and is much appreciated by the band team

Action Items	Responsible Person	Date

**Canteen report – Wendela Flokstra-Mesker****Cleaning**

- The new cleaner is not doing a good job and the canteen needs to be a top priority to meet safety standards
- The school is aware of all the cleaning issues and Bronwyn is actively pursuing the cleaning company, Facilities First
- The cleaning issue has also been flagged with the local area Principal rep. to discuss with the Department of Education Assets group

**Staffing**

- Lillian has finished working in the canteen and a new staff member needs to be hired
- There are several candidates and options are being considered

**Communication**

- The Term 4 sausage sizzle ordering cut off time became a problem last year and many parents missed out on ordering
- Options to communicate cut off times closer to the date will be considered to improve ordering issues this year

**Cutlery**

- The option to encourage students to bring their own cutlery is still under review
- Sporks are still being supplied with food and at this stage the supplier won’t change their process
- Options to buy bamboo cutlery are being investigated however they are more expensive so the cost would be passed onto parents

- It was suggested that metal cutlery is purchased with a 10 cent scheme set up to encourage returns
- A message will be added to the School24 website to encourage students to start bring their own cutlery
- Some school canteens that have become waste free and could provide good insight on how to proceed

**Opening days**

- The canteen is currently open Tuesday, Thursday and Friday however Tuesday is a slow day
- A proposal to consider changing the opening days was put forward
- A survey will be set up to gain feedback on a Wednesday, Thursday, Friday scenario and the breakdown of Tuesday's earnings will also be reviewed before a decision is made

**Kindergarten canteen excursion**

- The excursion note needs to be updated for 2020 to reflect the flipped school day times

**OOSC**

- The casual staff cleaning standards need to improve
- A copy of the Health and Safety standards will be given to OOSC to raise at their meeting
- It was recommended that Nada attend the Health and Safety supervisor course as part of her canteen training

**Milk supplier**

- The milk supplier has been changed and deliveries will now take place very early in the morning
- An esky needs to be purchased (or donated by the school community) to house the milk for up to 1 hour before the caretaker can move the milk inside (approx. 110 L esky, up to \$200)

Action Items	Responsible Person	Date
Provide details of waste free school canteens	Jen Stokes	ASAP
Arrange survey for changes to canteen opening days	Vanessa Thompson	Term 1
Analyse Tuesday canteen earnings	Wendela Flokstra-Mesker/ Vanessa Thompson	Term 1
Arrange H&S course for Nada	Wendela Flokstra-Mesker	ASAP
Investigate esky options for milk deliveries	Wendela Flokstra-Mesker	ASAP

**OOSC report – Jacqui Clark**

**Start of year**

- Students have settled into the start of the new year very well
- The expansion is in place and waitlists have reduced significantly
- The hall is being used in the afternoons, except Thursdays during band rehearsals
- The library has been made available during this time
- The canteen is being used for food preparation and an invoice from the P&C has been received

**Grant submission**

- An application was submitted over the summer holidays for a government infrastructure grant (max. \$30,000)
- The outcome is pending

**Committee meeting**

- The next OOSC committee meeting will take place on Monday, 24 February 2020

Action Items	Responsible Person	Date

## Fundraising report – Tamara Leo for Lisa Corrigan

### Event summary

- Pre-loved Uniform Stall – Saturday, 1 February 2020
  - The Term 1 stall was held on the school grounds (school hall) and raised \$396
- Tea and Tissues – Monday, 3 February 2020
  - The event went well with a great turn out from new school families
  - Thank you to the McEwan family for hosting and all the 2019 kindergarten families that provided refreshments
  - Although some food was not received there was still plenty to serve and quantity adjustments for 2021 will be made

### Upcoming events

- Welcome Night – Friday, 21 February 2020
  - Ticket sales are slow (32 to date) compared to last year (77 online sales)
  - Another SZapp message would help increase numbers, a Facebook message was posted over the weekend
  - All current and new parents are encouraged to attend the Welcome Night
- Grandparents Day – Monday, 6 April 2020
  - Wishing Tree items need to be compiled and teacher input is required over the next few weeks
  - Prizes for a raffle are currently being sought after

### Other events – Rachel Favell

- Jump Rope for Heart and Colour Run
  - P&C input on which school events should run in 2020 was requested
  - Jump Rope for Heart is normally run every 2 years at the school however there is an opportunity to host a Colour Run this year
  - It was determined that holding both events would be too much in one year and Jump Rope for Heart may be delayed to the following year
- Fundraiser for Maddy
  - Channel 7's Better Homes and Gardens program was approached last year to assist in creating a quiet space on the school grounds in memory of Maddy Gladen
  - This project is still being pursued

Action Items	Responsible Person	Date
Request teacher input for Wishing Tree items	Bronwyn Wilson/ Natasha Hollerbach	ASAP

## Grant committee report – Natasha Hollerbach

### Local Schools Community Grant

- An application for funds was submitted in September 2019
- Funds were sought for the next phase of the playground upgrade
- As yet State MP, Alister Henskens' office has not indicated if the grant was successful

### Community Building Partnership

- Federal MP, Paul Fletcher's office has awarded \$10,000 to the next phase of the playground upgrade
- The \$30,000 project is ready to proceed with a contribution from the school and P&C of \$10,000 each
- Refer to 'Principal's report' for further details

Action Items	Responsible Person	Date



## General business

### Working With Children Check (WWCC) – Tamara Leo

- All volunteers at the school need to complete one of the options below:
  - Most volunteering, e.g. literacy, sport, canteen only requires the completion of *Appendix 5 – Declaration for volunteers and non-child related contractors* form and a *100 point ID check*
  - Volunteers that attend overnight events, e.g. band camp are required to complete *Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor*, a *100 point ID check*, and apply for a *Working With Children Check - Notification of Clearance* through Service NSW
- Appendix 5 and 11 forms are available at the office, on the school website ('Permission Notes and Forms' in the 'For Parents' section) and Department of Education website
- Completed forms, ID check details and WWCC clearance details need to be provided to the office before volunteering commences
- Appendix 5 is valid for the duration of the volunteering period, so if you are an active participant in the school each year you are covered until your child completes Year 6
- A WWCC clearance is valid for 5 years
- During the upcoming Meet the Teacher sessions teachers will explain the requirements to parents and the office will have several hard copy forms available in the classrooms for parents to take home and complete
- The P&C will actively promote the completion of forms by volunteers for their events, including band and canteen

### Trivia Night survey results – Vanessa Thompson

- The survey received a great response from the school community and all the feedback will be taken on board when planning this year's Trivia Night
- The school community would still like the P&C to host an annual Trivia Night and Friday night was still preferred
- The option of hiring a quiz master and MC for this year's event has already been explored
- The theme will be voted on at the 2020 Welcome Night

### Author visit – Brooke Wooldridge

- Through community connections the school could have an opportunity for local author David Hunt to visit
- David is a writer, historian and children's book author with a passion for Australian history
- His visit may be suitable for Stage 2 students learning Australian history
- It was recommended that Brooke speak with the Stage 2 Coordinator and Librarians to see what arrangements could be made

Action Items	Responsible Person	Date

### Close & next meeting

Meeting closed at 9:25pm

Next General Meeting – Monday 16 March 2020, 7:30 pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 27 FEBRUARY 2020)

	Action Item	Responsible Person	Status
<b>17 February 2020</b>			
<b>Principal's report</b>	Publish educational acronyms glossary in the school newsletter and on the school website	Bronwyn Wilson	COMPLETED 21/02/2020 – newsletter
<b>Canteen report</b>	Provide details of waste free school canteens	Jen Stokes	OUTSTANDING
	Arrange survey for changes to canteen opening days	Vanessa Thompson	OUTSTANDING
	Analyse Tuesday canteen earnings	Wendela Flokstra-Mesker/ Vanessa Thompson	OUTSTANDING
	Arrange H&S course for Nada	Wendela Flokstra-Mesker	OUTSTANDING
	Investigate esky options for milk deliveries	Wendela Flokstra-Mesker	OUTSTANDING
<b>Fundraising report</b>	Request teacher input for Wishing Tree items	Bronwyn Wilson/ Natasha Hollerbach	OUTSTANDING
<b>2 December 2019</b>			
<b>OOSC report</b>	Invite OOSC staff to the next school WHS meeting	Bronwyn Wilson	IN PROGRESS 17/02/2020 – an invite will be sent to the Term 1 meeting held towards the end of term
	Notify Karate of changes to hall use	Bronwyn Wilson	COMPLETED 17/02/2020 – Karate will be held in the library
<b>Fundraising report</b>	Remind families to only donate uniforms that are suitable for re-sale	Anjali Weerakoon	COMPLETED 29/01/2020 – SZapp Part of pre-loved uniform stall notification
	Review P&C events calendar 2020	P&C Executive/ Bronwyn Wilson	COMPLETED 13/12/2019 – meeting with Bronwyn, Vanessa & Tamara
<b>General business</b>	Raise boys toilet issues at next school executive meeting	Bronwyn Wilson	COMPLETED 17/02/2020 – students are continually being reminded of appropriate toilet behaviour
	Request boys toilet repairs to be made by the school caretaker	Bronwyn Wilson	COMPLETED 17/02/2020 – the school caretaker has been notified and is in the process of fixing the issues
	Check absentee notification system is working properly with office team	Bronwyn Wilson	COMPLETED 17/02/2020 – the system has been checked and is working properly
<b>28 October 2019</b>			
<b>OOSC report</b>	Investigate demountable option for band rehearsals on Thursdays	Bronwyn Wilson/ Katrina Crooks	COMPLETED 02/12/2019 – yet to be determined; option dependent on student numbers in 2020; one to be used for French and the other can be used if free 17/02/2020 – rehearsals will continue in the hall and OOSC will use the library during this time
<b>9 September 2019</b>			
<b>Principal's report</b>	Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	IN PROGRESS 28/10/2019 – Bronwyn to provide soft copy for circulation 02/12/2019 – soft copy provided, circulation delayed while other

			comms were delivered to classes; will send on 03/12/19 and add suggestion to attend P&C meeting once per term 17/02/2020 – feedback received, minor changes will be made by P&C and reviewed by Bronwyn
<b>5 August 2019</b>			
<b>Canteen report</b>	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	<b>ON HOLD</b> 09/09/2019 – will move investigation to Term 4 02/12/2019 – will investigate in 2020
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	<b>IN PROGRESS</b> 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
<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	<b>IN PROGRESS</b> 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
<b>11 February 2019</b>			
<b>Outstanding from 3 December 2018</b>	Kindergarten balustrade	Bronwyn Wilson	<b>CLOSED</b> 11/02/2019 – requires follow up with Assets 25/03/2019 – balustrade and roof to be replaced in current (12 month) maintenance period 06/05/2019 – roofing works commenced for the whole school, to be completed by the end of the holidays, then the balustrade will be replaced 05/08/2019 – roofing work is complete but balustrade has not been replaced, to be investigated 09/09/2019 – roofing over verandah will be replaced followed by the balustrade 28/10/2019 – existing balustrade painted, current height still health and safety concern, no date set for replacement 02/12/2019 – Dept. Education (Assets) have reviewed and say it is ok because it met the

			<p>requirements when installed; it is still a WHS concern</p> <p>17/02/2020 – item closed based on comments from 02/12/2020; Bronwyn will continue to flag the issue with Assets</p>
<b>Uniform Survey</b>	Re-do girls uniform survey	Bronwyn Wilson	<p>IN PROGRESS</p> <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 &amp; Spencer samples are being sourced</p> <p>05/08/2019 – 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>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&amp;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</p> <p>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>