



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### MEETING MINUTES – 13 MAY 2019

**Attendees:** Dominic Benedet, Jacqui Clark, Jeremy Cohen, Lisa Corrigan, Libby Evans, Wendela Flokstra-Mesker, Peta Harper, Danielle Harris, Natasha Hollerbach, Tamara Leo, David Malorey, Vanessa Thompson, Anjali Weerakoon, Gladys Wilkins, Bronwyn Wilson

**Apologies:** Lisa Bilbe, Alison Bruscano, Sharlynn Irvin, Leigh Lofts, Miriam Methven, Jen Stokes, Brooke Wooldridge

**NEXT GENERAL MEETING DATE:** Monday, 24 June 2019 @ 7:30pm

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

Meeting commenced at 7:30pm

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

Minutes from 25 March 2019 were approved

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

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

#### **SRE/SEE procedures**

- A page has been set up on the school website however content still needs to be added

#### **Uniform survey**

- A follow-up survey is required for the summer uniform
- Winter trouser samples are being sourced to review

#### **WHS – Kindy balustrade**

- The balustrade will be replaced once the roofing work currently underway has been completed

#### **OOSC expansion**

- Refer to '*Principal's report*'

#### **Student absentee notification**

- Refer to '*Principal's report*'

#### **Hall guttering**

- The issue will be addressed as part of the current roofing works

#### **Kiss and Drop**

- Securing parent volunteers to assist with informing drivers of the Kiss and drop process at morning and afternoon drop offs was unsuccessful
- Possible reasons include work commitments, caring for young children, feeling uncomfortable approaching and informing drivers
- The P&C have suggested staff assist in a 1-2 week campaign to inform drivers, similar to other local schools
- The P&C is committed to assisting the school with Kiss and Drop and will continue to promote the safety message via communication channels such as Szapp, Facebook, P&C website, and distribution of yellow signs and information pamphlets via student's take-home folders

**OOSC canteen usage**

- Refer to 'OOSC report'

**Canteen opening days poll**

- On hold to allow time for new staff and flipped school day routines to settle

**Canteen Manager recruitment**

- Refer to 'Canteen report'

Action Items	Responsible Person	Date

**Principal's report****Assistant Principal – update**

- Congratulations to Dominic Benedet on his new appointment

**Languages – update**

- Stage 1 & 2 have commenced French lessons in Term 2 with the newly appointed French teacher, Madame Leddet
- Stage 3 Mandarin lessons are temporarily on hold as the format of the online program trialled in Term 1 was not ideal
- A local Mandarin teachers is currently being sought for a Term 3 start

**School fees**

- Term 2 invoices are due to be sent to families on Tuesday, 14 May

**Capital works – roofing**

- B Block (OOSC, KE, 1FW, 1/2B) work has been delayed due to whirlybird powder coating issues
- This block should be completed by the end of the week (Friday, 17 May)
- E block (library) will be next, and all blocks are due for completion by the end of the holidays

**OOSC – update**

- A revised license has been received by the school
- Once reviewed and signed by OOSC it will be returned to the Department of Education for processing
- This should be the final step in obtaining approval for the expansion

**Flipped school day**

- The new routine is working well
- Students are supervised while eating lunch, the amount of litter and lost clothes in the playground has reduced, behavioural issues have improved
- Staff feedback – teachers are enjoying the opportunity to build relationships with their students during the informal 'eating' period; student concertation in the middle period has improved; K-2 have more opportunity to learn through play in the afternoon period

**Mungo Youth Project**

- Thank you to the P&C for matching the fundraising efforts
- The experience was amazing and a report will be published in the next newsletter
- The students will present at the assembly in Week 5

**Petition – school ties**

- Eliya Weerakoon (Year 3) submitted a petition for girls to wear ties in winter
- The teachers have mixed views and a discussion will be held at the next P&C meeting on how to proceed

## Naplan

- Online assessments start Tuesday, 14 May
- The school makes every effort to portray the assessments as another day/ another activity at school which helps reduce the student's stress levels
- It's important to remember Naplan is another tool not the tool to assess the students
- Parents will receive a report for their child
- ACARA has acknowledged the school's outstanding results in literacy and numeracy

## Student absentee notification – update

- SMS message system is ready
- The process of completing the attendance roll by 9:30/10:00am is being refined

## Band camp

- Bronwyn Wilson and Rachael Merlo will be attending the camp over the weekend (18-19 May)

## Kiss and Drop – update

- Refer to update in 'Business arising from previous minutes'
- In response to the P&C request to have staff assist with informing drivers the school has found it difficult to arrange staff help, noting they are not all covered by insurance for this type of activity
- The school will seek help from rangers and police to actively patrol the Kiss and Drop area
- It's been observed that not many drivers are using the yellow name signs and a reminder will be sent via SZapp and in the next newsletter
- A reminder will also be sent to all families regarding Tristania Pl & Diana Ave – these are not Kiss and Drop areas

Action Items	Responsible Person	Date
Kiss and Drop notification	Bronwyn Wilson	SZapp – ASAP Newsletter – 24 May 2019

## Treasurer's report

### West Pymble P&C Association Inc

### Treasurer's Report

as of the 13 May 2019

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

The current cash balance is \$171,286.48, an increase from the previous P&C Meeting. The balances are made up of the following:

Accounts:	<u>1 January</u>	<u>24 March</u>	<u>13 May</u>
P&C Transaction Account	\$7,234.57	\$13,915.55	\$14,416.86
P&C Investment Account	54,745.98	49,780.44	44,764.80
P&C Building Fund Account	13,422.23	13,450.91	13,459.89
P&C funds held by WPPS	20,033.11	14,255.00	14,900.00
Canteen Account	3,977.20	4,131.89	4,345.00
Canteen cash draw	50.00	50.00	50.00
Band Transaction Account	8,720.90	24,830.94	48,622.22
Band Investment Account	30,687.36	30,707.19	30,727.71
<b>Total</b>	<b>\$138,891.35</b>	<b>\$151,121.92</b>	<b>\$171,286.48</b>

### **Band Accounts**

The increase in the band account is due to band fees still being received for 2019.

### **Canteen Accounts**

The Canteen account is a healthy \$4,345 however there is approximately \$1,340 worth of invoices which are due to be processed this coming week.

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

The grant of \$9,903 from the Stronger Communities Programme for the purchase of new iPads for the school has been processed. A cheque for \$14,950 was written to the school (which included the \$9,903 grant and 25% (\$5047) P&C contribution of total cost of the iPads, with the other 25% provided by the school.

Funds are currently being received for sponsorship for Trivia Night

### **Fundraising**

- Since the last P&C meeting fundraising has included Grandparents Day, which raised \$3,063 from the wishing tree, raffle and donations for tea and coffee.
- The term 2 second hand clothes stall raised \$566
- \$4,925 worth of Mother's Day gifts were sold this year, raising \$435 worth of profit.
- Tickets for this year's Trivia night are available on Try Booking, so far tickets sales are at \$2,485.

**Voluntary family contributions** have increased by \$645 since last P&C meeting, from \$14,255 to \$14,900. These funds are currently held by the school.

Action Items	Responsible Person	Date

### **Band report – sent by Miriam Methvan**

#### **Band Camp**

- Band Camp is taking place on the weekend (18-19 May)
- More news will be provided at the next P&C meeting

#### **Instruments**

- The band committee voted to purchase 2 new Yamaha YFL222 flutes as the stock of quality flutes has depleted and there are no spares
- A budget of \$1,500 has been allocated and a quote for \$1,290 for both flutes has been obtained
- New flutes have not been purchased for a number of years and this is a good price for a student model that will last several years

**Motion** – P&C approval to purchase 2 new flutes

**Vote** – The motion passed unanimously

Action Items	Responsible Person	Date
Band to purchase 2 new flutes	Miriam Methven	Immediate action

### **Canteen report**

#### **Canteen staff changes**

- Wendela – works Thursdays
  - Congratulations on the new Canteen Manager appointment
- Nada – works Tuesdays
  - Congratulations on being upgraded to a Level 2 employee (overseeing 2 workers) after a successful position review
  - Nada is receiving additional training on Fridays to provide her with streamlined routines
- Lillian – works Fridays
  - Congratulations on the new Canteen employee appointment
  - Lillian has been training with Dani for the past 2 weeks

- Dani – last canteen shift Friday 24 May
  - The P&C would like to thank Dani for all her hard work over the years
  - Dani has been involved in many aspects of the school community and in her time as canteen manager has shaped the canteen into the success it is today

#### **Healthy School Canteen Strategy**

- The school is in the top 25% of NSW public schools to meet the requirements of the revised Healthy Canteen School Strategy
- All NSW schools are increasing the healthy food and drink options to more than 75% by December 2019
- The transition to this revised strategy began in 2017 and in this time the school canteen has worked hard to remove, replace and change portion sizes of various items to comply with the two categories of food and drink (everyday and occasional)
- The Northern Sydney Health Professionals approved the current canteen menus after meeting with key representatives on Tuesday, 26 March
- An award will be presented to the school at the next Recognition Ceremony (Friday, 28 June)

#### **New equipment**

- Double fridge
  - The current fridge was repaired last year however the thermostat has been causing problems since the end of Term 1
  - The fridge was purchased in 2014 and there is concern that it may need to be replaced urgently before a P&C meeting is scheduled for funding approval
  - Quotes are being sought for a replacement (price range \$2,600 – \$3,900) and will be reviewed by Vanessa Thompson

**Motion** – Preliminary approval to purchase a new fridge subject to funds being available

**Vote** – The motion passed unanimously

- Pie warmer
  - A second unit is being investigated to assist in meeting the requirements of the new flipped school day
  - The current unit was purchased in 2006 and the price range is expected to be \$200 – \$600
- Allergy board
  - A new fabric board with Velcro is being investigated to improve the set-up in the canteen
  - The price range is expected to be \$500 – \$600

#### **Flipped school day – effect on canteen**

- The canteen is coping well with the changes however 5 workers have been present on Friday's and this number will decrease to 4 from next week
- To assist in preparing lunch orders to meet the new timing the online ordering cut-off needs to be brought forward by 10 min

**Motion** – Approval to change the online ordering cut-off time to 8:10am

**Vote** – The motion passed unanimously

- There has been an increase in food wastage as students get used to the new timing
- Students need to be informed of which items are available and when
  - All items available for lunch
  - All items available for the afternoon recess except the frozen juice cup as it takes too long to eat
  - Ice blocks are only available in the first 10min of the afternoon recess
- Over-the-counter sales have decreased and lunch orders have increased
- Pricing may need to be reviewed later in the year if over-the-counter sales continue to decline
- Suggestions – prepare a communication piece for parents to be able to talk to their children about options at home; teachers could talk through the options with students during the 10 min eating period; Stage 3 students could announce options at the beginning of lunch and the afternoon recess

- The middle lunch bell is still in place and could be utilised as an alert to students that the canteen is open for over-the-counter purchases
- The format of the day has not changed and as such staff wages don't need to be reviewed for now

#### Forgotten lunches

- It has been noticed that this year is shaping up as one of the worst for forgotten lunches
- The canteen will continue to deal with this issue on a case by case basis
- Teachers are now able to monitor eating patterns of their students during the 10 min eating period and provide feedback
- The school needs to send a reminder to parents about packing lunches for their children

#### OOSC

- OOSC's use of the canteen in the morning and afternoon has been a great addition
- The arrangement has worked well during B Block roofing works

#### Roofing works

- The timeline for A Block roofing works needs to be communicated with canteen staff so decisions can be made on how it will affect the opening days of the canteen
- The canteen may need to close on a Tuesday to accommodate the work

Action Items	Responsible Person	Date
Quotes for new equipment – double fridge, pie warmer, allergy board	Wendela Flokstra-Mesker	Next meeting – 24 June 2019
Online order cut-off notification	Wendela Flokstra-Mesker/ P&C Executive	ASAP
Prepare communication regarding over-the-counter purchase options	Wendela Flokstra-Mesker/ P&C Executive	ASAP
Packed lunch reminder to parents	Bronwyn Wilson	ASAP
Provide roofing works timeline to canteen staff	Bronwyn Wilson	ASAP

#### OOSC report

##### New committee

- The AGM was held on Tuesday, 7 May
- The new committee was voted in
  - President – Jacqui Clark
  - Vice-president – David Malorey
  - Treasurer – Stephanie Parker
  - Secretary – Nicole Mason

##### Expansion – update

- Refer to update in *'Principal's report'*

##### Canteen

- OOSC staff have enjoyed working in the canteen and are grateful for the access during the B Block roofing work
- OOSC would like to continue the arrangement and will submit a proposal to the P&C for review
- Considerations would need to be made for cupboard and fridge space if the arrangement was to continue longer term

Action Items	Responsible Person	Date
Proposal to use canteen for catering	Jacqui Clark	ASAP

## Fundraising report

### Event summary

- Grandparents Day – Monday, 8 April 2019
  - The day was a big success with over \$3,000 raised from the wishing tree, raffle and donations
  - Thank you to all the volunteers for their help throughout the day and to the Year 6 students for assisting with raffle ticket sales
- ANZAC Day – Tuesday, 9 April 2019
  - Thank you to all the volunteers for donating biscuits and assisting with the morning tea
- Pre-loved Uniform Stall – Saturday, 4 May 2019
  - The Term 2 stall was quieter than previous stalls and raised \$566
  - Sharlynn is receiving more stock than she can sell and storage options need to be reviewed
  - Donation guidelines need to be communicated to families to avoid receiving unsuitable items
  - A standing P&C section in the school newsletter could be used to communicate this message
- Mother's Day Stall – Wednesday, 8 May 2019
  - The stall was a great success and raised \$435
  - Thank you to Anita and Gladys for coordinating this year's stall and for the lovely gift choices
  - Thank you to all the volunteers that assisted the students with their gift choices on the day

### Upcoming events

- Election Day Cake Stall – Saturday, 18 May 2019
  - Preparations are underway – cake trays and boxes have been sourced and are available for collection this week, polls have been set up for contributions of baked goods and volunteers to assist on the day, cakes can be delivered on Friday afternoon
- Fantasy Day (morning tea) – Thursday, 23 May 2019
  - A poll will be set up for contributions of sweet and savoury dishes as well as volunteers to assist with morning tea on the day
- Trivia Night – Friday, 14 June 2019
  - Tickets became available on Trybooking as of Tuesday, 7 May
  - Early bird tickets (\$35) are available until Friday, 31 May
  - The raffle is in the final stages of being organised with an expected launch at the Election Day Cake Stall
  - Class art works are underway and hamper baskets will be available in each classroom from Friday, 17 May
  - Sponsors and auction items are being finalised, options for an online auction are being explored
  - An MC and quiz master have been chosen

Action Items	Responsible Person	Date
Consider storage options for pre-loved uniform donations	P&C Executive	ASAP
Prepare & communicate pre-loved uniform donation guidelines	P&C Executive	ASAP

## Grant report

### Bendigo Bank Community Chest Grant – closed 31 March 2019

- An application for waste stations in classrooms was unsuccessful
- The bank received 42 applications for consideration

### Ku-ring-gai Community Grant – closed 10 May 2019

- An application was not submitted due to insufficient resources

**My Community Project – closes 15 May 2019**

- The school doesn't meet the criteria

**Communities Environment Program**

- An application was submitted 12 April for waste stations around the school
- The amount requested was \$10,000 to cover the total project cost

Action Items	Responsible Person	Date
Seek additional members for the Grants Committee	P&C Executive	ASAP

**P&C Treasurer position**

- Libby Evans has decided to step down as P&C Treasurer for personal reasons
- Her resignation has been accepted and the P&C Executive team thank her for all her hard work to date
- Libby has expressed a desire to continue in a smaller role in the P&C and Jen Stokes is willing to swap her role of Canteen Accounts Coordinator with Libby and become the new treasurer

**Motion** – Vanessa Thompson nominated Jen Stokes for the role of Treasurer and Libby Evans for the role of Canteen Accounts Coordinator for the 2019-2020 committee

**Vote** – The motion passed unanimously

Action Items	Responsible Person	Date

**Kiss and Drop**

- Tristania Pl & Diana Ave are not Kiss and Drop areas – a reminder to all families is required
- Refer to '*Principal's report*' for further details

Action Items	Responsible Person	Date

**School disco – Anjali Weerakoon on behalf on Lisa Bilbe**

- The date for the Term 3 school disco needs to be confirmed so planning can begin
- The proposal is for a Friday night disco – K-2 earlier, a short break, 3-6 later
- The date will be finalised at the Principal's and P&C President's next meeting tomorrow, Tuesday 14 May
- The Term 3 working bee organisation will commence 2-3 weeks prior to the event
- The school will provide details of work for the day

Action Items	Responsible Person	Date
Finalise date for school disco	Bronwyn Wilson/ Vanessa Thompson	14 May 2019



## General business

### Green Team update – Dominic Benedet and Jeremy Cohen

- Bottle collection bin painting is underway and the final location of the bins will be near the Apollo Ave entry gates
- 712 recyclables were collected during the May bottle drop which brings the total to over 10,000
- It is encouraging to see the awareness increasing and new families getting involved
- Volunteers are still needed after each monthly bottle drop to transport the recyclables to City Golf Gordon
- The TOMRA bottle reverse vending machine is still a consideration
- A June bottle recycling challenge is being organised
- Class bottle recycle bins are being investigated as an option to capture poppers and other drink containers either brought to school or purchased at the canteen
- Students could potentially be given class jobs to rinse out bottles or Green Team students take on leadership roles by organising class collections
- A guest speaker is still being sourced to speak to the children on the positive impact recycling has on our Australian landscape
  
- A working bee was held after school on Friday, 29 March to improve the area surrounding the endemic trees planted on the back oval
- The volunteers successfully removed the turf immediately around the trees, built a log border and filled the area with bark chips
- Greg Taylor has been contacted regarding the next phase of the endemic tree planting project and the Green Team await his response
  
- A suggestion box will be set up for Green Team projects
- A suggestion has been put forward to re-turf/smarten up the Apollo Ave Kiss and Drop area and give back to the neighbours

### P&C Meetings – Vanessa Thompson

- All remaining meetings this year will now take place on Monday nights at 7:30pm based on the outcome of the poll
- Suggestion – it would be good to see wine and cheese make a comeback at the next meeting

Action Items	Responsible Person	Date

### Close & next meeting

Meeting closed at 9:13pm

Next General Meeting – Monday, 24 June 2019 @ 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 27 MAY 2019)

	Action Item	Responsible Person	Status
<b>13 May 2019</b>			
<b>Principals report</b>	Kiss and Drop notification	Bronwyn Wilson	COMPLETED 14/05/2019 – SZapp 24/05/2019 – Newsletter
<b>Band report</b>	Band to purchase 2 new flutes	Miriam Methven	<b>OUTSTANDING</b> Immediate action required
<b>Canteen report</b>	Quotes for new equipment – double fridge, pie warmer, allergy board	Wendela Flokstra-Mesker	<b>OUTSTANDING</b> By next meeting, 24 June 2019
	Online order cut-off notification	Wendela Flokstra-Mesker/ P&C Executive	COMPLETED 16/05/2019 – SZapp Change effective from 21/05/2019
	Prepare communication regarding over-the-counter purchase options	Wendela Flokstra-Mesker/ P&C Executive	<b>OUTSTANDING</b>
	Packed lunch reminder to parents	Bronwyn Wilson	COMPLETED 24/05/2019 – Newsletter
	Provide roofing works timeline to canteen staff	Bronwyn Wilson	<b>OUTSTANDING</b>
<b>Fundraising report</b>	Consider storage options for pre-loved uniform donations	P&C Executive	<b>OUTSTANDING</b>
	Prepare & communicate pre-loved uniform donation guidelines	P&C Executive	<b>OUTSTANDING</b>
<b>Grant report</b>	Seek additional members for the Grants Committee	P&C Executive	<b>IN PROGRESS</b> 22/05/2019 – SZapp, request for new committee members
<b>School disco</b>	Finalise date for school disco	Bronwyn Wilson/ Vanessa Thompson	<b>IN PROGRESS</b> 14 May 2019 – meeting held
<b>25 March 2019</b>			
<b>Principals report</b>	Ride to School Day notification	Bronwyn Wilson	COMPLETED 26/3/2019 – SZapp
<b>Canteen report</b>	Canteen Manager recruitment	P&C Executive	COMPLETED 05/04/2019 – applications closed 08/05/2019 – new employee announced on SZapp (Lillian Ng)
	Canteen opening days poll	Danielle Harris	ON HOLD 13/05/2019 – allow time for new staff and flipped school day routine to settle
<b>OOSC report</b>	Sonja’s newsletter article	Jacqui Clark	<b>OUTSTANDING</b>
	Proposal to use canteen for afternoon catering	Jacqui Clark	<b>OUTSTANDING</b> (pending expansion approval)
<b>Fundraising report</b>	Confirm hall booking for Mother’s Day Stall	Bronwyn Wilson	COMPLETED
	Investigate PayPal sales confirmation email issue	Tamara Leo	COMPLETED 27/03/2019
<b>Grant report</b>	Invite Paul Fletcher to Recognition Ceremony	Bronwyn Wilson	<b>OUTSTANDING</b>

	(Stronger Communities Grant – iPads)		
<b>WWWC</b>	Check P&C members WWCC status	Tamara Leo	ONGOING
	Volunteer sign-in policy reminder & form/ID check explanation	Bronwyn Wilson	COMPLETED 26/03/2019 – SZapp
<b>Future funding</b>	Review strategic plan for 2019	P&C Executive	<b>OUTSTANDING</b>
<b>Kiss and Drop</b>	Arrange volunteers for onsite education	Natasha Hollerbach	CANCELLED Option not viable, request staff assistance
	Communicate procedure via Schoolzine	Bronwyn Wilson	COMPLETED 05/04/2019 – school newsletter, yellow card and explanation letter sent home to each family
<b>After school activities</b>	Update instructors on location options	Tamara Leo	COMPLETED 08/04/2019
<b>Mungo Youth Project</b>	Arrange time for Mungo Youth Project student presentation to P&C committee	Natasha Hollerbach	COMPLETED 05/04/2019 – presentation
<b>BBQ</b>	Share risk management plans with groups outside of the P&C to encourage safe work practices	Tamara Leo	AS REQUIRED
<b>Hall guttering</b>	Contact Assets regarding the leaking roof/guttering in the hall	Bronwyn Wilson	<b>OUTSTANDING</b> 13/05/2019 – will be addressed as part of the current roofing works
<b>11 February 2019</b>			
<b>Outstanding from 3 December 2018</b>	Student absentee notification	Bronwyn Wilson/Office	IN PROGRESS  11/02/2019 – note to parents requesting information on transit to/from school, COMPLETED  25/03/2019 – database created, SMS message system ready to launch  13/05/2019 – refining roll call process for submission by 9:30/10:00am
	OOSC expansion	Jacqui Clark/Bronwyn Wilson	IN PROGRESS  11/02/2019 – application rejected, outdoor space measurement required  25/03/2019 – application resubmitted and awaiting response  13/05/2019 – licence revision received by school, OOSC to

			review and sign, Dept. Education to finalise.
	Kindergarten balustrade	Bronwyn Wilson	IN PROGRESS  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
<b>Uniform Survey</b>	Re-do uniform survey	Bronwyn Wilson	IN PROGRESS  25/03/2019 – consulted with Simone Roberts, awaiting her assessment to improve follow up survey  13/05/2019 – a follow-up survey is required for summer uniform; winter trouser samples are being sourced to review
<b>Term 2 additional school development day</b>	Share school development day proposal with school community via SZapp	Bronwyn Wilson/ Office	COMPLETED 21/02/2019
<b>Band report</b>	Band to purchase additional saxophone	Miriam Methven	COMPLETED 25/03/2019
<b>SRE/SEE</b>	SRE/SEE procedure to be updated on the school website	Bronwyn Wilson /Dom Benedet	<b>OUTSTANDING</b> 13/05/2019 – a page has been set up on the school website, content still required
<b>Music room</b>	Contact WHS and Assets about mould issue	Bronwyn Wilson	COMPLETED 25/03/2019 – mould issue resolved Feb/Mar