



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 15TH MARCH 2021

Attendees: Alicia Potts, Amanda Tyler, Belinda Mason, Bronwyn Wilson, Brooke Wooldridge, David Malorey, Dom Benedet, Felicity Bewley, Gladys Wilkins, Jacqui Clark, Kate Grove, Katrina Crooks, Leigh Lofts, Lonii Broers, Martin Laslett, Paula Stokoe, Peta Harper, Penny Pang, Sandeep Dsa, Tamara Leo, Tracy Woolham, Tricia Wright.

Apologies: Sharlene Atkinson, Alison Bruscano, Gemma Dean, Ida Chan, Jen Stokes, Simone Ting

NEXT GENERAL MEETING DATE: Monday 26th April 2021, 7:30pm

Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.

Minutes of previous meeting

- Minutes from previous meeting approved.

Business arising from previous meeting/s

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

Kiss and Drop Zone: (update from Tamara Leo)

- New Kiss and Drop Banner designed. Banner is approved by Bronwyn.
- Printing is being organised at Officeworks.
- Before the signs are put up, communication will be sent out to all parents to advise what the signs are all about.

Band Honour Board:

- Working on possibility of covering the cost/part of the cost via Grants. This will be discussed at the next Grants meeting.

Health and Safety Course

- Nada will be booked in for a Face to Face Health and Safety course . Update at the next meeting.

P&C shipping container

- Update will be provided at the next meeting.

Girls uniform update

- All uniforms now available at the uniform shop except for the pants. Pants will be available soon.

| Action Items | Responsible Person | Date |
|---|-------------------------|-------------|
| Wendela to check if the Health and Safety course is open. Nada will be booked for the Health and Safety course as soon as possible. | Wendela Flokstra-Mesker | Term 1,2021 |

Principal's report – Bronwyn Wilson

Playground update

- Kindy playground upgrade has commenced and is 50% complete.
- Planned to complete in approximately 2 to 3 weeks.
- Next project will be the Flag pole area and Maddy's garden. Funding options and Grant options to be worked through.

Tell Them from me survey (TTFM)

- TTFM collects well being data for students. This starts for students in Term 2 Week 1
- In October, the survey will be available for teachers, parents and students
- The survey collects well-being data of students.

Covid Update:

- No new updates from the Department.

Solar Application

- Approval received on 15th March 2021. Next steps to be discussed.

Metro Renewal Program(Covid stimulus package):

- Approval received to upgrade Senior Toilet approval. Tenders will be sent out.

School Improvement Plan (SIP)

- Tim Simpson will be running focus groups with parents in this term to consult with parents.
- Focus groups planned with students as well to get their input.
- 4 to 6 parents are currently in the Focus groups. More parents will be requested to join.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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Treasurer's report – Tricia Wright

West Pymble P&C Association Inc.

Treasurer's Report

as of 15th March 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$206,552.16, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

| Accounts: | <u>30 November</u> | <u>8 February</u> | <u>15th March</u> |
|---------------------------|---------------------------|--------------------------|-------------------------------------|
| P&C Transaction Account | \$43,854.58 | \$48,987.63 | \$49,358.63 |
| P&C Investment Account | \$44,849.78 | \$44,853.11 | \$44,853.45 |
| P&C Building Fund Account | \$24,989.49 | \$24,991.35 | \$24,991.54 |
| P&C funds held by WPPS | \$4,175.00 | \$375.00 | \$11,451 |
| Canteen Account | \$15,508.47 | \$14,413.11 | \$14,973.18 |
| Canteen cash draw | \$50.00 | \$50.00 | \$50.00 |
| Band Transaction Account | \$28,426.79 | \$25,579.64 | \$31,999.64 |
| Band Investment Account | \$27,609.72 | \$27,611.77 | \$27,611.98 |
| PayPal | | | \$1,262.74 |
| Total | \$189,463.83 | \$186,861.61 | \$206,552.16 |

Band Accounts

The increase is due to the receipt of 2021 band fees from those students participating in the band program.

Transaction Account - P&L

Welcome night was a success with ticket sales covering the cost of holding the evening.

We are starting to receive payment from Kindy Parents for the welcome party on the 24th March.

The money in the PayPal account is what has been collected so far for the Mother's Day stall.

| Action Items | Responsible Person | Date |
|---------------------|---------------------------|-------------|
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Band report – Katrina Crooks

Band Updates

- Band program has commenced with rehearsals for Performance and Concert bands
- Band numbers are lower than last year for concert/performance bands. Training bands numbers are similar to last year

- Performance band and concert band combined trial have commenced to have 1 combined rehearsal in the week.
- Performance band will have a rehearsal of their own for more advanced music.
- Band Camp booked at Crusaders between 28th to 30th May is planned to go ahead. Planning in progress to adhere to the Covid safe plans and draft plan will be circulated for P and C.

| Action Items | Responsible Person | Date |
|--|--------------------|-------------|
| Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene. | Katrina Crooks | Term 1,2021 |

Canteen report –Wendela Flokstra-Mesker

- Cross country – Hot Dogs available at Cross country (Vegetarian Options will also be available).
- Working on a plan to open canteen for an additional day (most likely Wednesday) for Lunch. Hot meal option planned and limited options will be available. Start date is to be confirmed.
- Face to Face OH&S meeting to be planned and expected to be locked in by next meeting.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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OOSC report –Jacqui Clark

Enrolments

- Casual places are available for morning sessions at OOSH.
- OOSH parent committee meeting was held on 22nd Feb .
- Next meeting is the Annual General Meeting planned for 5th of May

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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Fundraising report – Paula

Welcome Night:

- Welcome night was a success.

Kindy Welcome Party:

- Scheduled on 24th of March.

Pre-loved Uniform Store

- Date moved from 27th March to 28th March. Updates will be sent out in the newsletter.

School Disco

- Beach theme school disco will be organised on the 30th of April.
- Two time slots planned for Kindy to 2 and 3 to 6 years. More details will be sent out as soon as times are finalised.
- OOSH to be kept in the loop for use of hall

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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Grants Report – Lonii Broers on behalf of Sharlene Atkinson

- Working through the process of finalising progress / completion reports for the NSW government and Kurringai Council funding we received for the playground and pollinator garden respectively.
- Work on the pollinator garden is likely to commence in the next few weeks
- Application submitted for a Woolworths Junior Landcare grant for a dedicated 10c recycling bin in the playground for poppers, chill juice bottles etc and some more bee friendly plants
- We have also made applied to be part of the Grill'd Local matters program, where we have an opportunity to secure up to \$300 to go towards band activities
- We are actively seeking corporate support and we have made contact with the Sidney Myers foundation and Bunnings amongst others.
- Anyone with any corporate connections or who works in an organisation that has a corporate sustainability / community partnership programs is encouraged to contact Sharlene (grants@wppspnc.com.au)- we have a range of big projects and small projects ideas we can pitch to them for support.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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Curtains for the Hall

- Curtains for the Stage and Curtain for the door going into the hall need to be replaced
- Quote provided for replacement is 7,945 AUD (GST exempt) and voted in favour.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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| Close & next meeting |
| Meeting closed at 8.30 pm Next General Meeting– Monday 26 th April 2021, 7:30 pm (Online. Subsequent meetings will be a alternated between Face to Face and online) |

P&C GENERAL MEETING – ACTION ITEMS

| Action Item | Responsible Person | Status | |
|--|--|--------------------|---|
| 08 February 2021 | | | |
| Band Report | Talk to Bronwyn about band camp alternatives | Katrina Crooks | 15/03/2021: Planned to go ahead. Plan is being worked through. |
| | Chase for Training Band and Concert Band coordinators | Katrina Crooks | 15/03/2021: Closed |
| | Alison to communicate with OOSC that band practices have started this week | Alison Edler | Closed |
| | Training Band instrument handout | Alison Edler | Closed |
| | Look at amount available in band accounts | Jocelyn Girard | Closed |
| | Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene. | Katrina Crooks | 15/03/2021: Discuss at the Grants meeting. |
| 01 December 2020 | | | |
| Band & choir captain honour board | Follow up band and choir captain honour board funding request | P&C executive team | 09/02/2021 - Quotes for the board are available and discussions in progress. 15/03/2021 – Working through grant options to cover some of the cost. |
| Pre-loved uniform donations | Provide instruction on pre-loved uniform donations to the school | Bronwyn Wilson | COMPLETED 14/12/2020 – Szapp update; drop off bins set up at Tristania Pl gate 15/12/2020, 8:00am to 1:30pm |
| 26 October 2020 | | | |
| Principal's report | Investigate QR code sign in option for external visitors to school | Tim Simpson | COMPLETED 01/12/2020 – Dept. Education developing QR code for use in schools 28/01/2021 – newsletter; Service NSW QR code will be used in all NSW Government schools |
| 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 09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting. |

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|--|---|-------------------------|--|
| | | | 15/03/2021 – New banner designed. Printing will be organised and comms sent out to parents in the coming weeks |
| 17 February 2020 | | | |
| Canteen report | 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 09/02/2021 - Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate. 15/03/2021 – Face to Face planned. Date to be confirmed |
| 24 June 2019 | | | |
| P&C shipping container | Explore repair/replacement options for the P&C shipping container | P&C Executive | IN PROGRESS 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. |
| 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> | | | |

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

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

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

09/02/2021 - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.

15/03/2021 – Pants will be available soon in the uniform shop. All other uniforms are available.