



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

AGM 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

AGM Open – President, Vanessa Thompson

Meeting commenced at 7:35 pm

President's 2020 Annual Report – Vanessa Thompson

President's Report 2020

What a crazy year 2020 has been. This time last year we could never have imagined the events that would take place, and the impact that it would have on everyone.

I do think that we need to give a very big round of applause to Bronwyn, the teachers and office staff who have helped navigate these new and strange times and ensured that our kids still felt engaged and supported.

Despite COVID, we have had a number of achievements during the year:

- Spell-a-thon was extremely successful, raising \$18,759 which was fantastic as all other fundraising events were put on hold. This allows us to still meet all our pledges for this year which includes the partial funding of a learning support teacher.
- The Solar my School initiative is ready to move to the next stage now that funding has been finalized. WPPS was initially selected as **1 of only 3** schools in the whole Ku-ring-gai area to take part in this initiative. The NSW Department of Education will fund 50% of the Solar My School project costs and we have been successful in obtaining a grant from the PurryBurry Trust for 25% funding. The remaining 25% will be covered equally by the school and P&C.
- The success of the grants team has resulted in:
 1. The new playground being completed for the kids to enjoy, opened officially by Mr Paul Fletcher, Federal Member for Bradfield;
 2. As a result of a successful grant from State MP, Mr Alister Henskens, the next phase of the playground being the kindergarten play area has started with quotes being obtained by Bronwyn;
 3. From the Ku-ring-gai Council Environmental Levy Grant, a pollinator garden has been funded for near the library.
- All the employees of the canteen remained employed via JobKeeper during COVID when the canteen was closed.

Finally, I would like to take this opportunity to thank those that have made the last 2 years a success:

- The Office Staff, Teachers and Bronwyn – you have supported our events over the last two years and helped made them the success that they are.

- Wendela and Nada in the canteen – you have done a great job with the canteen, managing its reopening after COVID and helping to increase sales.
- All the volunteers – thank you to everyone that stepped up and helped out where needed – canteen, working bee, Mother’s Day stalls, and the list goes on. There are so many wonderful people in the School community who make our events run so much smoother by helping out.
- The wider P&C team – these are the people who help coordinate the canteen volunteers, complete canteen accounts, submit grants, run the band, coordinate all the morning teas, work hard to implement Green initiatives and so on, and do so with a smile on their face. The P&C would not be able to function as well without you.

My biggest thanks to the outgoing exec team. You have been amazing to work with over the two years and have brought so many strengths and skills to the team. You have worked tirelessly on events when they have been able to be held and made sure everything ran smoothly. I personally really appreciated the sounding boards you have provided and knowledge you were able to share with me. Thank you – you have made this experience great.

Summary

It has been a privilege to be the P&C President these past 2 year. The passion and enthusiasm that families, the school, and the community bring to every event is amazing. This is what makes our school so special, and the P&C the success that it is. I’m proud of what we have accomplished especially during COVID and urge, as Bob did when I took over the Presidency 2 years ago, that everyone continues to support the P&C. Everyone’s efforts, no matter how big or small, make a big difference. I wish the incoming exec team all the very best – please don’t hesitate to reach out to the outgoing team for any information or help that you may need.

I can’t wait to see how 2021 unfolds.

Approval of 2019 AGM Minutes – Vanessa Thompson

Minutes from 2 December 2019 were approved

West Pymble P&C Association Inc.

Treasurer's Report

as of 30 November 2020

Accounts include income and expenditure for 1 January to 30 November 2020 and figures represented in this report aim to fairly represent the financial performance of the West Pymble Public School Parents and Citizens Association for this period. The 2020 accounts have been prepared on a cash accounting basis.

Bank Accounts - Balances and Movements on Accounts

During 2020, the main focus was to afford our school pledges and commitments. With minimal fundraising, we have managed to successfully achieve this.

Consolidated Profit & Loss

The P&C will finish 2020 in a good financial position. This is a result of having minimal running costs and the great support by the families and staff at WPPS during fundraising events.

Band Account

The band currently has net earnings of \$12.8K. Most of the remaining expenses will be to pay Key Music for Term 4, as well as expenses for servicing instruments. Refunds have been issued throughout Terms 3 & 4 for COVID-19 related cancellations of lessons. The band committee has been continually reviewing income and expenses to avoid having a net loss at year end.

Canteen Account

The Canteen is in a good financial position with a current net profit of \$9.8K. It is recommended the canteen maintain \$3,000 in the account to cover any invoices and employment costs that incur after the end of the school term. This will allow costs to be covered when due and eliminate the need to wait for income in February of the following year. The account is sitting in a healthy financial position and all remaining 2020 costs will be covered. The ATO is holding \$17,667.03 from the Small Business Cash Boost Bonus and the new team will decide if they transfer it to our account.

Transaction Account - P&L

As of 30 November, the transaction account has net earnings of approx. \$24K. These earnings, along with additional funds from 2018 are still available to be spent as voted by the committee at general meetings and are more than sufficient to cover the remaining expenses budgeted for 2020 and early commitments in 2021. The expenses include pledges to the school of approximately \$30K and the P&C commitment to the Solar My School scheme. As of the last meeting, there are still be funds available for the purchase of the P&C shed.

Net profit of approx. \$18K was made in fundraising. The Spell-a-thon was the most successful fundraiser with a profit of \$18K! Family contributions have also continued to be received with a total of \$17.5K being contributed this year.

Forecasting and budgets for 2021

The P&C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2021. The budget takes into account any remaining COVID-19 restrictions, which may impact the new team's ability to fundraise to their full potential. Most of the budget goes to the school to support teacher consumables and one learning support teacher.

West Pymble Public School Parents and Citizens Association Inc.
Cash Accounts
as of 30 November 2020

Account Name	30 November Balance
P&C Transaction Account 0695	43,854.58
P&C Investment Account 5922	44,849.78
P&C Building Fund Account 9036	24,989.49
P&C Funds Held by WPPS	4,175.00
	<u>\$ 117,868.85</u>
Canteen Account 7965	15,508.47
Canteen Cash Drawer	50.00
	<u>\$ 15,558.47</u>
Band Transaction Account 3438	28,426.79
Band Investment Account 4881	27,609.72
	<u>\$ 56,036.51</u>
Total Cash	<u><u>\$ 189,463.83</u></u>

West Pymble Public School Parents and Citizens Association Inc.
Consolidated Profit and Loss
1 January - 30 November 2020

Income	
Donations	34,982.79
Fundraising Income	22,078.15
Operating Activities	13,858.90
Canteen Sales	55,558.64
Band Income	20,150.00
Total Income	<u>\$ 146,628.48</u>
Cost of Sales	
Cost of Sales - Canteen	33,178.43
Cost of Sales - Band	7,385.00
Total Cost of Sales	<u>\$ 40,563.43</u>
Gross Profit	<u><u>\$ 106,065.05</u></u>
Other Income (Loss)	
Interest Income	117.36
Total Other Income (Loss)	<u>\$ 117.36</u>
Expenses	
General & Administrative Expenses	1,964.86
Canteen Operating Expenses	1,396.60
Employment Expenses	11,135.63
Fundraising Expenses	3,907.86
Funding Commitments	40,229.00
Band Expenses	
Total Expenses	<u>\$ 58,633.95</u>
Net Earnings	<u><u>\$ 47,548.46</u></u>

West Pymble Public School Parents and Citizens Association Inc.
P&C Transaction Profit and Loss
1 January - 30 November 2020

Income	
Donations	
Building Fund - deductible	-
General - non deductible	34,982.79
Total Donations	\$ 34,982.79
Fundraising Income	
Events Income	20,206.15
Sponsorships Received	-
Second Hand Clothing Stall	1,872.00
Total Fundraising Income	\$ 22,078.15
Operating Activities	
Grants Received	12,744.00
P&C Hosted Events	-
Membership Fees Received	13.50
Excel Uniforms Commission	601.40
Other Commission Received	500.00
Total Operating Activities	\$ 13,858.90
Total Income	\$ 70,919.84
Other Income (Loss)	
Interest P&C Transaction 0695	35.93
Interest P&C Investment 5922	25.26
Interest Building Fund 9036	11.66
Total Other Income (Loss)	\$ 72.85
Expenses	
General & Administrative Expenses	
Community Funding	-
Membership Fees Paid	-
P&C Hosted Events	343.49
Insurance	1,211.00
Computer Software/Web Develop	410.37
Total General & Administrative Expenses	\$ 1,964.86
Fundraising Expenses	
Cost of Fundraising Goods	3,832.92
TryBooking Fees and Charges	27.44
PayPal Fees - Fundraisers	47.50
Total Fundraising Expenses	\$ 3,907.86
Funding Commitments	
School Pledges	39,729.00
Staff Room Supplies	500.00
Morning Teas	-
Total Funding Commitments	\$ 40,229.00
Total Expenses	\$ 46,101.72
Net Earnings	\$ 24,890.97

West Pymble Public School Parents and Citizens Association Inc.
Canteen Profit and Loss
1 January - 30 November 2020

Income - Canteen Sales	
Counter Sales	6,546.60
School24 Online Sales	46,902.10
Catering Fees Received	-
OOSC Sales	2,109.94
Total Income - Canteen Sales	\$ 55,558.64
Cost of Sales - Canteen	
Food Purchases	25,648.80
Beverage Purchases	4,005.65
Frozen Dessert Purchases	2,846.44
Packaging Purchases	677.54
Total Cost of Sales - Canteen	\$ 33,178.43
Gross Profit	\$ 22,380.21
Other Income (Loss)	
Interest Canteen Account 7965	6.75
Total Other Income (Loss)	\$ 6.75
Expenses	
Canteen Operating Expenses	
Kitchen Equipment	-
Council/Gov Fees	-
Repairs & Maintenance	-
School24 Service Fees	1,171.20
Canteen Communication Costs	-
School Pledges	225.40
Other Miscellaneous Expenses	-
Total Canteen Operating Expenses	\$ 1,396.60
Employment Expenses	
Superannuation	723.26
Wages & Salaries	9,893.96
Workers' Compensation	518.41
Other Employer Expenses	-
Total Employment Expenses	\$ 11,135.63
Total Expenses	\$ 12,532.23
Net Earnings	\$ 9,854.73

West Pymble Public School Parents and Citizens Association Inc.
Band Profit and Loss
1 January - 30 November 2020

Income		
Performance Band		5,980.00
Concert Band		1,910.00
Training Band		3,250.00
Instrument Hire		9,010.00
Band Income - Miscellaneous		-
Band Income T-Shirt Sales		-
Total Income		\$ 20,150.00
Cost of Sales		
Band Tutors		3,672.00
Band Camp		-
Band Competitions/Events		435.00
Instrument Repairs/Maintenance		3,278.00
Total Cost of Sales		\$ 7,385.00
Gross Profit		\$ 12,765.00
Other Income (Loss)		
Interest Band Transaction 3438		22.24
Interest Band Investment 4881		15.52
Total Other Income (Loss)		\$ 37.76
Expenses		
Band Equipment (non-capital)		-
Band Expenses - Miscellaneous		-
Total Expenses		\$ 0.00
Net Earnings		\$ 12,802.76

West Pymble Public School Parents and Citizens Association Inc.
Fundraising Report
1 January - 30 November 2020

	<u>Income</u>	<u>Expenses</u>	<u>Net Fundraising</u>
Welcome Night	1,267.20	-193.70	\$1,073.50
Grandparents Day – raffle & donations			\$0.00
Mother’s Day Stall	0.00	-3,428.17	-\$3,428.17
Cake Stall/BBQ			\$0.00
Trivia Night			\$0.00
Spring Showcase			\$0.00
Election Day BBQ/cake stall			\$0.00
Second Hand Clothing Pool	1,872.00	-47.21	\$1,824.79
School Disco			\$0.00
Bottle Recycling	179.70	0.00	\$179.70
Father’s Day Breakfast			\$0.00
Spell-a-thon	18,759.25	-404.75	\$18,354.50
Fundraising at 30 Nov	22,078.15	-4,073.83	\$18,004.32
Additional expenses not yet paid:			-
Total Fundraising Annual			\$ 18,004.32

- The 2020 P&C accounts will be audited by Charlotte Lee
- Mother's Day Stall items were purchased for 2020 however the event couldn't go ahead due to COVID-19 so items will be used in 2021

Budget 2021 – Jen Stokes

FORECASTED EXPENSES	2021	FORECASTED INCOME	2021
School Events / Initiatives / Pledges		School Events / Initiatives / Pledges	
Hands First Initiative	\$640.00	Welcome Night *	\$700.00
Morning teas - School and P&C Events	\$500.00	Grandparents Day *	\$1,000.00
Kindy New Parent Info Night	\$300.00	Mother's Day Stall	\$0.00
Kindergarten 2021 School Tees	\$0.00	Trivia Night *	\$15,000.00
Kindergarten Library Bags	\$0.00	Spring Showcase *	\$1,500.00
Community Grant	\$1,000.00	Election Day BBQ/cake stall *	\$1,000.00
Staff Room Supplies (milk and coffee)	\$500.00	Second Hand Clothing Pool	\$2,000.00
Teacher's consumables pledge	\$2,600.00	Bottle Recycling *	\$1,000.00
STLA Teacher pledge	\$27,000.00	Family Pledges	\$18,000.00
Solar My School pledge	\$5,750.00	Spell-a-thon	\$5,000.00
Playground Project	\$0.00		\$45,200.00
	\$38,290.00		
Operating Expenses		Commission and other	
Insurance (includes P&C Federation fees)	\$1,220.00	Athlete's Foot Commission	\$500.00
Computer Software (Accounting System)	\$480.00	Excel Uniform Commission	\$1,000.00
Web Development - FOC	\$0.00	Grants	\$0.00
Domain Host Server	\$25.50		\$41,625.00
	\$1,725.50		
General Expenses		Forecasted Income	
Membership fees paid	\$0.00		\$46,700.00
Other	\$100.00		
	\$100.00		
Forecasted Expenses	\$40,115.50		
		* COVID-19 restrictions may affect how/if the event is run and the fundraising opportunities available	

- The budget was presented to members at the meeting and no objections were raised

Submission of reports for AGM – Tamara Leo

- List of Financial Members 2020 – 27 members
- President's Annual Report 2020
- Treasurer's Report 2020
- Audited Financial Statements 2019
- AGM Minutes, 2 December 2019

Election of Office Bearers – Bronwyn Wilson

- Thank you to the outgoing team, the support from the P&C and broader community in such an unusual year has been amazing and means an enormous amount to the school

Position	2020	Continuing	2021	Nominated by
P&C Executive				
President	Vanessa Thompson	No	Lonii Broers	Leigh Lofts
Vice President - 1	Natasha Hollerbach	No	Paula Stokoe	Lonii Broers
Vice President - 2	Lisa Corrigan	No	(vacant)	
Treasurer	Jen Stokes	No	Tricia Wright	Lonii Broers
Secretary	Tamara Leo	No	Qasima Hugo	Lonii Broers
Communications	Anjali Weerakoon	No	Amanda Tyler	Lonii Broers
Band				
Band Convenor	Katrina Crooks	Yes	Katrina Crooks	
Band Treasurer	Jocelyn Girard	Yes	Jocelyn Girard	
Band Secretary	Sophie Le Page	Yes	Sophie Le Page	
Canteen				
Canteen Coordinator	Paula Stokoe	No	Paulina Okunew	
Canteen Accounts Coordinator	Libby Evans	No	Jen Stokes	
Fundraising				
Fundraising Coordinator	Lisa Corrigan	No	(vacant)	
Fundraising Committee - 1	Jacqui Clark	Yes	Jacqui Clark	
Fundraising Committee - 2	Alison Bruscino	Yes	Alison Bruscino	
Fundraising Committee - 3	Alex Frampton	No	Simone Ting	
Fundraising Committee - 4	Christie Pitronaci	No	Jenny Gilio	
Fundraising Committee - 5	Melanie Mather	No	Gemma Dean	
Fundraising Committee - 6	Nicole Mason	Yes	Nicole Mason	
Fundraising Committee - 7	Lisa Bilbe	Yes	Lisa Bilbe	
Fundraising Committee - 8	-	-	Melissa Vince	
			Kirsten Smith	
			Vanessa Ricketts	
Grants Committee				
Grants Committee	Natasha Hollerbach	No	(vacant)	
Grants Committee	Alison Bruscino	Yes	Alison Bruscino	
Pre-loved Uniforms Coordinator				
Pre-loved Uniforms Coordinator	Sharlynn Irvin	No	Brenda Gahan	
Teas Coordinator				
Teas Coordinator	Alison Bruscino	Yes	Alison Bruscino	
Teas Coordinator	Paulina Okunew	Yes	Paulina Okunew	
Working Bee Coordinator				
Working Bee Coordinator	Lisa Bilbe	Yes	Lisa Bilbe	
Class Parent Liaison				
Class Parent Liaison	Lisa Corrigan	No	Gladys Wilkins	

AGM Close

- Meeting adjourned at 8:00 pm
- The second part of the AGM, to finalise any outstanding office bearers and approve the 2020 audited financial statements, will be held in conjunction with and precede the ordinary general meeting in February 2021
- Next General Meeting – Monday 8 February 2021, 7:30 pm