



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 24 JULY 2023

**Attendees:** Sharlene Atkinson, Anna McFarlane, Anmarie Forrester, Felicity Bewley, Chih-Lun Yeh (Allan), Nicole Wynne, Amy Wild, Bronwyn Wilson, Tim Simpson, Alicia Potts, Melissa Vince, Gladys Wilkins, Lonii Broers, David Malory, Tamara Leo, Bec McArthur, David Hughes

**Apologies:** Wendela Flokstra-Mesker

**NEXT GENERAL MEETING DATE:** 4<sup>th</sup> September 2023, 7:30pm

#### Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

#### Minutes of previous meeting

Minutes from 19<sup>th</sup> June 2023 were approved.

#### Business arising from previous meeting/s

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

Action Items	Responsible Person	Date

#### Principal's report – Bronwyn Wilson

- Visit from Department Secretary and Deputy Premier scheduled for tomorrow, 25<sup>th</sup> July was cancelled, no reason given.
- School photo day tomorrow, 25<sup>th</sup> July.
- Thanks to Paul Zamuner for his work tidying the veggie gardens.
- New student orientation activities start in Week 3, commencing with Parent Information Evening on Tuesday 1<sup>st</sup> August. P&C are able to include information to go to in the packs.
- STEAM showcase on 31<sup>st</sup> August, invitation for parents working in the field to participate in a "careers expo", contact Tara Cooling for further information.

Action Items	Responsible Person	Date

## West Pymble P&C Association Inc

### Treasurers' Report

as of 30<sup>th</sup> June 2023

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

The current cash balance is **\$223,967.24**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>30<sup>th</sup> April 2023</u>	<u>31<sup>st</sup> May 2023</u>	<u>30<sup>th</sup> June 2023</u>
P&C Transaction Account 695 (11110)	\$34,177.05	\$31,097.08	\$26,912.34
P&C Investment Account 922 (11112)	\$95,404.24	\$95,525.65	\$95,642.11
P&C Building Fund Account 036 (11116)	\$9,657.65	\$9,657.73	\$9,657.80
Canteen Account 965 (11113)	\$17,269.32	\$17,089.84	\$15,820.55
Canteen cash drawer	\$50.00	\$50.00	\$50.00
Canteen Debit Account 839	\$285.87	\$288.35	\$694.16
Band Transaction Account 438 (11114)	\$74,749.75	\$72,923.75	\$47,215.75
Band Investment Account 881 (11115)	\$27,801.36	\$27,865.56	\$27,899.53
Petty Cash	\$75.00	\$75.00	\$75.00
<b>Total</b>	<b>\$259,488.24</b>	<b>\$254,572.96</b>	<b>\$223,967.24</b>

#### Summary

Points of note for current cycle:

- P&C Transaction Account:
  - Major activity items
    - Prepayment of Dr Justin Coulson's speaking fees – (\$5500)
      - Due to unexpected event cancellation, the committee is considering to request return of the funds. All ticket sales have already been refunded
  - Events
    - Movie Night generated income of ~\$1400
    - Spell-a-Thon generated income of ~\$1309 thus far

- Canteen
  - Price update – fixed by standing committee, currently under review by ops manager
  - Menu update from homemade meals to pre-packed meals

Action Items	Responsible Person	Date

**Band report – No report received**

Action Items	Responsible Person	Date

**Canteen report – Sharlene Atkinson**

- Wendela is leaving on 24<sup>th</sup> August, and Jen Stokes has been appointed Canteen Operations Manager.
- Home cooked meals will cease as we seek to return the canteen to break even (currently running at a loss). Home cooked meals contribute significantly to wage expenses, which are our biggest expense.
- Nachos will become once a term special events.
- Considering not offering hot food at recess on Wednesdays.
- Canteen handbook to be developed.
- Please send through ideas for menu items.

Action Items	Responsible Person	Date

**OOSH report – David Malory**

- Taking part in STEAM Showcase to demonstrate what OOSH has to offer.
- BASC reforms are being discussed again after being in and out of discussion over the past 18 months. Yet to receive formal advice from the Department of Education regarding what is required. Telephone advice is that OOSH needs to show intent to act on the BASC reform requirement. For parent managed OOSHs such as ours, this involves being either put out to tender, or moving into a P&C led form.
- Following a meeting with Bronwyn, the school continues to support the notion of the P&C taking on the OOSH.
- ‘Intent to Act’ requires three letters of intention/support prior to the end of 2023: OOSH, school and P&C.
- In principle agreement has been provided by the P&C in previous P&C general meetings, and no concerns were raised in today’s meeting.
- Moving to a P&C led form will ensure OOSH remains not-for-profit. If going to an external provider they will control the fees.
- Under a P&C led form, OOSH will continue to have a parent committee, which would become a sub-committee of the P&C.

Action Items	Responsible Person	Date
Letter providing in principle support to OOSH transitioning to a P&C led form	Sharlene Atkinson	24 <sup>th</sup> July 2023

**Fundraising report – Anna McFarlane**

- Dr Justin Coulson’s parent session was cancelled due to him being double booked. Investigating options to reschedule or request a refund.
- Spellathon final date for donations is this Thursday 27<sup>th</sup> July.

- Second hand uniform stall is 17<sup>th</sup> September.
- Trivia Night is 20<sup>th</sup> October – 70's Flashback (P&C was formed in 1973). Also WPPS's 60<sup>th</sup> Anniversary and Bronwyn's 20<sup>th</sup> year of service.
- School Disco is 2<sup>nd</sup> November.
- Chocolate guessing competition – jar on display at Brick Lane. guesses \$2 each/3 for \$5, proceeds to go towards iPads.
- Indigenous Voice to Parliament Referendum expected in October – planning a cake stall etc.

Action Items	Responsible Person	Date

### Grant committee report – Amy Wild

Grant	Outcome	Area	Project	Amount	Notes
Community Building Partnership 2022 (NSW Government)	Successful	School grounds	Maddy's Garden	\$40,053	Funds received - awaiting works commencement
Woolworths Landcare Grant	Unsuccessful	Sustainability	Return & earn recycling bins	\$1,000	Close re-submit 2024
Student Wellbeing Innovation Fund	Unsuccessful	Health & wellbeing	Resilience program	\$20,000	Close re-submit 2024
Make it Happen Small Grants (The Grants Hub)	Unsuccessful	Sustainability	Green canteen	\$1,000	622 applications Close re-submit 2024

  

Grant	Status	Area	Project	Amount	Notes
Stronger Communities Program (Federal Government)	Pending	School grounds	ANZAC Terrace	\$20,000	
KMC Net Zero Communities Grant	Pending	Sustainability	Green canteen	\$9,000	
KMC Arts & Culture Grant	Pending	Education	Orff music classroom	\$3,000	
KMC Small Equipment Grant	Pending	Education	iPads for maths assessment	\$2,000	
Australia Post Community Grants Program	Pending	Health & wellbeing	Parenting skills workshops	\$7,200	New submission
Jemena Community Grants Program	Pending	Sustainability	Waste Warriors recycling program	\$5,300	New submission

  

Grant	Status	Area	Project	Amount	Notes
Saluting Their Service (Federal Government)	Planning	School grounds	ANZAC memorial plaque and landscaping near flagpole	TBC	Due October 2023

- Maddy's Garden – Bronwyn has been in communication with Assets who have provided reassurance that works will be completed by the end of 2023. They need to issue a single tender application which will go to ULP (Urban Landscape Projects). This should happen within the next week.
- Once a contractor is formally appointed, we will discuss with them substituting the pavers for commemorative pavers that families can donate.

Action Items	Responsible Person	Date

### General Business

- None.

Action Items	Responsible Person	Date

**Close & next meeting**

Meeting closed at 8:38pm.

Next General Meeting – 4<sup>th</sup> September 2023, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 24-07-2023)

Action Item	Responsible Person	Status
<b>13 February 2023</b>		
School reclassification	Explore possibilities for exemption from reclassification from P2 to P1	Katrina Crooks Anmarie Forrester Lonii Broers Anna McFarlane
		13/03/2023 Nothing reported 15/05/2023 Nothing reported 19/06/2023 School reclassification will remain unchanged, however Bronwyn Wilson will be exempt from Principal reclassification (i.e., no longer required to change to a P2 school nor take a financial disincentive at the end of the year in order to stay at WPPS). <b>19/06/2023 CLOSED</b>
<b>13 March 2023</b>		
Canteen App	Follow up Spriggy regarding trial/test capability	Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker
		15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 On hold due to limited benefit compared to disruption. To be revisited when new Canteen Manager is appointed.
Canteen Pricing	Overhaul of menu pricing	Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker
		15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 In progress. 24/07/2023 In progress.
Canteen replacement	Applicants to replace Wendela	Sharlene Atkinson
		15/05/2023 Nothing reported 19/06/2023 Nothing reported. 24/07/2023 Jen Stokes has been appointed. <b>24/07/2023 CLOSED</b>
WPPS Sports Shirt	Transition to predominantly green sports shirt	Gladys Wilkins
		15/05/2023 Consider stock left available of white shirts and how to manage that stock appropriately to facilitate rolling out the new shirt. Gladys suggested Bronwyn speak with Peter (Excel Uniforms) for further information 19/06/2023 Sample green shirt presented. 137 white shirts currently in stock (retail value \$3288). 113 white shirts have been sold over the past 12 months, projected to take 1-2 years to sell existing stock. Sharlene suggested purchasing the existing stock of white shirts from Excel Uniforms at cost price so they do not lose money, but we can roll out the green shirts faster. The white shirts can be sold at cost price through the second-hand uniform shop to provide a cheaper alternative. Gladys will

			make this enquiry with Peter (Excel Uniforms). 24/07/2023 Nothing reported.
<b>15 May 2023</b>			
Fans in the hall and COLA	Structural engineer to provide a report regarding the fans in the hall and COLA	Sharlene Atkinson	19/06/2023 Structural engineer has been sourced, Michelle Eyre provided with details to organise access to the school. 24/07/2023 Nothing reported.
<b>24 July 2023</b>			
BASC Reforms	Letter providing in principle support to OOSH transitioning to a P&C led form	Sharlene Atkinson	