



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 7<sup>TH</sup> APRIL 2025

**Attendees:** Anna McFarlane, Holly McDonald, Amy Wild, Lauren Hosie, Prudie Maltby, Alicia Potts, Annerine Collyer, Katharina Lennie, Bronwyn Wilson, Tim Simpson, Emma Hill, Jen Stokes, David Malorey, Paul Zamuner, Bec McArthur, Gladys Pineda, Tamara Leo, Belinda Mason

**Apologies:** Holly De Rooy, Laura Tunstall, Panna Doshi

**NEXT GENERAL MEETING DATE:** Monday 12th May 2025, 7.30pm

#### Open – President, Anna McFarlane

Meeting commenced at 7.30pm

#### Minutes of previous meeting

Minutes from 10th March 2025 were approved

#### Business arising from previous meeting/s

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

#### OOSH Working Group

| Action Items   | Responsible Person               | Date                 |
|--|----------------------------------|----------------------|
| Process of P&C taking over as approved provider for OOSH | Anna McFarlane and David Malorey | Ongoing with process |

#### Uniform Review

- Making the Stage 3 girl uniform options (Winter/Summer) available to all

| Action Items  | Responsible Person        | Date    |
|---|---------------------------|---------|
| P&C to discuss Uniform Review with the school executive team and wider school community in time | All of P&C Executive Team | Ongoing |

#### Polls Conducted

1. Additional release of \$19,000 to go toward Inclusion and Support
  - Poll was taken and results were 100% in agreeance
2. Garden Shed and Concrete Slab (School Chicken Area) - \$1,100 for concrete slab and \$3,500 for garden shed = \$5,500 total

- No labor costs, will be carried out by volunteers headed by Brendan Tierney and Hamish McDonald
- Requires 2.8 cubes concrete to complete the footing so will order 3 cubes to avoid \$500 freight costs
- Brendan supplying all steel for footing
- Bunnings and Boral to be contacted to see if they would be open to donating any materials
- Poll was taken (by show of hands) and results were 100% in agreeance

### 3. New School Defibrillator - \$1,648.20

- New style does not require different pads for different individuals e.g children and adults
- \$1,985.20 minus existing grand funds of \$337.00 = \$1,648.20
- Poll was taken and results were 100% in agreeance

## P&C Pledge Letter

- To be sent out to families by the office on P&C behalf at the beginning of Term 2
- Has been a steady decline so will be asking for everyone's "say" through a survey of where they would like funds raised to be focussed e.g. additional shade solutions, half basketball court, rain cover for tennis court and playground upgrade (outside Stage 3 classrooms)

## Principal's report – Bronwyn Wilson

- Thank you to Jen Stokes and all volunteers for the Working Bee and tasks completed
- New School Excellence Plan - previous plan conducted expired end of 2024. Panel bumped school up from 5 areas of excelling to 8. Planning has commenced now for new plan which will expire 2027. The new plan will be published by the school at the end of Term 1. Term 2 the plan will be presented to the P&C for school parents to review and ask for clarifications. Forums, focus groups and/or surveys will be conducted for input on activities included that are inline with the plans initiatives and strategic directions. Strategic Directions are 1. Growth and Retainment (Literacy/Reading and Maths) and 2. Student Voice (incorporating the Diverse Learners/Aboriginal Learners/Child with Diverse Learning Needs/Neuro Divergent as well as overall Core Learner).
- 2x WPPS students attended Gordon Student Representative Council meeting to present alongside other students their ideas on transitions for major school transition e.g. Preschool to Kindergarten, Year 6 to Year 7 etc.
- 2x school development days at the beginning of Term 2 - 1x Teacher Lead day, 1x System Lead day
- Anzac Terrace Update - Pre start up meeting planned for BW and contractor 08/04. Start up date is 02/06. Should be finished by the end of June.
- Anzac Ceremony first day of Term 2. All parents and wider community welcome
- First 2 weeks of Term 2 children can choose full summer uniform or winter uniform. From Week 3 onwards, everyone must wear full winter uniform
- Grandparents/Grandfriends day coming up. Emma Smales coordinating school assembly and activities, Wishing Tree in the foyer, Trudy organising all catering
- Tell Them for Me survey has been changed to a new student survey called "NSW Public School Survey". For all students in Year 3 - 6. Teacher and Parent surveys will not be ready until 2026 however because a measure of parent satisfaction is required for reporting reasons, survey will need to be conducted earlier by the school BW to update parents later in the year.
- BW on leave for first 5 weeks of Term 2. TS will be relieving principal
- Cross Country first week Term 2, Thursday 1st May, all parents welcome

| Action Items   | Responsible Person              | Date   |
|--|---------------------------------|--------|
| Anzac Terrace project - work out remaining projects once | Amy Wild/Bronwyn Wilson/All P&C | Term 2 |

contractors have finished to be carried out at future working bees and/or parent volunteers

**Treasurer's report – Lauren Hosie**

**West Pymble P&C Association Inc.**  
**Treasurer's Report**  
as of 7th April 2025

**Bank Accounts - Balances and Movements on Accounts**

The current cash balance is **\$266,735.78** with balance is made up of the following:

| <b>Accounts:</b>              | <b><u>7 April 2025</u></b> |
|-------------------------------|----------------------------|
| P&C Transaction Account 695   | \$59,322.75                |
| P&C Investment Account 922    | \$101,161.39               |
| Canteen Account 965           | \$14,869.10                |
| Band Transaction Account 438  | \$47,129.29                |
| Band Investment Account 881   | \$28,562.23                |
| P&C Building Fund Account 036 | \$14,685.77                |
| Canteen Debit Account 839     | \$1,005.25                 |
| <b>Total</b>                  | <b>\$266,735.78</b>        |

**Summary**

- Points of note for current cycle:
  - Major incoming amount of
    - \$9,610 Band Fees (no expenses yet for Band Camp)
    - \$674.79 Holding for Year 6 (Hot Dog Day)
  - Major outgoing amount of
    - \$1,217 - final pledge for 2024 due to school (to pay)
    - Employer obligations to pay
    - Band camp expenses
    - Anzac Terrace
- Jen Stokes purchased 6 burner BBQ as discussed at previous meeting - placed as an asset purchased

## Profit and Loss

West Pymble Public School Parents and Citizens Association  
For the year ended 31 December 2025

|  | 2025             | 2024              |
|--|------------------|-------------------|
| <b>Trading Income</b>                      |                  |                   |
| <b>Band</b>                                |                  |                   |
| Band Income                                | -                | 26,186.95         |
| Band Income - Instrument Hire - Percussion | 70.00            | -                 |
| Training Band                              | 2,916.00         | -                 |
| Band Income - Instrument Hire              | 5,570.00         | -                 |
| Concert Band                               | 6,630.00         | 390.00            |
| <b>Total Band</b>                          | <b>15,250.00</b> | <b>28,576.05</b>  |
| <b>Canteen</b>                             |                  |                   |
| Counter Sales                              | 2,147.30         | 15,108.36         |
| Canteen Sales                              | 1,680.00         | -                 |
| Sale of Goods                              | -                | 4,463.76          |
| OOSC Sales                                 | -                | 2,241.55          |
| School24 Online Sales                      | 14,021.41        | 78,197.46         |
| <b>Total Canteen</b>                       | <b>17,848.71</b> | <b>100,011.13</b> |
| <b>Grants</b>                              |                  |                   |
| Grants / Subsidies                         | -                | 1,670.00          |
| General - non deductible                   | -                | 10,610.00         |
| Grounds - non deductible                   | -                | 39,660.00         |
| <b>Total Grants</b>                        | <b>-</b>         | <b>51,940.00</b>  |
| <b>Uniforms</b>                            |                  |                   |
| Excel Uniforms Commission                  | -                | 749.18            |
| Second Hand Clothing Stall                 | 950.63           | 9.61              |
| <b>Total Uniforms</b>                      | <b>950.63</b>    | <b>758.79</b>     |
| <b>Fundraising</b>                         |                  |                   |
| Fundraising Events Income                  | 2,347.07         | 40,272.00         |
| Sponsorships received                      | -                | 4,250.00          |

|                                |                  |                   |
|--------------------------------|------------------|-------------------|
| Fundraising Income             | -                | 1,471.94          |
| <b>Total Fundraising</b>       | <b>2,347.07</b>  | <b>45,993.94</b>  |
| Year 6 fundraiser income       | 674.79           | -                 |
| <b>Total Trading Income</b>    | <b>37,071.52</b> | <b>227,280.11</b> |
| <b>Cost of Sales</b>           |                  |                   |
| <b>Canteen</b>                 |                  |                   |
| Beverage Purchases             | 1,791.25         | 7,462.02          |
| Canteen supplies               | 22.08            | 2,500.11          |
| Food Purchases                 | 7,355.45         | 34,755.73         |
| Frozen Dessert Purchases       | 1,403.28         | 14,461.15         |
| Packaging Purchases            | 421.90           | 671.89            |
| Superannuation                 | 541.02           | 3,460.95          |
| Workers' Compensation          | 913.87           | 731.59            |
| Wages & Salaries               | 4,711.50         | 31,209.97         |
| <b>Total Canteen</b>           | <b>17,165.23</b> | <b>95,261.41</b>  |
| <b>Band</b>                    |                  |                   |
| Band Camp                      | -                | 19,845.00         |
| Band Competitions/Events       | -                | 609.00            |
| Band Tutors                    | -                | 5,503.00          |
| Instrument Repairs/Maintenance | 1,029.00         | 220.00            |
| <b>Total Band</b>              | <b>1,029.00</b>  | <b>27,168.00</b>  |
| <b>Fundraising</b>             |                  |                   |
| Fundraising Expenses           | -                | 13,163.18         |
| Fundraising Expenses - Misc    | -                | 914.00            |
| <b>Total Fundraising</b>       | <b>-</b>         | <b>14,077.18</b>  |
| <b>Total Cost of Sales</b>     | <b>18,185.23</b> | <b>136,506.59</b> |
| <b>Gross Profit</b>            | <b>18,885.97</b> | <b>90,773.52</b>  |
| <b>Other Income</b>            |                  |                   |

|                                      |                  |                  |
|--------------------------------------|------------------|------------------|
| <b>Other Income</b>                  |                  |                  |
| <b>Other income</b>                  |                  |                  |
| Cash Boost No GST                    | -                | 1,000.00         |
| Other Income                         | -                | (1,236.00)       |
| Membership fees received             | 9.50             | 259.50           |
| Other Income - Miscellaneous (57000) | -                | 390.00           |
| <b>Total Other income</b>            | <b>9.50</b>      | <b>413.50</b>    |
| <b>Interest income</b>               |                  |                  |
| Interest Band Investment 4881        | 78.41            | 160.44           |
| Interest Building Fund 9036          | 40.31            | 76.83            |
| Interest P&C Investment 5922         | 277.74           | 1,657.14         |
| <b>Total Interest income</b>         | <b>396.46</b>    | <b>1,894.41</b>  |
| <b>Total Other Income</b>            | <b>405.96</b>    | <b>2,307.91</b>  |
| <b>Operating Expenses</b>            |                  |                  |
| Communication Costs                  | -                | 149.00           |
| Community Funding                    | -                | 1,208.14         |
| Computer Software/Web Develop        | 119.98           | 1,013.10         |
| Council / Govt Fees or Charges       | 410.00           | -                |
| Equipment Hire / Lease               | -                | 2,545.80         |
| Funding Commitments                  | -                | 39,574.67        |
| General & Administrative Exp         | -                | 695.03           |
| Insurance                            | -                | 1,241.00         |
| Labour Hire                          | -                | 778.00           |
| Licence fees                         | -                | 512.94           |
| Fees - stripe square                 | 36.31            | -                |
| School Pledges                       | -                | 15,969.57        |
| Staff Room Supplies                  | 300.00           | 1,667.31         |
| Legal fees                           | -                | 9,683.82         |
| <b>Total Operating Expenses</b>      | <b>866.29</b>    | <b>75,020.38</b> |
| <b>Net Profit</b>                    | <b>18,425.64</b> | <b>18,061.05</b> |

| Action Items  | Responsible Person  | Date    |
|---|---|---------|
| P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. <ul style="list-style-type: none"> <li>roof covering for tennis court</li> <li>Anzac Terrace</li> <li>Upgrade to 3 - 6 playground area</li> <li>Half basketball court</li> <li>Defib for school</li> </ul> | P&C Executive Team  | Ongoing |
| 5% charge on all sales through School24 - previous treasurer looked into comparative apps/companies   | Anna to follow up with Ali<br>Holly to follow up School24 following conversation with Ali | Ongoing |

#### Band report – Holly McDonald on behalf of Holly De Rooy (absent)

- Nothing passed on

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|--------------|--------------------|------|

| <b>Canteen report – Jen Stokes</b>   |                              |         |
|--|------------------------------|---------|
| <ul style="list-style-type: none"> <li>• Canteen starting Lunchtime ordering only on Mondays Term 2 starting Week 2.</li> <li>• New 6 burner BBQ purchased from Bunnings as approved/discussed in previous meeting</li> <li>• Grandfriends/Grandparents BBQ will be operational for sausages</li> </ul>  |                              |         |
| Action Items   | Responsible Person           | Date    |
| 2 areas identified for fixing from Health Inspection   | Jen Stokes/P&C/School office | Ongoing |
| Tap for main dishwashing sink broken again   | Jen Stokes                   | Ongoing |
| Bread delivery issues  | Jen Stokes                   | Ongoing |
| <b>OOSC report – David Malorey</b>   |                              |         |
| <ul style="list-style-type: none"> <li>• Received a new OOSH license (100) associated with discussions taken place with DOE. Only charging for attendance we have which should mean a reduction in rental fees paid hopefully by 30 - 35%</li> <li>• Reminder availability still for permanent and casual bookings</li> <li>• Any suggestions for OOSH Questionnaire to be sent through to David/Oliver to be included e.g. earlier starting time etc</li> <li>• First OOSH Vacation Care program upcoming - see below. Vacation Care planned to be run for Winter holiday period</li> </ul> |                              |         |



# AUTUMN VACATION CARE 2025

*West Pyrmont OOSC*

**Monday 21/04**  
Public holiday

**Tuesday 22/04**  
*The Great Outdoors* **\$65**

To kickstart the school holidays, author and former NRL player, Grant Hyde and his four-legged companion, Nelson, will be here for a hands-on exploration of Australia's animal history. He'll be bringing an assortment of preserved animals, like a Mac-O-Mex jellyfish, an octopus and a funnel-web spider. He'll also have shark and crocodile jaws, a stingray barb and a kangaroo claw.

**Wednesday 23/04**  
*Survivor* **\$75**

Today, we'll be separating into teams and competing against one another in a series of fun and challenging games to test your minds and bodies. Just like the hit TV show, *Survivor*. There will be plenty of prizes handed out along the way but only one team will come out as the winner. Do you have what it takes to *Survive*?

**Thursday 24/04**  
*Game On* **\$75**

Get ready to level up your fun this Thursday! Whether you're a seasoned Pokémon trainer or a Mario Kart racing driver, today will be packed with exciting games and activities! You'll create your very own DIY Pokémon cards, battle it out in a Super Mario game on the iPad and enjoy a thrilling Mario Kart race to recharge. It's all about friendly competition, creativity and of course, fun!

**Friday 25/04**  
Public holiday

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |



## Fundraising report – Annerine Collyer and Katharina Lennie

### P&C Fundraising Events 2025

| Term 1   | Term 2                                   | Term 3                             | Term 4                     |
|--|--|------------------------------------|----------------------------|
| <b>Welcome Night</b><br>21-Feb<br>0                                  | <b>Spellathon</b><br>TBD<br>\$2,000      | <b>Money Chain</b><br>TBD          | <b>Disco</b><br>TBD        |
| <b>Grandparents Day &amp; Wishing Tree</b><br>4-Apr<br>\$1000-\$3000 | <b>Movie Night</b><br>20-Jun<br>\$3,000  | <b>Parents Social Night</b><br>TBD | <b>Trivia Night</b><br>TBD |
|  | <b>Election Market</b><br>TBD<br>\$4,520 |                                    |                            |

### Additional Fundraisers

School Cookbook  
Spring market

- Grandfriends/Grandparents Day upcoming - Wishing Tree has been completed and placed in the foyer already for the day. Annerine and Alicia working to place it online as well so those who are unable to attend can also make a contribution. First year this will be conducted.
- Election Day has been announced for Saturday 3rd May. 4.5 weeks to plan for Election Day Markets. Plan is P&C will run a few stalls on the day e.g. BBQ/canteen, second hand book stall, band running a cake stall and expression of interest to wider community sent 07/04 for additional stalls to be run on the day.
- If not enough community interest is obtained, will only run P&C stalls
- Spellathon and Movie Night to be discussed at next P&C General Meeting

## Grant committee report – Amy Wild

- 2 unsuccessful grants returned - Coles Grant/Federal Government Stronger Communities 2025
- Anzac Terrace Grant ongoing
- Pending grants - \$1000 volunteer grant - put toward volunteers work

# Grants Committee

10 March 2025

## Current grant-funded projects

| Grant  | Status      | Area                | Project   | Amount   | Notes   |
|--|-------------|---------------------|---|----------|---|
| Volunteer Grants (Federal Government)                  | In progress | Small equipment     | Items to support P&C volunteer work               | \$1,150  | Coffee machine, milk frother and accessories purchased    |
| Community Building Partnership 2023 (State Government) | Planning    | Playground upgrades | Anzac Terrace - final stage of playground upgrade | \$39,660 | Funds received. Planning underway for works commencement. |

## Open grant applications

| Grant  | Outcome      | Area                | Project                           | Amount              | Notes  |
|--|--------------|---------------------|-----------------------------------|---------------------|--|
| National Pies Local Heroes Grant                   | Unsuccessful | Sport               | PSSA Uniforms                     | \$1,000             | Submitted 10 April 2024  |
| Real Insurance Schools Grant                       | Unsuccessful | STEM                | STEM room resources               | \$5,000             | Submitted 22 September 2024  |
| Bendigo Bank Community Giveaway                    | Unsuccessful | STEM                | STEM room resources               |                     | Submitted October 2024   |
| Fighting For Program (Federal Government)          | Pending      | Playground          | Anzac Terrace                     | \$50,000 - \$80,000 | Submitted 2 June 2024. Requires small P&C co-investment (~\$20k).<br><br>In-principle support provided by Paul Fletcher's office |
| Coles & Planet Ark Sustainable Schools Competition | Pending      | Outdoor environment | Bird-proof bin enclosures         | \$5,000             | Submitted 22 September<br>Outcome expected 24 October 2024.  |
| Volunteer Grants 2024-25                           | Pending      | Sport; Insurance    | Sporting equipment                | \$1,000             | EOI endorsed, awaiting invitation to submit full application   |
| Stronger Communities Program 2025                  | Pending      | STEM                | LEGO Education kits for STEM room | \$12,561            | Submitted 14 February 2025   |

## Forthcoming grant opportunities

| Grant                                 | Status   | Area | Project | Amount   | Notes |
|---------------------------------------|----------|------|---------|----------|-------|
| Real Schools Grant                    | Planning | STEM |         | \$5,000  |       |
| Telstra Connected Communities Program | Planning | STEM |         | \$10,000 |       |

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

Extra agenda item – N/A

Heading

- Summary

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

## General business

### Heading

- Summary

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
|              |                    |      |

## Close & next meeting

Meeting closed at 8.29pm

Next General Meeting – Monday 12th May 2025

|                              | Action Item  | Responsible Person  | Status   |
|------------------------------|--|---|--|
| <b>16 October 2023</b>       |  |   |  |
| <b>OOSH Working Group</b>    | Transition OOSH to P&C led – what needs to be done and strategy to move forwards | Anna McFarlane, David Malorey, Paul Lennie, Prudie Maltby | <p>04/12/2023 Nothing reported.</p> <p>19/02/2024 Process is ongoing</p> <p>18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&amp;C.</p> <p>13/05/2024 Process is ongoing.</p> <p>17/06/2024 Process is ongoing.</p> <p>5/08/2024 Advice received that each time a new P&amp;C Executive Member is elected, the same requirements will apply to them as the current P&amp;C Executive Members. Everyone who is a PMC (Person With Management Control), which is everyone on the P&amp;C Executive at any given time, is required to sit and pass the test on the childcare legislation. Sharlene to meet with the P&amp;C Federation for further advice.</p> <p>09/09/24 All information has been submitted for provider approval. All PMC required to sit the timed test on the childcare legislation, in Parramatta.</p> <p>28/10/2024 Currently paused while a new executive committee is established.</p> <p>25/11/2024 Outgoing executive members to be removed from application as no longer PMCs. Incoming executive committee to discuss next steps.</p> <p>10/03/2025 PMC candidates are Anna McFarlane, Prudie Maltby (representatives from current P&amp;C) and Paul Lennie. They will continue to liaise with relevant individuals to continue the submission</p> |
| <b>School Uniform review</b> | Consider sports uniform for everyday wear  | Bronwyn Wilson, P&C                                       | <p>13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Student and parent surveys to commence.</p> <p>09/09/24 Parent survey complete, student survey to</p>   |

|   |   |                     |  |
|---|---|---------------------|--|
|   |   |                     | <p>commence.</p> <p>28/10/2024 Student surveys completed, data to be forwarded to P&amp;C.</p> <p>25/11/2024 Data collated, incoming executive committee will decide on next steps in collaboration with the school.</p> <p>10/03/2025 majority for change of uniform from data collated was not reached. P&amp;C will continue to liaise with school around this.</p> |
| <b>Use of accumulated P&amp;C Funds</b> | Best approach of use of significant funds raised by P&C | Bronwyn Wilson, P&C | <p>10/03/2025 P&amp;C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. roof covering for tennis court Anzac Terrace</p> <p>Upgrade to 3 - 6 playground area</p> <p>Half basketball court</p> <p>Defib for school</p>   |