



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 1<sup>ST</sup> AUGUST 2022

**Attendees:** Alicia Potts, Belinda Mason, Bronwyn Wilson, David Malorey, Gladys Wilkins, Ida Ong, Jen Stokes, Katrina Crooks, Felicity Bewley, Lonii Broers, Natasha Hollerbach, Nicole Wynne, Paula Stokoe, Sandeep Dsa, Tamara Leo.

**Apologies:** Ali Hafeez, Sharlene Atkinson

**NEXT GENERAL MEETING DATE:** Monday 5<sup>th</sup> September 2022, 7:30pm

#### Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.

#### Minutes of previous meeting

- Minutes from the previous meeting approved.

#### Business arising from previous meeting/s

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

- Slab for the shed is completed. Thanks to Ross Wilkins
- At the May General meeting, 3,500\$ was approved for using a Bunnings shed. However, the Bunnings shed is not of the best quality considering that we want to move the second hand uniform shop into the shed. In order to have a better quality shed with air tight construction and use treated pine, approval for additional 1.5K is required. This is the maximum amount this construction will cost and final price to construct the shed will be shared after construction. Commissions from excel uniform will be used towards funding the shed.
- Vote for additional 1.5K for the shed: 14 out of 14 members voted in favour

Action Items	Responsible Person	Date

#### Principal's report –Bronwyn Wilson

Covid:

- There are restrictions in place at assemblies and activities at school to avoid spread of covid.
- Masks and hand sanitising strongly recommended.
- RAT tests distributed. If additional RAT tests required, please contact school office.

#### Solar Celebrations:

- Solar Car challenge with year 5/6 was conducted on 1<sup>st</sup> August and the children enjoyed it. The school is planning to get some of the solar car kits to school to continue the program at school
- Thank you to Glen Leo for initiating the program by approaching Ku-ringai Council with the idea.
- Thank you P&C for the contributions. Thanks to Ku-ringai Council, Department of Education, Purry Burry Trust.

#### New Student Orientations:

- Parent information night will be held via zoom on 4<sup>th</sup> August 2022.

#### Baby Proms:

- Baby Proms has been delayed to the 6<sup>th</sup> of September this year.

#### NAPLAN Results:

- NAPLAN results other than writing is available with the school. Writing results expected to be delivered on the 5<sup>th</sup> of August.
- The school has done exceptionally well this year in Reading, Numeracy, Grammar, spelling. Thanks to Tim Simpson for collecting and analysing the data to identify areas where uplift is required and has helped with the improved results. Well done to all of the children.
- Parents should receive the NAPLAN results in the middle of August.

#### OC Tests:

- OC tests were conducted in the school campus. 12 students sat for the OC test this year.

#### Spring showcase:

- Spring showcase planning is in progress.
- Focus is on STEM. This term there is a science week and science fest.

Action Items	Responsible Person	Date
Toilet Door repairs for early stage 1 09/05: Couple of doors need to be replaced and its work in progress. 1 <sup>st</sup> August: check offline if this is completed	Bronwyn Wilson	9/06/2022
Wishing Tree: Is P&C going to run P&C this year 6 <sup>th</sup> Sept: This will be run by the P&C. Ideas being discussed.	Bronwyn Wilson/Lonii Broers	6 <sup>th</sup> Sept 2022

Treasurers report – Nicky Wynee on behalf of Ali Hafeez

**West Pymble P&C Association Inc**

**Treasurers' Report**

as of 31st July 2022

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

The current cash balance is \$ **219,010.24**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

<b>Accounts:</b>	<b><u>31<sup>st</sup> May 2022</u></b>	<b><u>30<sup>th</sup> June 2022</u></b>	<b><u>31<sup>st</sup> July 2022</u></b>
P&C Transaction Account	\$58,438.19	\$61,384.64	\$60,016.92
P&C Investment Account	\$44,860.57	\$44,864.25	\$44,869.96
P&C Building Fund Account	\$13,494.45	\$13,615.55	\$13,737.28
P&C funds held by WPPS	\$0.00	\$0.00	\$0.00
Canteen Account	\$27,616.32	\$32,244.36	\$30,630.22
Canteen cash draw	\$50.00	\$50.00	\$50.00
Canteen Debit Account			\$500.00
Band Transaction Account	\$65,001.52	\$46,724.77	\$41,508.77
Band Investment Account	\$27,616.32	\$27,618.58	\$27,622.09
Petty Cash	\$75.00	\$75.00	\$75.00
<b>Total</b>	<b>\$ 241,419.81</b>	<b>\$ 226,577.15</b>	<b>\$219,010.824</b>

**Account Movements**

The movements are based on the following:

- P&C Transaction Account:
  - Comedy Night - **\$806.63** profit including donation from MP Henskens
  - Bottle recycling revenue (year to date) - **\$369.00**
- Canteen
  - The new Canteen Debit Account is now listed in the accounts list. Currently with a balance of \$500 transferred from the Canteen account. Wendela now has a debit card to manage monthly transactions.
- Band
  - Invoices for the band camp fell in June hence the reduction in account balance.

<b>Action Items</b>	<b>Responsible Person</b>	<b>Date</b>

### Band report – Katrina Crooks

- Upcoming performances – Performance Band (PB) and Concert Band (CB) getting ready for a number of upcoming performances:
  - Baby Proms - 6 September - PB
  - NSSWE Spring Festival - 10 September - PB and CB
  - Wahroonga Wine & Food Festival - 30 Oct - PB
  - possible performance at Northlight Church in October - CB
- Instrument rationalisation now mostly complete in preparation for reduced hiring program next year. A number of non-serviceable instruments have been sold to Tom Sparks for parts
- Need for new committee members - a number of committee members retiring next year and the following year. There is an urgent need for new members. All expressions of interest welcome.
- Finances remain steady. We are looking at fundraising options to offset a forecast modest shortfall by the end of the year.

### Canteen Report : Sandeep on behalf of Wendela Flokstra-Mesker

- Everyone is enjoying the ‘freshly home cooked meals’
- Gordon Sushi Village have raised their prices as prices for ingredients has increased.
- Nada and Wendela have been asking year 6 kids to deliver afternoon tea orders but apparently quite a few orders never make it to the right person. Wendela would like to ask the teachers if we can do the same for afternoon tea as we do for lunch; the 2 people that are assigned to pick up the lunch baskets do the same at afternoon tea time. Bronwyn Wilson will send this message to the teachers.

Action Items	Responsible Person	Date
Gordon Sushi have increased prices and discussion required regarding price increase at canteen.  1 <sup>st</sup> Aug: Lonii and Ali will be at the canteen to discuss price increase and also consider plastic ban and alternate cutlery price changes required.	Lonii/Ali/Wendela	6 <sup>th</sup> September 2022
Afternoon tea to have the same set up as Lunch baskets so children get what they order for. 1 <sup>st</sup> August: Bronwyn Wilson will send a message to the teacher	Bronwyn/Wendela	10 <sup>th</sup> August 2022
Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii. Update 17/02/2022: plan to get quotes for the next meeting	Wendela/Lonii	End of term 3 2022

Update 14/03: No further update		
Due to massive amount of lunch orders(as discussed in the previous meeting) a 4 <sup>th</sup> Oven is required. Wendela to discuss with Lonii Update 17/02: further discussion required. Update 14/03: not purchased. Costing to be discussed.	Wendela/Lonii	End of term 3 2022

### OOSH – David Malorey

#### Updates

- OOSH AGM completed at the end of term 2. Executive team changes: David Malorey has taken over as president of the OOSH committee. No other changes to the committee. Vice president position is vacant. Anyone interested in taking over the vice president role is welcome to join.
- No updates on the BASC reform in the quarter.
- There are places available in OOSH for casual and regular spots. The 500\$ NSW vouchers can be used for the regular spots.

Action Items	Responsible Person	Date

### Fundraising report – Paula

- Father's Day BBQ on the 1<sup>st</sup> September from 7:30 a.m. Volunteers needed and communications will be sent out via the regular channels.
- Working Bee is being organised on 28<sup>th</sup> August 10 a.m. to 12 noon prior to Spring showcase.
- Samantha Macourt has requested for new instruments for the classroom. Ukulele, stand and wall rack and xylophone mallets requested. Quote for these items is \$1675.35. 800\$ raised from comedy night is planned to be used to fund this.
- Vote required to fund this purchase. 12/14 voted in favour.

Action Items	Responsible Person	Date

### Grants Report –Sharlene Atkinson (apologies for the meeting)

- Updates at the next meeting.

Action Items	Responsible Person	Date
Community Grant from State government update requested. This will be followed up offline.	Sharlene Atkinson	6 <sup>th</sup> September 2022

### Green team update –Jen Stokes

- School Uniform Recycling Council Program: There is Yellow box near the office where you can put your school uniforms that you want to recycle. Council collects the uniforms and recycles them as part of this initiative.
- There is also another box near the office for bread bags (Wondersoft, Tip Top etc). This goes towards sports equipment for the school.
- Bottle cycling: Bins from councils with logo and signage can be obtained. Plan is to get 2 bins.
- Ban on plastic bags, cutlery and packaging is starting 1<sup>st</sup> November. Any items in the canteen that uses plastics needs to be replaced with reusables/bamboo.

### General Business – Lonii Broers

- Uniform Sizing (Raised by Natasha Hollerbach): Girls winter dress (Tunic) has no elastic in the new design which does not fit properly for all sizes. Bronwyn Wilson and Gladys will speak again to Peter from the uniform shop and ask if there are options to includes tabs/buttons. As per previous discussions, Peter mentioned this is as per design. Natasha will send the photos of the brand to Bronwyn.

### Close & next meeting

Meeting closed at 8.30 p.m.

Next General Meeting– Monday 5<sup>th</sup> September 2022, 7:30 pm  
(Online meeting via Zoom)

## P&C GENERAL MEETING – ACTION ITEMS

	Action Item	Responsible Person	Status
07 February 2022			
Principals Report	Package for the meet the parents will be sent prior to meeting	Bronwyn Wilson	Closing action
	Teacher profiles in the next newsletter	Bronwyn Wilson	Closing action
	Toilet Door repairs for early stage 1	Bronwyn Wilson	9/05/2002: 2 doors need repairs. This is work in progress.
06 December 2021			

Canteen update	Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii.	Wendela	Quotes will be provided at the next P&C 9 <sup>th</sup> May: No update
	Due to massive amount of lunch orders a 4th Oven is required.	Wendela	Further discussion required  9 <sup>th</sup> May: No update

24 June  
2019

<b>P&amp;C shipping container</b>	Explore repair/replacement options for the P&C shipping container	P&C Executive	<p>05/08/2019 – waiting on quotes for replacement</p> <p>09/09/2019 – one quote received and awaiting more quotes; P&amp;C funds not available so alternative funding will be explored</p> <p>02/12/2019 – second quote not forthcoming; will continue to investigate in 2020</p> <p>26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised</p> <p>01/12/2020 – location still needs to be finalised and will progress in 2021</p> <p>09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued.</p> <p>15/03/2021: Updates to be discussed at the next meeting.</p> <p>3/05/2021: In progress.</p> <p>07/06/2021: Replacement planned for 7th July</p> <p>[Action re-opened]</p> <p>06/09/2021: Provide update on the outcome of the police investigation and refund outcomes from the bank.</p> <p>18/10/2021: Update provided. Bank refund is not possible. Police investigation is in progress.</p> <p>17/02/2022: Police Investigation in progress.</p> <p>22/10/2021: Update provided on police investigation. Progressed but no significant update as yet.</p> <p>7/02/2022: No concrete update from Gordon police.</p> <p>14/03/2022: Closing action for update from police.</p> <p>09/05/2022: Concrete slab will be laid and shed built as a replacement for the</p>
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			shipping container. Costing is being worked on.
<b>2<sup>nd</sup> May 2022</b>			
<b>Donations</b>	Donations raised (approx. 85 \$) from afternoon tea (for the Women's shelter) to be sent to Ali. Gladys has kindly volunteered to collect the money and give it to Ali	Gladys Wilkins/Ali Hafeez	9 <sup>th</sup> June: Action Closed.