



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 7TH JUNE 2021

Attendees: Alison Bruscano, Amanda Tyler, Belinda Mason, Bronwyn Wilson, Emma Smales, Felicity Bewley, Gladys Wilkins, Katrina Crooks, Jacqui Clark, Jen Stokes, Lonii Broers, Paula Stokoe, Sandeep Dsa, Tamara Leo, Tricia Wright.

Apologies: Wendella Flokstra-Mesker, Sharlene Atkinson

NEXT GENERAL MEETING DATE: Monday 26th July 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

Band and Captain Honour Board:

- Fundraising has progressed to fund this project. The money raised from spell-a-thon will go towards the funding various initiatives including the Honour project which includes the Blazers and the honour boards.

P&C shipping container

- The old shipping container will be replaced with the new one on 7th July.

Band - Keyboard Replacement

- Keyboard replacement required for the Band rehearsals and Band camp was approved.

Pre -Loved Uniform stall

- Huge thank you to Brenda for hosting the pre-loved uniform stall.
- More details on new home for the pre-Loved uniform stall will be shared in the term 3.

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

Enrolments

- New Enrolments are flowing through as expected. There are 2 exceptions for out of area on compassionate grounds because they already have siblings in school

Pollen Garden Update:

- Extension received on the Grant to use the money. Follow up is required to see how this progressing.

School Curtains:

- New school curtains are now operational.

Metro Renewal Program(Covid stimulus package):

- Fencing has been set up for work to commence on the Senior student toilets.

Action Items	Responsible Person	Date

Treasurer's report – Tricia Wright

West Pymble P&C Association Inc.

Treasurer's Report

as of 7th June 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$ **213,845.22**, an increase from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>15th March</u>	<u>3rd May</u>	<u>7th June</u>
P&C Transaction Account	\$49,358.63	\$50,104.63	\$20,866.33
P&C Investment Account	\$44,853.45	\$44,854.21	\$44,854.59
P&C Building Fund Account	\$24,991.54	\$24,991.96	\$24,992.17
P&C funds held by WPPS	\$11,451	\$13,471.00	\$15,027.00
Canteen Account	\$14,973.18	\$18,096.36	\$22,170.82
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$31,999.64	\$50,636.64	\$58,271.64
Band Investment Account	\$27,611.98		\$27,612.67
PayPal	\$1,262.74	\$27,612.44	
Total	\$206,552.16	\$229,817.24	\$213,845.22

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

We are happy to announce that we have been able to fulfill three requests made by the school. The first request was for a learning support teacher for one day per week valued at \$27,173. The second request was for classroom supplies to support student wellbeing and education, valued at \$1,900. The final payment was for the curtains in the hall valued at \$8,200

We are currently receiving sponsorship money from the Spell-a-thon, this will be finalised in the later part of this week.

Charlotte Lee is kindly offering her time and expertise to conduct our annual audit again this year. To manage her workload Charlotte is going to check through the accounts throughout the year during June and October/November before completing the final audit in January before the first meeting of 2022.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

Band Updates

- Band Camp went on as planned and attended by 61 children. All events went on as planned
- Thank you to Bronwyn, Sophie and all the parents who volunteered their time in organising.
- External concerts for combined band booked in to go to Forest high school for the winter festival in July and performance in Chatswood Chase in August. [to be confirmed if these concerts are still going ahead]
- Combined band are working well together and will continue till end of this year. Next year the plan is to go with the 3 bands.

Action Items	Responsible Person	Date

Canteen report –Lonii Broers

- Cooked lunches on Wednesday still going on. Nachos is the most popular choice.
- Fish and Chips will be trialled again in term 3.
- Cooked lunches take up among children has increased. Popular options will be run again.

Action Items	Responsible Person	Date

OOSC report –Jacqui Clark

Enrolments

- Casual places are available at OOSH. Please reach out to Sonja or Shona if you require a casual spot
- AGM is planned for the 21st June 7 p.m.

Action Items	Responsible Person	Date

Fundraising report – Paula Stokoe

Mother's Day

- Mother's Day stall was successful and the gifts were beautiful and good quality. Thanks to Anita and Gladys for making it possible. Looking forward to take Mother's Day stall onboard next year.

Coffee with Bronwyn and Tim

- Thank you to Bronwyn and Tim for making time for the event.

Fantasy Day

- Popcorn sale is very successful. Popcorn machine will be used for future events. Thank you to Leigh Lofts, Anita and Gladys for helping on the day.

Spell-a-thon

- Date extended to 17th of June to collect the funds for spell-a-thon.

Recognition Ceremony

- Stage 2 provided food and drinks for it.

Upcoming events (Term 3): Events may be reschedule due to covid restrictions

- Interesting speaker Forum (20th July to 5th Aug)
- Professional Networking Group 7pm @ WP Bowlo -22nd July
- Pyjama movie night in the hall, 30th July 5.30 – 7pm

Action Items	Responsible Person	Date

Grants Report – Lonii Broers

- Woolworths Junior Landcare grant application outcome was not successful.

Action Items	Responsible Person	Date
Update on pollinator garden completion so further funding can be requested	Bronwyn Wilson	Term 3

Uniform shop updates – Stock update – Gladys Wilkins

There has been some delay in uniform stock arriving. Please see stock update below

- Girl's pants have now arrived in sizes 4 to 16
- Girls/Boys Long Sleeve shirts are now in stock
- Girl's dresses in sizes 14 and 16 are out of stock
- Soccer / Modball socks in size 2-7 are out of stock

If anyone has any enquiries on current stock levels, please contact Gladys Wilkins (gladys.pineda@bigpond.com) directly.

Action Items	Responsible Person	Date

Close & next meeting

- Trivia Night happening in term 4.

Meeting closed at 8.10 pm

Next General Meeting– Monday 26th July 2021, 7:30 pm
(Online meeting via Zoom)

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. 3/05/2021: Going ahead. Closed.
	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. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project. 07/06/2021: Funds allocation update in the next 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. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project. 07/06/2021: Funds allocation update in the next meeting
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 Completed 16/09/2020 – contacted council 21/10/2020 – feedback provided by council after 2 site visits; further recommendations to follow

			<p>01/12/2020 – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021</p> <p>09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting.</p> <p>15/03/2021 – New banner designed. Printing will be organised and comms sent out to parents in the coming weeks</p> <p>3/05/2021: Banner is up.</p>
17 February 2020			
Canteen report	Arrange H&S course for Nada	Wendela Flokstra-Mesker	<p>IN PROGRESS</p> <p>15/06/2020 – due to COVID-19 only online courses are available and a face-to-face is preferred</p> <p>01/12/2020 – course still required and will be followed up in 2021</p> <p>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.</p> <p>15/03/2021 – Face to Face planned. Date to be confirmed</p>
24 June 2019			
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	<p>IN PROGRESS</p> <p>05/08/2019 – waiting on quotes for replacement</p> <p>09/09/2019 – one quote received and awaiting more quotes; P&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>
11 February 2019			
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	Closed
<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>			

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

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

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

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

15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined

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.