



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### MEETING MINUTES – 24 JUNE 2019

**Attendees:** Dominic Benedet, Lisa Bilbe, Katrina Crooks, Wendela Flokstra-Mesker, Peta Harper, Danielle Harris, Tamara Leo, David Malorey, Emma Smales, Vanessa Thompson, Anjali Weerakoon, Gladys Wilkins

**Apologies:** Alison Bruscino, Jacqui Clark, Lisa Corrigan, Natasha Hollerbach, Jen Stokes, Bronwyn Wilson

**NEXT GENERAL MEETING DATE:** Monday, 5 August 2019 @ 7:30pm

#### **Open – President, Vanessa Thompson**

Meeting commenced at 7:35pm

#### **Minutes of previous meeting**

Minutes from 13 May 2019 were approved

#### **Business arising from previous meeting/s**

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

##### **Canteen roof works**

- Rain has delayed progress
- The canteen roof can be completed over a weekend to minimise disruption
- Communications about potential canteen closures are on hold until a date is set

##### **P&C storage options for pre-loved uniform donations**

- Refer to '*General business – P&C shipping container*'

##### **School disco**

- Refer to '*Fundraising report*'

##### **OOSC canteen usage**

- A proposal was submitted to the P&C
- The P&C is now working with OOSC on a more detailed review of space and equipment to establish costs

##### **P&C strategic plan**

- Funding options discussed at the last executive meeting (21 May) included playground equipment upgrade (quotes are underway), defibrillator (organised by Department of Education), staff carpark upgrade, additional learning support, foyer upgrade, air conditioning in hall, stem robot and virtual reality technology (grant application is best suited for this), classroom painting (organised by Department of Education)
- Feedback from teachers has been requested and Vanessa and Bronwyn have discussed options

##### **Student absentee notification**

- System is in place and fully operational

##### **OOSC expansion**

- Refer to '*OOSC report*'

**Uniform survey**

- Girls winter trouser samples from Excel Uniform samples weren't suitable
- Marks & Spencer samples are being sourced

Action Items	Responsible Person	Date

**Principal's report – Emma Smales for Bronwyn Wilson****Athletics Carnivals**

- The Year 3-6 carnival has been re-scheduled for Thu 27 July
- There is no second back up date if the weather is not good
- Council need to approve use of the oval for the event to go ahead
- The Zone carnival is in Week 5 of Term 3 so there will still be time in Term 3 to run an event
- The Year K-2 carnival is still scheduled for Tue 2 July on the school oval
- There is no back up date if the weather is not good

**Capital works - update**

- During the school holidays a ramp will be installed from the Tristania Ave gate to the office/library entrance
- One tree will need to be cut down to complete this work
- The senior toilets will be upgraded during the Christmas holidays

**Strategic Direction 1 – Future Focused Learning**

- The school plan is in year 2 of 3 and Emma Smales is now the leading the Strategic Direction 1 Team
- The purpose of Strategic Direction 1 is to encourage students to become critical thinkers by solving problems and becoming self-motivated learners

Spelling:

- There is a strong focus on spelling across all years K-6 with a shift from spelling to word work
- This change will help students better understand how words are put together by introducing problem solving strategies rather than relying on memorisation
- The team has spent time upskilling, creating action/learning plans and trialling strategies
- The team have been running sessions with all teachers to implement new strategies in classrooms

STEAM:

- The STEAM profile is being raised
- STEAM Club runs every Monday afternoon for Year 3-6, expressions of interest for Term 3 & 4 are currently being noted
- Whole school professional learning is underway to upskill teachers
- A STEAM showcase will take place in Term 4
- STEAM and robotics kits have recently been received from the Department of Education for use in the classrooms

**Staffing changes**

- Tara Cooling will be teaching 1/2B while Dominic Benedet is on leave
- Kate White will be teaching 4AO while Erin Ashton is on leave
- Amelia Hayes is covering teacher release on Wednesday and Thursday's
- Paula Schriber is still on leave and a music teacher is required

Action Items	Responsible Person	Date

**Treasurer's report****West Pymble P&C Association Inc****Treasurer's Report**as of the 24<sup>th</sup> June 2019**Bank Accounts - Balances and Movements on Accounts**

The current cash balance is \$173,074.27, an increase from the previous P&C Meeting. The balances are made up of the following:

<b>Accounts:</b>	<b><u>24 March</u></b>	<b><u>13 May</u></b>	<b><u>24 June</u></b>
P&C Transaction Account	\$13,915.55	\$14,416.86	\$35,385.19
P&C Investment Account	49,780.44	44,764.80	44,780.00
P&C Building Fund Account	13,450.91	13,459.89	13,464.46
P&C funds held by WPPS	14,255.00	14,900.00	16,295.99
Canteen Account	4,131.89	4,345.00	1,682.70
Canteen cash draw	50.00	50.00	50.00
Band Transaction Account	24,830.94	48,622.22	30,657.79
Band Investment Account	30,707.19	30,727.71	30,738.14
<b>Total</b>	<b>\$151,121.92</b>	<b>\$171,286.48</b>	<b>\$173,074.27</b>

**Band Accounts**

The reduction in the amount is due to the fees for Band Camp 2019.

**Canteen Accounts**

The Canteen account is currently at \$1,682.70. Waiting for the deposits from last week's sales to increase this amount.

**P&C Transaction Account**

Funds were received from the Election Day Cake Stall (including pre-sale Trivia Night raffle tickets \$555 and cake sales \$2,581.65).

Additional funds were received for sponsorship for trivia night \$3,250.00, Trybooking ticket sales \$5,533.06 and PayPal funds \$8,382.69.

Funds are due to increase from the Live and Silent Auction sales at Trivia Night 2019.

**Fundraising**

- Since the last P&C meeting fundraising has included the Election Day Cake Stall. Pre-sale Trivia Night raffle tickets \$555 and cake sales \$2581.65.
- Tickets for this year's Trivia Night totalled \$5,675.00.
- The total profit for the Trivia Night was \$22,461.00 which includes Live and Silent Auctions, not including the bottle return which is still yet to be counted.
- There were Trybooking fees of \$141.94 and PayPal fees of \$149.41 and other expenses related to running the night \$520.95. Total expenses were \$812.30.
- The Green Team Bottle Drive was not counted for June as no volunteers to take bottles. The next bottle drop is July.

**Voluntary family contributions** have increased by \$1,395.99 since last P&C meeting, from \$14,900 to \$16,295.99. These funds are currently held by the school.

<b>Action Items</b>	<b>Responsible Person</b>	<b>Date</b>
Check canteen account expenditure from May to June	Vanessa Thompson	ASAP

## Band report

### Band Camp

- Band Camp took place on the weekend 18-19 May
- 76 students attended and everyone had a great weekend

### Performances

- The performance and concert bands will be performing at Forest High School on Tuesday 25 June
- There will be several more performance opportunities coming up in the second half of the year
- Lunchtime band concerts have started and will hopefully continue once per month
- These have been well received, especially by the younger students and is a great school community engagement opportunity for the band

### Instruments

- An instrument audit will commence soon and there may be instruments to write off in Term 3 & 4

### Filing cabinets

- Filing cabinets near the photocopy room for music sheets need to be replaced
- The band committee seek approval to purchase 5 new 4-draw filing cabinets using funds raised at the State Election Cake Stall, approx. \$1900

**Motion** – P&C approval to purchase 5 new 4-draw filing cabinets

**Vote** – The motion passed unanimously

Action Items	Responsible Person	Date
Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	ASAP

## Canteen report

### Flipped school day – update

- The new routine to cope with the flipped school day is working well
- The potential to use Stage 3 students to assist in the morning is being investigated
- A maximum of 2 Year 5/6 students could assist with labelling lunch bags and placing sealed goods in paper bags, no food handling would be allowed
- The trend of over-the-counter sales decreasing and lunch orders increasing continues
- It is difficult to predict the amount of food required so food wastage is increasing
- Options for afternoon recess online sales is being explored to assist in minimising wastage

### School24 online ordering

- A system error 13 & 14 June is estimated to have cost approx. \$300 in sales
- An IT update caused the system to crash, the first time in the 5-6 year history of use

### New equipment

#### Pie warmer

- A second unit is required to meet the requirements of the new flipped school day
- The best price has been received from Sydney Commercial Kitchens (\$619 + \$85 freight = \$710)

**Motion** – Approval to purchase a new pie warmer subject to 3 quotes being available

**Vote** – The motion passed unanimously

#### Allergy board

- A new allergy board would improve the set-up in the canteen
- 4 options were explored, the best board is a 210 x 90cm Apex magnetic whiteboard at \$180

#### **Motion – Approval to purchase a new allergy board**

**Vote** – The motion passed unanimously

#### **Milk supply for teachers**

- There has been a reasonable amount of wastage in Term 2 and the requirements need to be reviewed for Term 3

#### **OOSC – update**

- OOSC's use of the canteen in the morning and afternoon continues
- Arrangements need to be finalised to avoid issues
- Refer to '*Business arising from previous meetings*' for further details

#### **Healthy School Canteen Strategy – update**

- The school canteen has met the requirements of the revised Healthy Canteen School Strategy and will receive an award for this fantastic achievement at the Recognition Ceremony on Friday, 28 June

#### **Fiesta Day – last day of Term 3**

- The canteen has been closed on this day in previous years and plans to close this year too

Action Items	Responsible Person	Date
Investigate use of Stage 3 students for lunch order preparations	Wendela Flokstra-Mesker	Term 3
Investigate online ordering for afternoon recess	Wendela Flokstra-Mesker	Term 3
Purchase new pie warmer and allergy board	Wendela Flokstra-Mesker	For Term 3 start
Check milk requirements for teachers	Emma Smales	ASAP

#### **OOSC report – David Malorey for Jacqui Clark**

##### **Expansion – update**

- OOSC reviewed the license, found errors, and has returned the license to the Department of Education for changes to be made
- As yet there has been no update and the application process continues
- A permanent solution for the OOSC expansion is on hold until the new 100 place afternoon sessions are in place and any teething issues are resolved
- Available funds for expansion have been reduced and further funding sources will need to be investigated

##### **Canteen – update**

- Arrangements for continued use of the canteen are underway
- Refer to '*Business arising from previous meetings*' for further details

Action Items	Responsible Person	Date

## Fundraising report – Anjali Weerakoon for Lisa Corrigan

### Event summary

- Election Day Cake Stall – Saturday, 18 May 2019
  - The stall was a great success and raised just over \$2,500
  - Thank you to all the volunteers for donating items to sell and assisting with sales on the day
  - The launch of the Trivia Night raffle to the wider West Pymble community at the cake stall proved successful with \$555 raised
- Fantasy Day (morning tea) – Thursday, 23 May 2019
  - Thank you to all the volunteers, particularly Gladys and the Morning Tea Coordinators, Julie and Ali for preparing the morning tea for our future Kindergarten students
- Trivia Night – Friday, 14 June 2019
  - The night was a great success with over \$22,000 raised
  - Everyone attending put in a fantastic effort to dress in black and white themed costumes
  - A big thank you to all the sponsors for contributing funds and prizes, and parents and students for hamper contributions and creating amazing upcycled artworks
  - Thank you to the teachers for attending and supporting the night
  - An online survey is being considered to collect feedback which will assist in planning next year's event

### Upcoming events

- Pre-loved Uniform Stall – Saturday, 27 July 2019
- New Parent Information Session – Thursday, 1 August 2019
  - The P&C will arrange light refreshments
- Baby Proms (morning tea) – Tuesday, 20 August 2019
- Working Bee – Sunday, 25 August 2019
  - The school will provide details of work for the day
- Spring Showcase & Father's Day Breakfast – Thursday, 29 August 2019
  - The Father's Day Breakfast BBQ will be the first event of the day
  - The 'Tech Wishing Tree' will be set up and it was suggested that a broader value range of items or a mix of items and money options should be available
  - The canteen has been closed on this day in previous years and a P&C organised lunch has been available for purchase (sushi or cheese and bacon rolls plus drinks)
  - A picnic meal deal was suggested to encourage the family picnic aspect of the day, this could be arranged as a special event order on School24
  - Year 6 will be running a cake stall fundraiser on the day
- School disco – Friday, 13 September 2019
  - The disco will be run as two sessions – Years K-2 from 5:00pm to 6:30pm & Years 3-6 from 7:00pm to 8:30pm
  - This event is for the students to enjoy not a fundraiser and ticket pricing (approx. \$10) will cover running costs only
  - Consider use of the canteen for the event
  - Consider a themed disco for Friday 13<sup>th</sup>
  - OOSC will still be operating for the first hour of the disco and logistics need to be considered to accommodate their needs
  - A 'save the date' will be sent out at the beginning of Term 3 and ticket sales will commence soon after
  - A doodle poll will be set up for volunteers to help on the night
  - The event needs to be added to the school calendar

Action Items	Responsible Person	Date
Make arrangements to add the disco to the school calendar	Anjali Weerakoon	ASAP

**Petition – school ties for girls in winter**

- Discussions regarding the petition for girls to wear school ties in winter was postponed due to Bronwyn Wilson's absence

Action Items	Responsible Person	Date

**Full time floating casual teacher**

- The school has a full time floating casual teacher & the school understood that last year's P&C agreed to cover costs for the casual on the days they weren't covering anyone in particular
- Last year there were very few days when a casual wasn't required and it was agreed it would be better to have a designated person for continuity - they would know the students and the students would know them
- The office would invoice the P&C at the beginning of each term for uncovered days from the previous term
- The cost per day is \$505.00 and a Term 1 invoice of \$7,827.50 has been issued to the P&C for payment
- Term 1 typically has less Professional Learning days, sick days, annual leave etc. so a casual isn't required as often
- The subsequent terms typically have less uncovered days – the Term 2 invoice will be approx. \$1500 and there is currently no teacher for Term 3 or 4 due to staffing changes
- As the current committee have little evidence of the decision process in 2018 it would be wise to investigate further before paying the invoice

**Motion** – Preliminary approval to pay the Term 1 casual teacher invoice of \$7,827.50 subject to available funds and an investigation of decisions made in 2018

**Vote** – The motion passed unanimously

Action Items	Responsible Person	Date
Check P&C accounts for available funds and 2018 minutes for further details	Vanessa Thompson, Tamara Leo	ASAP

**Tennis court resurfacing**

- The tennis court surface is uneven and becoming dangerous
- It requires resurfacing as it is being destroyed by cockatoos and possibly tree roots
- The school has received two estimates – part refurbishment \$31,700 & full refurbishment \$90,000
- The P&C has been approached by the school for potential part funding of this project
- Questions were raised regarding the previous resurfacing that took place 5-6 years ago
- It would be good to confirm the cost, work undertaken, and the expected lifespan of that surface
- Questions were also raised regarding the correct procedures for notifying Assets of major works, using approved contractors, financial approval levels
- Any decisions will be deferred to the next meeting as further investigation takes place

Action Items	Responsible Person	Date
Obtain details of previous tennis court resurfacing – cost, work, lifespan	Wendela Flokstra-Mesker	Next meeting – 5 August 2019
Check procedures with Assets for this type of work	Bronwyn Wilson	Next meeting – 5 August 2019

## General business

### Green Team update – Dominic Benedet

- Guest speakers, Dr Thelma Ramen and Sonya Hendricks from Macquarie University, will attend the Recognition Ceremony on Friday, 28 June to talk about environmental sustainability
- The June bottle recycling challenge is underway – every family has been challenged to collect 10 bottles or more over the month of June and drop them off at the next scheduled drop-off day, Wednesday, 3 July
- Greg Taylor visited the school last week and checked on the endemic trees
- A few trees haven't survived probably due to the soccer games held on the oval so he is looking into council assistance to improve the fencing
- There may be options for the school or Green Team grant to cover the cost of materials
- A suggestion for future projects was received – installation of solar panels through the Solar my School initiative
- The initiative is helping schools reduce energy bills, educate students and shrink their carbon footprint with solar power
- While Dom is on leave, Maria Greenwood and Ben Graham will lead the Green Team
- The P&C wish Dom all the best on his travels and look forward to his return next year!

### P&C shipping container – Vanessa Thompson

- The P&C shipping container needs to be fixed and the P&C executive will seek quotes for roof repairs and a new shipping container
- Alternative storage location suggestions were put forward – use of the room beyond the library office, use of an old demountable (as seen at Turrumurra High School)
- If a new shipping container was purchased it was suggested that a metal scrapping company might take the existing one

Action Items	Responsible Person	Date
Explore repair/replacement options for the P&C shipping container	P&C Executive	ASAP
Explore suggested alternative P&C storage options – library, old demountable	P&C Executive	ASAP

### Close & next meeting

Meeting closed at 9:24pm

Next General Meeting – Monday, 5 August 2019 @ 7:30pm



**P&C GENERAL MEETING – ACTION ITEMS**
**(UPDATED 4 JULY 2019)**

	Action Item	Responsible Person	Status
<b>24 June 2019</b>			
<b>Treasurer's report</b>	Check canteen account expenditure from May to June	Vanessa Thompson	OUTSTANDING
<b>Band report</b>	Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	OUTSTANDING
<b>Canteen report</b>	Investigate use of Stage 3 students for lunch order preparations	Wendela Flokstra-Mesker	OUTSTANDING
	Investigate online ordering for afternoon recess	Wendela Flokstra-Mesker	OUTSTANDING
	Purchase new pie warmer and allergy board	Wendela Flokstra-Mesker	OUTSTANDING
	Check milk requirements for teachers	Emma Smales	OUTSTANDING
<b>Fundraising report</b>	Make arrangements to add the disco to the school calendar	Anjali Weerakoon	OUTSTANDING
<b>Full time floating casual teacher</b>	Check P&C accounts for available funds and 2018 minutes for further details	Vanessa Thompson, Tamara Leo	IN PROGRESS
<b>Tennis court resurfacing</b>	Obtain details of previous tennis court resurfacing – cost, work, lifespan	Wendela Flokstra-Mesker	OUTSTANDING
	Check procedures with Assets for this type of work	Bronwyn Wilson	OUTSTANDING
<b>P&amp;C shipping container</b>	Explore repair/replacement options for the P&C shipping container	P&C Executive	OUTSTANDING
	Explore suggested alternative P&C storage options – library, old demountable	P&C Executive	OUTSTANDING
<b>13 May 2019</b>			
<b>Principals report</b>	Kiss and Drop notification	Bronwyn Wilson	COMPLETED 14/05/2019 – SZapp 24/05/2019 – newsletter
<b>Band report</b>	Band to purchase 2 new flutes	Miriam Methven	COMPLETED 29/05/2019
<b>Canteen report</b>	Quotes for new equipment – double fridge, pie warmer, allergy board	Wendela Flokstra-Mesker	IN PROGRESS Quotes need approval at next meeting, 24/06/2019 24/06/2019 – purchases for pie warmer & allergy board approved
	Online order cut-off notification	Wendela Flokstra-Mesker/ P&C Executive	COMPLETED 16/05/2019 – SZapp, change effective from 21/05/2019
	Prepare communication regarding over-the-counter purchase options	Wendela Flokstra-Mesker/ P&C Executive	OUTSTANDING
	Packed lunch reminder to parents	Bronwyn Wilson	COMPLETED 24/05/2019 – newsletter
	Provide roofing works timeline to canteen staff	Bronwyn Wilson	OUTSTANDING 24/06/2019 – rain has delayed

			progress, canteen can be completed over a weekend, communications about potential canteen closures are on hold until a date is set
<b>Fundraising report</b>	Consider storage options for pre-loved uniform donations	P&C Executive	CLOSED 21/05/2019 – options discussed at executive meeting, further investigation required 24/06/2019 – options discussed during general meeting, refer to shipping container action items
	Prepare & communicate pre-loved uniform donation guidelines	P&C Executive	COMPLETED 07/06/2019 - newsletter
<b>Grant report</b>	Seek additional members for the Grants Committee	P&C Executive	IN PROGRESS 22/05/2019 – SZapp, request for new committee members
<b>School disco</b>	Finalise date for school disco	Bronwyn Wilson/ Vanessa Thompson	COMPLETED 14/05/2019 – meeting held 24/06/2019 – date set for Friday, 13 September
<b>25 March 2019</b>			
<b>Canteen report</b>	Canteen opening days poll	Danielle Harris	ON HOLD 13/05/2019 – allow time for new staff and flipped school day routine to settle
<b>OOSC report</b>	Sonja's newsletter article	Jacqui Clark	IN PROGRESS
	Proposal to use canteen for afternoon catering	Jacqui Clark	IN PROGRESS 21/05/2019 – proposal submitted to executive committee for review 24/06/2019 – the P&C is now working with OOSC on a more detailed review of space and equipment to establish costs
<b>WWWC</b>	Check P&C members WWCC status	Tamara Leo	IN PROGRESS Committee & canteen staff underway; canteen & event volunteers next stage
<b>Future funding</b>	Review strategic plan for 2019	P&C Executive	IN PROGRESS 21/05/2019 – review underway at executive meeting 24/06/2019 – funding options considered: playground equipment upgrade (quotes are underway), defibrillator (organised by Department of Education), staff carpark upgrade, additional learning support, foyer upgrade, air conditioning in hall, stem robot and virtual reality

			technology (grant application is best suited for this), classroom painting (organised by Department of Education); feedback from teachers has been requested and Vanessa and Bronwyn have discussed options
<b>Hall guttering</b>	Contact Assets regarding the leaking roof/guttering in the hall	Bronwyn Wilson	IN PROGRESS 13/05/2019 – will be addressed as part of the current roofing works
<b>11 February 2019</b>			
<b>Outstanding from 3 December 2018</b>	Student absentee notification	Bronwyn Wilson/Office	COMPLETED  11/02/2019 – note to parents requesting information on transit to/from school, COMPLETED  25/03/2019 – database created, SMS message system ready to launch  13/05/2019 – refining roll call process for submission by 9:30/10:00am  24/06/2019 – system is in place and fully operational
	OOSC expansion	Jacqui Clark/Bronwyn Wilson	IN PROGRESS  11/02/2019 – application rejected, outdoor space measurement required  25/03/2019 – application resubmitted and awaiting response  13/05/2019 – license revision received by school, OOSC to review and sign, Dept. Education to finalise  24/06/2019 – OOSC reviewed the license, found errors, and has returned the it to the Dept. Education for changes to be made
	Kindergarten balustrade	Bronwyn Wilson	IN PROGRESS  11/02/2019 – requires follow up with Assets  25/03/2019 – balustrade and

			<p>roof to be replaced in current (12 month) maintenance period</p> <p>06/05/2019 – roofing works commenced for the whole school, to be completed by the end of the holidays, then the balustrade will be replaced</p>
<b>Uniform Survey</b>	Re-do girls uniform survey	Bronwyn Wilson	<p>IN PROGRESS</p> <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 &amp; Spencer samples are being sourced</p>
<b>SRE/SEE</b>	SRE/SEE procedure to be updated on the school website	Bronwyn Wilson /Dom Benedet	<p>IN PROGRESS</p> <p>13/05/2019 – a page has been set up on the school website, content still required</p>