



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES – 9 SEPTEMBER 2019

Attendees: Lisa Bilbe, Jacqui Clark, Lisa Corrigan, Rachel Favell, Peta Harper, Natasha Hollerbach, Tamara Leo, Naama Lev, David Malorey, Vanessa Thompson, Anjali Weerakoon, Bronwyn Wilson

Apologies: Wendela Flokstra-Mesker, Jen Stokes

NEXT GENERAL MEETING DATE: Monday, 28 October 2019 @ 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 7:33pm

Minutes of previous meeting

Minutes from 5 August 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 - review use of plastic spoons and forks

- Positive feedback received from canteen staff for students to bring their own cutlery
- This option would not increase the workload for canteen staff but students will need to be educated in the new process
- Bronwyn raised concerns about knives and sharp forks and suggested melamine options should be encouraged
- Options will continue to be investigated in Term 4

P&C Communication – access to SZapp

- Approval was not granted at the school executive meeting
- Refer to '*Communication – school and P&C*' for further details

Canteen – Stage 3 students

- Refer to '*Canteen report*'

Tennis court resurfacing

- The grant submission was not successful
- An emergency repair took place after an incident occurred

P&C shipping container

- 1 quote of \$5500 received for removal and replacement, awaiting further quotes
- Year 6 have confirmed they do not plan to assist with funding
- The P&C do not have the funds to cover this cost and alternative funding will be explored

OOSC canteen usage

- An updated proposal has been resubmitted to the P&C
- The P&C agree to the proposal, subject to the principal's approval to use the canteen space
- Financial arrangements and conditions of use have been discussed by the P&C executive and OOSC

Motion – School agreement for OOSC to continue using the canteen space, with fees and terms to be managed by P&C

Vote – The motion passed, 9 in favour and 0 against, 3 abstained (conflict of interest)

OOSC expansion

- Refer to 'OOSC report'

Kindergarten balustrade

- Roofing over verandah will be replaced followed by the balustrade

Girls uniform survey

- The office provided photos of the girls winter trouser models to Bronwyn and Vanessa and next steps will be discussed
- Vanessa will arrange the new girls summer uniform survey with the help of Simone Roberts to better phrase questions and obtain more conclusive results
- Photos of summer shorts will be included
- Eliya's petition for girls to wear school ties (from meeting, 13 May 2019) was raised as part of the uniform discussion
- Bronwyn is in favour of the idea however teachers have concerns and would like to know what the school community thinks
 - Concerns – lost ties, ties being worn inappropriately, poor visibility of ties under junior girls pinafores
 - Suggestions – boys and girls wear ties everyday with winter uniform, only senior girls wear ties, all girls wear bows rather than ties
- The topic will be included in the survey
- An observation was raised as part of the uniform discussion that the green jumpers in varying styles do not look smart on formal occasions, especially when students are representing the school at events
- Blazers and/or knitted jumpers should be considered as part of the uniform
- Perhaps a borrowing system from the school could be established for special occasions
- The topic will also be included in the survey

SRE/SEE procedures

- Information provided by Brooke was reviewed and it was decided the Department of Education's general information was more suited to the school website
- The school executive team agreed on the content at their meeting and information will be available on the website by the end of term

Action Items	Responsible Person	Date

Principal's report**New staff**

- Gabrielle Kaye-Smith, a targeted graduate has been working as a floating casual at the school
- She is now a full time relief teacher for 4AO and will have her own class next year

End of year presentation days

- The K-2 format will change this year to replicate the 3-6 format
- All Kindergarten students will still receive a graduation certificate
- All Year 1 & 2 students will no longer receive participation awards
- The school felt it wasn't necessary to award everybody and the focus should be on special awards
- Selected students will be awarded for the following – Citizenship, Academic Excellence, Teachers Choice x 3, French, Music, Library, Computers
- With more time available the presentation day can become a concert showcasing all the students
- The aim is to have the both presentation days less formal so all families choose to attend
- A request was put forward to have a Christmas themed presentation day concert
- A request was also made to properly notify parents of students receiving awards
- Parents should receive an email and hard copy letter with an RSVP request
- If a response hasn't been received the school will follow up with a phone call

School Community Charter and Approaching Your School policy

- Teachers at the school have had to deal with some very confronting behaviour from parents during this term
- It is important to remember that teachers are people too and should be treated with respect
- The School Community Charter and Approaching Your School policy will be published in the next newsletter as a reminder to parents of appropriate actions, expectations and consequences
- The class parent network will be asked to assist with circulating the information

Class parent responsibilities

- The class parent responsibilities document has not been circulated over the last few years
- The 2014 version has been reviewed by the school and requires ratification by the P&C
- The updated document will be approved once the school community (class parent network) has had the opportunity to review it

Communication policy – community

- The communication policy for the school community is due to be reviewed
- Online communication needs to be included in the policy

Strategic Direction 3 – survey results

- Schoolzine App (SZapp) and Seesaw were the preferred methods of communication by the school community
- Refer to '*Communication – school and P&C*' for further details

New enrolment policy

- The Department of Education has set an enrolment cap based on the number of permanent classrooms available with an average of 23 students per class
- This equates to 273 students for the school and this cap will be reached over a number of years
- Many schools are opposed to this new policy and have raised their concerns
- Out of area enrolments will need to be approved by the Director, Educational Leadership
- 2020 enrolments already submitted to the school will not be affected by this change
- The new enrolment policy will be made available in the next newsletter

Local Schools Community Fund

- The school can apply for funding for one project between \$1000 and \$20,000
- The tennis court resurfacing (\$28,000) was a consideration but funding through the Department of Education (Assets) will be pursued instead
- An application will be submitted for Stage 3 Phase II of the playground upgrade

'Tell them from me' survey

- The survey provides valuable information for the school
- The response so far has been great and everyone is encouraged to complete the survey by 25 October 2019

Wishing tree

- A great result with almost \$2000 raised for technology items
- This will fund the purchase of Ozobot Evo's for the school

Lost property

- The lost property pile has grown considerably
- Parents need to be reminded to label all items and arrange for the collection of lost items

Kindness challenge

- Continuing on from the kindness challenges currently running in classes a parent and child holiday challenge is available
- Information will be communicated via the newsletter

Spring showcase update – by Rachel Favell

- From a staff perspective the day was very successful
- ‘Tell them from me’ survey numbers increased significantly compared to last year
- Library book donations and book sales also increased significantly compared to last year
- Attendance during the day was great despite the wet weather and only minor changes to the program were needed
- The French and dance items were a big success

- A big thank you to the P&C for supporting the day
- Feedback from the canteen will be very helpful to reduce the workload for next year
- All feedback for the 2020 spring showcase is welcome and should be directed to Rachel Favell and Lauren Feltscheer

- Refer to ‘*Fundraising report*’ for further details

High visibility vests – by Rachel Favell

- Yellow high visibility vests are now being worn by staff on Kiss and Drop gate duty and bus duty

Kiss and Drop update

- Parents need another reminder to use the yellow name cards for Kiss and Drop afternoon pick ups

Fundraiser for Maddy

- The SRC is planning a fundraiser with proceeds going to Bear Cottage
- The school is looking to create a quiet space within the school and incorporate blue which was Maddy’s favourite colour
- Channel 7’s Home and Garden program has been contacted for assistance and a response is pending

School executive team

- A big thank you to the executive team for running the school so efficiently in Bronwyn’s absence

Action Items	Responsible Person	Date
Include School Community Charter and Approaching Your School policy in the newsletter	Bronwyn Wilson	Next newsletter, 13 September 2019
Circulate School Community Charter and Approaching Your School policy to class parents for further distribution	Lisa Corrigan	ASAP
Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	ASAP
Include new enrolment policy in the newsletter	Bronwyn Wilson	Next newsletter, 13 September 2019
Investigate tennis court resurfacing funding via Department of Education (Assets)	Bronwyn Wilson	ASAP
Remind parents about lost property collection and labelling of all items	Bronwyn Wilson	ASAP
Include holiday kindness challenge information in newsletter	Bronwyn Wilson	Next newsletter, 13 September 2019
Remind parents to use the yellow name card for Kiss and Drop afternoon pickups	Bronwyn Wilson	ASAP

Treasurer's report

West Pymble P&C Association Inc.

Treasurer's Report

as of 9 September 2019

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$161,340.82 a decrease from the previous P&C Meeting. The balances are made up of the following:

Accounts:	<u>24 June</u>	<u>2 August</u>	<u>9 September</u>
P&C Transaction Account	\$35,385.19	\$35,543.08	\$25,979.63
P&C Investment Account	\$44,780.00	\$44,800.55	\$44,806.07
P&C Building Fund Account	\$13,464.46	\$13,470.63	\$13,472.29
P&C funds held by WPPS	\$16,295.99	\$17,231.24	\$17,606.24
Canteen Account	\$1,682.70	\$2,147.27	\$2,278.57
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$30,657.79	\$26,549.82	\$26,392.00
Band Investment Account	\$ 30,738.14	\$30,752.23	\$30,756.02
Total	\$173,074.27	\$170,544.82	\$161,340.82

Band Accounts

A payment was made to secure the 2020 band camp. Student fees are still being received.

Canteen Accounts

The Canteen account is currently at \$2,278.57. There are no outstanding invoices. A pricing review was conducted and a few prices have been increased slightly. The summer menu will be updated with new pricing from Term 4.

A very large amount of orders were taken for Spring Showcase via the School 24 app.

P&C Transaction Account

The reduction in the bank balance is due to all cheques being cleared.

The Wishing Tree from Spring Showcase raised an amazing \$1,955.00 which will cover the purchase of the Ozobot Evo's for the school.

Fundraising

- The Green Team Bottle Drive held August, raised \$63.10.
- Tickets for the Disco are on sale, already selling 205 out of 300 available. The disco will be held Friday 13 September.

Voluntary family contributions have increased by \$375.00 since last P&C meeting, from \$17,231.24 to \$17,606.24. These funds are currently held by the school.

Action Items	Responsible Person	Date

Band report

- No report available

Action Items	Responsible Person	Date

Canteen report – Vanessa Thompson for Wendela Flokstra-Mesker

Pricing review

- Canteen sales have increased overall compared to this time last year – online sales have increased but over-the-counter sales have decreased
- A pricing review led by Vanessa has been very helpful – sushi and edamame bean pricing has increased by \$0.30 and the summer menu pricing will be reviewed in time for Term 4
- Green item pricing is unlikely to increase
- Cheese crackers are now being purchased from Aldi saving \$2.61 per 4 packets
- Pizzas are now being purchased from Coles/Woolworths saving \$0.14 per unit

Lunch orders

- Many Stage 3 students have completed the permission notes to help in the canteen of a morning and a roster had been set up
- The students have been a great help labelling lunch bags and placing sealed goods in paper bags
- Term 4 will present a new challenge with the flipped school day as sandwich, wrap and salad orders increase – these items all require more preparation time
- The canteen staff and P&C executive will meet to discuss the summer menu for Term 4

Recycling

- As part of the plastic fork and spoon review, recycle bins in the classrooms should be considered
- Recycle bins are no longer available in the school because students were not separating general and recycled rubbish properly
- This costs the school more money than keeping general waste bins only
- Wendela currently takes all the recyclable items home
- Vanessa will explore recycle bin options for the canteen/ classrooms

Action Items	Responsible Person	Date
Continue pricing review - summer menu	Wendela Flokstra-Mesker/ Vanessa Thompson	ASAP
Review summer menu selection	Wendela Flokstra-Mesker/ Vanessa Thompson	ASAP
Explore recycle bin options for canteen/ classrooms	Vanessa Thompson	ASAP

OOSC report

Registrations

- 2020 registrations are now open

Policies

- The Behaviour policy and Inclusion policy have both recently been updated
- They are open to review by OOSC families for a 2 week period from 6 September 2019

Working bee – feedback

- OOSC staff and children enjoyed helping at the recent after school working bee but supervision was challenging at times
- Next year OOSC suggests they be given a designated spot to work on to better supervise the children

Expansion – update

- OOSC is still waiting for approval by the Department of Education for extra afternoon places
- An application for funding of minor works will be submitted as part of the 'Before and After School Care Infrastructure Fund' grants

Fees

- Fees will increase in Term 4
- There had been no increase since 2017

Canteen – update

- Refer to *'Business arising from previous meetings'*

Action Items	Responsible Person	Date

Fundraising report**Event summary**

- Baby Proms (morning tea) – Thursday, 15 August 2019
 - Thank you to our Tea Coordinators, Julie and Ali for preparing the morning tea and all the volunteers for donating food
 - A special thanks to Julie as she steps down from the Tea Coordinator role at the end of Term 3
 - We wish her well with her future plans and thank her for all her work within the school and P&C over the past few years
- Working Bee – Friday, 23 August 2019
 - The change of day from Sunday to Friday worked well this year so will be considered for next year
 - The feedback from OOSC will be taken on board when planning next year's event
 - Thank you to all the families that came with tools in hand ready to make the event a great success
- Spring Showcase & Father's Day Breakfast – Thursday, 29 August 2019
 - The whole day was a great success despite the wet weather
 - Thank you Campbell's Meats for supplying the bacon and eggs and Christine from Century 21 Turrumurra and Tim from Personal Strength for coming along to help out with the BBQ
 - Campbell's Meats, Century 21 Turrumurra and Personal Strength all sponsored our Trivia Night this year and we appreciate their ongoing support
 - Thank you Wendela and all the canteen volunteers for the massive effort in getting lunch ready on time!
 - The wishing tree was a huge success and the items have been ordered – a classroom kit of 12 Ozobot Evo's (12 robots, colour code charts, education guide, education activities and lots more)
 - Considerations for next year:
 - Canteen – reduce menu options next year and increase number of volunteers, consider subway lunch options (similar to Year 6 athletics carnival fundraiser)
 - Coffee van – consider keeping onsite until lunch, tea and coffee wasn't available near the canteen this year and it would be good to have a hot drink on offer next year
 - Refer to *'Principal's report'* for further details

Upcoming events

- School disco – Friday, 13 September 2019
 - Ticket sales as at Sunday evening, 8 September = K-2 108 sold, 3-6 97 sold
 - Most teachers will attend the disco
 - Parent volunteers for each session have been organised
 - Food is being ordered through the canteen (sausages, bread)
 - Children will receive a sausage on bread, drink and ice block
 - They will be brought out to the Hall COLA in class groups to eat
 - The DJ will have lollies to give away as prizes
 - Given pick-up and drop off time constraints, UV lights will be delivered/collected by the company for \$100

Action Items	Responsible Person	Date

Principal for a Day – Trivia Night prize winner

- A query was raised as to when the winning family's child would have their day as principal
- Normally the student is principal for Spring Showcase but this year it wasn't organised in time
- A new day will be scheduled with the winning family

Action Items	Responsible Person	Date
Organise a new day for 'Principal for a Day' student	Bronwyn Wilson/ Lisa Corrigan	ASAP

Spellathon

- A spellathon is a new fundraising initiative by the P&C to help raise funds for the next stage of the playground upgrade
- It is relatively easy to implement:
 - Each year group creates a word list (10 words)
 - Students have 2 weeks to learn the words and gain sponsorship per word
 - A time is selected by the school to quiz the students
 - The P&C mark the answers, results are sent home with students and sponsorship money is collected for every correct word
- If the school agrees that the event can take place the suggested time frame is Term 4 – Week 1 information provided, Week 4 event

Action Items	Responsible Person	Date
Provide spellathon event details for review by school executive team	Lisa Corrigan	ASAP

Fundraiser for Maddy

- Refer to '*Principal's report*' for details

Action Items	Responsible Person	Date

Communication – school and P&C

- The Strategic Direction 3 (SD 3) survey results provided some strong feedback on communication within the school however less than half the school completed the survey
- Analysis of the survey results and recent feedback on poor communication from a valued member of the school community indicates that the community wants clear communications using one main platform, with sufficient event notice
- Although 68% of respondents indicated the school communicates matters in a timely manner this percentage should be higher
- Only 76% of respondents indicated that they read the newsletter and this raises questions around the strong reliance of this communication platform to circulate key information to the school community
- Parents can often become overloaded with information from class parents especially those with siblings at the school
- SZapp seems to have taken a step back as a communication platform and as highlighted in the recent feedback parents are often checking multiple platforms, e.g. SZapp, Seesaw, WhatsApp and emails leading to lots of confusion
- Facebook should not be the main communication platform for the P&C

- Bronwyn raised concerns that notices get lost on SZapp if too many messages are uploaded
- She explained that the newsletter should be the main source of communication and SZapp should be used for alerts
- She also indicated that parents are normally informed of events 2 weeks prior with a paper notice that requires a signature
- The P&C Communications Officer (Anjali) provided an example of the P&C schedule of communications for Term 4
- Messages are often recurring and can be scheduled in advance to avoid an overload on any given day
- The P&C Communication Officer's workload often increases by having to continually follow up messages that are not being uploaded to SZapp in a timely way and then creating spam
- The P&C proposes the school use SZapp for all communication including P&C related items, that the termly P&C communication spreadsheet be approved by Bronwyn in advance and the P&C Communication Officer be given access to SZapp to schedule those P&C messages
- The office would be aware of the P&C schedule and both parties could work together to avoid spam and an increased workload, particularly unnecessary follow up on message posts
- Other P&C communication that is necessary during the term would still require approval and follow the usual procedure
- Bronwyn recommended messages are sent directly to her for approval and then passed to the office to be uploaded
- The P&C also suggested SZapp messages need to be simplified with links to further information
- The school calendar needs to be regularly updated with upcoming events – additional details and links to permission notes would be useful within each calendar event
- The P&C suggested an overhaul of the newsletter to make it short and punchy as well as ensuring the information is current and not repeated from previous newsletter versions
- Bronwyn will discuss the feedback at the next school executive meeting and advise on Wednesday 18 September 2019

Action Items	Responsible Person	Date
Discuss communication feedback with the executive team and provide further feedback to the P&C	Bronwyn Wilson	Next school executive meeting, Monday 16 September; P&C feedback by Wednesday 18 September

School administrative building

- A decision on the location of the administrative building is required to assist with grant application planning – relocation to Apollo Avenue main entrance (OOSC building) or current location
- Our local MP Alister Henskens may be able to assist with funds for an upgrade
- Bronwyn does not believe it is possible to relocate in the immediate future as the building is occupied by OOSC and all other administrative resources are near the current location
- If OOSC moved out to a modular unit as a long term project (approx. 5 years) the option may be possible

Action Items	Responsible Person	Date

General business

Green Team update – Naama Lev

- The Green Team is exploring two initiatives for the school:

Zero waste challenge

- The school can set the time and length of the challenge
- A competitive element can be added

OzHarvest FEAST program

- FEAST (Food Education and Sustainability Training) is a year 5 and 6 curriculum aligned STEM education program from OzHarvest, designed to teach children about sustainability, food waste and nutrition using hands-on cooking and inquiry based learning
- The program runs for 7-10 weeks

- The Green Team would like to know how to progress the initiatives in the school
- Costs should be low and could be supported by the internal grants awarded to the Green Team by the P&C
- Bronwyn suggested Naama speak at the next school executive team meeting, Monday 16 September

Action Items	Responsible Person	Date
Present the new Green Team initiatives to the school executive team – Zero waste challenge, OzHarvest FEAST program	Naama Lev	Next school executive meeting, Monday 16 September

Close & next meeting

Meeting closed at 9:34pm

Next General Meeting – Monday, 28 October 2019 @ 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 22 SEPTEMBER 2019)

	Action Item	Responsible Person	Status
9 September 2019			
Principal's report	Include School Community Charter and Approaching Your School policy in the newsletter	Bronwyn Wilson	COMPLETED 13/09/2019 – newsletter
	Circulate School Community Charter and Approaching Your School policy to class parents for further distribution	Lisa Corrigan	OUTSTANDING
	Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	OUTSTANDING
	Include new enrolment policy in the newsletter	Bronwyn Wilson	COMPLETED 13/09/2019 – newsletter
	Investigate tennis court resurfacing funding via Dept. Education (Assets)	Bronwyn Wilson	OUTSTANDING
	Remind parents about lost property collection and labelling of all items	Bronwyn Wilson	COMPLETED 13/09/2019 – newsletter 20/09/2019 – collection outside library arranged
	Include holiday kindness challenge information in newsletter	Bronwyn Wilson	COMPLETED 13/09/2019 – newsletter
	Remind parents to use the yellow name card for Kiss and Drop afternoon pickups	Bronwyn Wilson	OUTSTANDING
Canteen report	Continue pricing review - summer menu	Wendela Flokstra-Mesker/ Vanessa Thompson	IN PROGRESS 20/09/2019 – canteen meeting
	Review summer menu selection	Wendela Flokstra-Mesker/ Vanessa Thompson	IN PROGRESS 20/09/2019 – canteen meeting
	Explore recycle bin options for canteen/ classrooms	Vanessa Thompson	OUTSTANDING
Principal for a Day – Trivia Night prize winner	Organise a new day for 'Principal for a Day' student	Bronwyn Wilson/ Lisa Corrigan	OUTSTANDING
Spellathon	Provide spellathon event details for review by school executive team	Lisa Corrigan	IN PROGRESS
Communication – school and P&C	Discuss communication feedback with the executive team and provide further feedback to the P&C	Bronwyn Wilson	IN PROGRESS 16/09/2019 – school executive meeting; P&C feedback required by 18/09/2019
Green Team	Present the new Green Team initiatives to the school executive team – Zero waste challenge, OzHarvest FEAST program	Naama Lev	IN PROGRESS 16/09/2019 – school executive meeting
5 August 2019			
Principal's report	Promote Spring Showcase picnic on P&C website & Facebook page	Anjali Weerakoon	COMPLETED

	Set up School24 website to cater for parent orders for Spring Showcase picnic	Wendela Flokstra-Mesker	COMPLETED 14/08/2019 – School24 notice
Canteen report	Investigate sushi prices at Gordon West PS	Vanessa Thompson	COMPLETED Gordon West price \$3.80, WPPS price \$3.20 School 24 notice of price increase to \$3.50 effective 03/09/2019
	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	ON HOLD 09/09/2019 – will move investigation to Term 4
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	IN PROGRESS 09/09/2019 – positive feedback for students to supply their own cutlery, continue review in Term 4
	Continue pricing review of stock	Wendela Flokstra-Mesker/ Vanessa Thompson	COMPLETED 09/09/2019 – winter menu pricing review completed
Fundraising report	Finalise 'Tech Tree' wish list with staff	Emma Smales/ Lauren Feltscheer	COMPLETED
	Finalise food quantities for Father's Day breakfast	Lisa Corrigan	COMPLETED
	Check assembly timing and OOSC requirements for School Disco set up	Emma Smales/ Jacqui Clark	COMPLETED 09/09/2019 – hall available from 2pm
	Set up TryBooking page for School Disco	Jen Stokes	COMPLETED Tickets on sale via from 27/08/2019
	Confirm OOSC arrangements for children attending the School Disco	Jacqui Clark	COMPLETED 13/08/2019 – raised at OOSC meeting, parents will be notified of arrangements 09/09/2019 – OOSC staff prepared
P&C communication	Seek approval for P&C access to Schoolzine app	Emma Smales	COMPLETED Next school executive meeting – not approved
Kiss and Drop	Communicate procedure to the school community	Emma Smales	COMPLETED 16/08/2019 - newsletter
24 June 2019			
Band report	Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	COMPLETED 05/08/2019 – to be confirmed at next P&C meeting 09/09/2019 – purchased
Canteen report	Investigate use of Stage 3 students for lunch order preparations	Wendela Flokstra-Mesker	COMPLETED 05/08/2019 – Tim Simpson is organising students 09/09/2019 – forms completed, roster set up, work commenced
Tennis court resurfacing	Obtain details of previous tennis court resurfacing – cost, work, lifespan	Wendela Flokstra-Mesker	CLOSED 05/08/2019 – grant for full cost submitted and awaiting

			outcome 09/09/2019 – grant unsuccessful
	Check procedures with Assets for this type of work	Bronwyn Wilson	ON HOLD 05/08/2019 – will await outcome of grant application before proceeding 09/09/2019 – an emergency repair took place after an incident occurred
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	IN PROGRESS 05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored
13 May 2019			
Grant report	Seek additional members for the Grants Committee	P&C Executive	IN PROGRESS 22/05/2019 – SZapp, request for new committee members
25 March 2019			
Canteen report	Canteen opening days poll	Danielle Harris	ON HOLD 13/05/2019 – allow time for new staff and flipped school day routine to settle
OOSC report	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 05/08/2019 – detailed scope of work established & a cost per term determined, details to be reviewed at next OOSC meeting 13/08/2019 09/09/2019 – P&C agree to updated proposal, principal's approval granted to use canteen space, fees and terms to be managed by P&C
WWWC	Check P&C members WWCC status	Tamara Leo	IN PROGRESS Committee & canteen staff underway; canteen & event volunteers next stage
Future funding	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
11 February 2019			
Outstanding from 3 December 2018	OOSC expansion	Jacqui Clark/Bronwyn Wilson	<p>IN PROGRESS</p> <p>11/02/2019 – application rejected, outdoor space measurement required</p> <p>25/03/2019 – application resubmitted and awaiting response</p> <p>13/05/2019 – license revision received by school, OOSC to review and sign, Dept. Education to finalise</p> <p>24/06/2019 – OOSC reviewed the license, found errors, and has returned the it to the Dept. Education for changes to be made</p> <p>05/08/2019 – OOSC signed the amended license and now await news from the Dept. Education</p> <p>09/09/2019 – still waiting for approval</p>
	Kindergarten balustrade	Bronwyn Wilson	<p>IN PROGRESS</p> <p>11/02/2019 – requires follow up with Assets</p> <p>25/03/2019 – balustrade and 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> <p>05/08/2019 – roofing work is complete but balustrade has not been replaced, to be investigated</p> <p>09/09/2019 – roofing over</p>

			verandah will be replaced followed by the balustrade
Uniform Survey	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 & 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> <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</p>
SRE/SEE	SRE/SEE procedure to be updated on the school website	Bronwyn Wilson /Dom Benedet	<p>COMPLETED</p> <p>13/05/2019 – a page has been set up on the school website, content still required</p> <p>05/08/2019 – Lauren Feltscheer is managing the school website; Brooke W. provided text for web page that Lauren will review and upload</p> <p>09/09/2019 – information reviewed, general Dept. Education will be uploaded by end of term</p> <p>22/09/2019 – information is now available on the school website</p>