



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 2ND AUGUST 2021

Attendees: Alison Bruscano, Alicia Potts, Amanda Tyler, Belinda Mason, Dominic Bendet, Emma Smales, Felicity Bewley, Gemma Dean, Gladys Wilkins, Katrina Crooks, Jacqui Clark, Jen Stokes, Lonii Broers, Leigh Lofts, Martin Laslett, Nicole Wynne, Paula Stokoe, Peta Harper, Rachel Favell, Rebecca McArthur, Sandeep Dsa, Sharlene Atkinson, Tamara Leo, Tim Simpson, Tricia Wright.

Apologies: Bronwyn Wilson, Wendela Flokstra-Mesker

NEXT GENERAL MEETING DATE: Monday 6th September 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

P&C shipping container

- The old shipping container has been taken out of school premises.
- The new container is planned to be delivered after the lockdown.

Pre -Loved Uniform stall

- Sharlene has kindly taken over the second hand uniform stall and will be running it via contactless collection over the coming weeks.
- If you are in need of school uniform items, you can purchase second hand uniforms and pick them up via contactless collection. Summer, winter and sports uniforms are available.
- The Process to order has been communicated via newsletter and WhatsApp messages.
- The Pre-loved uniform is functional and is going well with deliveries and drop offs in progress.

Action Items	Responsible Person	Date

Principal's report – Tim Simpson (on behalf of Bronwyn Wilson)

- Thank you to all parents on behalf all the teachers for the support provided to the teachers during home schooling.
- 4 staff at school each day to manage the attendance at school for children of essential workers.

Action Items	Responsible Person	Date

Surveys – Gladys Wilkins

- A home learning survey was conducted and results shared with the school. Lot of the ideas were integrated into the home learning.
- Due to extension of lockdown another survey related to wellbeing was conducted at the end of July.
- The participation rate of the wellbeing survey was 30%. The survey results are shared with the school.

Treasurer's report – Tricia Wright

West Pymble P&C Association Inc. Treasurer's Report as of 26th July 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$ **196,560.57**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>3rd May</u>	<u>7th June</u>	<u>26th July</u>
P&C Transaction Account	\$50,104.63	\$20,866.33	\$24,613.03
P&C Investment Account	\$44,854.21	\$44,854.59	\$44,854.95
P&C Building Fund Account	\$24,991.96	\$24,992.17	\$24,992.37
P&C funds held by WPPS	\$13,471.00	\$15,027	\$15,027.00
Canteen Account	\$18,096.36	\$22,170.82	\$20,119.69
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$50,636.64	\$58,271.64	\$39,290.64
Band Investment Account		\$27,612.67	\$27,612.89
PayPal	\$27,612.44		
Total	\$229,817.24	\$213,845.2	\$196,560.57

Band Accounts

Payment for band camp has been processed and along with conductor fees, which accounts for the decrease in total monies held.

Transaction Account - P&L

Spell-a-thon raised \$8,214, thank you to everyone for their support in making this event a success. We will be putting the money raised toward the honour project which includes blazers for the school leaders, honour boards for the choir and band captains and updating the National Anthem board in the hall.

We have also purchased a shipping container as storage for the P&C.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

Band Updates

- All Band activities have been currently stopped due to the lockdown..
- Key Music is continuing with online lessons and are having zoom calls to keep the band engaged
- External performances have been cancelled.

Action Items	Responsible Person	Date

Canteen report –Lonii Broers on behalf of Wendela Flokstra-Mesker

- School24 account has been reviewed to keep the account finances up to date
- 329 parents having a School24 account and who do not have children at West Pymble public school have been contacted. Refunds have been processed as needed. Most of the parents were happy to donate the money and a total of 943 AUD has been donated. 225 dollars refunded to parents.
- Freshly Home cooked lunches on Wednesday have been a success. Nachos is the most popular choice. Fish and Chips not as popular.
- A number of new options will be introduced in freshly cooked meals post lockdown.
- All bread and milk deliveries are on hold. A further stock check will be done an use by dates.
- Slushy Machine purchase for summer: The voting will take place at the next P&C meeting. Slushy will be prepared using Natural juices. Wandella will share the research results on sugar content, cup sizes etc. so an informed decision can be made. The plan is to purchase 1 slushy machine from Australian slush machines and each one cost 2999 AUD + GST (+269 AUD Freight). GST amount will be claimed back.
- Thermo Mix to make our own banana bread is also planned. Purchase of Thermo mix needs to be discussed further.

Action Items	Responsible Person	Date

OOSC report –Jacqui Clark

Updates

- OOSH remains open for children of essential workers. Averaging 6 to 10 children per day.
- No Government subsidy announced for OOSH during this lockdown.
- OOSH which is a not-for-profit service and the OOSH executive and management team are lobbying with Federal and State government members for financial support. In the current situation it is not financially viable to run OOSH. Need assistance from anyone in the P&C community having contacts in the federal or state governments to lobby for financial support for OOSH.

Action Items	Responsible Person	Date

Fundraising report – Paula Stokoe

- Thinking of ideas to get events and activities online.
- Funds raised from Spell-a-thon will be allocated to Band Honour board. Vote taken at the meeting

Action Items	Responsible Person	Date

Grants Report – Sharlene Atkinson

- School to check on the pollen garden and information required for the playground for funding from Kuring-gai council to progress.
- Glen Leo is dealing directly with Solar Myschool initiative.

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

Honour Board Vote – Lonii Broers

- Quote for the Honour board holds 20 years of names of Band and Choir Captains.

- 1451.51 AUD and includes 10 names and for every additional name there is additional 27 dollars.
- Additional 10 names total cost for 270 dollars
- 100 dollars for putting up the honour board.
- Total cost allocated : 1821.45 AUD

Vote: 18 out of 25 voted in favour. No votes captured for 7.

Action Items	Responsible Person	Date

Communications Role: Lonii Broers

- Amanda Tyler has decided to step down from the communications role. Thanks for all the effort and for bringing in creativity in the communications role
- Amanda’s resignation has been accepted.
- Nicole Wynne has agreed to take up the role and has been voted in to the communications role at the meeting.

First Aid Training – Alicia Potts

- First Aid training for parent volunteers and Band is required. School is supportive of this initiative.
- First Aid training course for children in an educational setting is the first course planned. 3 and half hours online and then 3 and half hours in person.
- 120 dollars per person and the cost will be borne by the volunteers. P&C will pay this amount upfront and money collected from attendees.
- This activity will be planned for next term or next year post lockdown.

Close & next meeting

- Trivia Night happening in term 4.

Meeting closed at 8.30 pm

Next General Meeting– Monday 6th September 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 Closed 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 Completed 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 02/08/2021: Voted in favour.
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 PI 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

			<p>21/10/2020 – feedback provided by council after 2 site visits; further recommendations to follow</p> <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>CLOSED</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>			

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

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.