



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 18TH OCTOBER 2021

Attendees: Alicia Potts, Alison Bruscano, Belinda Mason, Bronwyn Wilson, Felicity Bewley, Gladys Wilkins, Jen Stokes, Lonii Broers, Natasha Hollerbach, Nicole Wynne, Paula Stokoe, Peta Harper, Rebecca McArthur, Sandeep Dsa, Tamara Leo, Tim Simpson, Tricia Wright, Wendela Flokstra-Mesker.

Apologies:

NEXT AGM and GENERAL MEETING DATE: Monday 22nd November 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

- Bank have confirmed that they cannot refund the money. Scammers have transferred the money to an offshore account and the Bank does not have any means of recovering the money.
- Gordon Police are still investigating the case and should have more information in the next couple of weeks.

Action Items	Responsible Person	Date
Provide update on the outcome of the police investigation and refund outcomes from the bank. 18/10: Update on Bank outcome provided. Police investigation still in progress.	Lonii Broers	22/11/2021

Principal's report –Bronwyn Wilson

- **Thank you** to all **parents** and community for the support in the learning from home period.
- Kindergarten and Year 1 are back in school and Day 1 has gone well.
- This term the focus is on Wellbeing of students for all stages. We Belong Program which is wellbeing focussed is being looked at by Dominic Benedet and the program will look at different themes (joy, gratitude, kindness ..) each week till the end of term.
- School Reports will be sent out at the end of term. The format of the report is being decided.
- **Huge shout out to the staff.** All teachers have collaborated well together this year. 29th October is the World Teachers day. Please reach out to the teacher and thank them for all their efforts.

Return to School

- 25th October: All grades/stages returning to school
- All staff onsite have been double vaccinated. A few staff have completed only one vaccination and will be double vaccinated before being onsite.
- By 8th November, everyone onsite including Out of school care staff require to have had both doses of the vaccination.
- Children grouped together as per cohorts to minimise opportunities of covid transmission. Specific teachers are allocated to each cohort and will stay with the cohort.
- Face Masks: All staff are required to wear masks indoor unless eating or drinking. Primary school students are recommended to wear masks. Students should bring their own masks. School has back-up supplies of child face masks if required.
- Hand sanitiser has been topped up in the wall dispensers and there is sufficient quantity of hand sanitisers throughout the school.
- Ventilation: Principal association is in conversations with the Department. Recommendation from Department which is based on guidance from World Health Organisation is air flow required in classrooms over air filter to prevent covid transmissions. Windows will be opened in the school an hour before the children arrive and will be kept open an hour after children have left the school.
- If the air quality deteriorates, School will contact the department to provide the school with filters and the situation will be reassessed.
- Ventilation audit: Every school in the state has had a ventilation audit. For West Pymble public school, all the classes except 2 have passed the audit. Meeting with assets management to discuss what is required to be done with the 2 classes that are over the required size is being held.
- School activities: School based activities will remain on hold for term 4. Assemblies, PSSA, Graduation Day will be on hold unless advice changes.

- Orientation: Only virtual orientation is allowed at the moment. This is being planned and more information will be provided at a later date.
- Learning from home will only be supported for students who are exempted due to medical conditions. Parents will be directed to the department of education learning hub to access lessons. Teachers will not be able to monitor or provide feedback for this activity.
- In case of a confirmed Covid case in the school. Parents will be informed and the everyone in the cohort will need to return to home learning. Deep cleaning will be done in school and parents notified regarding return to school. Further information on the site below.
- Further information: <https://education.nsw.gov.au/covid-19/advice-for-families>
- New QR Code – For anyone having permission to enter school premises. There is a new QR check in code for West Pymble public school.
- Volunteers – Only canteen volunteers are allowed onsite at the moment and need to be fully vaccinated.
- Professional Air-Conditioner Cleaning: School has reverse cycle air conditioner unit. These have been deep cleaned and there is no plan for professional cleaning.

Action Items	Responsible Person	Date

Treasurer's report – Tricia Wright

West Pymble P&C Association Inc.
Treasurer's Report
as of 18th October 2021

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$ **198,988.71**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>7th June</u>	<u>26th July</u>	<u>6th September</u>
P&C Transaction Account	\$24,613.03	\$22,825.90	\$28,084.00
P&C Investment Account	\$44,854.95	\$44,855.70	\$44,856.06
P&C Building Fund Account	\$24,992.37	\$24,992.78	\$24,992.98
P&C funds held by WPPS	\$15,027.00	\$15,052.00	\$15,052.00
Canteen Account	\$20,119.69	\$19,055.46	\$19,046.11
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$39,290.64	\$39,453.99	\$39,293.99
Band Investment Account	\$27,612.89	\$27,613.35	\$27,613.57
PayPal			
Total	\$196,560.57	\$193,898.18	\$198,988.71

Transaction Account - P&L

The largest movement in the accounts is in the P&C transaction account. This is due to receiving sponsorships for the Trivia night. Once all monies have been paid and received from Trivia Night, then we will report this at the next meeting.

Sharlene Atkinson has done a wonderful job with the pre-loved uniform stall. Over the past week of holding the stall we have raised \$510 in sales (debit/credit card only).

2020 Cash Boost payment

During the 2020 COVID-19 situation the Australian Government credited Australian businesses through their ATO accounts. As the canteen is registered with the ATO we were beneficiaries of this payment. At the moment we have \$17,545.03 remaining from the cash boost payments from the government last year. This money to date has been used to pay our quarterly tax liability for our two canteen staff members and has been kept as a credit on our ATO account. If you wish to transfer it out of the ATO then there will be no tax that we need to pay on it.

This money was a stimulus from the government last year during lockdown and the intention is that it is spent as needed on the business. All businesses who pay tax were given the funds. There are no rules on how the funds are spent however as the canteen is the "business" who received the funds there was a general consensus that this is where the money should be spent.

It seems the rules around how or what the money needs to be spent on are unclear, however we do need to track how the money has been used if we were ever to be audited by the ATO.

Action Items	Responsible Person	Date

Band report – Katrina Crooks (Gladys on behalf of Katrina)

Band Updates

- Key Music is continuing with online lessons and are having zoom calls to keep the children engaged.
- Band instruments live demonstration for year 2 students and parents information night for year 2 parents will be conducted online to get year 2 students involved in the band.

Action Items	Responsible Person	Date

Canteen report –Wendela Flokstra-Mesker

- Canteen will be operational during term 4. However, over the canteen sales will not be allowed at this stage. Only pre-ordered lunch orders are allowed.
- Food stock lost due to expiry date because of Covid lockdown.
- Food stock also lost due to freezer accidentally being turned off. Approximately \$450 worth of food stock lost.
- Canteen is used by everyone. However, there have been instances like food lost due to freezer being accidentally turned off that can have potential issues with running the canteen. Register may need to be set up on who accesses the canteen.
- Wendela has registered and started the Tafe course for food safety. Nada will enrol for the course soon.
- Slushie Machine: Suggestion to purchase slushie machine was raised in August. Due to concerns raised at the meeting the vote to purchase the slushie machines was postponed to the September meeting. Facts were provided at the September meeting. However, due to further concerns raised a wider survey was conducted. Survey had details of the links which provided all the information requested at the meeting. 2.7% of the parents responded to the survey. After going through the comments the decision has been taken to rent the machine instead of buying the machine. Plan is to rent the machine in the next year. Rent to buy option will be looked at. Feedback on naming of the canteen item and bio degradable cups will be taken on board. Slushie Machine is deemed a green everyday item.
- Cost to hire the slushie machine is 500 AUD and approximately 400 slushies need to be sold to recover the cost of spend.
- For the buy option: Calculations of sales vs returns are done. 6 month of selling slushies can help recover the cost of the machine. The machine also can be used for frappes and possible other uses. No additional items other than slushies are proposed at this stage. P&C is not going ahead with the buy option at this stage and further details will be provided if the decision to buy is considered.

Action Items	Responsible Person	Date
Send out survey or poll to obtain feedback on purchase of slushie machine 18/10: Closed. This is done.	Lonii Broers	5/10/2021
Ingredients and nutritional information - provide this to the broader community 18/10: Closed. This is provided as part of the survey sent out to the entire school community.	Lonii Broers	18/10/2021
Check if any Canteen equipment is reaching end of life and requires replacement 18/10: Closed. No such item requires replacement.	Lonii Broers	18/10/2021
Food Safety course should be organised for Nada to complete. 18/10: Closed. This has been organised. Wendela and Nada will complete the TAFE course of food safety.	Wendela Flokstra-Mesker	18/10/2021

OOSC report –Jacqui Clark

Updates

- No updates provided for OOSH.

Action Items	Responsible Person	Date

Fundraising report – Paula Stokoe

- Face Masks: Children’s face mask with West Pymble logos and school colours have been ordered. Masks ordered on 9th October 2021. Due to DHL delays the masks have not yet arrived and the follow up is in progress. As soon as the shipment arrives masks will be delivered. *Update as of 24th Oct: Face masks delivered.*
- Trivia night: Online Trivia night is on 23rd October. First online trivia night to be hosted at WPPS PNC. Special **thank you to Gladys** for setting up the website and online sales process for trivia night. **Thank you** to all the **volunteers** who have helped to get sponsors, prizes/gifts and helping out with organising.
- Blazers: This is work in progress and is in quote stage. Further information is expected in the week starting 25th October and updates will be provided at the next meeting.
- World Teachers Day: P&C have organised special gift for all the teachers at school as a thank you for all the teachers.

Action Items	Responsible Person	Date

Grants Report – Sharlene Atkinson

- Pollen Update provided by Tim Simpson: Plants have been ordered from Flower Power from Glenhaven. 1200\$ worth of flowers ordered.

Action Items	Responsible Person	Date
Update on pollinator garden completion so further funding can be requested 18/10: Update provided by Tim. Plants have been ordered.	Bronwyn Wilson	Term 3

General Business – Lonii Broers

- Jen Stokes has decided to resign from the position of managing the canteen accounts. Any parents who are interested in taking on this role please let us know. Jen will provide the handover and support required. **Thank you Jen** for all your contributions over the last 3 years!
- Interrelate has been booked for 10th November. The cost of the session is 35\$ and will be online. Tim Simpson will send the link through the schoolzine app.
- Research on air filters: Michael Bewley presented the outcome of the research on air filters which are suitable for both bush fires and prevent covid transmission. There could be ongoing filter changing costs. Please see below for more on the Air filter research.

More on the Air filter research (Thanks Michael and Felicity for conducting the research on air filters!):

This is the guide that was referred to, put together by a group of leading Australian medical doctors and scientists:
https://ozsage.org/media_releases/back-to-school-protecting-children-from-covid-19-and-making-schools-and-childcare-safer/

Two of the most promising models are:

Best consumer model for large areas - \$999 from The Good Guys. Still a "true hepa" filter, and high air throughput, with a sensor that shows teacher air quality (for particulates like bushfire smoke).

<https://www.thegoodguys.com.au/samsung-ax7500k-air-purifier-with-wi-fi-ax90t7080wd>

Industrial style model - more expensive, no sensor or bells and whistles (basically on/off), but filter may last longer:

<https://airpurifiersdirect.com.au/collections/air-purifiers/products/inovaair-air-clean-e20-plus-air-purifier>

Loads of others on the market, but these seem most cost effective for an approximate 10x10m classroom

Action Items	Responsible Person	Date
Bronwyn to check if professional cleaning of the air-conditioners in the school can be done 18/10: Update provided and this item is closed. School has reverse ducted air-conditioners and is deep cleaned by Ken.	Bronwyn Wilson	Term 3

Close & next meeting

Meeting closed at 8.38 pm

Next General Meeting– Monday 22nd November 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	Action 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. COMPLETED
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 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	<p>Completed 16/09/2020 – contacted council</p> <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 Februa			

ry 2020			
Canteen report	Arrange Food Safety course for Nada	Wendela Flokstra -Mesker	IN PROGRESS 15/06/2020 – due to COVID-19 only online courses are available and a face-to-face is preferred 01/12/2020 – course still required and will be followed up in 2021 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. 15/03/2021 – Face to Face planned. Date to be confirmed 6/09/2021 – Arrange Food Safety course for Nada. 18/10/2021 – This is organised. CLOSED.
24 June 2019			
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available

		<p>so alternative funding will be explored 02/12/2019 – second quote not forthcoming; will continue to investigate in 2020 26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised 01/12/2020 – location still needs to be finalised and will progress in 2021 09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued. 15/03/2021: Updates to be discussed at the next meeting. 3/05/2021: In progress. 07/06/2021: Replacement planned for 7th July [Action re-opened] 06/09/2021: Provide update on</p>
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			the outcome of the police investigation and refund outcomes from the bank. 18/10/2021: Update provided. Bank refund is not possible. Police investigation is in progress.
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> <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> <p>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</p> <p>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</p> <p>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</p> <p>15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined</p> <p>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</p> <p>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</p> <p>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</p> <p>09/02/2021 - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.</p> <p>15/03/2021 – Pants will be available soon in the uniform shop. All other uniforms are available.</p> <p>COMPLETED</p>			
6 September 2021			
Slushie Machine	Send out survey or poll to obtain feedback on purchase of slushie machine 18/10: Closed. This is done.	Lonii Broers	Action Closed 18/10:
	Ingredients and nutritional information - provide this to the broader community 18/10: Closed. This is provided as part of the survey sent out to the entire school community.		Decision taken to rent the machine

	Check if any Canteen equipment is reaching end of life and requires replacement 18/10: Closed. No such item requires replacement.		at start of next year.
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