



WEST PYMBLE P&C ASSOCIATION INCORPORATED

AGM MINUTES – 24TH NOVEMBER 2025

Attendees: Gladys Pineda, Lauren Hosie, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Jen Stokes, Simon Johnson, Bronwyn Wilson, Kat Lennie, Annerine Collyer, Leslyn Nand, Emma Hill, Amy Mettam, Ian Davies, Caity Wells, Emma Smales, Kayla Alexander, LJ Collyer, Megan Yeo, Mel Janoyan, Michelle Eyre, Paul Lennie, Sharlene Wellard Atkinson, Tim Simpson, Paul White, Gab La Posa, Leigh Lofts, Alistair Mettam, Louise Maniscalco

Apologies: Laura Tunstall, Paul Zamuner, Holly De Rooy

NEXT GENERAL MEETING DATE: Monday 2nd February 2026

Open – Secretary, Holly McDonald

Meeting commenced at 7.34pm

Minutes of previous meeting

Minutes from 25th November 2024 were approved

President's 2025 Annual Report - Prudence Maltby

Dear Members, Staff, and School Community,

It has been a significant year for the P&C, marked by meaningful community involvement, strong volunteer engagement, and continued investment in school programs, resources, and facilities. I am incredibly grateful to everyone who contributed their time, energy, and expertise. What we achieved this year is a direct result of our shared commitment to supporting the students and school.

Below is an overview of our key activities and contributions for 2025 and apologies if I have missed anything or anyone.

COMMUNICATIONS

A new WhatsApp/communications system was created by Gladys at the beginning of the year to reduce message volume and ease communication for class parents. This has meaningfully improved how information is shared across the school.

A huge thank you to Gladys for her role as Class Parent Liaison—alongside managing the uniform shop and supporting Trudy as Teas Coordinator. Her ability to keep our community informed, coordinated, and engaged has been central to our success this year.

Laura also made a significant contribution to communications. Her warm welcome at Trivia Night helped set the tone for the event, and throughout the year she supported P&C messaging with thoughtful, timely, and engaging communication. Thank you, Laura, for helping ensure families stayed informed and connected.

FUNDRAISING

A huge thank you to Kat and Annerine, our Fundraising Coordinators, for leading this year's events with exceptional organisation and creativity. Their leadership set the foundation for successful events throughout the year and ensured everything ran smoothly from planning to execution.

Thank you also to all volunteers who supported fundraising efforts. Your contributions—whether planning, baking, setting up, or packing away—made a real difference.

Events this year included:

Welcome Night, Election Markets, Movie Night, Grandfriends Day Wishing Tree, STEAM Showcase Wishing Tree, Spelling Bee, Cake Stall (special thanks to Mel Vince), Trivia Night, and the Christmas Twilight Markets.

GRANTS

Thank you to Amy for her stellar work in the Grants role once again. This year we were delighted to see the **Anzac Terrace** upgrade completed, funded through a \$40,000 grant secured two years ago and supplemented by \$10,000 from P&C funds, transforming the space into a functional area for students.

We also secured a **\$1,000 volunteers grant**, used to purchase new netball gear for school sport and contribute to insurance costs.

Amy has her eyes on what Grants could potentially help us achieve our senior playground upgrade goal a little sooner.

TECH SUPPORT

Alicia supported the P&C with all tech and website related things this year seamlessly. Mid-year, we addressed a security breach across systems. Alicia dedicated significant time to resolving the issue and implementing protective measures—thank you, Alicia, for your persistence and expertise.

Alicia also developed and analysed a parent survey, providing valuable insight into parent priorities. A key outcome was support for upgrades to school grounds and play equipment, confirming our fundraising focus on the senior playground upgrade.

TREASURER

Thank you to Lauren for her work as Treasurer this year. Lauren transitioned the P&C accounts to Xero, improving financial tracking and streamlining reporting. This change will continue to benefit future committees.

Lauren also managed the Band accounts, ensuring financial consistency across both areas—an effort that required substantial coordination and attention to detail.

SECRETARY

Thank you to Holly for being exceptionally organised in the Secretary role and meeting all administrative and compliance requirements, including insurance, documentation, and regulatory obligations.

Holly also contributed well beyond the scope of her role, stepping in to assist across multiple areas whenever needed. Her reliability and flexibility have had a significant impact on the smooth running of the P&C this year.

PRESIDENT

Thank you to Anna for her leadership in the President role this year. Anna set the tone for many of the successes we are recognising and invested considerable time into supporting the committee.

Anna drove the slab and shed projects, and the Election Market. She was a strong advocate for progressing the OOSH transition, prioritising outcomes that best support our children, despite the administrative workload required.

BAND

Thank you to Holly, Sophie, Phil, and everyone supporting the band program. Highlights this year included Band Camp, NSSWE, performances at school events including the Spring Showcase and Christmas Twilight Markets, the Wahroonga Food and Wine Festival, and a partnered jam session with Turramurra High's band.

We appreciate all parents who transported instruments, volunteered at events, and supported students—especially during Band Camp.

CANTEEN

Thank you to Jen for successfully managing canteen operations and completing the Healthy Canteen status review. Thank you to Nada and our volunteers who keep the canteen running, and to Paulina for managing scheduling and rostering despite volunteer shortages.

Thank you also to Kate for assisting with canteen accounts. We encourage more volunteers to join in 2026.

MOTHERS DAY / FATHERS DAY

Thank you to Jen, Helen, and all helpers for the Mother's Day stall—always a favourite for students.

The WPPS dads once again delivered a fantastic Mother's Day breakfast.

Thank you to Megan and all volunteers for the Father's Day stall. The Father's Day breakfast has become a valued community tradition, with positive feedback. Thank you to Holly for organising the event with a strong support team.

GRANDFRIENDS DAY / STEAM SHOWCASE

Funds raised through the Wishing Tree provided much needed classroom resources, as well as supplies for the new art room and additional STEM resources.

SECOND-HAND UNIFORM STALL

Thank you to Naama and Peta for running the second-hand uniform stall.

SCHOOL GROUNDS

Thank you to Paul for his work on the gardens and engaging students in caring for the grounds.

Thank you to Jen Stokes for coordinating the working bee.

The Kindy dads completed the slab, with the shed to follow shortly.

Thank you to Trudy for a year of exceptional afternoon teas—including generously donating a new urn.

P&C-FUNDED CONTRIBUTIONS

Through our fundraising and grants activities, this year the P&C is proud to have funded a number of important projects and resources for our school. This includes:

- Anzac Terrace playground area
- 26 new laptops for Stage 2 & 3
- 6 iPads for Kindy
- 12 laptop chargers for teachers
- 3 LEGO and 5 Micro:Bit kits for the STEM room
- 7 Indi Robots
- Defibrillator
- Shed
- Classroom supplies
- Art room equipment
- Netball kits
- Smartboard to replace a broken one in one of our classrooms
- Repairs to the BBQ near the oval

OOSH TRANSITION

Although our goal was to complete the OOSH transition this year, some setbacks required adjustments. These have resulted in a more sustainable plan moving forward, with roles dedicated solely to OOSH rather than absorbed by existing P&C volunteers.

We are pleased to have a new OOSH committee in place and will continue the transition next year.

VOLUNTEERS

Thank you to everyone who volunteered this year. The number of parents who gave their time—whether cooking, baking, organising, building, or attending meetings—is something truly special in a school our size. Your contributions make a real and tangible difference.

P&C EXEC

Thank you to Alicia, Lauren, Holly, Amy, and Panna for their support, collaboration, and willingness to take on far more than expected this year. Your positivity and teamwork shaped the committee culture as both positive and productive.

Thank you also for supporting me as I stepped into the President role in an interim capacity.

Closing

Thank you again to Bronwyn, teachers, staff, volunteers, and the wider school community for your contributions throughout the year. I look forward to working together in the year ahead to continue building a connected, supportive, and thriving school community.

Approval of 2024 AGM Minutes - Prudence Maltby

Minutes from 25 November 2024 were approved

Treasurer's 2025 report – Lauren Hosie

Treasurer's Report

For the AGM held on 24 November 2025

Introduction

This report covers the financial performance of the West Pymble Public School P&C Association for the period 1 January 2025 to 21 November 2025. The accounts have been prepared on a cash accounting basis and aim to fairly represent the Association's financial position and activities for the year.

Bank Accounts – Balances and Movements

As at 24 November 2025, the Association's total bank balance stands at \$263,120, up from \$245,257 at the end of 2024. This includes all operational, investment, and special purpose accounts (Band, Canteen, Building Fund, etc.).

Consolidated Profit & Loss

The P&C recorded a net profit of \$6,775 for the year to date. This positive result reflects strong community support for fundraising events and prudent management of expenses. Major fundraising events such as the Trivia Night (\$41,296 raised), Spellathon (\$5,505), and the Cake Stall (\$2,931) were particularly successful. Family pledges contributed \$6,274.

Band Account

The Band program generated \$35,318 in income, with significant participation across all bands. After expenses (including Band Camp and instrument maintenance), the Band finished the period with a modest surplus, supporting ongoing music education at the school, self-insurance of the band instruments, and allowing for replacement instruments to be purchased in the future.

Canteen Account

The Canteen remains in a healthy financial position, with total income of \$79,433 and a small net profit after wages and supplies. The Canteen continues to provide valuable services to the school community.

Fundraising and Other Activities

Total fundraising income for the year was over \$70,000, with net proceeds supporting a range of school initiatives. The Trivia Night was again the standout event. Other activities included the Mother's and Father's Day stalls, Movie Night, Spellathon and the Grandfriends Day/Stem Wishing Trees.

Major Expenditure and Commitments

Significant funds were allocated to school support, including:

- STEM upgrade: \$24,135
- ANZAC Terrace: \$50,000
- Other commitments: art room, netball supplies, staff room supplies.

Total funding commitments and operating expenses for the year were \$94,550 (excludes canteen and band).

Balance Sheet

As at 24 November 2025:

- Total Assets: \$271,650
- Total Liabilities: \$13,295 (\$12,080 represents STEM payable to school)
- Net Assets: \$258,355

Forecast and Budget for 2026

The draft budget for 2026 anticipates continued fundraising, with a focus on major projects such as the Senior Playground, finishing touches on Anzac terrace/Maddie's garden connecting areas with turf, and ongoing support for school programs including STEM. The committee will review and adjust activities based on volunteer resources and school needs.

Conclusion

The P&C remains in a strong financial position, thanks to the dedication of our volunteers and the generosity of the school community. We look forward to another successful year supporting West Pymble Public School.

Budget 2026 - Lauren Hosie

Forecast and Budget for 2026

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BUDGET 2025 with Actuals to 22 November 2025

Event/Activity	Donations	Costs	Net	Actuals
Welcome Night	1250	250	1,000	886
Grandfriends Day Wishing Tree	2,000	2,000	0	-199
Comedy Night	1,600	250	1,350	-
Federal Election	1,500	250	1,250	3,145
Mother's Day Stall	4,500	4,000	500	65
Father's Day	3,800	1,600	2,200	127
Trivia Night	24,000	3,500	20,500	41,296
STEM Showcase / Wishing Tree	3,200	200	3,000	1,065
Movie Night	1,500	200	1,300	1,589
Bottle Recycling	100		100	133
Family Pledges	10,000		10,000	6,274
Christmas Markets			0	1,943
Bunnings BBQ	4,000	1,000	3,000	-
Spellathon/Money Snake or Similar	5,000	150	4,850	5,505
Cake stall			0	2,931
2nd Hand Stall + Uniform Sales			0	5,680
Sub-Total	62,450	13,400	49,050	70,440
Event/Activity	Donations	Costs	Net	Actual
Pledge funds - Teacher Support		29,000	-29,000	0
Consumable		3,000	-3,000	-3,386
STEM upgrade		20,000	-20,000	-20,853
Year 6 graduation		300	-300	0
Morning teas and events		300	-300	-192

Insurance		1250	-1,250	-1,247
Quickbooks (Accounting Software)		2,000	-2,000	-600
Website		800	-800	-165
Zoom		1,000	-1,000	-246
ANZAC Terrace		50,000	-50,000	-50,000
Concrete Garden Shed		5500	-5,500	
Defib		1985.2	-1,985	
WPPS staff gifts		250	-250	
Sub-Total	0	115,385	-115,385	-76,689
Total	62,450	128,785	-66,335	-6,249
Interest				946.54
Last Year pledges				1,217
Net Band Income				7,157
Net Canteen Income				1,230
Year 6 (to be paid)				1,397
Grants recieved				1,000
Netball pack grant funds				-205
Membership fees				20
Pymble fun run				260
Total (outside budget)				13,023
GRAND TOTAL (agrees to profit and loss)				6,774
	Check			0

Submission of reports for AGM - Holly McDonald

- List of Financial Members 2025 - 40 members
- President's Annual Report 2025
- Treasurer's Report 2025
- Audited Financial Statement 2024
- AGM Minutes - 25 November 2024

Election of Office Bearers - Bronwyn Wilson

West Pymble P&C Association Inc Apollo Avenue WEST PYMBLE NSW 2073					
Position	2025	Continuing	2026	Nominated by	Comments
P&C Executive Team					
President	Anna McFarlane	No	Annerine Collyer		
Interim President	Prudence Maltby	No	N/A	Executive Team	Started in role at beginning of Term 3
Vice President - 1	Prudence Maltby	Yes	Prudence Maltby	Annerine Collyer	
Vice President - 2	Panna Doshi	No	Vacant		
Treasurer	Lauren Hosie	Yes	Lauren Hosie	Bronwyn Wilson	
Secretary	Holly McDonald	Yes	Holly McDonald	Amy Wild	
Communications	Laura Tunstall	No	Caity Wells	Annerine Collyer	Position was not on Executive Team for 2025
Grants Coordinator	Amy Wild	Yes	Amy Wild	Annerine Collyer	
Tech Support	Alicia Potts	Yes	Alicia Potts	Amy Wild	
OOSC Liaison	Simon Johnson	Yes	Simon Johnson	Prudence Maltby	Commenced November 2025
Band					
Band Convener	Holly De Rooy	Yes	Holly De Rooy	Alicia Potts	Personal confirmation received from Alicia Potts
Band Treasurer	Lauren Hosie	Yes	Lauren Hose	Katharine Lennie	
Band Secretary	Cath Liebel	No	Cath Liebel	Alicia Potts	
Canteen					
Canteen Coordinator	Paulina Okunew	Yes	Paulina Okunew	Prudence Maltby	Personal confirmation received from Jen Stokes
Canteen Accounts Coordinator	Kate Wormald	No	Vacant		
Fundraising					
Fundraising Coordinator	Annerine Collyer/Katharina Lennie	No/Yes	Katharina Lennie	Annerine Collyer	
Fundraising Committee - 1	Holly De Rooy	No	Caity Wells	Annerine Collyer	
Fundraising Committee - 2	Louise Maniscalco (Yahi)	No	Jen Stokes	Annerine Collyer	
Fundraising Committee - 3	Megan Yeo	No	Vacant		
Fundraising Committee - 4	Vanessa Blanc	No	Vacant		
Fundraising Committee - 5	Vacant		Vacant		
Fundraising Committee - 6	Vacant		Vacant		
Fundraising Committee - 7	Vacant		Vacant		
Fundraising Committee - 8	Vacant		Vacant		
Grants					
Grants Committee	Vacant		Vacant		
Grants Committee	Vacant		Vacant		
Working Bee Coordinator					
Working Bee Coordinator	Jen Stokes	No	Paul Zamuner	Annerine Collyer	
Teas Coordinator					
Teas Coordinator	Trudy Elwood	No	Vacant		
Teas Coordinator	Vacant		Vacant		
Pre-loved Uniforms Coordinator					
Pre-loved Uniforms Coordinator	Naama Lev	Yes	Naama Lev	Holly McDonald	
Class Parent Liaison					
Class Parent Liaison	Gladys Wilkins	No	Vacant		

AGM Close

Meeting adjourned at 8.30pm.

The second part of the AGM, to finalise any outstanding office bearers and approve the 2025 audited financial statements, will be held in conjunction with and precede the ordinary general meeting in February 2026.

Next General Meeting - Monday 2nd February 2026