



WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 13 MARCH 2023

Attendees: Lonii Broers, Sharlene Atkinson, Anna McFarlane, Ali Hafeez, Nicole Wynne, Felicity Bewley, Bronwyn Wilson, Emily Carter, Katrina Crooks, Alicia Potts, Bec McArthur, Gladys Wilkins, Tamara Leo, David Malory, Jen Stokes, Naomi Lam, Chih-Lun Yeh (Allan), Peta Harper, Amy Wild, Emily Davis, Susan Lyons, Belinda Mason

Apologies: Anmarie Forrester

NEXT GENERAL MEETING DATE: Monday 15th May 2023, 7:30pm

Open – President, Lonii Broers

Meeting commenced at 7:30pm

Minutes of previous meeting

Minutes from 13th February 2023 were approved.

Business arising from previous meeting/s

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

Ali Hafeez: School Canteen App Comparison

- School24 (current provider) fees have increased, and functionality is not as modern as alternative options
• Flexischools has the most capability, though we wouldn't necessarily need all the available functions (we would most likely use canteen and events, which are both offered by School24 and Spriggy)
• Flexischools has a \$300 start-up fee which includes printer and label maker etc, limited to their consumables

Fee Comparison

Table with 4 columns: Fee Category, School24, FlexiSchool, Spriggy. Rows include Start up fee, Transaction Fee, Order Fee (per child), Other Fees (paper bag), Fund loading fee, Basic Lunch Charge, and Money to Canteen.

** - based on an order of Beef Burger (\$3.50) and Chilli Drink (\$1.80)

- Flexischools is the lowest risk option (hold Australian Financial Services Licence) – i.e., money loaded on by parents is insured, should Flexischools fail (School24 and Spriggy do not have this protection)

Summary

- + Flexischool product seems best in class.
- + Spriggy has a decent product and lowest fees
- + School24 charges a lot for what it offers
- + Flexischools has a lot of features that we might not want to use
 - + Uniform is outsourced to Excel
 - + Fees are managed via the School
 - + Newsletter is via Parent App + Whatsapp + Socials
- + Flexischool has a cashless card (Spriggy might get it as well)
- + Flexischool has lower financial risk and more established

- Needs to be an overhaul of menu pricing, canteen is currently operating at a loss. Prices have not been reviewed since prior to covid, and costs have been increasing.
- Feedback from those present was to overhaul the menu pricing at the same time as introducing a new platform.
- Option to trial Spriggy for a term with no lock in contract (FlexiSchools involves loss of start up fee if discontinued)
- Possible to trial Spriggy from start of Term 3
- Feedback from those present is that preference is currently for Spriggy.

Action Items	Responsible Person	Date
Canteen App – follow up Spriggy regarding trial/test capability	Ali Hafeez	13 th March 2023
Overhaul of menu pricing	Wendela Flokstra-Mesker Gladys Wilkins Ali Hafeez	13 th March 2023

Principal's report – Bronwyn Wilson

- Capital works – tender has been awarded for upgrade of junior toilets, timeline TBC. Children will be able to use senior toilets and hall toilets. Asphalt issue will be raised as a small, separate job and will be addressed to prevent trips and falls. Urban Landscapes has attended to provide an updated quote (yet to be received) for Maddie's Garden.
- Twilight Markets were a great success, great to see the wider community at the school.
- Kindergarten screening coming up for vision, hearing, occupational therapy and speech therapy, at no cost to the parents, and no obligation.
- Parent teacher interviews coming up in Week 9. Thursdays reserved for zoom, other days for face-to-face.
- Grandfriends' Day and Easter Hat Parade on the last day of term (6th April). The morning is aimed at the grandfriends, and parents are invited to join for a picnic lunch and Easter Hat Parade in the afternoon.
- Anzac Day Ceremony will be held in Term 2 (after Anzac Day), which is acceptable according to protocols.
- Musical instruments – last year the P&C approved the purchase of ukuleles and mallets for the xylophones. Our new music teacher feels the ukuleles were not good quality and not a worthwhile purchase due to time required for tuning. The ukuleles have been returned for a refund of \$1575. A new wish list has been created including tambours, alto xylophone, xylophone mallets, claves, triangle holders, rainsticks and whistling tubes which totals \$1684.80. The purchase was approved as requested by those present.
- OOSH have requested a key to use the hall roller door to allow fresh air to flow through. Load of 80 tonnes so potentially very dangerous. A risk assessment has been completed by OOSH, but awaiting a risk management plan. Another copy of the key will not be made due to risk of falling into untrained hands. Feedback from David Malory is that OOSH is not under the auspices of the P&C, still currently operating as an independent organisation. Use will be strictly designated, suggestion to open and close when no children present. Bronwyn agreed that OOSH will be permitted to use the hall roller door once the risk management plan is completed and accepted. The designated staff members will be required to collect the key and return it to the office.

- Introduction of Emily Carter – Assistant Principal Curriculum and Instruction. Emily explained that the new curriculum has been brought in for K-2, and a few teething issues are being ironed out. English – focus on foundational literacy skills. Maths – focus on foundational skills and development of reasoning. Some adjustments are being made to align with new curriculum but overall the teachers are already demonstrating research based, high quality teaching.

Action Items	Responsible Person	Date

Treasurer's report – Ali Hafeez

West Pymble P&C Association Inc

Treasurers' Report

as of 28th February 2023

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$261,629.40**, an increase from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>30th September 2022</u>	<u>30th November 2022</u>	<u>28th February 2023</u>
P&C Transaction Account	\$58,628.68	\$87,492.72	\$67,530.99
P&C Investment Account	\$44,913.36	\$44,985.06	\$95,200.83
P&C Building Fund Account	\$13,630.45	\$13,652.20	\$9,675.50
P&C funds held by WPPS	\$0.00	\$0.00	\$0.00
Canteen Account	\$29,062.16	\$24,266.87	\$29,062.16
Canteen cash drawer	\$50.00	\$50.00	\$50.00
Canteen Debit Account	\$792.70	\$1,061.62	\$1,030.60
Band Transaction Account	\$40,169.77	\$34,351.50	\$31,233.50
Band Investment Account	\$27,648.79	\$27,692.92	\$27,770.82
Petty Cash	\$75.00	\$75.00	\$75.00
Total	\$214,970.91	\$233,627.89	\$261,629.40

Account Movements

The movements are based on the following:

- P&C Transaction Account:
 - Transferred funds to the investment account - with enough in the transaction account in line with 2023 budget
 - 2nd hand stall - \$596.04
 - Recycling - \$12.30
 - Welcome Night - \$323.73
 - OOSC payment for 2022 - \$2,720.51
 - Parents Pledge 2022 - \$20,833.00
- Canteen
 - Have started the review process for pricing of Canteen items (along with Lonii / Gladys / Wendela)
 - Separate agenda item to present finding on School 24 vs. alternatives
- Band
 - Issues with setup of new accounts person for Band, will attempt to sort it out before the end of the term
- Other
 - Resigned, finishing up at the end of the Term 1.
 - Separate agenda item for voting in a replacement.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

- Fees can be maintained at same level as last year and still meet projected costs, as there are more students in the program overall and many costs are fixed.
- Cake stall running on election day should cover any small shortfall.
- Organisation for band camp (5-7 May) is underway.

Action Items	Responsible Person	Date

Canteen report – Lonii Broers in Wendela Flokstra-Mesker's absence

- Wendela will be resigning towards the end of this year, ideally finishing up at the end of Term 3. Any possible candidates for the role can speak to the P&C team and/or Wendela.

Action Items	Responsible Person	Date
Canteen Replacement	Lonni Broers/Sharlene Atkinson	13 th March 2023

OOSC report – David Malory

- Opportunities are available for ongoing places or casual bookings.
- Treasurer role has been filled.
- A few additional staff have been secured.
- A homework area will be made available for children who are able to self-motivate. Visible area that will be monitored without the need for additional staff to be rostered on.

Action Items	Responsible Person	Date

Fundraising report – Anna McFarlane

- Spectacular results from the Twilight Market, fantastic community event, and \$6500 was raised after costs.

Upcoming events

- 25th March: Election Day raffle rickets being sold. Prize generously donated by Steve and Prudie Maltby – 3 night midweek stay/2 night weekend stay in Kangaroo Valley.
- 31st March: Comedy for a Cause tickets on sale now.
- 6th April: Grandfriends' Day – Wishing Tree and sausage sizzle (pre-orders preferred).
- School Disco – date TBC, Holly DeRooy has kindly offered to organise.
- Considering organising a Parenting Seminar – any feedback on what topics would be helpful would be welcomed.

Action Items	Responsible Person	Date

Grant committee report – Sharlene Atkinson

- Funding secured for Maddie's Garden, deeds to be signed off.
- Second part of Building Better Communities EOI due tomorrow – grant for Anzac Terrace area, multipurpose, outdoor stadium seating.
- Woolworths grant (\$1000) – Red/Yellow/Blue bins (House colours) to collect juice poppers and bottles for Earn and Return 10c Program - to reduce landfill and raise funds.
- Ku-ring-gai Council grants – due in May. Possible to apply for last stage of playground upgrade, or completely green canteen. Suggestion of Stephanie Alexander kitchen garden from Jen Stokes.
- Amy Wild is assisting with grants and will take over from Term 2.

Action Items	Responsible Person	Date

Election of Office Bearers – Bronwyn Wilson

- Resignations of Office Bearers received - Effective 6 April 2023
President - Lonii Broers
Vice President (2) - Sharlene Atkinson
Treasurer - Ali Hafeez
- Vacant Positions - to be filled effective 7 April 2023
Sharlene Atkinson elected as President (nominated by Lonii Broers, 12 financial members in favour, 0 against)
Anmarie Forrester elected as Vice President (2) (nominated by Sharlene Atkinson, 9 financial members in favour, 0 against)
Chih-Lun Yeh (Allan) elected as Treasurer (nominated by Ali Hafeez, 13 financial members in favour, 0 against)

It was agreed that the following new team members will be granted access to relevant P&C bank accounts:

Chih-Lun Yeh (Allan) – all accounts

Sharlene Atkinson – all accounts

The following people will be removed once new access is granted:

Ali Hafeez

Lonii Broers

Action Items	Responsible Person	Date

General business

- WPPS Sports Shirts – Tamara Leo
Bronwyn and the P&C are supportive of a transition to a predominantly green sports shirt, as the current white shirts are difficult to keep clean and are rarely of suitable quality to be sold in the second-hand uniform shop. There is a small amount of white stock currently which would need to be sold first. Gladys Wilkins has received the following suggestion from Excel Uniforms:



Action Items	Responsible Person	Date
Sourcing samples of a green sports shirt	Gladys Wilkins	13 th March 2023

Close & next meeting

Meeting closed at 8:54pm.

Next General Meeting – Monday 15th May 2023, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 13-03-2023)

	Action Item	Responsible Person	Status
13 February 2023			
School reclassification	Explore possibilities for exemption from reclassification from P2 to P1	Katrina Crooks Anmarie Forrester Lonii Broers Anna McFarlane	13/03/2023 Nothing to report
13 March 2023			
Canteen App	Follow up Spriggy regarding trial/test capability	Ali Hafeez	
Canteen Pricing	Overhaul of menu pricing	Wendela Flokstra-Mesker Gladys Wilkins Ali Hafeez	
Canteen replacement	Applicants to replace Wendela	Lonii Broers/Sharlene Atkinson	
WPPS Sports Shirt	Sourcing samples of a green sports shirt	Gladys Wilkins	