



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES – 28 OCTOBER 2019

Attendees: Alison Bruscino, Lisa Corrigan, Katrina Crooks, Peta Harper, Tamara Leo, David Malorey, Vanessa Thompson, Gladys Wilkins, Bronwyn Wilson

Apologies: Jacqui Clark, Wendela Flokstra-Mesker, Charlotte Lee, Natasha Hollerbach, Tim Simpson, Jen Stokes, Anjali Weerakoon

NEXT GENERAL MEETING DATE: AGM – Monday, 2 December 2019 @ 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 7:33pm

Minutes of previous meeting

Minutes from 9 September 2019 were approved

Business arising from previous meeting/s

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

Class parent responsibilities document

- Bronwyn will provide a soft copy of the document for circulation amongst the current class parents
- Once reviewed and updated it will be circulated to the new 2020 class parents

Tennis court resurfacing

- After an emergency repair the Department of Education has inspected the surface and deemed it to be in good condition

Communication – school and P&C

- Feedback from the school executive team – the office will include the P&C Term 4 communication schedule with theirs, no separate SZapp access will be given, the school will use the newsletter as its main communication platform
- The P&C is compiling a new communication survey to capture conclusive information on the type of platform the school community wants for all school news
- Bronwyn will check the legal status of P&C access to SZapp

Canteen - review use of plastic spoons and forks

- A trial of students bringing their own reusable cutlery will be rolled out mid Term 4

OOSC canteen usage

- The agreed terms were signed by all parties Week 10, Term 3
- An invoice for 2019 was sent and paid in Week 1, Term 4

OOSC expansion

- Refer to '*OOSC report*'

Kindergarten balustrade

- The existing balustrade was painted over the weekend as part of the current painting works at the school
- The height of the balustrade is still a health and safety concern and no replacement date has been set

Girls uniform survey

- A new girls summer uniform survey has been compiled and awaits final approval by Bronwyn
- Vanessa and Bronwyn will meet to discuss the pending survey on Tuesday 29 October
- The girls shorts and trouser uniform options need to be implemented by 2021 (3 years from the Department of Education school uniform policy update in mid-2018)
- This time frame needs to be highlighted to the school community as part of new survey communications
- The P&C aims to have an outcome for 2020

Action Items	Responsible Person	Date
Compile new communication survey	P&C executive	Term 4
Check legal status of P&C access to SZapp	Bronwyn Wilson	ASAP

Principal's report

World Teachers' Day

- Thank you to the P&C and school community for the wonderful spread and festive decorations
- All the teachers appreciated the efforts

Communication

- Articles for the school newsletter need to be submitted to the office by Tuesday 3:00pm (new fortnightly deadline)
- All merits need to be submitted to the office by Thursday 3:00pm to be recognised at the school assembly (weekly) and noted in the school newsletter (fortnightly)
- Protocol for submitting an article for the school newsletter:
 - Email the article to the office as an attachment
 - A word document is best, in case editing is required
 - For P&C events – all forms linked to an article need to be on a P&C/school letterhead
 - For P&C updates – a plain word document can be used

Gifted and talented program

- The Department of Education High Potential and Gifted Education Policy will be implemented in 2020
- The 2 day GERRIC gifted and talented training program for 2020 is likely to take place on the first 2 days of Term 3
- This would result in a reshuffle of staff development days and more will be communicated to the school once details are confirmed

Kiss and Drop update

- Parents need another reminder to use the yellow name cards for Kiss and Drop afternoon pick ups
- The class parent network will be asked to assist with circulating reminders to parents
- New 2020 kindergarten parents will be given a Kiss and Drop presentation during the third Taste of Kinder orientation session

Summer uniform

- From the start of Week 3 all students should be wearing full summer uniform
- Parents should refer to the *School Uniform Procedures* on the school website for guidance
- Leggings and shorts should not be worn under skirts or dresses
- Girls can wear green shorts for sport
- Girls socks should be white and above the ankle

Creative outdoor learning area

- The P&C has submitted a grant application for Stage 3 Phase II of the playground upgrade
- Documentation provided by Bronwyn in support of this application has been approved
- The outcome of the grant application is pending

Waste free Wednesdays

- The initiative starts in Week 3
- Naama Lev from the Green Team has purchased recycling bins for the classrooms
- The bins will help students learn how to separate and reduce waste

Action Items	Responsible Person	Date
Remind parents to use the yellow name card for Kiss and Drop afternoon pickups	Bronwyn Wilson, Lisa Corrigan	ASAP

Treasurer's report

West Pymble P&C Association Inc. Treasurer's Report as of 28 October 2019

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$160,730.80 a decrease from the previous P&C Meeting. The balances are made up of the following:

Accounts:	<u>2 August</u>	<u>9 September</u>	<u>28 October</u>
P&C Transaction Account	\$35,543.08	\$25,979.63	\$28,105.50
P&C Investment Account	\$44,800.55	\$44,806.07	\$44,811.77
P&C Building Fund Account	\$13,470.63	\$13,472.29	\$13,474.00
P&C funds held by WPPS	\$17,231.24	\$17,606.24	\$18,206.81
Canteen Account	\$2,147.27	\$2,278.57	\$3,388.54
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$26,549.82	\$26,392.00	\$21,934.25
Band Investment Account	\$30,752.23	\$30,756.02	\$30,759.93
Total	\$170,544.82	\$161,340.82	\$160,730.80

Band Accounts

The decrease is due to Term 3 Key Music bill being paid.

Canteen Accounts

The Canteen account is currently at \$3,388.54. There are no outstanding invoices. It is early in the term so the minimal price increase/menu change is yet to be noted.

Canteen pricing will be reviewed again mid-2020. There is unlikely to be any significant change as Wendela did a thorough review this year.

P&C Transaction Account

Fundraising

- The Ozobot Evo's have been purchased and are being enjoyed in the classrooms.
- The September Green Team Bottle Drive raised \$70.70
- The school disco was successful with 289 attendees. 11 students paid on the night (cash) and 278 pre-booked, raising \$2,890.00 in ticket sales. Expenses for the night were \$1,248.93, making a profit of \$1,641.07
- The Term 4 Pre-loved Uniform Stall raised \$798 (\$412.00 PayPal with \$11.36 in fees)

Voluntary family contributions have increased by \$600.57 since last P&C meeting, from \$17,606.24 to \$18,206.81. These funds are currently held by the school.

Action Items	Responsible Person	Date

Band report

Band performances

- All three bands have had opportunities to perform in Term 3 and early Term 4 – Baby Proms, Spring Showcase, Wahroonga Food and Wine Festival
- Performances are planned for the remainder of Term 4 – St Matts church, lunchtime concerts, presentation days
- The end of year band concert will be held on Tuesday 10 December

Year 2 tryouts

- Year 2 students will have the opportunity to try out band instruments on Wednesday 6 December
- Communication with parents will commence after the tryouts via class parents

Finances

- The band accounts are in a good position
- The purchase of 5 new 4-draw filing cabinets as approved in the meeting held 24 June 2019 will go ahead this term
- The band store will be cleaned up with the intention of moving the filing cabinets in there

Volunteers

- A new wave of volunteers is needed to assist with various jobs throughout the year
- All families with children in the band are asked to assist in any way they can
- A 2020 band camp organising committee is needed

Action Items	Responsible Person	Date

Canteen report – Tamara Leo for Wendela Flokstra-Mesker

Summer menu

- Term 4 has started off well with the introduction of the new summer menu
- Some winter menu items are still available until stock runs out – beef burgers (name change from hamburger), lasagne, fried rice
- The number of wraps, sandwiches and salads has increased compared to Term 2 and 3 and the preparation is more time consuming
- It is very hard to have lunch orders ready for the earlier time and help from Stage 3 students in the morning has made a huge difference to the total preparation time

Pricing review

- Smaller salad containers have been purchased and are being sold for \$3.50, a large size is now available for \$4.50
- More home brand items are being purchased (mostly Aldi) which have the same ingredients and cheaper prices – cheese and crackers, yoghurt tubs, cheese stringers
- Sipahh straws will be purchased from Woolworths or Coles rather than online from the manufacturer as it's cheaper (\$0.33 vs \$0.40)
- Wendela and two other members of her fruit and vegetable coop have agreed to provide a box of fruit and vegetables to the canteen once per term for \$20, a similar box from Aldi would cost approx. \$60
- Price increases of various items including Quelch tubes and frozen juice cups have been well received

End of term

- The end of term sausage sizzle will be held on Friday 13 December and the canteen will close on Tuesday 17 December (class parties)
- Canteen access for class party food preparation will be determined after discussions with canteen staff and information will be conveyed to class parents
- OOSC will still require access to the canteen until Wednesday afternoon, 18 December

Action Items	Responsible Person	Date
Canteen access for class party food preparation – discussion with canteen staff	Vanessa Thompson	ASAP

OOSC report – David Malorey for Jacqui Clark**Expansion – update**

- A contract has been signed for extra afternoon places
- It has been sent to ACECQA to organise a licence update
- OOSC will need the hall available in the afternoons which affects band rehearsals (Thursday) and karate classes (Monday)
- The option for band to use a demountable for rehearsals will be investigated should the number of classes decrease next year (result of the new enrolment policy issued by the Department of Education)
- OOSC will need to consider long-term expansion plans and the possibility of refitting the existing space at a considerable cost

Fees – update

- Fees have increased in the morning by \$1.00 and afternoon by \$2.00

Grant application

- An application for funding of minor works will be submitted as part of the 'Before and After School Care Infrastructure Fund' grants by the end of Term 4
- The funding is specifically to improve existing facilities and with the increased afternoon capacity an application should be looked upon favourably

Policies – update

- The updated Behaviour policy and Inclusion policy have passed the review period by OOSC families and are now in place

Canteen – update

- Thank you to the P&C for coordinating the canteen arrangement
- Refer to '*Business arising from previous meetings*' for further details

Taste of Kinder

- OOSC will present at the first kindergarten orientation session on Tuesday 12 November

Disco

- The end of year disco will be held on Friday 6 December, 6:00 – 8:00pm for all OOSC families
- Parents will be expected to take responsibility for their children

Action Items	Responsible Person	Date
Investigate demountable option for band rehearsals on Thursdays	Bronwyn Wilson/ Katrina Crooks	Term 4

Fundraising report

Event summary

- School disco – Friday, 13 September 2019
 - Thank you to Lisa Bilbe for organising a very successful event
 - The students had a wonderful time and with such high attendance the event raised over \$1600
- Pre-loved Uniform Stall – Saturday, 19 October 2019
 - The Term 4 stall was very successful raising \$798
 - The new location on the school grounds worked well
- World Teachers' Day – Friday, 25 October 2019
 - Thank you to the school community for your contributions of sweet and savoury dishes
 - Thank you to Vanessa Thompson for coordinating the staff refreshments and decorating the staff room

Upcoming events

- Spellathon – Tuesday, 12 November 2019
 - Hard copies of information and sponsorship forms will be sent home with students in Week 3
 - This great new fundraising initiative has the support of the teachers as students are encouraged to learn grade specific words
 - If this inaugural event is a success it may become an annual event
- Taste of Kinder (morning tea) – Tuesday, 12/19/26 November 2019
 - Morning tea will be arranged for orientation day 1 and 3
 - A request for volunteers to serve and provide refreshments will be sent to current Kindergarten, Year 1 and Year 2 families
- Tea and Tissues – Term 1 2020
 - Thank you to the McEwan family for offering to host the 2020 Tea and Tissues event
 - Details will be communicated to new kindergarten families in approx. Week 7, Term 4

Action Items	Responsible Person	Date

General business

- None to report

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8:59pm

Next General Meeting – AGM – Monday, 2 December 2019 @ 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 4 NOVEMBER 2019)

	Action Item	Responsible Person	Status
28 October 2019			
Communication – school and P&C	Compile new communication survey	P&C executive	OUTSTANDING
	Check legal status of P&C access to SZapp	Bronwyn Wilson	OUTSTANDING
Principal’s report	Remind parents to use the yellow name card for Kiss and Drop afternoon pickups	Bronwyn Wilson, Lisa Corrigan	OUTSTANDING
Canteen report	Canteen access for class party food preparation – discussion with canteen staff	Vanessa Thompson	OUTSTANDING
OOSC report	Investigate demountable option for band rehearsals on Thursdays	Bronwyn Wilson/ Katrina Crooks	OUTSTANDING
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	COMPLETED Week 10, Term 3 – email circulation via class parents
	Circulate class parent responsibilities document to class parents for review	Lisa Corrigan	IN PROGRESS 28/10/2019 – Bronwyn to provide soft copy for circulation
	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	CLOSED 28/10/2019 – after emergency repair Dept. Education deemed surface is in good condition
	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	CLOSED 28/10/2019 – refer to new action item 28/10/2019
Canteen report	Continue pricing review - summer menu	Wendela Flokstra-Mesker/ Vanessa Thompson	COMPLETED 20/09/2019 – canteen meeting
	Review summer menu selection	Wendela Flokstra-Mesker/ Vanessa Thompson	COMPLETED 20/09/2019 – canteen meeting
	Explore recycle bin options for canteen/ classrooms	Vanessa Thompson	CLOSED 28/10/2019 – Green Team has arranged bins as part of the

			'Waste Free Wednesday' program
Principal for a Day – Trivia Night prize winner	Organise a new day for 'Principal for a Day' student	Bronwyn Wilson/ Lisa Corrigan	COMPLETED Scheduled for Fri 08/11/2019
Spellathon	Provide spellathon event details for review by school executive team	Lisa Corrigan	COMPLETED Scheduled for Tue 12/11/2019
Communication – school and P&C	Discuss communication feedback with the executive team and provide further feedback to the P&C	Bronwyn Wilson	COMPLETED 16/09/2019 – school executive meeting; P&C feedback required by 18/09/2019 28/10/2019 – P&C feedback provided: office will include P&C Term 4 comms schedule with theirs, no separate SZapp access will be given, school to use newsletter as main comms, refer to new action item 28/10/2019
Green Team	Present the new Green Team initiatives to the school executive team – Zero waste challenge, OzHarvest FEAST program	Naama Lev	COMPLETED 16/09/2019 – school executive meeting 28/10/2019 – 'Waste Free Wednesdays' will commence Week 3, Term 4; Stage 3 students will participate in Oz Harvest program in Term 4
5 August 2019			
Canteen report	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 28/10/2019 – trial of BYO cutlery to be rolled out mid Term 4
24 June 2019			
Band report	Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	IN PROGRESS 05/08/2019 – to be confirmed at next P&C meeting 09/09/2019 – purchased 28/10/2019 – to be purchased in Term 4
Tennis court resurfacing	Check procedures with Assets for this type of work	Bronwyn Wilson	CLOSED 05/08/2019 – will await outcome of grant application before proceeding 09/09/2019 – an emergency repair took place after an incident occurred Refer to new action item 09/09/2019
P&C shipping container	Explore repair/replacement	P&C Executive	IN PROGRESS

	options for the P&C shipping container		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	COMPLETED 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 28/10/2019 – agreed terms signed Week 10, Term 3 and invoice sent and paid Week 1, Term 4
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> <p>28/10/2019 – contract signed and sent to ACEQCA for licence update</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 verandah will be replaced followed by the balustrade</p> <p>28/10/2019 – existing balustrade painted, current</p>

			height still health and safety concern, no date set for replacement
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> <p>28/10/2019 – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet</p> <p>29/10/2019, 3 year implementation timeframe needs to be highlighted, P&C aim for 2020 outcome</p>