



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 10TH MARCH 2025

Attendees: Anna McFarlane, Holly McDonald, Amy Wild, Lauren Hosie, Prudie Maltby, Panna Doshi, Alicia Potts, Annerine Collyer, Katharina Lennie, Bronwyn Wilson, Tim Simpson, Emma Hill, Naomi Lam, Andrew Wells, Jen Stokes, David Malorey, Paul Zamuner, Bec McArthur, Kimberly Chan

Apologies: Holly De Rooy, Laura Tunstall

NEXT GENERAL MEETING DATE: Monday 7th April 2025, 7.30pm

Open – President, Anna McFarlane

Meeting commenced at 7.30pm

Minutes of previous meeting

Minutes from 25th November 2024 were approved

Business arising from previous meeting/s

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

OOSH Working Group

- Decision as declared by P&C President, Anna McFarlane, is to continue the process of P&C taking over as approved provider of West Pymble Public School OOSH so that it remains parent run.
- It was clarified through an investigation conducted by Anna that not all P&C Executive Team members must be a PMC (Person of Management Control). Anna McFarlane, Prudie Maltby and Paul Lennie (current Treasurer for OOSH) will be nominating as PMC representatives
- Oliver will continue as Director and nominated supervisor for OOSH on day to day basis
- Future/new P&C will have to decide themselves if they wish to continue as the approved provider status or not when they come into position

Action Items	Responsible Person	Date
Process of P&C taking over as approved provider for OOSH	Anna McFarlane, Prudie Maltby and Paul Lennie	Ongoing with process

Uniform Review

- Was determined that majority was not reach, not enough students displeased with current uniform requirements/options that we will make changes currently
- P&C will discuss further with the school executives and wider school community

Action Items	Responsible Person	Date
P&C to discuss Uniform Review with the school executive team and wider school community in time	All of P&C Executive Team	Ongoing

Principal's report – Bronwyn Wilson

- Welcome to New Year and new P&C
- Progress on Anzac Terrace. Formal approval has been given/received from assets to proceed. Conditions have changed from assets. Can be self managed due to increase in amount (\$50,000 for approval). Will move on. Still waiting on ULP (landscaping company in charge of project) to provide a date for pre pre-start meeting. Bronwyn to follow up.
- Settled start to 2025 despite all year groups starting on the first day of school, helpful to school staff with increased staff development days (4 days). 10 classes in 2025 (1 less than 2024), first year where there was an increase in kindy enrolments (40 students), school still below cap numbers, so hoping for increase in new enrolments next year to counteract departures (41 in year 6 2025)
- Welcome night was a success and thanks to P&C for the event.
- Meet the Teacher night Week 5 Term 1 went well.
- Parent Teacher interviews Week 9 Term 1 (KE in Week 8 due to Mrs Elliot's absence) 10 mins in total, availability/booking system to be sent via SchoolBytes
- Kindergarten screening programs (vision, speech, OT and hearing) commence Week 7. School continuing to independently run these despite cuts from DOE to obtain and provide data for parents with any concerns/issues to follow up. This is also offered to any student who is identified by the school with developmental concerns
- School has commenced development of new school plan. 2024, school went through process of external validation. Extremely pleased with outcome (bump up from previous year to 8 areas of excelling, 6 areas of sustaining and growing on school improvement model). Bronwyn to provided results/pyramid in next school newsletter for parents to view
- New student management and behavioral plan (NSW Public Education statewide initiative) on school website. Consultation survey to be sent to parents soon to have their say.
- Grandparents/Grandfriends day last day of school Term 1 (Friday 11th April) with Easter Hat parade. More information to come closer to the event.

Action Items	Responsible Person	Date

Deputy's report - Tim Simpson

- Year 3 and Year 5 to commence NAPLAN assessments Wednesday 12th March (Week 7). Days provided for make up sessions
- PSSA Gala Days. In 2025 Ku ring gai has moved away from weekly PSSA sports format mainly due to cost of transportation. School wanting parent feedback from parents/students about the new Gala Days format. An email can be sent through directly to Tim Simpson

Action Items	Responsible Person	Date

Election of Office Bearers

- Laura Tunstall happy to continue as Communications Officer however will not be a member of the Executive Team
- Confirmation of P&C Executive Team 2025
 - President - Anna McFarlane
 - Vice President - Prudie Maltby (VP1), Panna Doshi (VP2)
 - Treasurer - Lauren Hosie
 - Secretary - Holly McDonald
 - Grants - Amy Wild
 - Tech Support - Alicia Potts
- No objections voiced to the above team
- Nomination received for the last remaining empty role 'Teas Coordinator' from Trudy Elwood/Dent.
- Voted on by all present in the meeting. 100% approval was received

Action Items	Responsible Person	Date

P&C Objectives and Function - Anna McFarlane

- P&C Objectives and Function description provided by President, Anna McFarlane to inform all present what the roles and responsibilities of the current P&C Executive team are.

Action Items	Responsible Person	Date

Treasurer's report – Lauren Hosie

West Pymble P&C Association Inc. Treasurer's Report as of 9th March 2025

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$251,245.40** with balance is made up of the following:

Accounts:	<u>9 March 2025</u>
P&C Transaction Account 695	\$58,255.15
P&C Investment Account 922	\$101,071.26
Canteen Account 965	\$11,070.37
Band Transaction Account 438	\$36,649.29
Band Investment Account 881	\$28,536.79

P&C Building Fund Account 036	\$14,672.69
Canteen Debit Account 839	\$989.85
Total	\$251,245.40

Summary

Points of note for current cycle:

- Major incoming amount of
 - \$5,640 Band instrument hire
 - \$886.07 from Welcome night
- Major outgoing amount of
 - \$1,217 – final pledge for 2024 due to school (to pay)
 - \$1,020 – final payment due on instrument repairs (to pay)
 - Still a few other expenses to pay approx. \$1,000

Profit and Loss

West Pymble Public School Parents and Citizens Association For the year ended 31 December 2025

2025

Trading Income

Band

Band Income - Instrument Hire - Percussion	70.00
Band Income - Instrument Hire	5,570.00
Total Band	5,640.00

Canteen

Counter Sales	783.10
Canteen Sales	296.80
School24 Online Sales	5,661.04
Total Canteen	6,740.94

Uniforms

Second Hand Clothing Stall	950.63
Total Uniforms	950.63

Fundraising

Fundraising Events Income	886.07
Total Fundraising	886.07

Total Trading Income	14,217.64
-----------------------------	------------------

Cost of Sales

Canteen

Beverage Purchases	1,169.75
Canteen supplies	22.08
Food Purchases	3,766.33
Frozen Dessert Purchases	838.56
Packaging Purchases	199.46
Superannuation	184.62
Workers' Compensation	913.87
Wages & Salaries	1,605.40
Total Canteen	8,700.07

Band

Instrument Repairs/Maintenance	1,020.00
Total Band	1,020.00

Total Cost of Sales	9,720.07
----------------------------	-----------------

Gross Profit	4,497.57
---------------------	-----------------

Other Income

Other income

Membership fees received	6.50
Total Other income	6.50

	2025
Interest income	
Interest Band Investment 4881	52.97
Interest Building Fund 9036	27.23
Interest P&C Investment 5922	187.61
Total Interest income	267.81
Total Other Income	274.31
Operating Expenses	
Computer Software/Web Develop	119.98
Council / Govt Fees or Charges	410.00
Staff Room Supplies	300.00
Total Operating Expenses	829.98
Net Profit	3,941.90

Action Items	Responsible Person	Date
<p>P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g.</p> <ul style="list-style-type: none"> • roof covering for tennis court • Anzac Terrace • Upgrade to 3 - 6 playground area • Half basketball court • Defib for school 	P&C Executive Team	Ongoing

Band report – Holly McDonald on behalf of Holly De Rooy (absent)

- All bands have had a good start for the new year
- Training band starting lessons this week and had their first rehearsal as a band last week

Action Items	Responsible Person	Date
Bronwyn asked that all parent volunteers be reminded if they wish to stay overnight for the upcoming camp, they must have a valid WWCC. To send details over to the office as soon as possible	Holly McDonald to pass onto Holly DeRooy	Holly M sent an email to Holly D on 12/03

Canteen report – Jen Stokes

- Big thank you to all new volunteers for the year. Lots of kindy parents have signed up
- Implemented a new induction for all volunteers, even those who have previously assisted. Simple checklist e.g. emergency exits, food safety and proper practice of hygiene etc. Conducted by either Jen or Nada, then a copy of this will be kept onsite in the canteen.
- Kindy Canteen Incursion has been conducted so they are now officially able to purchase over the counter at lunch and recess.
- Health inspector has visited already and a 5 star rating was awarded again. 2 areas were identified for fixing. The metal shelves behind the doors at the back of the canteen need replacing. Options are to paint or replace existing wood (with a water based paint for easier care) or replace the shelves entirely. The shelf under the main dish washing sink continues to have a rotting issue due to dripping/leaking tap. Jen will remove the shelf entirely and obtain new storage containers to combat this issue.
- Was raised by Bronwyn that DOE Assets visited and checked the school for health requirements. They will be covering the cost of replacing the porcelain sink (volunteers handwashing sink) in the canteen area as it was deemed “non compliant”. The new replacement will also have a knee pedal for ease of use.
- Continuing to closely monitor the price increase of all products e.g. Quelch tubes, eggs, hot meals, poppers etc and shop around for the best prices/alternatives.
- Will be a slight price increase on some items to counter balance this. These price increases will take place in Term 2.
- International Cookie Day in December 2024 was a hit. Approximately 200+ cookies were sold. Given its success, the event will be run again in December 2025.
- Big thanks to Prudie for organising and providing icy poles for Kindy students whilst they had their earlier finish time.
- Tap at the main dishwashing sink is broken again. Jen would like to replace this with a curved tap with detachable shower head. Ross Wilkins has agreed to fitting new tap when purchased. Approval was given on the spot. Was suggested contacting Gemma Gordon (fundraising coordinator at Pymble Bunnings) to see if they may donate it.
- Bread delivery issues. OOSH has decided not to use Tip Top anymore. Because we do not reach the minimum limit, different options were discussed. Jen will look into this and keep the team briefed.
- Has been raised by parents for Canteen to consider opening for lunch service on a Monday (lunch **only, not recess**). Recess is slow on Wednesdays. Look into trialing over slower terms (Winter, Term 2 and Term 3) run with Monday lunch service only, Wednesday lunch service only and normal lunch and recess service for Thursday and Friday. School office confirmed they were onboard.
- BBQ broken. Replacement needed. Jen has been provided different options from Ken available at Bunnings, 4 burner and 6 burner.
- Dumplings will be returning to the menu in Term 2.

Action Items	Responsible Person	Date
2 areas identified for fixing from Health Inspection	Jen Stokes/P&C/School office	Ongoing
Tap for main dishwashing sink broken again	Jen Stokes	Ongoing
Bread delivery issues	Jen Stokes	Ongoing
Trialing opening for a lunch only service on Monday for Term 2 and Term 3 (Winter months)	Jen Stokes/P&C team/School office	Ongoing
BBQ broken. Replacement needed	Jen Stokes/P&C team	Ongoing

OOSC report – David Malorey

- OOSH officially running their first trial period for Autumn Vacation Care at WPPS for upcoming school holiday period (22nd - 29th aside from public holidays) range of different activities to be run. 7.30 - 6pm every day. Thanks to Bronwyn and the school for their assistance in the process. (Pictures below)
- Reminder that spaces remain available for permanent and casual bookings on all days for morning and afternoon.
- Employees have new uniforms
- First OOSH/parent meeting to be announced soon



Action Items	Responsible Person	Date

Fundraising report – Annerine Collyer and Katharina Lennie

P&C Fundraising Events 2025

Term 1	Term 2	Term 3	Term 4
Welcome Night 21-Feb 0	Spellathon TBD \$2,000	Money Chain TBD	Disco TBD
Grandparents Day & Wishing Tree 4-Apr \$1000-\$3000	Movie Night 20-Jun \$3,000	Parents Social Night TBD	Trivia Night TBD
	Election Market TBD \$4,520		

Additional Fundraisers

School Cookbook
Spring market

- Welcome Night - Friday 21st February 2025. Over 60 people attended. Thought holding the event at the school again helped with attendance numbers. \$886.70 raised through sale of raffle tickets after all expenses. Just under \$300 was spent on food and plenty was left over so most likely can spend less for future events. Great interaction and support from the community. Were given \$2800 in prizes for the raffle.

Grant committee report – Amy Wild

- 2 grant funded projects that are still in process (listed under Current grant-funded projects)
- 3 unsuccessful open grant applications. 4 pending open grant applications awaiting outcomes.
- Please continue to send through any grant applications seen
- Return and Earn bins - continuing to run this initiative. Will pass onto Laura Tunstall to send around new comms. Alicia Potts to redo missing signs. If the signs continue to be an issue, could we look into painting the bins in the house colours. Suggestion to put a monthly comms piece out in the newsletter with the amount of house points raised so far to incentivise.

Grants Committee

10 March 2025

Current grant-funded projects

Grant	Status	Area	Project	Amount	Notes
Volunteer Grants (Federal Government)	In progress	Small equipment	Items to support P&C volunteer work	\$1,150	Coffee machine, milk frother and accessories purchased
Community Building Partnership 2023 (State Government)	Planning	Playground upgrades	Anzac Terrace - final stage of playground upgrade	\$39,660	Funds received. Planning underway for works commencement.

Open grant applications

Grant	Outcome	Area	Project	Amount	Notes
National Pies Local Heroes Grant	Unsuccessful	Sport	PSSA Uniforms	\$1,000	Submitted 10 April 2024
Real Insurance Schools Grant	Unsuccessful	STEM	STEM room resources	\$5,000	Submitted 22 September 2024
Bendigo Bank Community Giveaway	Unsuccessful	STEM	STEM room resources		Submitted October 2024
Fighting For Program (Federal Government)	Pending	Playground	Anzac Terrace	\$50,000 - \$80,000	Submitted 2 June 2024. Requires small P&C co-investment (~\$20k). In-principle support provided by Paul Fletcher's office
Coles & Planet Ark Sustainable Schools Competition	Pending	Outdoor environment	Bird-proof bin enclosures	\$5,000	Submitted 22 September Outcome expected 24 October 2024
Volunteer Grants 2024-25	Pending	Sport; Insurance	Sporting equipment	\$1,000	EOI endorsed, awaiting invitation to submit full application
Stronger Communities Program 2025	Pending	STEM	LEGO Education kits for STEM room	\$12,561	Submitted 14 February 2025

Forthcoming grant opportunities

Grant	Status	Area	Project	Amount	Notes
Real Schools Grant	Planning	STEM		\$5,000	
Telstra Connected Communities Program	Planning	STEM		\$10,000	

Action Items	Responsible Person	Date

Extra agenda item – N/A

Heading

- Summary

Action Items	Responsible Person	Date

General business

\$0.50c Membership contributions

- Raised by Holly McDonald that anyone who wishes to vote in future GM's or at the AGM, reminder that their \$0.50c membership fee must be paid to the relevant P&C account. Thank you to those who have paid their contribution. Excludes all staff/office members.

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 9.09pm

Next General Meeting – Monday 7th April 2025

	Action Item	Responsible Person	Status
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Anna McFarlane, David Malorey, Paul Lennie, Prudie Maltby	<p>04/12/2023 Nothing reported.</p> <p>19/02/2024 Process is ongoing</p> <p>18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&C.</p> <p>13/05/2024 Process is ongoing.</p> <p>17/06/2024 Process is ongoing.</p> <p>5/08/2024 Advice received that each time a new P&C Executive Member is elected, the same requirements will apply to them as the current P&C Executive Members. Everyone who is a PMC (Person With Management Control), which is everyone on the P&C Executive at any given time, is required to sit and pass the test on the childcare legislation. Sharlene to meet with the P&C Federation for further advice.</p> <p>09/09/24 All information has been submitted for provider approval. All PMC required to sit the timed test on the childcare legislation, in Parramatta.</p> <p>28/10/2024 Currently paused while a new executive committee is established.</p> <p>25/11/2024 Outgoing executive members to be removed from application as no longer PMCs. Incoming executive committee to discuss next steps.</p> <p>10/03/2025 PMC candidates are Anna McFarlane, Prudie Maltby (representatives from current P&C) and Paul Lennie. They will continue to liaise with relevant individuals to continue the submission</p>
School Uniform review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	<p>13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Student and parent surveys to commence.</p> <p>09/09/24 Parent survey complete, student survey to</p>

			<p>commence.</p> <p>28/10/2024 Student surveys completed, data to be forwarded to P&C.</p> <p>25/11/2024 Data collated, incoming executive committee will decide on next steps in collaboration with the school.</p> <p>10/03/2025 majority for change of uniform from data collated was not reached. P&C will continue to liaise with school around this.</p>
Use of accumulated P&C Funds	Best approach of use of significant funds raised by P&C	Bronwyn Wilson, P&C	<p>10/03/2025 P&C to start conversation with school about big ticket items to use money raised for/from fundraising events in the past/future e.g. roof covering for tennis court Anzac Terrace</p> <p>Upgrade to 3 - 6 playground area</p> <p>Half basketball court</p> <p>Defib for school</p>