



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 7<sup>TH</sup> FEBRUARY 2022

**Attendees:** Alicia Potts, Ali Hafeez, Amy Wild, Anna McFarlane, Anna Soyoung Na, Belinda Davies, Bronwyn Wilson, Felicity Bewley, Gladys Wilkins, Jacqui Clark, Jen Stokes, Kirsten Smith, Lonii Broers, Melanii Van Offen, Nicole Wynne, Paula Stokoe, Peta Harper, Rebecca McArthur, Sandeep Dsa, Setareh Ganjali, Sharlene Atkinson, Tamara Leo, Tim Simpson.

**Apologies:** Wendela Flokstra-Mesker

**NEXT GENERAL MEETING DATE:** Monday 14<sup>th</sup> March 2022, 7:30pm

#### Open – President, Lonii Broers

- Meeting commenced at 7:31 pm.
- Welcome of all parents to the P&C General Meeting.

#### AGM – Audited Financial Statements 2021, Ali Hafeez

- Financial statement was audited and approved by Charlotte Lee (Independent Auditor)
- All outstanding transactions are cleared.
- Covid cash boost amount will be transferred from ATO to the Canteen account.
- Funds for shipping container written off.

#### Minutes of previous meeting

- Minutes from the 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

- Gordon Police are still investigating the case. The process is ongoing and follow up in progress. The chances of getting a refund are low. Plan for the next steps of replacing the shipping container will commence next month.

Action Items	Responsible Person	Date
Provide update on the outcome of the police investigation and refund outcomes from the bank.	Lonii Broers	07/02/2022

18/10/2021: Update on Bank outcome provided. Police investigation still in progress.

22/10/2021: Update provided on police investigation. Progressed but no significant update as yet.

7/02/2022: No concrete update from Gordon police.

### Principal's report –Bronwyn Wilson

- Welcome back to all parents.

#### Staff Changes:

- Mrs Erica Gilchrist is the Class teacher for 3E. In Semester 2 Mrs Emma Bonouvrié returns from maternity leave. Mrs Erica will be job sharing with Mrs Emma Bonouvrié for 3E in term 2.
- Farewell to Mrs Lisa O'Shannessy

#### New Students:

- Welcome to all the Kindy students
- Welcome to Macy (3E), Archie (5/6C), Amber (5/6LH), Kingston (1K) and Sebastian (3/4B).

#### New Classes

- This year there are a total of 13 Classes set up. Children were allocated to their respective classes on Day 1 and a smooth start was possible.
- To avoid composite classes across stages, a 13th class has been set up and a teacher employed.

#### General

- Total enrolment this year is 312 students. The lower intake was due to in area enrolment only.
- The next set of RAT Kits will be provided to children and it will be in their school bags.
- Additional 9 air purifiers received. One purifier is set up in each block and specialist rooms.

#### Communications

- New school website built is as per the Department of education guidelines.
- Moving away from the Schoolzine app and using the Department of education parents app. Messages from Schoolzine app will stop soon, so please download the Department of education parent app to continue receiving updates.

- Schoolzine will no longer be used for newsletter. Sway platform will be used for newsletters.

#### Work updates

- LED lights have been installed in most rooms, project in progress.
- Senior toilets completed and as soon as sign off is received the toilets will be opened and operational
- Solar panels are installed. Department will perform the handover and there will be training for teachers
- In the next holidays, asphaltting is planned around the top playground (outside the library, admin block, canteen, D block, toilet)

#### Anti Bullying/Cyber security

- New Anti bullying plan is on the website. If any information is missing in the plan please inform the school.
- Cyber bullying session will be conducted by Lewis Peters from Hornsby police.
- Sessions will be conducted in week 4 and week 5.

#### PSSA

- Starting Friday 25<sup>th</sup> February.
- Logistics is being sorted to make sure its Covid safe. Permission notes will be sent out with the details.

#### Meet the Teacher

- Meet the teacher night will be on Zoom
- This event will be stage wise: Monday - Early stage 1, Tuesday - stage 1, Wednesday – stage 2, Thursday – stage 3.
- Each class will have a 30 mins session and this will be on week 5. Start time for the Zoom meeting will be sent out.

Action Items	Responsible Person	Date
Package for the Meet the Teacher will be sent prior to meeting	Bronwyn Wilson	21/02/2022
Teacher profiles in the next newsletter	Bronwyn Wilson	Next newsletter
Toilet Door repairs for early stage 1	Bronwyn Wilson	9/02/2022

## West Pymble P&C Association Inc

### Treasurers' Report

as of 31st December 2021

#### Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$190,190.26**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

<b>Accounts:</b>	<b><u>6th September</u></b>	<b><u>18th October</u></b>	<b><u>31st December</u></b>
P&C Transaction Account	\$22,825.90	\$28,084.00	\$49,069.74
P&C Investment Account	\$44,855.70	\$44,856.06	\$44,857.18
P&C Building Fund Account	\$24,992.78	\$24,992.98	\$13,493.45
P&C funds held by WPPS	\$15,052.00	\$15,052.00	\$0.00
Canteen Account	\$19,055.46	\$19,046.11	\$19,630.87
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$39,453.99	\$39,293.99	\$35,474.77
Band Investment Account	\$27,613.35	\$27,613.57	\$27,614.25
<b>Total</b>	<b>\$193,898.18</b>	<b>\$198,988.71</b>	<b>\$190,190.26</b>

#### Account Movements

- The largest movement in the accounts is in the P&C transaction account. This was due to final incoming funds from the Trivia Night and the transfer for Family School Pledge from WPPS (seeing the funds held by WPPS reduced to zero as a result).

The reduction of funds on Building Fund was due to the transfer for the Solar Project.

There was also a reduction of funds for the band due to refunds associated with COVID.

## Band report – Katrina Crooks

- Band program will commence this year with face to face rehearsals and lessons.
- Total 75 enrolments in the band and 26 enrolments in the training band.
- Training band will start rehearsals in Term 2.
- Other bands will start lessons and rehearsals week starting 21<sup>st</sup> February.
- Concert and Performance band will be separate this year.
- Band camp is booked in from 13<sup>th</sup> to 15<sup>th</sup> of May.
- Band captain honour board work is in progress.

## Canteen Report : Paula Stokoe on behalf of Wendela

- Canteen re-opened last Thursday; very quiet with only 43 lunch orders and 6 afternoon tea orders.
- The Swimming Carnival Meal deals were a success with 64 students ordering a chicken burger and 102 ordering sushi. Total sales of \$1085.00
- Turramurra High School has very kindly donated a slushie machine to us. I am trying to book it in for a service on Tuesday or Wednesday so we can start selling slushies on Thursday
- The P&C has a second hand Thermomix, with the Thermomix we will be able to make more from scratch with fresh ingredients like mini muffins, banana bread, pasta sauce, pizzas.
- We are back to over the counter sales but in staggered stages.
- Wednesday Canteen started from the 16<sup>th</sup> Feb

Action Items	Responsible Person	Date
Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii. Update 17/02/2022: plan to get quotes for the next meeting	Wendela	End of term 1 2022
Due to massive amount of lunch orders(as discussed in the previous meeting) a 4 <sup>th</sup> Oven is required. Wendela to discuss with Lonii Update 17/02: further discussion required.	Wendela	End of term 1 2022

## OOSC report –Jacqui Clark

### Updates

- For 2022, there are casual spots available in the morning and afternoon. Please contact OOSH team if you want a casual spots.
- New members welcome to join the OOSH team.
- Any children who are required to be on the school premises without parent supervision need to be booked into OOSH.

Action Items	Responsible Person	Date

## Fundraising report – Paula Stokoe

- Pre-Loved Uniform stall: There is a lot of stock in various sizes available for White shirts, Summer and Winter Tunics, skirts, hats, fleece, rain coats. Please contact Sharlene if you require pre-loved uniform.
- Welcome Night: 18<sup>th</sup> of February booked in at Bowlo for the welcome night.
- School Blazers update will be provided at the next meeting.

Action Items	Responsible Person	Date

## Grants Report – Sharlene Atkinson

- We have submitted an Expression of Interest with the Federal Government - Stronger Communities Program for \$20,000 for Maddy's Garden – Updates at the next meeting.

Action Items	Responsible Person	Date

## General Business – Lonii Broers

- Communications around how to book casual places at OOSH would be helpful for families joining the school this year. This will be sent through in the next school newsletter.

## Close & next meeting

Meeting closed at 8.27 pm

Next General Meeting– Monday 14<sup>th</sup> March 2022, 7:30 pm  
(Online meeting via Zoom)

## P&C GENERAL MEETING – ACTION ITEMS

Action Item	Responsible Person	Status
<b>07 February 2022</b>		
Principals Report	Package for the meet the parents will be sent prior to meeting	Bronwyn Wilson New action
	Teacher profiles in the next newsletter	Bronwyn Wilson New action
	Toilet Door repairs for early stage 1	Bronwyn Wilson New action
<b>06 December 2021</b>		
Canteen update	Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii.	Wendela Quotes will be provided at the next P&C
	Due to massive amount of lunch orders a 4th Oven is required.	Wendela Further discussion required
<b>24 June 2019</b>		
<b>P&amp;C shipping container</b>	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 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 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. 17/02/2022: Police Investigation in progress.

