



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 9TH FEBRUARY 2026

Attendees: Gladys Pineda, Lauren Hosie, Alicia Potts, Holly McDonald, Amy Wild, Prudie Maltby, Jen Stokes, Simon Johnson, Annerine Collyer, Leslyn Nand, Caity Wells, Tim Simpson, Emma Smales

Apologies: Holly De Rooy, Paul Zamuner, Bronwyn Wilson, Kat Lennie

NEXT GENERAL MEETING DATE: Monday 30th March

Open – President, Annerine Collyer

Meeting commenced at 7.30pm

Minutes of previous meeting

Minutes from 24th November 2025 were approved

Business arising from previous meeting/s

OOSH Working Group

Action Items	Responsible Person	Date
Process of P&C taking over as approved provider for OOSH	Prudie Maltby	Ongoing with process

Actions since previous meeting

- **OOSH Transition**
 - Updated the application with the new committee members on the exec
 - Simon will resit the test on 17th February
 - Otherwise everything is up to date and where it can be
- **Shed and concrete slab**
 - Garden shed is onsite, need to move on to obtaining volunteers to assist with putting this up. Prudie will assist with this

Principal's report – Tim Simpson on behalf of Bronwyn Wilson (absent)

- Start of the year has gone very well and everyone is very settled

- Report given on how classes were formed this year. Numbers are at 229 - 9 paid classes from the Department of Education, when reviewed the school decided 10 classes would be ideal, 2 kindergarten classes, 3x 2/1 classes, 3x 3/4 classes and 2x 5/6 classes, pledge was put forward from Tim/school for any assistance from the P&C to be considered, would be greatly appreciated
- Thanks to Matt and Steph for running the Tea and Tissues event at their home
- 4 new teachers on class, all have been at WPPS previously. Ms Host replacing Ms Cooling for STEM whilst she is on maternity leave
- Meet the Teacher - Stage 3 Thursday 19th in Week 4 due to excursion to Canberra. Week 5, 23rd February all other stages will have theirs
- All communication from school will be sent through School Bytes so please turn here for all up to date information directly from the school
- Tim has been in touch with 3 companies for the playground quotes for the grant. Will pass these onto Amy once received
- Thanks to Emma Smales for coming back from her planned leave until Bronwyn returns

Action Items	Responsible Person	Date

Treasurer's report – Lauren Hosie

Profit and Loss

West Pymble Public School Parents and Citizens Association

For the period 1 January 2026 to 9 February 2026

Cash Basis

1 JAN-9 FEB 2026 1 JAN-9 FEB 2025

Trading Income

Band		
45020 - Band Income - Instrument Hire	3,750.00	4,820.00
45014 - Band Income - Instrument Hire - Percussion	210.00	70.00
45013 - Training Band	-	250.00
Total Band	3,960.00	5,140.00
Canteen		
44010 - Counter Sales	245.45	-
Total Canteen	245.45	-
Uniforms		
46010 - Second Hand Clothing Stall	138.32	415.93
Total Uniforms	138.32	415.93
Total Trading Income	4,343.77	5,555.93

Cost of Sales

Canteen		
51010 - Food Purchases	377.95	-
51040 - Packaging Purchases	-	149.90
62420 - Superannuation	95.38	-
62440 - Workers' Compensation	-	1,018.40
62430 - Wages & Salaries	794.86	-
Total Canteen	1,268.19	1,168.30
Total Cost of Sales	1,268.19	1,168.30

Gross Profit

3,075.58 4,387.63

Other Income

Interest income		
85000 - Interest Band Investment 4881	0.39	27.82
86000 - Interest Building Fund 9036	0.12	14.30
82000 - Interest P&C Investment 5922	5.20	98.53
Total Interest income	5.71	140.65
Total Other Income	5.71	140.65

Operating Expenses

General & Administrative Expenses		
62020 - Computer Software - Xero, Zoom, Website, Survey Monkey	-	131.98
Total General & Administrative Expenses	-	131.98
Total Operating Expenses	-	131.98

Profit and Loss

	1 JAN-9 FEB 2026	1 JAN-9 FEB 2025
Net Profit	3,081.29	4,396.30

Balance Sheet

West Pymble Public School Parents and Citizens Association As at 9 February 2026

	9 FEB 2026	31 DEC 2025
Assets		
Bank		
Band Investment Account 4881	48,670.80	48,670.41
Band Transaction Account 3438	21,652.15	17,692.15
Canteen Account 7965	17,830.03	20,755.80
Canteen Debit	1,276.82	654.77
Cash Drawer (Canteen)	50.00	50.00
P&C Building Fund Account 9036	14,741.85	14,741.73
P&C Investment Account 5922	126,563.93	126,558.73
P&C Transaction Account 0695	26,564.31	26,425.99
Petty Cash	100.00	100.00
Total Bank	257,449.89	255,649.58
Fixed Assets		
Band Instruments/Equ Accum Dep	(6,657.18)	(6,657.18)
Band Instruments/Equip at Cost	8,096.89	8,096.89
Canteen Equipment Accum Dep	(13,710.99)	(13,710.99)
Canteen Equipment at Cost	18,565.44	18,565.44
Fundraise/Events Equip at Cost	149.00	149.00
Fundraise/Evnt Equip Accum Dep	(149.00)	(149.00)
Office Equipment Accum Dep	(139.00)	(139.00)
Office Equipment at Cost	139.00	139.00
Total Fixed Assets	6,294.16	6,294.16
Total Assets	263,744.05	261,943.74
Liabilities		
Current Liabilities		
PAYG Withholding Payable	64.00	1,122.00
Rounding	(0.31)	(0.31)
Superannuation Payable	95.47	1,049.31
Total Current Liabilities	159.16	2,171.00
Non-current Liabilities		
Wages Payable - Payroll	730.86	-
Total Non-current Liabilities	730.86	-
Total Liabilities	890.02	2,171.00
Net Assets	262,854.03	259,772.74
Equity		
Current Year Earnings	3,081.29	8,192.72
Historical Balancing	118,412.93	118,412.93

Balance Sheet

	9 FEB 2026	31 DEC 2025
Retained Earnings	141,359.81	133,167.09
Total Equity	262,854.03	259,772.74

Action Items	Responsible Person	Date
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. <ul style="list-style-type: none"> ● roof covering for tennis court ● 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 band rehearsals for performance band and concert band start this week
- Lessons have also started this week excluding brass students who are waiting a tutor
- Any parents enquiries regarding lessons or rehearsals, please contact Key Music directly

Action Items	Responsible Person	Date

Canteen report – Holly McDonald on behalf of Jen Stokes (absent)

- Annual inspection was on Thursday 5th February and we received 5 stars again, well done to all
- Things to attend to: drink storage racks, whilst they were painted unfortunately the paint did not take. Best way forward here would be to replace these shelves with a wire option, not wooden
- The bunnings 4 tier are \$99 as we are limited on sizing/width and will probably need 5 shelves. Holly to follow Jen up on these
- Under sink issue - due to the years of having a leaking tap the wooden strut has been damaged and has disintegrated
- Jen reached out to 2x builders and both suggested replacing the wooden strut. The bench cannot come off as it is all built in so Matt Harris has suggested cutting the damaged wood out and replacing this
- Matt Harris quote - \$330. Holly raised this at the meeting. A vote by show of hands was taken on the spot due to enough finance members being present and this was passed. Holly will pass this onto Jen so that work can get underway
- Spider issue - redbacks have been found at the back door. We cannot spray. Jen will reach out to Ken to ask for assistance with this
- A reminder to sign up to help with the canteen, always looking for people to help
- The seal on the fridge is cracked/broken. A service will cost \$150 + additional for a new seal. The fridge was purchased in 2019 so may just need a service. It is still cooling so not an urgent issue but would be wasting power due to the

leak. Jen will reach out to a few in the school community who are across this issue. If anyone can assist, please reach out

Action Items	Responsible Person	Date

OOSC report – Simon Johnson

- Holiday program over Christmas break went really well - last 3 weeks of the holiday period. Busiest day they had 45 children
- Back to regular programming, numbers are around 50 - 60 children each day (before and after). 16 new kindy children signed up
- All new committee members are up and running now and all email addresses have been handed over so everyone is contactable

Action Items	Responsible Person	Date

Fundraising report – Annerine Collyer on behalf of Kat Lennie (absent)

- Welcome night - Friday 6th February. Not essential to RSVP however this would be greatly appreciated for catering purposes
- Fundraising have been working hard on obtaining meaningful raffle items (school and after school activities) so please do not forget to also purchase your raffle tickets separately
- Last comms for this event will be sent through WhatsApp on Wednesday 4th February
- No other events planned at the moment for this term

Grant committee report – Amy Wild

- Focused on the community building partnership grant for the playground upgrade. Has not opened yet but we will put in a submission once it has
- Ku ring gai environmental grant also coming up which we have had some success with in the past, particularly in greening the canteen
- Bronwyn is keen to use this for funding for the new bush tucker garden (Bush to Bowl)

Action Items	Responsible Person	Date

Extra agenda item – N/A

Heading

- Summary

Action Items	Responsible Person	Date

General business

Heading

- Summary

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 8.08pm

Next General Meeting – Monday 30th February at 7.30pm