



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 5TH SEPTEMBER 2022

Attendees: Ali Hafeez, Bronwyn Wilson, David Malorey, Ida Chan, Katrina Crooks, Felicity Bewley, Lonii Broers, Natasha Hollerbach, Paula Stokoe, Sandeep Dsa, Tamara Leo, Tim Simpson.

Apologies: Nicky Wynne, Peta Harper, Sharlene Atkinson

NEXT GENERAL MEETING DATE: Monday 24th October 2022, 7:30pm

Open – President, Lonii Broers

- Meeting commenced at 7:30 pm.

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

- School Uniform sizing: Update from Bronwyn Wilson- Peter from excel uniforms has confirmed that the Tunic without elastic is as per design (flat back). If anyone in the school community has an issue with the fitting, please contact Peter and he will provide a tailor made option and the charges will be kept to a minimum.

| Action Items | Responsible Person | Date |
|--------------|--------------------|------|
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Principal's report –Bronwyn Wilson

Dance Sport Gala:

- Year 5 students have excelled in the program. Students all stepped up and did their best.
- Over 600 students participated at the event and a student pair from West Pymble public school were in the finals of the event.

Spring showcase:

- Thanks to P&C, Year 6 committee and Year 6 students for cake stall. Thanks to Emma Smales who co-ordinated the event. Thanks to Sam McCourt music teacher for getting the best out of the children.
- Special thanks to Kirsten Smith who co-ordinated the wishing tree and year 6 cake stall.

- Art express raised \$478.75 and the money raised will go into class room supplies

Online Guardians:

- eSafety accredited company will be at school working with students from year 3 to 6 and educating children on cyber safety. Team will also conduct an awareness raising session with year 2 students. Survey will be conducted with students and outcome of the survey will be shared with parents and tips on what parents can do to keep children safe online.

Police Liaison youth officer:

- Officer will be at school to talk to the stage 2 children about respectful relationships.

Assistant Principal selection:

- Thanks Ali Hafeez for being part of the panel.
- A candidate has been selected for a new role of Assistant Principal Curriculum and Instruction. More details on the successful candidate will be shared in due course.

Baby Proms:

- Baby Proms on 6th September. Performance band will perform for pre-schoolers and K-2 students.
- Band will perform at KU – West Pymble and then to Gordon community center.

NAPLAN Results: (Update from Tim Simpson)

- NAPLAN results for year 3 and 5 sent out to parents. The results have been the best it has been in the last 10 years.
- Naplan results shows an improvement in Reading, Numeracy, Grammar and punctuation and writing when compared to statistically similar schools. Trends have been very positive.

| Action Items | Responsible Person | Date |
|--|-----------------------------|---------------------------|
| Toilet Door repairs for early stage 1 09/05: Couple of doors need to be replaced and its work in progress. 1 st August: check offline if this is completed 5 th September: Closed | Bronwyn Wilson | 9 th June 2022 |
| Wishing Tree: Is P&C going to run P&C this year 6 th Sept: This will be run by the P&C. Ideas being discussed. Closed | Bronwyn Wilson/Lonii Broers | 6 th Sept 2022 |

West Pymble P&C Association Inc

Treasurers' Report

as of 31st August 2022

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$ 216,107.83**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

| Accounts: | <u>30th June 2022</u> | <u>31st July 2022</u> | <u>31st August 2022</u> |
|---------------------------|----------------------------------|----------------------------------|------------------------------------|
| P&C Transaction Account | \$61,384.64 | \$60,016.92 | \$56,630.67 |
| P&C Investment Account | \$44,864.25 | \$44,869.96 | \$44,888.15 |
| P&C Building Fund Account | \$13,615.55 | \$13,737.28 | \$13,622.80 |
| P&C funds held by WPPS | \$0.00 | \$0.00 | \$0.00 |
| Canteen Account | \$32,244.36 | \$30,630.22 | \$33,155.59 |
| Canteen cash draw | \$50.00 | \$50.00 | \$50.00 |
| Canteen Debit Account | | \$500.00 | \$22.57 |
| Band Transaction Account | \$46,724.77 | \$41,508.77 | \$40,029.77 |
| Band Investment Account | \$27,618.58 | \$27,622.09 | \$27,633.28 |
| Petty Cash | \$75.00 | \$75.00 | \$75.00 |
| Total | \$ 226,577.15 | \$219,010.824 | \$216,107.83 |

Account Movements

The movements are based on the following:

- P&C Transaction Account:
 - Paid for the storage shed - thank you to Wilkins Plumbing and No.1 Roofing!
 - Spring Showcase - Paula will talk about it I'm sure
- Canteen
 - The new Canteen Debit Account is now listed in the accounts list. Currently with a balance of \$500 transferred from the Canteen account. Wendela now has a debit card to manage monthly transactions.
 - We are seeing that the expenditure is higher - closer to about \$500/wk. Do we want to increase the limit to \$2,000/mth?

| Action Items | Responsible Person | Date |
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Band report – Katrina Crooks

- Upcoming performances – Performance Band (PB) and Concert Band (CB) getting ready for a number of upcoming performances:
 - Baby Proms - 6 September - PB
 - NSSWE Spring Festival - 10 September - PB and CB
 - Wahroonga Wine & Food Festival - 30 Oct - PB
 - possible performance at Northlight Church in October – CB
 - End of year concert (last few weeks of terms)
- Fundraising: Cake stall at the West Pymble shops in October will be organised to raise funds.
- Big Band performance is being organised on 6th November by Matt (Key Music) on West Pymble school oval.

Canteen Report : Wendela Flokstra-Mesker

- Spring showcase was an awesome day 300 sushi and 120 chicken burgers were sold on the day. Thank you Nicky, Melissa, Polina for helping on the day.
- Sales were \$1860 with over the counter sales of \$600.
- Wish list is to get another Thermomix for the canteen. Further discussion needed.
- Debit card is being used for the canteen but the debit limit set to \$500 per month is low. Vote taken to raise the limit to \$500 per week. [9 out of 12 voted in favour of increase]
- OOSH had offered to shelving in the canteen. David M will check with OOSH if this is still proceeding.
- Milk supplier will be changed because the existing supplier wants us to order at least 63 litres.

| Action Items | Responsible Person | Date |
|--|--------------------|---|
| Gordon Sushi have increased prices and discussion required regarding price increase at canteen. 1 st Aug: Lonii and Ali will be at the canteen to discuss price increase and also consider plastic ban and alternate cutlery price changes required. 6 th September: Raised at the meeting to relook at the pricing. | Lonii/Ali/Wendela | 30 th October 2022 |
| Afternoon tea to have the same set up as Lunch baskets so children get what they order for. | Bronwyn/Wendela | 10 th August 2022 Closed |

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| 1st August: Bronwyn Wilson will send a message to the teacher 5th Sept: Closed | | |
| 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 Update 14/03: No further update | Wendela/Lonii | End of term 3 2022 |
| Due to massive amount of lunch orders(as discussed in the previous meeting) a 4th Oven is required. Wendela to discuss with Lonii Update 17/02: further discussion required. Update 14/03: not purchased. Costing to be discussed. | Wendela/Lonii | End of term 3 2022 |

OOSH – David Malorey

Updates

- David will check regarding the OOSH offer of shelves for canteen.
- No updates on the BASC reform in the quarter.
- There are places available in OOSH for casual and regular spots. The 500\$ NSW vouchers can be used for the regular spots.
- Few more parents requested to join the OOSH committee and Executive roles of Vice president is vacant and needs to be filled.

| Action Items | Responsible Person | Date |
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Fundraising report – Paula

- Thank you to everyone involved in the Spring showcase and Working Bee.
- Spring showcase: Wishing tree amounts raised (\$2100, details will be sent to school office)
- Raffles and donations: P&C raised \$1000.
- Year 6 cup cake raised: \$400
- Spell-a-thon will be the next fundraising event for P&C.
- Second hand clothing stall: Communication will be sent out.
- More details on Trivia night will be shared through P&C communications.

| Action Items | Responsible Person | Date |
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Grants Report –Sharlene Atkinson (apologies for the meeting)

- Updates at the next meeting.

| Action Items | Responsible Person | Date |
|---|--------------------|-------------------------------|
| Community Grant from State government update requested. This will be followed up offline. | Sharlene Atkinson | 30 th October 2022 |

General Business – Lonii Broers

- Raised by Tim: Year 6 requested to move the walk through the tunnel to move to the Friday the week before closing. This has been agreed.
- Anyone interested to join the P&C committee, please reach out to get an understanding of what is involved and learn more. Roles for President, Vice President and Secretary will need to be filled for the next year.

Close & next meeting

Meeting closed at 8.11 p.m.

Next General Meeting– Monday 24th October 2022, 7:30 pm
(Online meeting via Zoom)

P&C GENERAL MEETING – ACTION ITEMS

| Action Item | Responsible Person | Status | |
|-------------------------|---|----------------|--|
| 07 February 2022 | | | |
| Principals Report | Package for the meet the parents will be sent prior to meeting | Bronwyn Wilson | Closing action |
| | Teacher profiles in the next newsletter | Bronwyn Wilson | Closing action |
| | Toilet Door repairs for early stage 1 | Bronwyn Wilson | 9/05/2002: 2 doors need repairs. This is work in progress. |
| 06 December 2021 | | | |
| 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 9 th May: No update |

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| | Due to massive amount of lunch orders a 4th Oven is required. | Wendela | Further discussion required 9 th May: No update |
| 24 June 2019 | | | |
| P&C shipping container | Explore repair/replacement options for the P&C shipping container | P&C Executive | <p>05/08/2019 – waiting on quotes for replacement</p> <p>09/09/2019 – one quote received and awaiting more quotes; P&C funds not available so alternative funding will be explored</p> <p>02/12/2019 – second quote not forthcoming; will continue to investigate in 2020</p> <p>26/10/2020 – propose new storage shed like OOSC have installed, vote to purchase passed, location needs to be finalised</p> <p>01/12/2020 – location still needs to be finalised and will progress in 2021</p> <p>09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued.</p> <p>15/03/2021: Updates to be discussed at the next meeting.</p> <p>3/05/2021: In progress.</p> <p>07/06/2021: Replacement planned for 7th July</p> <p>[Action re-opened]</p> <p>06/09/2021: Provide update on the outcome of the police investigation and refund outcomes from the bank.</p> <p>18/10/2021: Update provided. Bank refund is not possible. Police investigation is in progress.</p> <p>17/02/2022: Police Investigation in progress.</p> <p>22/10/2021: Update provided on police investigation. Progressed but no significant update as yet.</p> <p>7/02/2022: No concrete update from Gordon police.</p> <p>14/03/2022: Closing action for update from police.</p> <p>09/05/2022: Concrete slab will be laid and shed built as a replacement for the shipping container. Costing is being worked on.</p> |
| 2nd May 2022 | | | |

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|------------------|--|---------------------------|--------------------------------------|
| Donations | Donations raised (approx. 85 \$) from afternoon tea (for the Women's shelter) to be sent to Ali. Gladys has kindly volunteered to collect the money and give it to Ali | Gladys Wilkins/Ali Hafeez | 9 th June: Action Closed. |
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