



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 19 JUNE 2023

**Attendees:** Sharlene Atkinson, Anna McFarlane, Anmarie Forrester, Felicity Bewley, Chih-Lun Yeh (Allan), Nicole Wynne, Amy Wild, Bronwyn Wilson, Tim Simpson, Alicia Potts, Naomi Lam, Melissa Vince, Jen Stokes, Gladys Wilkins, Lonii Broers, Paul Zamuner, James Tierney

**Apologies:** Peta Harper, Wendela Flokstra-Mesker, Tamara Leo

**NEXT GENERAL MEETING DATE:** Monday 24<sup>th</sup> July 2023, 7:30pm

#### Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

#### Minutes of previous meeting

Minutes from 15<sup>th</sup> May 2023 were approved.

#### Business arising from previous meeting/s

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

- Canteen app/overhaul of menu pricing – Wendela, Anmarie and Allan met to discuss these matters, see Treasurer's Report below for further detail.
- Engineer's report for hall/COLA fans:  
Sharlene has been in contact with the fan installer (Dan) who has provided details of a structural engineer who can conduct the appropriate assessment and provide a written report for Assets. Dan will attend and provide use of his lift to the structural engineer at no cost. Michelle Eyre has been provided with contact details to arrange access to the school at an appropriate time. We do not have an exact figure for the structural engineer's assessment and report, and the financial members present voted in favour of allocating up to \$3000 to this purpose.

Submitted Date/Time	1.Approval for up to \$3000 to be allocated to engineers's assessment for Hall/COLA fans					
Jun 19, 2023 19:39:47	For					
Jun 19, 2023 19:39:48	For					
Jun 19, 2023 19:39:48	For					
Jun 19, 2023 19:39:48	For					
Jun 19, 2023 19:39:48	For					
Jun 19, 2023 19:39:49	For					
Jun 19, 2023 19:39:49	For					
Jun 19, 2023 19:39:50	For					
Jun 19, 2023 19:39:50	For					
Jun 19, 2023 19:39:53	For					
Jun 19, 2023 19:39:54	For					
Jun 19, 2023 19:39:55	For					
Jun 19, 2023 19:39:56	For					
Jun 19, 2023 19:39:57	For					

- We are still awaiting a replacement part to resolve the squeaking issue. When the replacement part arrives Dan will rectify the issue at no charge.

Action Items	Responsible Person	Date

### Principal's report – Bronwyn Wilson

- Principal classification – while the school has changed classification from P2 to P1, Bronwyn will no longer be required to change to a P2 school nor take a financial disincentive at the end of the year in order to stay at WPPS.
- Aboriginal mural – Bronwyn has made contact with a company that produces Aboriginal murals, including one recently at Normanhurst. They include ideas and input from the children and staff, and research the area thoroughly. This company has been recommended by Uncle Lawrie, one of our local elders. The work will go ahead Term 3.
- Recognition Assembly – this Friday, and Uncle Lawrie will be present to conduct a Welcome to Country. Uncle Lawrie will also meet with our Aboriginal Education Team and the President of our local AECG.
- Maddie's Garden – application has been approved by the Department of Education and is now with Assets. Changes mean the school can no longer self-manage projects <\$50,000. Works need to be finished and paperwork completed by December. Awaiting communication from Assets.
- Sports shirt – Gladys Wilkins has provided a sample which was shown at the meeting and is on display in the noticeboard outside the admin office. Primarily dark green, with white panels down the sides, thin white stripes on the collar, and a white woven crest on the top left. Both the new and old shirts will be acceptable during the changeover period of 2-3 years.
- *Update from Gladys Wilkins: 137 white shirts currently in stock (retail value \$3288). 113 white shirts have been sold over the past 12 months, projected to take 1-2 years to sell existing stock. Sharlene suggested purchasing the existing stock of white shirts from Excel Uniforms at cost price so they do not lose money, but we can roll out the green shirts faster. The white shirts can be sold at cost price through the second-hand uniform shop to provide a cheaper alternative. Gladys will make this enquiry with Peter (Excel Uniforms).*

The uniform shop will supply and sell a bottle green coloured polo shirt. The school's emblem will be embroidered rather than screen printed onto the shirt. Like the current shirt, the new shirt will have an SPF rating of 50+ and will be a collared polo in the same cut and size. Size options and pricing will also remain the same.



- Semester 1 reports will be distributed soon, first time including the new K-2 English and Maths Curriculum outcomes. Parents can make an appointment to discuss students' progress with teachers at any time.
- School's 60<sup>th</sup> Anniversary this year (27/04/2023).
- WiFi update cutover was completed today.
- Junior toilet upgrade is estimated to be completed early August. Following this, the single toilet in the kindergarten block will be upgraded. All works estimated to be completed mid-August.
- Temporary to Permanent Teachers Program – out of 20 teachers, we have 9 temporary teachers, and most will become eligible for permanent status under this program. These temporary teachers are currently covering other teachers on various types of leave, and when the teachers on leave return, the temporary (to permanent) teachers will be put forward for nominated transfers (i.e., from the beginning of next year we will lose some of these teachers).

- Heidi Piper has requested additional music resources:

*Dear Parents,*

*I am asking for some funding for the music program to allow the students to arrange and compose music on tuned percussion with a 1:2 ratio of shared instruments.*

*My ultimate goal for West Pymble PS is to be able to conduct music lessons using the Orff approach, with enough xylophones and metalophones to share 1 instrument between 2 students.*

*This would mean having 16 quality instruments to share.*

*Currently the school needs 7 more of these instruments to complete a class set.*

*They range in price from approximately \$530 - \$1300 each.*

*Due to the cost, I recommended they be purchased over the next 3 years (2024-2026).*

*HOWEVER, in the meantime, we are left without enough tuned percussion instruments for the children to share.*

*Which brings us back to my current request.*

*We are able to purchase cheaper instruments from Optimum Percussion which the children can compose and arrange on for the interim.*

*Glockenspiels cost \$46.95 each and chime bar sets cost \$34.95 (cheapest version) up to \$54.95 for the top model.*

*They are both good options and it would be beneficial to have some of both as they have different features.*

*Purchasing 10 of these instruments would mean the children could work with a partner when composing and arranging music.*

*Glocks x 5 = 234.75*

*Chime bars (cheap) x 5 = 174.75*

*= 409.50 cheapest option*

*OR*

*Glocks x 5 = 234.75*

*Chime bars (deluxe) x 5 = 274.75*

*= 509.50*

*These instruments would be used by all students from K-6.*

*The instruments would still be beneficial to the music room program even if/when we have a full set of xylophones / metalophones.*

*Thank you for considering this request.*

*Sincerely,*

*Heidi Piper*

*Music Teacher*

The financial members present voted in favour of allocating \$509.50 in accordance with Heidi Piper’s proposal.

Submitted Date/Time	1.Approval for \$509.50 to be allocated to purchase of musical instruments as requested by music teacher Heidi Piper
Jun 19, 2023 19:56:18	For
Jun 19, 2023 19:56:19	For
Jun 19, 2023 19:56:19	For
Jun 19, 2023 19:56:20	For
Jun 19, 2023 19:56:21	For
Jun 19, 2023 19:56:21	For
Jun 19, 2023 19:56:21	For
Jun 19, 2023 19:56:22	For
Jun 19, 2023 19:56:23	For
Jun 19, 2023 19:56:27	For
Jun 19, 2023 19:56:29	For
Jun 19, 2023 19:56:29	For
Jun 19, 2023 19:56:31	For
Jun 19, 2023 19:56:31	For

Action Items	Responsible Person	Date

**Additional Item: Voluntary School Contribution – Bronwyn Wilson**

- NSW public schools may request voluntary school contributions from parents and carers. These contributions are purely voluntary.
- The purpose of voluntary school contributions is to enhance educational programs.
- Schools may also request elective subject contributions (e.g., to employ an IT teacher), or request an elective subject contribution for enhanced activities (e.g., band, dance, choir).
- The role of the principal is to implement the Voluntary School Contribution policy in their school.
- From this year, the principal is also to consult with the community to set the Voluntary School Contribution amount in line with Department advice.
- The principal:
  - a) Informs the school community of the purpose of the contributions
  - b) Lets the school community know that the contributions are voluntary
  - c) Explains how to apply for financial assistance for elective subject contributions if required
- Contributions to subscriptions would have been contributions to textbooks in previous years.
- Other examples include home readers for Early Stage One and Stage One, School Magazine for Stage Two and Stage Three, and diaries for Stage Three.
- Activity Contributions are separate and cover incursions and excursions. If parents do not pay these contributions, their child cannot attend as the provider must be paid for their service ('user pays'). These students remain at school under supervision and receive teaching to achieve the same or similar learning outcomes.
- Communications must not use words that imply voluntary school contributions are mandatory, such as "fee", "charge" or "levy".
- There will be no incentives for the payment of voluntary school contributions.
- There will be no consequences for the non-payment of voluntary school contributions.
- Decisions about financial assistance and refunds are made by the principal.
- The school community can feel confident that students and families will be treated with respect, and conversations around financial assistance will always be confidential.
- The Voluntary School Contributions policy can be found in the Department’s online policy library.
- Contact [SSR@det.nsw.edu.au](mailto:SSR@det.nsw.edu.au) for further information.
- The financial members present voted in favour of establishing a 'Hardship Fund' of up to \$1000 per annum to support students to attend incursions/excursions, in the scenario that they are unable to pay the Activity Contributions. Families wishing to access the fund can contact the school confidentially, and the school can request the payment from the P&C without disclosing the family’s details.

Submitted Date/Time	1.Establishment of a hardship fund (up to \$1000 per annum) to support all families to attend excursions/incursions								
Jun 19, 2023 20:13:54	For								
Jun 19, 2023 20:13:56	For								
Jun 19, 2023 20:13:56	For								
Jun 19, 2023 20:13:57	For								
Jun 19, 2023 20:13:58	For								
Jun 19, 2023 20:13:58	For								
Jun 19, 2023 20:14:01	For								
Jun 19, 2023 20:14:06	For								
Jun 19, 2023 20:14:07	For								
Jun 19, 2023 20:14:07	For								
Jun 19, 2023 20:14:10	For								
Jun 19, 2023 20:14:15	For								
Jun 19, 2023 20:14:16	For								
Jun 19, 2023 20:14:16	For								

Action Items	Responsible Person	Date

**Treasurer's report – Chih-Lun Yeh (Allan)**

**West Pymble P&C Association Inc**

**Treasurers' Report**

as of 31<sup>st</sup> May 2023

**Bank Accounts - Balances and Movements on Accounts**

The current cash balance is **\$254,572.96**, an decrease from the previous P&C Meeting. The balances are made up of the following accounts:

<b>Accounts:</b>	<b><u>28<sup>th</sup> February 2023</u></b>	<b><u>30<sup>th</sup> April 2023</u></b>	<b><u>31<sup>st</sup> May 2023</u></b>
P&C Transaction Account 695 (11110)	\$67,530.99	\$34,177.05	\$31,097.08
P&C Investment Account 922 (11112)	\$95,200.83	\$95,404.24	\$95,525.65
P&C Building Fund Account 036 (11116)	\$9,657.50	\$9,657.65	\$9,657.73
Canteen Account 965 (11113)	\$21,505.05	\$17,269.32	\$17,089.84
Canteen cash drawer	\$50.00	\$50.00	\$50.00
Canteen Debit Account 839	\$1,030.60	\$285.87	\$288.35
Band Transaction Account 438 (11114)	\$31,233.50	\$74,749.75	\$72,923.75
Band Investment Account 881 (11115)	\$27,770.82	\$27,801.36	\$27,865.56

Petty Cash	\$75.00	\$75.00	\$75.00
<b>Total</b>	<b>\$254,072.29</b>	<b>\$259,488.24</b>	<b>\$254,572.96</b>

**Account Movements**

The movements are based on the following:

- P&C Transaction Account:
  - Major activity items
    - Mothers Day Expenses – (\$2400)
- Canteen
  - Switching of School24 to Spriggy: based on consultation with Canteen Ops Manager, switch-over proposal is currently shelved. Key reasons were
    - Financial benefits exist but relatively small
    - Current School24 system is familiar to the canteen team and parents, and potential disruption exist on a switch-over. With Ops Manager changing within this year it is worthwhile at least waiting until that happens
  - Inflation linked price adjustments – Allan working with Wendela to create new pricing and make simulation
    - For reference:
      - 2023 YTD cashflow from operations: ~\$3000
      - 2023 May cashflow from operations: ~ (\$200)
      - Cashflow is hovering at above breakeven, but leave little room for capital purchases and contingencies. A price adjustment will help keep canteen as a long term viable operation

Action Items	Responsible Person	Date

**Band report – No report received**

- Concert Band and Performance Band are performing this evening at the NSSWE Winter Concert.
- Performance Band is performing at lunch time tomorrow for the enjoyment of all.
- Concert Band is performing at the Recognition Assembly this Friday.

Action Items	Responsible Person	Date

**Canteen report – No report received**

- See above for updates included in the Treasurer’s Report.

Action Items	Responsible Person	Date

**OOSH report – James Tierney**

- AGM a couple of weeks ago – appointed a new committee, farewelled treasurer Caroline Madden.
- A new bookkeeper has been appointed as previous supplier gave notice that they were downsizing.
- Places are currently available AM and PM across all days, for both casual and permanent positions.

- OOSH is interested in fundraising alongside the P&C Trivia Night e.g., OOSH artwork to be auctioned on the night.
- Also interested in participating in STEAM Showcase to display benefits of OOSH to parents.

Action Items	Responsible Person	Date

### Fundraising report – Anna McFarlane

- Spellathon will take place in classrooms this Thursday 22<sup>nd</sup> June, last day to return money is Thursday 20<sup>th</sup> July
- Movie Night this Friday 23<sup>rd</sup> June
- School Disco and Trivia Night dates to be advised
- The P&C has invited Dr Justin Coulson, Parenting Expert, to speak at WPPS on Monday 17<sup>th</sup> July on the topic “Carrots and Sticks: Better Ways to Build Boundaries with your Kids”. The P&C would like to contribute to the school community in this space. There will be a ticket price to offset the underlying costs, but we anticipate that the P&C will subsidise the event in order for it to be accessible to the community, rather than it being a fundraising event. Financial members present voted in favour of allocating \$5500 + expenses (estimated to be \$1900) to hosting Dr Justin Coulson as described above.

Submitted Date/Time	1.Approval for \$5500 + expenses (estimated to be \$1900) to be allocated to Justin Coulson Presentation (costs to be offset by ticket sales and potentially other schools)
Jun 19, 2023 20:28:02	For
Jun 19, 2023 20:28:05	For
Jun 19, 2023 20:28:05	For
Jun 19, 2023 20:28:05	For
Jun 19, 2023 20:28:06	For
Jun 19, 2023 20:28:07	For
Jun 19, 2023 20:28:08	Against
Jun 19, 2023 20:28:10	For
Jun 19, 2023 20:28:11	For
Jun 19, 2023 20:28:11	For
Jun 19, 2023 20:28:13	For
Jun 19, 2023 20:28:21	Against
Jun 19, 2023 20:28:39	For

- Melissa Vince suggested that future parenting seminars may be able to be sourced from the Family Centre in Waitara.

Action Items	Responsible Person	Date

### Grant committee report – Amy Wild

Grant	Status	Area	Project	Funding Request
Community Building Partnership 2022 (NSW Gov't)	Successful. Awaiting Assets	School grounds	Maddie's Garden	\$40,083
Woolworths Landcare Grant	Pending	Sustainability	Return & earn recycling bins	\$1,000
Stronger Communities Program (Federal Gov't)	Pending	School grounds	ANZAC Terrace	\$20,000
KMC Net Zero Communities Grant	Pending	Sustainability	Green canteen	\$0,000
KMC Arts & Culture Grant	Pending	Education	Orff music classroom	\$5,000
KMC Small Equipment Grant	Pending	Education	iPads for maths assessment	\$2,000
The Grants Hub – Make it Happen Small Grants	Pending	Sustainability	Green canteen	\$1,000
Student Wellbeing Innovation Fund	Pending	Health & wellbeing	Resilience program	~\$20,000

Grant	Status	Area	Project Ideas	Funding Request
Australia Post Community Grants Program	Submission in progress	Health & wellbeing	Parenting skills workshops	TBC
Saluting Their Service (Federal Gov't)	Planning	School grounds	ANZAC memorial plaque and landscaping near flagpole	TBC
Jemena Communities Grant	Planning	Two options: 1 Sustainability 2 Health & wellbeing	Green canteen / garden upgrades Sporting facilities upgrade / parenting skills workshops	TBC

Action Items	Responsible Person	Date

#### General Business

- None.

Action Items	Responsible Person	Date

#### Close & next meeting

Meeting closed at 8:41pm.

Next General Meeting – Monday 24<sup>th</sup> July 2023, 7:30pm



P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 19-06-2023)

Action Item	Responsible Person	Status
<b>13 February 2023</b>		
School reclassification	Explore possibilities for exemption from reclassification from P2 to P1 Katrina Crooks Anmarie Forrester Lonii Broers Anna McFarlane	13/03/2023 Nothing reported 15/05/2023 Nothing reported 19/06/2023 School reclassification will remain unchanged, however Bronwyn Wilson will be exempt from Principal reclassification (i.e., no longer required to change to a P2 school nor take a financial disincentive at the end of the year in order to stay at WPPS). <b>19/06/2023 CLOSED</b>
<b>13 March 2023</b>		
Canteen App	Follow up Spriggy regarding trial/test capability Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker	15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 On hold due to limited benefit compared to disruption. To be revisited when new Canteen Manager is appointed.
Canteen Pricing	Overhaul of menu pricing Sharlene Atkinson Anmarie Forrester Chih-Lun Yeh (Allan) Wendela Flokstra-Mesker	15/05/2023 Sharlene, Anmarie and Allan to meet with Wendela 19/06/2023 In progress.
Canteen replacement	Applicants to replace Wendela Sharlene Atkinson	15/05/2023 Nothing reported 19/06/2023 Nothing reported.
WPPS Sports Shirt	Transition to predominantly green sports shirt Gladys Wilkins	15/05/2023 Consider stock left available of white shirts and how to manage that stock appropriately to facilitate rolling out the new shirt. Gladys suggested Bronwyn speak with Peter (Excel Uniforms) for further information 19/06/2023 Sample green shirt presented. 137 white shirts currently in stock (retail value \$3288). 113 white shirts have been sold over the past 12 months, projected to take 1-2 years to sell existing stock. Sharlene suggested purchasing the existing stock of white shirts from Excel Uniforms at cost price so they do not lose money, but we can roll out the green shirts faster. The white shirts can be sold at cost price through the second-hand uniform shop to provide a cheaper alternative. Gladys will make this enquiry with Peter (Excel Uniforms).

15 May 2023			
Fans in the hall and COLA	Structural engineer to provide a report regarding the fans in the hall and COLA	Sharlene Atkinson	19/06/2023 Structural engineer has been sourced, Michelle Eyre provided with details to organise access to the school.