



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 4 DECEMBER 2023

Attendees: Sharlene Atkinson, Felicity Bewley, Chih-Lun Yeh (Allan), Nicole Wynne, Anmarie Forrester, Amy Wild, Alicia Potts, Naomi Lam, Tim Simpson, Tara Cooling, Tamara Leo, Holly McDonald, Lonii Broers, Amin Shantia, Jen Stokes, Gladys Wilkins, Katrina Crooks, Melissa Vince, Sky Brown

Apologies: Paul Zamuner, David Malorey

NEXT GENERAL MEETING DATE: 19th February 2024

Open – President, Sharlene Atkinson

Meeting commenced at 8:05pm.

Minutes of previous meeting

Minutes from 16th October 2023 were approved.

Business arising from previous meeting/s

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

- **Maddy’s Garden (Sharlene Atkinson):** Increased costs from the contractors as well as additional expenses incurred for necessary contract variations led to a shortfall after grant funding. The school has requested a contribution of \$9372.55 to cover half of those costs, with the school contributing the other half. 14 financial members voted in favour (100%), 0 against.

Submitted Date and Time	The WPPS P&C moves that \$9372.55 be put towards additional expenses incurred in the construction of Maddy's Garden (please abstain if you are not a financial member)																			
4/12/2023 20:08	In favour																			
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- **New sports shirt (Gladys Wilkins):** The new green sports shirt will be available for sale in Week 1, Term 1, 2024. A stocktake of the old style white shirts will be completed at this time and a quote provided for the P&C to purchase the shirts at cost price (to be sold in the second hand uniform shop), in order to expedite the roll out of the new green shirts.
- **Soft fall (Tim Simpson):** Soft fall in Kindy/Year 1 playground area has been logged as a job with Assets. A meeting is scheduled for Monday 11th December with our Assets Manager, who will assess what the playground requires.
- **Technology Strategy (Tim Simpson):** Next year total classes will reduce to 11 (from 12), and it has been discussed with Tara Cooling whether the spare classroom could be turned into a STEM room (separate to the computer room). Tim

and Tara have visited another school's "Innovation Centre" for ideas. Tara has ideas for items for the STEM room for future consideration of P&C funding.

Tara Cooling: Would be great to teach more design thinking process – think of the problem and build something. Creative, real-world thinking. Currently limited by available space in the computer lab, as well as secure storage for equipment (needs to be lockable).

Department of Education has kits that can be borrowed out (often have to order 18-24 months in advance, limited selection even 6 months in advance) – have ordered:

Inventor Robotic Kit (Years 3 to 6) for Terms 1 and 2 2024. Includes 12x Lego Spike Prime Kits, 12x Makey Makeys, 12x Micro:bits.

Tablet Robotics Kit (Years K-2) for Term 2 2024, includes 20 iPads, 10x Dash Robots, 10x Lego Spike Essential Kits and 12x Blue-Bots.

We currently have:

36 Spheros – but need one iPad per Sphero

12 Makey Makeys

13 Ozobots

3D printer

Aim is to make use of all the borrowed equipment over Terms 1 and 2 of 2024 so we can find out what works and what doesn't, and what is a worthwhile investment.

Action Items	Responsible Person	Date

Principal's report – Tim Simpson

- Thank you to the P&C Team for their efforts in 2024.
- Bronwyn Wilson is hoping to attend the Book Parade this Friday. Parents are welcome to attend the parade at 9:30am outside the library. Student will hear from author Ashleigh Barton. Mrs Greenwood will provide a creative writing prompt for all the students to respond to.
- Staff Changes: Mrs Heidi Piper (music teacher) will be leaving to pursue travel. Mr Andrew Noble is transferring to Newcastle after 16 years at WPPS.
- Presentation Day is next Tuesday 12th December – parents can attend in person or online. Permission is required for students to appear in the livestream, if a student is receiving an award and permission is not received, they will be presented with their award separately.
- Mystery Day out is on Thursday 14th December. Some changes this year – permission note will only go to parents of children in the winning house when it is announced on Presentation Day, rather than to all parents in the school. The permission note will now state where the Mystery Day out is being held, to enable parents to give informed consent. Parents are asked to only disclose the location if their child requires that support to attend successfully.
- Talent Fest and Final Assembly on Friday 15th December. Talent Fest is a student only event. Year 6 Parents are invited to attend the Final Assembly, followed by the farewell tunnel.

Action Items	Responsible Person	Date

Band report – Katrina Crooks

- Finishing up the program for the year, end of year concert was held tonight.
- 2023 was a good year for enrolments – 86 students in the band program, enrolment process has started for next year.
- Recent performances include Wahroonga Food and Wine Festival, Baby Proms, and Band-O-Mania. Final performances will be at Presentation Day next week.
- Katrina is stepping down as Band Convenor due to leaving the school, and Holly de Rooy will take on the role moving forwards. All other committee members are staying in their roles. Looking to fill the Librarian role (involves

photocopying music when required by Key Music), and a 2IC for band camp (led by Phil Harper, requires administrative duties in March/April).

- Some expenses to be paid before the end of the year – invoice from Key Music and instrument servicing, however balance should remain in surplus for the year. Around \$4000 was raised from fundraising activities this year.
- New arrangement with Key Music will commence in 2024 (see 16/10/2023 General Meeting minutes for further details). Key Music will run the program and invoice parents directly, rather than the P&C. The band committee will still assist Key Music, such as the running of band camp.

Action Items	Responsible Person	Date

Canteen report – Sharlene Atkinson for Jen Stokes

- Reusable items going well, to be extended in 2024. Bowls for salads, reusable slushie cups, cutlery, milk cups working well.
- Equipment that needs fixing/replacing: Slushie machine (only one tub working) – Snow Flow can't give a price to assess/fix it, need to take it away to assess it. Replacement option - two tub machine should be suitable at a cost of around \$3500.
- Dishwasher is leaking – Ken will look at it and hopefully it can be fixed. A second dishwasher may be required to manage the increase in reusable items.
- A new process manual is coming for to assist canteen volunteers.
- Big thank you to Nada, Paulina, Setareh, Allan and all of the volunteers this year.

Action Items	Responsible Person	Date

OOSH report – Felicity Bewley for David Malorey

- No updates on oosc transition to P&C. We plan to start in earnest in Term 1 2024 and will offer a liaison to work with P&C to facilitate achieving 'provider' status.
- We continue to have casual places on all sessions so if anyone needs extra time to shop or catch up with friends perhaps we can help keeping the children for a few hours.

Action Items	Responsible Person	Date

Fundraising report – Sharlene Atkinson

- Bunnings Christmas Market this Thursday evening, 7th December.

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

Grant	Outcome	Area	Project	Amount	Notes
KMC Net Zero Communities Grant	Successful	Sustainability	Green canteen	\$3,186	Funding received. Implementation underway.
Volunteer Grants (Federal Government)	EOI Successful Formal application submitted - pending	Small equipment	Items to support P&C volunteer work (e.g. first aid kit, wheelbarrow, laminator)	\$1,150	EOI successful. Outcome of formal application pending.
Community Building Partnership 2023 (Federal Government)	Pending	Playground upgrades	Anzac Terrace - final stage of playground upgrade	\$50,000	Application submitted 27 October 2023
Real Schools Grants Program	Pending	Sporting equipment	Convertible netball/basketball goals	\$5,000	Submitted 30 October 2023

Grant	Status	Area	Project	Amount	Notes
Saluting Their Service (Federal Government)	Planning	School grounds	ANZAC memorial plaque and landscaping near flagpole	TBC	Due February 2024
Bin Trim Equipment Rebate Program (Environmental Protection Authority)	Under consideration	Sustainability	Recycling bins (50% funding rebate)	TBC	
Sponsorship Grants for Student Science Engagement and International Competitions	Under consideration	STEM	TBC - student science engagement	TBC	Open February 2024

Action Items	Responsible Person	Date

Additional Item: First Lego League (Naomi Lam and Sky Brown)

- Naomi and Sky are both pre-service teachers at ACU studying technology. Sky volunteers at First Lego League (FLL), and Naomi, Sky and Tara Cooling have discussed bringing FLL to WPPS.
- FLL is part of a not-for-profit organisation that aims to increase STEM engagement and participation in school age children. Looking at a FLL Challenge Team (aimed at years 3-6) to compete in 2024 – build a robot with Spike Prime Kit and complete an Innovation Project.
- Strengthens and improves design thinking skills. Hands on, real world and practical application of STEM Skills.
- Sign up is in June, for commencement in August. Will extend outside of school hours.
- Sky has volunteered to support FLL at WPPS.
- Request for P&C support: A practice kit is required (\$220).
- Response from the P&C: As Year 6 has recently donated a 3D printer to the school, some funds that were raised towards the cost of a 3D printer are now able to be redirected towards other STEM initiatives, and the P&C agrees that a FLL Practice Kit is a suitable initiative.

Action Items	Responsible Person	Date

General business

- Thank you to Glen Leo for all the tech support he has provided behind the scenes for many years. Alicia Potts is looking after Tech Support moving forwards.

Close & next meeting
Meeting closed at 9:07pm.
Next General Meeting – 19 th February 2024, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 04-12-2023)

	Action Item	Responsible Person	Status
13 March 2023			
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.
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). 24/07/2023 Nothing reported. 04/09/2023 Nothing reported. 16/10/2023 Nothing reported, Sharlene to follow up with Gladys. 04/12/2023 The new green sports shirt will be available for sale in Week 1, Term 1, 2024. A stocktake of the old style white shirts will be completed at this

			time and a quote provided for the P&C to purchase the shirts at cost price (to be sold in the second hand uniform shop), in order to expedite the roll out of the new green shirts.
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. 24/07/2023 Nothing reported. 04/09/2023 Structural engineer has assessed the fans in the Hall and COLA, awaiting report which will be provided to the P&C and Assets. Noisy fan/motor has been replaced by the fan company. 04/12/2023 CLOSED
4 September 2023			
Softfall	Raise softfall/mulch underneath play equipment with Assets	Bronwyn Wilson	16/10/23 Nothing reported, Tim Simpson to follow up in Bronwyn's absence 04/12/2023 Soft fall in Kindy/Year 1 playground area has been logged as a job with Assets. A meeting is scheduled for Monday 11th December with our Assets Manager, who will assess what the playground requires.
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Sharlene Atkinson, David Malorey, Mel Vince	04/12/2023 Nothing reported.
Technology Strategy	Discussion with Tara Cooling regarding technology needs	Tim Simpson	04/12/2023 Plans for a STEM Room in 2024, Tara Cooling presented plans for how to develop that in Terms 1&2, and will report back with learnings and directions for further development. A practice kit for First Lego League will be purchased.