



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 14TH MARCH 2022

Attendees: Alicia Potts, Ali Hafeez, Amy Wild, Anna McFarlane, Anna Soyoung Na, Bronwyn Wilson, David Malorey, Felicity Bewley, Gladys Wilkins, Katrina Crooks, Lonii Broers, , Naomi Lam, Paula Stokoe, Peta Harper, Sandeep Dsa, Tamara Leo.

Apologies: Nicole Wynne, Sharlene Atkinson, Jacqui Clark

NEXT GENERAL MEETING DATE: Monday 9th May 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

P&C shipping container

- The chances of getting a refund for the shipping container is low and funds are written off.
- Funds re-allocated to get a shed for P&C equipment. Total cost of \$3500 for laying a concrete slab, purchasing a shed, kit to secure the shed and handy man allocation to complete the work. 13/13 voted in favour.

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

14/03/2022: Closing action.

Principal's report –Bronwyn Wilson

Capital Works:

- Senior Toilets upgrade project is now complete.
- LED lighting project is completed in all rooms.
- Asphalting program will start in the Easter holidays. Expected to complete in a week.
- Solar project is almost completed. Ausgrid will be onsite and check. Handover and teacher training will take place soon.

Parent teacher meeting:

- All of the staff are involved in the Parent teacher meeting.
- Parents who require additional time can request the teacher for additional time to discuss.

Removal of demountable:

- Because of the flood in northern NSW, the current music room demountable will be taken away.
- Music lessons will be held in the room under KG.

Action Items	Responsible Person	Date
Package for the Meet the Teacher will be sent prior to meeting Closed	Bronwyn Wilson	21/02/2022
Teacher profiles in the next newsletter Closed	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 28th February 2022

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$ 217,715.46**, a decrease from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>18th October</u>	<u>31st December</u>	<u>28th February 2022</u>
P&C Transaction Account	\$28,084.00	\$49,069.74	\$51,429.29
P&C Investment Account	\$44,856.06	\$44,857.18	\$44,857.90
P&C Building Fund Account	\$24,992.98	\$13,493.45	\$13,493.66
P&C funds held by WPPS	\$15,052.00	\$0.00	\$0.00
Canteen Account	\$19,046.11	\$19,630.87	\$36,974.77
Canteen cash draw	\$50.00	\$50.00	\$50.00
Band Transaction Account	\$39,293.99	\$35,474.77	\$43,111.05
Band Investment Account	\$27,613.57	\$27,614.25	\$27,614.69
Petty Cash	\$0.00	\$75.00	\$184.10
Total	\$198,988.71	\$190,190.26	\$217,715.46

Account Movements

The movements are based on the following:

- P&C Transaction Account:
 - Amazing effort from Sharlene on the 2nd Hand Clothes Stall for Term 1: **\$530.62** (with another \$109 retained in petty cash float)
 - Successful start to fundraising 2022 with the Welcome Night: **\$2,105**. Costs to be reconciled still, but expecting to end up with around ~\$1,700 earning.
- Canteen
 - As Term 1 kicks in, sales are improving (Sales \$7,161, Costs \$6,797, Earning **\$363**)
 - The O/H cost included the procurement of a new asset (Thermomix)
 - We got the COVID cash-boost from the ATO into our accounts (**\$17,664**)
- Band Transaction Account:
 - With band resuming, the income from instrument hire is back up
 - Some final refunds from COVID disruptions are still being processed

Vote: Use of Debit Card for Canteen operations

- Debit card will be issued for Canteen operations and will be topped up every month with 500 to 800\$.
- The card will be issued to Wendela Flokstra-Mesker who is the canteen operations manager. Wendela will have authority to utilise the card for making food purchases for the canteen. If the funds are depleted, Wendela can request the Treasurer (Ali) to add funds. The account for the debit card will be separated from the rest of the P&C transaction accounts so that the credit limit can be managed within the agreed threshold of \$500 to \$800.
- All other processes regarding expense tracking and approvals will continue.
- Voting results: 16/16 voted for Debit card to be issued and used for Canteen.

Band report – Katrina Crooks

- Performance and Concert Band rehearsals are going on as expected.
- Training band individual and group lessons are in progress and rehearsals as a group will start in the beginning of term 2.
- Band camp will be held from 13th to 15th of May. Parents will be getting the information and permission forms.
- Instrument fleet: Instruments owned by P&C is hired out to any of the students in the band. There are 80 instruments and about half of them are hired out. Many instruments are old and may not be in working order. Project underway to look at instruments that are not usable and find out what to do with them. For the remaining instruments that are hired there is significant work to maintain which is not sustainable. Options are being looked at which instruments will continue to be available for hire for each of the band levels and also looking at hire to buy option. The idea is to have a smaller and better fleet of instruments. Further details will be provided in June/July 2022 and voting will take place if decision is made to sell the instruments that are old and cannot be repaired.

Canteen Report : Wendela (no update)

- Wednesday lunch orders are progressing well.
- Further updates at the next meeting.

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 Update 14/03: No further update	Wendela	End of term 2 2022
Due to massive amount of lunch orders(as discussed in the previous	Wendela	End of term 2 2022

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.

OOSC report – David Malorey

Updates

- For 2022, there are casual spots available in the morning and afternoon. Please contact OOSH team if you want a casual spots.
- Government provided 500\$ voucher can be used at OOSH. This voucher can even be used for casual spots.
- Government signed of on a change of how parent run OOSH will operate. Parent run OOSH's will no longer exist in the next 5 to 6 years. OOSH will go through a process of tendering or transfer into P&C Federation run scheme. OOSH licence expired at end of 2021 and extension has been requested but not received. Discussions in progress on new process, guidelines and next steps. Further details will be provided at the next meeting.

Action Items	Responsible Person	Date

Fundraising report – Paula Stokoe

- School Blazers: We have quotes and samples for school blazers. Next step is to get Embroidery sample done for the pocket. Once the embroidery is done, order for school blazer can be placed.
- School Disco: Planned be held on 3rd June and will be run in 2 sessions. Further details will be shared at the next meeting.
- Working on other fundraising ideas such as Bunnings sausage sizzle.

Action Items	Responsible Person	Date
Embroidery sample is in progress for the pocket. Details required from Michelle.	Michelle (School office)/ Bronwyn Wilson	6 th May 2022

Grants Report – Sandeep provided update on behalf of Sharlene Atkinson

- Second hand uniform stall is on the 27th of March.
- Application will be submitted for Woolworths Landcare application. This fund is for sustainable activities like the return and earn bins.

Action Items	Responsible Person	Date

Primary Ethics Program @ WPPS -Alicia Potts		
<ul style="list-style-type: none">● Primary Ethics is run by volunteers at the school.● Platform for children to discuss age appropriate topics such as “should you invite someone to a party, if you are invited to their party?”. Discussion on such topics help children gain some useful life skills.● This program is run at 1:15 p.m. every Wednesday and 4 volunteer teachers are running this program. Currently year 5 and 6 is missing out on ethics classes because of volunteer teacher shortage.● There are 3 more teacher volunteer spots available. Anyone who wants to volunteer, please reach out to ethics.wpps@gmail.com. All training is provided.		
General Business – Lonii Broers		
<ul style="list-style-type: none">● Nothing raised.		
Close & next meeting		
<p>Meeting closed at 8.40 p.m.</p> <p>Next General Meeting– Monday 9th May 2022, 7:30 pm (Online meeting via Zoom)</p>		

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 New action
	Teacher profiles in the next newsletter	Bronwyn Wilson New action
	Toilet Door repairs for early stage 1	Bronwyn Wilson New action
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
	Due to massive amount of lunch orders a 4th Oven is required.	Wendela Further discussion required
24 June 2019		
P&C shipping container	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.

