



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

--DRAFT--GENERAL MEETING MINUTES – 24TH OCTOBER 2022

Attendees: Ali Hafeez, Alicia Potts, Belinda Mason, Bronwyn Wilson, Felicity Bewley, Gladys Wilkins, Lonii Broers, Nicky Wynne, Paula Stokoe, Sandeep Dsa, Tamara Leo.

Apologies: Peta Harper

NEXT GENERAL MEETING DATE: Monday 12th December 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

- Shipping Container scam update: Police have identified the person responsible for the scam. The person is in Queensland and will be attending the courts in Queensland. There is now a full refund possible.
- Shelves for canteen: David could not attend the meeting. Further updates at the next meeting

Action Items	Responsible Person	Date

Principal's report –Bronwyn Wilson

Kindy Orientation:

- Final sessions for the Kindergarten orientation will be held on 10th, 17th and 24th of November.
 - First session: Presentations for parents in the hall
 - Second session: Introduction to Uniform stall/website for parents to order uniforms.
 - Third session: Guest speaker - Felicity Bewley
- First Session children will be in classrooms during the sessions along with their Kindergarten teachers. In the second and third sessions Kindy students will meet the Buddy cohort.

Enrolments:

- Enrolments down this year due to the strict catchment rules from the department.
- Good start will also visit the school and this could help with enrolments next year.

NAPLAN Results:

- NAPLAN results has been the best in the Gordon network and best result for the school when compared to previous years.
- Literacy and Maths results have seen a steady upward trend.
- Tim Simpson will provide an in-depth Naplan analysis at the next meeting.

Leadership summit:

- City country alliance is organising a 3-day leadership summit at the Collaroy conference centre. Potential student leaders from year 5 were invited to present an Expression of interest to the school panel. 6 students selected to attend the summit are Usha Khan, Harry Tyler, Ethan Chamberlin, Lilly Russel, Hannah Lee and Oliver Raphael.

Tell Them from me survey:

- Tell them from me survey is now open. There are 3 components Students, Teachers and Parents survey. Parents are strongly encouraged to participate in the survey and provide views and this will feed into School improvement plan.

Powerful Project photo:

- Year 4 annually participate in the project based on an endangered species. This year powerful Owl is the species selected for the project. Isaac Leo has been selected as overall winner.

School Leaders Elections:

- Traditionally Girl and a Boy were elected in each of the position of Captain, Vice-Captain and House Captain. There are some years which could be Boy or Girl heavy. There is a proposal for 2023 elections to select the top 2 positions rather than Boy and Girl positions. Further discussion at the next meeting.

Action Items	Responsible Person	Date

Treasurer report –Ali Hafeez

West Pymble P&C Association Inc

Treasurers' Report

as of 31st October 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>31st July 2022</u>	<u>31st August 2022</u>	<u>30th September 2022</u>
P&C Transaction Account	\$60,016.92	\$56,630.67	\$58,628.68
P&C Investment Account	\$44,869.96	\$44,888.15	\$44,913.36
P&C Building Fund Account	\$13,737.28	\$13,622.80	\$13,630.45
P&C funds held by WPPS	\$0.00	\$0.00	\$0.00
Canteen Account	\$30,630.22	\$33,155.59	\$29,062.16
Canteen cash draw	\$50.00	\$50.00	\$50.00
Canteen Debit Account	\$500.00	\$22.57	\$792.70
Band Transaction Account	\$41,508.77	\$40,029.77	\$40,169.77
Band Investment Account	\$27,622.09	\$27,633.28	\$27,648.79
Petty Cash	\$75.00	\$75.00	\$75.00
Total	\$219,010.824	\$216,107.83	\$214,970.9

Account Movements

The movements are based on the following:

- P&C Transaction Account:
- Fundraising in the lead up to Trivia Night
- Canteen
 - There is a minor price rise on Canteen due to increase of costs of goods
 - There may be another increase as canteen staff award has also risen so Canteen costs are higher in general
 - May be a potential to review if we stick with School24 or assess another app for Canteen Online
- Band
 - Some t-shirt sales
- Other
 - Will work on budget for 2023 for approval next AGM.

Action Items	Responsible Person	Date

Band report – Katrina Crooks (no new updates. Further updates at next meeting)

- Upcoming performances – Performance Band (PB) and Concert Band (CB) getting ready for a number of upcoming performances:
 - Wairoa 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 was a success. Gross Sales 1780\$.
- Big Band performance is being organised on 6th November by Matt (Key Music) on West Pymble school oval.

Canteen Report : Wendela Flokstra-Mesker (on leave)

- Second Thermomix is used for the canteen and is helping the prep for the cooked meals (including muffins and banana bread). Price of a second hand thermomix is \$1,100.
- Vote of second-hand Thermomix was done (12/12 members voted in favour)
- OOSH had offered to shelving in the canteen. David M will check with OOSH if this is still proceeding.

Action Items	Responsible Person	Date
<p>Gordon Sushi have increased prices and discussion required regarding price increase at canteen.</p> <p>1st Aug: Lonii and Ali will be at the canteen to discuss price increase and also consider plastic ban and alternate cutlery price changes required.</p> <p>6th September: Raised at the meeting to relook at the pricing.</p> <p>24th Oct: Closed. Cost increases have been factored in now.</p>	Lonii/Ali/Wendella	30 th October 2022 Closed.
<p>Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii.</p> <p>Update 17/02/2022: plan to get quotes for the next meeting</p> <p>Update 14/03: No further update</p>	Wendela/Lonii	End of term 4 2022
<p>Due to massive amount of lunch orders(as discussed in the previous meeting) a 4th Oven is required. Wendela to discuss with Lonii</p>	Wendela/Lonii	End of term 3 2022 Closed.

Update 17/02: further discussion required.
 Update 14/03: not purchased. Costing to be discussed.
Closed: 2nd Thermomix (second hand) will be purchased instead.

OOSH – David Malorey (no new updates – further updates at the next meeting)

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

Fundraising report – Paula

- Spell-a-thon organised for 22nd of November.
- Trivia night – 85 tickets sold as of 24th October. Money raised will be used towards new commercial fans for the school hall.
- Thank you to Gladys for all of your help organising the website, ticket sales and gala bids for the trivia night.
- Please continue with Hamper donation to classrooms.

Action Items	Responsible Person	Date

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. 24 th Oct:Update expected in December.	Sharlene Atkinson	12 th December 2022

General Business – Lonii Broers

- 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. AGM is on 12th December (moved from 6th December).

Close & next meeting

Meeting closed at 8.10 p.m.

Annual General Meeting - Monday 12th December 2022, 7:30 pm

Next General Meeting– Monday 12th December 2022, 8:00 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
	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	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

			<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> <p>5/09/2022: New Shed completed.</p>
2nd May 2022			9 th June: Action Closed.
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	