



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 15 MAY 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, Jacqui Clark, Jen Stokes, Bec McArthur, Gladys Wilkins, Tamara Leo, David Malory, Lonii Broers, Paul Zamuner, Vanessa Thompson

Apologies: Peta Harper, Katrina Crooks, Wendela Flokstra-Mesker

NEXT GENERAL MEETING DATE: Monday 19th June 2023, 7:30pm

Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

Minutes of previous meeting

Minutes from 13th March 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 and menu pricing: Sharlene, Anmarie and Allan to meet with Wendela shortly to discuss pricing, and subsequently regarding potential use of Spriggy. Wednesdays currently running at a loss.
- WPPS sports shirts: 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.

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

- Thank you to Jen Stokes for organising and running the Mother's Day Stall. All gifts were sourced from local businesses. Thank you also to Emma Hill and Michelle Eyre for organising and preparing the Mother's Day afternoon tea at school.
- Thank you to Katrina Crooks for organising and running band camp again this year. This is Katrina's final year organising band camp, and a replacement has been organised for next year.
- Ku-ring-gai council has a number of sustainability programs and products, and "Defy Design" attended the school to demonstrate plastic recycling to the students.
- WiFi cutover date has changed to a weekend (17-18 June) so the phones and internet will no longer be affected on a school day.
- Three school chickens placed 9th at the Easter show, assisted by Emma Hill and two Year 3 students.
- Junior toilet block upgrade continues this term, no estimated completion date available.
- Food for special occasions (e.g., birthdays) no longer needs to be individually packaged, however a list of ingredients must be included and the food will be sent home with the children at the end of the day to cater for dietary needs and individual choice. This will be communicated via class parents and the newsletter.
- Plans for an Aboriginal mural continue, including consultation with Aboriginal Elder Uncle Laurie who has provided some details of local artists to be involved in design and implementation. The design could also be considered for our new sports shirts.

- Kiss and Drop – yellow signs must be displayed during the afternoon pick up to enable the correct children to be called. This will be communicated via class parents.
- If a grant application for a new water fountain is successful, this will need to be overseen by Assets.

Tim Simpson:

- The school has purchased a subscription to “Essential Assessment” for maths. Gordon West PS and Turramurra PS are also utilising this program. Teachers can set a pre-test to provide information about the students’ existing levels of knowledge, it provides learning goals, and a post-test can be conducted following instruction to ascertain progress. It follows the curriculum, including the new K-2 curriculum. Feedback from teachers has been positive. The only challenge is that it relies on technology, and our computer lab is in use 3 days per week. Request for 30 iPads to solely use for assessment which could be shared from class to class. iPad 9th Generation have been quoted at just over \$500 each. Sturdy cases would also be required, bringing the total amount requested to approximately \$17,000.
- Feedback from those present was for the P&C to direct funds towards technology on an annual basis as well as specific goals. The Spellathon funds could potentially be used for this purpose. Any connections to discounted/donated/second-hand technology (e.g., corporate upgrades) are also welcome.

Action Items	Responsible Person	Date

Treasurer’s report – Chih-Lun Yeh (Allan)

West Pymble P&C Association Inc

Treasurers' Report

as of 30th April 2023

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$259,488.24**, an increase from the previous P&C Meeting. The balances are made up of the following accounts:

Accounts:	<u>30th November 2022</u>	<u>28th February 2023</u>	<u>30th April 2023</u>
P&C Transaction Account 695	\$87,492.72	\$67,530.99	\$34,177.05
P&C Investment Account 922	\$44,985.06	\$95,200.83	\$95,404.24
P&C Building Fund Account 036	\$13,652.20	\$9,675.50	\$9,675.65
Canteen Account 965	\$24,266.87	\$21,505.05	\$17,269.32
Canteen cash drawer	\$50.00	\$50.00	\$50.00
Canteen Debit Account 839	\$1,061.62	\$1,030.60	\$285.87
Band Transaction Account 438	\$34,351.50	\$31,233.50	\$74,749.75
Band Investment Account 881	\$27,692.92	\$27,770.82	\$27,801.36

Petty Cash	\$75.00	\$75.00	\$75.00
Total	\$233,627.89	\$254,072.29	\$259,488.24

Account Movements

The movements are based on the following:

- P&C Transaction Account:
 - Major activity items
 - Comedy Night - \$1397
 - 2nd Hand Stall - \$466
 - Recycling - \$25
 - Grandfriends - \$1988
 - Mothers Day - \$4718
 - COLA Fans – (\$19,950)
 - School Pledge Teacher Support 2023 – (\$28,705)
- Canteen
 - On-going study of switching of School24 to Spriggy, as well as review process for pricing of Canteen items (along with Gladys / Wendela)
- Other
 - Taking up role as new treasurer from Term 2.

Action Items	Responsible Person	Date

Band report – Felicity Bewley for Katrina Crooks

- Band camp was held from 5-7 May and was a great success. As always the amount of musical progress made over the weekend was wonderful and a great time seemed to be had by all. Many thanks to all on the band committee who put in a huge amount of work as well as all our parent volunteers over the weekend.
- All bands are continuing to rehearse as per usual.
- External concerts will start from around the end of June for concert band and performance band.

Action Items	Responsible Person	Date

Canteen report – Felicity Bewley for Wendela Flokstra-Mesker

- Term 1 has been a busy term for the Canteen with a successful Swimming Carnival and End of Term Sausage Sizzle. Although the Wednesday has dropped significantly in sales and my suggestion would be to reconsider closing on Wednesdays and having a 'Nacho Day' once a term.
- With food prices having gone up we need to adjust all canteen item prices. Will discuss with Sharlene and Allan next Tuesday.
- The Canteen will open on Wednesday the 31st of May now the school is changing networks over the weekend and not on the Wednesday.
- Year 6 will run the Canteen at Bannockburn Oval at the Athletics Carnival on the 8th of June. I have set up an Event on School24 for the Athletics Carnival; a sushi and a drink or a chicken burger and a drink. I will deliver the lunches to Bannockburn Oval.

- I will discuss further with Allan what steps to take to switch from School24 to Spriggy.
- Have briefly spoken to Sharlene about cutlery; we are almost out of plastic spoons and sporks and will start to have to give the students bamboo spoons and sporks which are double the price of plastic. We either need to charge students or encourage them to bring their own.

Action Items	Responsible Person	Date

OOSC report – David Malory

- Available places for regular bookings in almost all sessions, and available places for casual bookings in all sessions.
- AGM upcoming on 5th June 2023
- Organisation that manages wages and superannuation is discontinuing the service, and a new provider is required urgently.

Action Items	Responsible Person	Date

Fundraising report – Anna McFarlane

- Spellathon upcoming on 22nd June 2023
- Movie Night upcoming 23rd June 2023
- Disco in planning stages, preference for a Thursday night as this is preferable for the teachers who kindly assist.

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

- Awaiting outcome for Woolworths Landcare grant (bins in house colours to facilitate collection of Return and Earn eligible drink containers)
- Awaiting outcome for Federal Government grant via local member Paul Fletcher (Anzac Terrace)
- Awaiting funds for successful grant for Maddie’s Garden, deed has been signed
- Preparing an application for Ku-ring-gai Council environmental conservation grant – initiatives towards net zero (reducing plastic waste by supplying reusable bottles to be refilled at a filtered water fountain to replace bottled water sold in the canteen; supplying reusable cutlery sets [with no knives] to replace single use cutlery in the canteen)

Felicity Bewley:

- Awaiting outcome for Student Wellbeing Innovation Fund grant (Resilience Doughnut: whole school resilience program)

Action Items	Responsible Person	Date

Election of Office Bearers – Bronwyn Wilson

- Vacant Positions - to be filled effective 16 May 2023
Amy Wild elected to the Executive Committee (Grants) (nominated by Sharlene Atkinson, 17 financial members in favour, 0 against)

Submitted Date/Time	1.Amy Wild to be elected to the Executive Committee (please abstain if you do not hold financial membership)									
May 15, 2023 20:43:09	In Favour									
May 15, 2023 20:43:10	In Favour									
May 15, 2023 20:43:13	In Favour									
May 15, 2023 20:43:14	In Favour									
May 15, 2023 20:43:14	In Favour									
May 15, 2023 20:43:15	In Favour									
May 15, 2023 20:43:15	In Favour									
May 15, 2023 20:43:17	In Favour									
May 15, 2023 20:43:20	In Favour									
May 15, 2023 20:43:21	In Favour									
May 15, 2023 20:43:24	In Favour									
May 15, 2023 20:43:26	In Favour									
May 15, 2023 20:43:29	In Favour									
May 15, 2023 20:43:29	In Favour									
May 15, 2023 20:43:29	In Favour									
May 15, 2023 20:43:29	In Favour									
May 15, 2023 20:43:30	In Favour									

Action Items	Responsible Person	Date

General Business

- Second Hand Uniform Shop – thank you to Melissa Vince and Cheryl Jackson for coming on board to run the second-hand uniform shop.
- Fans in the hall and COLA – The Department requires production of an engineer’s report. P&C funds were approved for the supply and installation of the fans. The P&C was not made aware of the Department’s requirement for an engineer’s report at that time and so funds were not allocated towards it. We will need to source our own structural engineer.
- Feedback regarding Grandfriends’ Day – The ‘Wishing Tree’ had few options for Stage 2, and no options for Stage 3, when people were interested in donating towards those particular classes. (The Wishing Tree is made up of teacher requests, and unfortunately not all teachers returned their requests and so we could only work with what we had on the day).

Action Items	Responsible Person	Date
Structural engineer to provide a report regarding the fans in the hall and COLA	Sharlene Atkinson	15/05/2023

Close & next meeting

Meeting closed at 9:06pm.

Next General Meeting – Monday 19th June 2023, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 15-05-2023)

	Action Item	Responsible Person	Status
13 February 2023			
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
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
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
Canteen replacement	Applicants to replace Wendela	Sharlene Atkinson	15/05/2023 Nothing reported
WPPS Sports Shirt	Sourcing samples of a 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
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	