



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### AGM & GENERAL MEETING MINUTES

3<sup>rd</sup> December 2018 - 7.30pm

**Attendees:** Bronwyn Wilson, Bob Keen, Kirsten Smith, Jackie Foley, Leigh Lofts, Leanne Bamford Barns, Alison Bruscino, Sherlynn Irvin, David Malorey, Jacqui Clark, Dominic Benedet, Danielle Harris, Natasha Hollerbach

**Apologies:** Peta Harper, Miriam Methven, Sarah Dunlop

Agenda Item - AGM		Presenter
1	AGM Open	Bob Keen
2	President's 2018 Annual Report – Presented by Bob Keen	
	<p style="text-align: center;"><b>PNC PRESIDENT REPORT: 2018</b> <b>The long and short of it.</b></p> <p><b><u>For those who prefer a brief report – Paragraph one should suffice.....</u></b></p> <p>“I would like to note that the last two years have been highly successful at all levels and that the future looks very bright for all at WPPS. Thank you to all who supported the PnC”.</p> <p><b><u>For those who prefer longer reports.....Please read on below.</u></b></p> <p><b>Opinion:</b></p> <p>I am exceptionally proud (as I am sure the vast majority of the attending and non-attending individuals are too) of the efforts of the ladies that have made up this committee over the past two years. Although the implication is directed at the immediate formal committee members who have passionately driven hard for success, the reality is that this pride also extends to those who have found themselves involved at all levels across all projects of the PnC. You are incredible because rather than sitting on the sidelines throwing mud and stimulating playground chatter, you raised your hands and set out to make a positive difference to this school... and you have!</p> <p>My second commendation goes to those parents who have the capacity to rise above the small challenges associated with change, tough decisions and awkward process and realise that progress is not immediate, requires patience and above all else, demands the support of those putting in the hard yards. Your support of the efforts of the PnC does not go un-noticed.</p> <p>Thirdly, to the wonderful staff at WPPS who, at times feel the brunt of many of the parents' frustrations: You are the most valued members of this community. You watch over and care for our greatest assets and you feed their minds and souls with knowledge and emotional skills to serve them well as they progress. We may not always agree with you, understand you or for that matter give you sufficient credit for the endurance athletes that you are, BUT if the results of my two children are anything to go by, I could not have asked for more. Thank you from those of us who know your value.</p> <p>Lastly to the dwindling number of parents in our community who have not yet managed to adopt our ever-improving culture and capacity to grow, I want to thank you for</p>	

inspiring us to continually reduce every opportunity you may have of faulting the current facility, management and efforts of the above role players. I am extremely proud to say that this group now has an ever-increasing challenge to find reason to doubt.

### **Department Feedback**

#### **Finances:**

- As per Jackie's report, the set of results across the board indicate an immensely successful strategy and implementation. Congratulations to everyone!

#### **Operations:**

- Systems are in place for a smooth transition and easy continuation of procedures moving forwards.

#### **Communications:**

- A vastly improved set of channels has been established to enhance the operations and message dispersal.

#### **Culturally:**

- The energy, appreciation, contribution and involvement of all role players feels right for the next step towards the development of an even more astounding facility.

### **The Future:**

#### **My recommendations to the future PnC:**

- Have fun.
- Delegate to others.
- Trust each other.
- Stop the chatter and whining in its tracks!
- Take a few hits on the chin.
- Just do it!

#### **My recommendations to the School heads:**

- Communications are critical – transparency ESSENTIAL- This is where all the troubles begin. The more you tell us the more we can help.
- Be strong enough to tell the PnC when things cannot be done the way they want.
- Bring more biscuits to PnC meetings!

#### **In Summary:**

Our shareholders are ecstatic with the financial results. Our shareholders are ecstatic about the teams and what they are doing to better the school. Our shareholders are ecstatic about the product being produced.

HOWEVER the minute we allow complacency to invade the system when we are on a high, that's when the crumbling begins. I urge every person at this meeting and those who read from afar, to contribute anything towards nurturing the right path forwards and to support the efforts of those in the trenches. Good luck to the future PnC and all involved at WPPS.

3	<b>Approval of 2017 AGM Minutes</b>	<b>Bob Keen</b>
	Approved by all present	

4	Treasurer's 2018 Annual Report – Reported by Jackie Foley	
	<p style="text-align: center;"><b>West Pymble P&amp;C Association Inc</b>  <b>Treasurers' Report</b>  as of 30 November, 2018</p> <p>Accounts include income and expenditure for 1 January to 30 November 2018 and figures represented in this report aims to fairly represent the financial performance of the West Pymble Public School Parents and Citizens Association for this period. The 2017 accounts have been prepared on a cash accounting basis.</p> <p><b><u>Bank Accounts - Balances and Movements on Accounts</u></b>  During 2018, the focus has been to continue fundraising, while still covering operating costs and commitments to the School. We also have worked to spend the fundraised money on classroom resources and school programs.</p> <p><b><u>Consolidated Profit &amp; Loss</u></b>  The P&amp;C will finish 2018 in a good financial position. This is a result of the great support by the families at WPPS during fundraising events, as well as, the OOSC making a making a sizable donation to be use on shared learning space (playground).</p> <p><b><u>Band Account</u></b>  The band currently has net earnings of \$5k, however, band is expected to only breakeven by year end. Most of remaining expenses will be to pay Key Music for Terms 4, as well as, expenses for serving instruments. The band committee has been continually reviewed income and expenses to avoid having a net loss at year end.</p> <p><b><u>Canteen Account</u></b>  The Canteen is in a healthy financial position with a current net profit of about \$4,000. This is consistent with prior year. Any excess cash will be used to make these improvements with approval of the P&amp;C committee at general meetings. It is also recommended the canteen maintain \$3,000 in the account to cover any invoices and employment cost the incur after the end of the school term. This will allow cost to be covered when due and not eliminate the need to wait for income in February of the following year.</p> <p><b><u>Transaction Account - P&amp;L</u></b>  As of 30 November, the transaction account has net earnings of approximately 40k. These earnings are more than sufficient to cover the remaining expenses budgeted for 2018 and early commitments in 2019. The expenses include pledges to the school of approximately \$30K. The additional funds from 2018 that are not already committed are available to be spent as voted by the committee at general meetings.</p> <p>Net profit of approx. \$35k in was made in fundraising. Trivia night was the most successful night with a profit of \$24k! The addition of a cake stall at the West Pymble Shops proved to be successful this year with over \$2k in income. Family contributions have also continued to improve with a total of \$20k being contributed this year.</p> <p><b><u>Forecasting and budgets for 2019</u></b>  The P&amp;C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2019. Most of the budget goes to the school to support teacher consumables and one learning support teacher.</p>	

# Wendle Public School Parents and Citizens Association

## Cash Accounts

as of 30 November 2018

<b>Account Name</b>	<b>30 November Balance</b>
P&C Transaction Account 0695	29,356.98
P&C Investment Account 5922	54,727.39
P&C Building Fund Account 9036	13,437.67
P&C Funds Held by WPPS	20,033.11
	<b>117,555.15</b>
Canteen Account 7965	6,444.35
Canteen Cash Drawer	50.00
	<b>6,494.35</b>
Band Transaction Account 3438	16,114.82
Band Investment Account 4881	30,437.67
	<b>46,552.49</b>
<b>Total Cash</b>	<b>\$ 170,601.99</b>

**West Pymble Public School Parents and Citizens  
Association Inc.**

**Consolidated Profit and Loss**

1 January - 30 November, 2018

**Income**

Donations	50,383.11
Fundraising Income	41,626.50
Operating Activities	5,499.59
Canteen Sales	67,297.22
Band Income	46,286.50

<b>Total Income</b>	<b>\$ 211,092.92</b>
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**Cost of Sales**

Cost of Sales - Canteen	39,285.89
Cost of Sales - Band	39,826.40

<b>Total Cost of Sales</b>	<b>\$ 79,112.29</b>
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<b>Gross Profit</b>	<b>\$ 131,980.63</b>
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**Other Income(Loss)**

Interest Income	474.72
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<b>Total Other Income(Loss)</b>	<b>\$ 474.72</b>
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**Expenses**

General & Administrative Exp	3,061.32
Canteen Operating Expenses	1,912.13
Employment Expenses	21,748.34
Fundraising Expenses	6,117.64
Funding Commitments	48,785.50
Band Expenses	1,616.94

<b>Total Expenses</b>	<b>\$ 83,241.87</b>
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<b>Net Earnings</b>	<b>\$ 49,213.48</b>
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**West Pymble Public School Parents and Citizens Association Inc.**  
**P&C Transaction Profit and Loss**  
1 January - 30 November, 2018

**Income**

**Donations**

Building Fund - deductible	30,200.00
General - non deductible	20,183.11

<b>Total Donations</b>	<b>50,383.11</b>
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**Fundraising Income**

Events Income	36,790.50
Sponsorships Received	2,500.00
Second Hand Clothing Stall	2,336.00

<b>Total Fundraising Income</b>	<b>41,626.50</b>
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**Operating Activities**

Grants Received	1,200.00
P&C Hosted Events	810.00
Membership Fees Received	10.50
Excel Uniforms Commission	2,544.95
Other Commission Received	710.37
Other Income Misc	223.77

<b>Total Operating Activities</b>	<b>5,499.59</b>
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<b>Total Income</b>	<b>\$ 97,509.20</b>
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**Other Income(Loss)**

Interest P&C Transaction 0695	24.48
Interest P&C Investment 5922	175.33
Interest Building Fund 9036	106.77

<b>Total Other Income(Loss)</b>	<b>\$ 306.58</b>
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**Expenses**

**General & Administrative Exp**

Community Funding	109.75
Membership Fees Paid	709.00
P&C Hosted Events	971.43
Gifts	181.44
Insurance	620.00
Computer Software/Web Develop	469.70

<b>Total General &amp; Administrative Exp</b>	<b>3,061.32</b>
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**Fundraising Expenses**

Cost of Fundraising Goods	5,408.45
TryBooking Fees and Charges	207.45
PayPal Fees - Fundraisers	405.74
Fundraising Expense Miscellaneous	96.00

<b>Total Fundraising Expenses</b>	<b>6,117.64</b>
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**Funding Commitments**

School Pledges	48,028.54
Staff Room Supplies	546.36
Morning Teas	210.60

<b>Total Funding Commitments</b>	<b>48,785.50</b>
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<b>Total Expenses</b>	<b>\$ 57,964.46</b>
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<b>Net Earnings</b>	<b>\$ 39,851.32</b>
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**t Pymble Public School Parents and Citizens Associatio****Band Profit and Loss**

1 January - 30 November, 2018

**Income**

Performance Band	13,250.00
Concert Band	13,712.50
Training Band	9,590.00
Instrument Hire	8,994.00
Band Income - Miscellaneous	500.00
Band Income T-Shirt Sales	240.00

<b>Total Income</b>	<b>\$ 46,286.50</b>
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**Cost of Sales**

Band Tutors	19,216.00
Band Camp	13,244.00
Band Competitions/Events	940.00
Instrument Repairs/Maintenance	6,426.40

<b>Total Cost of Sales</b>	<b>\$ 39,826.40</b>
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<b>Gross Profit</b>	<b>\$ 6,460.10</b>
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**Other Income(Loss)**

Interest Band Transaction 3438	23.45
Interest Band Investment 4881	139.27

<b>Total Other Income(Loss)</b>	<b>\$ 162.72</b>
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**Expenses**

Band Equipment (non-capital)	386.95
Band Expenses - Miscellaneous	1,229.99

<b>Total Expenses</b>	<b>\$ 1,616.94</b>
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<b>Net Earnings</b>	<b>\$ 5,005.88</b>
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**West Pymble Public School Parents and Citizens Association Inc**  
**Canteen Profit and Loss**

1 January - 30 November, 2018

**Income - Canteen Sales**

Counter Sales	18,440.75
School24 Online Sales	46,736.20
Catering Fees Received	-
OOSC Sales	2,120.27

<b>Total Income - Canteen Sales</b>	<b>67,297.22</b>
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**Cost of Sales - Canteen**

Food Purchases	29,766.68
Beverage Purchases	4,947.80
Frozen Dessert Purchases	3,633.38
Packaging Purchases	938.03

<b>Total Cost of Sales - Canteen</b>	<b>39,285.89</b>
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<b>Gross Profit</b>	<b>\$ 28,011.33</b>
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**Other Income(Loss)**

Interest Canteen Account 7965	5.42
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<b>Total Other Income(Loss)</b>	<b>\$ 5.42</b>
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**Expenses**

**Canteen Operating Expenses**

Kitchen Supplies	301.88
Repairs & Maintenance	198.00
School24 Service Fees	1,161.25
Canteen Communication Costs	152.00
Other Miscellaneous Expenses	99.00

<b>Total Canteen Operating Expenses</b>	<b>1,912.13</b>
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**Employment Expenses**

Superannuation	1,706.63
Wages & Salaries	19,622.89
Workers' Compensation	418.82

<b>Total Employment Expenses</b>	<b>21,748.34</b>
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<b>Total Expenses</b>	<b>\$ 23,660.47</b>
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<b>Net Earnings</b>	<b>\$ 4,356.28</b>
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## West Pymble Public School Parents and Citizens Association Inc.

### Fundraising Profit

1 January - 30 November, 2018

	Income	Expenses	Fundraising
Bottle Recycling	473.60	0.00	473.60
Second Hand Clothes	2,336.00	(31.25)	2,304.75
Cake Stall	2,127.00	0.00	2,127.00
Grandparents Day	2,432.10	(7.68)	2,424.42
Mothers Day	4,252.68	(4,183.51)	69.17
Spring Showcase	4,106.35	(1,155.33)	2,951.02
Trivia Night	24,643.77	(366.57)	24,277.20
Welcome Night	1,215.00	(277.30)	937.70
Misc Fundraising	40.00	(96.00)	(56.00)
<b>Fundraising at 24 Nov</b>	<b>41,626.50</b>	<b>(6,117.64)</b>	<b>35,508.86</b>

**Total Fundraising Annual** \$ 35,508.86

**2018 P&C Accounts will be Audited By Charlotte Lee**

*Question was raised with regard to the Canteen Accounts. As they are so healthy and the P&C aim to have a surplus of approximately \$3,000 to cover equipment that may need to be replaced – should the P&C investigate the option of also having a Canteen Investment Account.*

*Response – The Treasurer acknowledged that this was a possibility, however creates another account to set-up and manage. Feedback will be given to P&C Executive and next Treasurer to make final decision.*

5

Budget – 2019 – Presented by Jackie Foley

Forecasted Expenses

Description	2019
School Events / Initiatives / Pledges	
Hands First Initiative	\$240.00
Athletics Carnival ribbons; years 1-2	\$0.00
Morning teas - School and P&C Events	\$500.00
Presents for Parent Leaving WPPS (Names from principle)	\$200.00
New Parent Info Night	\$80.00
Kindergarten Welcome Gifts	\$0.00
Community Grants (Internal)	\$1,000.00
School Pledges	
Staff Room Supplies	\$1,100.00
Teacher's consumables pledge	\$2,600.00
STLA Teacher pledge	\$22,000.00
Playground Project	\$0.00
Subtotal	\$27,720.00
Operating Expenses	
Insurance	\$620.00
Membership fees paid	\$425.00
Grant Membership (External)	\$325.00
Computer Software (Accounting System)	\$462.00
Web Development	\$200.00
Domain Host Server (Every 2 years)	\$340.00
Gifts >\$300 (P&C Members)	\$300.00
Teacher Gifts	\$75.00
Subtotal	\$2,747.00
Forecasted Expense	\$30,467.00

Forecasting and budgets for 2019

The P&C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2019. Most of the budget goes to the school to support teacher consumables, 1 learning support teacher, and future funds as determined by the next P&C Executive Committee.

The budget for 2019 was shared and approved with all present.

6

Submission of Reports for AGM – Secretary Leigh Lofts

- List of Financial Members 2018
- President’s Annual Report 2018
- Audited Financial Statements 2017
- Treasurer’s Report 2018
- AGM 3 December 2018 Minutes

7	<b>Election of Office Bearers – Bronwyn Wilson</b>																																					
	<b>Executive Committee Positions</b> All positions declared vacant by Bronwyn Wilson <table><tr><td><b>President</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Vice President 1</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Vice President 2</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Secretary</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Treasurer</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Communications</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Band Treasurer</b></td><td>Held over 2019</td></tr><tr><td><b>Band Convenor</b></td><td>Held over 2019</td></tr><tr><td><b>Canteen Coordinator</b></td><td>Paula Stokoe</td></tr><tr><td><b>Canteen Accounts Coordinator</b></td><td>Jen Stokes</td></tr><tr><td><b>Grants Committee</b></td><td>Leanne Bamford Barns</td></tr><tr><td><b>Grants Committee</b></td><td>Natasha Hollerbach</td></tr><tr><td><b>Fundraising Coordinator</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Fundraising Committee*</b></td><td>Danielle Harris</td></tr><tr><td><b>Working Bee Coordinator</b></td><td>Dave Scali nominated by Danielle Harris – Position not confirmed – Dave Scali not present</td></tr><tr><td><b>Tea Coordinator</b></td><td>Julie Anderson</td></tr><tr><td><b>Tea Coordinator</b></td><td>No nominations – Position remains vacant</td></tr><tr><td><b>Pre Loved Uniform Coordinator</b></td><td>Sharlynn Irvin</td></tr></table> <ul style="list-style-type: none"><li><b>Fundraising Committee can have 4-8 Committee Members</b></li></ul> <p>Danielle Harris requested it to be noted and minuted the significant contribution that the outgoing executive Committee has made to the school and its community.</p> <p><b>Question was raised what happens now that there are no nominations or positions filled</b> <i>Response by Bronwyn Wilson – Voting will occur again at 2<sup>nd</sup> Part of AGM on 11<sup>th</sup> February</i> <i>Outgoing President Bob Keen highlighted the impact if positions were not filled in the 2019 AGM – the P&amp;C would dissolve which would have a detrimental effect on the school and the community including canteen and band.</i> <i>If P&amp;C was to remain in a static state – with a committee who solely turned up and ran P&amp;C meetings once a term and did no other fundraising the P&amp;C Finance would have sufficient funds to cover Learning Support Teacher for 2 Years and not be able to commit to any other funds spent.</i></p> <p><b>Actions -</b> <i>Bronwyn Wilson – to share with school community the direct benefits of the P&amp;C and impact if no P&amp;C was at the school.</i></p> <p><b>Elections closed for 2018</b></p>	<b>President</b>	No nominations – Position remains vacant	<b>Vice President 1</b>	No nominations – Position remains vacant	<b>Vice President 2</b>	No nominations – Position remains vacant	<b>Secretary</b>	No nominations – Position remains vacant	<b>Treasurer</b>	No nominations – Position remains vacant	<b>Communications</b>	No nominations – Position remains vacant	<b>Band Treasurer</b>	Held over 2019	<b>Band Convenor</b>	Held over 2019	<b>Canteen Coordinator</b>	Paula Stokoe	<b>Canteen Accounts Coordinator</b>	Jen Stokes	<b>Grants Committee</b>	Leanne Bamford Barns	<b>Grants Committee</b>	Natasha Hollerbach	<b>Fundraising Coordinator</b>	No nominations – Position remains vacant	<b>Fundraising Committee*</b>	Danielle Harris	<b>Working Bee Coordinator</b>	Dave Scali nominated by Danielle Harris – Position not confirmed – Dave Scali not present	<b>Tea Coordinator</b>	Julie Anderson	<b>Tea Coordinator</b>	No nominations – Position remains vacant	<b>Pre Loved Uniform Coordinator</b>	Sharlynn Irvin	
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8	AGM Close																																					
<b>Agenda Item - General Meeting</b>																																						
1	<b>Formal Opening – Outgoing President Bob Keen to run meeting since no Current P&amp;C President or Executive Committee</b>	<b>Bob Keen</b>																																				
2	<b>Minutes from Previous Meeting</b> – approved by all present	<b>Leigh Lofts</b>																																				
3	<b>Principals Report</b>																																					
	<ul style="list-style-type: none"><li>Bronwyn Wilson gave thanks everyone on the Committee, not just outgoing Executive Committee but to everyone who has done something at the school. Participation and support from P&amp;C has been outstanding</li><li>2018 has been a year of change and development for the school.<ul style="list-style-type: none"><li>New teachers going through new Teacher Network</li><li>New staff Recruited – Thankyou Bob Keen for assisting with Merit Selection</li><li>New SAS (School Administration Support Team) – Office Team</li><li>New financial and HR Systems</li></ul></li></ul>																																					

	<ul style="list-style-type: none"> <li>• Outdoor Learning space becoming a reality</li> <li>• Quotes are currently being organised for phase 4 of the playground</li> <li>• A busy last 2 weeks of school with many more activities to still happen</li> <li>• Shhh letters for award recipients for Year 3-6 have sent out via email and hard copy</li> <li>• School reports will be issued last week of school to students</li> <li>• Enrolment 2019 – School is still looking at 15 classes</li> <li>• There are still some kindy spots available for 2019</li> </ul> <p><b>Dominic Benedet</b></p> <ul style="list-style-type: none"> <li>• Give thanks to P&amp;C Committee who are always present and willing to help</li> <li>• The school is working on a model to further build to the culture of the school</li> <li>• Aiming to build resilience for students, parents and teachers</li> <li>• Teaching empathy as a community – to further strengthen</li> <li>• In 2019 teachers looking at opportunities for the community and are very passionate about creating open days – eg. Maths Day, Science Day</li> </ul>	
<b>4</b>	<b>New School Uniform Policy – Update</b>	<b>Bronwyn Wilson</b>
	<ul style="list-style-type: none"> <li>• The New School Uniform Survey went out last week and there has been a good response</li> <li>• Schoolzine will collate survey results</li> <li>• Results to come back through school and be presented at a P&amp;C Meeting in the future</li> </ul> <p><i>Feedback was given that the photos displayed on the survey skewed the respondents that they were the only two options – parents need to be advised that other samples of uniform options are on display in front of the office.</i></p>	
<b>5</b>	<b>Classes 2019 &amp; Staffing</b> Class structure same as 2018	<b>P&amp;C Executive</b>
	<ul style="list-style-type: none"> <li>• At this stage there will be 15 classes for 2019 – same as 2018</li> <li>• The same format of classes will be held in 2018 as 2019</li> </ul> <p><b>Staffing</b> Alissa Wilcock – vacancy – advertised for 1<sup>st</sup> Semester in 2019 Josh Docking – vacancy – as he has secured a new position regionally Nicky Smales – been on Maternity years for 8 years – position is now released and available</p> <p><i>Concern was raised that losing an asset such as Alissa Wilcock leave a hole in the skill set of teachers when it comes to Gifted and Talented and Technology. It was advised that there are about 7-8 teachers that are trained in the area of Gifted and Talented and training is ongoing in this area.</i></p> <p><i>Question was raised as to why students and parents not advised of what classes they will be in the following year. Response – This is generally avoided as it creates disappointment to students and parents if changes are made during the holiday period. There are some students that are told in advance due to reducing anxiety.</i></p> <ul style="list-style-type: none"> <li>• The school will continue to hire a staff member to be a casual resource and fill in teacher for 2019. This worked very well in Term 4.</li> </ul>	
<b>6</b>	<b>Student Absentee Notification</b>	<b>Kirsten Smith</b>
	<ul style="list-style-type: none"> <li>• Question was raised as to the children who make their own way to school via bus and bike to school – how does the parent / school know that the student has arrived safely at school?</li> </ul> <p><b>ACTION – school will investigate options and the current system capabilities and get a response ASAP to the P&amp;C</b></p>	

<b>7</b>	<b>Band Report – Presented by Leigh Lofts on behalf of Miriam Methven</b>	
	<p>With drop out and additions to the band program, we are finishing the year with 77 members across 3 bands. Our End of Year Concert will be held next Monday 10<sup>th</sup> December in the school hall from 6-7pm. We will farewell our year 6 musicians and acknowledge committee members and staff who have worked very hard this year for the band program.</p> <p>Performance Band will be performing at the 3-6 Presentation Assembly on Monday 10<sup>th</sup> Dec  Concert Band will be performing at the K-2 Presentation Assembly on Tuesday 11<sup>th</sup> Dec.  All hired instruments will be returned on Wednesday 12<sup>th</sup> Dec and promptly picked up for servicing by Key Music Australia.</p> <p>We recently went ahead as approved by the P&amp;C earlier this term and sold 10 of our old and unused clarinets and flutes for \$500 to Carlingford Public School as they begin their band program.</p> <p>2019 outlook</p> <ul style="list-style-type: none"> <li>• Band camp has been book for 15-17<sup>th</sup> May and deposit paid. 2020 has also been booked.</li> <li>• Training Band tryouts were held in November, and we have 25 registrations as of today. We are hoping for at least 5 more registrations and will put out a Schoolzine notice this week.</li> <li>• We intend to hold a fundraising cake stall at one of the upcoming elections, Federal or State, and are looking to spend some of this money on fixing our music filing system.</li> <li>• 2019 fees have not been set as yet, this will be discussed in the New Year when we have a better idea of numbers. Band fees and instrument hire fees will be similar to 2018.</li> <li>• Most committee members have indicated their willingness to continue in 2019, on the condition that their children continue in band.</li> <li>• Due to increased study commitments, Miriam Methven will not continue as Band Convenor in 2019. She is however willing to start the year in that capacity to get things started, then continue in an assisting role to the new Band Convenor. The committee will work to find a suitable alternative for 2019.</li> </ul>	
<b>8</b>	<b>OOSC Update – Presented by Jacqui Clark (OOSH Committee – Vice President)</b>	<b>Jacqui Clark</b>
	<ul style="list-style-type: none"> <li>• Tien Tiffa - OOSC President has left WPPS community – Jacqui Clark current Vice President has moved into the President Role in the short-term.</li> <li>• Thank you to the Outgoing P&amp;C for the playground opening – OOSC appreciate the opening and the kids enjoyed the pizza and ice-block</li> <li>• OOSC is still awaiting on final approval of the expansion</li> <li>• OOSC still has outstanding the certification of outdoor space waiting on WPPS Office</li> <li>• Coordinators on hand for when OOSC gets the go-ahead to increase the numbers</li> </ul> <p><b>ACTION – Bronwyn Wilson to follow up ASAP on outdoor space.</b></p> <p>Question raised – Does OOSC still utilise their website or how can they push out notifications as there were different parents asking places for 2019</p> <ul style="list-style-type: none"> <li>• P&amp;C were approached regarding the catering of OOSC – this has been put on hold until a new P&amp;C Committee is in place.</li> </ul>	
<b>9</b>	<b>Canteen Report – presented by Canteen Manager</b>	<b>Danielle Harris</b>
	<ul style="list-style-type: none"> <li>• Term 4 has brought largest week of orders for the year (perhaps on record??)</li> <li>• Baby Sushi has been a big success and is doing very well</li> <li>• Some staff changes: <ul style="list-style-type: none"> <li>• Heni has resigned</li> <li>• New staff member recruited – Nada Jelic who will work on Tuesdays</li> </ul> </li> <li>• Paula Stokoe to continue as Volunteer Canteen Coordinator</li> <li>• Thank you to Kay Cronin for her commitment for Canteen Accounts</li> <li>• Jen Stokes to take role of Canteen Accounts</li> </ul>	
<b>10</b>	<b>General Business</b>	
	<ul style="list-style-type: none"> <li>• Question - has a risk assessment ever been done of the Kindy Balustrade</li> <li>• Primarily a concern as work health safety – does it meet the height regulation for staff and students</li> </ul>	<b>David Malorey</b>

	<p><b>ACTION – Bronwyn Wilson to follow up ASAP with Assets Department</b></p> <p><b>Home Reader update</b></p> <ul style="list-style-type: none"> <li>• stocktake of books not necessary. Teachers were given significant additional funds to purchase more home readers for K-2 classes. Teachers have now gone through and cleared the old books. Teachers are happy to take responsibility for home readers.</li> </ul> <p><b>Language Update</b></p> <ul style="list-style-type: none"> <li>• Language Survey – to go out prior to end of 2018</li> <li>• Parents need to understand that learning a language in primary school is less about the language and more about developing critical thinking, analysis and problem solving skills</li> <li>• Giving an aptitude for language not necessarily the actual language</li> <li>• Survey to have depth to educate the parents about why language is an important addition to primary school learning</li> </ul> <p><b>2<sup>nd</sup> Hand Clothing Stall</b></p> <ul style="list-style-type: none"> <li>• P&amp;C want to take an opportunity at end of 2018 to thank Sharlynn Irvin who coordinates and runs the 2<sup>nd</sup> Hand Clothing Stall.</li> <li>• Over the past 2 years Sharylnn has raised over \$4,600 from the clothing stall. This does not take into account the 2 years prior she has done this.</li> <li>• The P&amp;C appreciate that Sharylnn has agreed to the 2<sup>nd</sup> Hand Clothing Stall for another year.</li> <li>• Thank you also to Ben Irvin who carries the boxes of clothes!!!</li> </ul>	<p><b>Gladys Wilkins</b></p> <p><b>Bronwyn Wilson</b></p>
	<b>Close &amp; Next Meeting Date Monday 11<sup>th</sup> February 2019</b>	