



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES

23rd March 2018 @ 9.15am

Apologies: Leanne Bamford Barns, Jackie Foley, Kirsten Smith, Sarah Dunlop, Abby Demham-McQuillian, Eva Stokes-Blake, Miriam Methven, Catherine Perez-Mansill

Attendees: Bob Keen, Leigh Lofts, Nerissa Hardcastle, Bronwyn Wilson, Gladys Wilkins, Brooke Wooldridge, Gaye McDonald, Nguyet London, Nada Jelic, Danielle Harris, David Malorey, Henrieta Jaglica, Andrew Buntsev, Paula Stokes, Jeremy Cohen, Tamara Leo, Phil Harper, Sophie LePage, Jackie Clark, Kim Brown, Michelle

NEXT MEETING DATE: 14 May 2018 @ 7.30pm

1. Open - President Bob Keen

Meeting Open at 9.15am

2. Minutes of Last Meeting

Minutes approved by all.

3. Athletes Foot Presentation – Bel Finn

- Bel Finn – Manager at Athletes Foot Macquarie Centre presented on how the Athletes Foot Macquarie can partner with the School and its Community
- Athletes Foot will donate \$5 per pair of Shoes to the school – currently \$145 cash that will be donated to the school from sales that occurred in January 2018.
- Reports are run quarterly for the cash donation
- Athletes Foot can support the school in other ways with donations of product for awards examples are Cross Country, Athlete of the Year, can also organise for a rep to come to the school and teach children how to tie shoe laces and then presented with a certificate after their session.

Actions Items	Person Responsible	Date
•		

4. Principal's Report –Bronwyn Wilson

Class Re-organisation Year 3 - 6

- Class re-organisations occurred in Week 6
- Currently in Week 8 and most classes and students have settled down into the new classes

School Growth

- Currently 15 classes
- Aim to cap growth at approximately 370 students (currently sitting at 250)
- 2019 – School will have to restrict and reduce the number of out of areas that are accepted into the school

Recognition Ceremony

- Term 1 Recognition Ceremony to be held today – 23rd March
- 3 Students to receive their gold medallions and also the Swimming Champions will receive their awards
- Alister Henskens (Liberal Member for Kur-ring-gai), Paul Hardman (two time Olympic coach) and Judy Macourt OAM are the guest presenters.

School Planning

- Vision and purpose have now been created and completed through staff meetings and will be communicated through newsletters
- School Planning Team will meet on Wednesdays (during scripture time) to further create a school plan
- Any feedback is welcome from parents and staff

Earth Story

- Greg Taylor from Earth Story who presented at last P&C Meeting is continuing to get the pilot program at West Pymble Public School to do the garden near the Cola.
- They are going to start a fundraising campaign with an outdoor cinema at Bicentennial Park, West Pymble
- Watch the newsletter for more information with regard to dates and the movie
- The outdoor area will feed through the education curriculum through sustainability

Actions Items	Person Responsible	Date
•		

5. Canteen

- Term 1 after school selling of ice-creams / ice-blocks to kindy kids was a huge success
- Allowed kindy children to become familiar and comfortable with the canteen put increased sales
- New Winter canteen menu is being refined ready for Term 2
- Streets ice-creams are being removed and replaced with new 'everyday food' item
- New snack food has been added – 'Monkeys' – trial of 3 new flavours with ultimate goal to keep one flavour
- Soup Tuesday will be introduced and trialled for Term 2 – monthly rotation of soup flavour.
- Danielle Harris has completed an free online Anaphylaxis Training – just needs to the practice epi-pen with Mrs Wilson
- Heni and Wendela will complete
- Tupperware Party was held in March and was a great success. \$2,000 of sales – earning the canteen a free set of knives and some additional storage containers for the fridge.
- Thank you to the kind donation of a parent who also bought items directly for the canteen.
- Term 1 end of term sausage sizzle will happen as normal – even though Year 5 & 6 will be at camp. Gives canteen an opportunity to clean the inside of the canteen.

Response to previous issues that arose in General Meeting dated 12th February 2018

Question about Anaphylaxis Student and canteen obligation.

Answer - as a canteen both staff and P&C need to their due diligence with regard to notifying volunteers, ensuring a safe environment (clean equipment), signage.

2. Question - OOSH and other external organisations wanting to use canteen facilities

Answer - they are able to utilise the canteen equipment and service as long as they provide a copy of their public liability insurance. They also need to get authorisation from the school principal as the building is Department of Education. We would need to then give them a memorandum with terms and conditions to follow. Would also be up to P&C to decide on fee to be paid.

Question - can students have access to the canteen for cooking lessons during class time?

Answer - yes - students would be supervised by a teacher and covered under Department of Education policy / insurance.

Actions Items	Person Responsible	Date

6. Treasurer's Report

West Pymble P&C Association Inc

Treasurers' Report

as of 23 March, 2018

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$119,653.96, a decrease from the previous P&C Meeting. The balances are made up of the following account:

	<u>12 February</u>	<u>23 March</u>
P&C Transaction Account	\$42,164.46	\$19,621.22
P&C Investment Account	30,565.87	30,577.59
P&C Building Fund	4,727.96	4,728.86
Canteen Account	3,730.23	5,924.74
Canteen Drawers	50.00	50.00
Band Transaction Account	14,619.22	28,188.37
Band Investment Account	30,551.47	30,563.18
	<u>\$126,409.21</u>	<u>\$119,653.96</u>

Band Accounts

The increase in the band account is due to band fees still being received from those students participating in band.

Canteen Accounts

The canteen accounts have increased as families have topped up their online purchasing accounts. All invoices are paid weekly, so there is no significant payable balance owed to vendors.

Transaction Account - P&L

The significant decrease in P&C cash is from the P&C paying its outstanding commitments to the school of approx. \$23,000 for teacher consumables and learning support. There is still an outstanding commitment by the P&C to contribute \$15,000 of cash towards phase 2 of the playground project.

Fundraising since the last meeting included Welcome Night, which raise just over \$900! Also, as of 20 March, voluntary family contributions of \$2,300 have been received (currently held by the school and not included in the cash balances above).

Actions Items	Person Responsible	Date

7. Additional P&C Items to be purchased - Gazebo

- Approval was requested at the meeting to spend a maximum of \$250 towards a Gazebo for the P&C to be used to P&C events such as the upcoming Cake Stall, Second Hand Uniform Stall and Spring Showcase
- Everyone present approved the funds for this purchase

Actions Items	Person Responsible	Date
Gazebo to be purchased prior to Cake Stall	Kirsten Smith	7 April 2018

8. Pledge – 2018 Process		
<ul style="list-style-type: none"> Term 1 School Fees have been released to families Initially it was expected to have the Pledge (\$100 per family) add to school fees This did not occur due to limitations with the system When paying parents have to ensure that they 'ADD' the item to their fees P&C have communicated how to do this process to families via social media Concern has been raised that this might reduce the number of families that contribute Office staff are having more training on system and will see if there is a way this can be added on in future 		
Actions Items	Person Responsible	Date
Office staff to investigate if Pledge can be added on for future term fees	Bronwyn Wilson to report back to Treasurer	Prior to Term 2 fees rolling out
9. Community Funding		
<ul style="list-style-type: none"> As mentioned at previous P&C Meetings P&C has introduced a community grant for the amount of \$250 per term Currently there have been no applications for this grant for Term 1 Suggested that Mrs Wilson speak to Teachers to encourage them to use it as a class activity 		
Actions Items	Person Responsible	Date
Community Grant to be shared with class teachers	Bronwyn Wilson	14 May 2018
10. Cyber Security Workshop – Students / Parents		
<ul style="list-style-type: none"> Parent Tracy Woollam has investigated the idea of a Cyber Security Workshop for parents and / or students with the potential of utilising the Community Funding. After investigation the costs were too great to use the Community Funding: <ul style="list-style-type: none"> \$850 + GST – Student workshop \$2,500 + GST – Parent workshop It was suggested that it might be an opportunity for a joint partnership between the school and the P&C Bronwyn Wilson mentioned that s Community Liaison does do a similar talk to students however the Community Liason is in high demand in schools and is difficult to get 		
Actions Items	Person Responsible	Date
Leigh Lofts to forward Cyber Security email to Bronwyn Wilson	Leigh Lofts	12 April 2018
11. Playground Update		
<ul style="list-style-type: none"> At this stage no further update other than Urban Landscape is working on quotes and proposals for Stage 2 & 3 Bob Keen reiterated that we would like to see progress ASAP in the playgorund 		
Actions Items	Person Responsible	Date
Bronwyn Wilson to follow up with design company	Bronwyn Wilson	ASAP

12. OOSC Update

Report from Current OOSC President – Catherine Perez-Mansill

Follow up re OOSC:

A meeting was held with Bronwyn Wilson, Lyn Booth (DET Assets Department) and Catherine Perez-Mansill (WPOOSC President) regarding ways to provide more indoor space for the service so it is able to increase placements to provide for future increase in numbers.

Shorter term option proposed is to investigate using either the Hall or Library when not in use by other services. This option needs to be developed further with Bronwyn Wilson. The OOSC Committee & Bronwyn Wilson will then need to submit an application with DET to increase the numbers / amend the current Lease. We then have to wait for the approval which may take several months.

With this option we need to investigate if there is space in the Hall / Library to increase the service to another 15-30 places. This may be enough for the short term needs of the school (where the largest wait list has been about 30 children this year).

A longer term option to investigate is to plan to build another multi-function space that could be used by the school during school hours and then by OOSC after hours. This option would require fundraising to achieve as currently no Department funds are available for this project with our current school population numbers. The P&C and the Parent-run Committee of West Pymble Out of School Care should work together on funding this building and see it as a longer term project for future children at the school. Alternatively this could be a standalone building for OOSC but that will take longer to fund and thus build.

There are occasional Federal or State Government grants available when increasing OOSC numbers so they need to be applied for concurrently or prior to increasing the numbers of the Centre.

We have our OOSC Committee meeting on 9th April where the planning for developing the Hall / Library option will be discussed.

- Further to this Bronwyn Wilson added that in 2019 West Pymble Public School will not be leasing the hall after school with the exception of Tuesdays – who do have the hall for Dance and have a long-term relationship with the school
- Other ideas OOSC & School are discussing are a closed varandah / space – potentially in the area that the current chicken coop is and then relocate the chicken coop – however this concept idea will take time
- *Bob Keen expressed his thanks to President for OOSC Catherine Perez-Mansill who is working in a volunteer capacity and is hard to handle a difficult situation*

Actions Items	Person Responsible	Date

13. Term 1 Fundraising

Welcome Night – 23rd February

- Very successful event
- Over \$900 raised due to Tom's Cellars not charging the P&C 'free drink' for parents on arrival

Tupperware Party

- Over \$2,000 of sales
- Thankyou to Sara Tupperware consultant who donated her commission from the evening towards allowing the canteen to purchase more items
- Resulted in over \$300 of freebies for the canteen plus a new knife set and block

Cake Stall – 7th April

- P&C is aiming to hold a cake stall at the local West Pymble Shops on Saturday 7th April
- Request for Cakes Donations and helpers on the day will be sent out closer to the date
- Still need helpers on the day

Grandparents Day – 9th April

- As previously done morning tea will be supplied for Grandparents Day by P&C
- P&C will also run a wishing tree and Raffle

ANZAC Day – 10th April

- P&C Organise ANZAC Biscuits for after the ANZAC Ceremony

Actions Items	Person Responsible	Date

14. Scripture / Ethics Volunteers

- It has been raised by some parents about the lack of volunteers for both Scripture and Ethics
- Bronwyn Wilson explained that this is out of the school's control and is upto the different churches and Ethics convenors to find volunteers
- The school does have an ongoing request for helpers in the newsletter

Actions Items	Person Responsible	Date

15. Band Report

- No Band Report has been submitted for this meeting

Actions Items	Person Responsible	Date

18. General Business

Additional Fundraising Idea:

- Kindy Parent Jeremy Cohen put a proposal forward for the school to be part of a bottle drive where 5c from each bottle is earned and the money donated back to the school
- All present agreed it was a great idea
- Jeremy Cohen said he would be the lead for the project – however needs the help of a trailer / ute on collection days
- Jeremy will contact with Leanne Bamford Barns (Communications Coordinator) on how to communicate with the school community

Actions Items	Person Responsible	Date
Jeremy to contact Leanne	Jeremy Cohen	ASAP

NEXT MEETING GM 14th May @ 7.30pm

