



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES

19 June 2017 @ 7.30

Apologies: Wendela Flockstra, Paul Haynes, Sarah Dunlop, Katrina Crooks, Abby Denham

Attendees: Bob Keen, Kirsten Smith, Nerissa Hardcastle, Jackie Foley, Leanne Bamford-Barns, Leigh Lofts, Eva Stokes-Blake, Terri Farrugia, Bronwyn Wilson, Amanda Scali, Andrew Ridley, Danielle Harris, Tim Simpson

NEXT MEETING DATE: 31 July 2017 @ 7.30pm

1. Open & Formal Opening – President Bob Keen
Meeting Open at 7.30pm
2. Minutes of Last Meeting
Minutes approved by all. <ul style="list-style-type: none">Outstanding Items<ul style="list-style-type: none">Working Bee – 27th August – Bob Keen to get jobs required from Ken prior to working beeKiss and Drop – Still ongoing. To be addressed further in meeting as an agenda item
3. Principal's Report – Presented by Bronwyn Wilson
Chicken Coop and Garden Shed <ul style="list-style-type: none">Terri Farrugia and Jenny Edyjones worked towards getting the Chicken Coop and Garden Shed using combined P&C Donated money of \$796.51 from 2016 and a grantExpected to have delivery prior to school holidays Gifted and Talented Update <ul style="list-style-type: none">Alissa Wilock will provide a Gifted and Talented update for the School Newsletter in 2 weeksTeachers have a scheduled professional learning in Term 3, Week 4Got It! Started last week – Thursday evenings for parents plus Teachers have also had sessions Ideal for Parents to attend both sessions but if not at least get to one Handouts are available to parents but will not mean too much without attending the sessionsAlana Maxwell – Will provide teachers with a Learning Support Meeting – Term 3, Week 3 Grandparents Day – Classroom Resources <ul style="list-style-type: none">A big thankyou to the P&C for delivering Class Room Resources to the staff meeting for all teachers / classrooms Recognition Ceremony <ul style="list-style-type: none">To be held Friday 23rd JuneJodi Peters confirmed as guest speaker – she played 120 times for the Matildas School Reports <ul style="list-style-type: none">School Reports due to arrive in the next weekAny questions call the office to make an appointment with the class teacherAny students who receive a D or E overall for a subject should have already been contacted by teacherC = sound and is a good resultA or B = above average Student Excellence <ul style="list-style-type: none">Congratulations to Dance Troup – Junior and Senior for making the EisteddfodGeorgia in Year 4 accepted in State Troupe and also performing in School SpectacularOllie Flockstra for being selected for PSSA Hockey

- Holley Keen for being selected for PSSA Golf

School Staff Changes

- Farewell Mrs Mary Owen-Roberts and Caron Taylor
- Recruitment campaign commenced to find replacement for Mrs Owen-Roberts
- Carol is in training for Caron's role
- Carol will be the primary P&C Contact

Actions Items	Person Responsible	Date

4. Treasurers Report – Jackie Foley

Bank Balances as of 18 June 2017	
P&C Transaction Acct	6,184.41
P&C Investment Acct	30,451.93
Canteen Acct	5,054.49
Building Fund Acct	4,268.92
Band Transaction Acct	24,783.57
Band Investment Acct	33,912.85
Cash on Hand (Canteen Drawers)	50.00
Total Cash	\$ 104,706.17

Excel Uniforms	421.30
Mothers Day	483.11
2nd Hand Clothes Stall	693.66
Sub-Total	1,598.07
Trivia Night (estimate) see Trivia review further in minute	19,000.00
TOTAL	\$20,598.07

Canteen Accounts

The Canteen is current on all vendor invoices and has increased the cash balance in the bank since January (Canteen cash was \$125 at 01/01/2017). The extra cash in the bank is necessary, since the canteen equipment is not insured. During term 3, the range on one of the ovens was replaced.

Band Accounts

See Band review

School Pledge

Jackie to liaise with Carol in the office of ensuring we keep on top of revenue coming in with regard to the pledge

Actions Items	Person Responsible	Date

5. Trivia Night

Earnings to Date

Ticket Sales	\$ 5,380.00
Sponsors	\$ 2,100.00
Live Auction	\$ 4,240.00
Silent Auction	\$ 2,274.00
Raffle	\$ 1,270.00
Games	\$ 511.65
	\$ 15,775.65

Expected Earnings

Ticket Sales	\$ 5,380.00
Sponsors	\$ 3,100.00
Live Auction	\$ 6,570.00
Silent Auction	\$ 3,286.00
Raffle	\$ 1,270.00
Games	\$ 511.65
	\$ 20,117.65

Paypal Fees	\$ (120.51)
Trybooking Fees	\$ (136.80)
P&C Expenses	\$ (179.70)
	\$ (437.01)

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Trybooking Fees	\$ (136.80)
P&C Expenses	\$ (179.70)
	\$ (437.01)

\$ 15,338.64

\$ 19,680.64

Trivia night numbers have not been finalized and invoices are still outstanding. Funds are expected to be collected by 23 June. The fundraising goal for the event was \$15,000, which was well exceeded. This is our biggest fundraiser of the year.

A thankyou goes to everyone involved in the Trivia Evening, including Class Parents who assisted with the class artworks and hampers, businesses who sponsored the event and donated prizes, parents and teachers who attended the evening and purchased tickets and items.

Actions Items	Person Responsible	Date
Finalise final outstanding payments from parents and sponsors	Jackie Foley & Exec Team	23 rd June

6. Classroom Equipment

- It has been observed by some parents that electronic items in the classroom are out of order
- Mrs Wilson explained that some of these items were effected in a recent blackout and are awaiting repair
- It the school has a wish list that the P&C could fundraise towards they will pass this information on

Actions Items	Person Responsible	Date

7. Garden Shed & Chicken Coop

As mentioned in the Principal's Report previously the school with be receiving a new Chicken Coop prior to the School Holidays

Actions Items	Person Responsible	Date

8. Tree Grant – NSW Teachers Federation

Presented by parents Eva Stokes-Blake and Terri Farrugia

The NSW Teachers Federation is funding a \$500 grant scheme called the Tree Levy which has been put in place to offset part of the environmental impact of the union's activities.

- The grant provides funding for native trees and shrubs to be planted in school grounds
- Applications need to be submitted by the school federation representative at a local teachers association meeting

It was discussed that;

- The grant will complement the school's sustainability development projects. Such projects engage students, teachers, parents, caregivers and the wider local community to educate and advocate for the future generations.

It was decided that;

- To involve all school stakeholders, the P&C, in collaboration with the school will host a series of Tree Levy events. Events including, but not limited to; a special assembly to receive grant, P&C run working bees, special planting day where 'Gonski Grove' plaque will be revealed, local paper stories
- A working group should be formed engaging P&C members, the school federation representative, school principal, school grounds keeper and SRC.

With the \$500 grant, to build native tree and shrub garden that are indigenous to our area to encourage biodiversity within the school grounds. By encouraging and maintaining these species, the school will boost the local environment by promoting biodiversity, provide food and shelter to native animals and act as a tree bank for future generations.

By engaging local native plant nurseries, local council and local Landcare Australia, we can source species that suit our unique environmental and geological conditions and issues including but not limited to; soil erosion and flooding during periods of heavy rain. We have further been advised that once established, these species will require minimal ongoing maintenance with the added benefit of beautifying school grounds.

To involve student, teachers, parents & caregivers and external stakeholders in the planning, planting and care of the native trees and shrubs, while promoting the NSW Teachers Federation.

Final grant submission required endorsement from WPPS P&C President and WPPS School Principal. Both gave endorsement and signatures on the evening

Actions Items	Person Responsible	Date
Eva will finalise Grant Submission then pass onto Teacher Mr Andrew Noble who will submit	Eva Stokes-Blake & Mr Andrew Noble	22 nd June

9. Kiss and Drop Update

- Name cards to be issued to each family – 1 per family
- Family to write their names on the cards and ensure they are visible to teachers and students on pick-up
- Student education also encouraged
- Leanne to speak to Michelle in the office regarding printing of Name Cards and distribution
- Bronwyn to ensure it is included in school newsletter prior to end of term
- Mr Simpson along with his class will create a short video to distribute on Sea-Saw and social media and to be shared with the children

Actions Items	Person Responsible	Date
Student Education Video to be created	Mr Simpson	23 rd June
Sharing of video on Sea-saw, FB and Schoolzine	Leanne	30 th June
Ensure Name Cards are printed	Leanne	23 rd June

Ensure information is in the school newsletter	Mrs Wilson	30 th June
10. Senior Playground Maintenance Update		
<ul style="list-style-type: none"> Mrs Wilson Advised that the quote to repair the senior playground to be as new was in the vicinity of \$13k. Due to the high cost the alternative options such as new play equipment will be investigated 		
Actions Items	Person Responsible	Date
Investigate costs of repair vs new equipment	Bronwyn Wilson	31 st July
11. Jamie Oliver Food Revolution		
<ul style="list-style-type: none"> Food Revolution re-scheduled for Tuesday 5th September Decision made to final a group of parents who could assist with running the food revolution day Current P&C Exec team is stretched to the limited and will continue to be with Spring Showcase on 31st August 		
Actions Items	Person Responsible	Date
Send out a help request for volunteers to run Food Revolution on the day and leading upto it	Leanne Bamford-Barns	22 nd June
Assess event based on offers to help	P&C Exec Team	30 th June
12. Confirm Term 3 Event Dates		
18/07/17 - Tuesday	Term 3	
22/07/17 - Saturday	Pre-Loved Uniform Stall TBC - Sharlynn	TBC
31/07/2017 - Monday	P&C General Meeting @ 7.30pm	
03/08/17 - Thursday	New Parent Info Sessions	P&C with School
27/08/17 - Sunday	Working Bee	P&C Event
31/08/17 - Thursday	Spring Showcase Fathers Day Breke	P&C event with school P&C Morning Tea P&C Fathers Day P&C Tech Tree
04/09/17 - Monday	P&C General Meeting @ 7.30pm	
05/09/17 - Tuesday	Food Revolution Day	P&C
15/09/17 - Friday	Recognition Assembly	P&C
22/09/17 - Friday	Last day of term	
- All events confirmed and agreed for Term 3		
Actions Items	Person Responsible	Date
Send out a help request for volunteers to run Food Revolution on the day and leading upto it	Leanne Bamford-Barns	22 nd June

13. Band Report

Report from Paul Haynes – Band Convenor

All three bands are now running on schedule with their regular weekly rehearsals.

All of the kids in the band program attended band camp over the weekend of 5 to 7 May at Crusaders camp in Galston. The kids had a great time and also learned a lot. The performance band kids attended both nights, Friday and Saturday, while concert band and training band kids arrived early Saturday morning and stayed over Saturday night. The performance band kids have a great time on the Friday night because they get to learn a new piece of music to surprise the conductor with on Saturday morning. This time they managed to put together a reasonable version of the Mission Impossible theme and have a lot of fun while doing so. The behaviour of all the kids was exemplary during the weekend, and the concert at the end was excellent for both students and parents.

Performance band put on an after school concert recently at the Northaven retirement community on Congham Avenue, and did a really good job. The feedback from the residents and the organiser was exceptionally positive, and we will be looking at doing it again in future.

Performance band and concert band are both scheduled to perform Monday 19th of June at the NSSWE community concert in Frenchs forest. Both bands are also performing at school assemblies soon, with performance band on Friday, 16 June and concert band on Friday, 23 June. Both bands are also now registered for the NSSWE spring Festival in September.

Performance band are also scheduled to perform at the University New South Wales band competition in term three on a weekend, along with the Sydney Eisteddfod also in term three.

The calendar for all three bands is already quite full towards the end of the year, and we have booked in a date for the annual end of year band concert at school, Monday fourth of December.

Report from Sarah Dunlop – Band Treasurer

Band Accounts Report.

We have paid all Band Camp invoices, and are currently updating QuickBooks with the necessary bookkeeping entries. I will submit our forecasts for the remainder of the year to P&C once I have shared this with the Band Committee at our Term 3 meeting.

Earlier this term, the Performance Band entertained residents with an open air concert at the Uniting Care Centre in Congham Street.

On 19 June, the Concert and Performance Band are representing the school with performances at Forest High School. They are also playing in the Recognition Assembly on Friday.

Actions Items	Person Responsible	Date

14. Canteen

- Athletics Carnival to be held on 20th June
- Roster filled easily
- Sushi price has increased 20c a roll to \$3.20 – this prices will be passed onto children to ensure we are still operating at a profit
- End of Term Sausage Sizzle happening again
- Surprise health inspection on Thursday 15th June – passed although there was a warning for floors not being cleaned. This was due to not having the regular school cleaner who did not know floors in canteen needed to be cleaned. This has been rectified moving forward
- Squad Sports operates in the school holidays – was suggested that we could open the canteen to make additional revenue. Agreed to do this from Term 2 holidays.
- Request for a parent Alana Maxwell to 'hire' canteen during school holidays to running cooking / nutrition classes. Rent price undecided until further investigation conducted
- Danielle informed that two oven range elements have been replaced this term with the assistance of Ken.

Actions Items	Person Responsible	Date
Figure out cost to hire out canteen during holidays	Jackie Foley & Leigh Lofts	23 rd Jun

15. Meeting Closed – Next Meeting Monday 31st July @ 7.30pm

