



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### MEETING MINUTES

23 October 2017 @ 7.30

Apologies: Nerissa Hardcastle, Bronwyn Wilson, Miriam Methaven, Abby Denham-McQuillen, Andrew Ridley

Attendees: Bob Keen, Jackie Foley, Sarah Dunlop, Henrieta Jaglica, Catherine Perez-Mansill, Danielle Harris, Dominic Benedet, Kim Adams, Tim Simpson, Leanne Bamford Barns, Kirsten Smith, Bob Keen

NEXT MEETING DATE: 27 November 2017 @ 7.30pm

<b>1. Open &amp; Formal Opening – President Bob Keen</b>		
Meeting Open at 7.30pm		
<b>2. Minutes of Last Meeting</b>		
Minutes approved by all. <ul style="list-style-type: none"><li>No outstanding Items</li></ul>		
<b>3. Principal's Report – Presented by Bronwyn Wilson</b>		
<b>Dance Sport</b> <ul style="list-style-type: none"><li>A successful Dance Sport was held for Year 5 and some Year 6 students.</li><li>All students represented the school well and there was 2 students who made it to the top 5</li></ul>		
<b>Playground Update</b> <ul style="list-style-type: none"><li><b>Site Inspection</b> – Next Week Urban Landscape coming to do site inspection</li><li><b>SRC</b> – Student Workshop – Will be commencing 6<sup>th</sup> November</li></ul>		
<b>Notes – Changes – Private Transport</b> <ul style="list-style-type: none"><li>Change in the procedure that written permission has been given that a student goes with parent helpers in private car – ie. Dance Troup, Chess</li><li>Was a slight issue with a student going to Dance Sport which created confusion. Trying to clear up the issue and avoid any future incidences.</li></ul>		
<b>Enrolments for 2018</b> <ul style="list-style-type: none"><li>Sitting at 60 students for next year</li><li>Taste of Kinder – 3 sessions scheduled for November</li></ul>		
<b>New School Website – Dominic Benedet</b> <ul style="list-style-type: none"><li>Live demonstration of trial website given at P&amp;C Meeting</li><li>Avoiding keeping content out of the website that becomes outdated quickly</li><li>Info to be added about OOSH &amp; Canteen</li><li>Plan to go Live Week 6 – trial of Term 4</li><li>Suggestion that parents be directed to Calendar at start of each month (via Schoolzine app) to check what is happening for the month ahead.</li><li>There are currently 315 devices registered on Schoolzine App for West Pymble Public School</li></ul>		
Actions Items	Person Responsible	Date
P&C to get information about the content for Website on behalf of P&C	Leanne & Dom	ASAP

<p>P&amp;C to share Uniform Code of Conduct once it has been released from school</p> <p>Bronwyn to discuss with P&amp;C financial commitment of the school to Phase 2 of the playground.</p>	<p>Bronwyn Wilson and Teachers to share information about uniform to both P&amp;C and Families</p> <p>Bronwyn Wilson</p>	<p>Term 4</p> <p>ASAP</p>
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#### 4. Treasurer's Report

##### Treasurer Report dated 23 October 2017

<b>P&amp;C Transaction Acct</b>	43,116.62
<b>P&amp;C Investment Acct</b>	30,512.52
<b>Canteen Acct</b>	6,133.01
<b>Building Fund Acct</b>	4,273.84
<b>Band Transaction Acct</b>	17,620.23
<b>Band Investment Acct</b>	30,498.15
<b>Cash on Hand (Canteen Drawers)</b>	50.00
<b>Total Cash</b>	<b>\$ 132,204.37</b>

	<b>P&amp;C</b>	<b>Canteen</b>	<b>Band</b>	<b>Total</b>
<i>Income:</i>	\$ 53,273.56	\$ 60,729.91	\$ 51,675.69	\$ 165,679.16
<i>Expenses:</i>	\$ 10,222.83	\$ 55,135.54	\$ 36,486.50	\$ 101,844.87
<i>YTD Net Earnings:</i>	\$ 43,050.73	\$ 5,594.37	\$ 15,189.19	\$ 63,834.29

During the next couple months, the P&C expects to incur expenses of approximately \$30,000. This will be mostly paid to the school for teacher support and some towards admin expense. The band is expected to use the remainder of its income before year end on instrument maintenance, conductor fees and concert entry fees.

<b>Actions Items</b>	<b>Person Responsible</b>	<b>Date</b>
Food Revolution Money still owed to LL & NS – Jackie to follow up with School	Jackie	ASAP

#### 5. Phase Two of Playground

- It was discussed that there is sufficient funds in the bank to commit to a \$30,000 Playground project. This includes funds from both the investment account and the transaction account. All funds committed to the Playground are after fulfilling other commitment to the school of the EL Teacher and Teacher Consumables.
- Proceeding with Phase 2 now allows for project to be completed with a consistence P&C team in place.
- This will mean that any money raised in 2018 will go towards a future P&C Group leaving the accounts in a healthy position similar to what was handed to the current P&C Group in 2017

<b>Actions Items</b>	<b>Person Responsible</b>	<b>Date</b>
Waiting to hear from Urban Landscapes regarding plans for playground and dates		

## 6. Proposal of New Procedure of Funding Requests

### **Proposal put forward at P&C Meeting for Funding Requests:**

- In 2017 the WPPS P&C Executive agreed that the P&C Budget will include an agreed amount for WPPS community requested projects.
- That is, members of the WPPS community can seek funding for projects.
- The P&C will review and approve/decline requests against the agreed selection criteria.
- The total amount allocated to this initiative is \$2,000 for the calendar year 2018, which equates to \$500 per term.
- *Update draft proposal is attached to the back of the minutes.*

Actions Items	Person Responsible	Date
Leanne to forward proposal to be attached to minutes	Leanne Bamford Barns	1 <sup>st</sup> November

## 7. P&C Terms 4 Events

### **Kindy Orientation**

- Second-hand stall will not be happening at Taste of Kinder – previous years it has not been a good money generator
- Kirsten Smith will talk on behalf of P&C and invite new Kindy Families to Paddington Bear Movie

### **Interrelate Evening Presentation – Year 3-6 - Monday 13 November**

- 21 families have booked so far
- Tea & Coffee & Biscuits – Danielle Harris will co-ordinate and request help from Emma and Ursula if required
- Reminder to be posted on Facebook and school newsletter

### **Paddington Bear Movie – Sunday 19 November**

- 42 tickets sold so far (this is a mix of single tickets and family tickets)
- Can take a maximum of 169 tickets. Aim is sell 100 tickets

### **P&C AGM – Monday 27 November**

- Save the Date to be posted on Facebook
- Meet on the budget prior and with Bronwyn – Bob and Jackie
- Representatives from Band Committee must be present
- The P&C will need to find an auditor to audit the Accounts and is looking for a parent to assist in this
- Job Description's for new positions to be published prior to AGM
- Target AGM as an end of year event celebration with Champagne etc

Actions Items	Person Responsible	Date
Selected P&C Executives to meet with Principal to discuss budget	Jackie and Bob to liaises with Bronwyn on her return	9 <sup>th</sup> November

## 8. P&C Pledge 2018

- It was discussed how successful the P&C Pledge drive for 2017 was and that this was primarily because it was included in the school fees
- It was brought up that the School might be looking at charging school fees on a Semester basis rather than per term.
- Aim for school fees to be charged per Semester
- If School Fees are moved Semester payment will this affect the Pledge?
- Need to find out from office when School fees for Term 1 will go out
- Ideal if Pledge gets included in Term 1 fees
- Draft Pledge letter to be written

Actions Items	Person Responsible	Date
Jackie to check with office on Fee Schedule for 2018	Jackie Foley	20 <sup>th</sup> November
Draft Pledge Letter to be written	Leanne Bamford Barns	1 <sup>st</sup> November

## 9. Communication – Schoolzine Update

- Schoolzine is working effectively as a communications tool for the P&C
- Office ladies are assisting in publishing items onto Schoolzine for P&C – relieving the pressure for Dominic Benedet

Actions Items	Person Responsible	Date
		Future

## 10. Band Report

- A good 2017 financially – started at \$1 for January 2017, currently sitting at \$2,831.
- With the exception of any sudden expenses 2017 will finish in the green
- A push for ownership and accountability for instrument damage to be paid full or in-part by the families
- Asset register – Looking for a new Asset Register for 2018
- Key Music – Contract for 2018 to be discussed with Matt D and Miriam Methven – staying at the 2%
- A big thankyou to Miriam Methven for her hard work pulling the Band Cake Stall together so quickly

### Band Report extracted from Band Minutes – Dated 17<sup>th</sup> October 2017

- Forecasted balance at end of year (excluding \$1,500 windfall raised from election day cake stall) is \$2,100. Average shortfall per student is \$30 (instrument hire is currently subsidising band program). Balance in operating account (including \$1,500 from cake stall) to be kept in account (ie not moved to instrument account) in case there are miscellaneous expenses.
- Once 2018 band numbers are known, it will be easier to determine fees for 2018 (invoice usually sent ~end February for payment by end of term 1. Committee agreed that band program should be easy to join at entry level when considering any fee increases.
- Note – band numbers will affect costing for band camp (current year was close to maximum number of beds available).

Actions Items	Person Responsible	Date

## 11. Canteen

- New Items – Peach Cups and Pasta (Hot Dish) selling well
- Pip McInnes has agreed to continue on 2018 as her roll for Rosters

- Canteen are currently working on a wish list to upgrade items in Canteen as their accounts are currently sitting in positive and as it's a not for profit entity the P&C really want to invest the money back into the canteen
- Sales up on last year
- End of Year BBQ will happen again giving Canteen an opportunity to clean and close for the year

Actions Items	Person Responsible	Date

## 12. Other Business

### Term Fees Payment

- Question asked about Term Fees and the amount of families that do or do not pay the fees
- Seems to be talk in the playground that even if a family does not pay for an excursion their child still gets included
- Parents did not want to see other children forced to sit out because of a parents choice or because of financial hardship but rather for to be fair and equitable for everyone in the community.

### OOSH

- Meeting next week – Wednesday 1<sup>st</sup> November @ 7pm
- New constitution introduced and the meeting
- A vote will be held on the evening to agree on constitution
- Looking for new President for 2018
- New educational leader – Jackie who has been a very positive inclusion into the centre
- Nominations for After School Care Community Service Awards
- Shona and Sonia have been sent to a weekend conference

### Ethics Classroom

- Question was raised as to why the area that the Ethics Class' are held are in a tiny room when numbers and demand is so high

Actions Items	Person Responsible	Date
Classrooms for Scripture / Ethics to be investigated	Tim Simpson	27 November

## 13. Meeting Closed

Next Meeting – Monday 27<sup>th</sup> November 2017 @ 7.30pm

# West Pymble Public School P&C Association

## Community Funding Request Policy (Draft)

### Overview

In 2017 the WPPS P&C Executive agreed that the P&C Budget will include an agreed amount for WPPS community requested projects. That is, members of the WPPS community can seek funding for projects. The P&C will review and approve/decline requests against the agreed selection criteria.

The total amount allocated to this initiative is \$2,000 for the calendar year 2018, which equates to \$500 per term.

### 1. Purpose of this policy

To provide guidelines for the allocation of funds to support projects which are beneficial to the WPPS community and are consistent with the objectives of the WPPS P&C Association.

### 2. Funding Principles and Selection Criteria

#### 2.1 Benefit to the school

The overriding principle is that funding will only be granted for projects that have a demonstrable benefit for the students and staff of WPPS.

The term “Projects” is used in a general sense in this policy and is taken to include:

- sponsorship to attend conferences, workshops or courses
- acquisition of equipment
- renovation of existing facilities
- provision of new facilities
- improvements to school grounds
- introduction of sustainability measures

#### 2.2 Selection Criteria

Applications for funding will be considered for projects which will:

- a. promote excellence in academic achievements and citizenship
- b. promote the welfare, enjoyment and recreation (such as music, sporting and dramatic opportunities) of the students
- c. enhance teaching and learning activities
- d. improve the school's facilities, grounds and surroundings
- e. promote innovative projects and services

*Note: Funding will not be applied to pay ongoing school maintenance or operating costs.*

### **3. Who may apply?**

The following categories of applicants may apply for P&C funding:

#### **3.1 WPPS Current Students**

Either through the Student Representative Council ("SRC"), as an individual or student club, or other group of students.

#### **3.2 Parents**

Parents and or carers of current WPPS students.

*Note: Requests from teaching and professional staff and the Principal will not be managed through the Community request fund.*

### **4. How to apply**

#### **4.1 Application process**

Applications must be made in writing and should provide the following information:

- a. Name/s of applicants
- b. Total amount requested (budget breakdown included)
- c. Reason for request
- d. Overview of students who will benefit from the project (number of students, grades etc)
- e. Benefits to the school community
- f. Relevant supporting document should be attached the application.

Applications should be emailed to the P&C Secretary.

#### **4.2 Application timings**

The school community will be advised of application open dates.

### **5. Assessment of an application**

#### **5.1. Assessment**

Applications will be assessed by the P&C Executive.

#### **5.2. Approval of applications**

If the P&C Executive decides that the application meets the criteria they will approve the application either in full or in part and subject to any conditions as considered appropriate for the grant of funding.

#### **5.3 Decline of an application**

If the P&C Executive decides that the funding is not approved they may decline the application. They will advise the applicant accordingly and provide reasons why the application has been declined.

The applicant may submit another application for consideration provided that the reasons for decline of the first application have been addressed in any revised application.

## **6. Accountability and reporting**

### **6.1. Report to the AGM**

The P&C executive will provide a report to the AGM each year on the funding provided during that year.

### **6.2. Use of funds**

The applicant acknowledges that any funds provided by the P&C are to be used for the purposes of the approved project and the applicant is accountable to the P&C for the proper application of the funds.

### **6.3 Reporting**

The applicant will report to the P&C at agreed times on the costs of the project, the benefits and outcomes achieved. The applicant may report in person at a P&C meeting or by a written summary which will be circulated at a P&C meeting.