



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

AGM & GENERAL MEETING MINUTES

27th November 2017 - 7.30pm

Attendees: Bronwyn Wilson, Dominic Benedet, Bob Keen, Nerissa Hardcastle, Kirsten Smith, Jackie Foley, Leigh Lofts, Leanne Bamford Barns, Wedela Flokstra, Gladys Wilkins, Eva Blake, Andrew Ridley, Kim Brown, Kim Adams, Ursula Pavlou, Danielle Harris

Apologies: Sarah Dunlop

Agenda Item - AGM		Presenter
1	AGM Open	Bob Keen
2	President's 2017 Annual Report – Presented by Bob Keen	
	<p><u>PRESIDENTS REPORT 2017</u></p> <p>As a result of the exceptional commitment of the 2016 PnC the current committee was left with a very healthy set of accounts and standards from which to further their mandate. The focus has therefore been to retain existing standards, and where possible enhance systems to further benefit the school community as a whole. I am pleased to say that I believe we have progressed the body to cater to the current demands and aspirations of the community.</p> <p>Please find a summary below of key points.</p> <p>THANKS DUE:</p> <ul style="list-style-type: none"> The installation of the new school playground must be credited to the immense efforts of the previous committee members and now serves as a promotional feature of the school which should go a long way to amending the perception of the quality of the school. Of even more critical value is that our children are benefiting from this every day. To each and every one of the role players and participants, many of whom are in the AGM tonight, who simply go beyond the expectations, to provide for our children: Staff, parents, supporting businesses are critical. <p>CURRENT COMMENDATIONS / ACHIEVEMENTS:</p> <ul style="list-style-type: none"> A very close committee who have worked exceptionally well together and who have positioned themselves in accordance with their skill set. Their efforts as always are well beyond the required levels and this has shown in the many successes this year. A simplified financial reporting process to allow a higher degree of understanding by the broader community, whilst not compromising the accuracy or control essential to financial management. A significant increase in the funds raised through amendments of existing procedures currently in place. Trivia night and the pledge were key indicators of this success. A significant improvement in communications (on the back of the 2016 parental survey) through the efforts of key social media channels and the narrowing of the more formal information dissemination through SCHOOLZINE. Whilst late adopters are still in the mix, the system has matured significantly and serves as a critical feature of future streamlining of processes. A strong drive to further enhance the community spirit amongst all role players. A strong focus on enhancing the relationship between the staff and the PnC. A strong drive to maximise the safety of our children in the local dropoff points associated with the school. The canteen has once again delivered a good result with a healthier set of accounts going into 2018. 	

	<ul style="list-style-type: none"> The band committee has continued to deliver an exceptional unit and serves as a critical component of the school. The operational independence of the band committee is appreciated. <p>CURRENT CHALLENGES AND OPPORTUNITIES</p> <ul style="list-style-type: none"> Establish a stronger group of helpers across the parent group who commit to single events as opposed to the somewhat extensive year long commitment that is perceived as a requirement and therefore deterrent to greater participation. Enhance our access to GRANTS through a well-coordinated team dedicated to sourcing them and managing the applications process. Further cement the culture that financial contributions are critical to advancing the facilities and therefore education of the children. Provide for immediate approval of facility upgrades with smaller bite sized financial contributions from the PnC to ensure that fundraising efforts affect the children whilst they are at the school and not long after. Case in point is the potential phase 2 upgrade which is undergoing assessment and potential approval for implementation in 2018. Retain (or surpass) the existing fundraising forecast to ensure that the committee leaves a strong base for future committees to operate from. <p>IN SUMMARY</p> <p>The 2017 committee has met and in most cases exceeded its obligations simply as a result of the incredible efforts of the ladies who have gone out of their way to deliver on their promises. I have no doubt that the existing culture and determination to progress the schools offering will deliver another set of positive returns for the school.</p> <p>Once again, thanks for the efforts by every person who has put their hand up to assist this year.</p>	
3	Approval of 2016 AGM Minutes	Bob Keen
	Approved by all present	
4	Treasurer's 2017 Annual Report – Reported by Jackie Foley	
	<p style="text-align: center;">West Pymble P&C Association Inc Treasurers' Report as of 24 November, 2017</p> <p>Accounts include income and expenditure for 1 January to 24 November 2017 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><u>Bank Accounts - Balances and Movements on Accounts</u></p> <p>The 2017 beginning cash balances were low due to the payments made at the end of 2016 for Phase 1 of the new playground. During 2017, the focus has been to fundraise for the 2nd phase of the playground, while still covering operating costs and commitments to the School. Current cash balances are high due to expenses that have yet to be paid.</p>	

Cash Accounts
as of 24 November 2017

Account Name	Beginning Balance	24 November Balance
P&C Transaction Account 0695	4,090.04	44,544.66
P&C Investment Account 5922	30,374.32	30,527.39
P&C Building Fund Account 9036	4,262.50	4,725.00
	38,726.86	79,797.05
Canteen Account 7965	125.09	4,760.48
Canteen Cash Drawer	50.00	50.00
	175.09	4,810.48
Band Transaction Account 3438	1.04	17,376.77
Band Investment Account 4881	33,826.42	30,513.02
	33,827.46	47,889.79
Total Cash	\$ 72,729.41	\$ 132,497.32

Consolidated Profit & Loss

The P&C will finish 2017 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 canteen making a small profit to allow for incidentals.

Consolidated Profit and Loss

1 January - 24 November, 2017

Income	
Donations	15,913.30
Fundraising Income	39,454.16
Operating Activities	1,855.17
Canteen Sales	69,709.11
Band Income	51,569.40
Total Income	\$ 178,501.14
Cost of Sales	
Cost of Sales - Canteen	39,713.47
Cost of Sales - Band	35,015.32
Total Cost of Sales	\$ 74,728.79
Gross Profit	\$ 103,772.35
Other Income(Loss)	
Interest Income	361.88
Total Other Income(Loss)	\$ 361.88
Expenses	
General & Administrative Exp	2,058.12
Canteen Operating Expenses	3,551.65
Employment Expenses	22,099.11
Fundraising Expenses	8,045.23
Funding Commitments	2,369.79
Band Expenses	2,394.55
Total Expenses	\$ 40,518.45
Net Earnings	\$ 63,615.78

Band Account

The band currently has net earnings of \$14k, however, band is expected to only breakeven by year end. Most of remaining expenses will be to pay Key Music for Terms 3 and 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.

Band Profit and Loss

1 January - 24 November, 2017

Income	
Performance Band	14,520.00
Concert Band	11,768.00
Training Band	12,359.00
Instrument Hire - Percussion	420.00
Instrument Hire	10,450.00
Band Income - Miscellaneous	1,519.90
Instrument Repair Contributions	232.50
Band Income T-Shirt Sales	300.00
Total Income	\$ 51,569.40
Cost of Sales	
Band Tutors	12,588.00
Band Camp	18,343.50
Band Competitions/Events	880.00
Instrument Repairs/Maintenance	3,143.50
PayPal Fees - Band	60.32
Total Cost of Sales	\$ 35,015.32
Gross Profit	\$ 16,554.08
Other Income(Loss)	
Interest Band Transaction 3438	16.95
Interest Band Investment 4881	165.75
Total Other Income(Loss)	\$ 182.70
Expenses	
Band Equipment (non-capital)	69.00
Band Expenses - Miscellaneous	2,325.55
Total Expenses	\$ 2,394.55
Net Earnings	\$ 14,342.23

Canteen Account

The Canteen is in a healthy financial position with a current net profit of about \$4,000. The Canteen has created a list of items that are need to daily operations and improvements. The excess cash will be used to make these improvement with approval of the P&C committee at general meetings. It is also recommended the canteen maintain \$2,000 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.

Canteen Profit and Loss

1 January - 24 November, 2017

Income - Canteen Sales	
Counter Sales	20,025.10
School24 Online Sales	45,693.50
Catering Fees Received	1,536.00
OOSC Sales	2,454.51
Total Income - Canteen Sales	69,709.11
Cost of Sales - Canteen	
Food Purchases	30,606.30
Beverage Purchases	5,157.74
Frozen Dessert Purchases	2,964.87
Packaging Purchases	984.56
Total Cost of Sales - Canteen	39,713.47
Gross Profit	\$ 29,995.64
Other Income(Loss)	
Interest Canteen Account 7965	3.87
Total Other Income(Loss)	\$ 3.87
Expenses	
Canteen Operating Expenses	
Kitchen Supplies	34.22
Repairs & Maintenance	223.00
Council / Govt Fees or Charges	90.00
School24 Service Fees	2,869.32
Canteen Communication Costs	335.11
Total Canteen Operating Expenses	3,551.65
Employment Expenses	
Staff Amenities	22.98
Superannuation	1,649.90
Wages & Salaries	20,039.43
Workers' Compensation	386.80
Total Employment Expenses	22,099.11
Total Expenses	\$ 25,650.76
Net Earnings	\$ 4,348.75

Transaction Account - P&L

As of 24 November, the transaction account has net earnings of approximately 45k. These earnings are more than sufficient to cover the remaining expenses budgeted for 2017. The expenses include pledges to the school of approximately \$30K. The additional earnings from 2017 will be put towards phase 2 of the playground project.

Net profit of approx. \$38k in was made in fundraising. Trivia night was the most successful night with a profit of \$19k! Both welcome night and movie night were more successful than expected and the P&C hopes these continue to be successful events. Family contributions were also very successful this year with the inclusion of the contribution in the school term fees. We also made the contribution an even \$100. The payment rate increase of prior years' resulting in just of \$15,000 of contributions received. As a result, we intend to work with the school to include the contributions on the 2018 Term 1 school fees. Overall, we received contributions from about 40% of families in 2017, an increase from 20% of families in 2016.

P&C Transaction Profit and Loss

1 January - 24 November, 2017

Income	
Donations	
Building Fund - deductible	450.00
General - non deductible	15,463.30
Total Donations	15,913.30
Fundraising Income	
Events Income	34,508.26
Sponsorships Received	2,600.00
Second Hand Clothing Stall	2,345.90
Total Fundraising Income	39,454.16
Operating Activities	
Membership Fees Received	12.50
Excel Uniforms Commission	1,704.40
Other Commission Received	138.27
Total Operating Activities	1,855.17
Total Income	\$ 57,222.63
Other Income(Loss)	
Interest P&C Transaction 0695	9.74
Interest P&C Investment 5922	153.07
Interest Building Fund 9036	12.50
Total Other Income(Loss)	\$ 175.31
Expenses	
General & Administrative Exp	
Membership Fees Paid	425.00
Gifts \$300	302.88
Insurance	610.00
Computer Software/Web Develop	720.24
Total General & Administrative Exp	2,058.12
Fundraising Expenses	
Cost of Fundraising Goods	7,669.33
TryBooking Fees and Charges	136.80
PayPal Fees - Fundraisers	239.10
Total Fundraising Expenses	8,045.23
Funding Commitments	
School Pledges	1,814.63
Staff Room Supplies	324.36
Morning Teas	230.80
Total Funding Commitments	2,369.79
Total Expenses	\$ 12,473.14
Net Earnings	\$ 44,924.80

Fundraising Profit
1 January - 24 November, 2017

	<u>Income</u>	<u>Expenses</u>	<u>Fundraising</u>
Family Pledge Donations	15,913.30	-4.63	15,908.67
Homecooked	60.00	0.00	60.00
Second Hand Clothes	2,345.90	-19.52	2,326.38
Election Day	1,112.65	-68.40	1,044.25
Grandparents Day	1,315.06	-1,147.87	167.19
Hot Cross Buns	2,132.00	-1,508.16	623.84
Misc Other Events	1,726.74	-452.25	1,274.49
Mothers Day	3,205.00	-2,801.89	403.11
Movie Night	2,075.11	-1,521.00	554.11
Spring Showcase	4,858.15	-1,115.71	3,742.44
Trivia Night	19,647.65	-473.01	19,174.64
Welcome Night	975.90	-271.02	704.88
Fundraising at 24 Nov	55,367.46	-9,383.46	45,984.00
Additional expenses not yet paid:		<u>(2,995.00)</u>	
Total Fundraising Annual		<u>\$ 42,989.00</u>	

Question

Fundraising income on Consolidated Profit and Loss do match the fundraising income on the YTD Fundraising Spreadsheet – Gladys Wilkins

Response

The Pledge is included in the calculations in the Fundraising YTD spreadsheet. If you add the pledge amount with the fundraising income you will get \$55k - Jackie Foley

2017 P&C Accounts will be Audited By Charlotte Lee

5

Budget – 2018 – Presented by Jackie Foley

Forecasting and budgets for 2018

The P&C executive team has reviewed the current year expenses and set a budget to include all the anticipated expenses to occur in 2018. Most of the budget goes to the school to support teacher consumables, 1 learning support teacher, and funds to complete phase 2 of the playground project.

	<table><tr><th>Description</th><th>2018</th></tr><tr><td colspan="2">School Events / Initiatives / Pledges</td></tr><tr><td>Hands First Initiative</td><td>\$240.00</td></tr><tr><td>Athletics Carnival ribbons; years 1-2</td><td>\$100.00</td></tr><tr><td>Morning teas - School and P&C Events</td><td>\$100.00</td></tr><tr><td>Presents for Parent Leaving WPPS (Names from principle)</td><td>\$200.00</td></tr><tr><td>New Parent Info Night</td><td>\$70.00</td></tr><tr><td>Kindergarten Welcome Gifts</td><td>\$450.00</td></tr><tr><td>Community Grants (Internatl)</td><td>\$1,000.00</td></tr><tr><td colspan="2">School Pledges</td></tr><tr><td>Gold Medallion Morning Teas</td><td>\$70.00</td></tr><tr><td>Staff Room Supplies</td><td>\$600.00</td></tr><tr><td>Teacher's consumables pledge</td><td>\$2,600.00</td></tr><tr><td>STLA Teacher pledge</td><td>\$23,900.00</td></tr><tr><td>Playground Project</td><td>\$30,000.00</td></tr><tr><td>Subtotal</td><td>\$59,330.00</td></tr><tr><td colspan="2">Operating Expenses</td></tr><tr><td>Insurance</td><td>\$610.00</td></tr><tr><td>Membership fees paid</td><td>\$425.00</td></tr><tr><td>Grant Membership (External)</td><td>\$200.00</td></tr><tr><td>Computer Software (Accounting System)</td><td>\$300.00</td></tr><tr><td>Web Development</td><td>\$200.00</td></tr><tr><td>Domain Host Server (Every 2 years)</td><td>\$0.00</td></tr><tr><td>Gifts >\$300 (P&C Members)</td><td>\$300.00</td></tr><tr><td>Teacher Gifts</td><td>\$50.00</td></tr><tr><td>Subtotal</td><td>\$1,735.00</td></tr><tr><td colspan="2"> </td></tr><tr><td>Forecasted Expense</td><td>\$61,065.00</td></tr></table>	Description	2018	School Events / Initiatives / Pledges		Hands First Initiative	\$240.00	Athletics Carnival ribbons; years 1-2	\$100.00	Morning teas - School and P&C Events	\$100.00	Presents for Parent Leaving WPPS (Names from principle)	\$200.00	New Parent Info Night	\$70.00	Kindergarten Welcome Gifts	\$450.00	Community Grants (Internatl)	\$1,000.00	School Pledges		Gold Medallion Morning Teas	\$70.00	Staff Room Supplies	\$600.00	Teacher's consumables pledge	\$2,600.00	STLA Teacher pledge	\$23,900.00	Playground Project	\$30,000.00	Subtotal	\$59,330.00	Operating Expenses		Insurance	\$610.00	Membership fees paid	\$425.00	Grant Membership (External)	\$200.00	Computer Software (Accounting System)	\$300.00	Web Development	\$200.00	Domain Host Server (Every 2 years)	\$0.00	Gifts >\$300 (P&C Members)	\$300.00	Teacher Gifts	\$50.00	Subtotal	\$1,735.00			Forecasted Expense	\$61,065.00	
Description	2018																																																									
School Events / Initiatives / Pledges																																																										
Hands First Initiative	\$240.00																																																									
Athletics Carnival ribbons; years 1-2	\$100.00																																																									
Morning teas - School and P&C Events	\$100.00																																																									
Presents for Parent Leaving WPPS (Names from principle)	\$200.00																																																									
New Parent Info Night	\$70.00																																																									
Kindergarten Welcome Gifts	\$450.00																																																									
Community Grants (Internatl)	\$1,000.00																																																									
School Pledges																																																										
Gold Medallion Morning Teas	\$70.00																																																									
Staff Room Supplies	\$600.00																																																									
Teacher's consumables pledge	\$2,600.00																																																									
STLA Teacher pledge	\$23,900.00																																																									
Playground Project	\$30,000.00																																																									
Subtotal	\$59,330.00																																																									
Operating Expenses																																																										
Insurance	\$610.00																																																									
Membership fees paid	\$425.00																																																									
Grant Membership (External)	\$200.00																																																									
Computer Software (Accounting System)	\$300.00																																																									
Web Development	\$200.00																																																									
Domain Host Server (Every 2 years)	\$0.00																																																									
Gifts >\$300 (P&C Members)	\$300.00																																																									
Teacher Gifts	\$50.00																																																									
Subtotal	\$1,735.00																																																									
Forecasted Expense	\$61,065.00																																																									
<p><i>The budget for 2018 was shared with all present.</i></p> <p>Community Grant - The new addition of the Community Grant (Internal) for \$1,000 was discussed. Leanne Bamford Barns presented an amended draft copy of the Community Grant Policy (see end of minutes for the draft). The policy will also be shared via P&C Facebook page and P&C Blog for community feedback.</p> <p><i>Final approval of the policy and grant will be sought at the first P&C General Meeting for 2018.</i></p> <p><i>Approval for budget will be sought at the first P&C General Meeting for 2018.</i></p>																																																										
6	<p>Submission of Reports for AGM – Secretary Leigh Lofts</p> <ul style="list-style-type: none">• List of Financial Members 2017• President’s Annual Report 2017• Audited Financial Statements 2016• Treasurer’s Report 2017• AGM 27 Nov 2017 Minutes																																																									
7	<p>Election of Office Bearers – Bronwyn Wilson</p> <p>Executive Committee Positions</p> <table><tr><td>President</td><td>Bob Keen</td></tr><tr><td>Vice President</td><td>Nerissa Hardcastle</td></tr><tr><td>Vice President</td><td>Kirsten Smith</td></tr><tr><td>Secretary</td><td>Leigh Lofts</td></tr><tr><td>Treasurer</td><td>Jackie Foley</td></tr><tr><td>Communications Coordinator</td><td>Leanne Bamford Barns</td></tr><tr><td>Canteen Account Manager</td><td>Vacant</td></tr><tr><td>Band Account Manager</td><td>Sarah Dunlop</td></tr><tr><td>Band Coordinator</td><td>Miriam Methven</td></tr><tr><td>Morning Tea Coordinator</td><td>Julie Anderson</td></tr><tr><td>Morning Tea Coordinator</td><td>Vacant</td></tr><tr><td>Working Bee Coordinator</td><td>Bob Keen</td></tr><tr><td>Fundraising Coordinator</td><td>Vacant</td></tr><tr><td>Fundraising Committee</td><td>Vacant</td></tr><tr><td>Grants Coordinator</td><td>Leanne Bamford Barns</td></tr><tr><td>Grants Committee</td><td>Tracy Woollam</td></tr><tr><td>Grants Committee</td><td>Lynda O’Neill</td></tr></table>	President	Bob Keen	Vice President	Nerissa Hardcastle	Vice President	Kirsten Smith	Secretary	Leigh Lofts	Treasurer	Jackie Foley	Communications Coordinator	Leanne Bamford Barns	Canteen Account Manager	Vacant	Band Account Manager	Sarah Dunlop	Band Coordinator	Miriam Methven	Morning Tea Coordinator	Julie Anderson	Morning Tea Coordinator	Vacant	Working Bee Coordinator	Bob Keen	Fundraising Coordinator	Vacant	Fundraising Committee	Vacant	Grants Coordinator	Leanne Bamford Barns	Grants Committee	Tracy Woollam	Grants Committee	Lynda O’Neill																							
President	Bob Keen																																																									
Vice President	Nerissa Hardcastle																																																									
Vice President	Kirsten Smith																																																									
Secretary	Leigh Lofts																																																									
Treasurer	Jackie Foley																																																									
Communications Coordinator	Leanne Bamford Barns																																																									
Canteen Account Manager	Vacant																																																									
Band Account Manager	Sarah Dunlop																																																									
Band Coordinator	Miriam Methven																																																									
Morning Tea Coordinator	Julie Anderson																																																									
Morning Tea Coordinator	Vacant																																																									
Working Bee Coordinator	Bob Keen																																																									
Fundraising Coordinator	Vacant																																																									
Fundraising Committee	Vacant																																																									
Grants Coordinator	Leanne Bamford Barns																																																									
Grants Committee	Tracy Woollam																																																									
Grants Committee	Lynda O’Neill																																																									
<p>Question</p>																																																										

	<p>Concern was raised about the Morning Tea role and what workload would involve? - Gladys Wilkins</p> <p>Response Advised that ideally the role is seen as a shared role – where there would be one parent volunteer who would be behind the scenes sending out emails and co-ordinating. Then 2-3 parents who are on the ground for set-up and the presence. Although the Morning Tea role was evolving and able to be developed depending on who stepped into the role – Leanne Bamford Barns & Leigh Lofts</p> <p><i>Action – Jackie Foley to follow up if Kay Cronin is still wanting to be Canteen Account Manager</i></p>	
8	AGM Close	
Agenda Item - General Meeting		
1	Formal Opening	Bob Keen
2	Minutes from Previous Meeting – approved by all present	Leigh Lofts
3	Playground – Phase 2	
	<p>Update from Bronwyn Wilson and Jackie Foley</p> <ul style="list-style-type: none"> • Urban Landscape due to come to school and work with SRC to develop ideas • Aiming for project to be kept under \$30k as then do not require tender process from assets • School will commit for \$15,000 for 2018 towards playground and P&C will commit for \$15,000 for phase 2 of the playground • P&C and school will aim for a similar partnership in 2019 • Invoice sent from Urban Landscape in August 2017 for initial consultation will be paid by West Pymble Public School <p><i>All present approved that P&C pay the \$15,000 towards the next phase of the playground</i></p>	

4	Pledge – 2018	
	<p>Updated by Leanne Bamford Barns</p> <ul style="list-style-type: none"> • Leanne Bamford Barns has sent an email to Bronwyn Wilson, Tim Simpson and Alissa Wilcock asking for feedback and to ensure the Pledge Letter goes out in 2018 Term 1 fees • There was discussion from all present if pledge should be \$100 one-off request or \$25 per term • Agree that the Pledge will continue in 2018 at a one-off request of \$100 per family • Discussion about if entire school fees will be sent out per Term or Semester – Bronwyn to discuss P&C feedback with office staff 	
5	Principals Report – presented by Bronwyn Wilson	
	<ul style="list-style-type: none"> • A Thankyou Morning Tea for all volunteers will be held on Wednesday 29th November at 1.10pm • There have been a number of staff changes for 2017 – Josh Docking, Leanne Ferguson & Mary Owen-Roberts departing and teachers on Maternity Leave • In 2017 the school funded 100% employment for a 15th Teacher (as was not in budget from Department of Education) hoping to get numbers to make up the class. Unfortunately that did not happen. In 2018 WPPS has decided not to do this and therefore there will be one less teacher employed by the school. As a consequence there are currently 6 contract staff in school at the moment can only keep 5 for 2018. • 3 straight kindy classes for 2018 • A few more kindy starters for next year would be good <p>School Planning</p> <ul style="list-style-type: none"> • The school is currently working on their 3 year plan of the school. 2018 - 2020 • Staff have already started preparing • The aim is to come to a shared set of vision and beliefs, will also do with school community on Friday Morning at 9.30am • Then go back to Staff to share and finally agree on the shared values and beliefs • This looks at strategic vision for the future <p>Talent for Me Survey</p> <ul style="list-style-type: none"> • 2017 response was low • Annual Survey – skewed responses as such a low participation • Aim next year to get a better response rate from the school community <p>Discussion – <i>It was clarified that this was different to the P&C Engagement Survey that was conducted at the end of 2016. It was also raised that it might be a good option to conduct another P&C Survey in early 2018.</i></p> <ul style="list-style-type: none"> • A lot of achievements for this term for teachers – Leadership Camp to Cockatoo Island, Dance Spectacular, Hip Hop Dancing a success for boys, National Swimming & Athletics Champion Success, • Mystery Day Out – Permission Notes coming out soon • Naplan Online Trials – P&C Federation – disadvantaged for children who cannot touch type, no human aspect – Parent Say NSW Public Schools Are Not Ready for NAPLAN Online • Bronwyn extended her thanks to the P&C – Road Traffic, Morning Teas, Playground, Wishing Tree <p>Dom Benedet – Communicate</p> <ul style="list-style-type: none"> • Schoolzine in the process of changing over the domain • Website due to be launched within the week • Feedback welcome until the end of year on the new website • Calendar will sync with parents diary if they click the option 	
6	Band Report – Submitted by Miriam Methven read out by Leigh Lofts	
	<p>Training Band</p> <p>TB have moved on to some more challenging pieces this term. The band committee have been pushing for</p>	

	<p>more challenge to keep the students engaged and more technically competent, with their year in CB approaching. We are continually looking for ways to engage TB, like the recent workshop with PB, to encourage continued participation in the band program.</p> <p>Tryouts for the current year 2's entering TB next year were held on Nov 9th, and went very well.</p> <p>Concert Band</p> <p>We have taken the decision to not hold auditions for progression from concert band to performance band this year. It was felt that in a small school such as ours, we would like all willing kids to progress. The audition process does make some kids overly anxious, and our concern is some may decide to avoid the audition and therefore not move on to performance band. Matt Dalziel will instead assess all players in PB in the New Year to determine positions in the band.</p> <p>Performance Band</p> <p>PB have had a busy term with performances and new pieces, and 2 new instruments have been added to the mix. 2 students have taken up bass clarinet and piccolo, enhancing our overall sound.</p> <p>PB had the opportunity to work with the NSW Police Band in a workshop on Nov 6th. The Police Band is in high demand within schools, but we will continue to try and offer this event for the kids. The rest of the school also had the opportunity to hear the Police Band perform, so it is of benefit to the school as a whole.</p> <p>Term 4 performances</p> <p>Key Music Australia Charity Concerts (22/10/17) All bands performed, and played very well.</p> <p>Wahroonga Food and Wine Festival (29/10/17) Performance Band played extremely well, despite missing a few key performers. This is a great event to play at, and we will continue to be involved.</p> <p>K-2 Presentation Assembly (4/12/17) We have decided to give TB the opportunity to perform at this assembly. We are sharing the end of year performances, and as they are rehearsing that morning we have decided to have them do that performance.</p> <p>End of Year Concert (4/12/17) All bands will play at the End of Year Concert on the evening of Dec 4th, from 6-7pm in the school hall. They will play in order of TB, CB then PB. CB and PB will do a combined piece at the end, which should be impressive with such a large band. This is the band committee's time to thank conductors, committee members and staff who have contributed to the program over the year. Gifts are given and specific people are thanked. A general invite will be sent to the school community, and it is a good opportunity for current year 2 families to come and hear what happens in the program.</p> <p>Recognition Assembly (8/12/17) CB will perform at this assembly.</p> <p>3-6 Presentation Assembly (11/12/17) PB will perform at this assembly, and play prior to the assembly as guests arrive.</p>	
7	<p>Canteen Report – Presented by Danielle Harris</p> <ul style="list-style-type: none"> • Closing for Lunch on 1st December due to school sausage sizzle fundraiser – open still for Breakfast and Lunch • Canteen running an end of Term / Year Sausage Sizzle due to popular feedback • Thank you to all the volunteers for have helped and assisted - mums, dads and grandparents • New menu is going well – pasta and fruit cups have proved good choices • Canteen are currently winding down of stock towards end of the year • Danielle Harris away for last 2 weeks of term – Heni assisting • Canteen have put a wishlist forward for 'profit' made in 2017 at the request of Jackie Foley • Estimated of \$600 of equipment towards canteen – needs approval from P&C Members • 2018 – wish list of an ice-cream freeze <p>Question</p> <ul style="list-style-type: none"> • Question arising on purchase of Mats from wish list – OH&S issue– Eva Blake <p>Response</p> <ul style="list-style-type: none"> • All present agreed to not purchase Mats item until further investigation <p><i>All present agreed on the purchase of Canteen Wishlist with the exception of the mats</i></p>	

8	General Business													
	<p>Discussion</p> <p>School Captain letters for 2018 – Nerissa Hardcastle In 2016 the 2017 School Captain Parents missed receiving a letter advising that their child had been voted as school captain – hence missing opportunity to be there Response – Bronwyn Wilson advised that last year was a ‘one-off’ error and school will ensure letters go out with plenty of time to spare Suggestion – It was suggested that rather than via post letters go via email</p> <p>Taste of Kinder – Gladys Wilkins Feedback was given that P&C did not have a presence at the Taste of Kinder Sessions and that an opportunity was missed to share the P&C with a new part of the community Response – Kirsten Smith P&C Vice President spoke at first Taste of Kinder to advise what P&C is about, as well as previous presentation at the Kindy Information Night, P&C representatives were also at all Taste of Kinder Sessions</p> <p>School Teachers Fundraiser & PSSA Shirts – Leanne Bamford Barns It was reminded to the school that the P&C is there to assist with fundraising efforts. It is appreciated that the teachers have a huge amount of work to do and do want them to feel that the P&C are not there to support teachers in terms of requirements of fundraising opportunities</p> <p>Year 6 Committee – Wendela Flokstra Additional table tennis table ordered with money raised by Year 6 Committee Questioned why cement was not approved as per request from previous P&C Meeting dated – as it appears there is significant amount of money the P&C have raised Response – Reasons that the request was not granted was the same as from the meeting on 11th September..</p> <table border="1" data-bbox="183 1055 1300 1518"> <tr> <th colspan="3">9. Year 6 Building Fund Request</th></tr> <tr> <td colspan="3"> <ul style="list-style-type: none"> It has been requested by Wendela Flokstra on behalf of the Year 6 Parent Committee that the P&C Assist with funding a concrete slab for the Table Tennis Table that was purchased by 2016 Year 6 Students and the future table tennis table that 2017 Year 6 Students will purchase. This is estimated to be a cost of approximately \$4,000 At this stage this request was denied by all present at the meeting. Reasons for denial is 2 fold: <ul style="list-style-type: none"> Not budgeted into 2017 budget Will need to wait and see how it can be implemented into a phase of the playground upgrade. It is seen as redundant if money is spent on this however that area may have a different vision for the future playground upgrade Table Tennis Table have now been moved in front of the Year 6 Classes so at least they can be used by the Year 6 students </td></tr> <tr> <th>Actions Items</th><th>Person Responsible</th><th>Date</th></tr> <tr> <td>Wait to see what the playground upgrade proposal is and how this ties in</td><td></td><td>Future</td></tr> </table> <p>Student Absentee and parent notification – Andrew Ridley Question was raised – where there was a situation where parented wanted confirmation of child arriving at school. Office was contacted in the morning to request that parents receive confirmation of child’s arrive. Response from office was that they cannot guarantee this request. Response – This was not the correct procedure. Perhaps a new staff member as have recently had new staff in the office. Bronwyn Wilson will ensure that office staff are complaint with these types of requests.</p>	9. Year 6 Building Fund Request			<ul style="list-style-type: none"> It has been requested by Wendela Flokstra on behalf of the Year 6 Parent Committee that the P&C Assist with funding a concrete slab for the Table Tennis Table that was purchased by 2016 Year 6 Students and the future table tennis table that 2017 Year 6 Students will purchase. This is estimated to be a cost of approximately \$4,000 At this stage this request was denied by all present at the meeting. Reasons for denial is 2 fold: <ul style="list-style-type: none"> Not budgeted into 2017 budget Will need to wait and see how it can be implemented into a phase of the playground upgrade. It is seen as redundant if money is spent on this however that area may have a different vision for the future playground upgrade Table Tennis Table have now been moved in front of the Year 6 Classes so at least they can be used by the Year 6 students 			Actions Items	Person Responsible	Date	Wait to see what the playground upgrade proposal is and how this ties in		Future	
9. Year 6 Building Fund Request														
<ul style="list-style-type: none"> It has been requested by Wendela Flokstra on behalf of the Year 6 Parent Committee that the P&C Assist with funding a concrete slab for the Table Tennis Table that was purchased by 2016 Year 6 Students and the future table tennis table that 2017 Year 6 Students will purchase. This is estimated to be a cost of approximately \$4,000 At this stage this request was denied by all present at the meeting. Reasons for denial is 2 fold: <ul style="list-style-type: none"> Not budgeted into 2017 budget Will need to wait and see how it can be implemented into a phase of the playground upgrade. It is seen as redundant if money is spent on this however that area may have a different vision for the future playground upgrade Table Tennis Table have now been moved in front of the Year 6 Classes so at least they can be used by the Year 6 students 														
Actions Items	Person Responsible	Date												
Wait to see what the playground upgrade proposal is and how this ties in		Future												
	Close & Next Meeting Date Monday 12 th February 2017													