



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES

8 May 2017 @ 7.30

Apologies: Sarah Dunlop, Paul Haynes, Abby Denham-McQuillan, Jackie Clarke

Attendees: Bob Keen, Leanne Bamford Barnes, Kirsten Smith, Danielle Harris, , Nerissa Hardcastle, Jackie Foley, Leigh Lofts, Kay Cronin, Bronwyn Wilson, Alissa Wilcock, Eva Stokes-Blake, Tracy Woollam, Amanda Scali, Terri Farrugia

NEXT MEETING DATE: 19 June 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">Chicken Coop – School has now taken over responsibility of the chicken coop with the money donated by the P&C of \$796.51 to be used to create a basic coop and then built and improved over timeSchool Website – Work in progress. Taken longer to transfer data over due to large amount of obsolete information on old site. Still aiming for Term 2 completion		
3. Principal's Report – Presented by Bronwyn Wilson		
Band Camp <ul style="list-style-type: none">Band Camp was held 5th to 7th May was success.Well done to Band CommitteeExcellent behaviour by children		
NAPLAN <ul style="list-style-type: none">NAPLAN being conducted for children in Years 1, 3, 5 on 9th, 10th and 11th MayReminder to children and parents it's not a big deal just gauges a snapshot in timeMore an assessment on what Teachers and school is succeeding in and areas for improvement		
Teacher Professional Learning <ul style="list-style-type: none">Anita Chin who used to be a Maths Consultant did a development day for teachers teaching differentiation in numeracy. Concentrating on Multiplication and Division.Conducted demonstration lessons to actual classesOverall successful and beneficial to all staff		
Mother's Day <ul style="list-style-type: none">Congratulations to P&C on another successful Mother's DayMother's Day on the Green will be hosted by the school on Wednesday 10th May		
Actions Items	Person Responsible	Date

4. Treasurers Report – Jackie Foley

The 2016 Audited Financial Statements have been submitted to the P&C Federation.

Term 1 was successful, bringing in approximately \$3,600 net income. Each event was able to bring in more money than prior year.

The chart below summarizes the income by payment method and expenses for all term 1 events. Note: this includes Mother's Day, as the money was collected in term 1. The large amount of purchases is related to Mother's Day as well, since it is not a fundraising event, but a service we have offered.

		Term 1
income		
Cash		\$ 4,364.70
Cheques		\$ 126.00
Paypal		\$ 2,249.66
Direct Deposit		\$ 1,521.00
		\$ 8,261.36
expenses		
Paypal Fees		\$ 80.68
Reimbursements		\$ 358.08
Purchases		\$ 4,150.80
		\$ 4,589.56
Net		\$ 3,671.80

Net income by event:

Event	Net Profit	2016
Welcome Night	\$ 704.88	262.11
2nd hand clothes	\$ 552.61	
Hot Cross Buns	\$ 611.34	469.01
Grandparents Day	\$ 1,231.86	852.41
Mothers Day Stall	\$ 511.11	386.16
Cookbooks	\$ 60.00	
Total 2017	\$ 3,671.80	

Actions Items	Person Responsible	Date

5. Band Report – Presented by Paul Haynes and Sarah Dunlop

Report from Paul Haynes – Band Convenor

All three bands are now up and running with their regular weekly rehearsals. The training band are learning how to play together as a coherent unit, concert band are working on several songs, and performance band already have a substantial repertoire. There are currently 87 students enrolled across the three bands, many of whom are very excited about the idea of band camp coming up soon on the weekend of 5th to 7th of May. The band committee is meeting on Tuesday 2nd May to finalise all the preparations are make sure everything is in order.

The band committee has welcomed several new members this year, including Katrina Crookes as concert band coordinator, Vanessa Reis as the training band coordinator, Jocelyn Girard as secretary, and Sarah Dunlop as Treasurer. It is good to see new people putting their hands up to volunteer.

Once band camp is completed, the schedule of performances will commence. Both concert band and training band are scheduled to perform at the NSSWE community concert series on Monday 19th of June, and we anticipate that performance band will also be playing in the Sydney Eisteddfod and University of New South Wales band competitions again this year.

Report from Sarah Dunlop – Band Treasurer

The annual Band Camp was held on 5/6 May and was a success, the children really sounded fantastic at the concerts and have learnt much about playing together and stretching their musical abilities. Thanks to the work of the conductors, tutors, teachers who attended (Mrs Merlo and Mrs Wilson) and the many parent volunteers, in particular Annabel Hunt and Sophie Davidson who coordinated the camp.

The band finances are being closely managed and we have collected hire fees and band fees from all students participating in the program. I will provide a more detailed report when we have paid the invoices from band camp.

We are still working with Bob (P&C) and Key Music who are negotiating the conductors contract.

I am also working with Jackie Foley to update QuickBooks with the band account transactions and to establish some new processes going forwards.

Actions Items	Person Responsible	Date
Get report of Band Camp from organisers to share on P&C blog	Leanne Bamford-Barns	10 th May

6. Pledge 2017 – Bob Keen

- At the previous General Meeting held on 13th March it was agreed that the school pledge would be split into 4 x \$25 payment into the school fees each term. With Term 2 collecting the fees for both Term 1 & 2.
- School fees were issued on Friday 5th May without the pledge being a part of it.
- The P&C Executive Committee want it noted that this may seriously affect the ability to raise the funds committed to the school.

Actions Items	Person Responsible	Date
A meeting will be held on Tuesday 9 th May to discuss the pledge going forward	Bronwyn Wilson, Caron (Office Staff), Bob Keen, Nerissa Hardcastle and Jackie Foley	9 th May

7. Working Bee 2017

Working Bee

Next working bee scheduled for Sunday 27th August – prior to Spring Showcase

Bob Keen will be in charge of co-ordinating Working Bees

- Concern raised with leaves in driveway between school and Tristania Place

Actions Items	Person Responsible	Date
Communicate with Ken regarding jobs required prior to working Bee	Bob Keen	19 th August
Follow up with School and Council regarding hazard with all the leaves in the driveway near Tristania Place	Bronwyn Wilson	12 th May
8. Kiss and Drop – Leanne Bamford-Barns		
<ul style="list-style-type: none"> After research of other schools in the area the following has been proposed to Mrs Wilson and the school community and agreed on: <ul style="list-style-type: none"> Each school family will be given 2 x school name placards (With surname only). On the back will be the school Kiss and Drop protocol By each family taking and using the placard they are agreeing to their responsibility and accountability for the Kiss and Drop School will do safety awareness as part of their 3 B's. Including reminding students of the rules, taking students down to Kiss and Drop area to show them physically what is allowed / not allowed. Education of the students is key School has now found the safety flags and will ensure that these are used Agreed that the process needs to be simple and easy to ensure all families adopt the new process 		
Actions Items	Person Responsible	Date
School office and P&C to co-ordinate to assist with printing and laminating name cards	School Office, Leanne Bamford-Barns and Leigh Lofts	22 nd May
New students to the school and new kindy students for 2018 to be issued placards in the induction pack	School office	2017 onwards
9. Feedback from Term 1 Events		
Hot Cross Bun Drive <ul style="list-style-type: none"> A successful year Increased revenue from 2016 vs 2017 Will run again in 2018 2016 - \$469 profit 2017 - \$611 profit <i>Learnings –</i> <ul style="list-style-type: none"> Improve order form to have grid on back so that children are encouraged to ask multiple people in family / community for orders Try to get order delivery closer to Easter. Was a challenge in 2017 due to Easter being in the middle of school holidays Grandparents Day <ul style="list-style-type: none"> A successful year Increased revenue from 2016 vs 2017 Raffle was a huge hit – grandparents loved the chance to enter a raffle – prizes did not seem to be a decision maker for entering 2016 - \$852 profit 2017 – \$1,231 profit Class items have been ordered by office and will be given to the P&C to present to the teachers 		

- *Learnings* –
 - Wishing Tree – Items requested by teachers too high in value or if they were low they sold quickly. Items need to be \$30 maximum
 - Wishing Tree items need to be purchases quickly for teachers to be confident in Wishing Tree Idea
 - Better / clearer advertising and signage of Wishing Tree concept for grandparents

Suggestion for blank dollar donations for each class so that grandparents can contribute to class if they don't find the correct priced item

Actions Items	Person Responsible	Date

10. New Events Planned for Term 2

Mother's Day

- Finished today – 8th May
- A successful event – children seemed to be happy an enjoy the shopping experience
- Thank you to all the parents who volunteered to wrap and assist on the day
- *Learnings* -
 - Allow more time for stock to be ordered
 - Be more strict about the cut-off date

Trivia Night – 'Made in America'

- To be held on Friday 16th June @ 7pm
- Larissa and Neil to be quiz masters again
- Managed to secure a special guest MC – Russell Barwick ex Fox Sport commentator
- Currently in the process of securing Sponsorship Partners for the evening
- Tickets \$35 per person if ordered prior to 9th June, after that \$40 per person, \$50 at the door
- Tickets go on sale from 9th May
- Asking for class parent and families support for Class Artworks and Hampers

Actions Items	Person Responsible	Date
Bronwyn to ask for Taekwondo to move outside on 16 th June to ensure that there is sufficient time for set-up	Bronwyn Wilson	ASAP

11. P&C Container Leak

- Rust holes in P&C Container is getting worse
- Need to solve the problem before rain and winter come along
- P&C currently investigating solving the issue

Actions Items	Person Responsible	Date
P&C to source appropriate equipment and tools to repair	P&C	ASAP

12. Canteen – Danielle

- Winter Menu has started – salads have been kept on due to demand
- Athletics Carnival – Canteen will run Sausage Sizzle (not Year 6)
- Request from School for no sweets and chips also to start selling later – approx. 10am
- Requests will be met
- Discussion on what to serve / offer volunteers – suggested morning tea and sausage sizzle

Actions Items	Person Responsible	Date
---------------	--------------------	------

School to confirm approximate numbers of volunteers before P&C confirm what they will cater for	Alissa Wilcock	ASAP
13. Meeting Closed – Next Meeting Monday 19th June @ 7.30pm		