



# WEST PYMBLE PUBLIC SCHOOL

## WEST PYMBLE P&C ASSOCIATION INCORPORATED

### GENERAL MEETING MINUTES – 6<sup>TH</sup> DECEMBER 2021

**Attendees:** Alicia Potts, Alison Bruscano, Ali Hafeez, Bronwyn Wilson, David Malorey, Emma Smales, Felicity Bewley, Gladys Wilkins, Lonii Broers, Naomi Lam, Nicole Wynne, Paula Stokoe, Peta Harper, Sandeep Dsa, Setareh Ganjali, Sharlene Atkinson, Tamara Leo, Tricia Wright, Wendela Flokstra-Mesker.

**Apologies:** Jacqui Clark

**NEXT GENERAL MEETING DATE:** Monday 7<sup>th</sup> February 2022, 7:30pm

#### Open – President, Lonii Broers

- Meeting commenced at 8:01 pm.

#### Minutes of previous meeting

- Minutes from previous meeting approved.

#### Business arising from previous meeting/s

Please refer to the '*P&C General Meeting – Action Items*' appended for a complete list

#### P&C shipping container

- Gordon Police are still investigating the case and should have more information in the next couple of weeks. The process is ongoing and follow up in progress.

Action Items	Responsible Person	Date
Provide update on the outcome of the police investigation and refund outcomes from the bank. 18/10: Update on Bank outcome provided. Police investigation still in progress. 22/10: Update provided on police investigation. Progressed but no significant update as yet.	Lonii Broers	07/02/2022

### **Principal's report –Bronwyn Wilson**

- Teachers strike on 7th December is due to high work overload and low salaries which have not remained constant with other professions. No teaching or learning programs will be happening on 7<sup>th</sup> December only supervision.
- Students have developed resilience and self-direct themselves and their learning. Students settled in well after coming back from home learning.
- Teachers have pivoted very well and have been up for any challenge that comes through due to Covid. Well done to the teachers.
- Students were glad to be back to school. Focus has been on wellbeing and this has been an great part of letting the students settle back in.
- 3 Beginning teachers graduated from new teacher network and few Teachers have received their proficiency certificate and can enter the teaching force and fully qualified.
- Creative outdoor learning space latest section to open is Kindergarten playground. The next section that is being worked on is Maddy's garden. Funding for this project is progressing through grants and contribution.
- Building work: Senior student toilet being upgraded and planned to finish end of school holidays. Solar project going in end of school holiday. Fluorescent lights being replaced by LED lights by end of the school holidays.
- School improvement plan is progressing well. We are 1 year into the 4 year plan. Team leaders will be reflecting into all of the successes and directions for next year. More information will be published beginning of next year.
- Recognition ceremony went ahead . 11 students were recognised. 1 more will receive his medallion in term 1 recognition ceremony.
- Friday is presentation day- celebrations of learning. This will be streamed and recorded and link will be sent out.
- Class parties will be on Wednesday of next week. Please bring your own party packs, no sharing. This day will also be a Mufti day.
- Enrolments for 2022: 2 classes for Kindergarten. Aiming to have 13 classes throughout the school. Classes are being formed. 10 prioritised points are considered when forming classes and parents request is not going to be considered. For educational or mental health there will be considerations. Please reach out to learning support.
- Thanks to P&C for the support especially with Grants and the fundraising.

### **Band report – Katrina Crooks**

#### **Band Updates**

- Next update in 2022.

### Canteen report –Wendela Flokstra-Mesker

- Canteen open for 2 more days. Thursday with the normal menu and Friday is sausage sizzle.
- OOSH will use the canteen for 3 more days in the last week of term 4.
- Slushie Machine: Turramurra high has a slushie machine which we may be able to borrow. More details will be provided after discussion with the Turramurra high canteen manager.
- There is a need to a laptop as the current laptop is 8 years old and is slow
- With the massive amount of lunch orders on a Friday it is a struggle to prepare the lunch orders. A 4<sup>th</sup> Oven will help to process these lunch orders.
- Swimming carnival menu will be open and can be ordered by all children (children participating or watching or any one at school – option will be available while ordering).
- Canteen will re-open on 3<sup>rd</sup> February 2022.

Action Items	Responsible Person	Date
Request for new laptop. Current laptop is 8 years old and is slow. Wendela to discuss with Lonii.	Wendela	End of term 1 2022
Due to massive amount of lunch orders a 4 <sup>th</sup> Oven is required. Wendela to discuss with Lonii	Wendela	End of term 1 2022
Slushie Machine updates will be provided in the next meeting after discussion with Turramurra High Canteen manager	Wendela	7/02/2022

### OOSC report –David Malorey

#### Updates

- OOSH numbers have increased to term 2 numbers.
- For 2022, there are places available. All requests have been filled. There are places available and casual spots are available.
- Children's party is on 14<sup>th</sup> of December and is for children only.
- Committee has been working with the school and has agreed to contribute 1700\$ towards the chicken coop improvement.
- AGM and committee meeting will be scheduled for February 2022. New committee members are welcome to join.

Action Items	Responsible Person	Date

### Fundraising report – Paula Stokoe

- Election Day BBQ: Thank you Lonii, Nicky and all volunteers who helped on the day. Total of 1700\$ raised.
- Blazers: This is work in progress. Due to the closures there is a backlog of work and this will progress next year. Further updates will be provided at the next meeting.

Action Items	Responsible Person	Date

### Grants Report – Sharlene Atkinson

- Ku ring gai Council - Environmental Funding Levy \$1244 for the pollinator garden.
- NSW Government - Community Building Partnership \$26,482 for stage 2 of the playground.
- We have submitted an Expression of Interest with the Federal Government - Stronger Communities Program for \$20,000 for Maddy's Garden (reflection garden / part of the next stage of the playground upgrade). Applications for funding are by invitation of the local member only. If we are invited to apply we will.

Action Items	Responsible Person	Date

### General Business – Lonii Broers

- Thank you all for your support. Happy Holidays

### Close & next meeting

Meeting closed at 8.30 pm

Next General Meeting– Monday 7<sup>th</sup> February 2022, 7:30 pm  
(Online meeting via Zoom)

## P&C GENERAL MEETING – ACTION ITEMS

	Action Item	Responsible Person	Status
08 February 2021			
Band Report	Talk to Bronwyn about band camp alternatives	Katrina Crooks	15/03/2021: Planned to go ahead. Plan is being worked through. 3/05/2021: Going ahead. Closed.
	Chase for Training Band and Concert Band coordinators	Katrina Crooks	15/03/2021: Closed
	Alison to communicate with OOSC that band practices have started this week	Alison Edler	Closed
	Training Band instrument handout	Alison Edler	Closed
	Look at amount available in band accounts	Jocelyn Girard	Closed
	Find out if there's a grant available to help with cost. Katrina to discuss with Sharlene.	Katrina Crooks	<b>Action Closed</b> 15/03/2021: Discuss at the Grants meeting. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project. 07/06/2021: Funds allocation update in the next meeting. <b>COMPLETED</b>
01 December 2020			

<b>Band &amp; choir captain honour board</b>	Follow up band and choir captain honour board funding request	P&C executive team	Completed 09/02/2021 - Quotes for the board are available and discussions in progress. 15/03/2021 – Working through grant options to cover some of the cost. 3/05/2021: Spell-a-thon fund raising will go towards the Honour project. 07/06/2021: Funds allocation update in the next meeting 02/08/2021:Voted in favour.
<b>Pre-loved uniform donations</b>	Provide instruction on pre-loved uniform donations to the school	Bronwyn Wilson	<b>COMPLETED 14/12/2020</b> – Szapp update; drop off bins set up at Tristania Pl gate 15/12/2020, 8:00am to 1:30pm
<b>26 October 2020</b>			
<b>Principal's report</b>	Investigate QR code sign in option for external visitors to school	Tim Simpson	<b>COMPLETED 01/12/2020</b> – Dept. Education developing QR code for use in schools <b>28/01/2021</b> – newsletter; Service NSW QR code will be used in all NSW

			Government schools
<b>17 August 2020</b>			
<b>Kiss and Drop</b>	Contact council and RMS regarding Kiss and Drop safety improvements	Tamara Leo	<p><b>Completed 16/09/2020</b> – contacted council</p> <p><b>21/10/2020</b> – feedback provided by council after 2 site visits; further recommendations to follow</p> <p><b>01/12/2020</b> – new line markings and signage installed Thu 26/11/2020; banner for fence still required, preferably by Term 1 2021</p> <p>09/02/2021 - Confirmation of signage and communication to the community are the next steps. Further updates in the next meeting.</p> <p>15/03/2021 – New banner designed. Printing will be organised and comms sent out to parents in the coming weeks</p> <p>3/05/2021: Banner is up.</p>
<b>17 Februa</b>			

ry 2020			
Canteen report	Arrange Food Safety course for Nada	Wendela Flokstra -Mesker	IN PROGRESS <b>15/06/2020</b> – due to COVID-19 only online courses are available and a face-to-face is preferred <b>01/12/2020</b> – course still required and will be followed up in 2021 <b>09/02/2021</b> - Wendela looking into face to face course options for Nada and will advise. Not urgent as not an employee requirement to operate. <b>15/03/2021</b> – Face to Face planned. Date to be confirmed <b>6/09/2021</b> – Arrange Food Safety course for Nada. <b>18/10/2021</b> – This is organised. CLOSED.
24 June 2019			
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	05/08/2019 – waiting on quotes for replacement 09/09/2019 – one quote received and awaiting more quotes; P&C funds not available



		<p>so alternative funding will be explored  02/12/2019 – second quote not forthcoming;  will continue to investigate in 2020  26/10/2020 – propose new storage shed like OOSC  have installed, vote to purchase passed,  location needs to be finalised  01/12/2020 – location still needs to be finalised and will progress in 2021  09/02/2021 - Access to new shipping container available. If container cannot be transported into the school premises, storage shed option pursued.  15/03/2021: Updates to be discussed at the next meeting.  3/05/2021: In progress.  07/06/2021: Replacement planned for 7th July  [Action re-opened]  06/09/2021: Provide update on</p>
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			the outcome of the police investigation and refund outcomes from the bank. 18/10/2021: Update provided. Bank refund is not possible. Police investigation is in progress.
<b>11 February 2019</b>			
<b>Uniform Survey</b>	Re-do girls uniform survey	Bronwyn Wilson	<b>Closed</b>
<p>25/03/2019 – consulted with Simone Roberts, awaiting her assessment to improve follow up survey</p> <p>13/05/2019 – a follow-up survey is required for girls summer uniform; girls winter trouser samples are being sourced to review</p> <p>24/06/2019 – Girls winter trouser samples from Excel Uniform samples weren't suitable, Marks &amp; Spencer samples are being sourced</p> <p>05/08/2019 – Marks &amp; Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn &amp; Vanessa; girls summer uniform survey on hold while Bronwyn on leave</p> <p>09/09/2019 – photos of girls winter trouser models provided by office, Vanessa to arrange new girls summer uniform survey and will include photos, girls winter tie option, blazer option</p> <p>28/10/2019 – new survey compiled and awaiting Bronwyn's approval, Vanessa and Bronwyn to meet 29/10/2019, 3 year implementation timeframe needs to be highlighted, P&amp;C aim for 2020 outcome</p> <p>02/12/2019 – the survey didn't go out in the last newsletter so assured it will be in the next one 06/12/2019</p> <p>17/02/2020 – survey was included in newsletter 06/12/2019; results to be published in the next newsletter 21/02/2020; options have been narrowed down and final approval by school community is required</p> <p>15/06/2020 – results available for winter and summer uniforms; summer skort samples are being sourced; winter pants colour is yet to be determined</p> <p>17/08/2020 – an SZapp survey 30/06/2020 for girls trouser colour was inconclusive; a newsletter survey 03/07/2020 resulted in navy as the colour; results were announced in the newsletter 31/07/2020; samples are now being sourced</p> <p>26/10/2020 – summer options ordered, winter options need fine-tuning and should have final sample for next meeting, Excel Uniforms will supply, and options will cost approx. \$20</p> <p>01/12/2020 – summer skorts available for purchase \$20, summer shirt will be available in Term 1 2021 \$24; winter trouser style still being refined (better waist adjustment required) and should be ready for Term 2 2021</p> <p>09/02/2021 - Bronwyn to follow up with Peter from the uniform shop regarding Summer Shirts and Winter Uniform for girls.</p> <p>15/03/2021 – Pants will be available soon in the uniform shop. All other uniforms are available.</p> <p><b>COMPLETED</b></p>			
<b>6 September 2021</b>			
<b>Slushie Machine</b>	Send out survey or poll to obtain feedback on purchase of slushie machine 18/10: Closed. This is done.	Lonii Broers	<b>Action Closed 18/10:</b>
	Ingredients and nutritional information - provide this to the broader community 18/10: Closed. This is provided as part of the survey sent out to the entire school community.		<b>Decision taken to rent the machine</b>

	Check if any Canteen equipment is reaching end of life and requires replacement 18/10: Closed. No such item requires replacement.		at start of next year.
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