



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 5 AUGUST 2024

Attendees: Sharlene Atkinson, Anmarie Forrester, Felicity Bewley, Amy Wild, Alicia Potts, Holly McDonald, Chih-Lun Yeh (Allan), Bronwyn Wilson, Emily Carter, Naomi Lam, Melissa Vince, Tamara Leo, David Hughes, David Malorey, Prudie Maltby, Bec McArthur, Gladys Wilkins

Apologies: Holly de Rooy

NEXT GENERAL MEETING DATE: 9th September 2024, 7:30pm

Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

Minutes of previous meeting

Minutes from 17th June 2024 were approved.

Business arising from previous meeting/s

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

- Uniform Review (Bronwyn Wilson) – Discussed with SRC. Broader school yet to be surveyed – will largely be asked the same questions as staff. SRC representative will present to the class, and then fill in the Google Survey, and take that back to the SRC Meeting. Individual students will not be surveyed. Results to be presented at the next P&C meeting. The P&C will coordinate the parent survey. The P&C does not have access to all parent contact details, and it was suggested that it be communicated via class parents to each class. This should reach most, though not all parents in the school.
- Technology Strategy (Emily Carter) – Technology and curriculum outcomes across stages:

	Early Stage 1	Stage 1	Stage 2	Stage 3	Stage 4
English	ENE-PRINT-01 - tracks written text from left to right and from top to bottom of the page and identifies visual and spatial features of print ENE-SPELL-01 - applies phonological, orthographic and morphological generalisations and strategies to spell taught familiar and high-frequency words ENE-PHOKW-01 - uses single-letter grapheme-phoneme correspondences and common digraphs to decode and encode words when reading and creating texts	EN1-HANDW-01 - uses a legible, fluent and automatic handwriting style, and digital technology, including word-processing applications, when creating texts EN1-CWT-01 - plans, creates and revises texts written for different purposes, including paragraphs, using knowledge of vocabulary, text features and sentence structure	EN2-HANDW-02 - uses digital technologies to create texts EN2-CWT-01 - plans, creates and revises written texts for imaginative purposes, using text features, sentence-level grammar, punctuation and word-level language for a target audience EN2-CWT-02 - plans, creates and revises written texts for informative purposes, using text features, sentence-level grammar, punctuation and word-level language for a target audience EN2-CWT-03 - plans, creates and revises written texts for persuasive purposes, using text features, sentence-level grammar, punctuation and word-level language for a target audience	EN3-HANDW-02 - selects digital technologies to suit audience and purpose to create texts EN3-CWT-01 - plans, creates and revises written texts for multiple purposes and audiences through selection of text features, sentence-level grammar, punctuation and word-level language	
Science and Technology	STE-1WS-S - observes, questions and collects data to communicate ideas STE-2DP-T - develops solutions to an identified need	ST1-3DP-T describes, follows and represents algorithms to solve problems	ST2-3DP-T defines problems, describes and follows algorithms to develop solutions	ST3-3DP-T defines problems, and designs, modifies and follows algorithms to develop solutions	
	Early Stage 1	Stage 1	Stage 2	Stage 3	Stage 4
Maths	MAE-PG-01 recognises, describes and continues repeating patterns MAE-GH-01 describes position and gives and follows simple directions		MA3-DATA-01 collects discrete data and constructs graphs using a given scale MA3-DATA-02 interprets data in tables, dot plots and column graphs	MA3-DATA-01 constructs graphs using many-to-one scales MA3-DATA-02 interprets data display, including timelines and line graphs	
Technological and Applied Sciences (TAS)					Technology Mandatory 7-8 Computing Technology 7-10 Graphics Technology 7-10 Design and Technology 7-10 Design and Technology Life Skills 11-12 Computing Technology Life Skills 11-12 Design and Technology 11-12

Interactive whiteboards and laptops highest priority.

Interactive Whiteboards (\$15,000). The school has reallocated \$12,000 to go towards this cost, coming from the Wellbeing strategic direction. This accounts for most of the Wellbeing budget for the rest of the year.

Laptops, 1 Chromebook per student: Stage 2 (80) = \$56,000 plus Stage 3 (83) = \$58,100
OR 1 set of 30 per stage (60) = \$42,000

In addition to the laptops (Chromebooks), 7-15 laptops with greater functionality are required for the STEM Room (\$5315.45 - \$6170.22). These will remain in the STEM room and will not be loaned out to classes.

Other important, but lower priority items are included below. Some can be borrowed from the Department (Technology for Learning).

Product Expenses					Timeline	
Item name	Item description	Units	\$ / Unit	Total Inc GST	Phase	Status
Hall projector & installation	Replaced	1	16830	\$16,830.00	1-2	P
Hall wallplate transmitter	New wallplate and installation	1	5225	\$5,225.00	1-2	
Interactive boards classrooms*	75" Newline IFP wall mounted	4	3750	\$15,000.00	1	
Charging Trolleys		2	1479	\$2,958.00	1	
Stage 2 Laptops	Chromebooks	80	\$700	\$56,000.00	1	
Stage 3 Laptops	Chromebooks	83	\$700	\$58,100.00	1	
				\$154,113.00		
	OR					
Combined set of laptops	1 set of 30 per stage (\$2&53)	Chromebooks	60	\$700	\$42,000.00	1
				\$208,013.00		
STEM Equipment					Timeline	
Dell Latitude 3140 2-in-1 Base Windows Notebook	New laptops for STEM room	7 min (15 max)	\$881.46	\$6,170.22	1	
	OR					
11.6" Acer Base Touch Notebook Travelmate B311RN-33	New laptops for STEM room	7 min (15 max)	759.35	\$5,315.45	1	
Storage credenza 180mm				\$837	3	
Lego Prime Kits		1	5,480.75	5,480.75	3	
Lego Spike Essential Kits		1	5,303.76	5,303.76	3	
Camera for drone		6	59.95	359.7	3	
BITGadget kit - Grove creator kit		10	89.38	\$893.8	3	
				12,070.59		

Key

P	Progress
C	Complete
H	Hold

*WPPS will allocate funding to cover

Discussion:

How will laptops be shared around? Response: Booking system. Depending on purpose, may be shared (e.g., research) or individual (e.g., typing practice, assessments).

Does the school have budget to maintain that level of technology? Response: Xenontech come in every Thursday. To cover that cost we are going to have request payment from parents.

Does this budget include parent contributions to technology? No. It relies on fundraising income. Grants are not typically available for technology. Possibly sponsorship – Bronwyn can send through the guidelines that must be adhered to. New equipment only – second hand items following company upgrades are unusable.

What about hiring the items? This option has not been explored yet. May be an option to spread the cost out.

If fundraising/grants are insufficient to reach this target, should parents be asked to cover the cost? If the P&C set up a library fund, donations are tax deductible. There are already a number of technology related items on the contributions list.

There is fundraising fatigue, and with the school population reducing there is less capacity for fundraising. Even if the P&C were able to achieve the goal to fund the items in the short term, they would need replacing in 3-5 years, and it would be even less achievable to meet the goal again. Could look at the P&C contributing to hire costs in the short term, and potentially parents taking that on once hiring has shown to be an appropriate approach.

How do other local public schools manage this? Other public schools have bigger budgets than ours, and/or have greater access to funds from hire of facilities.

Would having these items catch us up to other schools, or put us ahead? At the moment it's catching up.

Action Items	Responsible Person	Date
Uniform Survey – Students	Bronwyn Wilson	ASAP
Uniform Survey - Parents	Naomi Lam	ASAP
Provide Emily's presentation (with tech specs) and sponsorship guidelines to P&C	Bronwyn Wilson	ASAP

Principal's report – Bronwyn Wilson

- This week is Public Education Week. Theme is "Proud to Belong". Normally Open Day is held during this week, however we hold ours later in Term 3 as part of Spring Showcase.
- Book Week Activities to be held on Father's Day Breakfast Day.
- Festival of Children's Music at the Opera House on 16th August.
- Fiesta Day last day of Term 3.
- School Spectacular early Term 4.
- Olympics Day was a great success.
- Dance Eisteddfod went extremely well.
- New school counsellor, Jen Murray, has started. New permission slips will be provided to those who use this service.
- Revised guidelines for professionals visiting this school – agreements and Working with Children Check documentation needs to be provided. A timetable of visits and location to work with the child also needs to be approved.
- Request with Urban Landscape Projects to revise Anzac Terrace plans – waiting to hear back from them. Freeze on all expenditure for school projects whether funded by the school or the community. Plans need to go through Assets management for project approval.
- New student orientation parent information evening is this week – thanks to Holly McDonald and Amy Wild who will be speaking to the parents.
- Baby Proms will be held on 20th August.
- Extracurricular photos will be held tomorrow.
- Our diver in Year 6 is heading to the PSSA National Finals in Adelaide.
- Sally Erickson (KRG Council) has contacted the school to ask for Tree Keepers for the Tiny Forest at the Village Green. Further information will follow in the newsletter.
- New policy from the Department of Education: Anti-Racism Policy. ARCO (Anti Racism Contact Officer) is available at our school.
- Discussion:

Recent student injury from a kookaburra taking food, and students having difficulty eating their lunch outside if they need longer than the 10 minutes allowed for inside eating. Is there a broader strategy? Response: A grant is underway for bird proof bins. Children can eat in the hall if they need longer to eat their lunch. Looking at deterrents e.g., pictures of owls, eyes etc. Stage 3 will receive tarps to cover their bags to prevent cockatoos getting into their bags. All other classes have their bags inside.

A new item appeared on School Bytes accounts "Technology Maintenance 2024/Course Contribution", \$65. What is that expense in relation to? There has not been explanatory communication. Response: \$44,000 has been cut from the school's budget, so we have to make that money up. The school took over paying for technology maintenance, so we need to return this cost back to the parents. It has not been written about in the newsletter as yet, and will be brought up in the next newsletter. It was added last Friday [2nd August].

It was actually added on the 23rd of July, almost two weeks ago. On the 4th of March there was an item added "Technology Contribution K-6 2024", \$200, accompanied by the description "ongoing support and cost of maintaining and upgrading infrastructure", so families have actually already been requested to contribute \$200 towards technology maintenance this year. Items have been added mid year before (e.g., subscriptions in 2023). Communication needs to precede or accompany items being added to statements of account. Response: A full explanation will be in the next newsletter.

Families are being requested to contribute \$265 this year in relation to technology. The description is really important in the context of us trying to fundraise for technology in addition to this.

Action Items	Responsible Person	Date

Treasurer's report – Felicity Bewley for Chih-Lun Yeh (Allan)

West Pymble P&C Association Inc

Treasurers' Report

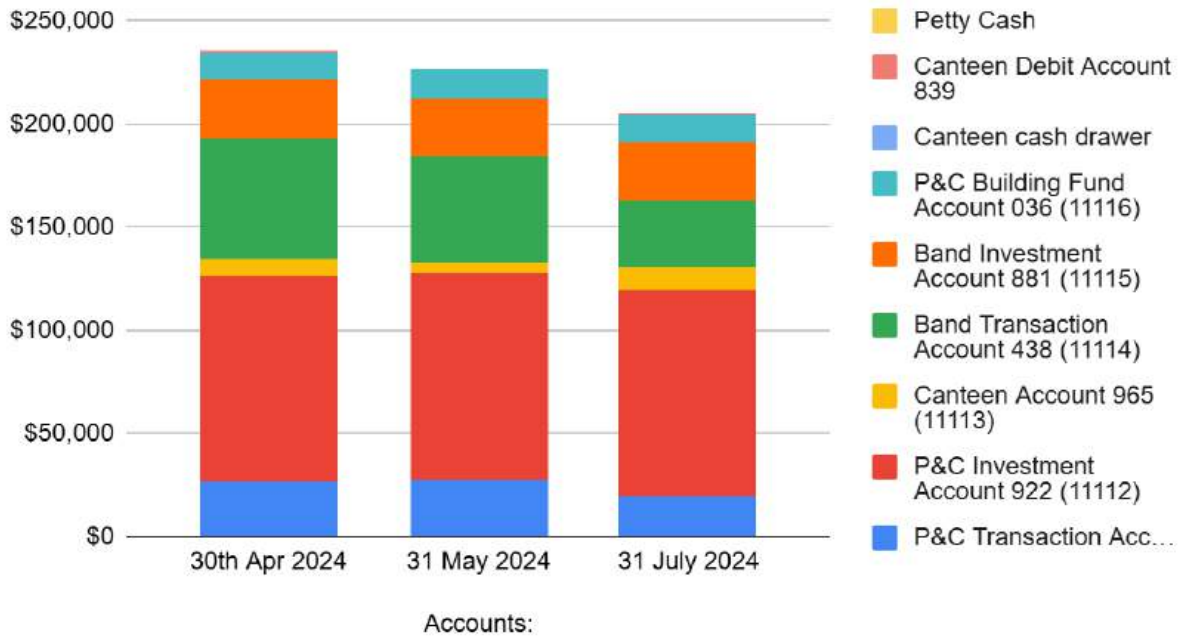
as of 31th July, 2024

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$205,291**, with balances made up of the following accounts:

Accounts:	30th Apr 2024	31 May 2024	31 July 2024
P&C Transaction Account 695 (11110)	\$26,582	\$27,475	\$19,532
P&C Investment Account 922 (11112)	\$100,003	\$100,118	\$100,344
Canteen Account 965 (11113)	\$8,670	\$5,560	\$10,901
Band Transaction Account 438 (11114)	\$58,048	\$51,323	\$32,228
Band Investment Account 881 (11115)	\$28,235	\$28,268	\$28,331
P&C Building Fund Account 036 (11116)	\$13,523	\$13,539	\$13,569
Canteen cash drawer	\$50	\$50	\$50
Canteen Debit Account 839	\$478	\$400	\$261
Petty Cash	\$75	\$75	\$75
Total	\$235,665	\$226,808	\$205,291

30th Apr 2024, 31 May 2024, 31 July 2024



Summary

Points of note for current cycle:

- Comedy Night generated \$601.33 after all transaction fees are accounted for
- Some large outgoing items from the P&C Transaction account:
 - \$1241 for P&C yearly insurance
 - \$407 for Hornsby Kuringai Women's Shelter from Mother's Day event proceeds
 - \$520 for SEGT garden consumables
 - \$877.25 for Wishing Tree purchases
 - \$2146.20 for Green Canteen purchases
- Since the canteen account adjustments (price as well as labour hours adjustments) were made in August 2023, we have been keeping an eye on the balances.
 - Inflation continues to bite
 - With review of 2024 Term 1 and Term 2 data, what we can see is that canteen outgoings are still above incomings
 - Tentative conclusions thus far are that there is not much scope to adjust labour cost
 - Currently the Ops Manager Jen is actively reviewing suppliers and purchase alternative to see what can be done to control costs while keeping our kids fed and happy.
 - Review of 2024 Term 3 so far has shown roughly breakeven, whether this is the effect of optimisations done by Jen, or a combination of some expenses paid in advance in T2, this is something we can observe as we go further into the term

Action Items	Responsible Person	Date

Band report – Felicity Bewley for Holly de Rooy

- The Band program continues in term 3 with a number of performances, particularly for Performance Band.
- Both Performance and Concert Band will perform at The Concourse in Mid-September (date TBC) as part of the Northern Suburbs Symphonic Wind Ensemble's Spring Festival
- As well as the popular Baby Proms concert, we're working on a collaboration with Turramurra High School to encourage our older musicians to continue their instruments and band into high school. We'll update the P&C once we have more details on this event to share.
- The Band has scheduled a cake stall at the West Pymble shops (Kendall St) on Saturday 21 September - we'll be looking for volunteers and donated baked goods closer to the day. This our primary fundraising opportunity for the year.
- We are seeking more volunteers - particularly someone to manage the instruments ASAP and other committee roles will be vacant in 2025.

Action Items	Responsible Person	Date

Canteen report – No report available

Action Items	Responsible Person	Date

OOSH report – David Malorey

- Seeking a new Director, due to Assistant Coordinator Shona's resignation, and Sonja's approaching retirement. Thanks to Executive Committee for their support throughout this process.
- There is currently availability for all sessions.
- Agency staff members have been employed on Tuesday afternoons to ensure spots are available for all who require them, including casual sessions.
- OOSH Transition to P&C Led (Sharlene Atkinson): Advice received that each time a new P&C Executive Member is elected, the same requirements will apply to them as the current P&C Executive Members. Everyone who is a PMC (Person with Management Control), which is everyone on the P&C Executive at any given time, is required to sit and pass the test on the childcare legislation. Sharlene to meet with the P&C Federation for further advice.

Action Items	Responsible Person	Date

Fundraising report – Melissa Vince

- Comedy Night – less funds raised than hoped (\$601.33), taking some learnings from that.
- Bunnings BBQ – approximately \$3000 profit.

Upcoming Events:

- Preloved Uniform Stall – Friday 16th August
- Movie Night - Friday 23rd August
- Father's Day Stall - Wednesday 28th August
- Father's Day Breakfast – Thursday 29th August
- Preloved Uniform Stall – Friday 13th September

- Wishing Tree (Spring Showcase) - Thursday 19th September
- Trivia Night - Friday 25th October
- Disco - Thursday 14th November
- Spell-a-thon - Tuesday 19th November

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

- No updates from last meeting, ongoing.

Action Items	Responsible Person	Date

General Business

- Positions vacant: Vice President, Teas/Refreshments Coordinator, Working Bee Coordinator
- Several current executive members will complete their tenures at the end of this year.

Close & next meeting

Meeting closed at 8:48pm.

Next General Meeting – 9th September 2024, 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 05-08-2024)

	Action Item	Responsible Person	Status
16 October 2023			
OOSH Working Group	Transition OOSH to P&C led – what needs to be done and strategy to move forwards	Sharlene Atkinson, David Malorey, Mel Vince	04/12/2023 Nothing reported. 19/02/2024 Process is ongoing 18/03/2024 Process is ongoing. Approval of up to \$10,000 to be allocated towards legal and accounting advice and costs associated with provider and service approvals for the transition of OOSH to the P&C. 13/05/2024 Process is ongoing. 17/06/2024 Process is ongoing. 5/08/2024 Advice received that each time a new P&C Executive Member is elected, the same requirements will apply to them as the current P&C Executive Members. Everyone who is a PMC (Person With Management Control), which is everyone on the P&C Executive at any given time, is required to sit and pass

			the test on the childcare legislation. Sharlene to meet with the P&C Federation for further advice.
Technology Strategy	Discussion with Tara Cooling regarding technology needs	Tim Simpson	<p>04/12/2023 Plans for a STEM Room in 2024, Tara Cooling presented plans for how to develop that in Terms 1&2, and will report back with learnings and directions for further development. A practice kit for First Lego League will be purchased.</p> <p>19/02/2024 Locksmith secured the entrance/bag room so the whole area can be locked off. Lockable cabinets still required, and up to \$1000 spend has been approved at this meeting. STEM kits on loan from the Department have arrived.</p> <p>18/03/2024 Nothing reported</p> <p>13/05/2024 Presentation from staff regarding directions for technology and equipment needs. Costings for items in order of priority to be provided to the P&C.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Costings for items in order of priority presented to the P&C. Sponsorship guidelines to be provided.</p>
19 February 2024			
Statement of Commitment to Child Safety	Research and drafting a Statement of Commitment to Child Safety	Melissa Vince, Sharlene Atkinson, Felicity Bewley, Lisa Vorster	<p>18/03/2024 In progress.</p> <p>13/05/2024 Nothing reported.</p> <p>17/06/2024 ON HOLD The P&C currently has a number of positions vacant, and so this needs to put this on hold at the current time.</p>
18 March 2024			
Uniform Review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	<p>13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought.</p> <p>17/06/2024 Nothing reported.</p> <p>5/08/2024 Student and parent surveys to commence.</p>