



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES – 5 AUGUST 2019

Attendees: Lisa Bilbe, Jacqui Clark, Lisa Corrigan, Lauren Feltscheer, Natasha Hollerbach, Wendela Flokstra-Mesker, Peta Harper, Emma Smales, Vanessa Thompson, Anjali Weerakoon, Gladys Wilkins

Apologies: Alison Bruscino, Katrina Crooks, Tamara Leo, Jen Stokes, Bronwyn Wilson, Brooke Wooldridge

NEXT GENERAL MEETING DATE: Monday, 9 September 2019 @ 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 7:32pm

Minutes of previous meeting

Minutes from 24 June 2019 were approved

Business arising from previous meeting/s

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

Canteen account review

- Refer to '*Canteen report*'

Full time floating casual teacher

- The Term 1 casual teacher invoice will be paid as voted in the previous meeting, 24 June 2019
- Funds are available however no record of a final decision to pay 2019 invoices can be found in the 2018 minutes
- The school will put forward a proposal for next year's expected fees
- A suggestion for the P&C to set an annual cap on the amount to be paid will be considered by the P&C executive team
- A question was raised as to the need of a Term 1 floating casual or perhaps have one that starts in Week 5
- The Term 2 invoice of \$1,515 has been issued to the P&C for payment

Motion – Approval to pay the Term 2 casual teacher invoice of \$1,515

Vote – The motion passed, 6 in favour and 4 against, 1 abstained

Tennis court resurfacing

- A grant has been submitted for the full cost of resurfacing the tennis court and the outcome is still pending
- Vanessa will speak with Bronwyn regarding procedures to be followed with Assets once the outcome of the grant is known

P&C shipping container

- 3 quotes are pending for a replacement shipping container
- Pricing will be determined by the location of a new container and the need for a crane
- Cash for scrap metal recycling options are still being investigated for the removal of the old container

OOSC canteen usage

- A detailed scope of work has been established and a cost per term determined
- This small cost will help cover daily shared essentials and contribute to equipment replacement costs
- Details will be finalised after next OOSC meeting 13 August 2019

OOSC expansion

- Refer to 'OOSC report'

Kindergarten balustrade

- Roofing work has been completed however the balustrade has not been replaced
- Further investigation is required

Girls uniform survey

- Girls winter trouser samples from Marks & Spencer were deemed suitable
- The office will arrange models and Bronwyn and Vanessa will discuss the next steps
- The girls summer uniform survey is on hold until Bronwyn returns from leave

SRE/SEE procedures

- Brooke Wooldridge flagged the continued lack of SRE/SEE content of the school web page and provided suggested text based on Department of Education information
- Lauren Feltscheer is now managing the school website and will review and upload the text prepared by Brooke

Action Items	Responsible Person	Date

Principal's report – Lauren Feltscheer and Emma Smales for Bronwyn Wilson**School photos**

- School photos will be taken on Tuesday, 6 August 2019

Spring showcase

- Feedback from the previous year as well as an assessment of the number of parents taking students out of school early helped shape the program for this year's showcase
- The P&C will host a Father's Day Breakfast from 8:00 am
- The showcase will commence in the morning, a picnic lunch will be held from 11:00 am to 12:00 pm and the showcase will then continue until 2:30 pm
- The canteen will remain open for the day and parents will be able to order their lunch via the School24 website as they do for their children
- As in previous years a promotional banner will go up at the intersection of Yanko Rd and Ryde Rd
- The promotional poster was included in the last newsletter (2 August 2019) and the P&C can promote it via the P&C website & Facebook page
- Refer to 'Fundraising report' for other details

New student orientation program

- The orientation program is underway
- New parent information session – Thursday, 1 August 2019
 - The evening was well attended
 - Thanks to Lisa Corrigan for her efforts in making the evening a success
- Baby Proms – Thursday, 15 August 2019
 - Years K-2 will be attending as well as visiting 2020 new starters
 - Morning tea will be organised by the P&C for visitors
 - The band will tour local preschools after the morning event
 - The timing of the tour will be checked with the band after questions were raised regarding lunch for band members
- Taste of Kindergarten – 12, 19 & 26 November 2019
 - The orientation program will run over 3 consecutive Thursdays in Term 4

Action Items	Responsible Person	Date
Upload Spring Showcase poster to the P&C website & Facebook page	Anjali Weerakoon	ASAP
Promote Spring Showcase picnic on P&C website & Facebook page	Anjali Weerakoon	Up to 29 August 2019
Set up School24 website to cater for parent orders for Spring Showcase picnic	Wendela Flokstra-Mesker	By 29 August 2019
Check timing of Baby Proms band tour to account for lunch	Emma Smales	ASAP

Treasurer's report

West Pymble P&C Association Inc. Treasurer's Report as of 5 August 2019

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$170,544.82 a decrease from the previous P&C Meeting. The balances are made up of the following:

Accounts:	<u>13 May</u>	<u>24 June</u>	<u>5 August</u>
P&C Transaction Account	\$14,416.86	\$35,385.19	\$35,543.08
P&C Investment Account	44,764.80	44,780.00	44,800.55
P&C Building Fund Account	13,459.89	13,464.46	13,470.63
P&C funds held by WPPS	14,900.00	16,295.99	17,231.24
Canteen Account	4,345.00	1,682.70	2,147.27
Canteen cash draw	50.00	50.00	50.00
Band Transaction Account	48,622.22	30,657.79	26,549.82
Band Investment Account	30,727.71	30,738.14	30,752.23
Total	\$171,286.48	\$173,074.27	\$170,544.82

Band Accounts

The reduction is due to payment for Key Music and Band Camp fees (bus hire).

Canteen Accounts

The Canteen account is currently at \$2,147.27. A preliminary review of the financial accounts indicated a loss for 1H2019. Investigations indicate that the reasons for this include increase in cost of sales, wastage due to the change in lunch/recess timetable in Term 2, and the increase in popularity of sushi which has a very small margin.

The P&C executive committee will work with the canteen on implementing strategies to improve profitability.

P&C Transaction Account

Currently waiting for cheques to be cleared/approved:

- Mungo Project P&C Matching - \$2,904.90
- Relief Teacher for Term 1 - \$7,827.50
- Pie warmer for canteen (funds to be reimbursed from Canteen account after payment) - \$808.50

Fundraising

- The Green Team Bottle Drive on 3 July resulted in a fantastic 1,458 bottles and cans being collected, making \$145.80.
- The Term 3 Pre-loved Uniform Stall made \$279.00.
- The next fundraising opportunity is Spring Showcase and the School Disco.

Voluntary family contributions have increased by \$935.25 since the last P&C meeting, from \$16,295.99 to \$17,231.24. These funds are currently held by the school.

Action Items	Responsible Person	Date

Band report – Vanessa Thompson for Katrina Crooks

- A full band report will be provided at the next P&C meeting
- The Performance Band plans to participate in the Wahroonga Food and Wine Festival on Sunday, 27 October 2019
- This is a regular event for the band and attendance needs to be approved by the P&C for insurance purposes

Motion – P&C approval for the performance band to attend the 2019 Wahroonga Food and Wine Festival

Vote – The motion passed unanimously

Action Items	Responsible Person	Date

Canteen report

- A review of the canteen account indicates a loss for the first half of 2019
- Reasons may include stock price increases, wastage due to the flipped school day implemented in Term 2, additional staff costs during Term 2 training period
- The canteen and P&C executive are reviewing all stock to identify items for change:

Chicken fingers and hash browns

- Wholesale prices have increased so canteen prices will increase to \$0.55 per chicken finger and \$1.15 per hash brown
- To help minimise food wastage and the handling of small coins both items will now be sold as a pre-order item only
- The price increase will be communicated via the School24 ordering system

Sushi

- This item has increased in popularity but has a very small profit margin so there is potential for a price increase
- The supplier works with Gordon West PS so a their prices will be compared

Cheese crackers

- A suggestion to change the supplier to Aldi to reduce supply costs was agreed on

Bread

- OOSC have decreased their bread order through the canteen which has led to wastage as the supplier purchase criteria of a \$30 minimum spend still needs to be met
- The purchase of 2 extra loaves each Friday would solve this issue
- OOSC and the school staff will check if they can assist

Pizza

- The supplier no longer stocks individual pizzas so McCain pizzas are now being purchased and cut into 3 pieces

Tomato sauce

- A suggestion to change the type of single serve tomato sauce tub from squeeze on to peel back to reduce supply costs was agreed on
- Concern was raised that students may find it difficult to open and would need teacher assistance but it was generally thought that the peel back lid would be ok
- The suggestion of a 'sauce station' at the canteen for the first 10 min of lunch & recess will be explored as part of a move towards a more sustainable and environmentally friendly canteen
- Senior students at Killara PS run the sauce station and this may be an option for our school

Plastic spoons and forks

- Ryan V. from class 2M submitted a letter to the principal proposing the use of plastic spoons and forks in the canteen should cease
- This will be reviewed and a response will be written from the canteen and school

Action Items	Responsible Person	Date
Notify parents of chicken finger and hash brown price increases via School24	Wendela Flokstra-Mesker	ASAP
Investigate sushi prices at Gordon West PS	Vanessa Thompson	ASAP
Explore options to increase bread purchase to meet the supplier's minimum spend requirement	Jacqui Clark/ Emma Smales	ASAP
Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	ASAP
Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	ASAP
Continue pricing review of stock	Wendela Flokstra-Mesker/ Vanessa Thompson	ASAP

OOSC report**Expansion – update**

- OOSC have reviewed and signed the amended license for expansion and now await news from the Department of Education
- Extra places will be available in the afternoon pending approval by the Department of Education and families will be notified as soon as OOSC receives confirmation.
- Registration has dropped as the year progresses but numbers will increase again in the new year
- NSW government 'Before and After School Care Infrastructure Fund' grants are now open and OOSC will apply for the maximum \$30,000 amount by 31 December to assist with expansion plans
- More permanent expansion options are being reviewed by the OOSC executive next week
- Costs are significant (new build up to \$350,000, demountable approx. \$140,000) and location issues need to be considered

Canteen – update

- OOSC staff continue to provide positive feedback about the use of the canteen
- Arrangements for continued use of the canteen are in the final stages
- Refer to '*Business arising from previous meetings*' for further details

Committee meeting

- The next OOSC committee meeting will be held on Tuesday, 13 August 2019
- Key management policies are under review
- Fee increases will be discussed as staff wages have increased

Action Items	Responsible Person	Date

Fundraising report

Event summary

- Pre-loved Uniform Stall – Saturday, 27 July 2019
 - The Term 3 stall is traditionally quiet and raised \$279
 - Stock was sorted out during the stall in preparation for the move to the school later that afternoon
 - Items deemed not suitable for re-sale were set aside to be recycled through the proper channels
 - From Term 4 the pre-loved uniform stall will take place on the school grounds, details to be confirmed
 - A big thank you to Sharlynn for opening her home to the uniform stall for the past 4 years
 - The effort Sharlynn has put in to transport, sort and store clothing, prepare and pack away each stall has been huge and very much appreciated

- New Parent Information Session – Thursday, 1 August 2019
 - The evening was a great success with a good turnout of new and current parents
 - The information packs were well received

Upcoming events

- Baby Proms (morning tea) – Thursday, 15 August 2019
 - A poll will be set up for contributions of sweet and savoury dishes as well as volunteers to assist with morning tea on the day

- Working Bee – Sunday, 25 August 2019
 - The school community needs to be notified of the upcoming event and the turnout is uncertain
 - It was noted that in previous years a 'save the date' notification was sent 2 months in advance and a reminder notification sent 2 weeks in advance
 - A suggestion was put forward to include a fee in the Annual Statement of Account in lieu of families contributing time, as has occurred in the previous years (2015/2016, \$20 fee)
 - A suggestion was put forward to change the weekend, alternatively hold it on a Friday afternoon after school like the Green Team Working Bee earlier in the year

Motion – Trial a Friday afternoon working bee this year, 23 August 2019

Vote – The motion passed unanimously

- Spring Showcase & Father's Day Breakfast – Thursday, 29 August 2019
 - The 'Tech Tree' will provide monetary donation options (\$10, \$20 etc.) rather than individual items to purchase
 - Tech items can be expensive and past experience has shown that it is difficult to raise all the money required for individual items
 - Sharing donations across all stages increases exposure of all tech items and improves the likelihood of items reaching their dollar value
 - Emma Smales is liaising with staff on tech requirements and a wish list will be on display for donors to view

 - The Father's Day breakfast traditionally has a big turn out and food quantities need to be finalised
 - Egg and bacon rolls and coffee will be prepared by the mums for the dads
 - A suggestion was put forward to bring in a coffee van as has been done in previous years

 - Refer to '*Principal's report*' for other details

- School disco – Friday, 13 September 2019
 - The DJ has been booked at a cost of \$550 including glow bracelets
 - Further costs anticipated include food \$200 and decorations \$200
 - A BBQ light snack will be prepared and the canteen has requested advance notice of any frozen items that need to be temporarily stored
 - The setup is planned from 12:00pm so long as the hall is available and does not clash with assembly and OOSC activities
 - Black lights will be set up and a natural glow face/body paint will be painted onto the children

- A poll will be set up 2 weeks prior to the event requesting volunteers (approx. 13 per session) and some teachers may choose to stay and assist
- All reasonable steps will be taken to ensure the safety of the children attending
- Children will remain in one area until their parents come and collect them
- A request was made that the collection point is inside the hall as it will be dark when the disco finishes
- OOSC will still be operating for the first hour of the disco and arrangements will need to be finalised to allow children to attend the disco

- A TryBooking page will be go live in 2 weeks for ticket sales
- A request was made to include parental consent to use glow paint in the TryBooking purchase process

Action Items	Responsible Person	Date
Send out Working Bee notification	Anjali Weerakoon	ASAP
Finalise 'Tech Tree' wish list with staff	Emma Smales/ Lauren Feltscheer	1 week – 12 August 2019
Finalise food quantities for Father's Day breakfast	Lisa Corrigan	ASAP
Check assembly timing and OOSC requirements for School Disco set up	Emma Smales/ Jacqui Clark	ASAP
Set up TryBooking page for School Disco	Jen Stokes	2 weeks – 19 August 2019
Confirm OOSC arrangements for children attending the School Disco	Jacqui Clark	Next OOSC meeting – 13 August 2019

P&C communication

- The P&C Executive have requested access to the Schoolzine app to improve P&C communication with the school community
- The Schoolzine app is the central point for communication across the school and social media, i.e. Facebook should be a secondary point
- The request was received positively by the Relieving Principal, Emma Smales and will be put forward at the next school executive meeting
- The next steps will be discussed after initial approval is granted

Action Items	Responsible Person	Date
Seek approval for P&C access to Schoolzine app	Emma Smales	Next school executive meeting

Kiss and Drop – Vanessa Thompson for Brooke Wooldridge

- The number of drivers disregarding the Kiss and Drop procedure is increasing
- In particular, it has been noticed that drivers are not remaining in their vehicles
- A request has been made to use all methods of communication to remind drivers of the Kiss and Drop procedure
- The school will send out reminders to the school community and request the help of teachers to educate the students in safe procedures

Action Items	Responsible Person	Date
Communicate procedure to the school community	Emma Smales	ASAP

General business

No items raised

Action Items	Responsible Person	Date

Close & next meeting

Meeting closed at 9:30pm

Next General Meeting – Monday, 9 September 2019 @ 7:30pm

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 15 AUGUST 2019)

	Action Item	Responsible Person	Status
5 August 2019			
Principal's report	Upload Spring Showcase poster to the P&C website & Facebook page	Anjali Weerakoon	COMPLETED 12/08/2019
	Promote Spring Showcase picnic on P&C website & Facebook page	Anjali Weerakoon	OUTSTANDING Up to 29/08/2019
	Set up School24 website to cater for parent orders for Spring Showcase picnic	Wendela Flokstra-Mesker	IN PROGRESS 14/08/2019 – School24 notice
	Check timing of Baby Proms band tour to account for lunch	Emma Smales	COMPLETED
Canteen report	Notify parents of chicken finger and hash brown price increases via School24	Wendela Flokstra-Mesker	COMPLETED 06/08/2019
	Investigate sushi prices at Gordon West PS	Vanessa Thompson	IN PROGRESS
	Explore options to increase bread purchase to meet the supplier's minimum spend requirement	Jacqui Clark/ Emma Smales	COMPLETED 13/08/2019 – OOSC to increase bread purchase
	Explore option to use Year 6 students for 'sauce station'	Wendela Flokstra-Mesker	OUTSTANDING
	Review use of plastic spoons and forks, respond to student letter	Wendela Flokstra-Mesker/ Emma Smales	OUTSTANDING
	Continue pricing review of stock	Wendela Flokstra-Mesker/ Vanessa Thompson	IN PROGRESS
Fundraising report	Send out Working Bee notification	Anjali Weerakoon	COMPLETED 07/08/2019 – Facebook 09/08/2019 – SZapp
	Finalise 'Tech Tree' wish list with staff	Emma Smales/ Lauren Feltscheer	IN PROGRESS
	Finalise food quantities for Father's Day breakfast	Lisa Corrigan	IN PROGRESS
	Check assembly timing and OOSC requirements for School Disco set up	Emma Smales/ Jacqui Clark	OUTSTANDING
	Set up TryBooking page for School Disco	Jen Stokes	IN PROGRESS To go live approx. 19/08/2019
	Confirm OOSC arrangements for children attending the School Disco	Jacqui Clark	IN PROGRESS 13/08/2019 – raised at OOSC meeting, parents will be notified of arrangements
P&C communication	Seek approval for P&C access to Schoolzine app	Emma Smales	OUTSTANDING Next school executive meeting
Kiss and Drop	Communicate procedure to the school community	Emma Smales	OUTSTANDING
24 June 2019			
Treasurer's report	Check canteen account expenditure from May to June	Vanessa Thompson	COMPLETED 05/08/2019 – pricing review of stock is underway to counter

			first half year losses
Band report	Band to purchase 5 new 4-draw filing cabinets	Katrina Crooks	IN PROGRESS 05/08/2019 – to be confirmed at next P&C meeting, 09/09/2019
Canteen report	Investigate use of Stage 3 students for lunch order preparations	Wendela Flokstra-Mesker	IN PROGRESS 05/08/2019 – Tim Simpson is organising students
	Investigate online ordering for afternoon recess	Wendela Flokstra-Mesker	COMPLETED 02/08/2019 – newsletter Hot food and snacks can now be ordered online for afternoon recess. Only packaged snacks, drinks and frozen treats will be sold over the counter.
	Purchase new pie warmer and allergy board	Wendela Flokstra-Mesker	COMPLETED
	Check milk requirements for teachers	Emma Smales	COMPLETED 05/08/2019 – requirements provided to canteen
Fundraising report	Make arrangements to add the disco to the school calendar	Anjali Weerakoon	COMPLETED 05/07/2019 – newsletter, save the date notification 02/08/2019 – newsletter, event poster
Full time floating casual teacher	Check P&C accounts for available funds and 2018 minutes for further details	Vanessa Thompson, Tamara Leo	COMPLETED 05/08/2019 – Term 1 invoice to be paid, funds available but no record of final decision to pay in 2018 minutes
Tennis court resurfacing	Obtain details of previous tennis court resurfacing – cost, work, lifespan	Wendela Flokstra-Mesker	CLOSED 05/08/2019 – grant for full cost submitted and awaiting outcome
	Check procedures with Assets for this type of work	Bronwyn Wilson	ON HOLD 05/08/2019 – will await outcome of grant application before proceeding
P&C shipping container	Explore repair/replacement options for the P&C shipping container	P&C Executive	IN PROGRESS 05/08/2019 – waiting on quotes for replacement
	Explore suggested alternative P&C storage options – library, old demountable	P&C Executive	COMPLETED 27/07/2019 – pre-loved uniform stock has been relocated to the sports store at the school
13 May 2019			
Canteen report	Quotes for new equipment – double fridge, pie warmer, allergy board	Wendela Flokstra-Mesker	CLOSED 13/05/2019 – Quotes need approval at next meeting, 24/06/2019. Preliminary approval to purchase a new fridge subject to funds being available given. Fridge quotes

			will be reviewed by Vanessa Thompson 24/06/2019 – purchases for pie warmer & allergy board approved 05/08/2019 – fridge purchase on hold until absolutely necessary, preliminary approval still stands for emergency
	Prepare communication regarding over-the-counter purchase options	Wendela Flokstra-Mesker/ P&C Executive	CLOSED 05/08/2019 – introduction of afternoon online sales has resolved issue
	Provide roofing works timeline to canteen staff	Bronwyn Wilson	CLOSED 24/06/2019 – rain has delayed progress, canteen can be completed over a weekend, communications about potential canteen closures are on hold until a date is set 23/07/2019 – no longer required, roofing work was completed during the school holidays
Grant report	Seek additional members for the Grants Committee	P&C Executive	IN PROGRESS 22/05/2019 – SZapp, request for new committee members
25 March 2019			
Canteen report	Canteen opening days poll	Danielle Harris	ON HOLD 13/05/2019 – allow time for new staff and flipped school day routine to settle
OOSC report	Sonja's newsletter article	Jacqui Clark	IN PROGRESS
	Proposal to use canteen for afternoon catering	Jacqui Clark	IN PROGRESS 21/05/2019 – proposal submitted to executive committee for review 24/06/2019 – the P&C is now working with OOSC on a more detailed review of space and equipment to establish costs 05/08/2019 – detailed scope of work established & a cost per term determined, details to be reviewed at next OOSC meeting 13/08/2019
WWWC	Check P&C members WWCC status	Tamara Leo	IN PROGRESS Committee & canteen staff underway; canteen & event volunteers next stage
Future funding	Review strategic plan for 2019	P&C Executive	IN PROGRESS 21/05/2019 – review underway at executive meeting 24/06/2019 – funding options

			considered: playground equipment upgrade (quotes are underway), defibrillator (organised by Department of Education), staff carpark upgrade, additional learning support, foyer upgrade, air conditioning in hall, stem robot and virtual reality technology (grant application is best suited for this), classroom painting (organised by Department of Education); feedback from teachers has been requested and Vanessa and Bronwyn have discussed options
Hall guttering	Contact Assets regarding the leaking roof/guttering in the hall	Bronwyn Wilson	COMPLETED 13/05/2019 – will be addressed as part of the current roofing works 05/08/2019 – repaired by school’s general assistant, Ken
11 February 2019			
Outstanding from 3 December 2018	OOSC expansion	Jacqui Clark/Bronwyn Wilson	IN PROGRESS 11/02/2019 – application rejected, outdoor space measurement required 25/03/2019 – application resubmitted and awaiting response 13/05/2019 – license revision received by school, OOSC to review and sign, Dept. Education to finalise 24/06/2019 – OOSC reviewed the license, found errors, and has returned the it to the Dept. Education for changes to be made 05/08/2019 – OOSC signed the amended license and now await news from the Dept. Education
	Kindergarten balustrade	Bronwyn Wilson	IN PROGRESS 11/02/2019 – requires follow up with Assets 25/03/2019 – balustrade and roof to be replaced in current (12 month) maintenance period 06/05/2019 – roofing works commenced for the whole school, to be completed by the end of the holidays, then the balustrade will be replaced

			05/08/2019 – roofing work is complete but balustrade has not been replaced, to be investigated
Uniform Survey	Re-do girls uniform survey	Bronwyn Wilson	<p>IN PROGRESS</p> <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 & Spencer samples are being sourced</p> <p>05/08/2019 – Marks & Spencer samples are suitable, office to organise models and next steps to be discussed by Bronwyn & Vanessa; girls summer uniform survey on hold while Bronwyn on leave</p>
SRE/SEE	SRE/SEE procedure to be updated on the school website	Bronwyn Wilson /Dom Benedet	<p>IN PROGRESS</p> <p>13/05/2019 – a page has been set up on the school website, content still required</p> <p>05/08/2019 – Lauren Feltscheer is managing the school website; Brooke W. provided text for web page that Lauren will review and upload</p>