



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

GENERAL MEETING MINUTES – 28 OCTOBER 2024

Attendees: Sharlene Atkinson, Felicity Bewley, Amy Wild, Alicia Potts, Chih-Lun Yeh (Allan), Holly McDonald, Bronwyn Wilson, Naomi Lam, Bec McArthur, David Malorey, Melissa Vince, Gladys Wilkins, Jen Stokes, Tamara Leo, Kate Snell

Apologies: Anmarie Forrester

NEXT GENERAL MEETING DATE: 25th November 2024, 7:30pm

Open – President, Sharlene Atkinson

Meeting commenced at 7:30pm

Minutes of previous meeting

Minutes from 9th September 2024 were approved.

Business arising from previous meeting/s

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

- Technology Strategy (see Principal's report below)
- Uniform Review (see Principal's report below)

Action Items	Responsible Person	Date

Principal's report – Bronwyn Wilson

- Turramurra HS Band came to WPPS today and performed with our Performance Band, congratulations to everyone involved, thanks to Phil Harper for organising.
- Two student 'Principals for the Day' have been performing their duties which brings a lot of joy, and also a successful fundraiser.
- Trivia Night was a great success, thanks to Mel Vince and the P&C.
- Thank you for the lunch the P&C provided for World Teacher's Day. NESAs provides an interactive map where you can give a 'gem' to a teacher; five of our teachers received 'gems'.
- ANZAC Terrace – Assets needs to approve the works before Urban Landscapes can commence. Updated quote comes to \$61,000. After grant funding, \$12,000 is outstanding. Proposal that the school contributes \$6000 and the P&C contributes \$6000. *A vote can be taken at the next P&C Meeting on 25/11/2024.*
- Planning for P&C fundraising activities in 2025 should occur early in Term 1 with the new executive committee.
- Changes to enrolment policy – new changes coming in at the beginning of 2025 include: temporary residents will be permitted to enrol in their local school even if the school is over its cap, schools will prioritise non local enrolments for siblings of currently enrolled students and consider non local enrolments for children of school staff, and 5% allowed on top of enrolment cap for justified non local enrolments.

- Urban myth that parents are paying for the DP Position (Tim Simpson) is untrue. His position is funded through operational funding.
- I have received two anonymous letters this year related to the same topic. The allegations are completely untrue. If you have an issue please make an appointment and come and talk to me. I do not respond to anonymous letters.
- Congratulations to Tim Simpson who selected and coached a State soccer team of U12 Girls, who are now National champions.
- Three teachers attended this morning's meeting run by the Teacher's Federation. Those three classes were covered internally until 10am so there was no disruption to learning. Teachers will receive a pay increase of 3% per year for 3 years, superannuation increase of 5% per year, and three additional school development days per year.
- Technology Strategy: "T for L" (Technology for Learning) order was placed Term 3 for delivery in Term 4 (laptops, desk tops and monitors). The \$12,000 from the wellbeing budget that was originally planned to go towards interactive whiteboards has been redirected to 26 Chromebooks, which have been ordered. The P&C donation of \$3000 will be used to replace one of the four faulty interactive whiteboards. The Year 6 gift will be STEM related (micro:bits).
- Uniform Review: 93 students responded to the survey. A couple of them were class collations (kindergarten). Three questions on a 5 point Likert scale (Strongly Disagree to Strongly Agree).

"I would like to see changes to our current uniform policy": 54% responded strongly agree or agree.

"A new unisex option should be introduced": 25.8% responded strongly agree or agree.

"Our school option provides plenty of options and should stay as they are": 26.1% responded strongly agree or agree.

Just over half provided open ended responses including:

Change the colour x 9

Change to polo shirt/sports uniform as more comfortable x 9

Current uniform is uncomfortable x 7

Girls' dresses should be more stretchy, sometimes feel like they will rip x 3

Expensive x 3

Longer dresses for girls x 2

Wear sneakers/optional shoes with school uniform x 3

More mufti days x 2

A unisex option would be a good option because it is good for all genders and can make others feel more comfortable in what they are wearing daily.

They should make it that in the winter you don't have to wear winter uniform if you don't want to (i.e. trans-seasonal)

Girls' winter uniform top to be less see-through

Sports shirt should be less see-through *NB New sports shirt is bottle green and not see-through (the old white version was)*

Not having to have long green socks because they are itchy and come down. So we should have ankle socks for the girls

Different winter uniform

Sports uniform should be more breathable

Different material

Current uniform is too plain

Add a lighter jacket and a cricket shirt

Blazers not just for school captains

Wear any white shirt and green pants

No change, would support unisex option but wouldn't wear it

Class collaborations:

KJ used the words comfortable to describe the sports uniforms they were wearing. Some feedback from the girls was:

- wearing pants instead of skirts/tights might be warmer in winter; skirts with shorts already attached would be nice (skorts).

Year 1(1E) are happy with their uniform as it is

Two year 2 girls (2E) would like the option to wear shorts and a t-shirt rather than a summer dress, however, they want it to be different from the sports uniform.

- External Validation last week. Four-year process that ties in with School Improvement Plan to improve student outcomes. Self-assess against an excellence framework which has 14 elements in it. We self-assessed as excelling in five areas and sustaining and growing in the remaining areas. Panel assessed us as excelling in an additional three areas.
- P&C volunteer requested to speak to parents at first "Taste of Kindy" session about volunteering opportunities.

Action Items	Responsible Person	Date
Student uniform survey data to be forwarded to P&C	Bronwyn Wilson	ASAP
P&C to provide volunteer to speak at a "Taste of Kindy"	P&C	14 th November 2024

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

West Pymble P&C Association Inc

Treasurers' Report

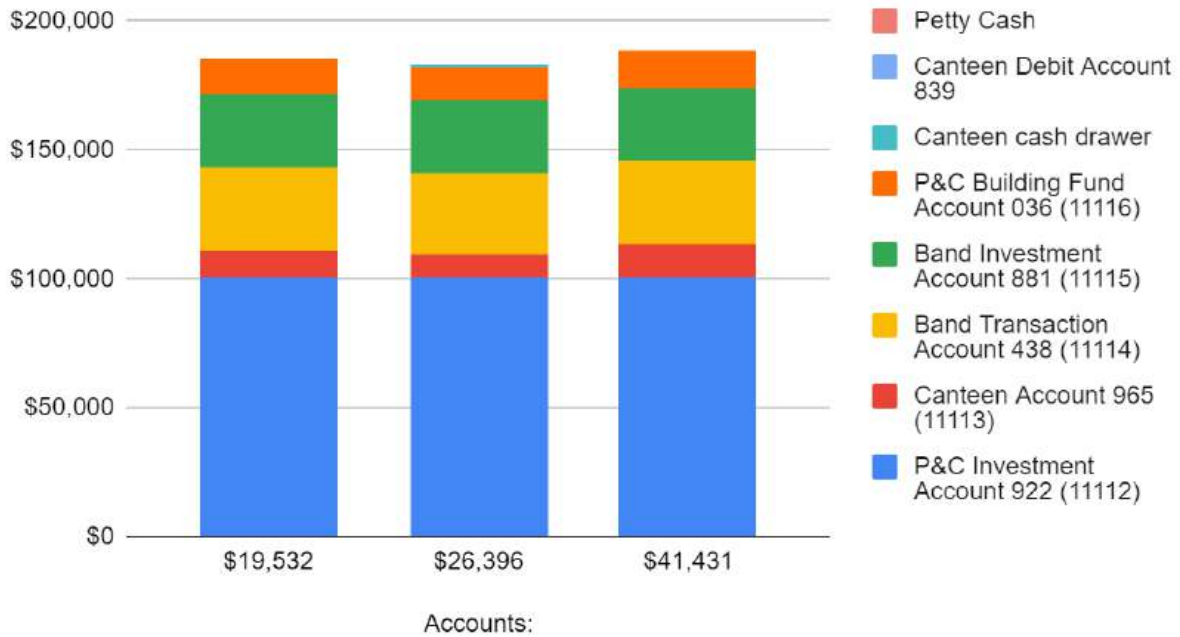
as of 30th Sept, 2024

Bank Accounts - Balances and Movements on Accounts

The current cash balance is **\$230,375**, with balances made up of the following accounts:

Accounts:	<u>31 July 2024</u>	<u>31 August 2024</u>	<u>30 September 2024</u>
P&C Transaction Account 695 (11110)	\$19,532	\$26,396	\$41,431
P&C Investment Account 922 (11112)	\$100,344	\$100,455	\$100,570
Canteen Account 965 (11113)	\$10,901	\$8,652	\$12,929
Band Transaction Account 438 (11114)	\$32,228	\$31,478	\$32,173
Band Investment Account 881 (11115)	\$28,331	\$28,363	\$28,395
P&C Building Fund Account 036 (11116)	\$13,569	\$13,584	\$14,600
Canteen cash drawer	\$50	\$50	\$50
Canteen Debit Account 839	\$261	\$151	\$151
Petty Cash	\$75	\$75	\$75
Total	\$205,291	\$209,204	\$230,375

July, August, September 2024



Summary

Points of note for current cycle:

- Major incoming amount of
 - **\$13,833** from Family Pledge (2023)
 - Approximately **\$1,116** from Spring Showcase
 - Trivia Night – numbers been crunched, to be confirmed in next report
- Major outgoing amount of
 - **\$3,000** School IT equipment (Cheque 403688)
- Canteen situation continues to trend positive for Q3. While cash position tends to ebb and flow due to time differences in expenses and incomes coming in and out, the monthly trend has shifted from slow decreases to slow increases – there is currently lesser concerns with canteen sustainability

Action Items	Responsible Person	Date

Band report – no report available

Action Items	Responsible Person	Date

Canteen report – Jen Stokes

- Volunteers are low, especially on Fridays, please contact Paulina.
- Sauce pot and spoon return rate is low – bright orange labels to be applied.
- Lower dumpling orders – will use remaining stock then offer as a winter item going forwards.

- New item: plain cheese pizza to replace Margherita pizza.
- New slushie favours are a hit.
- 4th December is International Cookie Day, could sell cookies as a once off treat.
- Food Safety Certificate deadline extended until 8th December 2024. Advice received from KRG Council as follows: Need to have at least **one person** at the food premises who has completed formal Food Safety Supervisor training if there are paid staff operating the canteen. Also the school must select **one** of the following options:
 1. Keep records to show food is safe, this is known as “the food safety management tool”: or
 2. Be able to demonstrate safe food handling practices.
 Both Jen and Nada have completed formal Food Safety Supervisor training. Volunteers are encouraged to complete the free, one hour, online Food Handler Basics course: <https://www.foodauthority.nsw.gov.au/training/food-handler-basics-training> Paulina is keeping track of volunteers who have completed this training. Jen will also compile an induction manual for volunteers including food safety principles.

Action Items	Responsible Person	Date
Induction manual for volunteers	Jen Stokes	ASAP

OOSH report – David Malorey

- Recruitment for new Director has been successful, Oliver commences tomorrow.
- Sonja is currently taking leave that she has accrued. A retirement party is likely in February next year.
- Shona is currently working on a casual basis.
- Casual bookings are available.
- Sharlene Atkinson: Update re transition to OOSH being P&C led is currently paused while a new executive committee is established.

Action Items	Responsible Person	Date

Fundraising report – Melissa Vince

- Trivia Night – early figures suggest around \$22,000 was raised
- Spellathon was scheduled for November, but with the Colour Run (school led) being scheduled for the end of October, the Spellathon will not be held this year so as not to compete for sponsorship. Looking at alternatives to boost the fundraising for the remainder of the year e.g., Sandpit photos, Christmas fruit mince tarts, Gingerbread Houses, wrapping paper, greeting cards etc. We have an existing partnership with Providoor that can also be leveraged.
- The School Disco was unfortunately unable to proceed this year. For all P&C events we undertake a ‘risk assessment’. Part of our risk assessment for events includes ensuring that appropriate insurance is in place. Our insurer has stopped offering cover for child sexual abuse claims under our policy and there are no alternative policies available to us from other insurers. Sadly, that means that the risk (to the P&C office bearers, executive committee, volunteers and children) is too high to proceed with some events and for that reason the school disco will not take place this year.

Action Items	Responsible Person	Date

Grant committee report – Amy Wild

- No updates on grants that have been submitted and awaiting outcomes.
- Two grant submissions due this week – Real Insurance and Bank West schools grants, which align with STEM room equipment needs.

Action Items	Responsible Person	Date
General Business		
<ul style="list-style-type: none"> • Positions vacant: Vice President, Teas/Refreshments Coordinator, Working Bee Coordinator, Fundraising Coordinator • Several current executive members will complete their tenures at the end of this year. • Band Committee Members are also required for 2025. No musical experience necessary. • Tamara Leo: The Kiss and Drop Banner provided by the P&C in 2021 was discarded as it disintegrated over time. What is Bronwyn and the P&C's view of a replacement banner? It would be good to have it in place for the new kindergarten families. <i>Response: The P&C is happy to purchase a replacement banner, and Bronwyn is happy for it to be placed on the front fence in Apollo Ave. A replacement banner will be ordered.</i> 		
Close & next meeting		
Meeting closed at 9:19pm.		
Next General Meeting – 25 th November 2024, 7:30pm		

P&C GENERAL MEETING – ACTION ITEMS

(UPDATED 28-10-2024)

Action Item	Responsible Person	Status
16 October 2023		
OOSH Working Group	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. 09/09/24 All information has been submitted for provider

			<p>approval. All PMC required to sit the timed test on the childcare legislation, in Parramatta.</p> <p>28/10/2024 Currently paused while a new executive committee is established.</p>
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> <p>09/09/2024 Four interactive whiteboards will be ordered at a cost of \$15,000 (\$12,000 school funds, \$3000 P&C funds). The P&C is looking into the possibility of a Library Fund to direct tax-deductible donations, which are permitted to be used for technology items. Concerns raised regarding longevity of laptops, and cost of ongoing maintenance.</p> <p>28/10/2024 The P&C contribution (\$3000) will be spent on replacing one interactive whiteboard. The school's funds (\$12,000) has been spent on 26 Chromebooks. "T for L" (Technology for Learning) order was placed Term 3 for delivery in Term 4 (laptops, desk tops and monitors).</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	18/03/2024 In progress. 13/05/2024 Nothing reported. 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.
18 March 2024			
Uniform Review	Consider sports uniform for everyday wear	Bronwyn Wilson, P&C	13/05/2024 Teacher consultation revealed no clear consensus, student opinion to be sought. 17/06/2024 Nothing reported. 5/08/2024 Student and parent surveys to commence. 09/09/24 Parent survey complete, student survey to commence. 28/10/2024 Student surveys completed, data to be forwarded to P&C.