



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES – 25 MARCH 2019

Attendees: Alison Bruscino, Jacqui Clark, Jeremy Cohen, Lisa Corrigan, Libby Evans, Rachel Favell, Danielle Harris, Natasha Hollerbach, Sharlynn Irvine, Charlotte Lee, Tamara Leo, David Malorey, Vanessa Thompson, Anjali Weerakoon, Gladys Wilkins, Bronwyn Wilson

Apologies: Peta Harper, Leigh Lofts, Miriam Methven

NEXT GENERAL MEETING DATE: Monday, 13 May 2019 @ 7:30pm

Open – President, Vanessa Thompson

Meeting commenced at 7:35pm

Minutes of previous meeting

Minutes from 11 February 2019 were approved

Business arising from previous meeting/s

Uniform survey

- Bronwyn Wilson is in consultation with Simone Roberts (school parent and statistician)
- She will assess and provide comments to improve a follow up survey

WHS – Kindy balustrade

- Bronwyn Wilson has been following up with Department of Education – Assets
- The balustrade and roof will be replaced in the current (12 month) maintenance period
- On completion the B Block roof tiles will be replaced with Colorbond

WHS – Music room

- The mould issue has been addressed in the last 4 weeks
- Repairs were undertaken and carpets dried out

SRE/SEE procedures

- A reminder that links to the new procedures need to be posted on the school website
<https://education.nsw.gov.au/policy-library/associated-documents/REimplementproced.pdf>
<https://education.nsw.gov.au/policy-library/associated-documents/SEEimplementproced.pdf>

Action Items	Responsible Person	Date
SRE/SEE procedure to be updated on the school website	Bronwyn Wilson	ASAP

Principal's report

Assistant Principal – position vacancy update

- Interviews were held Monday, 25 March 2019
- The interview panel comprised of – Amanda Scali (peer), Bob Keen (community), Emma Smales (staff)

- There was a high calibre of candidates
- A recruitment decision has been made and the outcome will be communicated in due course

Student absentee notification – update

- SMS message system is ready to launch
- Dominic Benedet has been trained
- Teachers need to mark the attendance roll by 10:00am
- Parents will receive an SMS message if their child is absent
- Parents should still notify the school of absences, especially if their child is sick with a contagious illness

School development day – Term 2 update

- Students will return to school on Tuesday, 30 April 2019 as originally planned
- It has been difficult to organise a date for the GERRIC gifted and talented training program
- The school will now send Stage teams to UNSW for training
- The aim is to have all teachers trained by the end of the year

OOSC – update

- The expansion application is now with the Department of Education
- They will draw up the variation and submit to the Department of Early Education for completion
- An outcome is pending for the end of Term 1

End of term activities

- There are many activities to look forward to – Grandparents Day, Anzac Day ceremony, Stage 3 camp and more
- Parents are encouraged to keep up with the latest information via Schoolzine

Ride to School Day

- The scheduled day (Friday, 29 March 2019) has been postponed due to the driveway work
- A Schoolzine update will be posted

Action Items	Responsible Person	Date
Ride to School Day notification	Bronwyn Wilson	ASAP

Treasurer's report

West Pymble P&C Association Inc

Treasurers' Report

as of 25 March 2019

Bank Accounts - Balances and Movements on Accounts

The current cash balance is \$151,121.92, an increase from the previous P&C Meeting. The balances are made up of the following:

	<u>1 January</u>	<u>10 February</u>	<u>24 March</u>
P&C Transaction Account	\$7,234.57	\$27,452.50	\$13,915.55
P&C Investment Account	54,745.98	54,764.57	49,780.44
P&C Building Fund	13,442.23	13,446.79	13,450.91
P&C funds held by WPPS	20,033.11	0	14,255.00
Canteen Account	3,977.20	2,184.96	4,131.89
Canteen Drawers	50.00	50.00	50.00
Band Transaction Account	8,720.90	14,632.64	24,830.94
Band Investment Account	30,687.36	30,697.78	30,707.19
	<u>\$138,891.35</u>	<u>\$143,229.24</u>	<u>\$151,121.92</u>

Band Accounts

The increase in the band account is due to band fees still being received for 2019. The Tenor saxophone of \$1885 that was passed in the last P&C Meeting has been purchased.

Canteen Accounts

The canteen account has increased due to increased sales through the school24 platform as families top up their accounts for the term.

P&C Transaction Account

The decrease in the P&C transaction account is due to payment of the STLA Teacher pledge of \$25,864.20, as well as the Teacher's consumables pledge of \$2,600 and \$500 worth of gift cards for staff room supplies (tea & coffee) were also purchased. We have also received a grant of \$9,903 from the Stronger Communities Programme for the purchase of new iPads for the school.

Fundraising since the last meeting includes the Welcome Night, which raised just under \$1000.

As of the 25th of March voluntary family contributions of \$14,255 have been received and are currently held by the school.

Action Items	Responsible Person	Date

Band report – sent by Miriam Methvan

Cake Stall

- Over \$1900 was raised at the Election Day Cake Stall which is a much needed boost for the band program
- It will allow the current filing system to be improved and provide a buffer for expenses

Instruments

- A new tenor sax was purchased to replace one that needed to be written off
- The instrument is already in use in Performance Band

Committee

- The band committee structure has been finalised:
 - Miriam Methven will finish as Band Convener after band camp (17-19 May 2019)
 - Miriam will become a general committee member after this date and will still be available to support the committee
 - Katrina Crooks will move from Camp Coordinator to Band Convener
 - Jocelyn Girard has moved from Secretary to Treasurer
 - Brooke Woodbridge (new to the committee) has stepped into the role of Secretary

Motion – P&C to accept the new band committee structure

Vote – the motion passed unanimously

Motion – P&C approval for the band to cover Dylan's training band fees for 2019

Vote – the motion passed unanimously

Action Items	Responsible Person	Date

Canteen report

Canteen Manager position

- Danielle Harris announced that she is stepping down as Canteen Manager
- Wendela has stepped up to cover her management role and Nada has stepped up to cover additional shifts
- The P&C will advertise the vacant position immediately
- Danielle will return in Term 2 to hand over, train and be available as an emergency backup
- The P&C would like to thank Dani for all her hard work over the years

Canteen accounts and stock levels

- The accounts are healthy, orders have increased, there are no outstanding bills and a reserve of \$2000-\$3000 is available for emergencies, e.g. fridge or freezer failures
- Stock will be run down towards the end of Term 1
- The canteen has earned \$150 voucher from its major supplier which will be used for groceries

New canteen strategy

- A new strategy will be in place later this year
- The Healthy Kids Association reviewed the menu and commented that it was one of the better ones they have seen
- The Northern Sydney Health Professionals will provide final approval after meeting with key representatives on Tuesday, 26 March 2019

Canteen days

- Renewed discussion regarding which days the canteen should open commenced
- With a new staff member coming on board this may be an opportunity to review the opening days
- Running costs, staff and volunteer availabilities need to be considered before deciding if changes are viable
- A poll will be set up for the school community to respond

Last day of Term 1

- The canteen will run a sausage sizzle on the last day of term
- This provides canteen staff an opportunity to clean the canteen thoroughly in preparation for Term 2

Action Items	Responsible Person	Date
Canteen Manager recruitment	P&C Executive	ASAP
Canteen opening days poll	Danielle Harris	ASAP

OOSC report

Sonja De Jong – 25 years of service, Tuesday 26 March 2019

- Congratulations Sonja on 25 years of service with the West Pymble OOSC
- The children will mark the occasion with pizza and cake on Tuesday
- Suggestion – Sonja should write an article for the newsletter reflecting on the past 25 years

Expansion – update

- The application has been resubmitted as per Bronwyn's update in the Principal's report
- Afternoon catering in the canteen will need to be revisited and a new proposal will be submitted to the P&C for review
- The expansion to use the school hall is an interim step for 2019
- Further expansion plans need to continue and Bronwyn suggested that the newly built Beaumont Road OOSC be reviewed for ideas on space specifications within the school
- Bronwyn suggested that OOSC submit a proposal to the school regarding purpose built space and start the approval process with the Department of Education
- Request – OOSC seeks guidance from the P&C on grant applications
- Suggestion – OOSC should approach Alister Henskens office for support and guidance from the State Government

AGM

- The AGM will be held on Tuesday, 7 May 2019

Action Items	Responsible Person	Date
Sonja's newsletter article	Jacqui Clark	ASAP
Proposal to use canteen for afternoon catering	Jacqui Clark	ASAP – pending expansion approval

Fundraising report

Event summary

- Welcome Night – Friday, 22 February 2019
 - The night was a big success with almost \$1000 raised
 - The new committee has gained valuable experience in preparation for next year's event
 - Thank you to Tom's Cellars for providing a great drink service on the night
- Election Day Cake Stall – Saturday, 23 March 2019 (Band)
 - Congratulations to the band on a very successful event
 - Refer to Band report for further details

Upcoming events

- Grandparents Day – Monday, 8 April 2019
 - Preparations are underway – a wishing tree for classroom supplies has been organised, great raffle sponsors have been acquired, Year 6 volunteers have been arranged to assist with raffle ticket sales on the day
 - Thank you to Coles, Macquarie Centre for their donation of hot cross buns for morning tea
 - Suggestion – raffle tickets should be sold in the days leading up to the event to capture people that can't attend on the day
- Anzac Day Ceremony – Tuesday, 9 April 2019
 - A poll for Anzac biscuit donations has been arranged for publication on Tuesday, 26 March 2019
 - The wreath is being arranged by Miriam Methven
- Mother's Day Stall – Wednesday, 8 May 2019
 - Current sales are down from last year and a leaflet campaign was suggested to boost sales
 - Bronwyn will confirm the hall booking for the day
 - A reported issue with the PayPal sales confirmation email needs to be investigated
- Trivia Night – Friday, 14 June 2019
 - The results of the poll are in and theme has been confirmed as 'Black and White'
 - Early bird tickets will be available soon
 - Communication regarding business sponsorship will be sent out soon to the school community
 - MC and quiz master volunteers are being actively sought

Action Items	Responsible Person	Date
Confirm hall booking for Mother's Day Stall	Bronwyn Wilson	ASAP
Investigate PayPal sales confirmation email issue	Tamara Leo	ASAP

Grant report

Stronger Communities Grant Round 4 – 32 new mini iPads

- A resubmitted application with help from Paul Fletcher's office was successful
- Arrangements are underway with the Apple Store, Hornsby to acquire the new iPads
- Paul Fletcher will be invited to either the Term 1 or 2 Recognition Ceremony as part of a formal presentation

Bendigo Bank Community Chest Grant – closes 31 March 2019

- Ideas were sought for this \$2000 grant (plus \$2500 for people's choice) – Green Team recycling stations for each classroom, IT related items
- Suggestion – the P&C should consider submitting proposals to the local banks for small donations rather than applying for small grants (a marketing strategy)

Ku-ring-gai Community Grant – opens 1 April 2019

- This grant has previously funded Stage 1 of the playground upgrade
- Ideas were sought – access ramp near office, senior play equipment replacement (fast track)

Action Items	Responsible Person	Date
Invite Paul Fletcher to Recognition Ceremony	Bronwyn Wilson	ASAP

Working With Children Check

- The P&C will actively follow up with its members, including canteen to make sure WWCCs are up-to-date
- The office will be engaged to assist in checking if records are up to date once names are provided
- The communication in the most recent newsletter regarding a ‘Specified Volunteer/Child Related Contractor Form’ and 100 point ID check was confusing
- Volunteers that have completed their WWCC do not need to complete the form
- The school community needs to be reminded of the volunteer sign-in policy

Action Items	Responsible Person	Date
Check P&C members WWCC status	Tamara Leo	Ongoing
Volunteer sign-in policy reminder & form/ID check explanation	Bronwyn Wilson	ASAP

School office upgrade and future funding

- The school office is due for an upgrade and the P&C was approached for potential funding
- Bronwyn is applying to the Department for funding after the Premier’s recent announcement regarding funding for schools
- The Executive team is working on a strategic plan for 2019 and is seeking input for funding opportunities
- Suggestion – create a poll for the school community including teachers to respond
- Stage 4 of the playground upgrade is due to take place this year
- Consider providing funding for more gifted and talented support, learning support, emotional support

Action Items	Responsible Person	Date
Review strategic plan for 2019	P&C Executive	Term 1

Kiss and Drop

- Despite the presence of teachers in the Kiss and Drop area a significant number of people are not following the procedure creating a safety concern for the children
- The school community needs to be reminded of the procedure and the school has approached the P&C to assist in onsite education
- Volunteers would be required for 1-2 weeks to cover morning (8:40am – 9:10am) and afternoon (3:10pm – 3:30pm) sessions
- Suggestion – communicate the Kiss and Drop procedure via Schoolzine before commencing any onsite education

Action Items	Responsible Person	Date
Arrange volunteers for onsite education	Natasha Hollerbach	ASAP
Communicate procedure via Schoolzine	Bronwyn Wilson	ASAP

After school activities – winter locations

- Request – review winter locations for Karate and Tae Kwan Do currently taking place under the COLA
- The library is the only potentially suitable alternative
- Both instructors should contact Bronwyn to view the library space and decide on suitability

Action Items	Responsible Person	Date
Update instructors on location options	Tamara Leo	One week

General business

Green Team update – Jeremy Cohen

- Bottle drive awareness is increasing and 8305 bottles have been collected to date
- The TOMRA bottle reverse vending machine lease has expired and a renewal is underway
- The second annual community bottle drive is scheduled for September
- A guest speaker is being arranged to speak to the children on the positive impact recycling has on our Australian landscape

- The sustainable living program is targeting big corporate companies, e.g. Coca Cola, for donations
- As president of the Green Team, Dominic Benedet will steer the decision on how money will be used to benefit the school
- The Green Team would like to introduce plastic sorting at the school
- Mulch is required for the endemic trees planted on the school oval
- Jeremy will be attending an EcoSmart meeting on 3 April 2019 to learn more about the program

P&C email and website update – Tamara Leo

- The recent website crash was the result of a poorly communicated upgrade by the P&C email host
- The crash prompted a review of the P&C email and website set-up
- With new technology now available a decision was made to migrate the P&C email and website to Google

- Google offer not-for-profit organisations free G Suite accounts saving the P&C over \$500 in IT costs
- Other benefits include:
 - Increased security, backups, good spam filters
 - Numerous @wppspnc.com.au email addresses available to avoid personal email use
 - Full email history will now be stored in one location
 - Google drive offers ample cloud storage enabling easy file storage and sharing
 - Improved handover of information for future P&C committees

- The first stage of the migration took place 14 March 2019
- The final stage of the migration will be completed after the Mother's Day Stall purchasing is complete mid-April
- Email and the website will go down for up to 24 hours at this time

- Thanks to Glen Leo for managing the IT requirements for the P&C

Mungo Youth Project – Natasha Hollerbach on behalf of Maria Greenwood

- Six year 5 and 6 students have been offered the opportunity to attend the Mungo Youth Project (as part of the schools City Community Alliance)
- They will learn from elders about the history of Australia's First People and our heritage while developing leadership and collaboration skills
- The students will share their experiences and insights with the rest of the school upon return

- The students are fundraising to help cover travel and accommodation costs

Motion – P&C to match the money raised by the students (expected amount \$1000 - \$2000)

Vote – the motion passed unanimously

- Suggestion – ask the students to make a presentation to the P&C to explain what they hope to gain from the experience

Outstanding P&C committee roles

- The second Morning Tea Coordinator position vacancy needs to be filled and Alison Bruscano has been put forward for the role

Motion – Vanessa Thompson nominated Alison Bruscano for the role of Morning Tea Coordinator for the 2019 committee

Vote – the motion passed unanimously

Year 6 Election Day BBQ

- Congratulations to the Year 6 students on a successful fundraising event
- Negative comments on social media were disappointing, they dampened the volunteers excellent results and possibly discouraged them from volunteering for future events
- The P&C asks all parents to contact the school/P&C directly to discuss any concerns
- The time and effort donated by all volunteers when running a fundraising event should be applauded
- Potential safety issues with BBQ hotplates need to be reinforced at BBQ fundraising events
- Request – provide assistance with safe work practices during fundraising events for groups outside the P&C, e.g. Year 6 students, by sharing P&C risk management plans

Hall guttering

- The roof leak needs to be addressed to avoid further problems
- Bronwyn will contact Department of Education – Assets

Meeting time management

- The importance of running future meetings in a timely fashion has been noted

Action Items	Responsible Person	Date
Arrange time for Mungo Youth Project student presentation to P&C committee	Natasha Hollerbach	ASAP
Share risk management plans with groups outside of the P&C to encourage safe work practices	Tamara Leo	As required
Contact Assets regarding the leaking roof/guttering in the hall	Bronwyn Wilson	ASAP

Close & next meeting

Meeting closed at 9:45pm

Next General Meeting – Monday, 13 May 2019 @ 7:30pm