



P&C COMMITTEE MEETING MEETING MINUTES

Pymble Public School Parents & Citizens Association Meeting - 8 September, 2021 Via Zoom (COVID-19 Restrictions)

ATTENDEES VIA ZOOM - COVID-19 RESTRICTIONS

Bruno Diodati, Nicole Doig, Penny Lannen, Cameron Martin, Jo Tuck, Danielle Visione, Sally Davie, Alicia Ferrier, Cameron Mason, Kate Walther, Helen Moss, Zannie Abbott, Brooke Buchan, Alicia Hugh, Gayle King, Claire Walesby, Sarah Cable, Diana Doake, Lena McMahan

Penny Lannen opened and chaired the meeting. Meeting declared open at 7.04 pm.

b) APOLOGIES

Lisa Ashton, Keri Garyns, Chloe Steele, Iris Wang, Kaye Zhang

c) CONFLICT OF INTEREST

Nil.

d) ACCEPTANCE - MINUTES OF AUGUST 11, 2021 MEETING

Penny Lannen moved that the previous meeting minutes be accepted as a true & fair record. Seconded by Cameron Mason and Brooke Buchan.

e) MEMBERSHIP

Membership Form - Sarah Cable on 8/9/2021.

Motion proposed by Penny Lannen to accept Sarah Cable's membership form and welcome her to the P&C Committee and seconded by Claire Walesby.

f) BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

1. Working with Children Check (WWCC)

Ongoing issue for K-2 parents to participate in reading groups unless completed. Also complicates the volunteering process for parents who volunteer for fundraising events. Upon completion of the WWCC for PPS community - it is valid for the duration of your child's education at PPS and does not need to be renewed. The P&C 'newsletter' has also highlighted the Services NSW app [Service NSW app](#) to download and you can search your WWCC number and expiry by going to [Office of the Children's Guardian's website](#) and choosing "Find my number".

Penny Lannen continues investigations into using NSW Services App to make this process easier. Urgency has reduced as parents are not allowed on site at all due to COVID restrictions. Nonetheless, it warrants further investigation.



2. Road Safety (letter to Council responding to draft plans)

https://drive.google.com/file/d/1czOxsYT7GpOdn5M1h5RCSLe_4jr2xgZn/view?usp=sharing

3. Mould in Band Storage Room (located in hall under stage)

AMU (after a second request) confirmed on Friday 25/8/2021 that they have now deemed rectifying the mould issue in the band store room as essential work. A OH&S Department assigned Hygiene Contractor is meant to inspect the mould in the band store room today 25/8/2021. A report will then be prepared as to what is required to clean the mould and rectify the mould issue in the band storeroom. AMU will manage the process together with the school.

AMU inspector confirmed they are going to put in some ventilation which should overcome the mould issue.

4. (School Administrative and Support Staff Recognition Week) - SASS Recognition Week, 6-10 September 2021

<https://psa.asn.au/wp-content/uploads/2021/06/Recognition-Week-June-2021-PDF-version.pdf>

(School Administrative and Support Staff Recognition Week) -, 6-10 September 2021

A group card of “appreciation” was coordinated by the P&C to acknowledge the fantastic contribution SAS Staff make to our school. Thanks to Dee, Claire and the Liaison Team for creating and circulating amongst the parent community. 49 families took part and 7 pages in total were created.

Additionally, some words of acknowledgement were also included in today’s (8/9) Myalla edition.

g) CORRESPONDENCE

IN:

Bendigo Bank Bank Statement June 2021

American Express Tax Invoice & Statement 1/6- 30/6/2021 - Amount Banked 21/6/2021 - \$150.00

2 x NSW Government Education Public Schools Invoices
Dated: 9/6/2021 - \$1,740.00 and Dated: 15/7/2021 - \$360.00

icare Workers Compensation cheque payable to P&C dated 15/8/2021 - \$217.33

Email 7/9/2021 - From Dr Cedric Spencer, Deputy Mayor, Councillor for Wahroonga Ward, Ku-ring-gai Council forwarded from George Bounassif - Director Operations - Ku-ring-gai Council in regards to the Bannockburn / Reely Street crossing, acknowledging that “*We will consider these comments in developing the final design.*”

<https://drive.google.com/file/d/1G7q3yhuxp5CpRb6fJBP-NW1NhMn3hK93/view?usp=sharing>

Email 3/9/2021 - Rémi Duracher with acceptance and offer for P&C as partner TOMRA Local Donation Partner

https://drive.google.com/file/d/1OnPsFqDNCZpXL17UINltzb-3B0z8S_i6/view?usp=sharing



OUT:

Road Safety: letter to Council responding to draft plans -

https://drive.google.com/file/d/1czOxsYT7GpOdn5M1h5RCSLe_4jr2xgZn/view?usp=sharing

Response to TUFC email (emailed response 25/8/21)

https://drive.google.com/file/d/1pHyRbsTbSyw0ch0xqUzMuk2j26Z7R_Bh/view?usp=sharing

Formal letter of Donation and Appreciation, Bendigo Bank, Double the Impact 01092021

<https://drive.google.com/file/d/1Sdeo6YFn34rEVi73BMwyMks8pss11H4I/view?usp=sharing>

h) COMMITTEE REPORTS

President's Report -

For my report this evening I would really like to make one point. That is to take this opportunity to acknowledge all the P&C Committee members and class parents who are keeping the P&C activities going despite us all being under stay-at-home orders.

It would be easy to conclude that given school's are closed to parents, that the P&C is also "closed", however this couldn't be further from the truth. Whilst we do miss our in-person interactions and our very visible large P&C-facilitated events, an enormous amount is still taking place behind the scenes by many Committee members.

Meeting minutes and agendas are still prepared, fundraising is still coordinated and money still raised, websites are being updated, flyers are being designed, bands are still operating, invoices are still processed, class parents are still being coordinated and the P&C Gmail email accounts are just as busy as ever.

To everyone who has helped achieve these P&C tasks in addition to dealing with the realities of COVID on the personal home front, I am sincerely grateful. The pandemic has highlighted the importance of a strong community in many ways and I'm very proud to be part of a community organisation that has continued to operate and make a difference. Indeed, I would argue that it is in these most challenging of times that your volunteering makes the most difference. We only need to look at the effect our group card for SAS Staff or the incredible collection of artwork for sick children isolated in COVID wards, so thoughtfully collated by Kate Walther to realise the impact the donation of your time can give. So, thank you everyone here this evening for coming along and for all that you do.

Principal's Report -

Good evening everyone. Thank you for attending our P&C meeting tonight.

We continue to navigate this extremely challenging path through the current COVID-19 outbreak and subsequent Greater Sydney lockdown. Our State government, NSW Health and the NSW



Department of Education have been working hard to provide a plan for the safe return of students to school in Term 4.

Two weeks ago, the Premier announced a Roadmap for a staged return to school of students in Term 4 from 25 October, Week 4. Schools would operate under Level 3 Plus restrictions with:

K and 1 students returning from 25 October

Yrs 2 and 6 students returning from 1 November and

Yrs 3, 4 and 5 students returning from 8 November.

Under Level 3 Plus restrictions mingling / mixing between cohorts / grades will be minimised with limited activities permitted. Primary aged school children will be strongly encouraged to wear face masks at school, with all school staff required to wear face masks. The Department's 'Advice for families' which includes further details regarding Level 3 Plus restrictions has been provided to all parents in previous school communication. Further details and advice on the return of students to school will be communicated with all parents in early Term 4. The Department has indicated that additional advice, guidelines and information is being prepared for schools. The school leadership team is working through COVID-safe plans for the return of students at school which will be communicated at the beginning of Term 4. The school will continue to work within Department guidelines in order to ensure the safety and well being of all students and staff.

Parent Survey results

The school conducted a learning from home parent survey back in Week 5 of this term. The survey was well received, with approximately a 32% response rate. The survey asked a range of questions about our school's learning from home programs. Mostly the feedback from parents was very positive and supportive of the school's learning from home programs. 100% of parents indicated that their child was able to regularly access online learning from home with a device. This is an excellent result as the school has worked hard to ensure that all children have a device at home, they can use for home learning. The survey also provided valuable information in relation to the level and engagement of work as well as the effectiveness of the weekly schedules. While the feedback was mostly positive in this area, the survey did give the school some important information in this area which enabled us to make some minor changes to the work being delivered.

The question around which format of learning activities were most useful, generated some expected as well as interesting responses. All formats being used rated highly with Live Zoom sessions and instructional videos rating highest. Some of the comments in this area, in particular in relation to ZOOM sessions and students feeling connected reaffirmed our thinking as well as led to a slight re-jigging of the number of ZOOM sessions in some grades. Many parents commented on how well the teachers had utilised ZOOM sessions to maintain a strong connection with their children. Children also benefit from seeing their classmates online.

The school leadership team took onboard the parent feedback, and some adjustments were made as a result. It is important to also note that the school had already from family check-in calls and



other parent feedback been making changes to our learning from home model since the beginning of term. The parent survey provided additional valuable feedback.

Solar My Schools Project

Feasibility report completed. We are going to be going with a 63.6kW system at a cost of \$33,270 to the school, representing half the total cost.

Wellbeing Wednesday and staff video

Two weeks ago, we celebrated Wellbeing Wednesday which was a huge success with students, teachers and parents.

Some core morning activities and then a range of exciting, screen free wellbeing activities. School disco and Staff video.

Another Wellbeing Wednesday planned for last week of term.

SASS Recognition Week Thank You

I'd like to finish by acknowledging and thanking our awesome PPS Staff. Our teachers and staff have risen to the challenge of an extended period of learning from home and lockdown. Providing for continuity of academic, social and emotional learning as well as maintaining wellbeing as a school focus in a learning from home environment for almost a whole school term now is not easy at all. Our teachers have worked tirelessly to ensure that our students are engaged, happy and learning during this difficult time. I am very proud of the PPS staff. Similarly, I'd like to thank our awesome parent community for your resilience, persistence, and patience with facilitating learning at home for your children. This has not been easy, I also know firsthand with 2 primary aged children at home and both my wife and I working full time. You are to be commended for the amazing job you have and continue to do with your children's home learning. We have just over a week left of this term and then there is a much needed 2-week school holiday period. Please take the time to spend it with your children in an enjoyable and relaxing way, free of homeschooling commitments. We all need to refresh and recharge for the term ahead. There is still a long road ahead and the wellbeing of you and your children is paramount.

Treasurer's Report -

Highlights:

For the month of August 2021 the P&C reported a surplus of \$7,348.

The Insurance renewal was submitted and paid last month.

As at 31st August 2021 the P&C had a surplus of \$290,819 excl. Band Funds.



Financial commitments entered into include, the resurfacing of the netball courts, outside front of school lights project and also on tonight's agenda is a proposal relating a contribution towards solar panels for the school.

Financial year ends 30th September 2021, we need to start looking at the budget for FY22.

SUB COMMITTEE REPORTS

EVENTS & FUNDRAISING MANAGEMENT - Kate Walther & Dee Visione

Key Achievements/Activities since last meeting:

Father's Day Breakfast becomes Father's Day Socks

In lieu of traditional breakfast, the P&C sold fun, quality socks from 'Happy Socks' for Father's Day.

We have had a busy few weeks preparing for the Fathers Day sock sale and the nervous wait for the delivery to arrive in time!

The final sales were 120 pairs of socks (even sales across all 4 designs) totalling \$600.00 profit.

We were also able to use remaining mothers day bags, ribbon and tissue so there was no extra cost on top of the socks.

Term 4

Melamine Plate Design Activity & Fundraiser

Sarah Cable and I also launched the Pictureplates fundraiser with the help of Kath on the flyer, website and graphics.

The plates are being sold for \$28 each, giving us a profit of \$6 per plate.

We have sold 15 plates so far and will be finalising orders by the 18th September. Interestingly the sales have been across all grades. Advertising on all platforms flyer, Myalla, website and facebook.

We are using a similar model to socks with contactless pick up / drop off of templates etc.

Return and Earn update - <https://returnandearn.org.au/fundraising/>

Please refer to Agenda Items Number 2.

K-6 Disco

Cancelled due to COVID restrictions.

Christmas Concert and Fair (December 5)

Cancelled due to COVID restrictions.



Any approvals from the Committee required?

Expenses?

GROUNDS/FACILITIES - Cameron Mason

Key Achievements/Activities since last meeting:

Discussions around mould in the band storage room. Refer to the Instrumental Report below.

Upcoming Activities planned:

Working Bee unable to proceed due to COVID restrictions.

Any approvals from the Committee required? Expenses?

Nil

INSTRUMENTAL PROGRAMME - Zannie Abbott

Key Achievements/Activities since last meeting:

Not tabled.

Please note - Business arising from previous minutes (point 3. updated).

Mould in Band Storage Room (located in hall under stage)

Upcoming Activities planned:

Any approvals from the Committee required? Expenses?

Nil.

LIAISON K-2/Y3-6 - Chloe Steele (K-2), Brooke Buchan (YR3-6)

Key Achievements/Activities since last meeting:

Year 6 Ski Trip Fundraising - Year 6 received mail to confirm any money raised to date from fundraising 2021 will go towards an end of year excursion for Year 6 and/or towards the **gift to the school**.

Due to COVID-19 Year 6 Ski Trip cancelled for 2021.

Inter-relate 2021: Brooke advised that this event can take place in an online format. Dates still available were discussed and selected. Brooke to book the event in. Interrelate will handle all the bookings directly.

Orientation and New Students Packs 2022 Nicole Doig will advise the P&C of dates for Kindy orientation. A Working Group has been organised "P&C collateral" for inclusion in the Kindy Orientation kits will then need to be established with inclusions ie. carline and EALD correspondence (translated for our PPS community).



Lost Property: On-hold with COVID-19 restrictions in place. Nicole Doig will access the lost property and hopefully prior to year end we can complete a 'sort' and 'return' and 'donation' to the 2nd Hand Uniform shop.

Upcoming Activities planned:

Y6 fundraising for the School Gift TBC
Kindy Orientation Kits
Inter-relate 2021

Any approvals from the Committee required? Expenses?

Nil.

LIAISON EALD - Iris Wang/Kaye Zhang (Chinese), Alisha Hugh (Korean)

Key Achievements/Activities since last meeting:

Apology for meeting

Upcoming Activities planned:

Nil

Any approvals from the Committee required? Expenses?

Nil.

POOL - Gayle King

Key Achievements/Activities since last meeting:

On-going COVID restrictions. No change.

Upcoming Activities planned:

Ongoing discussions with Mr Diodati and Pool contractors.

Any approvals from the Committee required? Expenses?

Major fundraising will need to be considered to carry out the scope of works.

PROMOTIONS MANAGEMENT - Claire Walesby

Key Achievements/Activities since last meeting:

Small updates and refresh facebook page and encourage K-2 families to get involved and join the P&C.

Upcoming Activities planned:

Update social media with P&C Communications

Any approvals from the Committee required? Expenses?

Nil.



ROAD & SAFETY - Emma McCulloch, Lisa Ashton

Key Achievements/Activities since last meeting:

Apology for meeting

Upcoming Activities planned:

Finalise car-line "map"

Any approvals from the Committee required? Expenses?

Nil.

UNIFORMS (ALINTA LIAISON)/2ND HAND UNIFORM SHOP - Keri Garnys, Lisa Ashton

Key Achievements/Activities since last meeting:

Apology for meeting.

Upcoming Activities planned

With COVID restrictions 'how we can leverage' Year 6 and school leavers' to donate clothing.

Any approvals from the Committee required? Expenses?

Nil.

i) GENERAL BUSINESS

1. Solar my Schools Grant application

The school has applied and been successful for a Solar My Schools project. The Solar feasibility report has been completed prior to lockdown No.2 commencing. PPS has proposed a larger Solar System 63.6kw (\$66,000.00 cost option). This will cost PPS \$33,270.00 (50% of the total cost). The Department of Education will assist and contribute the same being the other 50% being \$33,270.00.

PPS is now aware of an *additional* private grant from Purryburry Trust that could fund half of the school's half, meaning 25% of the overall cost, \$16,500.00. Purryburry Trust was established in 2011 by Sandy Purves to support environmental projects. The Trust has funded projects ranging from land management to marine plastic pollution mitigation and communication on climate science. A partnership now exists between Purryburry Trust and Solar my School aims to support uptake of renewable energy in public schools, with the associated environmental, educational and financial benefits delivered to their students, teachers and local communities.

However, in order to access this private grant, PPS needs the input of the P&C, as we are an entity with Deductible Gift Registration (DGR) status which is needed for the application.

Penny has confirmed with Bruno there would be no ongoing financial commitment required, for maintenance or otherwise by the P&C. As he advised, "It would be a Department jointly funded project so should be maintained by the school and AMU (asset management unit)".



According to the Solar my Schools website, (which already has PPS listed as a participant), there are cost savings to the school's energy bills from producing solar power to the value of \$10,813 per annum.

<https://www.solarmyschool.org.au/schools/>

Our current bank balance is \$270,000 (not including band), of which \$7k for lights and \$43k for netball has been allocated.

I have looked into our application for the netball court grant and associated quotations. The total netball court project was estimated at a cost of \$73,200, for which we received a grant of \$30,000 (from NSW government). Accordingly, we have allocated in our P&C budget an amount of \$43,200 for this project. However, I have also confirmed that Bruno has since had the drainage works component of this project undertaken AND managed to get it paid for directly by the Department as it was deemed a maintenance (not a capex) expense. This component had an amount of \$18,000 allocated in the project budget. Accordingly, we should now have to pay approximately \$18,000 less than we had previously thought when the netball court project eventually happens.

In summary, the P&C has the opportunity to turn a \$16,635 investment into a \$66,500 asset to the school, which in turn generates savings of over \$10,000 per annum.

Motion proposed by Penny Lannen that the P&C assists the school with an application to the Purryburry Trust for a grant worth 50% of the school's contribution (total P&C contribution \$16,635). Additionally, the P&C directly funds the school's remaining half of its required contribution, totalling a further \$16,635.00. Unanimously agreed by all members that this would be a school asset, no ongoing maintenance for the P&C. .

<https://docs.google.com/document/d/1KzISXR-T5AXgBJUsXVouG1hHb7Z7wQ9H/edit?usp=sharing&oid=108567956540576366175&rtpof=true&sd=true>

2. **TOMRA "Return & Earn" initiative**

We also heard some great news about our successful application to be a donation partner for 3 of our local RVM's for the Return and Earn Scheme.

This means we will be listed as an option for people to donate to on the screens of these machines located at Macquarie Centre, St Ives and Turramurra).

The dates they have offered us are: 25 October 2021 to Sunday 3rd April 2022. This is the prime time as it carries over summer and hopefully will be close to when they reopen the machines and we can make use of stockpiles. I am corresponding with them about some marketing collateral we can use to help raise awareness both at the school and in the community. We will commence communication with a flyer 'to start' stockpiling' - communications out.

We will then bundle marketing collateral, email footers, facebook and media whilst tying in Solar My Schools 'tagline', recycling sustainability for solar.



I need to accept it by 26 September 2021. The details have been sent to Cameron and he seems comfortable with the details.

Once time-frame completed after nominating PPS, this will carry over to 'app' launch from mid 2022.

Possibility of inclusion of 'prizes' for incentive 'highest donation' across PPS.

"SAVE THE BOTTLE' with 'which bottles' are accepted at vending machines and a list of vending machines that PPS and extended families can donate too.

Intro via Diana Doake (guest) - P&C meeting Sept for intro to Sally Erickson (Ku-ring-gai Council) Education Officer. HM to facilitate email contact details for Diana Doake and Danielle Visione. Completed.

Motion proposed by Danielle Visione that we agree and forward signed agreement prior to 26 September 2021 in writing to participate in the scheme with PPS being a preferred option for people to donate too. Seconded by Kate Walther and Brooke Buchan.

3. **Teacher's Day - Friday 29th October (Term 4, Week 4)**

We would like to co-ordinate the following to acknowledge Teachers Day:

Each "stage" or year group, would coordinate a group card for parents/kids/families to sign, thanking teachers for their efforts. This card would be coordinated by the class parents at the class level, but Liaison would lead it.

No monetary donations would be sought as it is too close to traditional end of year/Christmas donations. "Floating" extra teachers, Science, library etc would be included in each of the groups' cards. Nicole to provide a list of all teaching staff..

In addition to the group cards, discussion around the concept of a fun 'video', in response to the recent teacher one. Put a call-out for someone in the parent community to coordinate this.

4. **2022 Committee Recruitment**

Lots of shoes need filling for 2022. Tonight is our 2nd last Committee meeting with only October and November (aligned with AGM). All existing Committee members will be required to step down at November's AGM and be re-elected for 2022.

14 days prior to AGM - notification must be forwarded to the School Community via 'SchoolStream' eg. 2021 AGM meeting is on 10/11/2021 and invite to be forwarded via school stream on **27/10/2021** (Week 4), also Myalla published on Weds 27th October (Week 4). Would be prudent to also do so on 13th October (Week 2) and follow up on PPS Facebook.

Heading: **P&C Annual General Meeting - Wednesday 10 November @ 7 pm**



Dear Parents and Carers.

The P&C would like to invite you to their **Annual General Meeting**. The AGM will be held via Zoom and is scheduled for **Wednesday 10th November at 7 pm**.

Please make sure you RSVP to secretary.ppspc@gmail.com so we know who to expect and we can forward you a zoom link. We look forward to seeing many of you there.

Regards Pymble P&C

5. **Returning to Schools safely - Understanding the guidelines**

Discussion centered around the 'return to school' in particular parents' concern in regards to ventilation "HEPA filters" of classrooms for PPS. At this stage the intent is merely to raise the concern and to clarify that it is not just high risk children that are of concern, but some of the questions that have come from the school community have been targeted to high risk kids' needs. There are also conversations happening that don't include high risk children or families.

Attached is 4 fact sheets detailing Kids and COVID, School and COVID, mask wearing and ventilation.

Bruno Diodati, Principal PPS confirmed that the P&C has always worked closely with the school with regard to parent feedback and school communications. There will be lots of communication and advice for parents regarding the return of students to school in Term 4, in particular at the beginning of next term. This school information will be based on NSW Health and Department of Education advice and guidelines. The advice will include detailed information in relation to the safety and wellbeing of students and staff while at school. The school leadership team is currently developing COVID-safe plans for the staged return of students on-site from 25 October in line with Level 3 Plus restrictions. However, some details and advice in this area is still being prepared by the Department in consultation with NSW Health.

I look forward to the P&C continuing to support the school by reinforcing school communication and messaging around the proposed return to school plans for Term 4.

<https://drive.google.com/file/d/1JQbAkatPKJzCECHLRjpXcjQD0MnhnIX1/view?usp=sharing>
<https://drive.google.com/file/d/1RzZ7JaR9ZpvFtSNQBVKOuvLS3OpevuXW/view?usp=sharing>

ANY OTHER BUSINESS

PPS Class photos were broached. Nicole Doig confirmed that (2 days were being held) in late November. This would be pending COVID restrictions.

NEXT MEETING

Wednesday October 13 , 2021.

j) **MEETING CLOSED** at 9.01 pm.



COMMITTEE MEETINGS / AGM 2021

Term 4 Wednesday November 10, 2021
 Wednesday November 10, 2021 AGM