



P&C COMMITTEE MEETING MEETING MINUTES

Pymble Public School Parents & Citizens Association Meeting - 10 FEBRUARY, 2021 @ PPS SCHOOL HALL

ATTENDEES

Bruno Diodati, Nicole Doig, Penny Lannen, Cameron Martin, Helen Moss, Leanne Kemp, Danielle Visione, Sally Davie, Alicia Ferrier, Cameron Mason, Jo Tuck, Kate Walther, Zannie Abbott, Lisa Ashton, Brooke Buchan, Keri Garnys, Alisha Hugh, Chloe Steele, Claire Walesby, Iris Wang, Gayle King, Emma McCulloch

Penny Lannen opened and chaired the meeting. Meeting declared open at 7.05 pm.

b) APOLOGIES

Kath Marshall, Kaye Zhang

c) CONFLICT OF INTEREST

Nil.

d) ACCEPTANCE - MINUTES OF NOVEMBER 11, 2020 MEETING

Penny Lannen moved that the previous meeting minutes be accepted as a true & fair record. Seconded by both Leanne Kemp and Kate Walther.

e) MEMBERSHIP

All in attendance (including non Committee members Gayle King and Emma McCulloch) completed Membership 2021 Form and paid the \$1.00 membership fee. All recorded.

f) BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

P&C Email addresses for 2021 and beyond and Road Safety both are itemised as No. 3 and 4 in General Business.



g) CORRESPONDENCE

Bank Statements x2 Bendigo Bank

Bank Statement AMEX

Thank you card Yvonne Wilson (retiree) thanking P&C for gift

Fundraising paraphernalia

h) COMMITTEE REPORTS

President's Report -

Including Agenda Item 1: Outline of structure for Committee meetings & Sub Committee reports.

Many people on the Committee have already had a busy start to the year – Lisa and Keri have been selling 2nd-hand uniforms like hot cakes on a cold day – thank you for your ongoing efforts with this service. Leanne, Dee and Chloe organised and hosted Tea & Tissues to welcome our new Kindy families – it's a huge undertaking at the start of the school year and with Kindy kids themselves it was really greatly appreciated; thank you. Brooke and Chloe are busy confirming class parents K-6.

I have managed to speak to or communicate with most of you in the lead up to this meeting – I have been struck by the enthusiasm and ideas across the board and feel excited about the year ahead.

Just when we thought that we were out of the COVID woods – the Northern Beaches outbreak reminded us that this is far from over. Sadly, we really will have to plan around this fact of life and assume that we cannot socialise, gather in groups or do a lot of what we have done before.

The Executive Committee will be meeting on 24/2/2021 to finalise our intentions for events and fundraising, but until then if you wish to have anything tabled and discussed/shared – please reach out to the Executive Committee.

Majority of what the Committee has been up to already will be covered under Subcommittee reports or specific agenda items, so I won't talk about those points now. I would however, under President's report, like to jump to agenda item 1 – which is the outline of structure for meetings:

We are a large Committee and cover a wide range of responsibilities. Part of the purpose of these monthly meetings is to provide an update to all Committee members about what individual Subcommittees have been up to.

This is especially important for our Liaison & Promotions teams as they need to know what the P&C has been doing in order to communicate this message to the school community.

Important however, is that these Subcommittee "updates" don't inadvertently become "Subcommittee meetings".



It is hoped by asking those 3 questions in advance we can have more of a reporting and approval function, rather than a “workshopping” of complex issues. By sending the answers in advance, it also gives me time to help solve any issue prior to the monthly meeting.

Outside of the Subcommittee reports, the General Business section is where items that need to be brought to the attention of the whole P&C reside. It is where we as a Committee look to address new issues as they come up.

It is also where the Executive Committee would provide updates on strategy and planning.

This all sounds very formal and possibly intimidating, but really it isn't. Having such a structure means we are hopefully efficient and focused and meetings don't drag on too late, preventing members from attending the next one.

It's about finding a balance between enough information to be up to date and not so much detail that it takes too long.

On that – please bear with me. I'm new to this role and need to find my feet on what works best.

Furthermore, I believe that none of us here in this room can make real mistakes in our roles on the P&C. We are all here in the capacity of volunteers, here because we care and want to make a difference. Myself included. We might decide to do things differently next time, or learn from our experiences but I don't think we can be too hard on ourselves if things aren't perfect.

So, thank you for your involvement in the P&C, for being here tonight. The time you choose to give as a volunteer to our school community is highly valued and I truly believe, makes a difference.

Principal's Report -

Welcome Back

A very warm welcome to all our new families as well as our returning families to the start of the school year and our first P&C Meeting for 2021. All students K-6 have settled into their new 2021 classes well and seem happy and engaged in learning. I'd like to thank all our parents and carers for preparing their children so well for the start of the school year.

Staffing and Numbers

This year we have 581 students across 23 classes K-6. Our teachers have worked collaboratively on teaching and learning programs as well as additional activities prior to the start of term. Our office staff have also been working extremely hard over the past few weeks. Their efforts are reflected in the smooth start to the school year.

COVID Guidelines / Update

As you are well aware while some restrictions have been eased, our school COVID-19 guidelines mean that we continue to have to regulate the way we operate in public schools. School drop off and pick up arrangements have been communicated to all parents with Kindergarten parents only



now being permitted onsite to drop off and pick up their children up until the end of this week. Our Year 1 to 6 students are all now being dismissed at the school finish time of 2.55pm daily, with Year 1 and 2 parents being able to enter through the top Crown road gates into a limited area between the office and school hall to pick up their children. This is designed to assist parents to spread out better during pick up times.

Non-essential persons are still not permitted on the school site nor are parents or carers permitted at school events. Parents are encouraged to communicate with the school office via phone or email and only attend the office if absolutely necessary.

We appreciate the parent community's continued support with these arrangements and requests.

Excitingly, at this stage we are able to hold and plan for excursions, overnight camps, inter-school activities such as PSSA sport and performing arts festivals. We are preparing for all activities that are permitted at this stage in order to provide our students with every opportunity. Information regarding extra-curricular activities will be communicated in due course.

Kindergarten 2021 and Tea and Tissues

Our new kindergarten students have been at school for a week now and have settled into 'big' school well. Last Wednesday was a big day for the kindy children as well as their parents. Starting Kindergarten is a significant milestone in a child's life but also in the life of a parent. In support of our kindergarten parents the P&C organised our annual Tea & Tissues. Due to COVID restrictions this event was hosted by 2 families, the Kemp's and Visione's. I'd like to thank our P&C and Mr and Mrs Kemp and Mr and Mrs Visione for organising and hosting this valuable event. There was much laughter and sharing of stories with not much need for tissues. It was a wonderful event. Thank you.

Playground

In the holidays the school commissioned a French artist, Hugues Sineaux to paint a beautiful mural on the double story wall at the western end of our handball court area. The mural features life sized 3D images of PPS students playing and socialising in the handball court area. It is quite effective when viewed from the top area at the opposite end. I'd like to thank Mrs Doig for coordinating this work and the artist Hugues for his lovely artwork. In the holidays the school also had the southern edge (the road side end) of the grass oval remediated. The edge of the oval had been eroded. There are now 2 low retaining walls holding the ground back / together as well as seating along the length of that edge. It is now much safer for our students and they also have more shaded seating. I'd like to thank Mr Burke for coordinating this work.



Treasurer's Report -

Highlights:

For the month of December 2020 the P&C reported a deficit of \$8,055 (mainly due to payout of band costs and no income to report in this period).

For the month of January 2021 the P&C reported a surplus of \$1,130. YTD (4 months to the end of January) we are recording a deficit of \$15,452. This is expected as we don't have any substantial income from invoicing of band fees or parent contributions or fundraising during this period, as they will come later in the financial year.

The second hand uniform shop has recorded sales of \$6,164 for the period 1 October to 31 January 2021. They have also so far had a strong February. This income is similar to what they would collect as income for the full 12 months pre Covid. If this continues it's an outstanding result.

As at 31 January 2021 the P&C had a surplus of \$300,938.

No financial commitments have been entered into.

SUB COMMITTEE REPORTS

EVENTS & FUNDRAISING MANAGEMENT - Kate Walther

Key Achievements/Activities since last meeting:

Secret Santa. www.secretsanta.com

Upcoming Activities planned:

2021 Event schedule currently being finalised to incorporate current COVID-19 restrictions. Approval to be sought at upcoming Executive meeting.

Any approvals from the Committee required? Expenses?

Nil.

GROUNDS/FACILITIES - Cameron Mason

Key Achievements/Activities since last meeting:

No activity due to COVID-19 restrictions

Upcoming Activities planned:

Scheduling a Working Bee at PPS late in Term 1 (Date TBC pending COVID-19 numbers permitted)

Playground Stencils 'Sourced from 'Your Northern Sydney Live Life Well @ School team'

E: NSLHD-LiveLifeWellatSchool@health.nsw.gov.au



Any approvals from the Committee required? Expenses?

Budget approval will be sought for 'a larger morning tea' at working bee Term 1 (TBC)

Motion proposed by Penny Lannen to approve \$500.00 for purchase of spray/paint for stenciling in K-2 playground. Seconded by Kate Walther.

INSTRUMENTAL PROGRAMME - Zannie Abbott

Key Achievements/Activities since last meeting:

2021 Bands all up and running, first rehearsals have taken place

- Junior Band - 53 students
- Concert Band - 32 students
- Performance Ensemble - 32 students
- Jazz Band - 11 students

We are delighted to start a 'group learn to play the violin lessons' for students in Year 1 and 2. Lessons started this week for 24 students and growing and we love seeing the students so excited about playing a string instrument. Thank you to Caroline Sweeney and Kumari Dissanayake for their passion to start this opportunity for PPS kids.

A donation of musical instruments was received from an ex-PPS student (Wildsmith 2009) of a variety of instruments including a trombone, trumpet, keyboard, fugal trumpet (brand new) and a clarinet.

Upcoming Activities planned:

Planning performances for all Bands from Term 2 onwards - tbc

Any approvals from the Committee required? Expenses?

5 current instruments to be written off (the register and insurance compliance), 3 clarinets and 2 alto saxophones.

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

Key Achievements/Activities since last meeting:

Tea and Tissues - Nearly 50 (COVID-19 restrictions in place) people attended over two homes (Dee Visione and Leanne Kemp). Everyone who attended enjoyed themselves. We had a few tears and everyone went away much happier. Mrs Doig and Chloe Steele (K-2 Liaison) did a welcome speech at Leanne's home and Mr Diodati and Penny Lannen (President P&C) spoke at Dee's home. Thanks again to Dee and Leanne for opening their homes for the tea and tissues.



Upcoming Activities planned:

Leanne, Chloe and Brooke work with Mrs Doig to update the P&C database with new class names.

Working towards confirmation of Class Parents for K-6 via Stage information evenings.

Any approvals from the Committee required? Expenses?

Nil.

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

Key Achievements/Activities since last meeting:

Implementation of QR Codes for WeChat group for Chinese community Kindy 2021 and WeChat group for Chinese community all year levels (links/QR code was included in Week 2 and Week 4, Term 1 newsletters), along with Liaison contact details for EALD Chinese, Korean and K-2 and Y3-6 Liaisons.

Kakao Talk (Korean messaging app) -<https://open.kakao.com/o/g5yQvVWc> (link/QR code was included in Week 4, Term 1 newsletter) for EALD Korean Community.

We have approximately 25 families in PPS and all are well connected (Korean).

Regular gatherings outdoors during school holidays at the end of Term 3 (also coincided with farewells for 3 families leaving PPS). A lot of chatter for correct communication and staying connected within PPS and supporting each other for the greater community (Korean).

Arranged for departing families to stay connected with our community and this was well received.

Upcoming Activities planned:

New Year welcoming first gathering in Term 1 as soon as all new families are contacted (Korean).

Any approvals from the Committee required? Expenses?

Nil.

PROMOTIONS MANAGEMENT - Claire Walesby

Key Achievements/Activities since last meeting:

Facebook

Requests to join group - the 'qualifying' membership questions have been updated (now 3 questions)

1. Who introduced to FB page
2. Child's teacher and class
3. Child's sports house



Group "rules" can be added, this will be discussed at the upcoming Executive meeting.

Website updates

P&C tab

CONTACTS all now 2021 members

MEETINGS all 2021 P&C meeting dates added plus 2nd hand uniform dates (only P&C events to be included on the calendar)

2nd hand uniform details checked and updated

Upcoming Activities planned:

Facebook

May be good to promote more the P&C website on FB as could answer some of the parents questions

Check "home" details eg: ABOUT and MORE...to ensure relevant and up to date

Consider adding "pinned" intro/overview to provide context

Website

Under each tab review all details are up to date/relevant

Small updates to images/links to ensure up to date/relevant

Add links to navigate to pages on P&C and PPS website

General overview of website to make easier to navigate

Add missing minutes from previous meetings for 2021

Update class parents details

Update mailing list (teacher and class details)

School directory

Band

Banking

Any approvals from the Committee required? Expenses?

Nil.

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

Key Achievements/Activities since last meeting:

Implementation of Recycle Clothing Bin

A recycle clothing bin 'worn-up-project' has now been delivered to the school. Sponsored by the providers of the bin and endorsed by Ku-ring-gai Council, this bin will provide the school with a sustainable approach to handling donations deemed unfit for resale.

Worn Up recycling program - positioning of the bin within school to be further discussed with Mrs Doig.

<https://kuringgailiving.com.au/worn-up-project-launches-in-ku-ring-gai-with-the-aim-of-zero-school-uniforms-in-landfill-by-2030/>



Sales Reporting Initiated

The second hand uniform shop is now recording all sales. This will increase corporate governance, facilitate customer payments and provide data for any future analysis or reporting. The sales reports are generated after each opening and are being sent to the treasurer to be reconciled with bank deposits.

Increase in sales: Term 1 start - Sales of \$2,812.00

The increase in sales was made possible by a/ increase in quality stock (a result of the highly successful 3 day 'clothing for ice-block' drive) and b/ increase in opening times in conjunction with the Alinta shop. The second hand uniform shop was opened 3 times for 2-3 hours before and after the school term commenced.

Ice block for Uniform Drive

We successfully collected a large range of clothing over 3 days of the drive. The shop purchased extra racks to accommodate the large amount of clothing. The ice block expense was covered and a profit of \$250.00 was made from the 'Inclusivity sales' (payment for ice blocks for children not bringing in donations).

Upcoming Activities planned:

Opening Term 1 End; 26th March, 2021.

Continuing to run on an appointment only basis to align with COVID protocol. Feedback from customers additionally indicates, the community is much happier with little to no wait times availed by appointments.

<https://secondhanduniform.setmore.com/>

Communication to the school of the Recycling Bin location and process.

Any approvals from the Committee required? Expenses?

Nil.

i) GENERAL BUSINESS

1. Presentation of new By-Laws

Amendments to existing By-Laws below were incorporated and presented at Committee meeting 10/2/2021 after being proposed at AGM 11/11/2020. Updated By-Laws signed in presence of Committee by President and witnessed by the Secretary. Uploaded.

Amendment 1: new By-Law 18) - The P&C Association will regularly review its position on the need to register for GST. This will be particularly considered at the time budgets for the ensuing year are prepared, but not limited to this time.

Amendment 2: amendment to By-Law 12) - That two new additions to the meeting process will be added, namely 'Conflict of Interest' and 'Membership' and that they should be the 3rd and 5th items respectively.

Amendment 3: amendment to By-Law 7) - That the annual membership fee be changed to \$1 (currently 50c).

2. Outline of structure for Committee meetings and Sub Committee reports

A new Committee meeting agenda incorporating By-Laws was used for the first Committee meeting on 10/2/2021. Sub Committee reports have also been amended to incorporate 3 simple questions



in advance so we can have more of a reporting and approval function, rather than a “workshopping” of complex issues. By sending the answers in advance, it also gives the Committee time to help solve any issue prior to the monthly meeting.

3. Issue P&C Email addresses for 2021 and beyond

We are working towards all P&C Committee members being issued with @ppspc.gmail.com email addresses going forward in 2021. This will allow for privacy issues to be addressed (not using personal email address), easy access for seamless tracking of emails for relevant Committee roles and for streamless hand-over from predecessors going forward. This is over 90% complete. Thanks to Leanne Kemp for facilitating.

4. Traffic Safety Subcommittee

Lisa Ashton and Emma McCulloch have kindly volunteered to steer a Traffic Safety Subcommittee going forward and to work closely with Mr Diodati and Mrs Doig in ensuring the safety and well-being of all students and families at PPS. Initial discussions during 2020 were surrounding a Traffic Management Plan map (similar to Ravenswood School for Girls (map is filed in Subcommittee Traffic Safety) for distribution to the greater community at PPS, our EALD families (translated) and our neighbours surrounding PPS.

5. Pool Subcommittee

Gayle King has kindly volunteered to steer a Pool Subcommittee working closely with Mr Diodati in regards to the beginnings of a long term project being the maintenance and preservation of the PPS Swimming Pool, which was created and made possible by the P&C in 1969.

The swimming pool continues to bring pleasure to the school and local community. The last major maintenance work carried out on the pool was in approx. 2010 and the works undertaken were ‘a stop gap’ measure to rectify existing and ongoing pool issues, predominantly leaking.

In the first instance, the Pool Subcommittee will source initial quotes from Pool contractors to ascertain the scope of the project and costs for both repair and replacement.

The President of the P&C has also made enquiries to the NSW Department of Education re Government grants and fundraising to support the scope of works when undertaken.

6. Canteen Liaison

We are looking for a volunteer to be the parent liaison for the canteen. Linda Henderson used to fill



this role, but has sadly now left the school. You don't need to be a member of the P&C or provide reports in any way. We just need a parent who regularly uses both the canteen and Facebook to act as a liaison between parents and Yummy Bears Kiosk. For example, in the event that Flexischools is down, this parent would provide an update on our Facebook page to that effect and answer any other canteen related questions.

7. Community Grants

Thank you to Jo Tuck for volunteering to steer the Community Grant that was awarded to Pymble Public School for \$35,000.00 in the Community Building Partnership 2020 grant round for the project: **CBP20 - 1677 - Resurfacing and Drainage Improvements to Netball Court and Surrounds**

Announcements were made on www.nsw.gov.au/cbp on 23 Nov 2020. You can view the list of successful projects under the CBP20 web page and all useful information on the steps required for you to claim the grant funding at www.nsw.gov.au/cbp2020/howtoclaim

Ku Ring Gai Municipal Council and the NSW Department of Education also has registered Community Grants for Primary Schools throughout 2021 and we will endeavour to apply for any relevant Grants that would enhance our School community - [Content search Ku-ring-gai \(nsw.gov.au\)](#)

ANY OTHER BUSINESS

Nil.

NEXT MEETING

Wednesday March 10, 2021.

j) MEETING CLOSED 8.40 pm.



COMMITTEE MEETINGS / AGM 2021 DATES 2021

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|--------|---|
| Term 1 | Wednesday 10 February, 2021 Wednesday 10 March, 2021 Wednesday 14 April, 2021 (School holidays) - deferred - NO meeting |
| Term 2 | Wednesday May 12, 2021 Wednesday June 9, 2021 |
| Term 3 | Wednesday July 14, 2021 Wednesday August 11, 2021 Wednesday September 8, 2021 |
| Term 4 | Wednesday October 13, 2021 Wednesday November 10, 2021 Wednesday November 10, 2021 AGM |