



P&C COMMITTEE MEETING MEETING MINUTES

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

ATTENDEES

Bruno Diodati, Nicole Doig, Penny Lannen, Cameron Martin, Helen Moss, Leanne Kemp, Danielle Visione, Sally Davie, Cameron Mason, Jo Tuck, Kate Walther, Zannie Abbott, Lisa Ashton, Keri Garnys, Gayle King, Chloe Steele, Claire Walesby, Kaye Zhang, Heidi Holt, Brendon Long

ATTENDEES VIA ZOOM

Carmel Bourke, Sarah Cable, Alicia Ferrier, Alisha Hugh, Lena McMahon Emma McCulloch, Tori Peacock, Parama Srikanth, Fay & James Watts

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

b) APOLOGIES

Brooke Buchan, Kath Marshall, Iris Wang (EALD Chinese fortnightly)

c) CONFLICT OF INTEREST

Nil.

d) ACCEPTANCE - MINUTES OF FEBRUARY 10, 2021 MEETING

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

e) MEMBERSHIP

Band Treasurer - Belinda Lau completed Membership 2021 Form and paid the \$1.00 membership fee. All recorded.

f) BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

Canteen Liaison between PPS Community and Yummy Bears Kiosk, Alicia Ferrier has offered.



g) CORRESPONDENCE

IN - Fundraising paraphernalia

h) COMMITTEE REPORTS

President's Report -

It gives me great pleasure to advise that the P&C machine is definitely up and running and out of COVID-hibernation. Our various Subcommittees have all been working hard in February with planning for the school year ahead. I'm looking forward to hearing about what they've been up to in their Subcommittee reports.

At the Executive level, we have been just as busy. The Executive team met on February 24th where we approved the budget for FY21, attended to some administrative matters and formalised a plan of events and fundraising including the expected COVID contingencies.

To keep us on track and motivated, the Executive also identified two objectives for 2021:

Community: To reconnect as a community post-COVID-2020 and to connect in some way with every PPS family at an event, with a service or simply with a smile.

Fundraising: To fully fund the resurfacing of the netball court and COLA surrounds and improve adjacent drainage works. These funds would be provided as both a direct contribution and with the proceeds from our CBP grant awarded in late 2020.

Our first grant milestone is at the end of March, thanks to Jo Tuck for coordinating this response and ensuring we meet this deadline.

Earlier this term, Mr Diodati asked the P&C's Executive to nominate a parent representative to sit on the selection panel for a vacant position within the school for "Assistant Principal", previously held by Mrs Deb Pegolo. As President of the P&C, I was nominated by the Executive and have joined the panel, along with Mr Diodati, a teacher representative and an external Department representative. I'd like to thank Mr Diodati for this valuable opportunity to provide the parent voice and be involved in the process; it's very much appreciated.

We discovered by reading the P&C Federation bulletins that there is an annual event "P&C Day", occurring on the first Weds in March. This day provides an opportunity for schools and their communities to recognise contributions of P&C Associations in creating strong school communities through impactful volunteering. Our P&C marked the occasion by writing a little blurb about the way in which a PPS student's life has been enriched by the contributions of all the P&Cs before this one. Thank you to Dee for writing it, to Kath for making it visually beautiful. We posted this on Facebook and in Myalla. Thank you also to the school for your signboard notice – that made me smile on the day.



To mark the occasion, the NSW P&C Federation ran a “P&C Community Leadership Virtual Town Hall” session. I dialled into this, along with about 85 other keen P&C people, including the Director of Volunteering NSW. It was a great opportunity to hear from other P&C Committee members about the challenges they face and the shared solutions. For anyone who has an interest in P&Cs, I thoroughly recommend the Federation as an excellent resource. <https://www.pandc.org.au/>

One of the challenges raised by multiple members on the call was the issue of holding P&C meetings via zoom. It seems we are not alone in tackling the desire to return to in person meetings and accommodate the many parents who cannot do so, but would like to still take part. At our Executive meeting we discussed the matter and approved the purchase of a speaker/microphone (Jabra Speak Bluetooth Speaker 510) which we are trialling this evening. We will assess how our combined meeting has gone at the end and make the necessary improvements.

As always, I’d like to acknowledge the time, energy and commitment of everyone in this room today – thank you for being a part of our Committee and working together on our shared goals.

Principal’s Report -

Updated COVID-19 Safety Guidelines for schools

As of Monday (8 March) of this week, the NSW Department of Education in consultation with NSW Health has updated COVID-19 Safety guidelines for NSW public schools. The changes to school operations and guidelines were communicated to all parents last Friday. The main changes are in relation to visitors and parents accessing the school site and the mixing of student cohorts at school. It was very exciting today to hold our first Primary Assembly in the hall, face-to-face with all students 3-6 since this time last year.

In brief, NSW Health has agreed to the following activities resuming across all schools in NSW:

- Parents and carers may enter the school to drop off and pick up students in accordance with local school arrangements. Parents must observe social distancing protocols (1.5m distance) whilst on the school’s site. Once children are dropped off or picked up, parents and carers must leave the school grounds as quickly as possible. Parents are not permitted to wait or congregate on school grounds before, during or after drop off or pick up times.
- P&C meetings and other gatherings of parents and/or community members for school events (such as working bees) can proceed. All participants must continue to comply with the gathering limits prescribed by the Public Health Orders. Physical distancing and hygiene measures must be adhered to at all times.
- Schools can welcome parents and carers to attend school sporting events and activities, whether indoors or outdoors, in line with the requirements in place for other community sporting competitions and training activities.
- Students are able to mix together across year groups or other cohorts for all school related activities.



- There are no recommended limits on the number of performers in singing groups, including for in-class educational activities such as group repetition, chanting, recitation, or singing activities.
- Interschool activities can continue to take place.
- External providers delivering educational services can proceed with a COVID-19 Safety Plan in place.
- Activities involving musical instruments can proceed.

Vacant Assistant Principal Position

The school is currently in the process of advertising for an Assistant Principal position via merit selection. As part of this process a merit selection panel has been formed, comprising the panel convenor being the Principal, a teacher representative, a Director representative and a parent representative. Our school's P&C President, Penny Lannen is fulfilling the parent representative role. This is an important and significant process for our school and I thank Penny for devoting her time to this merit selection panel. Applications close next Wednesday 17 March.

Pool Update

Today we had a pool contractor inspect our school swimming pool and meet with Gayle King, Mr Burke and myself. We will be meeting with another pool contractor at the end of this month who will also inspect the pool. Both contractors will provide their opinion and details of options for repairing or replacing the pool. Once we have their recommendations we will be in a better position to make more concrete decisions on future directions for our pool.

School Swimming Carnival and Zone Carnival

Last week we held our annual school swimming carnival at the PLC Aquatic Centre. The swimming carnival was a huge success and ran very smoothly. The students all participated well and in high numbers. It was a great carnival. Some of our swimmers then last Friday represented PPS at the Zone swimming carnival. Our school swim team competed well at the zone carnival and represented our school with pride. I'd like to congratulate all children who participated in events at both our swimming carnival and the zone swimming carnival. I'd like to thank Mrs Herbert, Mrs Armbrister and Mrs Holbrook for coordinating the school swimming carnival and Mr Dormer and Ms Sharp for attending the zone swimming carnival with the students.

Treasurer's Report -

Highlights:

For the month of February 2021 the P&C reported a deficit of \$3,699 (mainly due to payout of band costs and no income to report in this period).

As at 31 January 2021 the P&C had a surplus of \$297,239.

Financial commitments relating to the resurfacing of the netball courts have been entered into.



SUB COMMITTEE REPORTS

EVENTS & FUNDRAISING MANAGEMENT - Kate Walther

Key Achievements/Activities since last meeting:

Began investigation into a whole 'Story Book' school book written in concert with Jacqueline Harvey (of Clementine Rose, Alice Miranda and Kensey and Max fame). Currently working with Mrs Doig to determine the viability of the project based on teacher's experiences. We will come up with a detailed plan before the next Executive meeting.

Mother's Day Stall planning is well under way. We are looking to increase the cost of the gifts this year to \$10.00 rather than \$5.00. Dee and I have a shortlist of gifts and we will look to get out doodle polls etc targeting Dads early next term.

Danielle Visione is investigating an application for becoming a Donation Partner of 'return & earn' for PPS to participate in (charities, schools, not-for profit, sports clubs rotated on a (13 week) basis at vending machines (Coles Turrumurra car park and adjacent to Star Car Wash St Ives Village shopping centre adjacent to Star Car Wash). <https://returnandearn.org.au/fundraising/>

Upcoming Activities planned:

Easter Bunny Visit (covered by Liaisons) – Wednesday 31 March (Week 10)

Assist with Working Bee morning tea - Sunday 21 March 9-11 am (Week 8)

Mother's Day Stall – Term 2, Wednesday May 5 (Week 3)

School Story Book End of Term 2 or possibly tie in with Book Week August 23-27 (Week 7)

Any approvals from the Committee required? Expenses?

Motion proposed by Kate Walther to approve \$8,000.00 for the Mother's Day stall gifts. This total amount will be inclusive of purchasing 800 pieces, with a choice of 4 items to choose between for 581 children and wrapping and or gift bags. Where possible, the gift items will be sourced from suppliers where 'left over stock' can be returned and refunded. Seconded by Chloe Steele.

Motion proposed by Kate Walther for pre-approval of \$800.00 to engage Jacqueline Harvey (Author) in an incursion for K-6 for the proposed 'Story book'. Initial discussions have suggested K-1 to choose characters (e.g. pet pig connecting the community) and from Yr2 up to contribute 2-3 pages via class representatives for outline in the chapter book. Any related costs in regards to illustrator and printing will be tabled at a later date. Consideration has been entered into in regards to pre-ordering the finished book and print on demand. Seconded by Penny Lannen.

Any other approvals will be sought where and when required for Term 2, 3 and 4 for fundraising events in line with COVID guidelines.



GROUNDS/FACILITIES - Cameron Mason

Key Achievements/Activities since last meeting:

No activity due to COVID-19 restrictions, which have now been lifted effective 8/3/2021

Upcoming Activities planned:

Scheduled Working Bee Sunday 21 March - 9 to 11 am (sign-up ongoing via P&C Website and the flyer has been dropped via all Class representatives and our EALD liaisons in class groups, whatsapp groups and advertised on Facebook. Advertising is being skewed to it being a 'social activity', get together and this has also been communicated via Class parents on Whatsapp class groups.

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

E: NSLHD-LiveLifeWellatSchool@health.nsw.gov.au (ongoing)

Any approvals from the Committee required? Expenses?

Motion proposed by Kate Walther to approve \$200.00 for purchasing of morning tea for Working Bee.
Seconded by Leanne Kemp.

INSTRUMENTAL PROGRAMME - Zannie Abbott

Key Achievements/Activities since last meeting:

2021 Bands all up and running

All 'hire' instruments' allocated to students

Creative Kids Voucher closed Monday 8 March EOB for inclusion in PPS Instrumental Program

Committee is as follows:

Junior Band – Janus Cheung

Concert Band – Rochelle Robinson

Performance Ensemble - Sarah Till and Ange Osbourne

Jazz Band – Caterina Polistina

Treasurer – Belinda Lau

Tutors – Alex Walker

Group Violin Lessons Year 1 and 2 - Kumari Dissanayake and Caroline Sweeney

Coordinator – Zannie Abbott

Teacher in charge – Mrs Herbert

Upcoming Activities planned:

Planning performances for all Bands. In discussions with conductors and Mrs Herbert to work out a schedule and confirm 'what is going ahead this year'.

Any approvals from the Committee required? Expenses?

Challenges processing Creative Kids Vouchers with Service NSW which is delaying processing of invoices.



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

Key Achievements/Activities since last meeting:

We have chosen class parents for all classes and they have all been emailed with their role description and class lists, although some are incomplete. We have discussed how to plug any gaps and decided that the old form we previously used to send to missing parents, was slightly outdated and so it was adapted and renamed the Student Communication Form.

We have also emailed all classes to organise an icebreaker and most classes have already organised play dates etc. Those who haven't are having a think on what to do, we have given them a few ideas and we have also requested they forward the PPS Working Bee flyer as well.

Upcoming Activities planned:

Send new approved student communication forms to the school for printing and distributing to missing students via class teachers.

Easter bunny Drop - need to source 6 volunteers and purchase approx 620 Easter eggs and 25 non dairy eggs for 'allergy' students. The 'drop' could be completed between 11.45 am – 12.15 pm (K-2 assembly). Consideration to be given to 'helpers' to pack possibly using the Staff room.

Any approvals from the Committee required? Expenses?

Motion proposed by Chloe Steele to approve \$350.00 for purchasing approx 620 Easter Eggs and 25 dairy free Easter eggs for allergy students. Seconded by Leanne Kemp.

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 codes (these are only valid for 7 days), so we will refresh QR codes on a periodic basis, or whenever required.

Kakao Talk (Korean messaging app) - <https://open.kakao.com/o/g5yQvVWc> (link/QR code (these are only valid for 7 days, so we will refresh QR code on a periodic basis, or whenever required for EALD Korean Community.

The school held an EALD Morning tea on Monday 8 March at PPS for our diverse cultural community to meet EALD teaching staff and one another. Kaye Zhang and Alisha Hugh attended and provided translation assistance.

We Chat and Kakao chatter on Traffic rules, 2nd Hand uniform shop and lost property if and when they arise.

Upcoming Activities planned:

Encouraging inclusion via Whatsapp groups and via class parents for students from our EALD communities to join any icebreaker play dates or get together.

EALD is also working closely with the Yr1-6 EALD community, to encourage inclusion for all families in the community, especially those who are new to the area and PPS on how we can assist them in navigating the local community. At this time the Kindergarten cohort is settled.



Any approvals from the Committee required? Expenses?

Nil.

POOL - Gayle King

Key Achievements/Activities since last meeting:

Have spoken to a number of Pool maintenance companies for quotes but majority don't engage in this scope of work, as it's not a private pool. The pool is currently maintained by Jade Swimming Pools. Matt is aware of the issue and is scheduled to meet with us late March on the grounds.

CS Pools has visited PPS and will quote to fix the existing issues and they will also quote to replace the internal of the existing pool and to replace the entire pool as is. The scope of work would need to be undertaken within a 16 week period (Term 2 and 3) when the pool is not in use.

One option is to fix the existing 'leak' with sealant that will need to be replaced approx. every 5 years going forward.

There is also the option of replacing the internal of the existing pool (this will make the pool smaller).

Or a complete new pool, where we can make the existing pool 25 m, but this will be expensive as it requires excavation.

Discussion was also centered on if we went with a new pool (same size or bigger) because of the size it could possibly be joined together in the middle with sealant.

Upcoming Activities planned:

Ongoing discussions with Mr Diodati and Pool contractors.

Any approvals from the Committee required? Expenses?

Nil at this time.

PROMOTIONS MANAGEMENT - Claire Walesby

Key Achievements/Activities since last meeting:

Facebook

Membership 3 questions for Group "rules" screening is in full use

Canteen Liaison request for a liaison between PPS Community and Yummy Bears Kiosk has been confirmed

Working Bee for March 21 has been promoted and linked to the P&C Website for RSVP's (working well)

National P&C Day March 3 Thank you

Website updates

P&C Committee meeting Minutes for previous 12 months added



Upcoming Activities planned:

Facebook

Whatsapp etiquette – finalising a ‘note’ in regards to important up to date information getting lost in ‘threads’ due to acknowledgments of ‘thank you’s’ – this then has a knock on effect of important information being lost in streams.

To drive more ‘traffic’ to the P&C Website

Mother’s Day Stall Fundraiser - creating a ‘doodle poll’ or similar for event

All announcements on the PPS Facebook Group will now be added under the ‘banner’ PPS Parents and Citizens Association instead of individual ‘people’ who sit on the Committee. This will bring more clarity on what P&C does and how we contribute to the PPS community using a ‘blanket’ banner under P&C’

Website

Confirmation of up to update Policy documents

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

Small updates to images/links to ensure up to date/relevant and a new fresh look with content

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

General overview of website to make easier to navigate

Update class parents details

Update mailing list (teacher and class details)

School directory

Band

Banking

Any approvals from the Committee required? Expenses?

Nil.

ROAD & SAFETY - Emma McCulloch, Lisa Ashton

Key Achievements/Activities since last meeting:

Our primary focus is to produce a PPS map. We've had initial discussions with Penny Lannen and Kath Marshall around this. We attended the site and drew a mock-up of how it might look, based on the Ravenswood guide.

Upcoming Activities planned:

We need to meet with Mr Diodati to discuss further to create next steps with possibly looking at incorporating a video (down the track).

Any approvals from the Committee required? Expenses?

N/A



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

Key Achievements/Activities since last meeting:

Implementation of Recycle Clothing Bin

It has been agreed the best place for the Bin is under the office pergola for high visual impact and proximity to the gate for parent/student drop offs.

Due to the agreed Placement the bin provided by 'Worn-up' is deemed unsuitable to both protecting the clothing, the elements and for school branding.

A suitable alternative is a white wheeled bin. Given the process of drop off, sorting & separation into (1) sellable and (2) non-sellable/recycling, two bins would be required. One for all donation drop offs and one for sorted clothes for recycling to be stored at the uniform shop.

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

Upcoming Activities planned

Opening Term 1 End: 26th March, 2021.

Continuing to run on an appointment only basis. <https://secondhanduniform.setmore.com/>

Any approvals from the Committee required? Expenses?

Motion proposed by Keri Garnys to purchase two (2) 'white wheelie bins' for PPS donations and the Worm Up Project for \$280.00 inclusive, including delivery. This will alleviate the sorting & separation into (1) sellable and (2) non-sellable/recycling. One bin will be stored outside the office for donation drop offs and one for sorted clothes for recycling to be stored at the uniform shop. Seconded by Chloe Steele.

i) GENERAL BUSINESS

1. Sport & Swimming Liaison

Discussed at length on multiple levels in regards to the P&C requesting a nomination and creating a liaison person for Sport & Swimming who would work closely with the School.

There are multiple facets and complexities to take into consideration:

PSSA

- Pre-empting PSSA sport trials and dates (communicating to parents not just students) via Myalla or other streams
- Opportunity for all students to be involved (this is multi-faceted as PPS participates in PPSA and is governed and advised only on how many teams, divisions and students can participate). Weekly roster of schools participating and participating fields can vary due to circumstances out of the control of PPS scheduling at any given time
- Parents being informed where scheduled games are taking place (this can vary at any given time with late notifications of changes)



- Where there is confirmation of student participating in PSSA, there is confusion on weekly training schedules with timings and cancelling notifications due to circumstances ie wet weather
- Informing parents re PPSA uniform requirements (which is included in 'note')

FRIDAY EXTRA CURRICULAR SPORTS

- Extra curricular sports participation variation of roster and communication of student activities via Myalla or other forms of communication
- Communication in regards to 'Group allocation student number' for students as they are not identifying what week they are swimming and or participating in another extra curricular sport which is causing confusion with parents 'what to send to school'

OTHER SPORTS & SWIMMING MATTERS

- Confirming extra curricular programmes 'external' providers who use PPS as a venue is updated and current on the P&C Website
 - Creating a Community Page for participating local communities to 'own' and update Community sports (this may conflict 'external' providers)
 - Myalla (last page) advertising
 - Variation of Dance (Dance 2BFit) – each year group does participate in a new routine
2. No Meeting 14 April (due to school holidays) -
Next meeting Wednesday May 12, 2021 (Week 4) - Mother's Day is Weds May 5, (Week 3)

ANY OTHER BUSINESS

PPS Statement of Account Term 1

Brought to our attention via our EALD liaisons in regards to Student invoicing for Term 1. Chatter was created within the EALD community on the itemised line 'PPS Contribution' voluntary \$100.00. Once families were familiar and explained the cost inclusion and what the P&C contributes to PPS were they then happy to contribute.

At the next Executive Committee it will be proposed that a 'one' page written document is prepared pertaining on how the P&C contributes to PPS with itemised contributions ie. air conditioning in hall, PPS Pool, COLA, 2nd Hand Uniform demountable etc, incorporating dates. This would then be added to the P&C Website. Discussion would then centre on some form of inclusion in student invoicing going forward to drive new donations.

Parent Forum Invitation

The leadership team and staff at PPS have been involved in a rigorous analysis and self-assessment of the school's performance across a number of areas with respect to student outcomes. This analysis has led to



the development of a Situational Analysis which has been used to form the basis for a new four-year Strategic Improvement Plan (2021-2024).

On Thursday 18 March, we would like to invite parents to a consultation session where our school vision and plan will be shared and opportunities for discussion and feedback will occur. Parents can attend a face to face session in our school hall from 9.15-10am or join the session via Zoom using the following Zoom link:

<https://nsweducation.zoom.us/j/64736963275?pwd=WnVRcm1LVHQ1dkx5WHI4bVdWUEpXUT09>

Meeting ID: 647 3696 3275 Passcode: 413674

The session will provide parents with a summary of planned initiatives and programs across our three identified Strategic Directions. Areas for school improvement and strategies to meet the needs of all learners will be outlined.

COVID-19 Book prepared by Year 6 students 2020

During discussions regarding the new initiative by Events/Fundraising for a book to be created by children, published and sold, Heidi Holt advised that a similar project had been undertaken during COVID-19, 2020 lockdown/home-schooling by some of the older students. Unfortunately this impressive project was never published as such. Can the P&C investigate this project and possibly assist with its publication?

Alinta School Pants

Parent concern in regards to pants purchased via the 2nd Hand Uniform shop for females. The pants are not elasticised like the male version. Concern regarding the 'clip' fastening the pants for young students. Enquiry and feedback to be directed to Atlinta.

NEXT MEETING

Wednesday May 12, 2021.

j) **MEETING CLOSED 9.03 pm.**

COMMITTEE MEETINGS / AGM 2021

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