



P&C COMMITTEE MEETING MINUTES

Pymble Public School Parents & Citizens Association Meeting - **11 May 2022** via Zoom

ATTENDEES in PPS HALL

Members: meeting held only via Zoom (Covid precautions)

ATTENDEES VIA ZOOM

Members: Alicia Ferrier, Angela Choi, Cameron Martin, Caroline Boa, Cath Powell, Chloe Steele, Claire Walesby, Danielle Visione, Gayle King, James Ward, Kaye Zhang, Libby Gauld, Mandy Crowley, Nikki Zdun, Penny Lannen, Robert Yue, Sally Davie, Sarah Cable, Stella Lee, Bruno Diodati, Nicole Doig

Guests: Abhilasha Vankina, Rachel Kandola

a) WELCOME

Sally Davie opened and chaired the meeting. Meeting declared open at 7.04 pm.

b) APOLOGIES

Glenn Gao, Heather Huang, Keri Garnys, Laurie Ritchie, Jess Stone-Herbert

c) CONFLICT OF INTEREST

Nil.

d) ACCEPTANCE - MINUTES of March 9th, 2022 meeting

Sally Davie moved that the previous meeting minutes be accepted as a true & fair record. Seconded by Sarah Cable and Alicia Ferrier; motion passed.

e) MEMBERSHIP

Membership application - James Ward

Membership application - Libby Gauld

Motion moved by Sally Davie to accept all above membership applications and welcome all new members to the P&C Committee. Seconded by Penny Lannen; motion passed.

f) BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

Nil.



g) CORRESPONDENCE

IN: 3 x bank statements passed to Glenn Gao

Action: can Glenn investigate online statements only

IN: approval of CBP partnership grant extension until 5th September 2022

<https://drive.google.com/drive/folders/1siAHuf53IOHfYgN-Y6FR57i4JxCPDj2C>

OUT: Submission to Council regarding proposed pedestrian crossing on Bannockburn

https://drive.google.com/drive/folders/1HbhohdtysHgUzG3mQCwAljAgkauG_kL

OUT: Penny Lannen submitted an application for extension to the CBP grant coordinator on 5th May 2022 via the SmartyGrants system.

<https://drive.google.com/drive/folders/1siAHuf53IOHfYgN-Y6FR57i4JxCPDj2C>

h) COMMITTEE REPORTS

President's Report:

Welcome back to P&C meetings for Term 2. I hope you had a lovely break and managed to stay well, covid free and enjoy some downtime.

Since we last met at the end of term 1, the P&C has successfully run three "on-site" school events – the Easter Bunny visit, the Mother's Day stall and breakfast. It has been fantastic to be able to hold events onsite again. Thank you to Bruno, Nicole and Ian Burke for helping to facilitate these events.

A big thank you to Alicia Ferrier and her helpers for organising the bunny's visit. The squeals from the hall on the last assembly of Term 1 were a joy to hear - from outside!

The Mother's Day stall was held last week and the gifts were beautiful and well received, thank you Dee and your wonderful team. Children were beaming and loved 'shopping' at the stall for their special person.

The inaugural Mother's Day Breakfast was the first event onsite in some time and it was a hit! The feedback was incredibly positive and it is sure to be an annual event.

The Grounds and Facilities team have been busy on many initiatives, I will let Gayle and Laurie share the news including the new relationship with Bunnings who have been incredibly generous to our school.

The P&C and School representatives including year 6 school leaders attended the official opening of Pymble Bunnings last week. I was amazed at the confidence of the 4 leaders and how they delivered their speeches with such confidence and humour in front of 200+ attendees.



A persistence ribbon goes to Cath Powell for the Bunnings BBQ organisation this weekend. Firstly a change in date due to the delayed opening and today another little surprise (no cake stall allowed yet dozens of bakers lined up!). Cath has rolled with the punches with a smile on her face.

We continue to improve the way we conduct our meetings. We are looking to issue all subcommittee reports ahead of the meeting - as has been done tonight - to allow attendees to read information prior and keep the verbal updates to a few minutes long. All in the name of efficiency!

We will continue with zoom meetings for now. It is great to be all together however this format allows more people to participate and hear everything the P&C is up to, in a safe way without tech issues (hopefully!).

As always, I'd like to acknowledge the time, interest and commitment of everyone online tonight – thank you for being a part of our Committee and working together on our shared goals.

Principal's Report:

Welcome back for Term 2

- Main Covid-safety measure changes is around close contacts of household positive cases.
- We look forward to continued opportunities to hold school events with parents onsite / present
- Continue to this term plan for extra-curricular events for this term, cautiously and with Covid=safety plans in place
- We have already held our Year 5 Camp in the first week of term.
- Huge success
- Children returned happy and safe

Mothers' Day Breakfast

- Wonderful morning and first time held at PPS
- Mothers and grand mothers and their children / grandchildren had a great time
- Thank you to the P&C events and fundraising committee, in particular Dee Visione as well as the parent helpers, Mrs Doig and Mr Burke.

Mothers' Day Stall

- Hugely popular and successful
- Children K-6 enjoy picking out a gift for their mums
- Thank you to P&C

Netball Court Resurfacing Project

- An extension application (to 5 September 2022) for the BCP Grant has been submitted and approved. Thank you to Penny Lannen for organising this extension.
- Start-up meeting with the contractor and AMU project officer and the school was held late last term. Construction work is due to commence next July holidays with a 6 to 8 week project completion timeframe.

Learning Space Upgrade Project

- Work onsite commenced in the Easter school holidays.
- Work is on track and to schedule



- Stage 1, the Year 5/6 block is due to be completed by late Term 2. Work will then commence on the Year 4 block in the July school holidays.

Solar My Schools Project update

- Joint funding approval granted
- Waiting on AMU to organise the tender process
- There have been delays moving forward due to covid related pressures on AMU staff.

Pymble Bunnings Opening 3 May

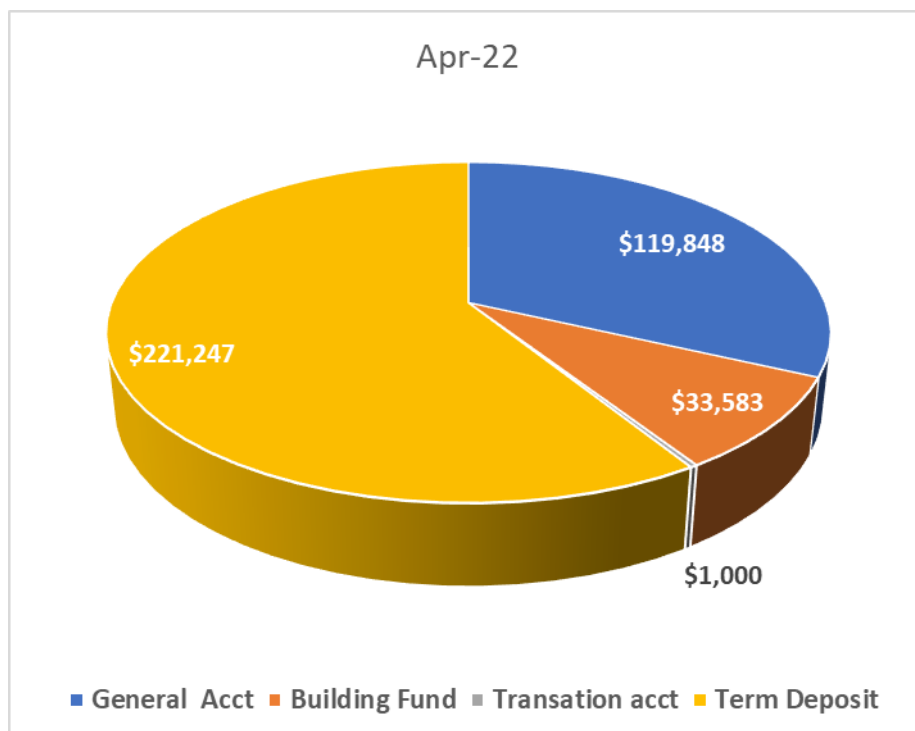
- Last Thursday our school captains and vice captains spoke at the official opening of Pymble Bunnings.
- Our 4 student leaders were absolutely brilliant. They spoke articulately and were engaging and funny. They were a credit to our school and their families.

Bruno Diodati, Principal

Treasurer's Report:

Highlights:

- Since the last Treasurer report provided in Mar 2022, P&C reported an overall surplus of \$27,804.26 over the period from Apr to May, with Mar deficiency of \$15,089.73 (mainly due to instrument replacement cost) fully offset by Apr surplus of \$42,893.99 (driven by invoicing of band fees).
- As at 30th Apr 2021, P&C had \$375,678 (excl Band funds) cash in the bank, represented by:





- Additional \$11.5k financial commitments being agreed by executive committee to support key school projects. The increase of funding requirement is due to expanded project scope as well as price increase from previous quotation.

Glenn Gao, Treasurer

SUB COMMITTEE REPORTS

EVENTS & FUNDRAISING MANAGEMENT - Dee Visione

Key Achievements/Activities since last meeting:

TERM 1 SUMMARY:

PPS Easter Raffle raised \$3,394! *Huge shout out to Unicorn Air Conditioning & Hero Packaging for their generous donations!!*

The Pymble Public School P&C Easter Raffle was a huge success! There were 25 prizes given away and the P&C was able to smash the \$2,000 target. These funds will go towards the new veggie gardens that are currently being installed.

Return & Earn \$3,260 raised!

Over 32,608 drink containers recycled in 6 months by 1 primary school – seriously amazing effort!

Exciting news!! The P&C has been invited to continue as a Local Donation Partner at the return machine in St Ives carpark on Mona Vale Road. We would love people to continue to support the school for another 6 months at this location. Just look for our school when you press “donate”.

Thank you so much to all the keen children and their families for supporting this initiative.

TERM 2 SUMMARY:

Mother’s Day Stall - \$121.36 deficit but have 55 gifts remaining (potential of \$500 worth)

On Thursday 5th May children brought in money to come “shopping” at our P&C hosted stands to buy a gift for the special mother figure(s) in their lives. Gifts were \$10 each.

We had a slight change to the format with it moving to Thursday due to industrial action and using the COLA area instead of the hall. This was actually a great way to host the event (weather permitted) and we would consider this again in future.

A big thank you to those who volunteered to assist on the day and in the lead up to the event for wrapping, planning, working on stands during the day. Especially to the Events Sub-committee members Sarah, Nikki and Sylvia.

Gifts this year were deliberately sourced from small businesses and with a theme of ‘sustainability’.

Mother’s Day Breakfast – profit of \$426.87



On Friday 6th May we hosted the first Mother's Day breakfast on school grounds from 7am-9am. It was a gorgeous fresh morning with a fantastic turnout of 170 adults and 237 children. There was a coffee cart and long shared table with an assortment of pastries, fruit, yogurt and juice. Everyone seemed to enjoy the format and it was great to have an event back on site after a long break.

Election Day BBQ Saturday 21st May

The Federal Election has been announced for Saturday the 21st May and the P&C has an opportunity to host a BBQ and other food stalls to make the most of hungry voters on the PPS grounds that day!

We have decided to host a BBQ, Korean and Chinese food stall, cake stall and potentially serve coffee. Year 6 have been given the opportunity to fundraise and will soon let us know what they will offer. The band will also have nominated performers do some busking.

We have a group including Cath Powell, the Events team, Alicia, Sally, Dee and Penny working on the planning.

We are hoping to make the most of accessing a wider reach of the community and getting items donated where possible to maximise profits. A comprehensive poll has been made by Cath for volunteering of both time and goods.

<https://www.signupgenius.com/go/10C0E4FABAF2BAAFBC43-election>

Encouraging discussion around idea of a 2nd-hand book stall on the day and to look at selling recipe books; **Action:** Subcommittee to follow up.

Angela advised that more sushi making volunteers are required – Kaye & Angela to liaise. Already 150 dumplings have been promised by EALD community.

Events Planning:

- We still need to confirm objectives for projects needed around the school (short, medium or long term). The idea being that people can see where the fundraising money is being invested back into the school and then be more likely to participate.
- A fundraising target of \$15k was set for 2022 (this target is only based on direct fundraising events such as BBQs, raffles, election day etc. and account for only a small portion of what the P&C raises each year). We raised around \$20k in 2021 but had the Trivia Night which accounted for a big portion.
- More details to follow on a potential on-site event to celebrate the school turning 70 in either term 3 or 4.
- Disco for children to be at the end of the year.

Any approvals from the Committee required? Expenses?

Minor expenses for Election Day (Korean and Chinese food stall) including boxes / plates / cutlery if required max \$500. Separate expenses to be lodged by Cath and Alicia as necessary for BBQ and cake stall.



Most of the expenses for Mother's Day breakfast were paid for on the Bendigo Bank card. Receipts need to be submitted and total \$1,480.13 (\$715 of this has already been reimbursed to Dee).

GROUNDS/FACILITIES – Gayle King & Laurie Ritchie

Key Achievements/Activities since last meeting:

1. 6 new veggie garden beds were installed at the end of last term with support from the Bunnings volunteer team.
2. Bunnings have generously donated all the materials for the garden beds. We have ordered plants, soil, mulch etc. which will be delivered in the next few weeks. These include winter vegetables and flowers to attract pollinators. We have been working with the teachers to fill the compost bins and get the children from each year group involved in the garden program.
3. Have received quotes to replace the K-2 equipment. The committee met with Mr Diodati to review the options. We are preparing 2 revised quotes based on this discussion. Once received, Mr Diodati will submit these to Asset Management Unit (AMU).
4. We have received and reviewed 3 separate quotes to fix the leak in the pool. The planned next step is to engage a company that specialises in pool leak detection. They have been contacted and once approval is received from the executive committee, they will conduct a dive inspection to identify potential areas for the leak. They will then provide a quote to fix the issues.

Upcoming Activities/Tasks planned:

A Working Bee was initially planned for later this term however given the amount of activity on the grounds at the moment, this is being rescheduled for term 3.

Generosity of Bunnings to the school was noted and need for a certificate of appreciation to be sent. **Action:** Gayle to liaise with Dee to get a certificate template.

Any approvals/expenses from the Committee required?

Yes, approval is being sought for the pool dive inspection and once approved by the committee, we will book the dive at the earliest date possible.

INSTRUMENTAL PROGRAMME – Cath Powell

KEY ACHIEVEMENTS/ACTIVITIES SINCE LAST MEETING

Attendance across Junior Band, Concert Band, Performance Ensemble and Jazz band remains high as do Group tutorials (junior band).

Concert Band has shifted to two full band rehearsals per week (rather than sectionals) as they are achieving great things and working well as a complete band.



The **Strings program** is being reviewed and possibly restructured as it continues to run at a deficit. This is due to a few factors. We are looking at combining the two small groups and holding one rehearsal instead of two.

Contracts for conductors & tutors are very close to being formalized.

The **Proposal** to invest in a selection of further items from the Band Fund was approved by the Exec P&C and we are the proud new owners of several instruments, music and stands.

End of term **open rehearsals** were an absolute hit! The parents loved this opportunity, and we will endeavor to do this each term.

UPCOMING ACTIVITIES PLANNED

The **Bunnings BBQ** was postponed due to late confirmation of opening dates. It is now set for 15th May from 8 am – 4 pm.

Performance Ensemble have a **performance** at Pymble Bunning 14th May 4:30pm

Jazz Band have a **performance** at Pymble Bunnings 15th May – 11am

The **tour** has been postponed indefinitely. The DOE Covid rules at this stage make a tour unfeasible (e.g. travelling to numerous locations poses risk and the requirement for parents to collect sick or covid +ve kids causes logistical difficulties when the locations are as far away as Dubbo). It's just too much too soon. We are discussing the possibility of a performance day in Sydney instead (possibly Darling Harbour, Manly or similar).

Band '**Camp**' (which is really a full day's workshop at school on a weekend) is being considered. I will be putting forward a proposal for this soon.

Bandies will be invited to **Busk at the Election Day** festivities as a chance to perform in front of the public and as a fundraiser.

The first **Band Committee Meeting** was held in March and we had full attendance via zoom. This is a highly motivated group and I feel fortunate to be a part of it.

ANY APPROVALS FROM THE COMMITTEE REQUIRED? EXPENSES?

Nil

PARENT LIAISON K-2/Y3-6/EALD

Alicia Ferrier (K-2), Chloe Steele (YR3-6)

Key Achievements/Activities since last meeting

Easter Bunny visit to PPS was a great success. Squeals of delight could be heard from the hall when the bunny popped his head up whilst the K-2 children were in assembly. The bunny and its helpers



delivered eggs to each of the K-2 classrooms and teachers from 3-6 picked them up from the office. A big thanks to Gayle King, Angela Choi, Dee Visione, Anaita Saarkar and Sally Davie for being great bunny helpers.

Ongoing class list updates.

Upcoming Activities/Tasks planned:

Collaborating with Mrs Herbert to get a year 6 stall to raise ski trip funds at the election day BBQ.

Any approvals from the Committee required? Expenses

Nil

EALD (Chinese) – Kaye Zhang & Iris Wang

Key Achievements/Activities since last meeting:

Translation of the Road safety rules and P&C Mother's Day Events shared in our group chat. Kaye explained that the recent clarification regarding “kiss n ride” rules had been well received in the Chinese community and had cleared up a lot of confusion.

Sadly, rain had delayed a recently organised playdate.

EALD (Korean) - Angela Choi

Key Achievements/Activities since last meeting:

Translation of the Road safety rules and P&C Mother's Day Events shared in our group chat. BBQ lunch was held during the school holidays with one new family joining our Korean community.

Upcoming Activities/Tasks planned:

Recruiting volunteers for the Fundraiser on Election Day.

Any approvals from the committee required? Expenses?

None

PROMOTIONS Claire Walesby

Promotion of Mother's Day events

Carline / Road safety - response posted (written by Sally) to FB page - a few comments made as a result

WWCC – instructions for parents added to P&C website

Upcoming Activities/Tasks planned:

Ongoing updates to P&C website.

FUTURE

- Working Bee



- Disco
- 70th PPS anniversary

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:

Opened shop in person at end of term 1 and start of term 2.

Upcoming Activities planned

Wednesday 29th June from 8am

Wednesday 20th July from 8am

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

Any approvals from the Committee required? Expenses?

Nil.



i) GENERAL BUSINESS

1. Bannockburn Rd pedestrian crossing

Sally advised that Council had redesigned the proposed pedestrian crossing to run North/South instead of East/West across Bannockburn Rd. Additionally, there is now the inclusion of a footpath along the “gutter” of Crown Rd leading into Bannockburn intersection. These are both welcome changes and the Executive Committee unanimously approved support of these changes to Council via feedback form.

https://drive.google.com/drive/folders/1HbhohdtySHgUzgG3mQCwAljAgkauG_kL

The new plans can be viewed on the P&C website. Thanks to Claire for updating:

<https://ppspandc.org/council-updates>

2. Carline procedures & pedestrian safety

Following a number of dangerous traffic behaviour reports amongst various parent chat groups, the Committee has sought to address the situation. Sally contacted both the Council and Highway patrol unit with NSW Police. Both entities have increased their presence at school times.

Claire Walesby made the suggestion of increasing messaging to children as well as parents as another avenue to get the message out. This could be in the way of a poster competition, police visiting the school and signs on the electronic noticeboard.

Action: Sally to contact Gordon Police to discuss options for the Police Youth Liaison Officer to visit the school and discuss with children this important issue.

Note that it is traffic safety week starting 15th May. Likely too late notice for 2022, however to be noted in the P&C calendar to possibly prepare an initiative for 2023.

<https://roadsafetyweek.com.au/>

Penny commented that pedestrians were increasingly walking in-between cars on Crown Rd due to the absence of a footpath on Crown Rd exacerbated by the wet weather in long grass/mud along the verge. **Action:** Penny to draft correspondence to Council and request this to be reviewed.

3. Lost Property & Tidy Up under the hall

Committee and Band members noted that the area under the hall was becoming increasingly messy and that lost property needed to be better corralled. Trip hazards abound for students walking through the area carrying expensive and heavy musical instruments.

Action: Sally to liaise with Nicole and Bruno to remove the defunct mattresses from the area and look to purchase a more permanent structure for lost property items. Possibly a pigeon hole shelving structure to allow sorting of items.



Action: P&C also needs to look at reinstating a parent roster to more regularly clean the area. This service had been disbanded over the COVID restrictions with parents not being allowed onsite.

4. **Working with Children Check (WWCC)**

Penny Lannen has clarified the situation for WWCC with the school office. Updated advice to parents will be made available to parents on a regular basis via Myalla. The P&C website has also been updated to include this information; thanks Claire. <https://ppspandc.org/wwcc>

The school will also now work with the P&C to create a “Master list” of names who have completed this check, thereby allowing the P&C Events Committee to be able to cross-check volunteers as they sign up in advance. This will be a big improvement on prior processes and should facilitate more efficient management of this necessary task.

Action: Penny Lannen & Caroline Boa to work with the school office to get date entry completed for the master list.

5. **Stockland CARE Grant - \$1000**

Awaiting result of the application, expecting in June/July 2022

6. **Community Building Partnership Grant 2020**

Penny applied for a grant extension and this was granted (see under correspondence).

The extension has been granted until 5 September 2022. Note additionally that completion and acquittal documentation will be due by 5 October 2022.

Action: should a further extension be required, this will need to be requested ASAP.

7. **Purryburry Trust Grant**

Penny advised that the grant terms and conditions require the project to be completed by November 1st 2022. Bruno advised that he is awaiting advice from AMU on moving forward with the project. AMU is currently seeking a contractor to complete the works. This follows the successful awarding of the 50/50 funding from the NSW Department of Education.

Action: follow up by next meeting to assess whether an extension needs to be sought.

8. **Sydney Edible Garden Trail (SEGT) grants program (\$1500)**

School parent Sylvia Wei contacted to P&C to advise of a new grant application. Jes Stone-Herbert advised that our recent application to Stockland for a similar grant for the recent veggie beds installation would *NOT* preclude us from making this application. **Action:** Jes will accordingly draft an application for the grant and submit to the Executive.

9. **Lighting along Crown Rd**



Funding for improved lighting along Crown Rd was obtained by the 2021 P&C Committee in conjunction with a grant from Bendigo Bank at the end of the 2021 financial year. Due to delays with COVID and recent wet weather this work has not yet been completed. A new power board, required for the installation, was completed in January 2022, but the actual lights are yet to be installed. Completion of this project is now considered urgent as it is nearly time for a new round of “End of financial year” donations. **Action:** Sally to follow up with Bruno about progressing these works.

j) OTHER BUSINESS

None

k) NEXT MEETING

Wednesday 8 June in week 7, term 2

j) MEETING CLOSED at 8.38pm

Upcoming dates/notes/actions for 2022 ([Live calendar can be viewed here:](#))

https://docs.google.com/document/d/1___mBuUUGfrI52iT5N8J0778gSKqPTzq/edit

Date	Week #	Event/Action
Sunday 15th May	3 / 4	Band Fundraiser – Bunnings BBQ
Saturday 21st May	4 / 5	Federal Election BBQ Fundraiser
Wednesday 8 June	7	P&C meeting
Term 3		
Friday 5th August	3	Primary Principals Day
Wednesday 10 August	4	P&C meeting
22 – 26th August	6	Book Week Fundraiser “Readathon”
Monday 20 – 26 August	6	Book Week
Monday 29th August-2 Sept	7	SASS Recognition week
August/September	5+	Review Kindy orientation kits
Friday 2nd September	7	Father’s Day breakfast
Monday 5 th September	8	Netball court works to be completed



Wednesday 14 September	9	P&C meeting
Term 4		
November	2+	Review parent contributions/fees letter
Wednesday 5th October		CBP grant acquittal due
Wednesday 12 th October		P&C meeting
Friday 28th October		Teacher's Day
Tuesday 1 November		Purryburry Trust project completion report
Wednesday 9 November		P&C meeting
Wednesday 9 November		Annual General Meeting (AGM)
2023		
Around 15 th May	Term 2	Road Safety Week https://roadsafetyweek.com.au/