



P&C COMMITTEE MEETING MINUTES

Pymble Public School Parents & Citizens Association Meeting - **8 June 2022** via Zoom

ATTENDEES in PPS HALL

Members: meeting held only via Zoom (Covid precautions)

ATTENDEES VIA ZOOM

Members: Alicia Ferrier, Angela Choi, Caroline Boa, Cath Powell, Danielle Visione, Gayle King, Glenn Gao, Heather Huang, James Ward, Jess Stone-Herbert, Keri Garnys, Laurie Ritchie, Mandy Crowley, Penny Lannen, Sally Davie, Bruno Diodati, Nicole Doig

Guests: None

a) WELCOME

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

b) APOLOGIES

Cameron Martin, Chloe Steele, Claire Walesby, Jade Wang, Libby Gauld, Sarah Cable

c) CONFLICT OF INTEREST

Nil.

d) ACCEPTANCE - MINUTES of May 11th, 2022 meeting

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

e) MEMBERSHIP

No new membership applications. Thanks to new member, Caroline Boa, for introducing herself and detailing her motivation to join the Committee.

f) BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES

Per the minutes of the last meeting, Glenn Gao advised that all Executive Committee members with access to the Bendigo Banking app will need to select "paperless statements" in order for this to be effected.

g) CORRESPONDENCE

IN: Stockland CARE grant notification



OUT: Request to Council to consider footpaths and carline shelter. Email on 08.06.22 to Councillor Cedric Spencer by Sally Davie.

h) COMMITTEE REPORTS

President's Report:

Here we are at another P&C meeting nearing the end of Term 2.

May was the biggest month the P&C has had in 2 years! We certainly made up for lost time - Mother's Day stall, the inaugural Mother's Day breakfast, Bunnings BBQ for Band and the Election Day fundraiser.

The Bunnings BBQ run by Cath Powell and Chris Gibbs started early at 6am and lasted the whole day. Thousands of dollars were raised which will go directly to the Band fund to provide new opportunities for our talented PPS musos.

Then there was the almighty Election Day fundraiser. What a day! Thank you to the Events & Fundraising team and everyone who gave their time and cooking skills to make it a success. There were bakers, book donators, bbq chefs, dumpling makers, buskers, cashiers, first aid reps... the list goes on.

There is a huge amount of coordination that goes into all of these events to ensure they are successful! I have had many people express their appreciation for the effort - the community well and truly supported the School's fundraising efforts. Thank you to Mr Burke and the office staff for accommodating our (many) needs in the lead up to the day.

I'm pleased to say there has been progress on Road Safety around PPS. The new pedestrian crossing on Bannockburn Rd along with a new footpath has been approved and is now awaiting funding allocation. I am proud of the efforts of the P&C in lobbying the local Council to take action and improve safety around our School.

Thank you everyone for all that you bring to our school community via your P&C involvement – however great or small. Your efforts ensure that this P&C continues a long tradition of improving school resources and fostering an engaged community.

Sally Davie, President

Principal's Report:

Netball Court Resurfacing Project update

- Work scheduled to commence in the first week of the upcoming school holidays, 4 July
- Preparation works have commenced

Crown Road Lighting update

- Supply and installation of lighting along Crown Road fence is booked in for Friday 1 July



- Contractor has been waiting on supply of parts

K-2 Playground equipment update

- Quotes have been sourced
- Thank you to our grounds committee, Laurie Ritchie and Gayle King for liaising with playground contractors and doing the leg work to secure quotes on an agreed design for the supply and installation of new K-2 playground equipment
- The required application (with quotes) has been submitted to our Assets Management Unit for their review and approval

Metro Renewal Learning space upgrade project update

- Phase one of the project is almost complete. The new Stage 3 learning space upgrade work to the 5/6F and 5/6R building block will be finished by the end of this week. The new learning space within this block looks amazing. This new learning space will facilitate more open flexible learning and provide more opportunity for collaborative teaching and student learning.
- Phase 2 of the project, 4J and 3/4L block, is due to commence late next week with an 8 week completion timeline.

P&C and Band Fundraising

- P&C and the band committee have been hard at work over the past month fundraising. The Bunnings' BBQ and election BBQ and stalls last month raised substantial funds to support the school. I'd like to thank our P&C and music instrumental program committee for their tremendous fundraising efforts.

Bruno Diodati, Principal

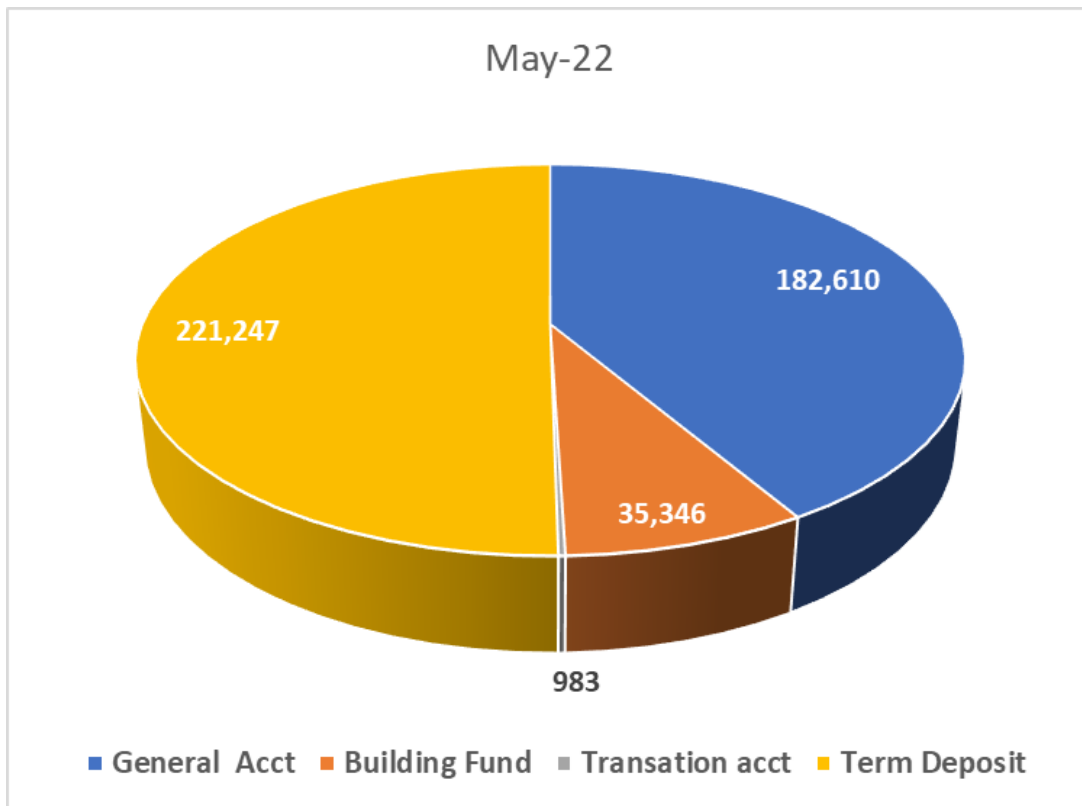
Treasurer's Report:

Highlights:

- For the month of May 2022, P&C reported a surplus of \$58,870.70, driven by Election Day Fundraiser as well as receipt of Parent contribution.
- We have banked \$43,258 contribution in total, of which \$41,496 from voluntary contributions of 437 families at PPS (349 in 2021 and 288 in 2020). The remainder of \$1,762 was related to Building Fund.

Action: *check with Administration team on numbers of families and students*

- As at 31st May 2022, P&C had \$440,186 (excl Band funds) cash in the bank, represented by:



- Financial commitments entered into include netball court resurfacing and concreting of surrounding area, with additional fundings agreed and approved by executive committee.

Glenn Gao, Treasurer

SUB COMMITTEE REPORTS

EVENTS & FUNDRAISING MANAGEMENT - Dee Visione

Key Achievements/Activities since last meeting:

Return & Earn

The P&C continues to be a Local Donation Partner at the return machine in St Ives car park on Mona Vale Road for another 6 months. Our latest report from the machine shows an amount of \$58.70 collected since the 4th April.

Election Day BBQ Saturday 21st May

We are thrilled to announce a profit of \$8,456 from the day!



The Federal Election fundraiser was held at the school on Saturday the 21st May with the P&C hosting a BBQ, Cake Stall, Dumpling & Sushi Stall, Second hand Bookstore alongside performances by PPS Buskers from our Band Program. Although the skies were grey and forecast was rain, the weather held up and we had a huge turnout of community members and PPS families who came to cast their vote and purchase goodies from us.

We had a great response from people who volunteered their time to plan the day, set up, package cakes, bake, cook dumplings, roll sushi, donate books, donate ice and drinks, cook the BBQ, sell goods at each stall, pack away, drive books to lifeline and come to buy items on the day. Thank you all for your time and effort to make this event so successful. There was a great community spirit on the day. A big thank you also to the Polistina Family from Forestway Fresh for donating all the eggs for the BBQ.

A special thank you also to the organising committee including Cath Powell, Alicia Ferrier, Sally Davie, Penny Lannen & Dee Visione for all their efforts in the lead up and on the day.

Events Planning:

- Father's Day - Term 3 (TBC)
- 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?

Father's Day needs to be planned and expenses estimated.

INSTRUMENTAL PROGRAMME (Band) - Cath Powell

Key achievements/activities since last meeting

Attendance has been waning with high colds/flu related absences.

The **Strings program** has been restructured to make it feasible financially. The 2 small groups have been combined into one group. They now meet weekly on a Monday afternoon.

The **Bunnings BBQ** was a great success. We sold 1,300 sausages. After expenses **\$2,900** was raised for the band program.

Busking on Election Day raised **\$385**. The students had a great time and created a great atmosphere on the day. Each busker has received a thank you note.

As agreed with the P&C requirements in relation to the approval of the recent use of band funds to purchase new music and instruments, the band will continue to fundraise at every



opportunity throughout the year to meet budget. The next likely fundraising opportunity will most likely be a Spring BBQ – again at Bunnings.

Both the **Performance Ensemble and Jazz Bands performed** on the Opening Weekend at Pymble Bunnings and they were FABULOUS! The bands received many compliments and congratulations from the public. It is truly fantastic to be out performing and meeting the community again.

Upcoming activities planned

The Performance Ensemble and Concert Band have been registered for a competition in August. More details to follow.

Band '**Camp**' (which is really a full day's workshop at school on a weekend) is in the pipeline for late July. This would allow for some intensive practice before the competition in August.

Any approvals from the committee required? Expenses?

NIL

PARENT LIAISON

K-2/Y3-6 - Alicia Ferrier (K-2), Chloe Steele (YR3-6)

Key Achievements/Activities since last meeting

No updates from K-2

Year 3-6

Year 6 students raised \$100 from their lolly bag stall on election day. Although not a huge amount, year 6 had a great time and they thank the P&C for the opportunity.

Upcoming Activities/Tasks planned:

Nil

Any approvals from the Committee required? Expenses

None

EALD (Chinese) – Kaye Zhang & Iris Wang

Key Achievements/Activities since last meeting:

We organised the Chinese dumpling stall for the Election Day, it proved to be a huge success with over \$850 raised. We can't achieve this target without the generous Chinese community. 25 families donated hand-made dumplings, 3K Austin & 1H Mason's family



donated \$200 worth of yoghurt drinks, plus lots of volunteers to help on the day. We feel very fortunate to be part of the PPS Chinese community.

EALD (Korean) - Angela Choi

Key Achievements/Activities since last meeting:

We organised the Sushi stall for the Election Day raising over \$750 for PPS! We couldn't have done it without the support of the lovely families who made and sold the sushi especially from KC and 1/2J.

Translation of the EALD program info session and the Year 6 trip fundraiser shared in our group chat.

Upcoming Activities/Tasks planned:

Korean bbq lunch for the lovely families who made sushi for the sushi stall on election day.

Any approvals from the committee required? Expenses?

None

GROUNDS/FACILITIES - Gayle King and Laurie Ritchie

Key Achievements/Activities since last meeting:

- K-2 play equipment: Two firm quotes have been received to upgrade the K-2 play equipment following site visits and surveys. The play equipment activities and colours have been selected by the school. Mrs Doig has been in contact with the Asset Management Unit (AMU) and their decision is that the project type and scale dictate that they would normally manage it. There is a process to go through but it is now in the hands of the AMU, who require input from the school. P&C will of course support as required.
- Pool: awaiting final quotations for repair of the pool (3 offers)

Upcoming Activities/Tasks planned:

- Next jobs: working bee planning and execution of pool activities.

Any approvals from the committee required? Expenses?

No

2ND HAND UNIFORM SHOP - Keri Garnys and Lisa Ashton

Key Achievements/Activities since last meeting:

- Opened x 12 since the 2022 start.
- Stock levels are very low on popular items and popular sizes. Sports jackets, zip up jumpers, trousers; sizes J8 & J10.



- The number of customers Alinta are sending to us, as they are low in stock, is now declining as their stock levels improve.
- 95% of attendees surveyed want appointments only.
- Roof damage to the uniform shop caused damage and mold. Uniform shop was cleaned, the clothes machine washed and all mold treated. All backpacks were disposed of due to Black Mold (*S.chartarum*)
- Many appointments still left at each opening

Upcoming Activities/Tasks planned:

- Opening 29 June for the end of term 2.
- Opening first few weeks Term 3 - 20 July onwards
- Worn up clothes ready for term 2 collection.

Action: Discussion around strategies to obtain more uniform donations, including the winter-equivalent of an “icy-pole drive” and contacting past families (especially last year’s year 6) to collect donations. Sally and Keri/Lisa to work on some initiatives for this. Bruno offered the use of School Stream to contact past parents if desired.

i) GENERAL BUSINESS

1. Carline procedures & pedestrian safety

Sally advised she had been in contact with the Police Youth Liaison Officer to discuss any strategies to educate children around this important matter and reinforce the “pedestrian safety” message. The Officer confirmed she is able to visit the school as and when the school wishes. Nicole Doig to take it from this point.

Penny and Sally have been in contact with Council regarding the installation of a footpath along the full length of Crown Road (as well as a carline shelter structure). Awaiting response.

2. Lost Property & Tidy Up under the hall

Committee and Band members continue to note that the area under the hall continues to be 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.

Bruno advised that the mattresses belong to a SA gymnastics company who had left them at the school pre-Covid. Unable to retrieve them due to Covid. School has been in contact with the SA organisation to see if they want them back - awaiting reply. Should they not want them returned, a great suggestion by Mandy Crowley that they could be donated to *Little Athletics* at Bannockburn Oval.



No other action items (purchase of pigeon hole shelf and arranging of a parent roster) can be completed until mattresses have been removed.

Committee members also offered assistance to the school to move the chairs back up to the hall post election day, should this be required.

Action: Follow up with the school to return or donate 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.

Outstanding 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.

3. Lighting along Crown Rd

See the Principal's report above.

4. Native Stingless Beehive Program

Claire Waleseby (apology) brought to the attention of the Committee a Council-managed program for a native stingless beehive to be placed on school grounds. Much enthusiasm from Committee members around this concept and the benefits it would bring to students in educating them around sustainability and life-cycle. Bruno and Nicole expressed the school's support for the program and advised that school staff had looked into the program directly but had missed the deadline.

Action: Sally to contact the Council and see if there is a way to connect the school to this program.

5. Grade 5 & 6 class structure

Sally has been contacted by a number of parents who have questions and concerns regarding the "new" class structure in stage 3. Sally has brought these concerns to the attention of the school. Bruno has advised that any parent who wishes to discuss the matter needs to raise it with the school directly, either with himself, Mrs Nicole Doig or Mrs Robyn Herbert. Resolution of any concerns around this matter are outside the remit of the P&C Committee.

Concerned parents were advised that the topic was on the agenda for meeting and were invited to attend, however no such parents attended the meeting and no further questions were raised.

6. Staggered start and finish times

Parents have contacted the P&C (Sally) and asked when/if the staggered start and finish time will end given that many other Covid precautions have been dropped. Parents present at the meeting contributed further to the matter by detailing certain concerns about the continuation of the measure, namely:



- Band parent volunteers are having to supervise children early in the morning for as much as 45 minutes due to the fact that music tutorials have all been brought forward in order to accommodate the earlier 8.45am start.
- Long waits in carline and congestion along Crown Rd as parents sit in carline waiting for 3pm-finishers and preventing 2.45pm parents from progressing in carline.
- Managing the logistics of having students wait for older/younger siblings in different groups.

Bruno advised that this measure is under constant review but continues to be one of the layers the school employs to reduce Covid transmission with parent and student mingling. The measure will be reviewed again for term 3.

7. Grants (Jes Stone-Herbert update)

a) Stockland CARE Grant (\$1000)

Jes advised this has been awarded.

Action: Committee and Jes to now determine exactly what this will fund. Suggestions include a tool shed, aprons, digging equipment for the new veggie beds.

b) Sydney Edible Garden Trail (SEGT) grants program (\$1500)

Jes advised that an application for this grant had been submitted.

c) The Grants Hub Small Grants program (\$1000)

Jes advised of a new potential “no strings attached” grant available.

Action: Committee and Jes to now determine exactly what this could fund. Suggestions are for something for the Instrumental program.

8. Grants (Penny Lannen update)

a) Community Building Partnership Grant 2020

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

This project is on track for completion by these dates.

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

b) 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; tender will be required. Jodie from “Solar my Schools” is aware of the delay.



Action: follow up by next meeting to assess whether an extension needs to be sought and/or Purryburry to be advised of the delays.

j) OTHER BUSINESS

Dee Visione proposed that the Return & Earn opportunity that remains for several more months be offered to either year 6 fundraisers (ski trip) and/or the Instrumental program. Enthusiastic support for both measures by Committee members.

Action: Dee to contact Alex Walker and Robyn Herbert in the first instance to see if year 6 parents would like the opportunity. Following the August ski-trip, Instrumental Program to be offered the remainder of the duration. Dee to liaise with Cath Powell on this point, Cath to bring to the attention of the Band Subcommittee.

k) NEXT MEETING

Wednesday 10 August in week 4, term 3

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
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/