



## **P&C COMMITTEE MEETING MINUTES**

Pymble Public School Parents & Citizens Association Meeting - 9 March 2022 via Zoom

### **ATTENDEES in PPS HALL**

**Members:** meeting held only via Zoom (Covid restrictions)

### **ATTENDEES VIA ZOOM**

**Members:** Caroline Boa, Sarah Cable, Angela Choi, Mandy Crowley, Sally Davie, Bruno Diodati, Nicole Doig, Alicia Ferrier, Glenn Gao, Heather Huang, Gayle King, Penny Lannen, Stella Lee, Cameron Martin, Lena McMahon, Laurie Ritchie, Jess Stone-Herbert, Danielle Visione, Jade Wang, Robert Yue,

**Guests:** James Ward

#### **a) WELCOME**

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

#### **b) APOLOGIES**

Lisa Ashton, Keri Garnys, Kath Marshall, Cath Powell, Claire Walesby

#### **c) CONFLICT OF INTEREST**

Nil. (refer also item i) 2. )

#### **d) ACCEPTANCE - MINUTES of February 9th, 2022 meeting**

Sally Davie moved that the previous meeting minutes be accepted as a true & fair record. Seconded by Laurie Ritchie; motion passed.

#### **e) MEMBERSHIP**

Membership application - Heather Huang

Membership application - Caroline Boa

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:** Nil

**OUT:** Submission to Council regarding proposed pedestrian crossing on Bannockburn

[https://drive.google.com/drive/folders/1HbhohdtysHgUzgG3mQCwAljAgkauG\\_kL](https://drive.google.com/drive/folders/1HbhohdtysHgUzgG3mQCwAljAgkauG_kL)

**h) COMMITTEE REPORTS**

**President's Report:**

It has been a very busy month, this rain has not dampened P&C spirits, a lot has been achieved and I'm looking forward to the Subcommittees tonight sharing with us all that they have been up to.

We marked the annual 'P&C Day' last Wednesday 2 March where we acknowledged past and current Committee members and had a 'write up' in the Myalla thanking these members. This day coincided with our Executive team meeting hosted by Robert. Thank you, Robert. We spent time going through our objectives, financial matters including GST and financial accountability, Grants, events & fundraising ideas, instrument upgrades and donation of end-of-life instruments, the parent database, amongst other topics. The diverse range of skills around the table was wonderful and the constructive conversation was really impressive and I left the meeting (in the rain!) feeling how fortunate our PPS community is to have capable people volunteering their time.

The Executive also agreed on objectives for 2021:

- To reconnect as a community and increase participation and engagement in the P&C committee and its events and activities
- Apply a greater focus to be an inclusive organisation that seeks to engage all members of the parent community, in particular a greater emphasis on deepening connections with the school's significant EALD community
- Raise funds of \$15k in addition to annual contributions

We are keen to get back to holding meetings in person and online. Now that hybrid meetings are most definitely the way of P&Cs future (which is positive, as it allows those who find it more convenient to stay at home still be able to engage with P&C), it was suggested that we invest in some improved equipment to be able to hold the meetings to ensure the online experience is improved and you can hear (and see) what's going on in the room. We hope to have this up and running for the next meeting on 11 May.

Gayle and Laurie have met with Ian Burke, our PPS Groundsperson, to talk all things Grounds. They are planning a working bee amongst other things and will soon interview Mr Burke to showcase the work he does around the school which I think is an awesome idea.

Kaye, Iris and Angela turned around the translated Fee Letter in super quick speed. This is the first time the Fee Letter has been translated into Mandarin and Korean which we hope will be helpful.



Thank you to Alicia, Chloe and Jes for collating all of the new parent information, a time-consuming task!

Jes Stone-Herbert has kindly volunteered to oversee Grants and will be keeping an eye out for Grants that are of interest to PPS. Thanks Jes and I know there is a fast approaching date for the Stockland Grant.

Thank you to everyone for your commitment, as always. We have had a very positive start to 2022 and it is always heartwarming to see so many people devote their time and energy to achieve the shared goals of our Committee.

*Sally Davie, President*

### **Principal's Report:**

#### Netball Court Upgrade Update

Tenders close end of next week

Two potential contractors attended the pre-tender meeting 2 weeks ago

Once successful tender chosen, work should commence by end of this term

#### Learning Space Upgrade Update

Planning and preparation works have commenced

Stage 1 (F-Block), 5/6F and 5/6R block to be completed by early Term 2

Stage 2 (D-Block), 3/4L and 4J block to be completed by beginning of Term 3

#### COVID-Smart Measures Update

Outline of COVID-Smart measures and summary of changes as per Departmental advice

These will be revised at the end of term

#### K-2 Playground Equipment

The K-2 play equipment is not safe for use in its current state

It has been determined that the equipment is beyond repair

Currently in the process of obtaining quotes for new equipment

POOSH has shown interest in funding the new equipment

#### Repair of 3-6 Playground Equipment

The 3-6 play equip has some repairs needed, including the repair of rips in the synthetic grass soft fall. This work has been ordered and POOSH will fund the repairs

#### Pool update

The pool continues to leak

The rubber seam along the width of the pool (halfway point) is coming loose and the returns are leaking

Mr Burke has contacted Jade Pools to inspect the pool again

#### 2022 School Fees

Term 1 Fee Statements are now due



School fees and levies are charged annually (for the whole year) and are voluntary, including the School Contribution. At cost activities, resources and excursions are charged directly to parents on a cost recovery basis only.

Cost of digital technologies, maintenance, repair and software has increased 25 – 30% over the past 2 to 3 years. For example, a student laptop was approximately \$600 3 years ago, now they are \$850 each.

The school spends additional school funds over and beyond allocated integration and learning and support allocations each year. This year we have budgeted to spend an additional \$120,000 on SLSO, teacher aide time as well as an additional learning and support teacher day per week (\$24,000 p.a). We have also budgeted for an additional EAL/D teacher day per week (\$24,00 p.a). Last year the school spent an additional \$190,000 on supporting students as part of our Learning and Support and EAL/D programs.

The school relies on the generous support of our school community through the payment of voluntary school fees and levies in order to effectively support the teaching and learning of all students as well as provide for the enriching extra-curricular programs and resources provided at PPS.

#### Solar My Schools Update

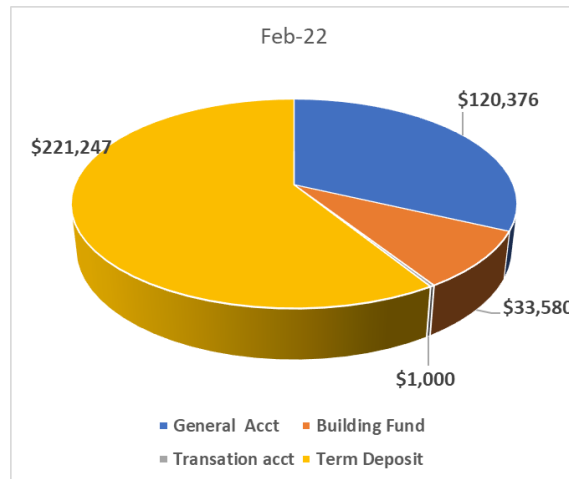
The Department of Education has recently approved the school's application for 50/50 funding. Now awaiting AMU to advise on next steps to get the project underway.

*Bruno Diodati, Principal*

#### **Treasurer's Report:**

##### Highlights

- For the month of February 2021, P&C reported a deficiency of \$413.23, mainly due to payout of band costs and other operating expenses with limited income during the reporting period.
- Second Hand uniform shop was the main revenue source during the quite period, with additional \$ 1,100 delivered in Feb.
- As at 28th Feb 2022, P&C had \$376,203 (excl Band funds) cash in the bank, represented by:



- P&C 2022 GST turnover has been reviewed and re-estimated. It is anticipated the annual turnover will still be below the threshold for GST register. Periodic review to be carried on to ensure we still qualify for the exception.
- Revised policy document for Expense and Payment Approval process has been revised and agreed by the Executive Committee. Latest version can be downloaded from Google Drive under the Treasurer folder.

*Glenn Gao, Treasurer*

## SUB COMMITTEE REPORTS

### EVENTS & FUNDRAISING MANAGEMENT - Dee Visione

#### **Key Achievements/Activities since last meeting:**

#### **Return & Earn:**

Winners of the Return & Earn raffle were announced. We received 91 entries from students. A big thanks to Sylvia Baker for contacting sponsors and wrapping the fantastic prizes!

We received overwhelming support from our sponsors: Faber-Castell, Event Cinemas, Hoyts Cinemas, Pinot and Picasso Turramurra, Lanolips, Moving Bodies and Kidstuff. We gave away 19 prizes in total.

#### **Events Planning:**

Draft Events Schedule has been put together with the help of Sylvia, Nikki and Sarah from the Events and Fundraising team.

The plan for 2022 includes events that encourage school community engagement and fundraising where appropriate.

An important first step for 2022 is to set objectives for projects needed around the school, with consultation from the P&C and Bruno so we can base our fundraising targets on achieving these goals. Projects may be



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 poll is being managed by Sally to seek out these projects.

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 1 or 2.

Disco for children either end term 1 or term 2.

#### **Any approvals from the Committee required? Expenses?**

May need approval for Disco before next meeting.

- Approx. 112 pizzas @ \$7 per pizza = \$784
- Approx. 112 x juice poppers = \$112

Dee to finalise the expense budget and then circulate to the Executive team for approval, as per the recently updated Expense & Payment Approval policy.

#### **GROUPS/FACILITIES – Gayle King & Laurie Ritchie**

##### **Key Achievements/Activities since last meeting:**

A grounds assessment, covering:

1. Pool
2. Play equipment
3. Playground art
4. Garden beds
5. General grounds condition

##### **Pool**

Our pool leaks badly, and has some trap points where little hands could get cut or otherwise hurt. Repair is more feasible than pool replacement. Replacement is upwards of \$700k and Bruno Diodati is exploring the option of the Royal Lifesavers possibly funding this renovation. We expect this will take a long time to get an answer from them, by which point the contractor costs are expected to blow out again- they are currently running at a 20% uplift each year. Replacement is therefore the long-term option, but a short-term option is required, for safety reasons and to keep down running costs.

The last repair was 10 years ago, and Hunts, being a responsive contractor are expected to quote again. This could be funded for in part/full by the P&C, POOSH Care and the school.

##### **K2 play equipment**

K2 play equipment (by the pool) is a hazard as it is

- a. not up to current safety standards



- b. has some unsafe breakages already

It has been sealed off as it requires updating before it can be used.

Our recommendation: Replace with new play set. The process for this is to first decide what will go there, then we can apply for a government grant to help pay for it.

This should be done in combination with POOSH as they have stated an interest in the equipment and they are in liaison with P&C to help cover costs

#### Grounds- Playground art

The lovely playground artworks are wearing away and need replacement. This is done by repainting them using stencils obtained from LHA, and the school buying paints. It is in 2 stages

1. preparation- remove old stencils (Gurney, brush, elbow grease)
2. when dry, apply paints (spray over stencil)

There needs to be time between the 2 steps so one of the activities can be combined with the working bee. We are ready to start now, ready to paint when we have bought paints.

#### Garden beds

Despite Ian's constant attention at beautifying the grounds, there is more work than a single individual can manage. These gardens need tidying and the assistance of anybody who can operate a trimmer, trowel or has the enthusiasm.

#### Grounds- General condition

Every year a working bee is required to repaint facilities and restore the grounds, but this year doubly so, as that planned for 2021 was seen off by COVID.

Acknowledgement has to be made to Ian who is in a constant state of improving the grounds by gardening, planting native trees, upgrading equipment, planning the vegetable gardens. There is a plan to do 'a reveal' to show the school what he has been up to, to raise awareness of the activities.

#### **Upcoming Activities planned:**

Pool:- new quotation from Jade Pools is required.

Working Bee: The attempt at pulling this together for 26 March was unsuccessful due to a clash of dates, so this will now be in term 2. Broad scope of work is

1. Tidy gardens
2. Woodwork repaint
3. Filling planters with dirt
4. Gurneying (need folk with Gurneys)
5. Litter removal
6. hedge trimming
7. one step of playground art



This needs:

1. date decision (P&C, Principal's office, groundskeeper)
2. advertising – poster
3. parents onsite and organised- own tools used?
4. Materials purchase

NOTE: We will also be considering some activities that can be performed under cover, or that will still work in the rain, should they be necessary (suggestions please)

Pool repair:

This needs to be done as soon as possible after the swimming season ends at Easter so that it can be finished in time for the swimming season next year. With works suppliers in high demand, it is difficult to schedule contractors on-site, so with the estimate for works going into the weeks it is essential that spend is approved and a contractor hired ASAP.

Ian is in contact with Jade to get the quotation.

Vegetable garden:

The vegetable garden site is decided (outside the 3k classroom near the benches). They are likely raised bed style planters situated orthogonally to the gradient of the slope. This needs construction and filling with soil, so that the kids can be organised to come in and plant.

Decisions/Actions required

1. K2 playground replacement (discuss with POOSH, get quotes)
2. Gayle to investigate a grant available from "ModuPlay" and advise Jes
3. Pool repair, request funding release based on Jade's quotation (when it arrives)
4. Date for working bee

**Any approvals/expenses from the Committee required?**

Ongoing - still in planning

**Suggestions from parents:**

Some parents have made a suggestion that we invest in a "rain shelter outside school front for car-line".

**INSTRUMENTAL PROGRAMME – Cath Powell**

**KEY ACHIEVEMENTS/ACTIVITIES SINCE LAST MEETING**

**Attendance** across Junior Band, Concert Band, Performance Ensemble and Jazz band is high as is Group tutorials (junior band) and Sectionals (Concert band). We have had a slow start to the strings program however are actively recruiting Year 1 & 2 students to the beginner strings lessons.

A new **AMP** was purchased from within the annual budgets' limits. The large Roland Amp we had was over ten years old and should have 4 – 6 working inputs, but currently it only had two working inputs. It was more expensive to fix than to purchase a new one. The new AMP with 4 inputs and 8





channels is useful for all 4 bands in the program as we currently have 3-4 keyboard players in almost every band and 2-4 bass players in each band. Now – we can hear them all!

A **Proposal** to invest in a selection of further items from the Band Fund was made to the Executive Committee 2<sup>nd</sup> March. This was done as a result of a thorough review of assets and discussion with Robyn Herbert and the Conductors Beck Morris and Meredith Hastings.

The proposal was accepted with a few requests which are achievable:

1. Price comparisons
2. Discussion and consideration of the Band Fund and it's plan
3. Asset register to be updated.
4. Fundraising opportunities will be taken to offset the proposal at the May election.
5. Instrumental Committee meetings to include an Exec Committee member moving forward.

The items to be purchased will add much value. It is important that the program has functioning instruments and modern music scores available that will interest and engage the students.

Some of our current older instruments will be serviced and **donated** to another school program with less resources than our own (yet to be chosen).

### **UPCOMING ACTIVITIES PLANNED**

We are in the process of applying for dates to hold a **Bunnings BBQ** at the new Pymble Bunnings. This will be an exciting undertaking and we will announce dates as soon as possible.

Chris Gibbs is working on an itinerary for a **potential tour** for the Senior Performance ensemble to Dubbo – including a performance at the Dubbo Eisteddfod. Dates and details yet TBC.

We will update and further develop the **Band Handbook** and also provide more detail on Band Invoices for parents.

The first **Band Committee Meeting** is likely to be in April.

### **ANY APPROVALS FROM THE COMMITTEE REQUIRED? EXPENSES?**

Nil

### **PARENT LIAISON K-2/Y3-6/EALD**

Alicia Ferrier (K-2), Chloe Steele (YR3-6), Iris Wang & Kaye Zhang (Chinese), Angela Choi (Korean)

### **Key Achievements/Activities since last meeting:**

- All class parents are now assigned- thank you to all the volunteers. K-2 whatsapp groups have been set up and all seems to be operating well



- Some classes have organised catch ups and potentially year group catch ups
- (Korean EALD) Translated the 2022 Fees letter into Korean and shared this letter in our group chat.
- (Korean EALD) BBQ Party postponed due to weather. To be reorganised as a last-minute catch-up. Angela may need assistance to reach all new members to the Korean community.
- Kaye, Iris and Chloe were all unable to attend the meeting, so no official updates for EALD (Chinese) or 3-6.

#### **Upcoming activities planned:**

- Planning now for Easter Bunny visit. Waiting for school to confirm numbers and allergy requirements and confirm date of event. Will also need to recruit Bunny volunteers.

#### **Any approvals from the Committee required? Expenses?**

Prior to this meeting, \$350 was approved via Executive in order to purchase eggs.

#### **PROMOTIONS** [Claire Walesby](#)

#### **Key Achievements/Activities since last meeting:**

Continued promotion of R&E on Facebook

Updates to website following input from Exec members

#### **Upcoming Activities/Tasks planned:**

Ongoing updates to P&C website. Input sought from the broader P&C Committee for suggestions and feedback. See item i) 3.

#### **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:**

The second hand uniform shop opened on a Sunday morning in February. Now that the restrictions have lifted and parents are allowed onsite, the shop can open during the week which will be helpful for volunteers who manage the shop. The last opening was very successful, raising \$1100. Lisa and Keri are looking to schedule another opening date before end of Term 1.

#### **Upcoming Activities planned**



There was a request for more appointments to be made available to the community as regularly times book out.

**Any approvals from the Committee required? Expenses?**

Nil.

## **i) GENERAL BUSINESS**

### **1. Working with Children Check (WWCC)**

Penny Lannen has investigated situation at Barker College, but it is different to the requirements at Pymble Public School. Penny has reached out to the P&C Committee at Gordon East who are known to manage the WWCC register on behalf of the school office and therefore must have been able to successfully navigate any privacy issues. Awaiting feedback from Gordon East.

New issue now presents itself to the P&C, that being that double-COVID vaccination proof must also now be made available to P&C in order to manage volunteers. This needs further thought.

### **2. Stockland CARE Grant - \$1000**

Jes Stone-Herbert confirmed she is completing the application for a Stockland CARE grant of \$1000. It was confirmed that the purpose for the grant would be to fund vegetable beds for each year level in a new location in the school.

In order to be eligible to apply, conflict of interest due diligence needs to be completed.

All P&C Committee members were asked to declare that they were *NOT a director, officer or employee of Stockland or a contractor of Stockland (or an immediate family member of the same)*. For those members who were absent at the meeting, this request was made via email on 4th March.

No conflicts were reported.

### **3. P&C Website Review – working party**

Claire Walesby is currently updating the P&C website. <https://ppspandc.org/>. Extra sets of eyes, ideas for inclusion/deletion are always welcome. All P&C Committee members were asked for any suggestions for improvement to the website contents and for ideas on how to drive traffic to this website. It is an important asset run by the P&C and would ideally be used by more members of the school community.

No suggestions were forthcoming at the meeting; Penny to follow up via email.

### **5. Community Building Partnership Grant 2020**

This grant, awarded in 2020, is approached another milestone. Penny to advise the grant administrator of delays to the progress of works, due to COVID.

Tenders are currently open for the project and close next week.



**6. Purryburry Trust Grant**

Penny to investigate if the grant administrator requires an update. Current status is that school is awaiting feedback from AMU on 'next steps'. This follows the successful awarding of the 50/50 funding from the NSW Department of Education.

**7. PPS turns 70**

2022 marks 70 years since the school opened. This special occasion needs to be marked in some way. Events/Fundraising to workshop some ideas on how to incorporate these ideas into an overall plan. Possibly establish a specific working party for this project. Some suggestions include well known past PPS students, including Hugh Jackman!

**j) OTHER BUSINESS**

Parents asked when would the regular canteen menu return. Bruno advised that Yummy Bears Kiosk intend to return to the full menu in term 2.

**k) NEXT MEETING**

Wednesday 11 May

**j) MEETING CLOSED at 8.38pm**

**Upcoming dates/notes/actions for 2022**

<b>Term 1</b>	<b>Week #</b>	
Wednesday 2 March	6	National "P&C Day"
Wednesday 9 March	7	P&C meeting
Thursday 7 <sup>th</sup> or Friday 8 <sup>th</sup> April	11	Easter Bunny visit
<b>Term 2</b>		
Wednesday 4 <sup>th</sup> May		Mother's Day stall
"Before 22 <sup>nd</sup> May"		Possible federal election BBQ
Wednesday 11 May		P&C meeting
Wednesday 8 June		P&C meeting
<b>Term 3</b>		
Friday 6 <sup>th</sup> August		Primary Principals Day



Wednesday 10 August		P&C meeting
Monday 29 <sup>th</sup> August-2 Sept		SASS Recognition week
August/September		Review Kindy orientation kits
Friday 2 <sup>nd</sup> September		Father's Day breakfast
Wednesday 14 September		P&C meeting
<b>Term 4</b>		
Wednesday 12 <sup>th</sup> October		P&C meeting
Friday 28 <sup>th</sup> October		Teacher's Day
November		Review parent contributions/fees letter
Wednesday 9 November		P&C meeting
Wednesday 9 November		Annual General Meeting (AGM)