

## **P&C Minutes**

Pymble Public School Parents & Citizens Association Meeting  
Wednesday 26 July 2017, 7.30pm

### **ATTENDEES**

Moy Ferguson, Jacqueline Heys, Kate Walther, Marc Skjellerup, Michelle Strawbridge, Bruce Phipson, Louise Cunningham, Roz Howe, Michaela Endicott, Zannie Abbott

### **APOLOGIES**

Bruno Diodati, Linda Henderson, Sally Christianson, Ruth White, Alex Walker, Sue Klammer

### **WELCOME**

Moy Ferguson opened and chaired the meeting. Declared open at 7.36pm

### **MINUTES OF 28<sup>TH</sup> JUNE MEETING**

Moy Ferguson asked that the previous minutes be accepted as a true and fair record. Kate Walther moved, Michelle Strawbridge seconded.

### **ROTARY PRESENTATION – postponed to the August meeting**

### **MATTERS ARISING FROM THE PREVIOUS MINUTES**

- Pant Option for Girls AW/MF/BD.

*Covered in Principal's report*

- Tree Removal Update – MF/BD

*Covered in Principal's report*

- Schedule for Air Con Maintenance – BD

*Covered in Principal's report*

- Succession Planning – MF

*Covered in Other Business*

- Road safety concerns Corner of Rushall and Bobbin Head Road – Local counsellor to be identified and contact details placed on Facebook – MF

*Covered in President's report*

## **CORRESPONDENCE IN/ OUT**

In: We have received an email from Hetaal Bidiyani Communications Officer, Federation of Parents and Citizens re: "Upcoming Motion on SRE in Public Schools" – more information available on the P&C Federation website.

P & C Association Journal

Fundraising paraphilia.

## **PRESIDENT'S REPORT**

- Continuing to work with Mr. Diodati to progress:
  1. P&C funded projects: (1) cricket net repair, (2) improved lighting to top and bottom gates and (3) air conditioning maintenance. Quotes are being obtained for (1) and (2) and we are still waiting to hear back from the air conditioning company re a maintenance schedule for (3).
  2. Potential uniform change – girls pant option: A meeting with Alinta has been organised for w/c 31st July to discuss options. Alex Walker has collated some important pricing comparables from some schools in our area for this discussion – thanks Alex.
  3. Tree removal in top playground: An arborist came at the end of T2 and confirmed in his report that the three large gum trees in the infants' playground pose a risk and therefore can be removed. The school's regular arborist will visit the school tomorrow 27/7 to provide a quote and timeframe to have these removed. Once details have been firmed up, a letter will go home to parents advising them of the removal.
- At the last P&C meeting Zheng Jiao, a concerned parent, presented his concerns about traffic safety at the intersection of Bobbin Head Rd and Rushall St. Whilst this is outside of the P&C remit given the location away from the school, I have continued to liaise with Zheng and Michaela Endicott (who was originally approached by Zheng). Zheng will submit a letter to Ku-ring-gai council about this issue. I have approached Jasmin and Luke Buchanan (who live very close to that intersection) to also write a letter to Ku-ring-gai council. I have also posted this issue on the parents FB page including the contact details of the council's Team Leader – Traffic, so that other concerned parents can write to council about this issue if they wish.

## **PRINCIPAL'S REPORT – Bruno Diodati**

### **School Winter Uniform**

- Alex has collated a list of some schools (and details) with a pants option for girls
- Moy has liaised with Alinta regarding a pants option for girls
  - Alinta are keen to accommodate our request and they are considering different options
- Moy is organising a meeting with Alinta which the committee for this addition to our school uniform will attend
- Bruno will organise a teacher representative to be part of the committee
- Once a variety of options for girl's pants are finalised, these options will be presented to parents and staff.
- in the meantime, P&C will work through the expired uniform contract issue

## **Proposed P&C Funded Projects update**

- External School Lighting
  - Bruno and Mr Burke are consulting with local electrician to determine appropriate/suitable lighting for bottom gate entry and top gate entry and along fence line/nature strip alongside administration block (the area from front gate down to car line).
- Cricket nets
  - we are still in the process of getting 2 to 3 quotes for the cricket nets to be re-wired
- Air-conditioning maintenance
  - iCoolum is yet to provide the school with a schedule of air-conditioning maintenance and costing. Apologies for the delay, Bruno is chasing this up

*Post report – discussion at the slowness of iCoolum having since February 2017 to provide maintenance schedule. Since P&C have proposed to fund some/all of the air conditioning maintenance MF will follow this issue up with iCoolum to ask for the maintenance schedule. If they are not forthcoming, we suggest taking the maintenance to tender.*

## **Tree removal**

- A tree assessment of all trees on the school's site was conducted by a level 5 arborist in the school holidays. The full tree assessment report was finalised and provided to the school on Monday. The report in brief recommends the removal of the 3 Sydney Blue Gum trees in the top K-2 playground adjacent to the hall as they pose a risk of harm to persons.
- Bolans tree services are conducting a site visit tomorrow, Thursday 27/8 and will provide a quote for the removal of these 3 trees. Bruno will also book in a date for the work to be carried out (removal of the trees) as soon as possible.
- Once the tree removal is booked in, Bruno will send a note home to all parents explaining the tree assessment recommendation as well as the authority under the relevant clause in legislation for the school to remove the trees and notifying that the trees will be removed. The note will also 'note' that P&C supports the removal of the trees and that Council has indicated that under the relevant act I as Principal have the authority to remove the trees and do not require Council approval. The note will direct parents to Bruno should they have any concerns or objections.

*Post report - question raised at meeting on cost of tree removal and pruning. Understand that the school has a budget for tree pruning, P&C will wait to see what the quote is and the likely timing of tree removal.*

*Also discussion around what will happen to the space once the trees are removed eg: application of another grant or fundraising to do something with the space (tree re-planting). We will wait to see what the space is like (size/usefulness) once trees are removed and determine best approach then.*

## **Term 3 Staff Development Day, Monday 17 July 2017**

Monday of last week, while the students enjoyed an extra day of school holidays, PPS teachers attended our combined Term 3 community of schools' staff development day (SDD) at St Ives PS and St Ives HS. The theme for our Term 3 SDD was 'wellbeing'. We enlisted the support of 2 high level speakers to present sessions on mindfulness and anxiety as well as a parent session that evening. Dr Michael Carr-Gregg, child psychologist and Georgia Manning, Director provided a valuable insight into the benefits of mindfulness activities and how to reduce anxiety in children and young people. Overall teachers were very positive

about the experience and shared learning that occurred on the day. There was also lots of positive feedback from parents about Dr Michael Carr-Gregg's parent session on how to reduce anxiety in children. I'd like to thank our community of schools steering committee and Mrs White for coordinating and organising this professional learning event for our teachers.

## **TREASURER'S REPORT – Bruce Phipson**



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## **SUB COMMITTEE REPORTS**

### **SOCIAL/ FUNDRAISING – Kate Walther**

#### **CURRENT LIST OF STALLS AND ACTIVITIES**

##### **1. Stall Holders Invoiced and Paid as at July 17**

Invoices have been sent for all 22 stalls (2 stallholders requested a double stall, resulting in 22 stalls overall). There are no further lots available, and there are several stall holders on a waiting list. Paid Stallholders as at July 19 include:

- Tracey's Toys (Netball Court)
  - Summer & The Fox Baby Jewelry (Netball Court)
- Shabby Chook Furniture (Netball Court)
- Sewing in Circles (Netball Court)
- Tiamo Jewels (Netball Court)
- Alive with Style Bags (Netball Court)
- Rodan Fields Skincare (Netball Court)
- Aussie Bricks (Netball Court)
- Rotary Club (Netball Court)
- Petals & Ivy (Netball Court)
- Craft Stall (Netball Court)

Unpaid stall holders as at July 19 are:

- Little Teapot Images (Netball Court)
- Alive with Style Bags (Netball Court)
- Nutrimetics (Netball Court)
- Salisbury Road (Netball Court)
- Delight Cone (Coffee Cart - cricket nets)
- Atelier 126 (Dumplings and pulled pork - Netball Court)
- VietYum - (Netball Court)
- Cheeky Chops - (Netball Court)
- John Mar Juice - (Handball Court)

##### **2. Oval Activities**

1. Pony Rides

2. Police Van
3. Petting Zoo
4. Craft Stall
5. Dunk Tank

3. P&C Organised Stalls (as previous)

Poll Name	Location
1. Help setting stalls up/Packing Up	NA
2. Book Stall – serving	Hall
3. Cake Stall - serving	Hall
4. BBQ and drinks - cooking	Outside Year 1 classrooms
5. BBQ and drinks – serving	Outside Year 1 classrooms
6. Selling lucky dips / lolly bags / lolly guessing jar	Hall
7. Gelato selling	Outside Year 1 classrooms
8. Popcorn selling	Handball Court
9. Snow cones making and selling	Handball Court
10. Toffee Apples and Fairy Floss selling	Hall
11. Help packing stalls up	NA
12. Dunk tank ticket punching	Oval
13. Pony ride ticket punching	Oval
14. Petting zoo ticket punching	Oval
15. Raffle ticket sales, General Information	Roaming

Estimated number of volunteers required - 150.

**3. Rides**

- Storm
- Tea Cups
- Pirate Ship
- Tiger Bouncing castle (large)
- Clown Bouncy Castle (small)
- Ferris Wheel
- Sideshow Alley Duck Game

**4. Other Activities**

**1. Raffle** - we have had several offers of Raffle prizes. The following is a list of confirmed prizes yet to be collected.

- Taste Organic
- Princes Street Vet
- Eden Garden
- Shorties Liquor
- Berkeloew
- Tracy's Toys
- Little Teapot Images
- Summer & The Fox
- Monji Tea
- Rodan & Fields Skincare
- Sewing in Circles
- Aussie Bricks
- Alive with Style Bags
- Timo Jewels Baby Gifts
- Nutrimetics
- Salisbury Road
- Petals & Ivy
- Delight Cone
- Atelier 126
- Shabby Chook Vintage Furniture

**2. Roaming Entertainers and Face painters** (at no cost to us, paid for through an ad in Myalla)

**3. Fire Engine** (11am-1pm)

**4. Orchard to Playground Display** - A walk through the history of Pymble Public and the land it was built on, leading up to the new playground to be built before the start of the 2018 school year. Situated in the hall, near most of the P&C stalls.

**5. Time Capsule** - details TBC.

**6. Band(s)**

**7. St Johns Ambulance** will attend and provide First Aid services.

## **MARKETING UPDATES**

### 1. Communication Plan

The following is the communications plan for the months of July/August.

#### **Non P&C (External Communications)**

- **Approval for all images**
  - A3 flier for noticeboards and vendor shopfronts, July 17
  - A5 flier for letterbox drop, July 17
  - Banner for school and West Pymble Locations, July 17
  - Token Cards, July 17
- **Myalla ads sent to Julia**
  - History and Flier, July 21
  - History and Flier, August 4
  - History and Flier, August 18
- **Facebook Posts**
  - History and Flier, July 23
  - History and Flier, August 2
  - History and Flier, August 16
- **Banner advertising**
  - Banner Site 26: Lofberg Road (Bottom) – from 01/08/2017 to 13/08/2017, August 1
  - Banner Site 6: Ryde Road, West Pymble (Bottom) Bicentennial Park – from 13/08/2017 to 27/08/2017, August 13
  - School Site (Crown Rd/Rushall St?) from 01/08/2017, August 1
- **Other**
  - Map of stall locations etc. on the day to be complete, July 28
  - Completion of Schedule for Oval, August 14
  - Electronic School Sign, send to Mrs White/Julia, August 18
  - Printing of Map for use on August 27 (Michaela Endicott), August 20
  - Letter Box Drops, August 12 - 25

#### **P&C (Internal Communications)**

- **P&C Volunteers Communication:**
  - Finalise approval and send to Julia for Myalla, July 21
  - Communication in Myalla, July 26
  - Facebook post sent to Kate, P&C Volunteers Communication, August 1

- Class Parent reminder sent to Michelle Strawbridge, August 1
- School Stream reminder sent to Julia, August 3
- Send Communication to Julia for Myalla, August 11
- Communication in Myalla, August 16
- Facebook post sent to Kate, August 17
- School Stream reminder sent to Julia, August 17
- Class Parent reminder sent to Michelle Strawbridge, August 21
- **Book Stall /Lolly Drive Communication**
  - School Stream Reminder sent to Julia, July 24
  - School Stream Reminder sent to Julia, August 2
  - Class parent reminder sent to Michelle Strawbridge, August 10
- **Cake Stall Communication**
  - Communication Myalla sent to Julia, August 4
  - Communication in Myalla, August 9
  - Communication sent to Julia for Myalla, August 18
  - Communication in Myalla, August 23
  - Cake boxes handed to office for distribution, August 23
  - Cake Boxes sent home in classrooms, August 25

## **2. Other**

The coloring competition will begin in Week 2 of Term 3.

## **3. Still to Come**

- Safety and Risk assessment
- Financial and Security procedures

*Post report - MF will provide Sally Christianson and Shelley Kim a summary of fair highlights so that the message/promotion is passed to the EALD community so they don't miss out.*

## **Instrumental Program – Zannie Abbott**

### **Expense/Approval**

n/a

### **Key Achievements/Activities:**

Instruments were serviced over the holidays

PE additional rehearsal for NSW State Band Festival

### **Issues/Challenges Faced:**

Rachel Fife stepped down as Concert Band Parent



**Proposed Solution/Recommendation:**

Contacting Concert Band for volunteers

**Plan for next quarter (if any):**

- 30 July PE taking part in NSW School Band Festival
- 13 August Concert Band, Junior Band and Jazz Band taking part in NSW School Band Festival
- 27 August Strings taking part in Australian Schools Orchestra Festival and PPS Fair
- 27 August PE, Jazz, Concert and Junior Band performing at the Fair
- 9 September fundraising at PPS during Election Day
- 30 October Hornsby North Band Festival for Concert and Junior Band

Post report - Query from Daina Lee re: payment to enter the Strings Orchestra Festival. ZA to follow up with Dayle.

ZA said BBQ and cake stall fund raiser on election day will be held at school on 9<sup>th</sup> September.

**Liaison – Michelle Strawbridge****Expense/Approval**

N/A

**Key Achievements/Activities:**

Nothing significant.

**Issues/Challenges Faced:****Proposed Solution/Recommendation:****Plan for next quarter (if any):**

Organise Year 5 parent volunteers to arrange Fathers' Day Breakfast. Details are coming from Zannie. Also, put the offer out to year 6 parents given it may be their last year at PPS. Query around use of canteen ovens and coffee machine – MS has sent an email to Ruth White to clarify availability.

BP asked whether canteen could be approached to cater for the event – some discussion around this. MS to explore further.

Contact new families in term 3.

**Other issues to be raised:**

- None.

**Grounds/School Facilities – Michaela Endicott****Expense/Approval**

- Nil

**Key Achievements/Activities:**

- Nil

**Issues/Challenges Faced:**

- Nil

**Proposed Solution/Recommendation:**

- Nil

**Plan for next quarter (if any):**

- Suggestion for PPS to participate in Schools Tree Day (possibly if a particular year is focussing on the environment etc...) School Tree Day is held on 28<sup>th</sup> July although events can be held anytime in the year. It is run through Planet Ark. Particularly beneficial if we are removing some other larger trees around the school (with approval)  
Links to the website are  
<http://treeday.planetark.org/documents/doc-746-schools-getting-started-guide.pdf>  
<http://treeday.planetark.org/documents/doc-745-schools-activity-guide.pdf>
- Assisting with arranging any grounds requirements for the Spring Fair.
- Provide assistance (if needed) on the proposed infants playground
- Arranging a date for the next Working Bee. Sunday 5<sup>th</sup> November?

**Other issues to be raised:**

- Nil

**Policy/ Planning and School Self Evaluation – Jacqueline Heys**

- **Expenses/ Approval**
- None
- **Key Achievements/ activities**
- Slides circulated from Raising Resilient Kids seminar
- **Issues/ Challenges Faced**
- none
- **Plan for next quarter?**
- Interrelate sessions in October 2017
- Should the P&C consider offering another “educational” seminar in Term 3? If so, what?

**Other issues?**

none

**Promotions – Sue Klammer**

Designed various items for the school fair which includes:

- Street banner for Ryde Road
- A3 poster and A5 flyer
- Tickets for use on Fair Day

**EALD – Sally Christianson**

Nothing to report

**Uniform - Alex Walker****Expense/Approval**

· Nothing to report

**Key Achievements/Activities:**

- Profits for the month of June \$ 438
- Providing a reminder of opening date on school streams seems to be increasing interest in the shop.

**Issues/Challenges Faced:**

Nothing to report.

**Proposed Solution/Recommendation:**

Nothing to report

**Plan for next quarter (if any):**

Promote ongoing donations to the shop, and opening times as change of seasons uniform will come into place next term

**Other issues to be raised:**

Nil.

Alinta Uniforms:

A meeting has been organised with Mr Pinchbeck to further discuss the implementation of pants as an option for girls as part of the winter uniform.

\* A subcommittee is being formed to work on pant options, styles etc

**POOSH – Alex Warwar**

Nothing to report

**Other business****Succession Planning (MF)**

The following roles will become vacant from 2018

- Treasurer
- Secretary
- President
- 2x Vice Presidents
- Some Executive members

Noted that the incoming President doesn't have to follow what's been done before and the President can make the role to be however/whatever they wish to. MF has offered her strong support with the transition to the new President.

BP raised parent engagement and "metrics" of attendance at P&C meeting.

**Meeting declared closed at: 8.52pm**