

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
EXEC MEETING – 22 October 2020

PRESENT: Lynda Morris, Slavka Vagnerova, Emma McGoldrick, Tamara Isterling

Treasurer's Report:

- We received a \$20,000 grant from the government and will donate that amount to the P&C in term 4.

Action: Tamara to speak to Jenni

Sales' Report:

- Sales on par with 2019 for this time of year
- We did a rush order on summer dresses and paid the extra \$600 freight to get them urgently
- Band tops have been ordered

Action: Tamara to check when band photos are being taken as we will have a rush on band tops that week.

- Continue online ordering only for Term 4. Revisit for 2021.

Business arising from Previous Meeting (Convenor's Report):

- Winter tunic / skirts – table this until the end of term 4 and form a sub-committee to finalise.
Action: Tamara to inform Jenni
- Office fitout – shelves are needed. Table this until December and then organise with Band contact.
Action: Tamara speak to Jenni to get contact for shelves.
- Recycling Material Project – Lynda to keep giving Annie the second hand items that are not good enough to sell. Table further implementation of the wider recycling project until term 1 and then work in conjunction with the school and the P&C to take it the next steps.
- Girls white shirts - we will not be re-ordering any shirts.
- Boys shirts – we will not be re-ordering any shirts. We have 62 short sleeve (sizes 6,8,14 & 16) and 260 long sleeves (sizes 4-16). Decision to keep selling them until 2021 winter, and then have a sale in Term 2 2021 to deplete the stock.
- Sports shorts – length. Decision to leave as they are.
- EFTPOS system options - Emma & Jenni to discuss and finalise (4G network) – Tabled to next meeting.
- Off-site storage – extend for 6mth, unless they can give us a really good deal, then extend for 12 months.
Action: Lynda
- Kindy orientation – more space at the school. Look into option to use some extra space at the school to store all the kindy items, including new bags. We could use this to pack up the orders. Possibly the old computer room.
Action: Lynda speak to Shaun.
- Kindy orientation volunteers– when we know more information, engage the volunteers.

Action: Slavka

- Second hand sale – schedule for first week December. Take donations in last week November.
- Second hand items from departing year 6 – look at advertising to year 6 that we will take their second hand items in the last week of school. We may need extra space to collect these.
- Look at collecting second hand items from Kindy kids in first week of November so we can sell at Kindy orientation - TBC

General & New Business:

Executive positions for 2021

- All current position holders agree to continue for another term for 2021.

Kindy Orientation

- Approx 120 kids
- Virtual Information Night on 2nd November from 6.15pm
- A-K will be on 2, 9, 16 November from 9.30-10.45pm
- L-Z will be on 5, 12, 19 November from 9.30-10.45pm

Proposal for access to uniforms for Kindy families:

On the following dates & times, kindy families can meet with uniform shop representatives in the space just inside the main school gates on Oakville Road.

Monday 9 Nov	A-K	8.30am – 9.30am	Girls	5 volunteers + Lynda
	A-K	10.45am-11.45am	Boys	5 volunteers + Lynda
Thurs 12 Nov	L-Z	8.30am – 9.30am	Girls	5 volunteers + Lynda
	L-Z	10.45am-11.45am	Boys	5 volunteers + Lynda
Monday 16 Nov	A-K	8.30am – 9.30am	Boys	6 volunteers + Lynda
	A-K	10.45am-11.45am	Girls	6 volunteers + Lynda
Thurs 19 Nov	L-Z	8.30am – 9.30am	Boys	6 volunteers + Lynda
	L-Z	10.45am-11.45am	Girls	6 volunteers + Lynda

We will have 4 stations set up with 1 person per table. Each station will have a whole range of uniforms for the kids to look at / try on. We will have summer uniforms, sport uniforms, jumpers, hats etc. We will not have the winter uniform.

By dividing the girls and boys we will reduce the number of families for each session. (NOTE – TBC if we do this). We will have 1 station that has both girls and boys in case we have some families with one boy / one girl.

We will also have a small station that has any second hand items in the small sizes. One volunteer will manage this station. TBC if this will go ahead based on collecting kindy size second hand items.

Each family will use a checklist to record what they would like to order. They then take this home and go online and make the order. Orders on Tues 9 and Fri 12 November will be available to pick the following week. We will set up an area with all the packs in surname alpha order and have volunteers there to distribute them. For uniforms purchased following the Tues 16 and Fri 19 sessions we will come up with a plan for distributing them, depending on the volume.

Propose to send out an information sheet to all kindy families after the initial information night.