



Minutes

Willoughby Public School P&C

Annual General Meeting

Wednesday 11 November 2020, 7pm

WPS School Hall & Zoom

1. Welcome

- **Acknowledgement of Country** – Meeting opened 7:12pm
- **Attendees** – Daniel Barber, Kris Berrell, Tanya Taylor, Mark Taylor, Jenni Brown, Meredith Robson, Jackie Rowe, Amanda Ley, Jennifer Marning, Mel Jinxia, Simrita Virk, Joseph Zagari, Kirsten Delaney, Kylie Davidson, Martha Plumb, Hamid Eqbal, Summer Mei, Rebecca Cleary, James Cleay, Melissa Fisher, Tony Papacostantinou, John Plumb, Sophie Leach, Elsa Seo, Andrew Robson, Saskia Kirson Juliemma Moran, Joel Moroney, Puccetta Pertosi, Victoria Pickles, Ruth Semark, Emma McGoldrick, Amy Daly, Jessica Cronin, Adam Newman, Tamara Isterling, James Higgins, Cristin Kelly Jovicic, Michelle Chase, Matt Chase, Kate Nieland, Joanne Mitchell, Rebecca Muir, Zoi Barber, Keshvar Seale.
- **Apologies** – James Watts, Barbara Trickett
- **In attendance** - Jennifer Simmonds, Shaun Michael, Kylie Davidson.
- **Confirmation of quorum** - the minimum number required for a quorum is 11. A quorum was declared with 45 members in attendance.
- **Adoption of meeting agenda** - the meeting agenda was adopted. Proposed by Bec Cleary seconded by Juliemma Moran. Carried.
- **Confirmation of previous minutes** - previous minutes were confirmed without objections or amendments. Proposed by Juliemma Moran seconded by Simrita Virk. Carried.

2. Presidents' Report

When Jenni and I took on the P&C President role jointly two years ago we were fully aware of some of the challenges we had ahead of us. We never imagined that a global pandemic would be thrown into the mix though.

A huge thanks to our executive committee – Amy, Meredith, Raffi, Bec and Juliemma who have soldiered on despite the setbacks, adapting the ways we work with and for the school community. Although the past year has been more challenging than expected, and several things that we had planned weren't possible in the end, we're proud of what we have collectively achieved, some of which we'd like to share with you.

Advocacy

We've continued our fortnightly meetings with the School Executive, attended project meetings to finalise the school upgrade and we've lobbied council, Transport for NSW and local police for improvements to traffic. Regular meetings and communications with the P&C executive helped us



resolve issues of immediate concern. We also assisted the school in developing a survey which will inform decisions and improvements moving forward.

We would like to thank the school executive, teaching and administration staff for your support and willingness to go the extra mile for our children and the community at large, especially this past year when things have been particularly tough. Jennifer, Shaun and Kylie – thank you for your willingness to listen to our needs and respond accordingly. We may not have always viewed things similarly, however we've always had the same end in mind – how we can make Willoughby Public School the best environment for both students and their families.

A massive thanks to Colin Sargeant for his continued work with us on the school upgrade, despite unkept promises and set-backs, we continued to push and the end result speaks for itself. This redevelopment has been years in the making, and there's many, many people to thank for this – especially former P&C executive committees led by Penny Hackett, Phil Skurrie, Mel Fisher, Peter Meades and Chris Bowen.

Communications & Marketing

Through the work of our VP Communications, the amazing Amy Anderson, we've continued our Social Media presence on Facebook, liaised with School to ensure communications about P&C events and activities are disseminated efficiently via Skoolbag and the school newsletter, and communicated directly to classes via our online class lists. Through the efficiency of our Secretary Bec Cleary, we've conducted open and efficient Term meetings, with concise reports and minutes.

Partnerships & Grants

Our VP Meredith Robson has ensured the continuation of our relationship with Richardson & Wrench, renegotiating their contract with Covid considerations in mind. Meredith and Jenni also negotiated sponsorship of a new bike rack with Cranks in Chatswood, and we successfully acquitted the Community Building Grant for our new playground. Our hardworking Treasurer Raffi Mavilian, (apart from his ongoing job of keeping our accounts on track) successfully applied for a Willoughby City Council Grant to ensure our wonderful buddy program with Cromehurst continues. The quiet achieving Simrita Virk has redeveloped our advertising supplement into a schmick online magazine which continues to contribute financially and provide a great service to our school community. Our sponsorships, grants, the revenue from our advertising supplement and sales from the Entertainment Book have resulted in over \$80,000 cash or in kind to the school. They also ensure the school has some fantastic programs, facilities and services.

Events & Fundraising

Our enthusiastic events coordinator Juliemma Moran helped us welcome the new year in with the help of a great team of Year Six parents who created a fabulous Welcome Party & Picnic at Willoughby Park back in early March. Little did we know this would be our one and only live event for the year. We waited until the last minute to cancel our Mothers' and Fathers' Day stalls and other events, hoping restrictions would be lifted and we could proceed. It wasn't meant to be though, which was as disappointing for us as it was for the community. We did manage to execute a few community orientated activities such as our Resilience Workshop with Susie Mogg in Term Two and a thank you initiative for teachers involving local businesses.

Sustainability



Due to the delay with the new building, our sustainability team have had to hold fire on any major activities at the school. We did however manage to implement a sustainability policy for our events and at our Welcome Party & Picnic we reduced waste by offering hydration stations instead of bottled water. We've also liaised with the school to enforce less wrapped items from the canteen to reduce waste in the playground. We look forward to seeing where our sustainable approach can take us in the future.

Traffic & Pedestrian Safety

Traffic and pedestrian safety around the school has always been a big issue. It's been great to see so many parents collect children from the school gate, as working from home has enabled this, however this also posed problems with congestion, particularly with social distancing restrictions. We implemented a volunteer program of Kiss & Go helpers to assist with this. They did a great job of getting traffic moving around the school, helping to keep pathways clear and our kids safe. We were also successful in applying for a new crossing supervisor on Oakville Road, which has helped with pedestrian safety and traffic flow. We are still negotiating with the council to have the Oakville Road crossing moved further towards the Dan Murphy car park – we won't give up until we see this through.

Uniform

The uniform shop has continued to provide an essential service to the school despite the challenges of the year including no volunteers, no face-to-face ordering and moving into a new space. During all of this, we managed to hold two second-hand sales and provide a service to the new kindy cohort. We also introduced some new uniform items - the gender-neutral polos look great! A big thank you to Linda and the Uniform Shop committee for your hard work, perseverance and resilience. It has not gone unnoticed.

Supporting Sub-Committees

Our sub-committees were hit hard this year with all the restrictions. Delayed access to school spaces also proved extremely challenging. Our band, netball and chess clubs have done an amazing job of changing their normal routines to ensure the kids could play their instruments, take to the netball court and challenge each other across their chess boards. We thank the many, many people who make these subcommittees possible, especially the convenors – Meredith Robson, Kate Nieland & Jason Jones for band, Zoi Barber & Bec Muir for netball, and Paul Relf for chess, who have all definitely had their work cut out for them this year.

It's always sad to say goodbye, but we'd like to acknowledge a couple of people who are leaving the school this year, who have put in many, many, many hours with the P&C over the years... A big thanks to Rebecca Cleary and Kirsten Delaney in particular.

On that note, for her eight-year contribution to the P&C executive committee, we would like to acknowledge Rebecca Cleary with a Life Membership of the P&C. Thank you so much Bec for everything you have done for the school, your knowledge and expertise has been invaluable, and we've thoroughly enjoyed working with you.

So, although we have achieved a lot, we know there's still much to do. It's now however, time for Jenni and I to step aside, while we are able to continue to support the new committee, as we head into our final year as parents of WPS kids.

Our mandate two years ago was to bring back the community spirit to Willoughby Public School, and despite the lack of face-to-face interaction this year, we believe we have achieved that. Having a



sense of community unites us. It can make us feel something greater than ourselves, giving us the opportunity to connect, achieve and feel safe and secure.

We know that we are leaving the community in safe and secure hands with the new P&C executive committee who are ready to serve and continue our plans.

3. Treasurer's Report presented by Raffi Mavlian

- At the end of September about \$280k in cash funds were held by the P&C with \$26k in the building fund. Across all of the P&C and Sub-Committees there is cash of approximately \$600k.
- Whilst an operating surplus is expected for the year when including Sub-Committees, a deficit of \$6k was incurred for P&C head entity as a result of funding to the school throughout year, including \$57k for new computers and computer equipment, as well as \$30k for new playground equipment.
- Voluntary contributions raised about \$65k each semester, going to school resources including learning support.
 - The Treasurer's Report was presented by Raf Mavlian. It was proposed to be adopted by Amy Daly and seconded by Kirsten Delany. Carried.
 - The auditor will be confirmed at the first general meeting in Term 1 2021.

4. Authorised Signatories

For the purposes of authorisations with the Commonwealth Bank, it was proposed that the persons authorised to transact on the P&C subcommittee bank accounts be confirmed at an extraordinary general meeting during Term 4.

5. Sub-Committee Reports

- Band** – A report was submitted prior to the meeting and posted on the website. Meredith Robson reported that It has been a challenging year, with face to face being replaced with Zoom. The conductors are extremely impressed with the support of the school and band exec this year. There will be a performance at Chatswood Oval on 30th November.
 - Netball** - A report was submitted prior to the meeting and posted on the website. Mel Fisher reported that despite a very tough year, they are very thankful to the school and P&C for their support allowing the netball teams to survive and thrive.
 - Chess** – A report was submitted prior to the meeting and posted on the website.
 - Uniform** - A report was submitted prior to the meeting and posted on the website. Tamara wanted to thank the P&C executive and the school for helping the uniform shop to operate.
- The Sub-Committee Reports were proposed to be adopted by Jen Marning and seconded by Kirsten Delany. Carried.

6. P&C Membership Fee & Voluntary Contributions for 2020

- It was proposed by Kesh and seconded by Kirsten that the P&C membership fees for 2020 be \$1. Carried.



- It was proposed by Tanya Taylor and seconded by Bec Cleary that the P&C Voluntary Contribution fees for 2021 be maintain at the 2020 level. Carried.
- It was proposed by Tanya Taylor and seconded by Raffi Mavlian that the P&C Voluntary Contribution allocation for 2021 be focussed on technology, an outside PA system and a new sandpit near the old library. Carried.

7. Life Members for 2019

- Bec Cleary for her contribution to WPS P&C executive over many years. It was proposed by Tanya Taylor and seconded by Jenni Brown. Carried

8. Outgoing Members

- Tanya Taylor Rebecca Cleary and Jenni Brown will not be standing for reselection.

9. Election of Office Bearers

It was proposed by Simrita Virk and seconded by Tanya Taylor that Shaun Michael be the returning officer.

Executive Committee Office Bearer Elections		
Role	Nominations	Elected
President	Daniel Barber	Daniel Barber
	<i>Elected unopposed</i>	
Vice President - Communications	Amy Daly	Amy Daly
	<i>Elected unopposed</i>	
Vice President- Partnerships	Meredith Robson	Meredith Robson
	<i>Elected unopposed</i>	
Treasurer	Raffi Mavlian	Raffi Mavlian
	<i>Elected unopposed</i>	
Secretary	Puccetta Pertosi	Puccetta Pertosi
	<i>Elected unopposed</i>	
Non Executive Committee Office Bearer Elections		
Role	Nominations	Elected
Assistant Treasurer	James Higgins	James Higgins
Assistant Secretary	Hamid Eqbal	Hamid Eqbal
Events	Kris Berrell	Kris Berrell
Website	James Watts Tristran Druce	James Watts
Community Advertising	Simrita Virk	Simrita Virk
Class Rep Coordinator	Erika Kruusmagi	Erika Kruusmagi
Wellbeing	Stacy Demitriou	Stacy Demitriou
Traffic	Hamid Eqbal	Hamid Eqbal

10. Confirmation of Sub-Committee Representatives

Standing Sub-Committee	Representatives
Band	Meredith Robson, Jason, Jones
Netball Club	Zoi Barber



**Willoughby Public School
Parents & Citizens Association**
Oakville Road, Willoughby NSW 2068
ABN 43 115 668 563

Chess Club	Paul
Uniform Shop	Slavka Vagnerova, Tamara Isterling, Emma McGoldrick

- The Standing Sub-Committee representatives were proposed to be adopted by Bec Cleary and seconded by Juliemma Moran. Carried.

11. Meeting Closed 7:46pm