

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
GENERAL MEETING - WEDNESDAY 26TH JULY 2017 @ 10AM
WPS Staff Room & via Teleconference

PRESENT: Lynda Morris, Helen Bromley-Fox, Janice Choy, Melissa Fisher, Caz Kam (part)

PRESENT: Margaret Charlton (part), Michelle Verhagen (part)

APOLOGIES: NIL

PLEASE NOTE: An extensive Uniform Shop meeting was held on 26/7 with Margaret Charlton and Michelle Verhagen regarding Kindy Orientation, Kindy New Uniform Appointments, Girls Uniform and Sport Uniform options. Due to this meeting, teleconferences were held in early August, in lieu of an additional general meeting. The minutes below document both the meeting with WPS staff and teleconference with committee members.

Confirmation of Previous Minutes (May 2017 General): Moved by Janice. Seconded by Lynda.

Treasurer's Report:

Presented by Janice C. Moved by Helen. Seconded by Mel.

- Total sales down about 5%; gross margin and profit down year on year.
- No cause for concern due to the nature of the uniform shop and conscious decision to keep prices 'affordable'.

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

Presented by Helen BF & Mel F.

- **Kindy Orientation Appointments** – Committee advised that Kindy uniforms appeared to be purchased earlier year on year with it being very difficult to anticipate demand and staffing at the shop front. An idea to assist is an appointment system of 15 minutes blocks, booked online. MV and MC agreed the new appointment system was a good idea. MF and HBF to confirm school kindy dates and set up an online template and link. Advertising of the link and appointment service will be via all school and P&C media. MF to investigate portable fitting room.
- **New uniform shop and storage** – Committee reiterated the need for a space of 60 – 75sqm to house the quantity of items and sizes (individual SKUs) sold and to meet OH&S minimums. The committee expressed concern about storage and service during the school upgrade and MC advised that it was likely the current uniform shop would remain unchanged in the first stage of the development. Committee members were relieved that easy and cost effective access to school uniforms was being treated as a priority.
- **Girls' Winter Uniform and other girls' options** – Further to discussion at a previous P&C meeting, the Committee echoed the limitations and difficulties of the girls' winter uniform. The Committee is recommending that a new style of girls' uniform using the current fabric be phased in during winter 2019. A sample was presented and much liked by all in the meeting. With regard to senior girls desire to wear pants or another 'more comfortable' item, the Committee supported such freedom and expressed it was entirely a decision for the school. However, there was no capacity in the current uniform shop or storage unit to stock any new items.

- **Storage** – There was some discussion over the storage container and the need for additional P&C event storage. There was no resolution, however all agreed that a larger container could fit in the same space, especially as the bus students were now waiting in the Kindy playground, not on the grass near the container. It is anticipated the storage container will not be impacted by Stage 1 of the school redevelopment.
- **Sports Shirts** – Whilst moving to a new supplier the Committee recommended a slight revamp to the sports shirt including new fabric, less white, more house colour and a school branded collar. All agreed to progress to samples for SRC review.
- **Track Pants** – all agreed this was an ongoing concern, and the style introduced 4 - 5 years ago was ill fitting and not popular. As part of the move to a new supplier, these will be reviewed, restyled and samples presented to SRC.
- **Boys Short Sleeve Shirts** – there was discussion about ‘branding’ the pocket of the boys short sleeve shirt. All agreed it was a nice idea. Committee to investigate supply and cost implications.
- **Term 2 roster recap and Term 3 roster** – second term volunteer attendance was adequate with a few ‘no shows’ and/or apologies. Committee again thanked those who arranged their own swaps with other volunteers. The Term 3 roster was issued in the holidays, with one new volunteer added. Some members of the Committee believe that more volunteers are needed.

Moved by Janice. Seconded by Lynda.

General & New Business:

- **Dr Shoe Date & Advertising Term 3** – next date for Dr Shoe is to be confirmed. MF to adjust website and arrange for the date to be advertised on school and P&C media closer to the date.
- **School Athletic Representative uniforms** – Committee members enquired about the possibility of new uniforms for upcoming zone events, especially for young girls. Change over in the head sports teacher has delayed the process, first raised earlier in the year. It was suggested that Rebel could be an option for a generic singlet.
- **Stocktake Term 3** – the shop will trade on the last day of term, and stocktake will still proceed after 9.30am.

Any other business:

- **Project Change** – Sarah emailed some delightful pictures of Cambodian children wearing the 60 donated WPS Netball Club jackets from 2016.

Next Meeting Date: Term 4, Week 3 (P&C – 8th November)

Meeting Closed: 11.30am