

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
GENERAL MEETING – 11th May 2018
Soulplate Café

PRESENT: Lynda Morris, Helen Bromley-Fox, Melissa Fisher, Janice Choy, Emma McGoldrick

APOLOGIES: Jo Tucker

Confirmation of Previous Minutes (Feb 2018 General):

Moved by LM. Seconded by JC.

Treasurer's Report:

Presented (and report tendered) by Janice C. Moved by MF. Seconded by HBF.

Report tendered. Uniform shop accounts in good order. Interestingly second hand sales have doubled year on year.

Sales' Report:

Presented by Lynda M. Moved by HBF. Seconded by MF.

Based on stock holding, storage and lead times the following items need to be ordered for delivery late 2018/early 2019: boys branded summer shirts sizes 4 - 12; summer dresses sizes 6, 8, 10; sports shorts sizes 4 – 12.

The following items are not required until later in 2019: girls summer shirts 4, 6, 10, 12 (small quantities); jackets (all sizes); standard school bags.

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

Presented by Helen BF & Mel F.

- \$2 Second Hand sale – a great success. We'll continue to do 2 sales per year.
- New Sports Shirts are now in suppliers' warehouse and will be rolled out as sizes of current stock are depleted. Pending school policy on boys also wearing sports uniform, this transition is likely to occur for Term 3 for some house colours.
- Newly branded Boys summer shirts are at size sample stage and will be rolled out in 2019.
- With the recent cold snap, track pants have sold out in a number of sizes and new stocks have been ordered; as these are a stock item they arrive quickly. Current supplier has advised they have a new slimmer fit on their stock track pants, so a full sample range has been requested. A stock item would greatly reduce the need to 'start from scratch' with a new track pant style.

- Girls' winter uniform adjustments – due to high stock holding, no further action will be taken until 2019.
- Uniform Shop working conditions - continue to be poor with bins not emptied and floor not vacuumed on a regular basis by school cleaners. The uniform shop manager, a P&C employee, and volunteers have not been consulted or given any significant information on storage, new shop transition, timing or status during construction. An update would be appreciated.

Convenor's Report: Moved by EM. Seconded by LM.

General & New Business:

- Term 2 Roster has been issued, pleasingly with a number of new volunteers. Store manager is on leave on 23/5 and this will be covered by JC – much appreciated.
- Dr Shoe will not make a school visit in Term 2, however is still available for home visits.
- 2018 Term 2 Opening Hours review – the shop was extremely busy during the first week back, including the extra opening day on Tuesday, which was advertised on Facebook, newsletter and email blast. Thanks to P&C and Office Admin for facilitating these communications.
- Stocktake – will be held at the end of P&C financial year, September 2018 (Term 3).
- School bag indent orders & delivery – committee believes there is enough stock for 2019 Kindy intake, based on sales analysis. At this stage no indent order will be placed, primarily due to storage uncertainty.
- Girls' faulty shirts – parent advised that size 4 and 6 shirts were in fact the same size. Staff checked the sizes and agreed. Stock was returned to the supplier for checking and resolution.
- Any other business – Manager advised that one iPad was no longer functioning. An attempt will be made to service the iPad, otherwise investigations into purchasing a new one will be made, including checking the school's supply options.
- Volunteers lunch – 6th July, 1pm at Ray's Place.

Next Meeting: Term 3, Week 3, 2018

Next P&C Meeting: Term 3, 22nd August 2018

Meeting Closed: 11.15am