

**WILLOUGHBY PUBLIC SCHOOL P&C  
MINUTES OF ANNUAL GENERAL MEETING**

**Wednesday 13 November 2013 7.00pm**

**1. WELCOME AND APOLOGIES**

**ATTENDEES:** Penny Hackett, Julianne Nash-Smith, Donna McDuie, Vicki Thirlwell, Malcolm Hyslop, Tanya Taylor, Tony Chareunsi, Angela Noel, Janice Choy, Rosina Blake, Amanda Milin, Kelini Pin, Sarah Thomson, Michelle Hood, Evelyn Bowes, Rosina Blake, Lynn Donohue, Neil McCoubrey .

**IN ATTENDANCE :** Patricia Petterson, Michelle Verhagen, David Trevena.

**2. CONFIRMATION OF QUORUM** 18 members present **CONFIRMED**

**3. ADOPTION OF MEETING AGENDA**  
Moved: Penny Hackett, Seconded: Rosina Blake **CARRIED**

**4. CONFIRMATION OF MINUTES**  
The Minutes of the General Meeting on 14 August 2013 be confirmed.

Moved: Tanya Taylor, Seconded: Vicki Thirlwell **MINUTES CONFIRMED**

**5. BUSINESS ARISING**

- *Penshurst Street properties:* The Department of Education (DEC) has agreed to undertake a feasibility study in relation to the development of a block in the immediate vicinity of the school for the purpose of expansion of the primary and high school grounds. The Department's decision about the study for this resumption of land is pending. It was also noted that Willoughby Council is in discussions with the DEC about building a multi-purpose sporting and community facility over the current tennis courts at WGHS.
- *Uniform changes:* Vicki Thirlwell and her working group have worked diligently to implement some new systems in the uniform shop (eg electronic sales, inventory control and ordering). At the same time the uniform shop has been working hard to bring in new stock and get rid of old stock. There followed a discussion about whether the uniform shop needed a complete overhaul as it is short of space. However, given that there may be a new development along Penshurst Street that could accommodate a new uniform shop, it was agreed to wait until the status of that development was known.
- *P&C voluntary contributions:* at the last P&C meeting it was proposed that the P&C increase the voluntary contribution paid by parents as part of the term fees. Research had suggested that at other local schools a much higher contribution was charged and there is strong support for such a levy, particularly as it usually falls on a small group of people to undertake fundraising. The P&C surveyed parents and over 200 people responded with a majority in support of an increase in the voluntary contribution. There followed a discussion about what the appropriate rate should be. It was **MOVED THAT** the voluntary P&C contribution be increased to \$200 per child which will be capped at \$350 per family spread over 4 terms (subject to discussions with school administration), with parents made aware that it is voluntary. The funds collected and retained will be assessed at the end of the year. The School would retain all funds received rather than passing them to the P&C. Moved: Penny Hackett, Seconded: Sarah Thomson **CARRIED.**
- *Before and after school care:* The DEC has measured the school for after school care and informed the school that it can accommodate 100 to 120 children in the hall and surrounding playground each weekday afternoon. Letters of support have been submitted to the DEC and we are waiting for approval. A parent committee is investigating options relating to the tendering process for an external operator. The tender would be run by DEC. It is expected that after school care will be up and running by the beginning of term 2. It was **MOVED THAT** the P&C ratify the letter of support sent to

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the school in respect of its application for before and after school care. Moved: Penny Hackett, Seconded: Michelle Hood **CARRIED**.

- *School overcrowding*: there has been quite a bit of development in relation to this issue with two new schools planned to open in the not too distant future on the lower north shore plus some building works at other schools. Nothing is specifically planned for WPS as there are other schools who are in a worse position than us in terms of lack of capacity.

**6. SCHOOL EXECUTIVE REPORT Provided by Patricia Petterson**

- It has been a remarkable term given everything that has happened as part of the school's 150<sup>th</sup> birthday celebrations. This included the dinner, the vintage family fair, painted fences, staff celebrations, alumni tours, the Channel 10 visit and photos. Thanks again to Tanya Taylor who was our outstanding 150<sup>th</sup> birthday co-ordinator.
- Celebratory tea towels will be available for purchase shortly.
- The hot and cool colours day raised over \$9,000 for the victims of the Blue Mountains bush fires after Woolworths contributed some funds.
- The blokes' breakfast was attended by over 350 dads. Thank you to our wonderful parents/carers who helped organise another great event.
- Band workshops have been amazing and thank you to Michelle Verhagen for being the coordinator.
- An enormous amount of work has been done by the uniform shop.
- Automatic flushing urinals have been installed in the boys' toilets.
- WGHS will generously share its oval with the school over 4 days of the school week.
- Excursions and sporting events throughout the year have been amazing which is a credit to the teachers and parents/carers involved.
- It is likely that there will be 8 classes of kindergarten next year.
- David Trevena is working hard to implement technology across the school.
- The end of the year will see numerous presentations being held.
- Thank you to Penny Hackett and the executive for all the hard work, enthusiasm and dedication throughout their years at the school.

**7. P&C PRESIDENT'S REPORT Provided by Penny Hackett**

- 2013 has been a wonderfully successful year for the School and the P&C. Thank you to Tanya Taylor who has been instrumental in organizing the 150<sup>th</sup> birthday celebrations.
- The P&C has achieved a lot in the last 3 years especially in terms of fundraising but there has been much work behind the scenes to improve corporate governance and to establish a website. Thank you to Julianne Nash Smith for her tremendous work on the website.
- Thank you also to Donna McDuie and Janice Choy for taking things to a new level in terms of compliance and regulation of our accounts and thank you to all the treasurers and convenors of the each of the P&C committees.
- It has been extremely personally satisfying to work with the members of the P&C executive, who have left a great legacy, and the School executive. I wish the new executive all the best.

**8. TREASURER'S REPORT AND TABLING OF UNAUDITED FINANCIAL STATEMENTS provided by Donna McDuie and Janice Choy**

- It has been a phenomenal year with nearly \$150,000 being raised with the raffle alone making \$57,000. The P&C had budgeted to spend \$147,500 in the financial year ended Sept 2013 and this was exceeded by only \$90. Next year \$149,000 is budgeted with the majority going towards salary support for special learning programs and teachers aides. There is approximately \$82,000 in a term deposit.
- The unaudited accounts for the P&C were tabled. Audited accounts are to be tabled at the next meeting

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Secretary

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President

**WILLOUGHBY PUBLIC SCHOOL P&C  
MINUTES OF ANNUAL GENERAL MEETING  
Wednesday 13 November 2013 7.00pm**

**9. ADOPTION OF BUDGET FOR 2014**

The budget for Financial Year ending 30 September 2014 was proposed as follows:

Proposed Budget YE 30/9/13	Budget estimate (\$)
<b>P&amp;C admin and operations</b>	
P&C Admin Budget (including web expenses and accounting software)	3,000.00
P&C Insurance	4,000.00
<b>Grounds, building and equipment</b>	
Working bees x 2 (plants, mulch etc)	3,000.00
<b>Salary Support</b>	
Reading Recovery Teacher & STLA Teachers/Aide	45,000.00
Teachers Aides (kindy, literacy and numeracy)	25,000.00
<b>Contribution towards educational resources (readers, maths sets etc)</b>	15,000.00
<b>Special projects</b>	
Contribution to year 5 and 6 notebooks (2 sets of 30)	50,000.00
<b>Others</b>	
Reserve	3,000.00
History book expenses	1,000.00
<b>Total</b>	<b>\$149,000.00</b>

It was **MOVED THAT** the budget for Financial Year ending 30 September 2014 be approved. Moved: Penny Hackett Seconded: Rosina Blake **CARRIED.**

**10. APPOINTMENT OF AUDITOR FOR 2014**

It was **MOVED THAT** Martin Dickey be appointed the auditor for 2014. Auditors consent was tabled. Moved: Penny Hackett, Seconded: Lynn Donohue **CARRIED.**

**11. P&C MEMBERSHIP FEES FOR 2014**

It was **MOVED THAT** the membership fee be \$1 invoiced via the 2014 Term 1 fees. Moved: Penny Hackett, Seconded: Malcolm Hyslop **CARRIED.**

**12. GENERAL BUSINESS**

- *P&C Federation – crisis in NSW head office:* The P&C Federation is in disarray as 2 people are claiming to be president. The matter has been referred to ICAC and it is uncertain how things will end up. The only significant issue affecting us is insurances as ours are under the umbrella of the P&C Federation’s insurance policy. Our broker assures us that if the Federation collapses then we will not lose our insurance. It would therefore be useful if someone from the WPS P&C was specifically authorised to represent our school in the event things turn nasty at the P&C Federation level. It was **MOVED THAT** any person holding the position of President or Vice-president of WPS P&C be authorised to act as a delegate of the P&C for all matters relating to the P&C Federation after consultation with the Executive. Moved: Penny Hackett, Seconded: Julianne Nash-Smith **CARRIED.**
- *Fundraising target for 2014:* There is a considerable amount of fundraising fatigue amongst parents so next year the target is to be set lower. The fundraising team will consider which events to focus on to ensure a balance between social events, fundraising and efficient use of volunteer time
- No raffle will be held next year.

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Secretary

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President

**WILLOUGHBY PUBLIC SCHOOL P&C  
MINUTES OF ANNUAL GENERAL MEETING**

**Wednesday 13 November 2013 7.00pm**

- *Sponsorship update – ratify extension of McGrath to December 2013:* The terms of the sponsorship has been extended to the end of 2013. The school has received some extra sponsorship from sales made by McGraths on behalf of WPS families so it has been a very profitable relationship for our School over the last 3 years. It was **MOVED THAT** the extension of the term with McGraths be ratified and the P&C will seek to renegotiate a new agreement next year. Moved: Penny Hackett, Seconded: Malcolm Hyslop **CARRIED.**
- *Approval of uniform shop executive:* It was **MOVED THAT** the following people be confirmed as the uniform shop executive: Amy Diefes (Convenor), Paula Cunningham (Secretary) and Janice Choy (Treasurer). Moved: Penny Hackett, Seconded: Vicki Thirlwell **CARRIED.**
- *Safety fence on Mowbray road:* the fence along Mowbray road adjacent to WGHS is still inadequate. The P&C has resolved to support the parents who are agitating for an improvement in fencing.
- *Advertising supplement:* a new organiser is required - Tanya Taylor will work on a replacement.
- *Archivist:* Sue Shrub wants to be the school’s archivist. Sue is a grandparent of boys who currently attend the school and is a former student and prepared the historical display for our 150 celebrations. The WPS150 Facebook page is now to become a general school page.
- *Dropbox:* there was a discussion about how dropbox is working. There is a need for someone to oversee it and manage it as there are some capacity problems and access concerns.

**13. CORRESPONDENCE IN AND OUT**

No correspondence in or out.

**14. ELECTION OF RETURNING OFFICER**

Michelle Verhagen was duly elected as Returning Officer.

**15. VOTING FOR 2014 OFFICE BEARERS AND RETURNING OFFICER’S REPORT**

All Executive Committee positions were declared vacant, and nominations for positions for 2013 were put forward. The following positions were voted in unopposed:

**Executive Positions**

<b>Position</b>	<b>Nominee</b>	<b>Seconded By</b>
President(s):	Melissa Fisher Phil Skurrie	Rosina Blake
Vice president:	Tanya Taylor	Penny Hackett
Secretary:	Vicki Thirlwell	Tanya Taylor
Assistant secretary	Rebecca Cleary	Tanya Taylor
Treasurer:	Donna McDuire	Sarah Thomson
Assistant treasurer:	Evelyn Bowes	Sarah Thomson
Fundraising co-ordinator	Jenni Brown	Tanya Taylor
Assistant fundraising co-ordinator	Lisa Wood	Tanya Taylor
Class rep co-ordinator	Julianne Nash-Smith	Penny Hackett
Web mistress	Julianne Nash-Smith	Penny Hackett
Grounds committee	Sarah Thomson Jane Parker Gabrielle McCarthy	Penny Hackett

**16. SUB-COMMITTEE ANNUAL REPORTS**

The president requested that all sub-committees provide a list of their current bank account signatories to the P&C Treasurer.

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President

**WILLOUGHBY PUBLIC SCHOOL P&C  
MINUTES OF ANNUAL GENERAL MEETING**

**Wednesday 13 November 2013 7.00pm**

**16.1 FUNDRAISING Provided by Tanya Taylor**

- As discussed above.

**16.2 BAND Provided by Caroline Herrman**

- As tabled.
- The band is quite financial at the moment with over \$70,000 in the bank but the executive plans to spend approximately \$34,000 on new instruments.
- There will be over 200 students in the 3 bands next year.
- The executive hopes to appoint 2 new conductors next year.
- Thank you to Michelle Verhagen for her support and assistance.

**16.3 RUGBY Provided by Neil McCoubrey**

- As tabled
- The rugby club had a great year. There was a lot of input from the ARU this year.
- The financials look OK. Sponsorships will come in next year.
- A new treasurer will be appointed next year.

**16.4 NETBALL Provided by Kate Goulston**

- As tabled.
- The club made a small loss but is still in a good position with money reserved from previous years.

**16.5 UNIFORM SHOP**

- As tabled.
- There has been a lot of change in the shop this year so revenue has decreased. There is a new hat and school bag in stock and new girls' summer and winter uniforms will be available in 2014.
- Old stock has been donated to charities (eg aboriginal communities).
- There is a 3 year change over period for the implementation of the new uniform. We would encourage all our students to wear the WPS school uniform.

**16.6 CHESS CLUB Provided by Jono Herrman**

- As tabled.
- Peter Newman is the convenor and Janice Choy is the treasurer.
- Thank you to Jono Herrman who is now leaving the club.
- This year's results were great. The club came 8<sup>th</sup> in NSW and 1<sup>st</sup> on the north shore in the Sydney Northern Region Competition.

**16.7 GROUNDS Provided by Sarah Thomson**

- As tabled
- The working bee went well but in future more people need to be encouraged to help out. The gardens are looking good.

**MEETING DURATION**

Meeting commenced : 7:04 pm

Meeting closed : 9:30 pm.

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