

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

1. WELCOME AND APOLOGIES

ATTENDEES: Penny Hackett, Julianne Nash-Smith, Donna McDuie, Dominique Fox, Vicki Thirlwell, Carmel Paterson, Fiona Whitten, Beth McLay, John McGurk, Neil McCoubrey, David Ogilvie, Tracey Redwood, Andrew McMichan, Tanya Taylor, Margie Powell, Sarah Thomson, Marcia Shapira, Jeanmaree Furtado-Wilson, Alison Stanton, Diana Brown, Kelini Pin, Serena Cubie, Fiona Whitten, Diana Tuit, Janice Choy, Jonathan Herrman, Amanda Milin, Kate Goulston, Lynn Donohue, Catherine Ruspino –Radford. **APOLOGIES:** Rosina Blake

2. CONFIRMATION OF QUORUM **CONFIRMED**

3. ADOPTION OF MEETING AGENDAS

It was **MOVED THAT** the General Meeting for Term 4 and 2011 AGM be combined into the same meeting as there was no requirement in the constitution for two separate meetings to take place. As a result, the two meeting agendas would be consolidated and one set of minutes be prepared.

Moved: Carmel Paterson , Seconded: Margie Powell **CARRIED**

4. CONFIRMATION OF MINUTES

The Minutes of the Annual General Meeting held on 17th November 2010 and the minutes of the ordinary meeting held on 17 August 2011 to be confirmed.

Moved: Julianne Nash-Smith , Seconded: Amanda Milin **MINUTES CONFIRMED**

5. BUSINESS ARISING

- *Survey on school voluntary contributions:* the previous meeting resolved to survey parents on the voluntary contribution (with a view to increasing the payment to reduce the need to fundraise each year). The Executive has decided not to do the survey as there was a great commitment from parents to organise fundraising events this year which looks set to continue next year. Fundraising events contribute to the sense of community at the school and perhaps what needs to happen is increased promotion of what the P&C achieves at the school with fundraising. Since the last meeting it has become clear that over 80% of parents pay the voluntary contribution.
- *Consideration of employment of bookkeeper:* at the last meeting of the P&C there was some discussion about employing a bookkeeper to ease the workload of the Treasurer. However, 2 parents have agreed to share the role of treasurer in 2012 so there is no need to pursue this.

6. ELECTION OF RETURNING OFFICER

Michelle Verhagen was duly elected as Returning Officer. Voting was deferred to later in the meeting.

7. SCHOOL EXECUTIVE REPORT Provided by Patricia Petterson

- Thank you to the fundraising team this year who have done a wonderful job especially in organising the major event at the Willoughby Hotel on 3 September 2011.
- Kindergarten orientation days have been well attended and there are 2 more scheduled. Thanks also to the P&C for organising morning tea.
- Special mention to Jono Herrman for his work in collecting mobile phones. A prize has now been donated to the school.
- NAPLAN results for the school in 2012 were above average, above the state average in every area and in some areas were highest performing. Reading was a particularly strong performing subject.
- Congratulations to both Ben Jefferson, who reached the final of the Premier’s Spelling Bee, and Simon Harris who won a prize in the Flag drawing competition.

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WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

- David Trevena accompanied some year 6 students to a TV game show in which they competed against other schools. One of the Willoughby teams may be in the finals which will be televised in 2012.
- The Year 1/2 dance and Year 3/6 choir had wonderful performances at the Ryde School Spectacular at the Opera House. Thanks to all parents and teachers involved.
- Bike Education was a well organized program which all of the children seemed to enjoy.
- Swimming classes will start soon.
- There are many events planned in the next few weeks before term 4 finishes. The Year 6 fete to be held this Friday, presentation days for all students in December, the Year 6 final dinner with a “carnival” theme and the talent quest to be held on 15 December.
- Student numbers for next year are hard to predict at this stage. Classes will be set up on the first day of first term and consequently there may be some changes in class numbers.
- The astroturf has been installed on the mini-oval and looks fantastic. The children love it. We are planning to astroturf the rose garden area during the Christmas holidays

8. P&C PRESIDENT’S REPORT Provided by Penny Hackett

- 2012 has been a wonderfully successful year for the School and the P&C. The fundraising highlight of the year was the James Bond night on 3 September. Thank you to Amanda Milin and the fundraising team for their hard work and to John McGurk who provided the venue and support on the night as well as all of those parents involved.
- This year the Chess Club was established, the bands have had a fabulous year with the Training Band the biggest ever and the Performing and Concert bands winning gold at Yamaha. The Grounds Committee ran two well attended working bees. Everyone loves the new library as well as the new astroturfed mini oval.
- A highlight of the year has been the marvelous concerts where all the children were able to perform.
- 2012 will see a few changes the most significant being the retirement of Shirley Rutter after 18 and a half years. We thank Shirley for her dedication and professionalism during her tenure at the school.
- I would like to personally thank the Executive team and especially Julianne Nash-Smith for setting up the WPS P&C website and related processes. This has been a massive contribution to the success of P&C activities.
- Thank you to all the volunteers this year. There has been great enthusiasm which looks to continue next year.

9. AGENDA ITEMS FOR DISCUSSION

(i) Canteen – proposal by WPS and WGHS to tender for an external party to manage the canteen under licence agreement with the schools

- As the day to day running of the canteen has been more than capably managed by Shirley Rutter, the P&C has not needed to have close involvement in its operation. However, the Primary School P&C is legally responsible for the business, employment of staff etc on behalf of both schools and their P&Cs. Due to Shirley’s retirement, the Principals of WPS and WGHS has formed the view that, given the significant amount of work and time associated with the role of canteen manager, it would be necessary to hire two people to replace Shirley which would wipe out the profit presently made by the Canteen. It would also place a huge supervisory burden on the P&C executive and in particular the treasurer’s role given that the canteen is a business servicing over 1800 students with a turnover of over \$200,000 per year.
- Both Principals and P&C executives believe the best option is to seek tenders for a private operator to manage the Canteen which would move the risk and responsibilities for running the business and employing staff from the P&C to the operator. Around 350 schools in NSW

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President

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

have outsourced canteen facilities and there is an opportunity for the school to earn a return that would at least equal that currently made (this year \$15,500 for each school).

- The NSW Department of Education guidelines require a detailed tender process to be followed which requires P&C approval from both Schools and a committee comprised of Principal, staff and parents to oversee the process. A range of issue must be canvassed including, but not limited to menu, pricing, references, financial standing and volunteers (which may still be required). The P&C will survey the School community to get its views on the issues which are important to parents and carers.
- Once approved, the process commences with an advertisement in the SMH and interested parties would receive an info pack and site visit. Tenders would be due on 3 Feb 2012. Ads will also be placed on the Healthy Kids website and circulated to parents of both Schools to ensure we get as many tenders as possible. It is expected that there will be a wide variety of quality and experience between tenderers although one of the main issues will be the financial viability and experience of each tenderer.
- Once a tenderer is appointed a new canteen committee will be constituted comprising parent representatives, staff and the tenderer's appointees. It is expected that a new operator would be in place (at the latest) by start of Term 2 2012.

It was **MOVED THAT** the WPS P&C provides its support for WGHS and WPS to tender for an external operator to run the Canteen pursuant to a licence agreement. Moved: Penny Hackett
 Seconded: Serena Cubie **CARRIED.**

(ii) 2012 budget (and spending ancillary funds)

Fundraising income and other monies available for disbursement during Financial Year ending 30 September 2012 was estimated as follows:

Fundraising income & other monies available for disbursement during FYE 30 September 2012	Income Estimate (\$)
Interest	2,331.00
Council Grant (reserved for specific grounds projects)	3,000.00
Noticeboard ads	10.00
Disco	12,588.00
Entertainment books	1,917.00
Mother's day	728.00
Starry Night	1,504.00
Membership fees	1,221.00
Major fundraiser	56,097.00
Advertising supplement (possible addition of \$1647 proceeds)	3,815.00
Blokes breakfast (held in T4 – estimated income)	500.00
Web advertising sales	310.00
Uniform shop (possibly higher depending on allocation of receipts to previous year)	32,000.00
Canteen	15,500.00
Unspent from 2010/2011 – lost property shelving	600.00
Unspent from 2010/2011 – band	6,000.00
Unspent from 2010/2011 – other items	TBA

Total \$138,121.00

It was noted that:

- These figures are estimates. Final numbers are expected to be higher and will be presented in Term 1 2012.
- A condition of the Council Grant is that it be accounted for separately in the financial accounts and that the requisite acquittal and statutory declaration be provided as evidence of the monies spent.
- It is not intended that either the Mothers day stall or the Bloke's breakfast raise any significant funds.
- The James Bond themed fundraiser held in September was the major contributor to fundraising income.
- The Advertising Supplement income has continued to grow each year.

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 Secretary

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 President

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

The budget for Financial Year ending 30 September 2012 was proposed as follows:

Proposed Budget YE 30/9/12	Budget estimate (\$)
P&C Admin and operations	
P&C Admin Budget	2,000.00
P&C Insurance	5,000.00
P&C Year 6 Graduation Dinner	600.00
Grounds, Building and Equipment	
Working bees x 2 (plants, mulch etc)	6,000.00
Astroturf 2012 contribution - see note below	TBA
Council Grant Grounds Projects	3,000.00
Salary Support	
Reading Recovery Teacher & STLA Teachers/Aide	37,000.00
Kindergarten Aides	6,000.00
Numeracy – teachers aides	20,000.00
Educational Resources (readers, maths sets etc)	
Spelling	1,500.00
Numeracy	5,000.00
Literacy	5,000.00
General	
Repayment of grant money to School (owing from previous years)	800.00
Donation to Christchurch earthquake (condition of donation of auction item)	1,000.00
Payment to Rugby Club of balance of proceeds of auction item	1,000.00
Band (rolled forward from 2009 and 2010 for lower brass instruments)	6,000.00
Total	\$99,900.00

Balance available \$38,221.00

It was noted that:

- The School and P&C have discussed the minimum requirements of the School for P&C funds which are addressed above. Surplus funds will be applied to astroturf.
- There will be increased insurance premiums this year following a review of P&C cover. Uniform Shop stock was underinsured and top up property cover of \$40k has been obtained. Subcommittees will be asked to estimate asset values and additional cover will be sought after discussion with the Auditor.;
- Whilst the Band has reported a small profit it will be required to purchase new lower brass instruments in the near future.

The Ancillary and Building Fund income and budgeted expenditure for Financial Year ending 30 September 2012 was estimated and proposed as follows:

Income and monies available at end of FYE 30 September 2012	Income Estimate (\$)
McGrath sponsorship fee	5,000.00
Estimated carry forward from previous year	2,183.00
Amount claimed from FYE 2011 budget for airconditioning but not yet paid	29,817.00
Balance of building fund	7,000.00
	44,000.00
Proposed Budget YE 30/9/12	Budget estimate (\$)
Airconditioning (new expenditure for FYE 2012)	14,183.00
Airconditioning (claimed by School from FYE 2011 budget)	29,817.00

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Secretary

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WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

but not yet paid)	
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44,000.00

Balance available

\$0.00

It was **MOVED THAT** the budget for Financial Year ending 30 September 2012 be approved. Moved: Penny Hackett Seconded: Margie Powell **CARRIED.**

It was **MOVED THAT** \$5,000 in sponsorship monies from McGrath Real Estate Northbridge provided to the P&C and balance of Building Fund be used to acquire air conditioners for classrooms not yet equipped with such. Moved: Penny Hackett Seconded: Andrew McMichan **CARRIED.**

(iii) Rugby Club

- The WPS Rugby Club was established in 2008, as a sub-committee of the P&C so that School teams could participate in PSSA and gala day tournaments. The Rugby Club was required to adopt the same governance processes which apply to other sub committees (such as Band and Netball and Chess). In 2010 the Rugby Club received a grant of \$1000 from Willoughby City Council. It was a requirement of that grant that the club provide evidence to the Council about how the Grant was spent.
- A number of governance issues were discussed, including the proper operation of bank accounts with two signatories as a key anti-fraud measure for the protection of the P&C and the club executives themselves. It was made clear that there was no suggestion of any improper dealings with Rugby Club funds.
- As a result of discussions, the Club convenor undertook to:
 1. ensure that correct signing authorities were lodged with the CBA and complied with by the Club (with two signatories required for all transfers and withdrawals);
 2. provide substantiation to the Council for the Grant (and provide a copy to the P&C);
 3. operate under the Netball constitution until a formal constitution could be adopted for the Rugby Club;
 4. provide more regular reports to P&C of Rugby Club activities and financial matters.
- The P&C expressed its support for the continuation of the Rugby Club as it has committed parents and enthusiastic players. However it needs to develop a succession plan for the future when the current convenors leave the School and ensure that it follows the same guidelines as all other P&C Clubs.
- Finally, after discussion about the proceeds of a signed All Blacks jersey which was auctioned at the major fundraising event on 3 September it was **MOVED THAT** half the \$2,000 proceeds be allocated to the Rugby Club and the other half be donated to the Christchurch Earthquake Appeal. Moved: Penny Hackett, Seconded: Beth McLay **CARRIED.**

(iv) Sponsorship – McGraths – Netball Shirts

- McGraths Real Estate Northbridge has offered the P&C a significant amount of money in return for its logo to be branded on the new Netball club shirts.
- There followed discussion about whether such branding would be in the interests of the school and players and how the funds would be allocated. It also became clear that the branded shirts could not be worn for PSSA games and a “removable” logo was logistically too difficult..

It was **MOVED THAT** WPS P&C allow sponsorship in the form of branding on the WPS netball club shirts. Moved: Penny Hackett Seconded: NONE. **MOTION WITHDRAWN.**

(v) Sub-committee bank account operation and signature procedures

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Secretary

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President

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

It was **MOVED THAT** the authorised signatories for WPS P&C committees be those persons occupying the positions, whether jointly or otherwise, of Treasurer, Vice President or President. Moved: Penny Hackett, Seconded: Carmel Paterson **CARRIED**.

10. TREASURER'S REPORT Provided by Catherine Ruspino Radford

For the year ended 30 September 2011 there was approximately: \$178,000 cash; \$30,000 in the ancillary fund; \$38,000 on term deposit; \$7,000 in the building fund

It was **MOVED THAT** the contents in the building fund of approximately \$7,000 be applied towards the purchase of air conditioners for classrooms. Moved: Penny Hackett, Seconded: Tanya Taylor **CARRIED**.

11. APPOINTMENT OF AUDITOR FOR 2012

It was **MOVED THAT** Martin Dickey be appointed the auditor for 2012. Auditors consent was tabled. Moved: Penny Hackett, Seconded: Carmel Paterson **CARRIED**.

12. P&C MEMBERSHIP FEES FOR 2012

It was **MOVED THAT** the membership fee be \$1 invoiced via the 2012 Term 1 . Moved: Penny Hackett, Seconded: Tanya Taylor **CARRIED**.

13. CORRESPONDENCE IN

No correspondence in.

14. CORRESPONDENCE OUT

No correspondence in.

15. SUB-COMMITTEE ANNUAL REPORTS

15.1 FUNDRAISING Provided by Amanda Milin

- The major fundraiser was held on 3 September at the Willoughby Hotel. Over 400 parents, friends and teachers attended. While a significant amount of money was raised for the School the night was enjoyed by all. A special thanks to John McGurk and the Willoughby Hotel for providing the venue.

15.2 BAND Provided by Lynn Donohue

- As tabled. Special thanks to Michelle Verhagen and other teachers for their help this year.

15.3 SCHOOL CANTEEN Provided by Carmel Paterson

- As tabled.

15.4 RUGBY Provided by Andrew McMichan

- As tabled.

15.5 NETBALL Provided by Kate Goulston

- As tabled.

15.6 UNIFORM SHOP Provided by Carmel Paterson

- As tabled.

15.7 CHESS CLUB Provided by Jono Herrman

- As tabled.

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Secretary

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President

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY AND ANNUAL GENERAL MEETING
Wednesday 9 November 2011 7.30pm

15.8 GROUNDS Provided by Beth McLay

- As tabled.

16. SCHOOL COUNCIL REPORT

None available.

17. RETURNING OFFICER'S REPORT

All Executive Committee positions were declared vacant, and nominations for positions for 2012 were put forward . The following positions were voted in unopposed:

<u>Position</u>	<u>Nominee</u>	<u>Seconded By</u>
President:	Penny Hackett	Tanya Taylor
Vice President:	Rosina Blake	Vicki Thirlwell
Secretary:	Amanda Milin	Tanya Taylor
Co-Treasurer:	Janice Choy	Amanda Milin
Co-Treasurer:	Donna McDuie	Amanda Milin
Fundraising Co-ordinator	Tanya Taylor	Carmel Paterson
Assistant Fundraising Coordinator	Margie Powell	Tanya Taylor

18. GENERAL BUSINESS

None

MEETING DURATION

Meeting commenced : 7:34 pm

Meeting closed : 10:43 pm.

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