

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C AGM

7.00 PM, WEDNESDAY 26 NOVEMBER 2014

Staff Room, Level 1, Administration Building at the School

1. WELCOME AND APOLOGIES

ATTENDEES: Melissa Fisher, Phil Skurrie, Rebecca Cleary, Tanya Taylor, Donna McDurie, Evelyn Bowes, Jenni Brown, Janice Choy, Margie Powell, Caroline Herman, Emily CcCutcheon, Steven Xu, Simrita Virk, Sarah Thomson, Jules Nash-Smith, Penny Hackett

APOLOGIES: Rachael Rogers, Tim Swan

IN ATTENDANCE: Patricia Petterson, Michelle Verhagen, David Trevena

2. CONFIRMATION OF QUORUM

16 members present

CONFIRMED

3. ADOPTION OF MEETING AGENDA

Moved: Phil Skurrie Seconded: Rebecca Cleary

CARRIED

4. CONFIRMATION OF PREVIOUS MINUTES

It was moved by Phil Skurrie that the minutes of the General Meeting on 3rd August be confirmed.

Moved: Phil Skurrie Seconded: Mel Fisher

MINUTES CONFIRMED

5. SCHOOL EXECUTIVE REPORT

Presented by: Patricia Petterson

Thank you to Melisa Fisher and Phil Skurrie and all committee members for all their work for the school.

School assemblies throughout the year have been fabulous.

Swim school has gone well.

Thanks to Michelle Verhagen and her team for the kindy orientation days; currently 175 enrolments.

The kindy parents' information night was very well done.

ANZAC site is being built and should be open by 2016 placing less demand on WPS with boundary changes.

Parent Online Payment Scheme – will be introduced in March 2016.

The murals have been completed around the school and are beautiful.

Electronic sign has been installed and is working.

Thank you to all people who responded to the school surveys.

A motion of thanks was raised by Melissa Fisher and seconded by Phil Skurrie for all of the work Patricia has put into the school during her tenure.

6. PRESIDENT'S REPORT

Secretary

President

Presented by: Melissa Fisher & Phil Skurrie

Thanks to everyone for their support and work during the year. A lot has been achieved with a focus on fun during the year with fundraising been a difficult job.

7. TREASURER'S REPORT AND TABLING OF UNAUDITED FINANCIAL STATEMENTS

Presented by: Donna McDurie

8. ADOPTION OF BUDGET FOR 2015

The budget for the Financial Year ending 30 September 2015 was proposed as follows:

PROPOSED BUDGET YE 30 SEPTEMBER 2015	BUDGET ESTIMATE (\$)
P&C ADMIN & OPERATIONS	
P&C Admin Budget	\$ 3,000
P&C Insurance	\$ 4,000
Annual Finance Audit	\$ 3,600
GROUNDS, BUILDING AND EQUIPMENT	
Working Bees x 2 (plants, mulch, etc.)	\$ 3,000
CONTRIBUTION TOWARDS SALARIES (TEACHERS' AIDS)	
Reading Recovery Teacher & STLA Teachers/Aides	\$40,000
Teachers' Aides – Kindy, Literacy & Numeracy	\$20,000
CONTRIBUTION TOWARDS RESOURCES	
For literacy, numeracy, art& craft, etc.	\$10,000
SPECIAL PROJECTS	
2015 Fundraising efforts in 2015 towards COLA	\$ 0

Various options are being looked at for the COLA with a variety of cost and performance options. The possibility of making donations for this to be tax deductible building works as a one off item is being looked at. This provides a focus for fundraising.

It was moved that the budget for the Financial Year ending 30 September 2015 be approved.

Moved: Phil Skurrie Seconded: Jenni Brown CARRIED

9. APPOINTMENT OF AUDITOR FOR 2014/2015 FINANCIAL YEAR

An auditor has not yet been formally appointed however there is an appointment pending. It was moved that the budget for the Financial Year ending 30 September 2015 audited by an external auditor. An amount has been included in the 2015 budget to cover these costs.

Moved: Phil Skurrie Seconded: Janice Choy CARRIED

10. P&C MEMBERSHIP FEES FOR 2015 - \$1 PER PERSON COLLECTED VIA TERM 1 FEES

It was moved that the membership fee be \$1 and invoiced via the 2015 Term 1 fees.

Moved: Phil Skurrie Seconded: Melissa Fisher CARRIED

11. BUSINESS ARISING

Secretary

President

- *Traffic Report* – This has gone to our local State member, Duncan Gay and Willoughby Mayor. Melissa Fisher will continue to lobby weekly for the Oakville Street traffic lights to be changed during pick up times. Following this she will work through the other action items.
- *OOSH* – Looking at options to solve the before school care issues. The scout hall is an option however there are some Council restrictions that need to be addressed. Cubby House is being encouraged to market their services including ad hoc places and holiday camps.

12. GENERAL BUSINESS

- **P&C FEDERATION – WPS P&C VOTE SUBMITTED**
Election votes were due last week and WPS vote was submitted on time.
- **FUNDRAISING TARGET FOR 2015**
To be discussed at the follow up fundraising / events meeting
- **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: Phil Skurrie Seconded: Melissa Fisher CARRIED
- **PENSHURST ST SITE**
It is possible that plans for expansion to this site have fallen down. Enquiries to be made.
- **DROP BOX ACCOUNTS**
Some people have issues with size limits of the Drop Box accounts.
It was moved to pay \$100 to increase the Drop Box size to 1TB and also get someone to manage the system and other storage options.
Moved: Melissa Fisher Seconded: Tanya Taylor CARRIED
- **2016 MEETING DATES**
Term 1 – Wednesday 25th February

13. CORRESPONDENCE IN AND OUT

No correspondence in or out.

14. ELECTION OF RETURNING OFFICER – MICHELLE VERHAGEN

Michelle Verhagen was duly elected as the returning officer.

15. VOTING FOR 2015 OFFICE BEARERS

All Executive Committee positions were declared vacant and nominations for positions for 2015 were put forward. The following positions were elected unopposed:

EXECUTIVE POSITION	NOMINEE	SECONDED BY
President(s)	Melissa Fisher & Phil Skurrie	Evelyn Bowes
Vice President	Tanya Taylor	Rebecca Cleary
Secretary	Rebecca Cleary	Penny Hackett
Assistant Secretary	Katherine Ireland	Rebecca Cleary
Treasurer	Evelyn Bowes	Rebecca Cleary

Secretary

President

Assistant Treasurer	Steven Xu	Evelyn Bowes
Fundraising Coordinator	No nominations	
Assistant Fundraising Coordinator	No nominations	
NON-EXECUTIVE POSITIONS		
Class Rep Coordinator	No nominations	
Web Master	Jules Nash-Smith	
Grounds Committee	Sarah Thomson, Jane Parker, Gabrielle McCarthy	
Kitchen Coordinator	No nominations	

16. RETURNING OFFICER'S REPORT

No items to note.

17. SUB-COMMITTEE ANNUAL REPORTS

17.1. FUNDRAISING

As tabled and discussed by Jenni Brown.

There was general discussion on changing the Fundraising Coordinator position to Events Coordinator, how to spread the events beyond just year three and the events that will be targeted.

It was proposed to meet early next with the aim of confirming the events for each year and the allocation of responsibility to each class.

It was moved that the Fundraising Coordinator position to be referred to as the Events Coordinator.

Moved: Jenni Brown Seconded: Melissa Fisher CARRIED

17.2. UNIFORM SHOP

As tabled and discussed by Janice Choy

17.3. GROUNDS

As tabled and discussed by Sarah Thomson

17.4. BAND

As tabled and discussed by Caroline Herman

17.5. RUGBY

There were no Rugby Club representatives and no report was tabled.

17.6. NETBALL

As tabled and discussed by Margie Powell

17.7. CHESS

As tabled and discussed by Janice Choy

18. CLOSE OF MEETING

Meeting commenced: 7:04pm

Secretary

President

Meeting closed: 9:03pm

Secretary

President