

# MINUTES

## WILLOUGHBY PUBLIC SCHOOL P&C AGM

7.00 PM, WEDNESDAY 11 NOVEMBER 2016

Staff Room, Level 1, Administration Building at the School

### 1. WELCOME AND APOLOGIES

ATTENDEES: Rebecca Cleary, Chris Bowen, Evelyn Bowes, Caroline Kam, Janice Choy, Angela Noel, Tanya Taylor, Emma Bourne, Meredith Robson, Melissa Fisher, Penny Hackett, Mandy Hyslop, Julianne Nash-Smith, Jenni Brown, Sarah Thomson, Tony Bellia, Phil Skurrie, Colin Sargent, Israel Sage-Pickens, Michelle Hood, Catherine Lloyd, Matt Sharpe, Donna McDurie, Jane Parker, Margie Powell.

APOLOGIES: Peter Meades, Melissa Gock, Katherine Ireland, Rachel Olsen, Michelle Verhagen.

IN ATTENDANCE: Bill Bird, Deanne Wedmore, David Trevena

### 2. CONFIRMATION OF QUORUM

11 Members required. 25 members present

CONFIRMED

### 3. ADOPTION OF MEETING AGENDA

It was moved that the Agenda be adopted with some changes in order of business.

Moved: Phil Skurrie      Seconded: Colin Sargent      CARRIED

### 4. CONFIRMATION OF PREVIOUS MINUTES

It was moved by Phil Skurrie that the minutes of the General Meeting on 12<sup>th</sup> August 2015 be confirmed.

Moved: Phil Skurrie      Seconded: Rebecca Cleary      MINUTES CONFIRMED

### 5. SCHOOL EXECUTIVE REPORT

Presented by: Bill Bird

In so many areas the school is doing well. There is a focus on respectful relationships both in words and in action. The fast and frequent awards are making an impact. The staff are all working hard for the school.

### 6. PRESIDENT'S REPORT FOR 2015

Presented by: Phil Skurrie

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Secretary

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President

Thanks to Mel for her tireless work up until August as Co-President.

There has been a lot done this year:

- School Exec - Thanks to Bill Bird, Michelle Verhagen and David Trevena, who have always provided their support to the P&C.
- Cubby House - The first full year of Cubby House was acknowledged along with the efforts of Mel Fisher and Michelle Hood.
- Project Advisory Group – Thanks to Colin Sargent for stepping into a key role
- WPS Action Group – Thanks for standing up when it counted as this has helped bring about the development project.
- Traffic – Thanks to Mel Fisher for her work over the last year and the changes that are already in play.
- COLA – Thanks to Mel Fisher for kicking off this project and for Colin for taking over.
- Grant - \$5.6k from Willoughby RSL to fund the Cromehurst bus.
- Website – Thanks to Jules Nash-Smith and now Patrick Lam for keeping it going.
- P&C Contributions – Thanks to all the parents who contribute and allows funding for extra special things at the school.
- Uniform Shop – The refit was done and it is going well.
- Fundraising – Thanks to Caz Kam and Tam for stepping up this year. Lots of positive feedback.
- Band – Thanks to the band convenors as the band keeps getting bigger and better.
- Netball – Congratulations on a very well run club
- Rebel Rewards – Thanks to Kate Goulston who has done this for many years.
- Grounds – Thank you to the grounds committee for a great job.
- Chess – The convenors have done a great job.
- Rugby League – Tony Bellia and Gary Bigg have put in a lot of work to get this off the ground.
- Exec – Thank you for all your work.

## 7. BUSINESS ARISING

### • *PAG Update –*

- *Demountables* - 2 new demountables will be needed for 2016 and the DA is yet to be approved. The P&C sent a letter to all Councillors seeking their support on the DA approval so that no issues in relation to tree removal occur as they did in 2015. One demountable will go in the teachers' carpark which means 10 car spaces have to be given up (thank you to Bill and the staff who didn't think twice about it). The second demountable will go near the gate near the netball court. The DA is for four demountables so that approval for a new DA does not need to be sought in 2017; if required a DA modification is simpler to process. The Department has declined any consideration of the laneway for demountables stating that they will wait until there is a decision moving forward on the building works.
- *Shared Oval Use* – Discussions are underway and there will be a decision in place for the first day of school in 2016. There is support from the Department for shared use. WGHS have control of the oval under the new lease arrangement and WPS have expressed their concern at this arrangement favouring WGHS.
- *Timing/Progress* – The business case has been drafted however the WPS PAG representatives have not seen this. It is expected that there will be a funding announcement in March/April 2016 but it could be later as it will be at the discretion of the Minister. The business case will include a number of options. The use of the Peshurst St properties is still being looked at as options for the development. The

PAG is expecting to see some more developed options at the November meeting. The PAG will send an email on the broader issues following the meeting next Monday.

- *Department Land* - It was noted that there is land owned by the Department of Education (leased to Ausgrid) behind Nick Scali on the corner of Mowbray Rd and Pacific Highway. It was requested that the land be looked at as possible temporary school site during the development.
- *Forums* – The PAG will see if there is enough information for another public forum before Christmas, however most likely there is not enough time, and that the update will be in the new year.
- *Penshurst St Properties* – WPS continues to push this with the PAG however there is no definitive feedback. Hill PDA has been appointed to continue previous investigations into this.
- *Facilities during works* – At this point in time there is no plan with regards to temporary buildings and this can't be determined until the preferred option is selected and logistics determined. It is important to not lose school time if children have to be moved off site to other classrooms. It was suggested that the new Anzac school be used for temporary class spaces. Other ideas, Willoughby bowling club, Artarmon bowling club, Castle Cove PS.
- *Demographics* – It was asked if the future projection of numbers for the school mean that the existing site is not large enough to meet these overall enrolment demands. The school masterplan will cover the numbers and ensure open space is provided.
- *Special Needs* – DDA requirements will be met in any new development.
- *Covered Outdoor Learning Area (COLA)* – Plans for the COLA have been under discussion in light of the long term building program however it is was proposed that a COLA is still needed and funds should be allocated for this purpose. Two options to move forward were discussed:
  - *Proceed with a COLA for a budget of less than \$99,000* – The school needs to think of the children that are here now and what their needs are. From this perspective it is seen as an immediate need even if there is the possibility it cannot be incorporated into the school development.
  - *Do not proceed with the COLA* – Funds can be used to enhance the delivery of the masterplan upgrade works.

Following a broad discussion and the tabling of sample pros and cons of both options, it was proposed that the P&C proceed with plans for the creation of a COLA in 2016 with a budget of up to \$99,000.

Votes for: Unanimous

Votes against: None against.

An announcement will be put in the school newsletter advising the school community of this decision.

## 8. TREASURER'S REPORT AND TABLING OF UNAUDITED FINANCIAL STATEMENTS

Presented by: Evelyn Bowes

\$231k was raised for the school in the last financial year. For full details, refer to the Treasurer's report on the P&C website.

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Secretary

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President

## 9. ADOPTION OF BUDGET FOR 2016

The budget for the Financial Year ending 30 September 2016 was proposed as follows:

| <b>PROPOSED BUDGET YEAR ENDING 30 SEPTEMBER 2016</b>                 | <b>BUDGET ESTIMATE (\$)</b> |
|--|-----------------------------|
|  |                             |
| ADDITIONAL SCHOOL FUNDING  |                             |
| Salary support, literacy and numeracy resources                      | \$80,590                    |
| Less funds already paid across from prior year to Sem 2 contribution | -\$80,590                   |
| <b>Sub-total Net Additional Funding</b>                              | <b>\$0</b>                  |
|  |                             |
| P&C ADMIN AND OPERATIONS   |                             |
| Audit  | \$3,960                     |
| P&C Insurance  | \$2,553                     |
| Other  | \$3,487                     |
| <b>Sub-total Admin and Operations</b>                                | <b>\$10,000</b>             |
|  |                             |
| GROUNDS, BUILDING AND EQUIPMENT                                      |                             |
| Working Bees x 2 (plants, mulch, etc.)                               | \$ 3,000                    |
|  |                             |
| BUILDING AND EQUIPMENT   |                             |
| COLA   | \$99,000                    |
|  |                             |
| <b>TOTAL P&amp;C FUNDS TO BE SPENT</b>                               | <b>\$112,000</b>            |

It was moved that the budget for the Financial Year ending 30 September 2016 be approved.

Moved: Phil Skurrie      Seconded: Evelyn Bowes      CARRIED

## 10. P&C MEMBERSHIP FEES FOR 2016 - \$1 PER PERSON COLLECTED VIA TERM 1 FEES

It was moved that the membership fee be \$1 and invoiced via the 2016 Term 1 fees.

Moved: Phil Skurrie      Seconded: Melissa Fisher      CARRIED

## 11. GENERAL BUSINESS

### • FUNDRAISING TARGET FOR 2016

It was recommended that the fundraising target for 2016 could be an enhancement to the school masterplan (for example, an OOSH facility), or supporting the school during the building works (e.g. bus travel/hall rental). Bill Bird will review what the current needs of the school are and suggest any other possible target items.

### • APPROVAL OF UNIFORM SHOP EXECUTIVE

- Manager – Lynda Morris
- Convener – Helen Banf
- Secretary – Paula Cunningham
- Treasurer – Janice Choy

It was moved that the uniform shop executive be confirmed for 2016.

Moved: Phil Skurrie      Seconded: Mel Fisher      CARRIED

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Secretary

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President

- MEETING DATES FOR 2016

- Term 1 24<sup>th</sup> February
- Term 2 25<sup>th</sup> May
- Term 3 10<sup>th</sup> August
- Term 4 9<sup>th</sup> November

- THANKS TO OUTGOING OFFICE BEARERS

- Caz Kam (Events Coordinator)
- Mel Fisher (Co-President)
- Tanya Taylor (Vice President, Events Coordinator)
- Bec Cleary (Secretary)
- Jules Nash-Smith (Webmaster)

- STUDENT ACCIDENT & INJURY INSURANCE

There was further discussion on whether student accident and injury insurance should be funded by the P&C. Some other P&Cs do this, but a survey of schools in the area indicate that most do not. Phil Skurrie will obtain more information on the insurance (including a quote) and provide at the next meeting.

- SURVEY MONKEY

A two year subscription has been taken out for WPS on Survey Monkey.

- CUBBY HOUSE PARENT REP

Another parent rep is required to attend meetings with Cubby House. Volunteers please contact Mel Fisher or Michelle Hood.

- GROUNDS EVENTS

There was only one working-bee held this year as a trial to see if there would be more people attending however it was the lowest turnout in some time. Sarah Thomson will look into outsourcing and the associated costs.

- TRAFFIC MANAGEMENT

The Traffic team noted that the traffic survey will come out in the week via Survey Monkey, and requested that everyone complete it.

## 12. CORRESPONDENCE IN AND OUT

- Willoughby Councillors in relation to DA approval for demountables (Phil)
- Sharon Sands (schools director) re laneway use (Phil)

## 13. ELECTION OF RETURNING OFFICER

It was moved that David Trevena be elected the returning officer.

Moved: Phil Skurrie

Seconded: Tanya Taylor

CARRIED

## 14. VOTING FOR 2016 OFFICE BEARERS

All Executive Committee positions were declared vacant and nominations for positions for 2016 were put forward. The following positions were elected unopposed:

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Secretary

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President

| EXECUTIVE POSITION           | NOMINEE                                   |
|------------------------------|---|
| President                    | Phil Skurrie                              |
| Vice President(s)            | Colin Sargent, Chris Bowen & Peter Meades |
| Secretary                    | No nominations                            |
| Assistant Secretary          | Katherine Ireland                         |
| Treasurer                    | Evelyn Bowes                              |
| Assistant Treasurer          | Cath Lloyd                                |
| Events Coordinator           | No nominations                            |
| Assistant Events Coordinator | No nominations                            |

## 15. RETURNING OFFICER'S REPORT

No items to note.

## 16. SUB-COMMITTEE ANNUAL REPORTS

For all reports, refer to the P&C website.

### 16.1. FUNDRAISING

As tabled by Caz Kam.

### 16.2. UNIFORM SHOP

As tabled by Janice Choy

### 16.3. GROUNDS

As tabled and discussed by Sarah Thomson

### 16.4. BAND

As tabled by Mandy Hyslop

### 16.5. RUGBY UNION

As tabled and discussed by Israel Sage-Pickens.

### 16.6. NETBALL

As tabled by Mel Fisher

### 16.7. CHESS

As tabled by Emily McCutcheon

### 16.8. RUGBY LEAGUE

As tabled and discussed by Tony Bellia

### 16.9. ENTERTAINMENT BOOK

As tabled by Meredith Robson

## 17. CLOSE OF MEETING

Meeting commenced: 7:05pm

Meeting closed: 9:35pm

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Secretary

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President