



# Willoughby Public School Parents & Citizens Association Inc.

Oakville Rd, Willoughby NSW 2068

ABN 43 115 668 563

## MINUTES

### WILLOUGHBY PUBLIC SCHOOL P&C MEETING

7.00 PM, WEDNESDAY 6 NOVEMBER 2019

WPS Library

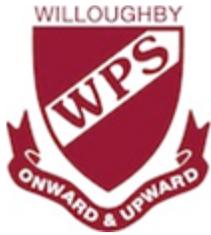
#### 1. Welcome

- **Welcome to Country** – Meeting opened 7:11pm
- **Attendees** – Tanya Taylor, Jenni Brown, Amanda Ley, Rebecca Cleary, Cath Lloyd, Meropy Karlaftis, Kirsten Delaney, Melissa Fisher, Juliemma Moran, Ruth Semark, Emma Mchordrick, Amy Daly, Helen Bromley Fox, Noemi Wood, Rebecca Muir, Zoi Barber, Keshvar Seale, Barbara Trickett, Natalia Curcelli Widdicombe
- **Apologies** – Nikki Templeton, Antonina Minenko, Matt Loughnan, Colin Sargent
- **In attendance** - Jennifer Simmonds, Shaun Michael, Emma Blake.
- **Confirmation of quorum**
  - The minimum number required for a quorum is 11. A quorum was declared with 19 members in attendance.
- **Adoption of meeting agenda**
  - The meeting agenda was adopted. Proposed by Amanda Ley seconded by Cath Lloyd. Carried.
- **Confirmation of previous minutes**
  - Previous minutes were confirmed without objections or amendments. Proposed by Kirsten Delaney seconded by Amanda Ley. Carried.

#### 2. Presidents' Report

- Thank you to Jenni as Co-President and Jennifer, Shaun, Michelle and Emma for their continued support of the P&C.
- **Advocacy** - We've had fortnightly meetings with the School Executive, attended many PRG meetings, organised a community forum about the future focused learning spaces and pedagogy, lobbied council for improvements to traffic. Through her role as the parent representative on the school Merit Selection Panel, Jenni has spent countless hours assisting in the recruitment and selection of a number of teaching staff, including our new Deputy, Emma Blake.
- **Communications & Marketing** - Through the work of our Communications Convenor, Amy Anderson we've improved the class contact list system, developed our Social Media presence via our Facebook site, liaised with School to ensure communications about P&C events and activities are disseminated efficiently via Skoolbag (thanks Shaun!) and the school newsletter. Through the efficiency of our Secretary Bec Cleary, we've conducted open and efficient Term meetings, with concise reports and minutes.
- **Partnership & Grants** - VP Matt Loughnan has ensured the continuation of our relationship with Richardson & Wrench, locking in a three-year partnership deal. Matt also successfully applied for a grant for a new playground for the school. Our Treasurer Cath Lloyd, (apart from her ongoing job of keeping our accounts on track) once again successfully applied for a WCC Council Grant to ensure our wonderful buddy program with Cromehurst continues. These grants, the revenue from our advertising supplement and sales from the Entertainment Book have resulted in over

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\$28,000 cash or in kind to the school. They also ensure the school has some fantastic programs, facilities and services.

- Events - Amanda Ley has planned and executed a number of our events this year - which have been both extremely successful, but also beautifully community orientated – building on our charter to bring back the community spirit to Willoughby Public School. We've raised over \$30,000 for the school through these events alone. In addition, the combined Chicks for a Cause lunch and Fiver for a Farmer SRC fundraiser (which was instigated by a school parent via the P&C) raised over \$9,500 for Rural Aid. Such a worthy cause and a testament to the generosity and spirit of the school community.
- Sustainability - We've proudly spearheaded the implementation of a new Sustainability Taskforce to tackle this very real issue. Although in its infancy, we're excited about where we can go with making WPS as "Green" as we possibly can.
- Traffic - We've also spearheaded our Traffic Taskforce, instigating improvements to pedestrian safety around the school. We've introduced a Traffic Tip Tuesday social media post, and we're in the process of implementing some Walking Buses for various routes into the school. We're also lobbying the WCC and state government for some improvements to the traffic conditions around the school, including crossings and crossing supervisors, traffic light phasing, improvements to footpaths, including pedestrian railings.
- Uniform - We listened to the concerns of the students and parents/carers and formulated a survey around some possible options for a unisex approach to school wear. We can't wait to see our gender-neutral polo shirt and pants/shorts to be implemented in 2020.
- Supporting Sub-Committees - Both Jenni and I have made ourselves available to sub-committees by reaching out, and attending any meetings, where possible, that we've been invited to. Sub-committees are such important threads in the fabric of our school and we are keen to continue to support and enrich the programs that they offer.
- Thank you
  - A huge thanks to our **Executive Committee** - Matt (VP), Cath (Treasurer) and Amanda (Events), who are unfortunately stepping down in 2020. And Bec (Secretary) and Amy (Comms), who are both re-standing. Thanks for all your hard work and support guys – much appreciated.
  - A big thanks also to our **Non-Executive Committee** – our Assistant Secretary - Antonina Mineko and our Assistant Treasurers - Caroline Vickery & Darren Periera.
  - Our gratitude also extends to our **Events Teams**:
    - Welcome Party & Picnic – Amanda, Steph, Juliemma
    - Election BBQ's – Amanda and the Band Committee
    - Mothers Day Stall – Juliemma, Noemi, Amanda
    - Blokes Night – Amanda
    - Fathers Day Stall – Kevin Wong, Amanda
    - Parents Part – Adam, Amanda, Ruth, Amy
    - Bunnings BBQ & Cake Stall - Jenni and Zoi
    - Chicks for a Cause – Claire & Lucy
    - Starry Night – Steph, Carolyn and Ruth
  - Our **External Revenue Team** have also done an amazing job – thank you Simrita, Meredith, Kylie and Amanda.
  - Headed up by Lisa, our fabulous **Lost Property Angels** have kept the piles under control!



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- Our **Grounds Committee** – Greg Flavel and Claudia Zines. The workload has reduced somewhat this year with all the building works going on, but you've single handedly kept the gardens looking spic and span, and we thank you for that.
  - We'd also like to acknowledge a number of people who are leaving the school this year, who have put in many, many, many hours over the years... **A big thanks to** Mel Fisher, Helen Bromley-Fox and Melissa Gock in particular
  - A big thank you also to our **sub-committees**, who beaver away behind the scenes to ensure your children embrace their love for music, netball and chess:
    - **Band** – Heather Chopra, Melissa Gock, Nikki Templeton, Dimity Pinto, Brooke Charlton, Meredith Robson and the coordinators of the three bands.
    - **Netball** – Mel Fisher, Kirsten Delaney, Zoi Barber, Emma McGoldrick, Saskia Kirsin, Linda Shaw
    - **Chess** – Nathan Isterling, Cameron McNeil, Cath Lloyd, Frieda Chen, Linga Ma
    - **Uniform Shop** – Helen Bromley-Fox, Mel Fisher, Emma McGoldrick
    - **Sustainability** – Benjamine Duncan, Daniel Barber, Lee Stewart
  - 2020 Objectives –
    - Assisting the school and our sub-committees with transitioning to the new building, including the set-up of new facilities
    - Supporting our sub-committees to ensure they are well-informed and governed correctly.
    - Streamlining the structure of our Executive and Non-executive committees, including the introduction of an Immediate Past President role
    - Distributing more evenly, by year group, the management our community events, so that organisation doesn't always fall to one person
    - Developing a sustainability approach to all areas of our school, including our sub-committees and events
    - Continuing our plight for a safer environment for our children to get to and from school
    - ...and maybe a Fete to celebrate the opening of our beautiful new and refurbished facilities!
  - The Presidents' Report was presented by Tanya Taylor and Jenni Brown. It was proposed to be adopted by Bec Cleary and seconded by Amanda Ley. Carried.
3. **Treasurer's Report presented by Cath Lloyd**
- At the end of September about \$250k in cash funds was held by the P&C with \$26k in the building fund. An adjust surplus of \$117k for the year. Fundraising events raised \$32k. Voluntary contributions raise about \$75k each semester, going to school resources including technology and learning support as well as P&C selected funding including the new build.
  - The September 2018 accounts are almost through the audit and the 2019 accounts should be done before the end of the year.
  - Across all of the P&C and Sub-Committees there is cash of almost \$600k. All sub-committees reported a surplus for the year end September 2019.
  - The Treasurer's Report was presented by Cath Lloyd. It was proposed to be adopted by Mel Fisher and seconded by Bec Cleary. Carried.
  - It was moved that Nicole Overton be appointed as the Auditor for the coming year. It was proposed to be adopted by Cath Lloyd and seconded by Tanya Taylor. Carried.
4. **Sub-Committee Reports**



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- a. Band – A report was submitted prior to the meeting and posted on the website.
  - b. Netball - A report was submitted prior to the meeting and posted on the website. Mel Fisher reported on the fabulous year for the netball club. There are 20 teams in total (10 net set go and 10 netball). 8 out of the 10 netball teams made the semis with one grand final winner. Bec Muir is the new net set go convenor and Zoi Barber is the new netball convenor with Mel Fisher staying on in a paid position to support and liaison with NSNA. Thanks to Michelle Upston and Shaun Michael for their support.
  - c. Chess – A report was submitted prior to the meeting and posted on the website. Cath Lloyd reported that Chess is now run over two days and will adjust in 2020 to fit in with band. Most of the administration has now been outsourced to the Academy of Chess.
  - d. Uniform - A report was submitted prior to the meeting and posted on the website. Helen Bromley Fox reported that it has been a very busy year meeting the requirements for the new uniform guidelines. The financial position is still strong, and some funds will be handed back to the P&C. There is a team of volunteers that support the uniform shop. While there is going to be a new convenor and secretary, Helen and Mel will stay on to transition.
- The Sub-Committee Reports were proposed to be adopted by Kirsten Delaney and seconded by Zoi Barber. Carried.

### 5. Amendments to By-Laws

#### a. Sub-Committees

- Current Clause:

13.10 As at the date of these Rules, the Association has the following subcommittees:

- Uniform Shop
- Canteen
- Band
- Netball Club
- Rugby Club
- Chess Club
- Grounds

- Proposed Clause:

- o The Standing Sub-Committees will be

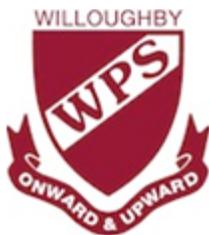
- Band
- Netball Club
- Chess Club
- Uniform Shop
- Sustainability Taskforce

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b. Immediate Past President – new non-executive role

c. Tenure of Committee – November to November

- Current clause:



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5.3 Following the AGM in Term 4 each year, all outgoing office bearers of the Executive and Subcommittees shall continue in their positions until the end of December. New office bearers elected at the AGM shall take up their positions at the beginning of the following school year.

- Proposed Clause: Following the AGM in Term 4 each year, new office bearers elected at

d. Receipt and Adoption of Amendments

- The proposed amendments to the P&C By-Laws were proposed to be adopted by Juliemma Moran and seconded by Kesh. Carried.

## 6. P&C Membership Fee & Voluntary Contributions for 2020

- It was proposed by Kesh and seconded by Kirsten that the P&C membership fees for 2020 be \$1. Carried.
- It was proposed by Jenni Brown and seconded by Kesh that the P&C Voluntary Contribution fees for 2020 be maintain at the 2019 level. Carried.
- It was proposed by Kirssten Delaney and seconded by Mel Fisher that the P&C Voluntary Contribution allocation for 2020 be maintain at the 2019 level. Carried.

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## 7. Life Members for 2019

- Mel Fisher for her contribution to WPS over the years both on the P&C executive, Netball Club and Uniform Shop. It was proposed by Tanya Taylor and seconded by Kirsten Delaney. Carried

## 8. Outgoing Members – A huge thanks to our Matt (VP), Cath (Treasurer) and Amanda (Events), who are unfortunately stepping down in 2020.

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## 9. Election of Office Bearers

Executive Committee Office Bearer Elections		
Role	Nominations	Elected
President(s)	Tanya Taylor and Jenni Brown	Tanya Taylor and Jenni Brown
	Nominated by Kirsten Delaney & seconded by Amanda Ley	
Vice President(s)	Amy Daly	Amy Daly
	Nominated by Kesh Seale & seconded by Mel Fisher	
Treasurer	No nominations	
Secretary	Bec Cleary	Bec Cleary
	Nominated by Amy Daly & seconded by Amanda Ley	
Events	Juliemma Moran	Juliemma Moran
	Nominated by Jenni Brown & seconded by Amanda Ley	
Executive Committee Office Bearer Elections		
Role	Nominations	Elected
Assistant Treasurer	Caroline Vickery	Caroline Vickery
Assistant Secretary	Kirsten Delaney	Kirsten Delaney
Assistant Events (Tech)	Amanda Ley	Amanda Ley
Website		
Community Advertising	Simrita Virk	Simrita Virk



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Entertainment Book	Meredith Robson	
Lost Property		

## 10. Confirmation of Sub-Committee Representatives

Standing Sub-Committee	Representatives
Band	Meredith, Kate, Jason
Netball Club	?????????
Chess Club	?????????
Uniform Shop	?????????
Sustainability (& Grounds)	Benjamine Duncan, Lee Stewart

- The Standing Sub-Committee representatives were proposed to be adopted by Bec Claery and seconded by Helen Bromely Fox. Carried.

Ad-Hoc Sub-Committee	Representatives
Lost Property	
Traffic Taskforce	
Events x 7	
Sports	
Development	Colin Sargent
Partnerships & Grants	Lee Stewart

## 11. Meeting Closed 7:56pm