

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

**Wednesday 21 November 2012 7.00pm**

**1. WELCOME AND APOLOGIES**

**ATTENDEES:** Penny Hackett, Julianne Nash-Smith, Donna McDuie, Vicki Thirlwell, Tracey Redwood, Tanya Taylor, Sarah Thomson, Janice Choy, Amanda Milin, Kate Goulston, Kelini Pin, Michelle Hood, Margie Powell, Caroline Herrman, Rebecca Jayatilleke, Evelyn Bowes, Peter Newman, Rosina Blake, David Emmett, Nicole Taylor **APOLOGIES:** Cheryl Johns, Andrew McMichan, Lynn Donohue, Jonathan Herrman

**2. CONFIRMATION OF QUORUM** 19 members present **CONFIRMED**

**3. ADOPTION OF MEETING AGENDA**  
Moved: Sarah Thomson , Seconded: Rosina Blake **CARRIED**

**4. CONFIRMATION OF MINUTES**  
The Minutes of the General Meeting held on 15 August 2012 and the Annual General Meeting on 9 November 2011 be confirmed.

Moved: Penny Hackett , Seconded: Rosina Blake **MINUTES CONFIRMED**

**5. BUSINESS ARISING**

- *School overcrowding – public meeting 26 November 7pm WGHS:* as discussed at the previous P&C meeting new school sites are needed on the lower north shore to accommodate growing numbers of both primary and secondary school students. A public meeting has been scheduled for 26 November and it is important that as many concerned parents as possible attend so that action is taken. Pat Reilly, the Mayor of Willoughby has written to all pre-schools and child care centres inviting parents to attend. Jillian Skinner and Gladys Berejiklian want the issue alive so that the NSW cabinet can be lobbied to provide more funds.
- *Uniform changes:* discussed below under School Executive Report.
- *Land acquisitions:* The WPS P&C is continuing its work in relation to lobbying the Minister for Education to make affectation orders concerning several properties land abutting the School onPenshurst Street.

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

- It has been a busy term. The year 6 fete went well and surf education and swimming lessons are in full swing. There have been some great excursions too.
- Kindergarten orientation has commenced and the number of kindy students for 2013 will be similar to 2012.
- The Chess Club has celebrated some great achievements including second place in a recent competition.
- End of year presentations are scheduled for the next few weeks.
- Congratulations to all students who performed in the junior dance and senior choir at the Sydney Opera House.
- The Willoughbylicious cookbook has been published, is now on sale and looks amazing.
- The new sports uniform has been voted on and will be introduced in February 2013 with a transitional period of 3 years. A new girl's uniform will be introduced sometime next year.

**7. 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 team has produced an excellent result with the raffle alone raising over \$40,000.
- New canteen arrangements are in place and the transition has been smooth.

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- All financial accounts for the P&C and all its subcommittees clubs were finalized within a month of the end of financial year. This is a record so thanks to the Treasurers for this I want to personally thank the Executive team and especially Julianne Nash-Smith for running 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.

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

- Financial accounts for all P&C committees were provided on time.
- A new accounting system, Xero, is now in place and working well.
- For the year ended 30 September 2012 total assets were approx \$307,000; approx \$7,000 in the building fund; approx \$1,000 in the ancillary fund. Overall profit was \$42,000.
- It is anticipated that expenditure will be \$153,000 next financial year. This includes approx \$60,000 allocated towards wireless installation amongst other things.
- The unaudited accounts for the P&C were tabled. Audited accounts are to be tabled at the next meeting

**9. GENERAL BUSINESS**

- *Approval of uniform shop executives:* A new executive of the uniform shop has been appointed. Thank you to Janice Choy who has taken on the position of treasurer of the Uniform Shop. It was **MOVED THAT** the executive of the uniform shop be appointed as:
  - Convenor: Amy Diefes
  - Secretary: Paula Cunningham
  - Treasurer: Janice ChoyMoved: Penny Hackett, Seconded: Tanya Taylor **CARRIED**
- *WPS 150 plans and school history:* Tanya Taylor is head of the committee overseeing celebrations to be conducted throughout the 150<sup>th</sup> anniversary year of the school. Some preliminary work has already been done including development of a special logo and work on a history of the school. Many volunteers will be needed to co-ordinate all of the events. Fundraising initiatives may include the purchase of commemorative pavers and an old fashioned fair/fete. A new artwork installation may also be proposed and a formal celebration dinner will be held which will be open to alumni. Current students will take part in the Open Day and by celebrating 150 days of school in October 2013.
- *Before and after school care:* Michelle Hood, a parent at the school has raised the issue of a lack of before and after school care. WPS has no space available to cater for care. Shortage of care is a serious problem at a number of nearby Schools Artarmon Public has surveyed parents and prepared a detailed paper on their issues. They are working with Willoughby Council to find solutions. It was **MOVED THAT** the WPS P&C survey its parents and carers to assess the level of need and work collaboratively with Artarmon Public School to raise awareness of the issues with local government.
- *Cromehurst:* The President reported receiving some excellent feedback on our Cromehurst program under which selected year 5 students visit Chromehurst Special School in Lindfield each week to spend time with their handicapped and intellectually disabled children. This program has been running for many years and is a credit to the School and the students who demonstrate such care and maturity with their Chromehurst buddies.
- *Website:* the WPS P&C website needs a major overhaul. Julianne Nash-Smith has developed a plan to launch a new website in 2013. This will enable a smoother running of P&C initiatives and reduce the very heavy workload of our webmistress.

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**10. ADOPTION OF BUDGET FOR 2013**

Fundraising income and other monies available for disbursement during Financial Year ending 30 September 2013 is as follows:

Fundraising income & other monies available for disbursement during FYE 30 September 2013	Income Estimate (\$)
Interest (to 30/9/12)	5,080.00
McGrath sponsorship renewal	5,000.00
McGrath property sale contribution	2,000.00
Raffle T3	40,317.00
Disco T1	12,478.00
Entertainment books	1,000.00
Mother's day stall T2	2,486.00
Starry Night T4	2,000.00
Membership fees	1,221.00
Major fundraiser T2	37,999.00
Advertising supplement (possible addition of \$1647 proceeds)	3,920.00
Blokes breakfast (held in T4 – estimated income)	1,537.00
Father's day stall	-422.00
Bunnings BBQ T3	1,840.00
Hot cross buns	362.00
Uniform shop distribution for FYE 30/9/12	18,000.00
Canteen – final distribution on winding up P&C run canteen	11,550.00
<b>Total fundraising</b>	<b>146,368.00</b>
Unspent from 2011/2012 – grounds	4,167.00
Unspent from 2011/2012 – P&C admin	496.00
Unspent from 2011/2012 – P&C insurances	1,628.00
<b>Total of unspent from previous year</b>	<b>6,291.00</b>

**Total funds raised and available** \$152,659.00

The budget for Financial Year ending 30 September 2013 was proposed as follows:

Proposed Budget YE 30/9/13	Budget estimate (\$)
<b>P&amp;C Admin and operations</b>	
P&C Admin Budget	2,000 .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	37,000 .00
Kindergarten Aides	6,000.00
Numeracy – teachers aides	20,000.00
<b>Educational Resources (readers, maths sets etc)</b>	
Spelling	1,500.00
Numeracy	5,000.00
Literacy	5,000.00
<b>General</b>	
Contribution to wireless system and ipads	59,000.00
WPS150 expenses and history commission – aim to recoup from WPS150 events	5,000.00
<b>Total</b>	<b>\$147,500.00</b>

**Balance available** \$5,159.00

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The Ancillary and Building Fund income and budgeted expenditure for Financial Year ending 30 September 2013 was estimated and proposed as follows:

Income and monies available at end of FYE 30 September 2013	Income Estimate (\$)
Balance of building and ancillary fund	7,797.00
	<b>7,797.00</b>
Proposed Budget YE 30/9/12	Budget estimate (\$)
Airconditioning (new expenditure for FYE 2013)	7,000.00
	<b>7,000.00</b>
<b>Balance available</b>	<b>\$797.00</b>

It was **MOVED THAT** the budget for Financial Year ending 30 September 2013 be approved with the addition of \$2,000 expenditure for website development. Moved: Penny Hackett Seconded: Rosina Blake **CARRIED.**

**11. APPOINTMENT OF AUDITOR FOR 2013**

It was **MOVED THAT** Martin Dickey be appointed the auditor for 2013. Auditors consent was tabled. Moved: Penny Hackett, Seconded: Tanya Taylor **CARRIED.**

**12. P&C MEMBERSHIP FEES FOR 2013**

It was **MOVED THAT** the membership fee be \$1 invoiced via the 2013 Term 1 fees . Moved: Penny Hackett, Seconded: Tanya Taylor **CARRIED.**

**13. CORRESPONDENCE IN AND OUT**

No correspondence in or out.

**14. SUB-COMMITTEE ANNUAL REPORTS**

**14.1 FUNDRAISING Provided by Tanya Taylor**

- As tabled.
- It has been a great year with the highlight being the masquerade party held at the Willoughby Hotel and the raffle which raised over \$40,000. Thank you to all our volunteers.
- Thank you to John McManus and Adam Wong at McGrath Real Estate who have contributed approx \$5,500 to several events during the year.

**14.2 BAND Provided by Caroline Herrman**

- As tabled.
- A new Executive has been appointed with many staying on from last year.
- There is likely to be 75 students in the training band next year.
- The unaudited accounts for the Band were tabled. Audited accounts are to be tabled at the next meeting
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**14.3 RUGBY** As tabled

- No accounts were provided for tabling at the meeting but they have been submitted to the auditor and will be tabled for approval at the next meeting.

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- Cash on hand is approx \$5,000

**14.4 NETBALL Provided by Kate Goulston**

- As tabled.
- The Club made a loss as new bibs were bought during the season. However the club's finances are good - As at 30 September there was approx \$5,000 cash on hand.
- The unaudited accounts for the Club were tabled. Audited accounts are to be tabled at the next meeting
- The current convenors and treasurer will be staying on for 2013.

**14.5 UNIFORM SHOP**

- As tabled.
- The Uniform shop paid the WPS P&C approx \$18,000. A similar amount is expected next year.
- The shop is working on rolling out new sports uniform early next year.
- The unaudited accounts for the Uniform Shop were tabled. Audited accounts are to be tabled at the next meeting

**14.6 CHESS CLUB Provided by Jono Herrman**

- As tabled.
- The WPS Chess team came second in the Sydney Northern Region Competition and 3<sup>rd</sup> overall in the State.
- The unaudited accounts for the Club were tabled. Audited accounts are to be tabled at the next meeting
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**14.7 GROUNDS Provided by Sarah Thomson**

- As tabled
- The working bee went well but in future more people need to be encouraged to help out.
- Acquittal for the use of funds under the \$3000 Council grant has been submitted

**14.8 CANTEEN provided by Penny Hackett and Janice Choy**

- The Canteen is now formally wound up. It paid a final distribution of just over \$11,000 to WPS P&C. The unaudited closing accounts for the Canteen were tabled. Audited accounts would be tabled at the next meeting
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**15. ELECTION OF RETURNING OFFICER**

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

**16. VOTING FOR 2013 OFFICE BEARERS**

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:	Penny Hackett	Rosina Blake
Vice President:	Lynn Donohue	Penny Hackett
Vice President:	Vicki Thirwell	Amanda Milin
Secretary:	Amanda Milin	Tanya Taylor
Co-Treasurer:	Janice Choy	Sarah Thomson
Co-Treasurer:	Donna McDuie	Sarah Thomson
Fundraising Co-ordinator	NONE	

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**Non-Executive Positions**

Hall/kitchen co-ordinators	Tracey Redwood and Kate Goulston
Class rep co-ordinator	Julianne Nash-Smith
Web mistress	Julianne Nash-Smith
Grounds committee	Sarah Thomson Jane Parker Gabrielle McCarthy

**MEETING DURATION**

Meeting commenced : 7:07 pm

Meeting closed : 10:02 pm.

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Secretary

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President