

AGENDA

WILLOUGHBY PUBLIC SCHOOL P&C MEETING

7:00 PM, Wednesday 28th May 2014

Staff Room, Level 1, Administration Building at the School

1. 7:00PM-7:05PM WELCOME AND APOLOGIES (PHIL)
 - APOLOGIES – TBD
2. 7:00PM-7:05PM CONFIRMATION OF QUORUM (PHIL)
 - QUORUM IS 11 MEMBERS IN ATTENDANCE BY 7:15PM (15MINS AFTER SCHEDULED START). IF NOT QUORUM, CAN CALL ANOTHER MEETING DATE WITHIN 28 DAYS.
3. 7:05PM-7:10PM ADOPTION OF MEETING AGENDA (PHIL)
 - MOTION MOVED & SECONDED
4. 7:05-7:10PM CONFIRMATION OF MINUTES FROM FROM 12TH MARCH 2014 - TERM1 MEETING (PHIL)
 - MINUTES CONFIRMED: MOVED & SECONDED
5. 7:10-7:45PM SUB-COMMITTEE REPORTS
(5 MINS EACH)
 - FUNDRAISING
 - UNIFORM SHOP
 - GROUNDS (SARAH THOMPSON)
 - BAND (AMY TZIOUMIS)
 - RUGBY
 - NETBALL
 - CHESS
6. 7:45PM-7:50PM TREASURER'S REPORT AND TABLING OF AUDIT FINANCIAL STATEMENTS AND AUDIT REPORTS
7. 7:50PM-8:00PM BUSINESS ARISING
 - UNIFORM CHANGES AND UNIFORM SHOP ON-LINE (MEL)
 - BEFORE AND AFTER SCHOOL CARE – UPDATE ON TENDER (MEL/MICHELLE)
8. 8:00PM-8:15PM SCHOOL EXECUTIVE REPORT (PATRICIA)
9. 8:15PM-8:30PM PRESIDENT'S REPORT (MEL/PHIL)
 - GRANDPARENTS' DAY (MEL)
 - ANZAC DAY (BOTH)

- 2014 ANNUAL CONFERENCE OF THE FEDERATION OF P&C ASSOCIATIONS OF NSW (PHIL)

- NEED TO PASS A MOTION TO HAVE 3 ATTENDEES FOR VOTING PURPOSES

10. 8:30PM-8:40PM GENERAL BUSINESS

- TRAFFIC DROP-OFF/PICKUP SAFETY (MEL)

11. 8:40PM-8:45PM CORRESPONDENCE IN AND OUT

- WE ALSO ASK IF ANYONE ELSE HAS CORRESPONDENCE TO ADD

12. 8:45PM-8:55PM OTHER BUSINESS

13. 8:55PM-9:00PM CLOSE OF MEETING

Attachment 1 – Division of President responsibilities

Mel Fisher:

OOSH

Uniform Shop

Special Interests (LAST teacher, Traffic & website)

Liaison with Fundraising

Liaison with Subcommittees

Liaison with WPS Office

Monitoring of Correspondence – Presidents' pigeon hole

General Meetings – relevant special interest areas

P&C Website

Phil Skurrie:

General Meetings Agendas and Chairperson

AGM

Auditor/Financial/Budgets/Voluntary contributions. Note: replacement auditor required for Martin.

Insurance

Penshurst St Properties

- The Department of Education (DEC) has agreed to undertake a feasibility study in relation to the development of a block in the immediate vicinity of the school for the purpose of expansion of the primary and high school grounds. The Department's decision about the study for this resumption of land is pending. It was also noted that Willoughby Council is in discussions with the DEC about building a multi-purpose sporting and community facility over the current tennis courts at WGHS.

Dan Murphy's Carpark

P&C federation interaction

Monitoring of correspondence (email/school mailbox) from President's email

Dropbox – mention of Facebook page

Alumni List/School Archivist – Sue Shrub - be can be managed by Sue (item 10).

NEW SCHOOL AUDITOR (PHIL)

- NO UPDATES

CODE OF CONDUCT (PHIL)

- NO UPDATES

NO NEED TO BE PART OF THE CONSTITUTION - JUST TABLE AT MEETING AND PASS A MOTION TO ADOPT IT AND THEN IT CAN GO ON THE WEBSITE.

- ADOPTION OF "SKOOLBAG" – SMARTPHONE APP FOR SCHOOL EVENTS (PHIL)

<http://www.skoolbag.com.au/>

FREE TRIAL OF THE IPHONE VERSION OF SKOOLBAG FOR 30 DAYS. – RECOMMENDED.

ONGOING FEES:

A ONE OFF SETUP FEE OF \$680 + GST.

ANNUAL SUBSCRIPTION BASED ON THE SIZE OF THE SCHOOL: FOR SCHOOLS WITH OVER 300 STUDENTS THE ANNUAL SUBSCRIPTION IS \$1 PER STUDENT PER YEAR + GST (APPROX \$1,100+GST).

IT IS FREE FOR PARENTS AND STUDENTS TO USE.

MOTION: TO ADOPT THE FREE TRIAL (CALL FOR VOLUNTEERS TO PARTICIPATE IN TRIAL).

Both

Kindy Morning Tea

Grandparents Day

Anzac Day