

**WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY MEETING
HELD 3rd June 2009**

1. WELCOME AND APOLOGIES:

ATTENDEES: : David Ogilvie, Andrew McMichan, Janet Young, Angela Nash, Lisa Williams, Penny Hackett, Di Suttor, Jodie Richards-McCabe, Sarah Boyd, Tracey Redwood, Eloise Power, Fiona Whitten, Lorna Watson, Rosina Blake, Peter Skehan,, Patricia Petterson, David Trevena, Michelle Verhagen.

APOLOGIES: Julianne Nash-Smith

2. CONFIRMATION OF QUORUM **CONFIRMED**

3. ADOPTION OF MEETING AGENDA **CARRIED**
1^o Eloise Power 2^o Angela Nash

4. CONFIRMATION OF MINUTES
The Minutes of the Ordinary Meeting held on 4th March 2009 to be confirmed.
1^o Eloise Power 2^o Lisa Williams **MINUTES CONFIRMED**

5. BUSINESS ARISING
There was no business arising.

- 6. SCHOOL EXECUTIVE REPORT**, by Patricia Petterson, Michelle Verhagen.
- Painting completed, Smartboards now in all classes, the school cut over to a new server which was met with a few problems.
 - Human Swine flu Influenza – An update will be sent out to Parents and Carers this week
 - Cross Country – Willoughby won for the first time with Saskia Horley winning by a long way.
 - School Reports will be sent out on Friday, week 10.
 - Excursions will be happening in the next weeks for Elizabeth Farm; Saduko 1000; Hospital Explorer; Maritime Museum; Bathurst and Canberra.
 - Naplan testing results will be out mid-September.
 - Two children made the PSSA Nationals, the costs to attend is \$850 per child. Discussed the possibility of the P&C contributing to these expenses. The child also sells raffle tickets to the value of \$850 to subsidise these costs. A note will go into the WPS Newsletter advising of the children selling these tickets.

- 7. P&C EXECUTIVE REPORT**, by Rosina Blake
- P&C running smoothly. Thank you to Julianne Nash-Smith who has taken on the role of secretary. Peter will continue as assistant.
 - Once again the Mothers Day stall was a huge success due to the fantastic team of people who volunteer. Special mention must go the Debbie Rowe and Megan Fookes who attended the trade fair to buy the gifts, and their fantastic team including Kath Irving and Tracey Hampson.
 - Nest major event is the fundraiser in August. .

- 8. TREASURER'S REPORT**, by Eloise Power
- Audit reviews have been completed for WPS P&C, Canteen, Uniform Shop, Netball Club, School Band. Audit Reports tabled.

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Secretary

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President

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- Accounts tabled.
- Approximately \$120,000 in cheque account and term deposit.
- Disco made approx \$13,000 after expenses.
- Grant money received \$9,500.
- Main expenses were the grounds of approximately \$50,000.
- There is a need to allocate the following unspent funds: \$11,000 from the 2007/2008 budget, this is due to some small amounts that were never spent; \$20,000 for the 2008/2009 budget. This extra amount is because we allowed for the 2/3 playground to cost \$70,000 and it ended up costing \$50,000.
- The school has requested the total funds of \$31,000 be allocated to:
 - Stage 2 and Stage 3 reading equipment \$7,000
 - Stage 2 and Stage 3 Think Tank mathematics resources \$4,000
 - Plants for the Ground Committee \$3,000
 - Arts and Craft across all stages (split evenly between K-2 and 3-6) \$10,000
 - Stage 1 readers \$7,000

Motion that the funds be allocated as requested.

1^o Sarah Boyd, 2^o Penny Hackett

CARRIED

9. FUNDRAISING REPORT, by Tracey Redwood

- Markets Day November – planning still to be done
- Entertainment books (thank you to Anna Nilsson) as at last week had raised \$1,000.
- Major Fundraiser – 15th August, organisation is currently under way. A team is currently sourcing donations from the local business community and within the School. North Sydney Leagues is the venue. Entertainment is booked. Invitations and theme will be launched next month. This Major fundraiser requires \$2,000 for expenses.

Motion that \$2,000 be allocated for the Major Fundraiser expenses

1^o Lorna Watson, 2^o Lisa Williams

CARRIED

- Pledge Website. David Ogilvie is managing along with Sam Tan, a parent at the school who is a web designer.
- Personalised Canvas Bags. Sold 80 bags to date and a lot of mums have had a great time painting together.
- Raffle. Volunteers are still needed to run this year's raffle.
- Calendars featuring childrens' artwork will be available in the run up to Christmas.

10. CORRESPONDENCE IN

No correspondence in.

11. CORRESPONDENCE OUT

No correspondence out.

12. SUB-COMMITTEE REPORTS

- School Band report tabled.
- Uniform Shop. Lorna presented the P&C with a cheque for \$10,000.
- Netball. There are 90 girls playing netball with 2 players from outside the school. The girls are now wearing the new skirt, thank you to the P&C for putting this through last year.
- Canteen Report tabled and presented by Jodie Richards-McCabe

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- The canteen is still in great need of more volunteers for the remainder of 2009.
- Desperately seeking more volunteers to fill shortages particularly on Mondays. Very pleased with the response from the email circulated by the Class Reps. Approximately 15 new volunteers signed up for Term 2. Another email request for Term 3 and 4 will be circulated to the Class Parents/Carers in Week 8.
- Menu. Terms 2 Menu (and Roster) are available on P&C website. Several parents are not using the updated menu and prices when preparing their Children's lunch orders.
- Willoughby Council conducted a spot inspection of our Canteen on 6th April 2009. They will inspect (without notice) twice a year.
- Healthy Kids School Canteen Association is celebrating their first 'School Canteen day' on Friday June 19th.
- Shirley and I have been investigating various Canteen Online Ordering Systems. We have visited Artarmon Public School to see one system in action. The committee would like to ask the P&C whether this is something of interest and if so, maybe the school could circulate a survey or questionnaire to parents/carers, simply asking whether they would order online or not and to complete with a 'yes' or 'no'.
- Jodie discussed some of the pro's and con's of an online ordering system.
- Shirley was recently advised that the Commonwealth Bank on Penshurst Street, where the Canteen monies are banked daily is closing on 10th July. I therefore ask the P&C to investigate and consider alternative banking methods and advise the outcome.
- Operating surplus as at 5th May 2009 was \$15,349.79.

13. SCHOOL COUNCIL REPORT by David Ogilvie

The School Council Report will go into the WPS Newsletter as David needed to leave the meeting early.

14. GENERAL BUSINESS

There was no General Business.

MEETING DURATION. Commenced 7.40 pm, closed 9.08 pm.

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Secretary

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President