

**WILLOUGHBY PUBLIC SCHOOL P&C  
MINUTES OF ORDINARY MEETING**

**26<sup>th</sup> August 2009**

**1. WELCOME AND APOLOGIES**

**ATTENDEES:** Angela Nash, Sandra Harry, Kate Goulston, Penny Hackett, Lorna Watson, Andrew McMichan, Tracey Redwood, Christine Betts, Sarah Boyd, Julianne Nash-Smith, Eloise Power, Rosina Blake, Patricia Petterson, David Trevena.

**APOLOGIES:** David Ogilvie, Michelle Verhagen, Judy Cotton, Peter Skehan, Jodie Richards-McCabe

**2. CONFIRMATION OF QUORUM**

**CONFIRMED**

**3. ADOPTION OF MEETING AGENDA**

1o Lorna Watson, 2o Penny Hackett

**CARRIED**

**4. CONFIRMATION OF MINUTES**

The Minutes of the Ordinary Meeting held on 3<sup>rd</sup> June 2009 to be confirmed.

1o Eloise Power, 2o Sarah Boyd

**MINUTES CONFIRMED**

**5. BUSINESS ARISING**

There was no business arising.

**6. BUSINESS ON NOTICE**

There was no business on notice.

**7. SCHOOL EXECUTIVE REPORT,**

**Provided by Patricia Petterson.**

- Congratulations to the fund-raising committee for the fantastic African night on 15<sup>th</sup> August. Approximately \$30,000 was raised, which was recognised as a fantastic result, given the lower than expected attendance. The MCs were congratulated for doing a fantastic job of keeping everyone entertained and engaged during the evening.
- The “Building an Education Revolution” scheme is underway, with the result that it is likely construction will start before the end of the year on a new library building, which will have 3 classrooms above it. It will replace the dental clinic and nearby demountables. The price of the construction work will be higher than normally expected, due to an expedited construction schedule. It is likely there will be a large construction site within the school grounds by Christmas.
- A mother from Northbridge Public School has started a charity “Eat So They Can” with the objective of building a school for orphans in Kenya, with a construction cost of \$10,000 and ongoing cost of \$3,000 p.a. for a teacher. The Willoughby Community of Schools (consisting of Artarmon, Willoughby and Northbridge Public Schools, and Willoughby Girls’ High School) has decided to support to this initiative. The Northbridge mother has already presented to the SRC at Willoughby, and the P&C has committed to generate ongoing publicity within the school for this project, to foster a mentality amongst the students of “our community building another community”.
- Current Kindergarten enrolments for 2010 approximately 147, but this figure is likely to settle closer to 130 by the end of the year.

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- Science Week (Week 4) was a big success, with many teachers dressing up, and the children greatly enjoying many varied experiments.
- In Week 5 Book Safari was held to celebrate Book Week, and much fun was had with animal print dress-ups by staff, and children enjoying the library decorations.
- Enrichment maths for advanced Year 4 students will start in Week 7, for a duration of 10 weeks (excluding school holidays). Thanks to the staff who have offered their time to teach this.

## 8. P&C EXECUTIVE REPORT

**Provided by Rosina Blake**

- Thanks to the fund-raising committee for a fantastic result with the fundraising night.
- Blokes Breakfast on Friday 4<sup>th</sup> September. Attendance likely to be about 250. Catering has been organized – cold pastries, fruit, tea & coffee.
- A letter has been received from the canteen confirming that WPS (together with WGHS and Epping Boys) have been chosen to pilot an 8 week “healthy eating guidelines” scheme during Term 4. Some “amber” foods will be removed from sale, and replaced with suitable alternatives.

## 9. TREASURER’S REPORT

**Provided by Eloise Power**

- \$10,000 has been received from the Uniform shop, with thanks.
- Currently \$70,000 in the term deposit account and \$59,000 in cheque account.
- A Finance Committee meeting is to be organized by Eloise to clear out any unspent budget from 2008-9, then set the 2009-10 budget.
- The band has expressed a desire to purchase new bass instruments. A stocktake of currently unused instruments has been done, and found many are not in use. Suggestion was made that consideration be given to hiring expensive instruments, rather than purchasing them.

## 10. FUNDRAISING REPORT

**Provided by Angela Nash**

- African fund-raising night raised approximately \$30,000. Thanks to everyone involved.
- Blokes’ breakfast is not a fundraising event, but prizes leftover from the African night will be used for the breakfast.
- Sandra Harry outlined plans for St Stephens’ fair on 26<sup>th</sup> September, suggesting that WPS might like to be involved in some way. P&C agreed preference is to run a cake stall on the day. Fundraising committee will arrange an ad in the school newsletter informing the school community, and advising how to be involved. Decision still to be made about how any funds raised will be allocated – some funds will be allocated to St Stephens’ chosen charity “Streetwork”.
- The annual school raffle will be held in Term 4. Ticket books will be distributed via the oldest child in each family.
- Each class will be involved in creating a class teatowel, decorated with artworks by the children. They will be available for sale in Term 4, in time for Christmas.
- A ladies’ Christmas shopping night is being planned.

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- Pledge website is under construction, to be complete by end of Term 3.

**11. CORRESPONDENCE IN**

No correspondence in.

**12. CORRESPONDENCE OUT**

No correspondence out.

**13. SUB-COMMITTEE REPORTS**

**13.1 SCHOOL CANTEEN**

**Convenor's report, provided by Jodi Richards-McCabe**

- Canteen committee is phoning volunteers to remind them to turn up on their rostered day.
- Term 3 roster & menu available on the P&C website.
- Sydney Markets Fresh Fruit & Vege campaign running over 4 weeks, in which students can win instant prizes from the canteen.
- Healthy Kids School Canteen Association celebrated their first "School Canteen Day" on Friday 19<sup>th</sup> June. Thanks to the school staff and students for the support.
- There is a need for an alternate process to deal with students without lunch. The current process of providing a replacement lunch is proving too time-consuming, in both making the additional lunches and following up the outstanding money. A suggested new procedure is being drafted and will be forwarded to the school executive shortly.
- New guidelines regarding school catering are being prepared and will be forwarded to the school executive shortly.
- Canteen manager Shirley attended the National Canteen Strategy Conference in Adelaide in July, and as a result, there will be significant changes to the Term 4 menu, as WPS has been selected to participate in an 8 week trial in Term 4. Some popular items will be removed from the menu, but Shirley is sourcing suitable alternatives. A notice will be run in the school newsletter in coming weeks.
- WPS recently hosted the Canteen Network Meeting on 19<sup>th</sup> August. A tour of our canteen has been arranged for neighbouring schools at 7pm on 23<sup>rd</sup> September.
- The integration of the canteen computer into the school network is being investigated.
- Our canteen manager and a long-serving member of the canteen have been nominated for Canteen Manager and Volunteer of the Year in the NSW School Canteen Recognition awards 2009. Winners will be announced at the Healthy Kids SCA AGM in November. Prizewinners receive cash to purchase school canteen equipment.
- The canteen AGM will be held on Wednesday 4<sup>th</sup> November 2009.
- A new account has been opened with Westpac following the closure of the local Commonwealth Bank branch. Monies are being couriered to the bank, but courier charges are based on total coin weight – so please limit the number of small coins you send to school with your child.
- Operating surplus as at 4<sup>th</sup> August 2009 is \$23,542.30.

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## 13.2 BAND

### Provided by Lynn Donohue

- The 3 WPS bands successfully participated in the annual Dickson's Yamaha Musical Festival at the Lindfield UTS campus in June. The Performance Band repeated its success of last year, again achieving a Gold Award, despite having moved up to B Division. The Concert Band performed well on the day, though were a little disappointed with their Bronze award, while the Training band was thrilled with their Gold Award.
- Looking ahead to later in Term 3, preparation is well underway for the annual Band Spring Spectacular to be held on Friday 25<sup>th</sup> September in WGHS hall again. This year the theme will be "Bollywood comes to Hollywood" so costumes should range from Superman to Star Wars and the Princess Diaries. The Concert which has been re-named the Spring Spectacular (to avoid confusion with the Willoughby City Council September Spring Festival), and will showcase all 3 bands as well as special performances from teachers. A pre-concert function will again be held at Chiquita's Cafe and a raffle will be run on the night to help fund the cost of lighting (\$880).

## 13.3 NETBALL

### Provided by Lorna Watson

- A total of 85 girls involved from the school this year, with 9 teams in all – 6 Nettas teams (under 8 and under 9) and 3 under 10's teams this year.
- No teams made it through to the semis, but the 10A team were very strong.
- Netters gala night planned for Friday 28<sup>th</sup> August.
- End of year presentation night on Sunday 13<sup>th</sup> September.
- 6 teams all trying to train on 2 courts is very difficult to arrange – hoping to change this next year by staggering training sessions.
- \$5,000 in the bank
- Uniforms and drink bottles to be ????? (missed this)
- Team photos planned for Friday / Saturday 28/29 August.

## 13.4 RUGBY

### Provided by Andrew McMichan

- Round 4 on Friday 28<sup>th</sup> August against Newport. If WPS win we'll be into the semis, with a good chance of winning it (because WPS is in the strongest pool).
- Shorts & socks bought recently, 45 jerseys coming soon.

## 13.5 UNIFORM SHOP

### Provided by Lorna Watson

- \$10,000 proceeds given to P&C
- \$23,000 profit YTD
- Old style legionnaires hat to be phased out – "one school, one hat" policy. Old stock is being sold, no more will be ordered.

## 14. SCHOOL COUNCIL REPORT

Provided by David Ogilvie

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Apologies were received from David for this meeting. The School Council Report will go into the WPS Newsletter.

**15. GENERAL BUSINESS**

- \$2000 to be spent on catering for Blokes Breakfast.
- Penny Hackett raised the need for on-site After School Care. The school does not have the necessary space to cater for this, a suitable site would need to be sourced somewhere near the school. The P&C needs to keep this as an ongoing issue and work with Council or whomever else who can assist to get this in place.

**MEETING DURATION**

Meeting commenced : 7.35 pm

Meeting closed : 9.05 pm.

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Secretary

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President