

**WILLOUGHBY PUBLIC SCHOOL (WPS) P&C
MINUTES OF ORDINARY MEETING**

25 MAY 2011

1. WELCOME AND APOLOGIES

PRESENT: Julianne Nash-Smith, Penny Hackett (Chairperson), Amanda Milin, Janice Choy, Fiona Whitten, Tanya Taylor, Christine Betts, Carmel Paterson, Diana Brown, Lynn Donohue, Catherine Ruspino, Jonathan Herrman

IN ATTENDANCE: Patricia Petterson, Michelle Verhagen

APOLOGIES: Kate Goulston, Mandy Viol, Rosina Blake

2. QUORUM

The Chairperson noted that a quorum was present and declared the meeting open.

3. ADOPTION OF MEETING AGENDA

Moved: Penny Hackett Seconded: Julianne Nash-Smith

CARRIED

4. CONFIRMATION OF MINUTES

The Minutes of the Ordinary Meeting held on 16 March 2011 to be confirmed.

Moved: Catherine Ruspino Seconded: Lynn Donohue

CONFIRMED

5. BUSINESS ARISING

- *Air-conditioning:* Year 2, 3/6W and Years 5 and 6 now have air-conditioning. Air-conditioners for Kindergarten will be installed later this year.
- *Numeracy and Literacy Aides:* 5 new teacher's aides were recruited by Michelle Verhagen and started recently. Their focus is to support maths groups across years 1 to 6. The P&C's contribution helped to support this program.
- *Update on Chess Club:* Jonathan Herrman established the Chess Club at the beginning of Term 1 and the Club was formally confirmed as a subcommittee of the P&C in early May 2011. The P&C welcomed the new club and thanked Jono Herrman for his work in getting this up and running.

6. SCHOOL EXECUTIVE REPORT

Provided by Patricia Petterson

- Grandparents' day on the last day of Term 1 was a huge success and was well-attended. Thank you to Penny Hackett and all of the volunteers for helping to make the day a success.
- ANZAC Day service was another notable school occasion – well attended by war veterans from local associations.
- School tours have started for new kindergarten students.
- NAPLAN tests have concluded and everything went smoothly.
- ICACS tests have started and are being conducted before school. Thank you to the teachers for giving up their time to supervise these sessions.
- The Biggest Morning Tea for staff was held to raise funds for cancer research.

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- Band camp will run next Monday and Tuesday with a concert on Wednesday night.
- Kindergarten orientations/tours for 2012 have commenced with an orientation day planned for Thursday 2 June.
- Videoconference excursions have started. Visit to NASA was a huge success.
- The school will stage musicals (K-2 and 3-6) with performances to be held at Chatswood High School Auditorium on 10 and 11 August (years 3-6) and 24 and 25 August (K-2).

7. P&C EXECUTIVE REPORT

Provided by Penny Hackett

- Grandparents day morning tea was frantic but successful. Over 400 people were served but there were many helpers and contributions of food.
- The new Library is now open
- The Mother's day stall was very successful. Approximately 860 gifts were sold and a small profit was made
- Great work is underway with the Grounds Committee. Vegetable gardens are being installed and there are plans to revive the rose garden and a new approach to organising working bees. A council grant has been lodged for funding special projects (see discussion below).
- This year the major focus is to find more volunteers to continue the work of the P&C. This will be tackled by including a series of features in newsletters over coming weeks highlighting specific sub committees/helpers and the work that they do indicating where extra assistance is required. Focus will be on the Grounds Committee, the Webmistress, Uniform Shop, Lost property Angels and Fundraising over the next few months.

8. AGENDA ITEMS

- *Council Grant:* An application to Willoughby City Council for a Council Grant has been made by Jonathan Herrman on behalf of the Grounds Committee (to fund a photinia hedge along south side of mini oval, seating boxes around 2 trees in year 2/3 playgrounds and 2 stand alone vegetable garden patches). Cr Adrian Cox has written a letter in support. A decision is expected in August or September 2011.
- *Application for \$1,000 start up funds for Chess Club:* Chess Club applied for \$1,000 from the P&C but Jonathan Herrman has revised this to \$800. A new chess matt was donated by a parent. It was **MOVED THAT** \$800 in funding be given to the Chess Club. Moved: Penny Hackett Seconded: Fiona Whitten **CARRIED**
- *Approval of payments to organisers of major fundraisers for costs:* It was **MOVED THAT** up to \$3,000 be advanced to the organisers to cover pre event expenses. Moved: Amanda Milin Seconded: Catherine Ruspino **CARRIED**
- *Result of Review of Insurances:* An audit of P&C insurances has been undertaken by Penny Hackett. Cover has been topped up in a few areas. A few issues have

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arisen about risk management at P&C-hosted events as well as children in the hall kitchen, and these will be addressed. Additionally, special event insurance is required for certain events such as band camp.

- *Update on Canteen/Sony promotion for recycling of mobile phones:* 15 – 20 phones have been collected so far. Jonathan Herrman and Penny Hackett will arrange further publicity through the P&C website to attract further donations.
- *Sponsorship Ray White:* Ray White’s Sponsorship Agreement is due for renewal this year. If Ray White does not renew, then other contributors will be approached
- *Revisit Budgeted \$1000 for Rugby Club:* The Rugby Club was allocated \$1000 of P&C funds in the November 2009 budget which they have not spent. In 2010 they received a \$1,000 grant from Willoughby City Council. It was **MOVED THAT** the unspent \$1,000 from P&C be re-allocated back to the P&C general funds. The Rugby Club may make a new submission funds in Terms 3 provided they have given a full acquittal of how the Council grant was spent. Moved: Penny Hackett Seconded: Diana Brown **CARRIED**
- *Parent concerns regarding Kindergarten Toilets:* soap in all toilets is provided but seems to be wasted. No towels are provided as there is a concern about wastage. Automatic air fresheners are installed in the toilets and “targets” have been painted in the urinals. Cleaning is contracted to Spotless. The School is regularly replacing broken toilet seats and attending to other repairs.
- *School Uniform – consider change to jumper and girls winter tunic:* Discussion focused on the introduction of a polar fleece as a warmer alternative to the current cotton jackets. The Uniform Shop is concerned that there is no room to store additional stock particularly bulky items. However, the school is growing and changes to the operations of the Uniform Shop are inevitable so changes should be considered. Penny Hackett will raise these issues at the forthcoming Uniform Shop Committee meeting. It was **MOVED THAT** the P&C conduct a survey of all parents to determine whether there is demand for a polar fleece jacket to be available in addition to the existing cotton jumper. Moved: Julianne Nash-Smith Seconded: Amanda Milin **CARRIED**
- *Establish policy on application for grants by P&C:* No P&C Committee is to submit an application for funds without seeking approval from the P&C and the School to avoid possible duplication, errors in applications etc. P&C Executive to notify subcommittee convenors of this requirement.
- *Library Opening:* The next P&C meeting on 17 August 2011 will be held in the new library with the P&C hosting a wine and cheese prior to and during the meeting.
- *Review of P&C and subcommittee constitutions and by laws:* Penny Hackett is undertaking the review and will report at the next meeting.

9. TREASURER’S REPORT

Provided by Catherine Ruspino

- Approximately \$17,000 has been raised this year.
- The main source of income in the last four months has been funds raised from the Welcome Disco (approximately \$12,500) and then the Mothers Day Stall (\$990), Advertising Supplement (\$2500) and Entertainment Books (\$900)

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- Approximately \$15,000 of budgeted funds has been spent with \$95,000 remaining.
- There is approximately \$9,000 in cash in the bank (in addition to term deposit).

10. FUNDRAISING UPDATE

Provided by Amanda Milin

- Preparations are under way to host the major fundraiser of the year on 3 September 2011 at the Willoughby Hotel.
- There are a record number of volunteers to help with this event.

11. CORRESPONDENCE IN & OUT

IN:

- Lynda Morris WPS Uniform Shop Manager – concerns about changes to the uniform including issues concerning space constraints in the current location of the Uniform Shop.
- Invoice from webs.com which hosts the P&C Website

OUT:

Nil.

12. SUB-COMMITTEE REPORTS

12.1 BAND

Provided by Lynn Donohue (in addition to tabled written report)

- 132 students are involved in the band program including 22 in the Year 6 performing band (this is a very high retention rate).
- Recent events include the Easter band breakfast, performances at Grandparents Day at the end of term 1 as well as two trumpeters playing at the ANZAC Day March.
- The training band workshop went smoothly and special thanks to Kris Langford and Lesley Ross for organising the day
- Band camp on 30 and 31 May promises to be a great event at a new venue.
- Band has done a comprehensive review of projected instrument requirements as band grows over the next few years. The supply of smaller instruments seems adequate but investment in lower brass will be needed. Band plans to undertake extra fundraising to contribute to future growth.

12.2 SCHOOL CANTEEN

Provided by Carmel Paterson (in addition to tabled written report)

- The fire damaged outside counter has been replaced by new stainless steel countertops.
- Bulkheads in the kitchen have been replaced.
- Canteen is still struggling with attracting volunteers and the roster organisers may consider split shifts during the day.

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12.3 NETBALL

Provided by Kate Goulston in form of tabled written report

- The netball season has got off to a good start. Some of the games are now run at Willoughby Legions Club as required by Willoughby City Council due to overcrowding at the Leisure Centre.

12.4 RUGBY

No report provided.

12.5 UNIFORM SHOP

No report provided.

12.6 GROUNDS

Provided by Gilly Bibb and Jacqui Wade in form of tabled written report

- It was noted that Rebecca Smith Owens has kindly offered to take charge of restoring the Rose Garden.
- Working bees to be conducted on 17 June and 11 September 2011 which will focus on the Rose Garden and vegetable gardens in addition to the general maintenance tasks.
- Nathan Horley has kindly donated his time to weeding and mulching in front of the two Year 1 demountables.
- Application has been lodged for grant from Willoughby Council.
- **MOVED THAT** \$3,000 be advanced to the Grounds Committee for ongoing maintenance costs such as fertilisers, plants, soils, weed bags, equipment hire and professional services when required (eg spraying, tree lopping, removal of garden refuse) and catering for working bees. Moved: Penny Hackett Seconded: Catherine Ruspino **CARRIED**
- Succession is an issue and more volunteers are needed to ensure the work of the Committee can continue.

12.7 CHESS CLUB

Provided by Jonathan Herrman in addition to tabled written report

- The Chess Club held its first general meeting to appoint office holders, adopt constitution and budget. Chess Club submitted an application for funding (see above)
- 2 classes are now running during the week – Tuesday and Wednesdays but more students are needed for the Wednesday class.
- Storage has been found for giant chess pieces and plans for painting the outdoor chess board are in train.

13. GENERAL BUSINESS

Nil

MEETING DURATION

Meeting commenced: 7:36 pm

Meeting closed: 10:20 pm.

NOTE: These minutes will be formally adopted at the Term 3 P&C Meeting to be held on Wednesday 17 August 2011.

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