

WILLOUGHBY PUBLIC SCHOOL (WPS) P&C
MINUTES OF ORDINARY MEETING
17 AUGUST 2011

1. WELCOME AND APOLOGIES

PRESENT: Julianne Nash-Smith, Penny Hackett (Chairperson), Amanda Milin, Fiona Whitten, Diana Brown, Lynn Donohue, Catherine Ruspino, Jonathan Herrman, Karen Harvey, Kate Goulston, Tracey Redwood, Belinda Flynn, Louise Whitesmith, Beth Hodgson, Rosina Blake, Janet Young, Sarah Thomson

IN ATTENDANCE: Patricia Petterson, Michelle Verhagen, David Trevena

APOLOGIES: Mandy Viol

2. QUORUM

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

3. ADOPTION OF MEETING AGENDA

Moved: Penny Hackett Seconded: Kate Goulston

CARRIED

4. CONFIRMATION OF MINUTES

The Minutes of the Ordinary Meeting held on 25 May 2011 to be confirmed.

Moved: Penny Hackett Seconded: Lynn Donohue

CONFIRMED

5. BUSINESS ARISING

- *Polar fleece survey:* the responses to the survey were quick and positive resulting in 300 fleeces being ordered and distributed. The Uniform Shop will give consideration to stocking the fleeces next year.
- *Results of bus survey:* Ros Venning has completed preliminary work and the survey suggests there is great support for expanded bus routes.

6. SCHOOL EXECUTIVE REPORT

Provided by Patricia Petterson

- Term 3 has been a very busy term.
- The school musicals were a huge success and we are all very proud of the performances of the children in all years. Special thanks must go to Margaret Leslie as the Event Co-ordinator, Mr Craddock as well as the script writers.
- Book Week and The Premier's Reading Challenge were held during the term.
- The official DET opening of the new library was held on 5 August. It is intended that the old library will be refurbished as new classrooms in Term 4.
- Astroturfing the mini oval is planned to go ahead in the September school holidays

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Secretary

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President

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7. P&C EXECUTIVE REPORT
Provided by Penny Hackett

- *School musicals:* these were a huge credit to the school and warmly enjoyed by the many parents and family members who attended. The P&C congratulates and thanks all of the teachers for their amazing contribution.
- *New sponsor:* The P&C has secured a 15 month sponsorship from McGraths Real Estate Northbridge for \$5,000 which provides them with a featured spot on the P&C website until 30 Sept 2012 plus branding rights for the 2011 Fundraiser. These funds have gone to the ancillary fund.
- *Grounds working bee:* thank you to Beth Hodgson and the grounds team for their efforts in organising several weekends of working bees. Many families turned out to help and much has been achieved to restore the grounds.
- *Uniform Shop Refit:* the uniform shop is looking great after a refit which has allowed them to access more storage and display areas plus making it a nicer place to shop and work. Uniform shop will be open every day in the first week of Term 4.

8. AGENDA ITEMS

- *Astroturf:* \$20,000 has been allocated from this year's budget towards astroturfing the mini oval. The cost is expected to be approximately \$100,000.
- *Plans for fundraising event:* The preparations are well under way for what looks to be a great and successful night.
- *New office bearers for 2012:* Penny Hackett will nominate for a second term as President of the P&C. A new Fundraising team will be needed comprising year 3 parents. *New Treasurer needed in 2012:* Other roles on the P&C which will become vacant include the Treasurer and these will be advertised before the elections at the AGM in November. A lot of time and effort goes into the role of Treasurer and the current P&C is exploring the possibility of employing a bookkeeper on a casual basis to assist the Treasurer as the need arises. It was **MOVED THAT** the P&C consider and explore the possibility of employing a bookkeeper to reduce the workload and pressures placed on the Treasurer. Moved: Lynn Donohue Seconded: Rosina Blake **CARRIED**
- *P&C Voluntary Contribution:* there was a discussion about whether P&C should seek be a substantially increased contribution from parents at the beginning of the year when Term 1 fees are levied to reduce the need to conduct fundraising events throughout the year. Some other schools conduct no fundraising and fund themselves entirely via parent contributions. It was suggested that parents be surveyed on the way in which contributions are currently charged as well as whether the contribution should be raised to cover fundraising. It was **MOVED THAT** the P&C conduct an online survey of families to determine attitudes towards payment of the voluntary P&C contribution. Moved: Penny Hackett Seconded: Fiona Whitten **CARRIED**

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- *Plans for budget process:* The P&C will commence development of the 2012 budget early in Term 4 (to be approved at the AGM in November) and will seek input from parents for this process. It was **MOVED THAT** the P&C approaches parents by way of email to contribute to the budgetary process. Moved: Penny Hackett Seconded: Kate Goulston **CARRIED**
- *Coles and Woolworths promotions:* although this has not been a P&C initiative the P&C is pleased to report that these promotions are up and running. Thank you to everyone involved.
- *Canteen/Sony promotion:* Jono Herrman has been handling the collection of mobile phones and it is expected that the school will receive something as a result. We will not continue with this due to low response.
- *RTA submission of Mowbray Road fencing:* the school together with Willoughby Girls High School and P&Cs of both schools has jointly signed and submitted a submission to the RTA. The submission formally propose that the RTA installs fencing along Mowbray Road between Peshurst and Keary Streets.
- *Review of P&C and subcommittee constitutions and by laws:* It was **MOVED THAT** P&C membership fees be applied towards general revenue rather than held in reserve for charitable purposes as was previously the case. Moved: Penny Hackett Seconded: Beth Hodgson **CARRIED.** The President foreshadowed making several changes to the constitution in the near future which include:
 - Executive approval of budget overruns
 - Provision for electronic banking (providing that dual authority requirements can be accommodated)
 - Authorisation by the executive of expenses for fundraising prior to events where these will be recouped from funds raised.

9. TREASURER'S REPORT

Provided by Catherine Ruspino

- The main source of income in the last four months has been funds raised from the Advertising Supplement (\$3700 profit to date), Entertainment Books (\$3400) and \$1500 through paypal for tickets to the major fundraiser in September.
- There is approximately \$78,000 on term deposit and approximately \$161,815 in the cash account.

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 and approximately 230 tickets have been sold to date.

11. CORRESPONDENCE IN & OUT

IN: Nil.

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OUT: Nil.

12. SUB-COMMITTEE REPORTS

12.1 BAND

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

- *Yamaha festival:* The Concert and Performing bands both achieved Gold in their grades of the competition and the Training Band achieved a Bronze award. Well done to all bands on their performances.
- *Events:* Performing/Concert band camp and Training Band workshop were successfully held during the term. The Band sausage sizzle raised \$1600 which will be used to fund new instruments. The Performing Band attended the SSO series stage 4 concert at Angel Place on 21 June. Preparations are under way for the Spring Spectacular. A number of events are planned for term 4.
- Band supervision roster: is now published on the P&C website.
- Lynne Donohue is now in caretaker mode in the Convenor role.

12.2 SCHOOL CANTEEN

As tabled

12.3 NETBALL

Provided by Kate Goulston (in addition to tabled written report)

- The club is enjoying an unprecedented period of strength, with five junior teams reaching the semi finals. Nettas teams also had a great year. A new committee is currently being recruited and the Club has a healthy surplus financial position..

12.4 RUGBY

No report provided.

12.5 UNIFORM SHOP

A copy of the minutes from Uniform Shop Committee which includes Treasurer's report was tabled.

12.6 GROUNDS

Provided by Beth Hodgson

- The Application that was lodged for a grant from Willoughby Council was successful and funds are expected in September.
- The working bees were extremely successful and much was done to restore garden beds, hedging and the rose garden as well as tidying up generally. It was **MOVED THAT** \$3,000 be allocated to the next working bee in September. Moved: Penny Hackett Seconded: Amanda Milin **CARRIED**
- Succession is an issue and more volunteers are needed to ensure that the work of the Committee can continue.

12.7 CHESS CLUB

Provided by Jonathan Herrman in addition to tabled written report

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- The highlight this term has been the painting of the new outdoor chess board. A portable chess mat is also at the school now.

13. GENERAL BUSINESS

- The Blokes breakfast will be deferred to term 4.
- The education tax rebate is applicable to school uniforms as at 1 July 2011. Uniform Shop receipts have been amended to ensure they satisfy the new requirements.
- The school has commenced hand washing trial as hand sanitisers have been donated. It is being trialled with year 2 at the moment to see whether it has an impact on the number of sick days compared with previous years.

MEETING DURATION

Meeting commenced: 7:37 pm

Meeting closed: 9.50 pm.

NOTE: These minutes will be formally adopted at the Term 4 P&C Meeting to be held on Wednesday 9 November 2011.

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Secretary

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President