

WILLOUGHBY PUBLIC SCHOOL P&C
MINUTES OF ORDINARY MEETING
Wednesday 14 March 2012 7.30pm

1. WELCOME AND APOLOGIES

ATTENDEES: Penny Hackett, Julianne Nash-Smith, Donna McDuie, Carmel Paterson, John McGurk, Neil McCoubrey, Andrew McMichan, Tanya Taylor, Sarah Thomson, Kelini Pin, Janice Choy, Andrew McDuie, Jonathan Herrman, Cheryl Johns, Amanda Milin, Kate Goulston, Rosina Blake. **APOLOGIES:** Mandy Viol

2. CONFIRMATION OF QUORUM

CONFIRMED

3. ADOPTION OF MEETING AGENDAS

Moved: Penny Hackett, Seconded: Janice Choy

CARRIED

4. CONFIRMATION OF MINUTES

The Minutes of the Annual General Meeting held on 9 November 2011 to be confirmed.

Moved: Penny Hackett, Seconded: Janice Choy

MINUTES CONFIRMED

5. BUSINESS ARISING

(i) Canteen tender

WPS and WGHS completed the tender process for a canteen operator. There were 10 tenders which was reduced to a shortlist of 3. Audentico eatery has been appointed the new canteen operator commencing in the first week of second term. The operator operates under a licence granted jointly by WPS and WGHS. The P&C is no longer responsible for the Canteen so the old Canteen business will be wound-up and a final "dividend" paid to both P&Cs. The new operator will set up over the school holidays and Audentico will implement a new menu and use its own staff to operate the canteen.

(ii) Finalisation of 2012 budget

The budget was presented at the AGM in 2011 with certain figures yet to be finalized. The numbers are now settled and the P&C has \$142,000 available for disbursement during the current 2012 year. This includes \$11,000 that was unspent from the previous budget. Expenditure is as presented at the 2011 AGM with \$30,000 allocated to astro turf.

6. SCHOOL EXECUTIVE REPORT Provided by Patricia Petterson

- There was a great start to the school year with 941 students settled into classes on the first day of term. Well done to all the staff.
- The swimming carnival went well despite the rain and our selected students did very well at the zone carnival.
- During the Christmas holidays the planned refurbishment of the old library was completed. There is now a lot more storage for maths and literacy resources. The rose garden was also astro turfed and looks fantastic.
- The school has recruited a new handy person to undertake odd jobs around the school.
- Thanks you to Penny Hackett who has done a wonderful job in organising the tender and appointment of a new canteen operator.
- Functions are planned for Shirley Rutter's farewell with the students being involved as well as parents who have known Shirley over the years.

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- The SRC has planned a mufti-day on Harmony Day 28 March to raise money in relation to the International Year of Books.
- Note that the local Council elections will be held on 8 September 2012.
- Parent teacher interviews will commence in week 10.

7. P&C PRESIDENT'S REPORT Provided by Penny Hackett

- A successful morning tea was held for the parents of new kindergarten students in the early part of the term.
- The Family Fun Night held on 26 February was a great success with around 1200 people attending. We thank McGrath Northbridge for donating their time and money to the event.
- We also thank the Fundraising Co-ordinators Tanya Taylor and Margie Powell for organising the event.
- All WPS clubs have had great starts to the year and it looks like record number of students participating this year.
- Next year is the 150th birthday of the school and the WPS P&C will consider appropriate events to commemorate this great milestone.

8. AGENDA ITEMS FOR DISCUSSION

(i) Uniform– consideration of change to new style of tracksuit pants

Some parents at the school have requested the P&C look at offering a new style of tracksuit pants at the uniform shop. Lynda Morris, the uniform shop manager organised for some samples to be shown at the meeting. There was then a discussion about the possibility of replacing the current style of tracksuit pants with one of the samples displayed. Penny Hackett suggested a survey of the parents but the consensus was that the change was very minor and simply be adopted. It was **MOVED THAT** the uniform shop replace the existing tracksuit pants with a similar style that does not have a cuff at the bottom. Moved: Penny Hackett, Seconded: Rosina Blake **CARRIED**

(ii) Motion of thanks to Shirley Rutter and the Canteen Committee

It was **MOVED THAT** WPS P&C formally thank Shirley Rutter for her outstanding contribution to the school and also thank the members of the canteen committee for all of their hard work over the years including Carmel Paterson who has been the co-ordinator for the last 3 years. Moved: Penny Hackett, Seconded: Janice Choy **CARRIED**

(iii) Shirley Rutter's farewell

A special farewell has been organised on 4 April for Shirley Rutter which will enable the staff and students of the school to farewell Shirley. It was **MOVED THAT** the WPS P&C allocate \$400 to contribute to the event and a farewell gift. Moved: Penny Hackett, Seconded: Amanda Milin **CARRIED**

(iv) Adoption of amendments to P&C Constitution and Rules

It has been necessary to make some amendments to the WPS P&C Constitution and Rules to enable, amongst other things, a smoother running of the Clubs that operate under the P&C. Notice of the proposed change and amended constitution was given on the P&C Website and School newsletter. It was **MOVED THAT** the WPS P&C

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Constitution and Rules as tabled replace the current WPS P&C Constitution and Rules 2007. Moved: Penny Hackett, Seconded: Rosina Blake **CARRIED**

(v) ***Subcommittee bank account operation and signature procedures***

The P&C is ultimately responsible for funds of its subcommittees and should therefore have the ability to control subcommittees' bank accounts in the unlikely event of illness/death/unavailability of subcommittee account signatories or if misappropriation or mishandling of funds is suspected. The banks need to be aware of the rights of the P&C. Consequently it was **MOVED THAT** the following resolution as tabled be passed:

Any **TWO** of the President, Treasurer(s), Assistant Treasurer or Vice president of the Willoughby Public School Parents & Citizens Association Inc are authorised as signatories on the bank accounts of any of its current or future subcommittees and, without limitation, have the right to operate those accounts and replace existing signatories. As at 14 March 2012 this resolution applies to those Commonwealth Bank accounts set out in the attachment.

Moved: Penny Hackett, Seconded: Janice Choy **CARRIED**.

9. TREASURER'S REPORT Provided by Donna McDuire and Janice Choy

- The WPS P&C has now migrated its accounts from MYOB to Xero, a cloud based accounting system, which will allow better reporting and enable multiple users to access the system. Thank you to Julianne Nash-Smith for researching alternative accounting systems.
- Final statements have been prepared for the financial year ending 30 September 2011. Total assets were \$299,000 and there was a net profit of \$102,000.

10. FUNDRAISING UPDATE provided by Tanya Taylor

- Fundraising efforts got off to a good start with \$1500 raised from Starry Night (Term 4 2011) and approximately \$12,600 from the Family Fun Night.
- A calendar of fundraising events has been proposed for the remainder of the year and a team of organisers for the major fundraiser to be held in June have already started planning for the event.

11. CORRESPONDENCE IN AND OUT

No correspondence in or out.

12. SUB-COMMITTEE ANNUAL REPORTS

12.1 BAND Provided by Caroline Herrman

- As tabled.
- There are 132 students participating in the band programs this year.
- A calendar of events has been scheduled during the year including the Easter band breakfast, concert band performing on Grandparents day and the Spring Spectacular to be held at Chatswood High in September.
- The band committee will consider fundraising opportunities during the course of the year.

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12.2 SCHOOL CANTEEN Provided by Carmel Paterson

- As tabled.
- The canteen will provide approximately \$7,000 to the WPS P&C representing its share of profits from operating in 2011.

12.3 RUGBY Provided by Andrew McMichan

- As tabled.
- A lot of work has been undertaken in relation to the accounts of the Rugby Club and its website. This is both recognized and appreciated by the WPS P&C Executive.

12.4 NETBALL Provided by Kate Goulston

- As tabled.
- There are 12 teams this year in both the nettas and netball competitions.

12.5 UNIFORM SHOP

- As tabled (minutes and Treasurers report).
- New netball shirts have been introduced and polar fleeces will now be a stock item in the uniform shop.
- The uniform shop has just handed over a cheque to the WPS P&C for \$8,000.

12.6 CHESS CLUB Provided by Jono Herrman

- As tabled.

12.7 GROUNDS Provided by Sarah Thomson

- As tabled.
- The priority of the grounds committee will be the rose garden. \$6,000 has been allocated for working bee purposes with the first one in 2012 to be held on Sunday 6 May.

13. GENERAL BUSINESS

- A group of Willoughby parents (including Rosina Blake, Kelini Pin and Kate Goulston) have proposed that a committee be formed to develop a cookbook to be produced next year to commemorate the 150th anniversary of the commencement of Willoughby Public School. Along with recipes, the book will include some history of the school together with photos and contributions will be called for from the wider community. It was **MOVED THAT** \$300 be allocated to the new book committee to fund preliminary expenses. Moved: Penny Hackett, Seconded: Carmel Paterson **CARRIED**
- The meeting times for all future WPS P&C meetings will change from 7.30pm to 7pm.

MEETING DURATION

Meeting commenced : 7:35 pm

Meeting closed : 9:23 pm.

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Secretary

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President