

. MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C 2016 MEETING #1

7.00 PM, WEDNESDAY 24 FEBRUARY 2016

Staff Room, Level 1, Administration Building at the School

1. WELCOME AND APOLOGIES

ATTENDEES: Phil Skurrie, Chris Bowen, Janice Choy, Evelyn Bowes, Matt Loughnan, Neil Mundie, Sleiman Azizi, Alison Rourke, Robyn Somers-Day, Thomas Day, David Choy, Jonathon Ackerman, Natasha McHattan, Simrita Virk, Nancy Artigres-Huriet, Emma Bourne, Joe Butler, Jiu Yim Tsui, Mandy Hyslop, Melissa Fisher, Rachel Olsen, Colin Sargent, Sarah Thomson, Michelle Hood, Jenni Ponon, Jane Parker, Tony Bellia

APOLOGIES: Katherine Ireland, Cath Lloyd

IN ATTENDANCE: Cathie Ferguson, Michelle Verhagen, David Trevena

2. CONFIRMATION OF QUORUM

11 Members required. 18 members present at 7:04pm

CONFIRMED

3. ADOPTION OF MEETING AGENDA

It was moved that the Agenda be adopted with some changes in order of business.

Moved: Phil Skurrie Seconded: Chris Bowen CARRIED

4. CONFIRMATION OF PREVIOUS MINUTES

It was moved by Phil Skurrie that the minutes of the Annual General Meeting on 11th November 2016 be confirmed.

Moved: Phil Skurrie Seconded: Evelyn Bowes MINUTES CONFIRMED

5. SCHOOL EXECUTIVE REPORT

Presented by: Cathie Ferguson

- Bill Bird is progressing well, thanks to the community for their concern. Bill's return date is unknown and Cathie is happy to stay on until that point. Thanks to the School Exec for getting the school off to a great start.
- Oval Sharing update: A timetable is now in place that allows access for WPS. We will commence using the oval Thursday afternoons, and also Tues & Fri lunchtimes. It is an improvement on the current situation and we'll be looking to increase the use of the oval over

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time. It was noted that the WGHS do not use the oval if the temperature is over 30 degrees. Meeting agreed that WPS should utilise the oval in these situations, subject to teacher discretion.

- It's been a busy start to the school year. The buddy program with Year 5 students and Cromehurst School has commenced. The swimming carnival was a great day, although it didn't finish and will be completed next week. Suggestions are welcome in regards to ways to make this work better in future.
- Chinese Study Tour - WPS have received an invitation to host a Chinese study tour – 20 children 11 & 12 years old in the first week of term 3 (19th to 29th July). Parents can offer to host 1 or 2 children for that period. Cathie suggested that the P&C could send an email blast to the parents for expressions of interest, as the school is required to respond soon and the school struggled last year to get the required accommodation for the students.

6. PRESIDENT'S REPORT

Presented by: Phil Skurrie

Thank you to:

- Caz Kam for a brilliantly executed Kindy Morning Tea, and it was great to welcome both the new Kindy parents for 2016 along with our new Principal
- Chris Bowen for getting all of the P&C information to the new classes, and leading the charge for class reps this year.
- Colin Sargent for being a key part of the Project Advisory Group (PAG) this year with me.
- Mel Fisher and the Traffic Committee - the new roundabout is a resounding success, with only positive feedback received!
- Everyone for taking on key P&C roles in 2016. Note: We still have some P&C roles still to be filled, and will be looking to advertise the vacant roles soon.

7. TREASURER'S REPORT

Presented by: Evelyn Bowes

The Treasurer's report was tabled.

There is \$185k in the bank. \$112k was approved to spend in 2016. \$15k has been raised so far this financial year, with \$9.5k from Starry Night as the notable item.

A discussion was held in relation to the P&C's Ancillary Fund (banking). It was created a long time ago and Ev advised that it was no longer required. The Fund is run by Trustees who are no longer part of the school, so Ev has updated the Trustee list. It was noted that there may need to be a meeting of the fund trustees prior to closing.

A motion was raised to close the Ancillary Fund, transferring the approx. \$1,000 balance into the Building Fund.

Moved: Evelyn Bowes Seconded: Thomas Day CARRIED

8. GENERAL BUSINESS

▪ *Fundraising*

- Phil noted that the last P&C meeting put out a request for suggestions for P&C spending this year. The following suggestions were tabled:

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- Shade cloth over the rose garden
 - A storage facility for the uniform shop
 - An OOSH facility to be incorporated into the school re-build
 - Repairs to the Netball court
 - Tables & chairs etc. in yard
 - Provision of a large venue + transport to cater for an all-school ANZAC DAY – It was noted that The Concourse’s maximum capacity is 1,000 so it is not large enough. Mel Fisher suggested Club Willoughby. David Trevena noted that walking distance is a preference due to the inconvenience of arranging 1,090 students onto buses. Sarah Thomson suggested using Skype into the classrooms, as done by WGHS.
Action: The School Exec will look into this option.
 - Thomas Day noted that his daughter was required to find her own transport to a tennis tournament that she qualified for. Could the P&C and school assist? Caz Kam noted that we could assist for school sports day (Michelle Verhagen noted that last year’s change was due to weather and not oval availability). An offer was made to contribute cash only.
- *Project Advisory Group (PAG) Update*
- The first PAG meeting for the year was held yesterday on 23 February 2016. The next meeting is to occur in 2 weeks.
 - With regard to the Business Case process the Department of Education advised the PAG that:
 - The Draft Business Case was completed and submitted late 2016.
 - The Final Business Case will be submitted in mid - March in accordance with the NSW Government Budget processes.
 - If the WGHS and WPS Project Business case is successful then it will be announced in the 2016/17 Budget announcement which would occur in May / June 2016.
 - The business case is a “cabinet in confidence” document which contains a number of options for the school in the form of simple ‘blocking plans’ only. These blocking plans would be subject to further development and change through the design phase.
 - If the project is announced in the 2016/17 budget the initial funds will be available in July 2016.
 - The Department is preparing for this next phase of the project so that it can move quickly into the next phase should funding be approved. For example, they are appointing project managers and preparing tender documentation for the design services that will be required. This shows confidence from the Department that this project will receive the required funding and continue
 - Detailed planning would commence asap following appointment of the design and project management team and will include the preparation of a detailed design and plans for Development Application and then tender for construction.

- This next phase will include significant engagement and consultation with the broader school community and other stakeholders such as Willoughby Council and local residents with all information being publicly available.
- This is exactly the same process that occurs for all major Education projects
- Cathie Ferguson complimented Phil and Colin on their input into yesterday's PAG meeting, which was her first with WPS, and noted that the P&C should feel well-represented on the PAG.

▪ *PAG Public Meeting*

- Phil Skurrie noted that in the 2016 AGM it was agreed to setup another public forum, and that the Department had indicated that this forum could be held at the new ANZAC school site. It was agreed that the next public forum should be held after (if) the project is announced.

Action: To conduct the next public forum if and when the project is announced.

- It was suggested that our target should be to have a PAG update issued with the minutes of the meeting
- Chris Bowen suggested that we should organise a meeting with Gladys Berijikian to discuss the progress of the PAG and that we should ask that if the project is successful that an announcement could be made at the school.

Action: Chris to contact Gladys Berejiklian to organise meeting

- PS noted that the new netball court was a commitment to be delivered as part of the Demountable implementation, and that the work is still outstanding. Due to Bill Bird and a key Assets person being unexpectedly unavailable in January, the status of this is not known. Phil Skurrie and Colin Sargent spoke to the new Assets person yesterday who indicated to come back to us with the status. In the meantime Mel Fisher advised that there was a parent that may be able to perform some interim work to fix the current issue with the netball ring not being able to be used due to the location of the new demountable.

Action: Colin to ensure that Assets confirm the schedule of work and to inform the Exec of any proposed schedule

Action: Mel to ensure that the school endorses any interim work to remediate the netball court and fittings.

▪ *COLA Update*

- Quotes have been obtained, but unfortunately Bill's illness and a recent sudden change in Department of Education Assets personnel has meant we have yet to receive Department of Education signoff and we have had to re-initiate this work with the new person. Colin has provided written details on the COLA to Assets to continue this. Current cost approx. \$50k.
- Some opposition was noted to the fact that the \$40k COLA option being proposed was a heavy-duty shade material, rather than a solid roof. Shade material would not be impervious to very heavy rain, however the Principal noted that the COLA would be very unlikely to be used during heavy rain periods. It was noted that there should be a trade-off in terms of cost/quality versus the period that the COLA may be in place prior to possible demolition. A reminder was given that a rain-proof COLA was more in the vicinity of \$100k and that this would still not likely be used during heavy rain. Cathie Ferguson noted that this level of detail could be decided by the representatives

assigned to the COLA project. Phil Skurrie offered to everyone in attendance that they could attend the follow-up meetings to resolve, however there were no takers. **Action:** The P&C and school Exec will consider the opinions provided and move forward with the COLA project

▪ *Oval Sharing*

- Previously discussed as part of the Principal's Report

▪ *Ancillary Fund Closure*

- Previously discussed as part of the Treasurer's Report

▪ *Vacant P&C Positions*

- Phil Skurrie noted that the positions of Secretary and External Events Co-Ordinator remained unfilled.

▪ *P&C Council Elections*

- Phil Skurrie noted that the P&C Council nominations opened in 3 weeks time, and that anyone interested in nominating should let him know.

▪ *Working With Children Check*

- Phil Skurrie noted that the P&C are required to complete the "Working With Children Check" and that he would return to the P&C with further information in relation to this.

9. CORRESPONDENCE IN AND OUT

- Correspondence from Ros Venning in regard to a gate on the corner of Mowbray Rd and Penshurst St– discussed with the WGHS Principal and Vice-Principal. Phil Skurrie advised that this was not possible for 2 reasons:
 1. Willoughby Council had determined that an exit point on that corner would be too dangerous
 2. The sandstone fence base is classified as heritage therefore they are unable to create a gate through the fence.

10. SUB-COMMITTEE REPORTS

For all reports, refer to the P&C website.

10.1. FUNDRAISING

Caz provided an update on internal events.

Discussion was held in relation to Family Fun Night, which is tentatively scheduled for April 2nd, pending having an organiser for the event.

10.2. TRAFFIC

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