

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C 2016 MEETING #2

7.00 PM, WEDNESDAY 25 May 2016

Staff Room, Level 1, Administration Building at the School

1. WELCOME AND APOLOGIES

ATTENDEES: Phil Skurrie, Joe Butler, Colin Sargent, Michelle Hood, Evelyn Bowes, Chris Bowen, Sarah Thompson, Janice Choy, Melissa Fisher, Emma Bourne, Julia Norton

APOLOGIES: Mandy Hislop, Sam Puckeridge

IN ATTENDANCE: Margaret Charlton, Michelle Verhagen, David Trevena

2. CONFIRMATION OF QUORUM

11 Members required. 11 members present at 7:12pm

CONFIRMED

3. ADOPTION OF MEETING AGENDA

It was moved that the Agenda be adopted with some changes in order of business to bring the club reports forward.

Moved: Phil Skurrie Seconded: Evelyn Bowes CARRIED

4. CONFIRMATION OF PREVIOUS MINUTES

It was moved by Phil Skurrie that the minutes of the Meeting conducted on 24th February 2016 be confirmed.

Moved: Phil Skurrie Seconded: Janice Choy MINUTES CONFIRMED

5. SCHOOL EXECUTIVE REPORT

Presented by: Margaret Charlton

- Margaret noted a warm welcome to the school by everyone particularly the children
- A big thanks to Cathie Ferguson for her detailed handover, and recognition of David T and Michelle V for their excellent support in the early stages.
- The busy start to the year has continued. Notable items include: Year 2 Narrabeen excursion, Year 6 Writer's Festival with the kids being great ambassadors, NAPLAN conducted with no issues. ICAS has started. PSAA has started (AFL, Netball & Soccer). Zone cross-country today with WPS placing 3rd. Netball NSW school cup, with mixed year 6 placing 1st. Many community events have been conducted and were a great representation of the community spirit.

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- Term 2 reporting is approaching. School development day is being held on Saturday in lieu of the Tuesday prior to Christmas.
- There is a fenced off area around the hall – maintenance work is happening on the Hall roof – the work is expected to be completed on Friday 27th.

6. PRESIDENT’S REPORT

Presented by: Phil Skurrie

Phil extended thanks to:

- Caz Kam for a brilliantly executed Grandparents Day Morning Tea
- Jennie Brown and the team for the Family Fun Night.
- David Trevena and staff for a fantastic Anzac Day service, noting that it was great to see a whole-school service

7. TREASURER’S REPORT

Presented by: Evelyn Bowes

The Treasurer’s report was tabled.

There is \$200k in the bank, with approx. \$15 owing. \$99k remains allocated to the COLA (unlikely to cost this much with current quotes approx. \$30k)

\$9,500 was raised from Starry Night

\$9,000 was raised from Family Fun Night, which is a great result given we had expected to run this event as a “no-profit” event for the school community.

Mother’s Day stall didn’t sell as many gifts as expected.

Voluntary contributions approx. \$90k for semester 1.

Ancillary fund has been closed pending a few final steps.

8. GENERAL BUSINESS

- *Project Review Group (PRG) Update*
 - Colin Sargent provided a verbal update.
 - Project Review Group (PRG) met last week including a new Architect team that has been engaged by the Department.
 - No budget announcement has been made yet, however there is confidence that funding will be allocated by the State Government.
 - Process will be more transparent if announced, with Community consultation (incl. information booths at school, a dedicated website, broader community consultation outside of the school)
 - Architects expect to commence Concept design which will present 3 options for consultation/discussion. Once a preferred option is selected, planning approval will occur (e.g. council). Possibly 6-9 months until a planning submission might be made (noting all timings are to be confirmed once detailed project plans are prepared).

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▪ *COLA Update*

- Colin Sargent provided a verbal update.
- A revised quote has been received for waterproof vinyl. The quote has now been endorsed by the Assets Department this week. However there is now one further complication in that Assets may need to provide formal oversight of the project. We are investigating further and Margaret Charlton noted that this has some urgency now within the Department.

▪ *Vacant P&C Positions*

- Phil Skurrie introduced Joe Butler who has kindly volunteered to be the incoming Secretary.

It was moved by Joe Butler be appointed as the P&C Secretary.

Moved: Phil Skurrie Seconded: Michelle Hood ENDORSED

9. OTHER BUSINESS

▪ *Cubbyhouse*

- Raised by Michelle Hood.
- Michelle noted that the situation with Cubbyhouse was at an all-time low with numerous issues continuing and no improvements evident despite constant feedback to Cubbyhouse. Michelle requested the assistance of Margaret in addressing the issues.

▪ *Sponsorship*

- Raised by Chris Bowen.

It was noted that the current P&C primary sponsorship will expire in July/August and it was agreed that the Exec team should commence planning for next year's sponsorship.

▪ *Communication and Kindy parent engagement*

- Raised by Sarah Thomson.

It was raised that there were not the expected number of Kindy kids at the Mother's Day stall and that perhaps communications are not being received by Kindy parents. Discussion was held in relation to suggestions on how we can improve this.

A "Q&A" concept was discussed, that could be published on the P&C and School websites. Sarah offered to develop an FAQ document as a starting point.

10. CORRESPONDENCE IN AND OUT

1. Correspondence from Russell K in relation to a situation where children at Cubbyhouse had been treated poorly. Russell has escalated the situation through Cubbyhouse

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management and now through to the Department with no response. The Exec team will continue to follow-up.

11. SUB-COMMITTEE REPORTS

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

11.1. FUNDRAISING

N/A

11.2. TRAFFIC

No report tabled

11.3. UNIFORM SHOP

As tabled by Janice Choy

Issues at the start of the year included power, internet, and receipts. Mel noted that the Uniform shop was lacking in technology and other items.

Storage is an issue – the disabled toilet is being used for storage at the moment. Can we put another storage container somewhere on site? A suggestion was made to use an “out of bounds area”. Must be secure, waterproof, etc.

Can we promote online ordering for Uniform Shop?

11.4. GROUNDS

As tabled by Sarah Thomson

11.5. BAND

As tabled by Mandy Hyslop

11.6. RUGBY UNION

No report tabled.

11.7. NETBALL

As tabled by Melissa Fisher

Mel noted that there are 203 members and 24 teams as part of the Netball Club. 17 teams train on the Netball court.

2 items for discussion:

1. That the edge of the Sandpit next to the Netball court be built up to prevent sand spillage
2. That someone is engaged to sweep/blow the sand off the court regularly (in consideration with other Grounds-related activities). Chris Bowen suggested that we could consider whether we could engage an apprentice-style person to work with Harry. Sarah Thompson noted that the WGHS P&C funds a groundsperson. Action was taken for Margaret to discuss with Harry on the best way for this help to be engaged.
3. Re Netball backboards and lines, action to discuss with Assets whether this can be done.

11.8. CHESS

As tabled by Nathan Isterling

11.9. RUGBY LEAGUE

No report tabled.

12. CLOSE OF MEETING

Meeting commenced: 7:12pm

Meeting closed: 8:44pm

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