

WILLOUGHBY PUBLIC SCHOOL (WPS) P&C
MINUTES OF ORDINARY MEETING
20 MARCH 2013

1. WELCOME AND APOLOGIES

PRESENT: Julianne Nash-Smith, Penny Hackett (Chairperson), Amanda Milin, Lynn Donohue, Jono Herrman, Tony Chareunsi, Caroline Herrman, Kate Goulston, Janice Choy, Sarah Thomson, Vicki Thirwell, Tanya Taylor, Meredith Robson, Peter Meads, Emma Bourne, Jane Parker

IN ATTENDANCE: Patricia Petterson, Michelle Verhagen, David Trevena

APOLOGIES: Kelini Pin, Donna McDuie, Kate Goulston, 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 AGM MINUTES

The Minutes of the Annual General Meeting held on 21 November 2012 to be confirmed.

Moved: Janice Choy Seconded: Amanda Milin

CONFIRMED

5. SCHOOL EXECUTIVE REPORT

Provided by Patricia Petterson

- It was a great start to the 2013 school year. The wireless network has now been fully implemented and ipads are being used in many classrooms with more to be distributed over time.
- There was a very good attendance at all parent/teacher information nights.
- A lot has already happened in first term - zone swimming went well.
- The Welcome Disco was a great night.
- Other activities planned for the rest of the terms include Harmony Day (21 March), Earth hour (22 March), Grandparents day (28 March) parent and teacher interviews in the last week of term and the School Annual Report will be published in April.
- The new sports uniform has now been successfully rolled out. Attention will now turn to changing the girl's uniform for next year but this will be phased in over 3 years.
- The task of putting the school newsletter together each week has become cumbersome and time consuming for administrative staff. The school needs to develop a new process for newsletter contributions and it is proposed that new guidelines for submissions will be distributed.

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6. PRESIDENT'S REPORT

Provided by Penny Hackett

- Thank you to the organisers of the Welcome Disco and Peter Meads who organised the live music. Approximately \$12,000 was raised including \$700 which was raised by year 6 students who ran side show alley.
- Preparations for the WPS 150th celebrations are underway
- The P&C is still without a fundraising co-ordinator which is very disappointing given that this year 3 has a record number of students.
- Thanks to Julianne Nash-Smith for her work in implementing the new P&C website which provides a great deal more flexibility to subcommittees and the administrators. It has been a huge amount of work and is much appreciated.
- We appear to have been unsuccessful in our application for a grant to refurbish the inside of the school hall but are still waiting on the final result

7. TREASURER'S REPORT

Provided by Janice Choy

- Since October 2012 fundraising has raised \$27,000 which includes Starry night (\$5,000), the Willoughbylicious cookbook sales (\$11,000) and the Welcome disco.
- At the last P&C meeting it was decided that \$150,000 was budgeted for expenditure this financial year. Major expenses this year will include wireless network implementation and teacher support.
- Total assets to date are \$256,000.

8. BUSINESS ARISING FROM PREVIOUS MEETING

- *School overcrowding* – some other schools on the lower north shore have increased up to 15% in student numbers this year. A number of working parties and discussions are being held with the Department of Education (DOE). The WPS P&C intends to make another approach to the DOE to seek land affectation orders in respect of land adjacent to the post office on Penshurst Street especially in light of the development application relating to the Channel 9 site on Artarmon Road. The School is trying to develop a strategy with the DOE but it is proving difficult. One major issue is that the demographics of Willoughby and surrounding suburbs has changed in recent years but government statistics remain out of date. There is a committed group of P&C parents who are banding together from several schools and we acknowledge the work that Steph Croft is doing in leading this initiative. Nevertheless it still remains important that parents voice their own concerns to local and state governments.
- *New Uniform* The new sports uniform has been introduced. Mrs Petterson advised that the next project was a new design and pattern for a girls summer and winter uniform plus a new hat.
- *Willoughby 150* – preparations include:

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Alumni/marketing: posters have been printed with a push for alumni to register interest and provide any memorabilia. Letter box drop also planned.

History/memorabilia: a history exhibition will be in place from 1-20 September and will consist of items donated or loaned by ex staff and students

Art installation: 150 fence palings will be painted by the students and erected in the school grounds

Pavers: pavers will be available for sale which will be laid in the rose garden as edging around the gardens

Dinner: to be held on 31 August at a venue to be decided

Old fashioned fair: to be held on Sunday 8 September in the school grounds.

Memorabilia: for purchase will include the cookbook and merchandise such as badges, USB sticks and stickers

School activities: school tours (5 September), open day (6 September), photos (9 September), teachers past and present get together (12 September) and 150 days of school (11 October).

- *Before and after school care* - Lynn Donohue has offered to co-ordinate a committee that will examine the issues and outcomes desired relating to care. A call will be made to all interested parents to join the committee.
- *New website* - a massive amount of work has been undertaken in implementing the new P&C website. There have been some minor issues and the process of converting old photos to new ones for the website is still being undertaken.
- *Tabling of audit certificates for P&C and sub-committees* –clean audit certificates for all sub-committees were tabled. Also tabled were the Rugby club accounts for last financial year which were not available at the 2012 AGM.

9. GENERAL BUSINESS

- *Lollypop lady* – As parents requested the school apply for a lolly pop lady on Keary Street. Michelle Verhagen advised that the RTA would provide one if the minimum traffic movement requirements were satisfied.
- *Email distribution lists* – Lynn Donohue asked the question why only 1 parent can receive emails from the school. Patricia Pettersen responded that the email distribution lists are not controlled by the school but a system called URN. A more streamlined approach is definitely needed but in the interim Michelle Verhagen will try and make the system easier for parents to use.

10. CORRESPONDENCE IN & OUT

IN: Nil.

OUT: Nil.

11. SUB-COMMITTEE REPORTS

11.1 BAND

Provided by Caroline Herrmann (in addition to tabled written report)

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- There are 177 in the band this year (77 in training band alone with 2 new conductors, a new conductor in the concert band and Phil Molloy continues with the performing band).
- We are working on replacing aged instruments.
- Events planned for this term include the Easter band breakfast and grandparents day performances.
- The band is in a strong financial position with 1 fundraising event planned for each term.

11.2 NETBALL

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

- The same convenors continue this year and the club is financially sound.

11.3 RUGBY

Report as tabled along with annual accounts for year ended 30 Sept 2012.

11.4 UNIFORM SHOP

Minutes from the last Uniform Shop Committee were tabled

- Profits for the quarter are down (due to uniform changes).
- GST threshold will be reached shortly. This means that the shop will need to charge GST on sales.
- The new sports uniform has been rolled out and old sports uniforms will be donated to charity.

11.5 GROUNDS

Provided by Sarah Thomson

- Working bee is planned for 19 May.
- 2 new flag poles will be purchased and erected.
- The rose garden needs new soil but the cost is prohibitive. Some advice on plantings has been received. Hoping to enter a sponsorship arrangement with local landscaping business to have the rose garden looking good for WPS150 celebrations.

11.6 CHESS CLUB

Provided by Jonathan Herrman in addition to tabled written report

- Student numbers are down slightly as the Wednesday afternoon class has been scrapped
- Finances in reasonable shape – expect to be close to budgeted profit.

MEETING DURATION

Meeting commenced: 7:03 pm

Meeting closed: 9.27 pm.

NOTE: These minutes will be formally adopted at the Term 2 P&C Meeting to be held on Wednesday 29 May 2013.

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Secretary

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President