

## WILLOUGHBY PUBLIC SCHOOL P&C MEETING MINUTES

7:00 PM, Wednesday 12<sup>th</sup> March 2014

Staff Room, Level 1, Administration Building at the School

### 1. WELCOME AND APOLOGIES

Attendees: Rebecca Cleary, Melissa Fisher, Phil Skurrie, Penny Hackett, Tanya Taylor, Emma Bourne, Janice Choy, Karalyn Greentree, Jules Nash-Smith, Amy Tzioumis, Lisa Wood, Donna McDuie, Evelyn Bowes, Sarah Thomson, Jenni Brown.

Apologies: Neil McCoubrey, Caroline Herrman, Kelini Pin, Peter Newman

In Attendance: Patricia Petterson, David Trevena, Michelle Verhagen

### 2. CONFIRMATION OF QUORUM

Quorum obtained. 15 members present

### 3. ADOPTION OF MEETING AGENDA

Moved: Phil Skurrie; Seconded: Jules Nash-Smith; Motion carried

### 4. CONFIRMATION OF MINUTES FROM 13 NOV 2013 - TERM 4 MEETING – AGM

Moved: Tanya Taylor; Seconded: Donna McDuie; Motion carried

### 5. BUSINESS ARISING

- NEW COMMITTEE MEMBERS WELCOME & INTRODUCTIONS  
Committee Confirmed with the note that Vicki Thirlwell (Secretary) has left the school.  
New Secretary: Rebecca Cleary; Nominated by Phil Skurrie; Seconded by Penny Hackett; Motion carried.
- THANKS TO OUTGOING COMMITTEE MEMBERS  
Thanks to Penny Hackett for her service and coming back to support.  
Vicky Thirlwell has helped for many years and thanks.  
Amanda Millin – stepped down as Secretary.  
Kate Goulston – Ad supplement for many years.  
Mothers' & Fathers' day stall team.  
Martin Dickey for his auditing.  
WPS 150 steering committee.
- UNIFORM CHANGES AND UNIFORM SHOP ON-LINE  
Presented by Mel Fisher – Girls' uniform has been viewed and looks really smart. Summer uniforms will be air freighted hopefully next week. Winter uniform to follow soon.
- P&C VOLUNTARY CONTRIBUTION – FEEDBACK ON IMPLEMENTATION IN TERM 1  
Presented by Mel Fisher & Patricia Petterson – The school office provided an update. There have not been any significant issues and it has been successful so far. This year is a trial of the new payments to see how it goes. To be reviewed at the AGM in term 4.
- BEFORE AND AFTER SCHOOL CARE – UPDATE ON TENDER  
Presented by Mel Fisher & Patricia Petterson. Good progress with the Tender process. A parent/carer committee will be setup to work with the OOSH provider on day to day matters.

- PENSURST ST PROPERTIES

Presented by Phil Skurrie – the last update was late January noting that the architect has provided plans for indicative costing which will then be used for the review of development feasibility. Willoughby Council has indicated their support.

- NEW SCHOOL AUDITOR

Presented by Phil Skurrie – Martin Dickey has stood down as the P&C auditor. We have until October to find a replacement auditor. WPS P&C is investigating options.

## 6. SCHOOL EXECUTIVE REPORT

Presented by Patricia Petterson & David Trevena

We now have 999 students.

Year 6 camp at the beginning of the year was great and a really good bonding session for students and staff.

The swimming carnival went well and the zone carnival was yesterday.

Air Watch invited the school to be part of a trial program to deploy apps through Wi-Fi. The school plans to continue to expand its technology base.

Traffic has been discussed between PP and MF. An RTA representative is looking at the traffic around the school. PP requested that parents do not drive in the carpark or walk through the carpark between 8am and 4pm, for the safety of our students.

Parent information night fantastically attended which shows the value that parents put on it.

Congratulations to Mel Fisher & Phil Skurrie on the kindy welcome morning tea.

Congrats on Family Fun night – Well done team

Trialing an on line parent/teacher interview booking system. Will open on Friday at 9am with about a week to book your session.

Text messaging notification is under consideration via the School Bag app

11<sup>th</sup> April Grandparents' Day and Easter Hat parade.

NAPLAN 14-15<sup>th</sup> May.

Life Education van was a great success.

## 7. PRESIDENT'S REPORT

Division of Roles between joint Presidents discussed, as provided in the Agenda.

Kindy welcome morning tea on a terribly wet day had about 100 parents and carers attended and were hosted by 12 volunteers. New initiative was a colouring in table for the kids. Lots of positive feedback.

An update was provided by Penny Hackett on the regional P&C situations – recent media coverage was discussed. PH to keep an eye on any issues with relation to insurance. Insurers still cover the ground level P&Cs.

Motion that Penny Hackett draft a letter to Adrian Piccoli stating WPS P&Cs request to rebuild the body and thanks for intervention to date. Motion moved by Phil Skurrie; Seconded by Mel Fisher; motion carried.

## 8. TREASURER'S REPORT AND TABLING OF AUDIT FINANCIAL STATEMENTS AND AUDIT REPORTS

Report presented by Donna McDuie

Profit and Loss for period ending 28 February 2014 - So far this financial year we have reported \$12K net profit from activities. Major items to date are \$5.5K from Starry Night, \$1.3K from Blokes Breakfast, \$2K from advanced Fun Night tickets sales, \$2.2K from the advertising supplement. Other income includes \$1K from government grants and \$2K sponsorship from KMcGrath.

Financial position as at 28 February 2014 - We currently have total assets of \$264K - \$158K in the bank, \$83K on term deposit and \$22K in the Paypal account. We also have about \$1k in the building and ancillary funds.

Budget for 2014 - We have proposed items of expenditure of \$149K during the next year. The major items of planned expenditure are \$ 70K towards teaching salaries and teaching aides, \$15K towards teaching resources, a \$50K contribution towards Year 5 and 6 Tablet Notebooks, and \$3K for grounds and maintenance.

## 9. GENERAL BUSINESS

- TRAFFIC DROP-OFF/PICKUP SAFETY – MEL FISHER

Traffic it is at crisis point and we can no longer rely on common sense or rangers booking people.

Preliminary Investigations/possible options:-

- drive by pick-up and drop-off zones as used successfully at other schools
- talk to local Council & RTA re phasing of traffic lights (Penshurst st)
- revisit RTA traffic survey for traffic safety officer at Keary St crossing

- ADOPTION OF “SKOOLBAG” – SMARTPHONE APP FOR SCHOOL EVENTS

Presented by Phil Skurrie – This app sits on a smart phone and provides push notifications to all relating to school events.

Motion that Jules Nash Smith look into the app, local schools using it, how successful it is and how it would work at WPS. Motion moved by Rebecca Cleary; Seconded by Phil Skurrie; motion carried.

- OFFICE PROTOCOL

Presented by Mel Fisher – Being new to the role, Mel Fisher met with Ruth Rosebery and Patricia Petterson. Reminder that all equipment and supplies can be used by Committee members within reason and being mindful of peak time. All communications from P&C should be labelled as from P&C. Office staff appreciate prior notice of what is coming up. Bag drops to be kept to a minimum and kept close to the date of the event – once again approved by PP. All correspondence sent via school resources to be approved by PP.

- HALL KITCHEN CO-ORDINATOR

Presented by Mel Fisher. A kitchen coordinator role needs to be clearly defined and then a request for a coordinator can be sent out.

- KINDY AMBASSADOR

Presented by Mel Fisher – This has been reviewed but it has been passed over for this year.

## 10. CORRESPONDENCE IN AND OUT

Letter of Condolence was sent to Willoughby Council on the passing of Pat Riley.

## 11. SUB-COMMITTEE REPORTS

### 11.1. FUNDRAISING

Report presented by Jenny Brown & Tanya Taylor

\$5000 was raised from Starry Night which went off without a problem.

Family Fun Night raised about \$10k (to be confirmed).

Mother’s Day stall is coming up and will be run by Vanessa Dickey.

Tanya Taylor suggest we buy shelves for the storage room.

Term 2 parent party proposed, possibly 21<sup>st</sup> June.

Blokes' Breakfast will be changed to a Bledisloe Night.

Fathers' Day stall to follow. Heather Chopra will coordinate.

Mothers' Melbourne Cup luncheon is being planned.

#### 11.2. UNIFORM SHOP

Report presented by Janice Choy & Mel Fisher

So far \$6k profit has been made. Turnover to date is \$70k which is half of our GST threshold 6 months into our financial year (\$150k limit). Winter tights for new winter uniform will be grey. Old uniforms will be donated via a collection system somewhere other than the clothing shop. Storage continues to be a problem; Tanya Taylor to contact Chatswood Storage King.

#### 11.3. GROUNDS

Report presented by Sarah Thomson

25/5 and 19/10 are proposed grounds working bees days.

PP noted how lovely the grounds looked for 150<sup>th</sup>.

Discussion was taken up regarding a second paver run. We need review minimum order requirements and also assess if there is enough demand to do another run of the pavers then decide if they should be done.

#### 11.4. BAND

Report presented by Amy Tzioumis

##### OVERVIEW

This year in the Band Program we currently have 208 children from years 3 to 6 all learning to play in one of our three bands.

##### INSTRUMENTS

This year, in addition to hiring out all instruments in the instrument safe, with only a few spares in case of emergency, the band program has invested significantly in instruments. We have purchased instruments to the value of \$27,941 to accommodate the growing number of students in the band program. The Band is continuing efforts to replace aged instruments (plus 15+ years). Thanks to Ruth for her support in helping coordinate the purchases. Dickson's have proven to be both a cost-effective and responsive partner in this effort.

#### 11.5. RUGBY

The Rugby Club tabled its report and provided its apologies; Phil Skurrie provided a brief update

#### 11.6. NETBALL

Report presented by Mel Fisher

The registration and independent grading of 170 players, over 17 teams went very well. Competition commences 4<sup>th</sup> & 5<sup>th</sup> April 2014.

Two parents have withdrawn their daughters from the club following grading. As with previous years, the Club used external graders from the Northern Suburbs Netball Association to ensure that girls are independently assessed and allocated to the team which best suits their abilities. Parents need to understand this process and also appreciate that the club only exists due to the efforts of volunteers. There was discussion about implementing a code of conduct which all parents will need to accept as part of next year's netball registration process

We have a small but proud (and growing) netball club. It only runs if there are passionate & willing people/volunteers. Let's say NO to bullying of our volunteers.

#### 11.7. CHESS

##### Highlights

Overall Chess Club members up to 75. This compares with 42 at this time last year. Chess Club now recognised as a full club with captains, championship plaque in hall, and in school reports

Currently profit of \$7,740; most of this will be paid to SAC for term fees.

#### 12. GENERAL BUSINESS

It was noted that the toilets in 3-6 area were in a poor condition before the Family Fun Night (Sat), being cleaned on Friday mornings, not afternoons. Not just a problem for the boys' toilets. The odour persists despite the input of specialists and extra cleaning efforts. Options for ventilation and re-flooring will be considered.

#### 13. CLOSE OF MEETING

Meeting commenced: 7:06pm

Meeting closed: 9:47pm