

**MINUTES**  
**WILLOUGHBY PUBLIC SCHOOL P&C MEETING**  
**7.00 PM, WEDNESDAY 20 MAY 2015**  
Staff Room, Level 1, Administration Building at the School

1. WELCOME AND APOLOGIES

ATTENDEES: Melissa Fisher, Phil Skurrie, Rebecca Cleary, Peter Meades, Tony Bellia, Rosina Blake, Emily McCutcheon, Simrita Virk, Matt Sharpe, Chris Bowen, Janice Choy, David Choy, Gary Bigg, Penny Hackett, Evelyn Bowes, Ellen Couchman, Carolyn Kam, Margie Powell, Sarah Thomson, Colin Sargent, Amy Tzioumis, Angela Noel.

APOLOGIES: Tanya Taylor

IN ATTENDANCE: Bill Bird, Michelle Verhagen, David Trevena

2. CONFIRMATION OF QUORUM

22 members present

CONFIRMED

3. ADOPTION OF MEETING AGENDA

Moved: Phil Skurrie

Seconded: Rebecca Cleary

CARRIED

4. CONFIRMATION OF PREVIOUS MINUTES

Meeting held 25<sup>th</sup> February 2015

Moved: Phil Skurrie

Seconded: Rebecca Cleary

MINUTES CONFIRMED

5. BUSINESS ARISING

• THANKS TO OUTGOING COMMITTEE MEMBERS

The following outgoing committee members were acknowledged and thanked by Phil Skurrie:

- Stephen Xu (Assistant Treasurer)

• APPOINTMENT OF NEW ASSISTANT TREASURER

It was moved that Cath Lloyd be appointed as Assistant Treasurer

Moved: Phil Skurrie

Seconded: Evelyn Bowes

CARRIED

• APPOINTMENT OF NEW VICE PRESIDENTS

It was moved that Colin Sargent be appointed as a Vice President

Moved: Phil Skurrie

Seconded: Rebecca Cleary

CARRIED

It was moved that Peter Meades be appointed as a Vice President

Moved: Phil Skurrie

Seconded: Janice Choy

CARRIED

6. SCHOOL EXECUTIVE REPORT

Presented by: Bill Bird

- Acknowledged the chess teams that won the Wenona Challenge are in the regional finals which will be held at WPS.
- Congratulations to the four cross country students who will go on to represent the school at the Sydney North Cross Country Carnival in Gosford.

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Secretary

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President

- Congratulations to the two students in year 6 who have been selected in the Sydney North Regional netball team and will travel to Tamworth.
- NAPLAN has been completed. Thanks were extended to Michelle and David for their brilliant organisation.
- Congratulations to everyone involved in the Mothers' Day. The help of volunteers is greatly appreciated.

## 7. PRESIDENT'S REPORT

Presented by: Melissa Fisher & Phil Skurrie

- GRANDPARENTS' DAY

Grandparents' day was lovely as always with plenty of food, tea and a colouring table.

- ANZAC DAY

Thanks was extended to David and his team for a wonderful ceremony. While K-2 could not attend the main ceremony they were involved in other activities.

- BUS

The P&C were informed last week that the school's Council-funded bus to support the Cromehurst program has been cancelled. A Council Grant application has been submitted by the P&C in an attempt to secure future funding for the bus.

- SHADE GRANT

A grant submission went to the Cancer Council for funding towards the COLA.

- P&C CALENDAR

Please provide input to Rebecca Cleary.

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

Presented by: Evelyn Bowes

The financial highlights were presented and the report tabled.

## 9. GENERAL BUSINESS

- DEPARTMENT WORKING GROUP UPDATE

Presented by Phil Skurrie, Bill Bird and Colin Sargent

The first planning meeting was held on Monday and attended by Bill Bird, Phil Skurrie and Colin Sargent; subsequent meetings will be held on a monthly basis. The Project Advisory Group (PAG) includes DEC Asset Management Department (AMD), Principals and P&C representatives from both WPS and WGHS. The PAG will operate from now until Jan 2016. A business case for the upgrade of both WPS and WGHS is due to be presented by September 2015 and will include the short term needs of both schools as meeting future learning requirements. The area asset planning representative (Joe Lantz) is willing to attend P&C meetings and provide updates. Enrolments are being projected to 2031. Schreiber Hamilton Architecture has been engaged to develop a master plan and previously investigated upgrade options.

The Action Group has provided a list of options to be considered by the PAG.

It was requested that there be two opportunities for a parent consultation forum and the presentation of progress by the PAG before the business case is finalised.

The following information was supplied by the Department for general issue:

The Project Advisory Group (PAG) for the preparation of a Business Case for the future upgrading of Willoughby Public School and Willoughby Girls High School has commenced. The PAG is inclusive of representatives of NSW DEC Asset Management Department (AMD), School Principals, representatives from both P&Cs and is chaired by the School Director for North Sydney. The PAG will be meeting monthly with meetings scheduled til January 2016.

- The intention is to prepare a business case for the upgrading of both school to meet long-term enrolment demands and to meet a Future Focus Learning approach to education provision. The business case is planned to be completed by September, 2015.

- The PAG will also consider the short-term needs of the both schools. The AMU Manager will be working with both school principals to determine needs and options to meet the short-term needs.

- The Asset Planning representative for the area has given an undertaking to attend each of the full P&C meetings in the future (if desired by the P&Cs).

- Long term enrolment forecasts are currently being prepared to 2031 for the area and will be considered by the PAG in future meetings.

- Schreiber Hamilton Architecture have been engaged by the NSW DEC to assist in preparing the Business Case with specific reference to blocking plans (high end concept masterplans) and associated costings. Future design works will incorporate extensive consultation with the school and broader community.

- Any ideas and suggestions from the school community are welcome and it is suggested that these ideas be channelled through the P&C representative.

- The AMD is currently reviewing a number of previously investigated matters or recent suggestions relating to the upgrading of the schools and surrounds. These matters will be further discussed with the PAG in coming meetings.

**ACTION:** Phil Skurrie and Colin Sargent to arrange with PAG representatives to attend two school forums (for both WPS and WGHS) to present and answer questions in relation to the project plan prior to September 2015.

- **SCHOOL TRAFFIC PROPOSAL – UPDATE**

Presented by Mel Fisher

The report was presented to the Council Traffic Committee last Monday night. All options require funding from RMS for implementation so this now needs input from a working group. Council is working on smaller items under delegated authority.

Friday is walk to school day.

Bill Bird acknowledged Mel's amazing leadership and work on this.

**ACTION:** Volunteers required to assist Mel Fisher with progressing the actions.

- RUGBY LEAGUE CLUB PROPOSAL

In the last meeting it was agreed that the school be consulted and the P&C constitution be reviewed in relation to forming a club. The intent is to set up a committee operating under the P&C constitution to support the school in rugby league events.

It was noted that the exclusive sponsorship rights of LJ Hooker with WPS must be adhered to by the Rugby League Sub Committee. It was also requested that any uniforms or merchandise be approved first by the school.

It was moved that a Rugby League Sub Committee proposal put forward at the meeting be accepted and that a Rugby League Sub Committee be set up at WPS conditional to the P&C Executive review and approval of the proposal.

Moved:

Seconded: Mel Fisher

CARRIED

ACTION: P&C Executive to review the Rugby League proposal and advise on a decision prior to the next meeting.

- COLA

The COLA grant will be finalised in mid-July and there was discussion surrounding the location of the COLA in relation to the long term development plans.

ACTION: Phil Skurrie and Colin Sargent to discuss this with the DEC PAG to ensure the best long term outcomes are achieved.

## 10. CORRESPONDENCE IN AND OUT

NIL

## 11. SUB-COMMITTEE REPORTS

- EVENTS

As discussed by Carolyn Kam

No items to raise.

- UNIFORM SHOP

As tabled and discussed by Janice Choy

Renovations went well and there is plenty of stock.

- GROUNDS

As tabled by Sarah Thomson.

One working bee this year week 7 of term 3.

- BAND

Report provided prior to the meeting and tabled by Amy Tzioumis.

Financially well and raised \$4k.

Big changes in terms of structure coming up in 2016 with the introduction of a fourth band.

It was noted that in this area there is not a readily available and affordable performance space.

- RUGBY

There were no Rugby Club representatives and no report was tabled.

- NETBALL

As tabled by Margie Powell

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Secretary

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President

There was discussion on restricting club membership to current WPS students only. The constitution will be reviewed to confirm that this can be done at the discretion of the Netball Club Committee.

○ CHESS

As tabled by Emily McCutcheon

Regionals will be held in WPS in August with a team of 4 players.

Kindy students will be invited to join in term 3 and there may be the need for a fifth classroom.

12. CLOSE OF MEETING

Meeting commenced: 7:05pm

Meeting closed: 8:52pm

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Secretary

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President