

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C AGM

7.00 PM, WEDNESDAY 8 NOVEMBER 2017

Staff Room, Level 1, Administration Building at the School

1. Welcome and apologies

- **Welcome** – Meeting opened 7:02pm
- **Attendees** – Peter Meades, Chris Bowen, Colin Sargent, Rebecca Cleary, John Plumb, Genevieve O'Brien, Simrita Virk, Mark Ley, Matt Loughnan, Janice Choy, Tracy Duff, Jonathon Ackerman, Anne Layton, Emma Bourne, Matt Sharpe, Mevan Jayatilleke
- **Apologies** – Cath Lloyd, Nathan Isterling, Greg Flavel, Mel Fisher, Evelyn Bowes, Heather Chopra
- **In attendance** - Margaret Charlton, Shaun Michaels, Michelle Verhagen

2. Confirmation of quorum

- A quorum was declared with 14 members present at the start of the meeting.

3. Adoption of meeting agenda

- Meeting agenda was adopted. Proposed by Chris Bowen seconded by Colin Sargent. Carried.

4. Confirmation of previous minutes

- Previous minutes were confirmed. Proposed by Matt Loughnan seconded by Chris Bowen. Carried.

5. School Executive Report

- Margaret extended thanks to P&C for their hard work and contribution to the school this year. Particular thanks go out to the supporters of the band program. Also thanks to the grounds committee – the rose garden looks fabulous.
- Staffing
 - › Five positions are vacant to be filled in this staffing cycle. The roles include the deputy principal position vacated by David Trevenar, 2 x full time teachers and 2 x part time teachers (ESL and library). Two positions will be filled locally and two through the department (open merit selection). This process will be completed by the end of the year.
 - › Staff and parents are represented on the selection panels. The school need a parent representative on each selection panel. Each parent who would need to complete an online training course and attend three sessions at the school; about a 2.5 day commitment is required from. There needs to be a gender balance on the panel.
- External Validation – The evidence sets were presented for review. The process was completed last term, comparing the current strategic plan against the Department's School Excellence Framework. It was found that many outstanding things are happening at WPS and also revealed areas where practices can be elevated across the school. The results were reviewed by a panel of two principals.
- The school is moving into a new three-year plan period and the external validation process has highlighted some areas for inclusion. Two consultation forums with parents will be run to help develop this new plan. Parents will advise on highest priorities and help align goals with parent ideals. Adapting to the new teaching environment will be a significant part of the plan. The plan needs to be finalised by the end of the year.
- The OOSH tender is with the Assets department for final approval and appointment of the new provider. An update on the process will be in the next newsletter.

- Technology update
 - › This year there was a big investment in the school's iPad fleet. 200 student iPads and 50 staff iPads were purchased. This has been accompanied by an intensive training regime to incorporate technology into learning.
 - › This afternoon (Wednesday 8th November), 18 staff went to the Apple store for training. Another 16 will go next week.
 - › The Bring Your Own Device (BYOD) option is still being explored by the school. Apple has an App called Classroom for teacher monitoring of what students' access. There is a student equity policy to ensure access to all students. There will be significant consultation before a decision is made. This program is not to the exclusion of other devices and operating systems.
- End of year important events are happening so please keep informed:
 - › The whole school came together last week for the "Count Us In" event.
 - › Swim schools are currently happening.
 - › Preparation for end of year assemblies is underway. There is one more recognition assembly for Willoughby Way awards. This year the assemblies for years 3-6 will be held outside and notes will be sent to parents of the students being recognised.
 - › The school needs to understand enrolment information for 2018 so please advise any changes as soon as possible.
 - › The class formation process is something that teachers take very seriously and dedicate a lot of time to.
 - › Emails detailing end of year and start of 2018 dates will go out in the next few weeks.
- Reporting of students' progress has been a focus area this year and currently assessments are being undertaken. The new reporting platform was trialled in seven classes last semester and following positive feedback it will be implemented for all classes.

6. President's Report (Peter Meades)

- Peter extended thanks to Chris Bowen for her phenomenal amount of work. Colin Sargent was recognised for his commitment to the school development program. Thanks to Bec Cleary and Cath Lloyd for their contribution and support. The commitment to the P&C by clubs was acknowledged, noting the contribution to the development of our children. Thank you to Sim Virk for her contribution to fundraising through the advertising supplement, which she has sustained for a long time. Thank you to Matt Sharpe for the website work. Thank you to the school executive for all they do and how they do it.
- In the coming year we are going to ensure the P&C is running more smoothly. A focus will be on the accountability of clubs. Those clubs that do not meet their reporting requirements will need to improve or they will no longer operate as a P&C club.
- It has been a hard year for the executive trying to sustain the P&C without more people willing to take on roles. The Film Night has highlighted the need to bring fresh faces into the P&C to take on organisational responsibility for different areas of work.
- The colour run was not picked up due to resourcing issues on the P&C. The approach going forward will be to get more volunteers to do smaller jobs.
- The P&C will need to be responsible over the next two years in particular, while the school development is happening, to stay informed about what is happening around the school and keep parents updated.

7. School Development Report (Colin Sargent)

- DA Progress – The DA is still in with Council and the PRG is addressing Council concerns relating to heritage, storm water and colour of the new buildings. Council will not be the determining body and a determination is expected before the end of term.
- Planning continues around the internal classroom design although it has been essentially signed off.
- There are issues with regards to budget in relation to ground works, however the NSW Government has agreed to cover this.

- Below the line budget items are still being negotiated. The top three items are the COLA on the roof of the hall, an extra wide covered link / walkway to Keary St and the extension of the ground floor COLA over the outdoor court. These items will be part of tender but will be priced as optional items.
- The planning for the construction period is underway, looking at how the works will be staged and where students will be located. The temporary school will be on the Council oval (Keary St) with 14 demountables. 9 other demountables will go elsewhere including two for administration. Demountable toilet blocks will also be provided. The start date for works is June 2018. The hall will remain in operation for the entirety of the build until the new hall is available. The aim is still for the new school to open Term 1, 2020. The intention is for the works to go to tender before the end of the year.
- The Premier has confirmed that this is a government project and they will stand by their funding commitment to achieve the promised outcomes.

8. Business arising

- Sponsorship – A sponsorship agreement has been prepared with the aim that we can gain sponsorship from different entities as required. The intention is to run it until the end of term 3 each year.
- 2018 Events Calendar – We need to balance the number of events with volunteers. We will work on the events that have happened in the past, pending resourcing. We also need to coordinate with the band calendar.
- Girls' Uniform – The uniform shop is looking at tailoring the tunics to fit better. They are looking at changing the track pants and the sports top fabric. The option for pants for girls is being reviewed; in the meantime, girls can wear the sports uniform except on school trips or when representing WPS.

9. Treasurer's Report

- Cath Lloyd was unable to attend however the report was tabled in her absence and an overview provided by Peter Meades. The cashflow is positive and there are reserves. Planning is in place to provide financial assistance during the development.

10. Adoption of Budget for 2018

- The proposed 2018 Budget was tabled. The P&C is working with the school to look at different funding allocations to assist with the building program so the budget was not adopted.

11. P&C Membership fees for 2018

- It was confirmed that the P&C membership fee be \$1 for 2018 invoiced via the Term 1 fees.
- Two voluntary collections will remain for 2018.

12. Clubs & Sub-Committees

- Reports received prior to the meeting from Chess, Band, Netball, Uniform Shop and the Grounds Committee were and tabled.
- Reports were not submitted by Rugby Union and Rugby League.
- The Chess Club competes at both external and internal competitions. There were record numbers at the internal competition. WPS missed out on coming in the top three at the inter-schools' competition by half a point last week.
- All clubs will be required to adhere to guidelines for compliance in order to continue operating under the P&C.

13. Communication

- A letter was sent to the NSW Premier seeking ongoing support for funding in relation to the school development.
- The P&C issued a statement in response to a media item about the Samaritan Christmas Box.

14. Election of the Returning Officer

- It was moved that Shaun Michaeil be elected the returning officer.

15. Election of 2018 Office Bearers

Position	Nominees	Elected
President	Chris Bowen and Peter Meades	Chris Bowen and Peter Meades
Vice President	Colin Sargent and Matt Loughnan	Colin Sargent and Matt Loughnan
Secretary	Rebecca Cleary	Rebecca Cleary
Assistant Secretary	Mark Ley	Mark Ley
Treasurer	Cath Lloyd	Cath Lloyd
Assistant Treasurer	Discussions are underway with a possible nominee	
Events Coordinator	No nominations	

16. Other Business

- Starry Night
 - › We have all task leaders and volunteer positions filled.
 - › The prices have been set this year however they are higher than last year. Options were discussed and it was agreed the cost will remain as advertised however, the child tickets will include movie, rides, sausage sizzle, drink and popcorn.
 - › The event will be simplified this year to include rides, a few food outlets and the movie. There will be a pizza and gelato stand. Glow sticks will be sold.

17. Meeting Closed 9:16pm