



**Willoughby Public School Parents & Citizens
Association Inc.**

Oakville Rd, Willoughby NSW 2068

ABN 43 115 668 563

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C MEETING

7.00 PM, WEDNESDAY 23 May 2018

Staff Room, Level 1, Administration Building at the School

1. **Welcome and apologies**

- **Welcome** – Meeting opened 7:03pm
- **Attendees** – Peter Meades, Chris Bowen, Cath Lloyd, Rebecca Cleary, Mark Ley, Matt Loughnan, Janice Choy, Amanda Ley, Meredith Robson, Colin Sargent, Darren Perrera, Tim Donahoo, Antonina Minenko, Chris Minenko, Ruth Semark, Juliet Rainer, Elias Letfallah
- **Apologies** – Shaun Michael
- **In attendance** - Michelle Verhagen, Margaret Charlton

2. **Confirmation of quorum**

- The minimum number required for a quorum is 11. 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 Peter Meades seconded by Rebecca Cleary. Carried.

4. **Confirmation of previous minutes**

- Previous minutes were confirmed. Proposed by Peter Meades seconded by Rebecca Cleary. Carried.

5. **School Executive Report** Presented by Margaret Charlton and Michelle Verhagen

- MC extended her thanks to the P&C for their support over the last two years. She acknowledged the school community support and the excellent staff at WPS. It is a wonderful school to finish her time as a Principal.
- The school principal position is being advertised again due to no suitable candidates coming forward in the first round. The aim is for a new principal to start at the beginning of term 3. Michelle Verhagen will be the relieving principal with Margaret Leslie taking on the deputy principal role.
- This term there has been a range of excursions, cross country (thanks to Chris Twemlow and Alison Douglas), NAPLAN, Cromehurst, etc., making it very busy.
- The temporary facilities on the oval are being set up on the Keary St oval. Nine demountables will come from Artarmon in the next two weeks. Once all the services are set up WPS classes will move over towards the end of term. Admin demountables will also arrive later this term and be located in front of the Rose Garden. Removalists will be employed to undertake the move.
- The annual report is now on the WPS website.
- The 2018-2020 school plan is complete. Michelle Verhagen presented the highlights. The three strategic directions are in relation to being highly engaged, future focussed and confident & collaborative.



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- The co-teaching space was discussed. Parents have indicated that they would like more information on how learning works in these spaces. Feedback on the experience is being sought from parents and staff. More communication on the learning environment would be appreciated including that this is not an experiment but the way of the future.
- 6. President's Report (Chris Bowen)**
- Very busy start to the year. Lots of activity as per later agenda items. Good parent and community involvement in events. Examples of Colour Run and Trivia Night.
- 7. School Development Report (Colin Sargent)**
- Status Update - Now moving to monthly meetings. Closing tenders in June. Successful contractor to start in late July/August. On this basis, will be complete on day 1 term 1 2020. Detailed process and have been finalising tender documents.
 - When tenders come-in, the optional components (COLA, walkway to Keary St, roof cover etc) will be included and will depend on whether they fit within the budget. Will know more at next PRG meeting. Will know how much will be included at next P&C and will know how the P&C can contribute.
 - 3D model has been revised and will be available next week.
 - School Impact Management - ongoing negotiation around access to Willoughby Girls School. Margaret to ask the school to reconsider approach on the basis of the building works on both schools. P&C to write to school....cc Sharon. Action item for Chris/Colin.
 - Club Grants - have supported school with transport to and from Cromehurst. Grant application lodged this year for transport and teacher support.
 - Community Building Partnership grant – twenty days to get in application for Level 6 play equipment. Hoping to get Margaret Leslie to assist with application. Suggestion supported. Action items: Matt/Mark
- 8. Business arising**
- Sponsorship – Matt Loughlan provided an update. Richardson and Wrench Gold sponsor \$10k and Event sponsor for \$3k.
 - Report on Term 1 events -
 - Grandparents' Day – raised \$2.5k. Notable lack of awareness of the school building development. Can improve catering (bbq etc) for next time.
 - Family Fun Night – A report was provided following FFN and Meredith Robson gave an overview at the meeting. Great night with fantastic teacher involvement. Objectives to community event, raise funds and enjoyment for kids. Very big team effort. Focused on kids safety. CUA and Everyday Hero to encourage participation. May not be required next time. 550 people involved. 80 parent volunteers. Communication to come on prizes going to Chromehurst. Net benefits of \$15,700. P&C acknowledged the massive efforts of Meredith Robson
 - Welcome Morning Tea – Sherry Laffan and a group of year 1 mums organised and was very successful



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- Term 2 events -
 - Mothers' Day Stall – 850 gifts purchased. Positive reaction to presents.
 - Trivia Night – 2nd June - sold out in six days. Then created extra spots and now can fit 200. R&W pleased with event and auction. \$10k in prizes involving raffle, live auction and silent auctions. Dessert auction as well. Communication to everyone coming this week. Congratulations to Amanda Ley and team involved.
- Term 3 events -
 - Fathers' Day Stall – We will need to put call out for co-ordinator in newsletter.
- Club Administration – The Rugby club has been disbanded.

9. Treasurer's Report (Cath Lloyd)

- The report was tabled. P&C funds of \$318k. On track to exceed budget to add \$100k. Family Fun Night greatest fundraiser for the school. Subcommittees have provided updates. Rugby funds added \$2k. Building Fund has come to life following Grandparent's day, Colour run and webstore. Still need to finalise 2017 audit.
- Significant toll on Treasurer's in band convenor etc. Band is most administratively heavy. Bookkeeper could support entire community. Cath looking to put scope and budget.
- Motion - P&C supports the engagement/approves support for bookkeeping of all clubs. Details to be finalised and resolved and approved by P&C executive. Discussion on possibility of school support and background to P&C taking control. Motion: Peter seconded; Matt. Approved unanimously.

10. Clubs & Sub-Committees

- Reports received prior to the meeting from Chess, Band, Grounds, Netball and Uniform Shop were tabled.
- There was discussion in relation to the timing of the building works and their impact on uniform shop.

11. Communication

- A letter of introduction was received from David Bond, the new P&C President at North Sydney Demonstration School. He is looking to build ties with other local P&C committees.
- Letter for Trent Zimmerman offering support.
- Mowbray Rd/Willoughby Rd phase lighting information forwarded to push for RMS.

12. Other Business

- Storage in P&C facilities will need to be removed at some stage.
- **Bill Bird's farewell** - Will be held on Thursday 31 May in the Library after school. An invite was sent to parents of Year 3-6 on Monday (RSVP required). The P&C will give Bill a farewell gift.
- Massive thanks again to Margaret for stepping into the role, her leadership and support for the school community. P&C wish her well for upcoming UK/Europe holiday. Will be missed with a heavy heart. Gift provided.

13. Meeting Closed 9:10pm