



**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 22 August 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, Matt Loughnan, Janice Choy, Amanda Ley, Colin Sargent, Darren Pereira, Simrita Virk, Caroline Vickery, John Plumb, Barbara Trickett, Sophie Wagshall.
 - **Apologies** – Mark Ley
 - **In attendance** - Michelle Verhagen, Shaun Michael, Jane Hagan (School Infrastructure NSW), Hugh Thornton (APP)

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

- The meeting agenda was adopted. Proposed by Peter Meades seconded by Rebecca Cleary. Carried.

4. Confirmation of previous minutes

- Previous minutes were confirmed without objections or amendments.

5. School Executive Report Presented by Michelle Verhagen

- The new principal, Jennifer Simmonds, (former principal of Gordon East Public School) is commencing at the start of T4. Margaret Leslie and Fran Graham have been assisting in the interim.
- Hugh Thornton (from APP) and Jane Hagan (from School Infrastructure NSW) were introduced as the project managers for the WPS building works. The first priority is safety and then ensuring a great new school is delivered. A full parent briefing will be delivered on 12th and 13th September. An overview was provided:
 - Contractor to be engaged on Monday for a start next month.
 - The project will be delivered in 7 stages but this may change when the contractor is engaged.
 - The first stage is the new build 3 storey building.

There are concerns around student safety at pick up and drop off times and the impact of the building works on this. The appointed contractor will develop a traffic



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management plan which will address this issue and how construction will work around this.

Parent volunteers will not be permitted by Council to assist with traffic management.

The same contractor will be used for both WPS and WGHS with individual site managers. Hugh will be responsible for both sites.

Once the contractor is appointed, the P&C can commence discussions in relation to P&C funded items such as a COLA.

- “Demountable City” has arrived and everyone has worked hard to get the space up and running. There is still room for improvement with lights, bollards and cleaning to be improved. Students from this area come into the main school playground for lunch and recess; this is possible due to the split lunch break. Evacuation plans have been modified to accommodate the changed layout.
- The administration buildings are in place in the rose garden for a move at the start of September.
- Community forums will be on Wednesday September 12th at 7pm and Thursday September 13th at 9:15am.
- School activities have included many excursions, incursions and camps. It’s a credit to all the staff that amongst all the change it is business as usual.
- There was a farewell assembly for Harry on Monday. He will be missed by the school community. Harry will be replaced by Jules, a GA with experience at Lindfield Public School.
- Ruth Rosebery (admin manager) is taking a year of leave. Snez Thompson will be filling in.
- There are three additional SLSOs (school learning support officers) joining the six already at the school.
- The two-day athletic carnival trial went well.
- On Monday there was a fundraiser for drought relief which raised \$3,200. Students dressed as a farm animal or farmer.
- Staff have focussed on professional learning recently. In the next few weeks they will be looking at writing – Seven steps to writing success. The focus is on making writing engaging and interesting.
- Staff are also trialling digital learning and project-based learning opportunities.
- The new staffing cycle will start early in November.

6. **President’s Report (Chris Bowen)**

- The Rockstar Trivia night was a fantastic event thanks to Amanda Ley and her team of volunteers.
- The WPS training, intermediate and performance bands won gold at the NSW Band Festival at UNSW.



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- The P&C was advised by a parent of a near miss when a parent with their child walked out in front of them. The safety issue needs to be reinforced. The P&C will push for phased traffic lighting on Mowbray Rd.
- The on-site OOSH has been given extra space in the library for senior students and can increase enrolments.
- The building fund has received some donations including a \$10,000 donation from one family. The P&C formally thanked them.
- There have been farewells for Bill Bird, Margaret Charlton and Harry Wilson.
- The Cromehurst grant from Clubs NSW has been awarded again to WPS for an increased amount this year \$14,595 (up from \$10k last year).
- Peter Meades will be standing down as co-President at the AGM in Term 4.

7. School Development Report (Colin Sargent)

- There was a meeting a month ago addressing landscaping.
- The process has taken longer than expected.
- Over the next few weeks we will be able to find out how many (if any) of the additional items have made it into the base scope. We will then know what the P&C needs to fund. The department has confirmed that the P&C will not have to pay for any of the builder's overheads, preliminaries, etc., just the construction costs.
- A motion was raised by Peter Meades to approve the engagement of a quantity surveyor through Colin Sargent up to a value of \$10,000 (based on three quotes) to examine and verify costs of building works that may be funded by the P&C. The motion was seconded by Rebecca Cleary and passed.

8. Business arising

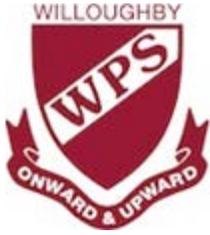
- Sponsorship - Matt Loughnan provided an update.
 - Richardson and Wrench Gold sponsor \$10k and Rockstar Trivia Event sponsor for \$3k. Richardson and Wrench has offered to donate \$2,000 to the school building fund for each sale they are involved with for the school community.
 - We will start looking for a sponsor for Starry Night (the movie night in Term 4).
 - A grant request was put in to replace the playground equipment in the seniors area at a cost of \$100k.

- Report on Term 2 events -

Mothers' Day Stall – 850 gifts purchased. Positive reaction to presents.

Trivia Night – The WPS P&C Trivia night was held on 2 June

- Event Team: - Amanda Ley, Stephanie Spencer, Meredith Robson, Louise Meijer, Barb D'Angelo, Anita Ackerman & Tanu Chopra
- The primary objective for this event was a social gathering, to help build school community spirit and let the parents have a bit of fun. It had been 2 years since



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the last parent night out. The secondary aim was to raise money for the P&C's school building fund.

- The venue and ticket price were well received. We sold out 150 tickets in 6 days. With a reconfiguration of the venue, we were able to open up another 41 spots to the waitlist - accommodating all the people that contacted us for tickets. In addition, our sponsors had another 8 spots. Making the total number approx. 200.
 - **We raised \$15,408.40 for the school building fund** (\$2,300 profit from the event itself - tickets sales less costs, \$10,100 for raffle, games & auctions and \$3,000 sponsorship)
 - R&W came on as the P&C Gold Sponsor and the Event Sponsor. We worked with their team throughout the event to make sure they felt value for their sponsorship. They were very happy with the event organisation and exposure they received. The R&W team attended the event and they also provide the auctioneer, pens for the evening & signage.
 - Full financials, Positives, Learnings and Recommendations for future events can be found in the Rockstar trivia Night Summary document.
- Term 3 events -

Fathers' Day Stall – Kevin Wong's summary of current status:

- Bought approx 800 gifts - we have some leftover gifts from prior stall, so should have sufficient for expected orders
- So far, we have spent less than \$10k
- Gift wrapping is mostly complete
- We have a large group of volunteers for Stall Day itself
- Amanda Ley has been organising content for and coordinating marketing

Starry Movie Night – At this point we have been told we will be able to use the mini-oval. The proposed date is the 23rd November.

9. Treasurer's Report (Cath Lloyd)

- End of July \$300k in cash and deposits and another \$26k in the building fund. This has met and exceeded our budget target for the year. The movie night is in the next financial year.
- We have just renewed our insurances with a slight saving from last year due to reduced uniform shop stock.
- Voluntary contributions go to supporting school functions such as support staff in first semester. Second semester contributions are retained by the P&C.
- Last year's financial statements were lodged with the ACNC.



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10. Clubs & Sub-Committees

- Reports received prior to the meeting from Chess, Band, Grounds, Netball and Uniform Shop were tabled.
- Cath has spent time with the band to look at refining their chart of accounts to simplify the financial management. It seems that they need administrative help to manage the band. Given the size of the band operation this may be necessary. An offer will be made to all clubs to see if they are interested in paid administrative support.
- The uniform shop has set aside \$20k to fitout the new shop following the build. They are trying to reduce stock however the ability of the girls to wear sports uniform has reduced winter uniform sales.

11. Communication

- A letter from Trent Zimmerman to 'Nominate an Unsung Hero'
- A letter was received from Chatswood RSL / Clubs NSW confirming the funding for the Cromehurst program.
- Athlete's Foot sent a letter regarding promotional points for purchases including vouchers.

12. Other Business

- No items raised.

13. Meeting Closed 8:56pm