



**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 7 November 2018

Library, Willoughby Public School

1. Welcome and apologies

- **Welcome** – Meeting opened 7:00pm
 - **Attendees** – Chris Bowen, Cath Lloyd, Rebecca Cleary, Matt Loughnan, John Plumb, Martha Plum, Janice Choy, Amanda Ley, Fran Burge, Mark Ley, Colin Sargent, Darren Pereira, Tanya Taylor, Ruth Semark, James Keeler, Cath Lloyd, Mel Fisher, Linda Shaw, Vanessa Huang, Juliemma Moran, Anne Layton, Kate Hudson, Kirsten Delaney, Helen Bromley-Fox
 - **Apologies** – Peter Meades, Jenni Brown, Matt Sharpe, Simrita Virk, Kylie Mitchell, Amy Daly, Caroline Vickery, Meredith Robson, Antonina Minenko
 - **In attendance** - Shaun Michael, Margaret Leslie, Jennifer Simmonds.

2. Confirmation of quorum

- The minimum number required for a quorum is 11. A quorum was declared with 24 members present at the start of the meeting.

3. Adoption of meeting agenda

- Meeting agenda was adopted. Proposed by Chris Bowen, seconded by Rebecca Cleary. Carried.

4. Confirmation of previous minutes

- Previous minutes were confirmed. Proposed by Rebecca Cleary, seconded by Matt Loughnan. Carried.

5. School Executive Report (Jennifer Simmonds)

- New principal introduction. Jennifer Simmonds, former principal of eight years at Gordon East Public School. Prior to that at Westmead, a much larger school.
- Has been only three weeks. Very positive feel and great vibe around the school. Great children and teachers
- In terms of planning for 2019, school size likely to be about the same as 2018.
- Understands the challenges of 2018. Will be focused on the kindy enrolment in 2019 and trying not to re-form classes.



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- General Assistant role vacant. Graham Handcock has been doing a great job proactively three days a week.
- Building update – meet with site manager three days per week. Two buildings demolished, asbestos safely removed. The rest to be removed in January. Coming along. Next few weeks the major building works are at Willoughby Girls.
- Formula for number of teachers per year group explained.
- Discussion on joint learning experience.

6. President's Report (Chris Bowen)

i. Building works

How wonderful to see the demolition work in full flight after many years of campaigning and planning.

There have been many people involved in getting this project off the ground – both parents and staff. A particular thanks to Colin Sargent (VP P&C) and Margaret Charlton (former Relieving Principal) whose tenacity ensured the build that is being delivered maximises the funding provided by the Government.

ii. Farewells & Welcome

Since the last meeting, I've had the sad but delightful opportunity to farewell two of Willoughby's much-loved members of staff.

Firstly, **Harry Wilson** who had looked after WPS - with a smile and much care - each and every day and, in particular, for the work he did for the last 10 years to assist with P&C events.

Then **Michelle Verhagen**, who we hope will return after 5 terms as Relieving Principal for Concord Public School, a well-deserved opportunity. Michelle for many years has been the first introduction many parents and their kids have to our wonderful school. I noted that my first impressions, when my son and I met Michelle – of a very friendly, warm, supportive, and informative school deputy. And my first impressions until the day of her farewell, my regard for Michelle, her abilities and what she does each, and every day, for the school community continues to grow.

I subsequently spoke with the P&C President at Concord before Michelle started and as we'd expect, Michelle had already made an impression and he indicated they would like to keep her!

We gave both Harry and Michelle gifts as a thank you.

Jennifer – a very warm welcome to WPS. We've had a couple of meetings since you started this term and I know you've hit the ground running. I had the opportunity to meet you briefly and hear about your achievements as Principal of Gordon East P.S. as a member of

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the selection panel. We look forward to working alongside you and the school executive in the future.

iii. Road Safety & Our Rose

In August, on behalf of the P&C, I wrote to our local member Gladys Berejiklian to ask her to make representations to the Minister for Roads for three road safety initiatives that have previously been campaigned for, without success – phased lighting at Willoughby Rd & Mowbray Rd; extended fencing along Mowbray Rd and Penshurst St and 40KM flashing lights on High St. We are still waiting to hear from the Minister.

As you'd all be aware, our crossing supervisor at High Street, Rose Hazelwood – our Rose - died late last month. Rose was a strong campaigner for road safety. Following news of her passing, I again wrote to Gladys imploring her to push for the flashing lights in memory of Rose.

iv. Events

The P&C Executive are delighted with the number of parents who are stepping up to help out with events run by the P&C. Since the last meeting, we've had –

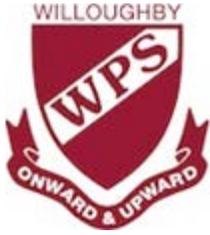
- *Fathers' Day Stall*, which was very efficiently run by Kevin Wong and a team of volunteers. We know dads were delighted with the gifts they received on Fathers' Day.
- *Morning Tea for World Teachers' Day* - Thanks go to Jenni Brown and Kerry Saward. We're sure the kids spoiled our wonderful teachers on World Teachers' Day recently. To give our thanks, the P&C arranged for a 'spread' in the staffroom and I dropped in to thank them. It was most appreciated.
- *Kindy Information Night* – thanks to Matt Loughnan who represented the P&C at the Information night held recently and talked about his experience as a WPS parent and the P&C.

v. Thank you Bunnings

A quick thank you to Bunnings Chatswood for providing two new BBQs that our chief BBQ cook advised we badly needed for Starry Night if we wanted to avoid any OH&S incidents!

7. School Development Report (Colin Sargent)

- The build is underway!
- Key issue now is the funding of the P&C for three additional items (extension of COLA – Covered Outdoor Learning Area, extension of covered walkway to Keary St and rooftop shade above hall) that the Department did not cover in their scope. It is noted that air-conditioning is included.



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- These three items have been quoted as part of the build but there has been no ability to review the detail of the estimates. It is significantly cheaper than the original estimate – less than half. Costs are ~\$160k for COLA extension, ~\$116k for covered walkway and ~\$118k for rooftop COLA. Discussion on value for money – seems reasonable.
- P&C is considering ~280k for two covered COLAs. These will offer full protection and the roof has a solid steel structure.
- School has capital works funding to deliver the third item (116k) the covered walkway. This money has been accrued.
- Discussion on likely variation in costings. Agreeing to proceed now was considered a lower risk option. Pressure on timing of agreement from department discussed. Preference to include these items in the major build at the same time. Also discussed that any defects and warranties rectification will remain with head contractor.
- Principal's comment on school impact – trying to minimise disruption. COLA should have been part of the scope agreed but can't be change. Continue to work with high school on access etc....
- Further discussion on safety and the upgrade required for the Rose Garden building
- Community building fund (Matt Loughnan). The application for year 3 to 6 play equipment has been submitted. Requested amount was ~\$110k. No feedback yet.

8. Treasures Report (Cath Lloyd)

- Treasurer's Report tabled. At the end of the financial year (end of term 3) there is \$310k in the bank and \$26k in the Building Fund.
- The P&C is compliant with audit, insurance and other requirements. Will lodge final accounts by end of school year (well before the March deadline).
- Noted that, as standard practice when a new principal starts, the Principal will request audit of school funds by the Department of Education. This is separate and distinct from the P&C funds and processes.
- Proposal put to the meeting that, based on the P&C's strong financial position, to approve and commit funding of ~\$280k for the two COLAs (as set out in the School Development Report above) noting that the school will be funding the third shelter - the covered walkway.

Proposed Mark Ley, Seconded Colin Sergeant. Carried.

9. Business arising

- Sponsorship – Matt Loughnan provided an update. Richardson and Wrench Gold sponsor \$10k are taking a stand on the Starry Night and organising raffle. Also noted that they will contribute \$2,000 to the P&C for every house sold by a parent.
- Discussion on other proposals from organisations that are looking at promotion/access for in-kind non-cash benefits. These have been rejected.



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- Fathers' Day Stall – Will sell left over stock at Starry Night. Anne and team to run a Christmas Stall.
- Starry Night – Progressing well. Will try to sell tickets prior to night....5 x \$100 rebel vouchers to be won if pre-purchased...Gelato Pizza, Fairy Floss man, inflatables, movie, band etc.

10. Clubs & Sub-Committees

- Reports received prior to the meeting from Chess, Netball and Uniform Shop were tabled.

11. Other discussion

- P&C membership fees are set at \$1 per person. All parents are deemed to be members and therefore eligible to vote on matters at P&C meetings, by way of allocating funds from voluntary contributions.
- Multi-purpose court. Will be completely redone and flattened, turned 90 degrees. Discussion on impact on netball and event planning.
- Uniform shop. Department doesn't fund space for a uniform shop, however the building plans show a small space in library, which is not as big as current space. Storage concerns were raised and a meeting involving the uniform shop, P&C and school was proposed to identify issues and potential solutions prior to the end of the school year.

12. Communication

- No correspondence other than response from NSW Premier.

13. Election of Returning Officer

- Shaun Michael was elected as Returning Officer

14. Voting of 2019 Office Bearers

- The 2018 executive stepped down for the vote
- Four nominations for president (Tanya Taylor and Jenni Brown as co-presidents, Chris Brown and Matt Loughnan also as co-presidents). Tanya and Jenni elected by one vote.
- Vice President – Matt Loughnan
- Secretary – Rebecca Cleary
- Assistant Secretary – Antonina Minenko
- Treasurer – Cath Lloyd
- Assistant Treasurer – Caroline Vickery and Darren Pereira
- Events Coordinator – Amanda Ley
- Events Committee – Juliemma Maron, Ruth Semark, Meredith Robson, Stephanie Spencer
- Class Rep - Amy Daly (Anderson)



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- Ground Committee – Greg Flavel/Claudia Vines

15. Other business

- Vehicle traffic in laneway and parking at demountable area discussed. Options such as bollards raised but this is not officially school grounds. School will continue to remind community not to use for vehicle access.
- Two elections next year - Saturday, 23 March State Election and Federal Election date to be confirmed. Will be keen for BBQ as a P&C fundraiser.
- Bunnings BBQ option discussed.
- Potential for fundraising pavers/bricks for new build once completed. Alumni discussed. List from 150-year event is available.
- Final massive vote of thanks for everything Chris Bowen has done for the school community over so many years. She's been a tireless advocate for the school, has been a key link to the school executives and delivered so many fantastic events such as Starry Night etc. Thank you Chris.

16. Meeting Closed 8.57pm