



**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 20 February 2018

Staff Room, Level 1, Administration Building at the School

1. **Welcome and apologies**

- **Welcome** – Meeting opened 7:00pm

- **Attendees** – Tanya Taylor, Jenni Brown, Cath Lloyd, Rebecca Cleary, Matt Loughnan, Amanda Ley, Colin Sargent, Darren Pereira, Simrita Virk, Caroline Vickery, John Plumb, Lynda Morris, Helen Bromley-Fox, Vicky Perdikaris, Laura Schwartz, Amy Daly, James Keeler, Martin Irvine, Nicola Loh, Tim Donahoo, Antonina Minenko, Kylie Abineno, Noemi Wood, Ruth Sennank, Juliemma Moran, Phuong Ton, Emma McGeordrick, Meredith Robson, Peta Tevanian, Richard Wilson, Sophie Leach.

- **Apologies** – Nikki Templeton, Mel Fisher

- **In attendance** - Michelle Upston, Jennifer Simmonds, Margaret Leslie

2. **Confirmation of quorum**

- The minimum number required for a quorum is 11. A quorum was declared with 30 members in attendance.

3. **Adoption of meeting agenda**

- The meeting agenda was adopted. Proposed by Cath Lloyd seconded by Rebecca Cleary. Carried.

4. **Confirmation of previous minutes**

- Previous minutes were confirmed without objections or amendments. Proposed by Cath Lloyd seconded by Amanda Ley. Carried.

5. **School Executive Report** Presented by Jennifer Simmonds

- The year started well, and the children were happy with the holding pattern. Only feedback was the confirmation of pick up points and earlier release of the stationery list.
- Currently have 42 classes including three stage classes with 1,050 children. There are also two co-teaching spaces. All children are working to the NSW curriculum stages, with teachers undertaking assessments to determine the starting points for all students.
- Meet the teacher nights for 1-6 next week and kindy last week.
- A full school audit was done on 13-14<sup>th</sup> February which included all financials and WHS. It has established what actions need to be taken by the school going forward. There will be 12 weeks to take action and rectify items. This includes the Working with Children checks for sub-committee staff.
- Therese Aragan is the new DoE director for this area.

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- 8 new teaching staff started this year.
- The word “Personal” has been added into the PBEL value to “Do your *personal* best”. Children are given ownership of their behaviour in the learning environment. The students know what it looks, sounds and feels like and they take ownership for their behaviour. Each class reviews the slide show of expectations at the start of term.
- Music lessons will be taught K through to 6.
- Electrical upgrade will happen in the July school holidays. There will be no power, therefore no vacation care, on site during that period. The canteen will also need to manage stock.
- Max is the new High Street crossing supervisor. He has requested that parents and students wait for him to say it is safe to cross the road.
- There is currently a blitz on uniform, including black shoes with no logo on them. We are seeking samples of what is in place at Artarmon as a starting point for discussion on the pants option for girls.
- There is a review of the maths scope and sequence under way with a view to change that. Some staff will be attending a visible learning conference this week.
- There was discussion on the stage composite class to help parents understand the reasons and benefits. It was emphasised that it was not an assessment of a student’s ability. It was requested that there is more communication to all parents and students on the benefits of the composite stage-based classes.
- An email protocol has been developed for parents and teachers which will be handed out at the teacher meetings next week.

### 6. President’s Report (Tanya Taylor and Jenni Brown)

- Thank you to the outgoing Executive Committee. Going forward, we would like to recognise the immediate past president.
- This year we have a full complement of volunteers on the committee. We are still seeking a webmaster and graphic designer for help.
- The Exec will have regular catch ups outside the P&C meeting. The roles are split between events, facilities, clubs, external revenue, communications and special projects.
- Amy Daly is the class rep coordinator and will also be taking on communications.
- Jeni and Tanya will attend the sub-committee meetings where possible and there will be a fortnightly meeting with the school exec.
- Kindy morning tea was a great success.
- A parent has raised a concern about the canteen in relation to healthy choices and nuts in some products. Both schools have to be contacted if there are any menu changes.

### 7. School Development Report (Colin Sargent)

- The P&C funds have been committed to the Department for two shade shelters and a new walkway to Keary Street.

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- The existing hall will remain operational until the new hall is completed. The toilets at the end of the hall are likely to be demolished earlier.
- The new buildings will be accessible for the start of term 1, 2020.

### 8. Business arising

- Sponsorship - Matt Loughnan provided an update.
  - Richardson & Wrench are for renewal in May.
  - The community grant for \$60k has been received to contribute to new play equipment. Negotiations are underway with equipment suppliers.
  - Any clubs requiring sponsorship in kind should contact Matt.
- Report on Term 4, 2018 Events -
  - Starry Night – Numbers were down by about 15% on the previous year but as usual there were strong sales (1/3 of tickets) on the night. The Christmas stall did well, making almost \$1k and clearing out some storage space. Once again, the BBQ was a success. Many thanks to the core team of volunteers – Kesh, Scott, Anne and Kevin and their support crew. Overall more than \$7k profit was made.
- Term 1, 2019 Events -
  - Kindy Morning Tea – Volunteers from year 1 provided food. Need earlier notice next year.
  - Welcome Picnic and Party – 450 tickets have been sold so far. Costs are higher as it is off site (needing toilets, etc.) as well as capital investments (cable covers, tables). We need a lot more volunteers to assist and nominate through Sign Up Genius.
  - Election BBQ – 23<sup>rd</sup> March.
- Other Events -
  - Parents' Night – Save the date 24<sup>th</sup> August.
  - State of Origin Night – Save the date 5<sup>th</sup> June. There will be a signed NSW jersey thanks to the Rugby League club.
- Website Refresh -
  - There have been a lot of issues with the website over the last few years and it requires a rebuild. We didn't get any response to a callout for a parent volunteer to do this. A local company will build it for us for \$1,200. Matt Sharpe has done a fantastic job.
  - Allocation of \$1,200 to web rebuild was proposed by Tanya Taylor seconded by Amanda Ley. Carried.

### 9. Treasurer's Report (Cath Lloyd)

- \$139k of funds available as at the end of January; this is after the funds set aside for the COLA extension and other building works.
- Deficit of \$170k for the four months to the end of January due to the building works commitment.

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- \$72k received back at the end of 2018 for the semester 2 contributions.
- The school will hold the semester 1 contributions as has been done in the past.
- The financial report shows the allocation of contributions over the last three years.
- The building fund will be the first to be spent as allocation of these funds is restrictive.
- The voluntary contributions and where they go need to be clarified and communicated by the school to the parents.

### 10. Clubs & Sub-Committees

- Band – A report was submitted prior to the meeting and posted on the website. Apologies sent by Nikki Templeton.
- Chess – A report was submitted prior to the meeting and posted on the website.
- Grounds – There will be a mini working bee in the rose garden tomorrow. No assistance needed. We would like to incorporate sustainability into the grounds committee. There is no recycling at the school. It would be good to involve the SRC in establishing a recycling program at the school and address products at the canteen through the school. Can wrapper free Wednesday.
- Netball - A report was submitted prior to the meeting and posted on the website. Apologies sent by Mel Fisher. 20 teams registered for the season running April-September. Rebel vouchers helped with early registrations.
- Rugby League - A report was submitted prior to the meeting and posted on the website. The Florimo 7s is coming up in April and the club would like to have some trainings before. The club would also like to include a girls' touch team this year. WPS has won three times in the last four years. There will be prizes and give-aways this Saturday with NSW players. The club is happy to run fitness or skills programs at the school.
- Uniform Shop - A report was submitted prior to the meeting and posted on the website. More new volunteers have signed up. The uniform shop felt the push of last-minute enrolments. Funds have been withheld for fitout of the new clothing shop if this is needed. Looking to reduce stock where possible. The uniform shop will await direction from the school on the new girls' pants uniform option; there is more investigation required.

### 11. Communication

- A letter dated 3/1/19 was received from the NSW Premier regarding road safety concerns raised by Chris Bowen on behalf of the P&C. The response has not conceded to any of the requests. A parent task force would be helpful to progress these issues. The P&C will also seek the help of Willoughby Council in getting improvements from RMS.

### 12. Other Business

- It was confirmed that alcohol cannot be consumed on school grounds during any events.

### 13. Meeting Closed 9:04pm