



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 May 2019

WPS Library

1. **Welcome and apologies**

- **Welcome** – Meeting opened 7:03pm

- **Attendees** – Tanya Taylor, Jenni Brown, Amanda Ley, Katie Robertson, Amy Daly, James Keeler, Tim Donahoo, Antonina Minenko, Kylie Abineno, Ruth Semark, Juliemma Moran, Phuong Ton, Emma McGoldrick, Meredith Robson, Gavin Riddell, Kim Lee, Justin Ref, Kirsten Delaney, Melissa Fisher
- **Apologies** – Rebecca Cleary, Noemi Wood, Cath Lloyd, Helen Bromley-Fox, Matt Loughnan, Colin Sargent,
- **In attendance** - Michelle Upston, Jennifer Simmonds

2. **Confirmation of quorum**

- The minimum number required for a quorum is 11. A quorum was declared with 19 members in attendance.

3. **Adoption of meeting agenda**

- The meeting agenda was adopted. Proposed by Amanda Ley seconded by Antonina Minenko. Carried.

4. **Confirmation of previous minutes**

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

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

- Welcomed Michelle Schrieber to WPS to take on Assist Principal Early Stage 1. Miss Schrieber will be leading Kindergarten for the remainder of 2019.
- Welcomed Michelle Tingle to the role of Quality Teaching support role, supporting early career teachers K-6.
- Filling vacancies this year with six vacancies lodged and the next three permanent roles through merit selection process. James Thorn (Teacher Rep) and Jenni Brown (P&C Rep) will also represent the panel.
- The school is focusing on our professional learning, using learning progressions, success criteria, growth mindsets, using data to inform practice to improve learning and teaching with the big picture focus on our move into our new classrooms.
- NAPLAN – our Year 3 and Year 5 students participated in the NAPLAN assessments over the past week. We had minimal disruption with our tests compared to other local schools. We received emails everyday apologising for the glitches in the system.
- Year 6 are in Canberra and have good weather. They are testing out bike riding skills around Lake Burley Griffin.



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- Busy term with – Flip Sport, SportsPro, Senior Dance auditions, Cromehurst Buddies, Cross Country Carnival, Premiers Debating Challenge and PSSA sport.
 - The build is progressing well. The ground floor slab has been laid and form work for the second floor is progressing. Block C is being assessed for the internal upgrade – AC’s, paint, floor coverings. There will be a meeting next week regarding Block C. The P&C contribution has been transferred to infrastructure unit.
 - The P&C equipment grant. WPS will contribute \$45,000 to this project so we can have the soft fall included, to meet the previously suggested \$100,000. Contingency money to purchase additional resources related to the build will be used to support this playground upgrade. This will allow the project to go to tender as a package.
 - Thank you to our P&C members for the Mother’s Day stall and the Election Day BBQ.
6. **President’s Report presented by Jenni Brown**
- P&C has had a big start to the year with six events already hosted.
 - Thanks to Amanda Ley for her amazing job in coordinating the majority of these events.
 - Thanks to Juliemma Moran & Noemi Wood for the Mothers’ Day Stall.
 - Thanks to Meredith Robson and Tiff Thomas for Election BBQ and band cupcake stall.
 - Communication- Thanks to Amy Daly for her work in this area.
 - Sub-committee clubs doing well and we have attended some of the meetings.
 - P&C executive have setup a What’s App group for quick communication and we also meet regularly with WPS executive team and twice per term to keep updated across school issues.
 - Our focus is on the new P&C website, awaiting quotation, uniforms and traffic -any volunteers would be great.
7. **School Development Report presented by Jen Simmonds**
- Some queries were raised by teachers regarding crane safety but this is being managed well and the build is essentially running to time.
 - Security lights have been tested and lights near demountables have been repaired.
 - Discussion on after school care exit and entry points in relation to lighting and safety and requests for more lighting in these areas, back of hall area.
 - Principal to investigate lighting in lane way area and Council to be consulted about public laneway.
8. **Business arising**
- **School Services**

Uniform – The NSW Department of Education has a new uniform policy for public schools requiring an option of girls’ shorts and girls’ long pants be offered in official school uniforms for Girls. Mel Fisher has spent many hours researching and exploring options, this includes gender neutral options that meet legislative requirements. Community consultation will take place regarding uniforms within the school community as per legislation checklist.

Confirmation from Principal required on boys wearing sports uniform instead of school uniform on non-sports day.

Traffic

www.wpspandc.com.au



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- Round table participants still required to develop a traffic committee safety campaign. Please contact Jenni Brown if you are interested.
- P&C executive to meet with other local schools to determine their traffic safety campaigns.
- P&C executive approaching Council to determine if pedestrian crossing can be moved further down.
- Parent request for more traffic and regulatory signage around the school (Oakville and Keary)

Sustainability - WPS SRC and Margaret Leslie are liaising with Richard Wilson regarding sustainability at WPS and changes that can be made at school. In the new build there will be a vegie garden.

- **External Revenue**

Advertising - Our advertising supplement organized by Simirita Virk is running along nicely. We are looking at adding more P&C information in the supplement, such as WPS P&C event dates, P&C Sponsors, Uniform shop opening hours, link to online shop, add clubs and community (eg Dr Shoe). Supplement to be advertised on Facebook and through current and past advertisers to increase advertising.

Sponsorship

- Matt Loughnan is in negotiation with Richardson & Wrench with a view to extending our current contract agreement. If not successful, we will look for other sponsorship options.
- We receive kickbacks from Athletes Foot. For each pair of shoes sold we receive \$5.
- From Rebel Sport we receive 5% of goods sold through MVP linked to our account. \$300 in vouchers received from Rebel.
- Woolworths Earn and Learn campaign - Thank you to Kylie Abineno for taking on the role again, much appreciated (last year 47,000 stickers). Advertise callout that stickers to be placed on sheets.
- We will look into having a WPS Earn and Learn box at Crows Nest Woolworths.

Playground grant

- Year 2 playground to be maintained, repositioned and recycled.
 - The grant money for the new playground being built early in Feb/Mar 2020 to replace the Medway Lane playground has been received. Matt Loughnan is liaising with designers, builders and WPS.
 - WPS contributing \$45K to playground for softfall ground covering.
- **Term 1, 2019 Events**
 - \$8000 raised in total community events for Term 1.



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- Kindy Morning Tea – Volunteers from year 1 provided food. Need earlier notice next year.
- Welcome Picnic and Party – 800 people attended and \$ 3,700 raised through raffles, kickbacks and food trucks.
- Election BBQ – 23 March, we sold 888 sausages and \$2400 raised.
- Band – raised \$1500
- **Term 2, 2019 events**
 - Mothers' day stall - 840 gifts sold. All children took home a Mothers' day gift.
 - Election BBQ - 18 May, \$2100 raised and sold 648 sausages and 250 bacon and egg rolls! Polling was down at federal election than the state election. Acknowledgment of Mosman Daily ratings and ABC media coverage for the election day events.
- **Future Events –**
 - Blokes' Night- waiting to advertise on trybookings, (organised by Phil Skurrie and Dads), a signed jersey to auction and Roos vouchers.
 - Parents' Night – theme is A Night in Vegas. Save the date 24th August North Sydney Leagues – (organised by Adam Hill).
 - State of Origin Night – Save the date 5th June. There will be a signed NSW jersey to auction, thanks to the Rugby League club.
 - Chicks for a Cause - (mum's night event) Friday lunch in October, raising money for a charitable cause. (Discussion on making it out of school hours or an evening event and Do we have a sister school we could help out with resources, vouchers, donations?) (organised by Claire Hughes and Lucy Gilligan)
 - Starry night - volunteers needed and callout will be made (organised by Amanda Ley).
- **Volunteering Structure for 2020**
 - Same people volunteering for events and not enough volunteers. P&C Committee being asked to agree to forward on one event to each school group year to manage in future. Year Coordinators would be asked to manage these and consult with Event Coordinators.
 - Kindy transition program being reviewed (November 2019) by Principal to establish better volunteering contributions and connections.
- **Fundraising Objectives**

Our fundraising objectives include:

 - I pads- replacing and increasing
 - Robotics
 - Furniture for classrooms near rose garden Building C (21 classrooms) – (not funded by DET)
 - Music room equipment
 - Recycle and sustainability program
 - New playground equipment or refresh old equipment from Year 2 play area
- **E-communications**

Website refresh - P&C Executive liaising with Acronim for the building of our new website, with updated submissions from subcommittees and clubs.



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Graphic Design – P&C Executive liaising with local graphic designer who is able to design graphics for our events and redesign P&C subcommittee logos. Motion that we accept quote for redesign of logos moved by Amanda Ley, seconded by Kirsten Delaney.

9. Treasurer's Report

- As at May 2019 the P&C had funds available of \$70,640.
- Payment for the proposed COLA Extension (\$160,811) and Rooftop COLA (\$118,366) as approved at the last P&C meeting has been made.
- The Building Fund holds a further \$26,760, these funds have been committed to the current building works but not yet paid.
- Voluntary Contributions, are collected by the school on behalf of the P&C twice a year through the term invoices.
- Semester 1 voluntary contribution's received and retained by the school \$75,388. This amount is in line with previous years.

10. Clubs & Sub-Committees

- a. Band – A report was submitted prior to the meeting and posted on the website.
- b. Chess – A report was submitted prior to the meeting and posted on the website.
- c. Grounds – A small working bee (3 people) held on Sat 25 May, weeding and trimming in the Rose Garden.
- d. Netball - A report was submitted prior to the meeting and posted on the website.
- e. Rugby League - A report was submitted prior to the meeting and posted on the website.
- f. Uniform Shop - A report was submitted prior to the meeting and posted on the website.

11. Communication

- Lisa Wood campaigning for traffic light pedestrian priority phasing on Mowbray/Willoughby, Mowbray/Penshurst intersections.
- Matt Sharpe – regarding excursion buses taking drop and go spots in Keary Street. WPS executive and P&C executive have discussed and forwarded request to WGHS to stagger bus arrival time to before or after 9am. WPS office staff to stipulate when booking buses for WPS excursions they are not in Keary Street for pickup before 9am.

12. Other Business

- Discussion on policing canteen items sold that contain 'E' numbers to match Healthy Canteen chart. Principal to undertake review of contract renewal date, menu and KPI's including hours of trade.
- Dogs inside school grounds close to school gates. Callout will be placed to encourage dog owners to park them further from gates and not in school grounds.
- Lighting of school grounds. There are some poorly lit areas to be looked at including after school care entry and exit points/gates. Principal to enquire into extra lighting.
- Kirsten Delaney coordinating Kookaburra Kids Toy Drive, November 2019 callout to schedule asking for donations.
- Chess room allocation issue – (this has been resolved through P&C Executive discussion with WPS Executive). Chess club and students to draw up code of conduct for using demountables and parent helpers and instructors to leave classrooms as they found them, cables/power plugged in, chairs under desks, no classroom resources being touched.

13. Meeting Closed 9:24pm