



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, Rebecca Cleary, Cath Lloyd, Tim Donahoo, Katie Robertson, Brian Cas, Meropy Larlifatis, Matt Loughnan, Kevin Wong, Amanda Ley, Kirsten Delaney, Melissa Fisher, Meredith Robson, Amy Wong, Belinda Flintoff, Juliemma Moran, Joseph Zagari, David Liu, Neb Joncic, Ruth Semark, Emma Mchordrick, Darren Pererra, Amy Daly, James Keeler, Jonathan Kacars, Gabriela Ferno, Nikki Templeton, Helen Bromley, Fran Burge, Kylie Abineno, Greg Flavel, Simrita Virk, Borah Lim, Gyujin Shen.
- **Apologies** – Colin Sargent, Sarah Watson, Noemi Wood
- **In attendance** - Michelle Upston, Jennifer Simmonds, Shaun Michael

2. **Confirmation of quorum**

- The minimum number required for a quorum is 11. A quorum was declared with 36 members in attendance.

3. **Adoption of meeting agenda**

- The meeting agenda was adopted. Proposed by Matt Loughnan seconded by Cath Lloyd. Carried.

4. **Confirmation of previous minutes**

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

5. **Community Consultation and School Development Report presented by Tim, Claire and Hugh**

- The main build structure is almost complete with the roof on in the next few weeks. A lot of services work took place last school holidays allowing a ramped-up presence on site, meaning there will be a lot of action on site for the next two terms.
- Challenges have been the old structures on site and built up area.
- Still committing to the new build being ready day one term one 2020.
- Commissioning and transitioning meetings will now be a focus. This will involve how the children will move from leaning in demountables to new interactive learning spaces.
- The key impacts to the school over the next period will be the canteen. There will be a period where the canteen will run out of a demountable building most likely during term 4. A consultation period will be in the next month on this.
- A question was asked about the classroom layout; Jennifer Simmonds and Shaun Michael responded: State guidelines determine how the classrooms will be set up. The rooms will be set up with agile learning spaces to allow for a variety of activities and seating configurations. The school executive has surveyed the staff to determine their concerns about the changes. From the feedback, teachers are being upskilled and trained to work in the new spaces and adapt to the changes. There is a core team of 10-15 teachers focussed on learning in the agile



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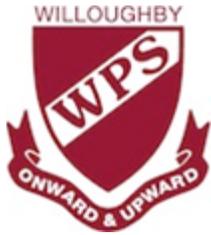
learning spaces. While there is explicit teaching, children will develop skills to become more independent in their learning and lifelong learners. The core of everything is the syllabus and the curriculum. The focus on collaboration and cooperation in learning is already being implemented, the new spaces will help support that approach through project based learning and technology. The classrooms will have different zones for different types of learning. There will be shared classrooms.

- It was raised that communication from the school needs to be improved from the experience of the last two years. This needs to focus on the impact of the spaces on the learning of the children. The P&C will work with the school to assist with communication.
- The Band Committee asked about how they will be accommodated in the new build and how the space will be fitted out with FF&E. The project team can provide measurements of the area available.
- Refurbishment of buildings C & D is targeted for the Christmas holiday break. Progress in the next two months will help determine the progress of these works and the overall build.
- Parents can go to the school infrastructure website for visual walkthroughs of the types of spaces being built. <https://www.schoolinfrastructure.nsw.gov.au/>
- Playgrounds and landscaping are the most likely areas to not meet the deadline for the start of 2020.
- Space availability for vacation care needs to be determined. This will be discussed with the school.
- Covered areas – The P&C has funded three covered areas which are now included in the base scope and will blend in with the new build. The covered walkway does not extend to block C (the heritage building).
- There was a safety incident in term 2 when a classroom window was broken during demolition. An incident reporting and investigation program was undertaken to determine why it happened and how similar incidents can be avoided going forward. It was noted that there was no communication from the school regarding the incident.
- The new build will have bubblers and they will also be in the landscaping. Parents requested bottle filling stations.
- There will be new toilets in the new building. There will be a new toilet block behind the canteen and F block.
- The build is a full D&C contract so there will be nothing missing from the build. Air con will be included in the new build (part of the cooler classrooms initiatives). The refurbished areas do not include air conditioning.
- Plans will be issued for the landscaping areas. Artificial grass will be used. Every product, including the grass, is reviewed for compliance with Australian Standards.
- The oval will be made good when the demountables are removed and the P&C will push for shared use and possible redevelopment. Discussions will be held with Council.
- The site is designated as a non-smoking zone. If parents are aware of smoking, then this can be reported to the school or to School Infrastructure.

6. School Executive Report Presented by Jennifer Simmonds

- Three new permanent teachers have been appointed. Two more positions will be appointed through open merit.

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- Michelle Verhagen has been appointed as Principal at Turramurra North. The DP position is now open at WPS.
- Stuart House visit and leadership day was held with other schools develop leadership skills for the SRC students and promote fundraising for Stuart House.
- Student leadership criteria has been formalized and can be adopted by the clubs. Includes nomination and voting procedures. This
- Congratulations and thanks to the Band Committee for the camps.
- Athletics carnival had great weather and went well.
- Grandparents' Day is tomorrow with a theme "reading is my secret power".

7. President's Report presented by Tanya Taylor

- The uniform survey was well received, and we are looking forward to seeing the polo designs being developed over the next few weeks. Taking on board some of the feedback we received, we've decided to keep the girls long sleeved white shirt as an option to wear under the tunic for the foreseeable future. The aim is to have some new pants and shorts for girls, and long and short sleeved polos for everyone in Term One 2020. Girls and boys can continue to wear the current uniform items during the 3 year transition. A huge thanks to Mel Fisher, Helen Bromley-Fox and Amy Anderson for assisting with this project.
- We now have a great road safety team looking at initiatives including council engagement, introducing walking buses and monitoring the bus routes around school. Council rejected our request for a temporary crossing on Oakville Road. Council is considering our request to increase the kiss & drop zones on Keary Street. A community consultation will be undertaken as part of this.
- As part of the website re-development, we've created some new brands for the P&C and its clubs. The website is expected to be launched by the end of the term.
- The P&C Executive meets fortnightly with the School Executive - Jennifer, Shaun and Michelle.
- Thank you to CO-President Jenni Brown. She's been involved in the uniform, traffic and website redevelopment, assisted with the recruitment and selection of the new teaching staff, attended recent Canteen contractor and PRG meetings and represented us at the Northern Sydney P&C Federation meeting last term.
- We have some BIG events coming up, including hosting morning tea for Grandparents Day tomorrow, our Parents "Night in Vegas" Party on Saturday 24 August and the Fathers' Day Stall on Thursday 29 August. Please show your support by volunteering and/or attending these events

8. Business arising

A) School Services

Uniform Survey

- Samples are being produced. The polos will be a dress polo with binding on the collar and sleeve.
- The aim is for it to be ready for day one 2020. If it is not ready, the girls can continue to wear sports uniform.

Traffic

- Recently one of the buses has taken the wrong route a few times.
- The school has raised the Keary St footpath problems that need to be addressed. Tanya is also raising this with the mayor.

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Sustainability

- Lids for kids and bread tags can be handed into the uniform shop.
- A recent meeting was held with the canteen managers and WGHS. The canteen managers were not responsive to discussion on waste and recycling. There is an option to renew the contract which expires in April 2020.

B) Term 2, 2019 Events

- Mothers' Day Stall - Juliemma and Amy did a great job and sold 840 presents.
- Blokes' Night - Great success with raising \$770.
- Federal Election BBQ - raised about \$2,500.

C) Future Events

- Parents' Party - Saturday 24 August Auction items will go online soon including a donation from Musson's for a live auction
- Fathers' Day Stall - Thursday 29 August is being organized by Kevin again. Pre-sales are going well.
- Bunnings BBQ - Sunday 22 September We have volunteers to organize that.
- Starry Night - Friday 29 November Still looking for an organizer.

D) External Revenue

- Sponsorship R&W renewal for a three-year term
- Playground grant of \$60k and plans are underway to deliver as part of the new build early next year

9. Treasurer's Report presented by Cath Lloyd

- For a full report, see the website.
- At the end of July funds available was over \$200k.
- In May, the P&C provided more than \$250k to the build covered areas.
- There is still \$26k left in the building fund to be allocated.
- Semester 2 voluntary contributions are still being collected so numbers are currently down on prior years.
- Insurance renewal was completed at the beginning of August. There was an overall reduction in insurance premiums primarily due to the uniform shop stock being reduced.
- For the purpose of updating signatories with the Commonwealth Bank, the following P&C office holders are authorised to operate all P&C and Sub-Committee bank accounts:
 - Cath Lloyd – Treasurer
 - Tanya Taylor – Co-President
 - Jenni Brown – Co-President
 - Caroline Vickery – Assistant Treasurer

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 report was submitted prior to the meeting and posted on the website.
- 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.



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- f. Uniform Shop - A report was submitted prior to the meeting and posted on the website. It was noted that not all families can afford a uniform and the uniform shop supports them where they can.

11. Communication

- Email received from Sarah Puglisi at Willoughby Council regarding advertising for the Emerge Festival. The enquiry was passed on to Simrita Virk.
- Scanning Pens contacted the school regarding their product which assists children with dyslexia for reading. Will send to Sim for advertising to parents.

12. Other Business

- Year 6 fundraising is underway for graduation and school donation.
- ICAS was not offered this year at WPS. It was offered as an online exam this year rather than a paper test. ICAS was not able to provide answers regarding how this format could be managed.

13. Meeting Closed 9:27pm