

WILLOUGHBY PUBLIC SCHOOL (WPS) P&C
MINUTES OF ORDINARY MEETING
14 AUGUST 2013

1. **WELCOME AND APOLOGIES PRESENT:** Rochelle Burn, Nicole Taylor, Julianne Nash-Smith, Alison Lancaster, Kate Bain, Michelle Hood, Penny Hackett (Chairperson), Emma Zatz, Rebecca Cleary, Sudipto Chanda, Malcolm Hyslop, Caroline Herrman, Janice Choy, Sarah Thomson, Vicki Thirlwell, Tanya Taylor, Donna McDuie, Anita Sorak, Melissa Fisher, Francoise Ballard **IN ATTENDANCE:** Patricia Petterson, Michelle Verhagen, David Trevena **APOLOGIES:** Kate Goulston
2. **QUORUM** The Chairperson noted that a quorum was present and declared the meeting open at 7.04pm.
3. **ADOPTION OF MEETING AGENDA** Moved: Penny Hackett Seconded: Donna McDuie **CARRIED**
4. **CONFIRMATION OF MINUTES** The Minutes of the P&C Meeting held on 29 May 2013 to be confirmed. Moved: Penny Hackett Seconded: Donna McDuie **CONFIRMED**
5. **BEFORE AND AFTER SCHOOL CARE ('BASC') WORKING GROUP UPDATE**
 - The results of the BASC Survey were presented to the meeting. Over 200 families responded and it was clear that there is a huge demand and a shortage of places.
 - It was noted from the survey comments that many parents believed the School or Department of Education ('DOE') were responsible for providing BASC. This is not the case and the School has been clear over many years that it would support on-site BASC if a dedicated space was available at the School. Given the urgent need at WPS and surrounding areas the School agreed that the Hall might be used for after school care but that parents would need to research the options and complex statutory requirements involved in providing childcare. It was noted that the Band uses the Hall every morning so it would not be available for before school care.
 - There was discussion about the structures for BASC in terms of parent committees, P&C operated and external providers and the consensus was that the liability and workload involved in parent/P&C run operations was too great.
 - The Principal advised that any commercial operator must be selected through a formal tender process run by the DOE and that the DOE must assess the site to determine its suitability. To progress things, a working group comprising parents and the School will be established
 - In addition, the P&C will start to lobby the DOE for the development of an off-site facility located on Penshurst Street across from the School.
6. **SCHOOL EXECUTIVE REPORT Provided by Patricia Petterson**
 - The Athletics Carnival, Year 5 camp and debating teams have performed well so far this term and Science week has been a great success.
 - The School raffle organised by Shirley Lay-Yee and Melissa Gock has raised an outstanding amount of \$58,000. Thank you for your hard work.
 - Thank you to Rachel Olsen for her great idea and organisation in arranging for 150 fence palings to be painted by the students. Thank you to Jason Cunningham for organising for them to be erected around the school.
 - Preparations are continuing for the 150th birthday celebrations. This includes the preparation of the history of the School, a time capsule and alumni tours. In addition, some other lovely

surprises are planned.

7. PRESIDENT'S REPORT Provided by Penny Hackett

- Plans are progressing very well for our WPS150 events.
- A huge thank you to Tanya Taylor who, as convenor of the 150th celebrations, has put in an enormous effort to date and also undertaken the role as Acting -Fundraising co-ordinator.
- A new online ordering system will be implemented in the uniform shop. This is a major change and which always brings teething problems so please be patient with the Uniform Shop Team as they learn the new systems.

8. TREASURER'S REPORT Provided by Donna McDuie

- The year end for the Willoughby Public P&C is 30 September 2013 so accounts for all committees to be done by the end of October for audit purposes. Expense claims need to be made by 30 September.
- The financial position so far looks very healthy at the moment with \$62,000 net profit and \$362,000 in the bank. It looks likely the P&C will make approximately \$120,000 by the end of the financial year.

9. BUSINESS ARISING FROM PREVIOUS MEETING

- *Uniform Shop working group update* – a steering committee is now in place to look at issues facing the uniform shop such as the adoption of online ordering, inventory management and the introduction of a new accounting system. Systems will hopefully put in place by the beginning of term 4 to coincide with the introduction of new uniforms. A stock-take will be required first. Thank you to all the volunteers who have assisted so far especially Tony Chareneusy who has provided his valuable IT knowledge. Thank you also to Vicky Thirwell who has steered the process.
- *P&C voluntary contribution survey results* – the P&C recently surveyed parents to canvas the possibility of increasing the contribution that parents make at the beginning of each year to the P&C to provide an amount per child in lieu of fundraising. Other schools in the area have levied similar contributions. The survey results show strong support for the increased contribution with most respondents supporting a contribution of \$250 per child.. There then followed a discussion about ensuring that the community spirit of the School that has been created through fundraising events should remain in the absence of a fundraising focus. It was noted that the burden of fundraising and social events fell on a small group and it was harder and harder to find volunteers to run these events. It was agreed to defer a decision about the voluntary contribution until the P&C AGM in November.
- *WPS 150th plans update* – plans are progressing for all the events planned to celebrate the milestone. Pavers are to be installed soon in the rose garden, merchandise is now available for purchase on the P&C website and many helpers are well progressed with the plans for the Vintage Family Fair and the Celebration Dinner.

10. GENERAL BUSINESS

- *Raffle results* – an outstanding result raising approximately \$58,000.
- *Insurances* – a risk assessment was done to determine the amount of cover needed. Property cover of \$80,000 was renewed for another year.
- *Mowbray road safety fence* – Recently a car accident occurred along Mowbray adjacent to Willoughby Girls High School. Although no one was injured this has reopened discussions about the adequacy of current fencing along this part of the road.

- *Succession planning for P&C executive* – The P&C is calling for new members of the Executive to be appointed at its AGM in November. Donna McDuie has agreed to stay on as a treasurer. However, the president and vice president roles need to be filled and it would be disappointing if all the hardwork done by the current executive could not continue if these roles are not filled. Penny Hackett will appeal to the School community to find new people who are keen to make a contribution to the School through the P&C.

11. CORRESPONDENCE IN & OUT

Nil

12. SUB-COMMITTEE REPORTS

BAND: Provided by Caroline Herrmann in addition to tabled written report. The bands have had another great year. Highlights to date include the term 2 fundraising sausage sizzle at Bunnings Chatswood which raised \$1300 and the Yamaha festival where all bands received awards.

UNIFORM SHOP: Minutes from the last Uniform Shop Committee were tabled. There is just under \$12,000 in the bank. The uniform shop is close to needing to register for GST so the situation will be monitored closely. It has been decided to donate old stock to charity to make way for the new uniforms. Because of the uniform changes and technology upgrade the uniform shop did not expect to be able to pay any dividends to the P&C this year.

GROUNDS: Provided by Sarah Thomson in addition to tabled written report. The next working bee is scheduled for 24 August to spruce up the grounds for the Fete with new plantings and lots of colour in the Rose Garden

CHESS CLUB: Report as tabled. The School chess championships will be held on 8 November. It is planned to repaint the chess board.

RUGBY: Report as tabled.

NETBALL: Report as tabled. The Club has had a good year and is in a strong financial position. It is still looking for new convenors to take over from Kaz McCabe and Judy Clarkson.

FUNDRAISING: Whilst the 150th celebrations do not have a fundraising focus it is anticipated that the Vintage Family Fair and Celebration dinner will raise some money. A number of other fundraising initiatives are planned including the Blokes breakfast in term 4 and Starry Night and these events will supplement the funds raised from the raffle and the Woolworths tokens for schools program. The McGrath sponsorship is also up for renewal in September so the P&C will try to secure this again as the partnership has worked well.

MEETING DURATION Meeting closed: 9.10 pm.