

**WILLOUGHBY PUBLIC SCHOOL (WPS) P&C  
MINUTES OF ORDINARY MEETING  
29 MAY 2013**

1. **WELCOME AND APOLOGIES** **PRESENT:** Julianne Nash-Smith, Penny Hackett (Chairperson), Lynn Donohue, Jono Herrman, Tony Chareunsky, Caroline Herrman, Janice Choy, Sarah Thomson, Vicki Thirlwell, Tanya Taylor, Rosina Blake, Donna McDuire, Melissa Fisher, Tracy Simpson **IN ATTENDANCE:** Patricia Petterson, Michelle Verhagen, David Trevena **APOLOGIES:** Amanda Milin
  
2. **QUORUM** The Chairperson noted that a quorum was present and declared the meeting open at 7.06pm.
  
3. **ADOPTION OF MEETING AGENDA** Moved: Penny Hackett Seconded: Rosina Blake **CARRIED**
  
4. **CONFIRMATION OF MINUTES** The Minutes of the P&C Meeting held on 20 March 2013 to be confirmed. Moved: Jules Nash-Smith Seconded: Vicki Thirlwell **CONFIRMED**
  
5. **SCHOOL EXECUTIVE REPORT Provided by Patricia Petterson**
  - Congratulations to Penny Hackett for \$30,000 grant from NSW State Government for hall repairs. Works to commence Wednesday 5 June.
  - Thank you for all the effort at the recent working bee.
  - Thank you to all who worked on the successful Mothers Day stall.
  - Raffle ticket sales have begun, draw will be on 20 June at assembly
  - New girls uniform votes have been counted, summer uniform winner – option A with contrast collar and sleeve. Winter uniform – option A check style. Plan is to have new uniforms ready by 9 November, in time for kindy orientation. New hat is still coming.
  - Saturday 8 June will be school development day with another one planned for November.
  - iPads and docking stations are all on site, with each grade now using. More storage baskets are required.
  - Dates and events ahead:
    - Kindy information morning 13 June
    - 19/20/21 June camps for years 3 and 4
    - Tea Towels for 150th
    - Painted palings are coming along well - will be completed soon.
  - NAPLAN went well. ICAS tests are going well. Tests are prior to school with around 80-90 students.
  - Margaret Leslie and Annaleise Malone received a grant for \$7000.
  
6. **PRESIDENT'S REPORT Provided by Penny Hackett**
  - Thank you to all involved in Grandparents Day and the recent working bee.
  - Preparations for the WPS 150<sup>th</sup> celebrations are progressing well.
  - Disappointing that we have no fundraising co-ordinator for 2013 but Tanya Taylor has kindly volunteered to act in this capacity in addition to her already onerous role as WPS150 coordinator.
  - Raffle underway and hoping for another great result

## 7. **TREASURER'S REPORT** Provided by **Donna McDuie**

- Report as attached with accounts.
- Note Donna's new email address is: [donmakebab@y7mail.com](mailto:donmakebab@y7mail.com)

## 8. **BUSINESS ARISING FROM PREVIOUS MEETING**

- *Lollypop person on Keary Street* – investigations made by Michelle Verhagen but unsuccessful due to insufficient traffic numbers. Note that a safety fence is to be installed on Mowbray Road.
- *School overcrowding* – expecting an announcement at State budget next month. Working group formed by Dept of Education with WPS and WGHS re: Land on Pensurst St and possible development of site.
- *Newsletter formatting* – new format requirements are working, it has been published in the newsletter and will now include requirements on school website.
- *School email distribution list* – no changes have been made since last meeting.

## 9. **GENERAL BUSINESS**

- *Hall Grants* – As discussed in Principals Report. Thank you letter to be sent to Gladys Berejiklian.
- *Uniform changes* – as discussed above in Principal's Report.
- *Uniform Shop changes* – working group needed in response to calls for online shopping and more opening hours as a way to improve accessibility. This will also consider barcodes, accounting software etc. Resolution: Newly formed Uniform Shop Steering committee is given budget up to \$3000 for IT equipment, software etc for sales, invoicing, accounting and stock management. Firstly funding from Uniform Shop and secondly any short fall from Uniform shops own funds to come from P&C" 1st: Penny Hackett 2nd: Sarah Thomson  
**Motion passed.**
- *Willoughby 150<sup>th</sup>: report as attached.* A motion was moved for formally thank anya Taylor for her "above and beyond" dedication to the 150<sup>th</sup> celebrations Moved: Penny Hackett 2<sup>nd</sup>: Rosina Blake **Motion: Passed.**
- *Before and After School Care* – committee has met twice so far. It will conduct a survey on the school website at end of term 2. Committees aim is to have something in place by 2014. There is a 4 month turnaround for site approval etc. Looking for a site – scout hall, WGHS etc.
- *Increase in Voluntary P&C Voluntary Contribution* – There is increasing trouble finding people to run fundraising events every year and perhaps it is time to look at a contribution increase to ease the need for fundraising. It is currently \$100 per child. Enquiries to be made at surrounding schools to compare amounts. After 150th celebrations there may be event fatigue therefore 2014 could be an appropriate time to break the cycle. President to enquire of other schools and Executive to implement survey of parent's views on increasing the amount of P&C Voluntary contribution.
- *Changes to meeting process* – there was discussion about opportunities to streamline and shorten P&C Meetings.
- *Dan Murphy Car Park Extension* - considerable investigation was done by P&C and School council several years ago including an independent traffic survey on effects of the extension of the car park behind Dan Murphys. The conclusion was to support the expansion as it will help with parking near the School. Formal approval is now being sought from Council. Some residents are opposed.
- *Motion to join P&C Federation District Council* - Motion "That the WPS P&C Association

becomes a member of the Northern District Council of P&C Associations” 1st: Penny Hackett 2nd Tracy Simpson . **Motion Passed.** Motion - “That any member of the P&C Executive act as District delegate or alternative District Delegate at the meetings of the NSDC P&C Association” 1<sup>st</sup>: Penny Hackett 2<sup>nd</sup> Rosina Blake. **Motion Passed**

- *Succession planning* - large number of P&C executive leaving/handing over at the end of this year. President to send email blasts seeking people interested in positions.
- *Election Day BBQ* - Unclear when the election will be. Andrew McDuire has offered to run BBQ but this depends on the date and clashes with other events.

**10. CORRESPONDENCE IN & OUT IN: Nil. OUT: Nil.**

**11. SUB-COMMITTEE REPORTS**

**BAND:** Provided by Caroline Herrmann in addition to tabled written report.

**UNIFORM SHOP:** Minutes from the last Uniform Shop Committee were tabled.

**GROUNDS:** Provided by Sarah Thomson in addition to tabled written report

**CHESS CLUB:** Provided by Jonathan Herrman in addition to tabled written report.

**RUGBY:** Report as tabled. The School would like to discuss the Club paying for transport to fixtures given the clubs strong cash position and the potential liability issues with parent transport. School will discuss wearing of rugby caps at school with the Club as they are not part of the school uniform.

**NETBALL:** Report as tabled.

**MEETING DURATION** Meeting commenced: 7:03 pm Meeting closed: 9.20 pm.