

MINUTES
WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP
GENERAL MEETING - FRIDAY 5 MAY 2017 @ 9.45AM
Rubinos Café

PRESENT: Lynda Morris, Helen Bromley-Fox, Janice Choy, Melissa Fisher, Caz Kam, Emma McGoldrick.

APOLOGIES: Vicky Matthews, Heidi Buchanan, Paula Cunningham.

Confirmation of Previous Minutes (February 2017 General): Moved by Helen. Seconded by Lynda.

Treasurer's Report:

Presented by Janice C. Moved by Mel. Seconded by Helen.

- Large stock holding not covered by current insurance. Awaiting rectification of by P&C executive as discussed at previous two meetings.
- Gross margin down, overheads similar, minimal right offs, increased cost of goods and lower than 'retail' mark ups on goods (due to nature of our business).
- Committee consensus is no price rise in 2017 and review for January 2018. There is no fear of operating at a loss, so the majority of the committee believe our role is to provide cost effective uniforms to the school community and to donate as part of P&C fundraising when possible, rather than acting as a revenue stream. P&C executive to advise if they wish alter this approach.
- Uniform Shop Treasurer and Committee to review in Term 4. If a price rise is agreed for 2018, all agreed to 'advertise' it as a positive, eg, 'beat the price rise and buy your summer uniforms now'.

Business arising from Previous Meeting (Convenor's Report):

Presented by Helen BF & Mel F.

- **Successful Second Hand Sale** – all agreed it was a great success, with over 100 items sold. Committee thanked Paula Cunningham for the idea and for running the stall. Also thanked all the kind WPS families who generously donate pre-loved uniforms items. It was also mentioned that only 'authentic' WPS items can be donated, in good condition. It was requested that all other clothing items should be taken to the nearest 'Vinnies' store please.
- **Term 1 roster recap and Term 2 roster** – first term volunteer attendance was strong with only a few 'no shows' and/or apologies. Committee thanked those who arranged their own swaps with other volunteers. The Term 2 roster has been issued, amended and reissued.
- **Meeting with New Permapleat Rep/PP feedback** – it was agreed that the recent arrival of a new PP rep had not yet yielded any service improvement. The sports shirts were agreed as a key source of frustration due to the high minimum order requirements and long production times, making storage of four colours, 6 sizes per colour very difficult. It was agreed to write to PP to request the following:- reduced minimum quantities and/or storage at their expense and the ability for part delivery and part payment, with fast draw down of stock when needed. In addition, a review of the white sports fabric. MF to prepare a letter for committee to review; part of the need for PP to 'come to the party' regarding storage is due to the upcoming building works, which may further inhibit the functioning of the uniform shop with storage shortages.
- **Stocktake Results (Term 1)** – results were positive, with very little variance. Plus entering the results straight onto the computer was a big help. However there was significant discussion about stocktake as it was rather a laborious task in term 1 due seasonal stock changeover, a busy last day of term, huge stock holding and very full storage container. There was much discussion over

the best way to handle stock take, with ideas such as closing the shop on the last day of term, moving the date to mid-week, doing it in the school holidays. No solution was agreed, and the Committee will meet again before the next scheduled stock take at the end of Term 3. In addition, the committee will seek the school's input with regard to closing the shop on the last day of term. HBF & MF to follow up.

- **Project Change** – it was agreed that no one currently had the personal capacity to arrange a charity collection and align with a school function. The committee would look at it again in Term 3 and also discuss with the school executive.
- **Fan/heater** – although it was agreed to purchase this for the uniform shop, both Helen and Caz kindly offered their fan and heater on a permanent loan to the shop. They were thanked for their generosity.
- **Kindy Orientation appointments** – this was again discussed as a real opportunity for new 2018 enrolments. 'Sign up Genie' was thought to be the best app for use. It was agreed that a portable change room would need to be borrowed, hired or purchased. MF & HBF to discuss with School Exec towards the end of Term 2, in order to gauge their interest and agree the best way to operate and advertise.

Moved by Janice. Seconded by Lynda.

General & New Business:

- **Winter Uniform** – strong sales had been experienced in anticipation of the Week 5 changeover.
- **Dr Shoe Date & Advertising Term 2** – next date for Dr Shoe is Friday June 2nd. MF to adjust website and arrange for the date to be advertised on school and P&C media closer to the date.
- **Sports Shirts** – MF and JC both brought in samples of other school white sport shirts, which were much preferred by the committee. As per previous note, PP will be requested to investigate another fabric for WPS.
- **Written feedback to P&C and School re new uniform shop and storage, plus address OH&S in rebuild** – the committee agreed the information on the uniform shop space as part of FAQ in the recent school 'revamp' presentation and documentation was unsatisfactory. A space of 60 – 75sqm is believed to be the norm for the quantity of items and sizes (individual SKUs) sold and to meet OH&S minimums. The committee agreed to prepare a list of requirements to adequately meet OH&S requirements for the P&C employee and volunteers, plus to meet the needs of supplying up to 1200 students, each with a minimum of between 11 and 15 individual items every year (allowing for only one winter and summer uniform only). It was agreed that a school such as WPS places a great deal of pride in the appearance of its students, the positive impact of a school uniform, and that easy and cost effective access to a school uniform should be treated as a priority. An inability to provide the necessary space and storage requirements could require the need to outsource supply to a private retailer and hence drive the cost up, reduce the access and remove an important service and part of the school community.
- **School athletic representative uniforms** – whilst not supplied by the uniform shop, a number of committee members expressed a need for more school sports singlets, as in previous years children were having to swap tops between events and younger girls having to wear tops that fell off their shoulders. On the back of the new house coloured swimming caps, the use of Rebel points was mentioned, to possibly source some smaller and/or more maroon sports singlets. HBF has already spoken to School DP and Head of Sport and awaits advice of assistance needed.
- **Any other business:** term volunteers' lunch @ The Mowbray, Friday 28th July, 1pm.

Next Meeting Date: Term 3, Friday 28th July 2017 (P&C – 9th August)

Meeting Closed: 11am