

MINUTES

WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP

GENERAL MEETING – 3 May 2019 (Term 2)

Home of Lynda Morris - Willoughby

PRESENT: Lynda Morris, Helen Bromley-Fox, Melissa Fisher, Emma McGoldrick, Phuong Ton, Jenni Brown, Slavka Vagnerova

APOLOGIES: Janice Choy, Kirsten Delaney

The focus of the meeting was extensive discussions about the 'new' uniform shop and the 'new' uniform requirements for girls. Emphasis was given to agenda items requiring immediate attention. Official Reports & Motions were deferred until Term 3 meeting or future EGM if required, with the knowledge that both finances and sales were in good order.

Confirmation of Previous Minutes (February 2019 General):

Moved by..... Seconded by..... (deferred until Term 3)

Treasurer's Report:

Presented (and report tendered). Moved by..... Seconded by..... (deferred until Term 3)

Sales' Report:

Presented (and report tendered). Moved by..... Seconded by..... (deferred until Term 3)

Business arising from Previous Meeting (Convenor's Report) plus **General & New Business:**

Convenor's Report: Moved by..... Seconded by..... (deferred until Term 3)

Meeting opened with the Uniform Shop team expressing dismay and frustration at the movement of the container during the holidays, the state in which the stock inside the container was left, and the hours taken to rectify and move the stock. In addition, the lack of communication to the shop staff/volunteers and parents about access not only to the uniform shop but also the new entry to the school, was discussed. It was agreed that a Skool Bag notice or some signage would have been appropriate – provided by the construction manager or the school.

Further consternation was expressed about the lack of school communication to the uniform shop staff/committee about the 'new' girls' uniform requirements and the time constraint to achieve the best student outcome, due to the delay in communication.

The meeting then turned to finalising 3 options for girls' and boys' uniform items to meet the new NSW legislation. The team looked at a range of pictures of other school uniforms, viewed and examined samples from suppliers, and brain-stormed pros and cons of each option.

This Options document is attached separately.

Discussion which followed - Girls' Uniform Options:

- Uniform Shop working conditions – tech connectivity remains irregular; it was agreed a new Ipad was needed and HBF to pursue; shop manager commented the cleanliness (vacuuming and bin emptying) had improved but was still ad hoc; shop manager still waiting on personal DET log in.
- Permapleat matters – material (additional uses), notification of supplier changes – further discussion about material in Indonesia and options to make another item, eg, scrunchies, especially in light of the feeling that dress and tunic sales will drop with potential new girls' uniform items/s. Team to advise PP of next steps and supplier changes.
- Track pants and jackets update – stock of track pants in 6, 8, & 10 due in w/c 13/5. Jackets from new supplier to follow.
- WGHS student helper update – unfortunately the student was not allowed to do this as part of her DOE service.
- Reviews of 2018 Term 4, Term 1 2019 Opening Hours & Kindy Orientation:
 - Further discussion to be had regarding opening on last school day of the year; opinions divided.
 - Shop opened on the first student day of term (Tuesday) as Manager deemed it necessary due to over 30 online orders and new students starting. Further discussion to be had re Term 3 openings on first day, particularly as there is no uniform change over.
 - Kindy appointments worked well, however some families who have made appointments still needed to wait outside due to the queue. It was decided we need a 'please wait to be served/called sign' unless looking at 2nd hand. MF to follow up.
- Container – due to stock hold reduction measures, it was agreed that the uniform shop could now do without the container. Pending lease/contract/payment status, it could either be terminated or loaned to another P&C committee or school. JC/KC to investigate status and report back. It was agreed that additional plastic boxes could be offered to volunteers, other P&C clubs then school teachers.
- Boys' logo shirts – short and long – very well received by families. Shirts in stock or in production to be phased in.
- Term 2 Dr Shoe roster & advertising – awaiting on Dr Shoes dates, however concern was expressed about his ability to visit the school/uniform shop in the current state of construction. It was agreed we needed to 'ramp up' his advertising/awareness. LM to discuss this with Max. JB suggested advertising in the P&C Community Advertising Supplement for home visits service. LM to ask Max. MF to follow up with Community Advertising Supplement (Simrika).
- Term 1, 2nd hand sale – 2nd hand sales continue to be very strong. Shop has stock ready to donate to Cambodia and awaiting collection.

- Stocktake – scheduled for the last day of Term 3. Discussion on closing the shop and the online store for the purposes of stocktake requires further discussion. MF to investigate if the online shop can be suspended for the period of stock take. Discussion re closing the shop will be taken 'offline'.
- P&C help with newsletter/communications – Support was requested to assist Uniform Shop get messages out. Shop to send any advertising to P&C for assistance with posting. The newsletter was discussed. It was advised that the newsletter now came out every Friday fortnight. It was also requested that P&C gave Clubs a reminder about newsletter deadlines. Further to Dr Shoe discussions, a suggestion was made to put a uniform shop advertisement in the Community Advertising Supplement, which would be complimentary.
- Any other business
 - Team discussed excess cash holding, as previously minuted for shop fit out. It was agreed that approx. \$50K could be put in a short-term deposit to gain better interest, and this would leave enough funds to pre-pay for the 'new' girls' school uniform project.
 - Shop Manager advised that no Chess Hoodies (new or second hand) had been purchased for many months and suggested discontinuing this item. To be discussed with chess club. (HBF)
 - Manager also advised there had been a 'run' on Band uniforms due to performances to the extent that new stock had to be rushed in. She requested a future warning from the band to avoid out of stock situations. MF to follow up with band.
 - P&C president advised that there would be 6, not 4, Kindy orientation days in 2019. JB to advise dates in due course.

Next Meeting: Term 3, Week 3, 2019

Next P&C Meeting: 22 May 2019 & 14 August 2019

Meeting Closed: 12.49pm