

**MINUTES**  
**WILLOUGHBY PUBLIC SCHOOL UNIFORM SHOP**  
**ANNUAL GENERAL MEETING – 25 October 2019 (Term 4)**  
Soulplate 9.45am

**PRESENT:** Lynda Morris, Helen Bromley-Fox, Melissa Fisher, Emma McGoldrick, Jenni Brown, Slavka Vagnerova, Jo Tucker-Downs, Tamara Isterling.

**APOLOGIES:** Kirsten Delaney, Phuong Ton, Lisa Wood.

*Note: Due to condensed timeline, EGM held on Mon 21/10/19 in the Uniform Shop, 6.45pm. In attendance was Lynda Morris, Helen Bromley-Fox, Mel Fisher, Slavka Vagnerova and Kaz Cam.*

*The new sample s/s polo shirt style and colour, with the grey, marron and white neck/sleeve trim was agreed as the most attractive gender-neutral option for the new uniform. This was subsequently approved by P&C & Principal.*

**Confirmation of Previous Minutes** (AGM 2018, EGM 2019 & August 2019 General):

Moved by Emma M. Seconded by Helen BF.

**Appointment of Executive Committee for 2020**

<b>Position</b>	<b>Name</b>	<b>Moved</b>	<b>Seconded</b>
<b>Convenor</b>	Slavka Vagnerova	Emma McGoldrick	Helen Bromley-Fox
<b>Secretary</b>	Tamara Isterling	Helen Bromley-Fox	Jenni Brown
<b>Treasurer</b>	Emma McGoldrick	Mel Fisher	Jenni Brown
<b>Assistant Treasurer/Consultant</b>	Janice Choy TBC	Mel Fisher	Helen Bromley-Fox

**Treasurers' Report:**

Presented (and reports tendered) by Emma M. Moved by Mel F. Seconded by Helen BF.

- Strong financial position, owing to improved stock management and transition to new supplier.
- At the meeting, the uniform shop donated a cheque for \$25,000 to the WPS P&C.
- Funds still on hand to pay for new uniform items (polo, girls shorts & pants) and specialist retail stock fit out.
- However still waiting for new shop measurements, position of windows, doors, powerpoints etc.
- Need to change/investigate Vend credit card to another committee member or P&C.

**Sales' Report:**

Presented by Lynda M. Moved by Helen BF. Seconded by Mel F. (Review of Term 3 Stocktake)

- Stock take took place over 2 days, Friday and Saturday. There were a number of size discrepancies, but overall stock control was within acceptable limits.
- Winter tunics the only concern, excess stock and declining sales.
- Whilst reviewing stock report we agreed to use the remaining summer fabric held by Permapleat to order small size summer uniforms for 2020 to top up those stocks.
- Still negotiating with Permapleat over winter fabric holdings. They have and are continuing to be very difficult to deal with, and have failed to understand our business over many years.
- Members of the meeting agreed that any future Saturday work needed to be paid and/or refreshments provided by the uniform shop. Student/sibling helpers were discussed, paid in a similar manner to umpires 'working' for the netball club. This will be particularly helpful during the move(s). Volunteers should not 'wear the load' especially out of hours.

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

Presented by Helen BF & Mel F.

- The current Uniform Shop Committee thanked the new members for offering to take on the roles for 2020, and to those continuing. Special mention to Emma M for continuing as Treasurer and Helen BF for her recruitment efforts. Both Mel F and Helen BF have offered to remain P&C members to assist with the transition to the new shop and roll out of new uniform. This offer was gratefully accepted and agreed necessary. The outgoing Committee was thanked by members of the meeting.
- New uniform roll out – New styles currently in production and on schedule for pre-Christmas delivery and Term 1, Day 1 sales. Initial quantities have been conservative to help gauge take-up and avoid excessive stock holdings. Shop will continue to communicate with current and new families regarding stock arrivals. It was acknowledged that there are likely to be a few write offs/donations needed, particularly winter stocks, eg, boys l/s shirts. A decision needs to be made as to whether sales of new polos for boys will be based on s/s shirts depletion by size or not.
- Term 4 & Term 1 trading days (best start interviews)
  - Still significant uncertainty about Shop move(s), size and fit out.
  - Whilst the uniform shop recognises it is only a small part of a huge puzzle, however, the significance of the certainty of operation can be summarised as ‘no shop, no hats’ and ‘no hat, no play’!
  - Jenni B to contact Colin S, who is still a WPS PAG rep to confirm size of shop and fit out provided.
  - It was confirmed at a previous discussion that the builders would help move the boxes from location to location. The Principal also advised at a previous discussion that the shop may need to move to a demountable before the end of term.
  - Pending these moves, it was agreed that online only orders may be required on a number of days during the various shop moves, especially if comms are not installed. The items could then be picked and packed and collected from a designated place pick up from school.
  - The shop will be closed on the last day of school, however, online orders will be processed.
  - All dates and times will be BLAST on all communications media available.
  - Term 1 opening dates are Tues 28, Wed 29, Thu 30 & Fri 31 – pending having an operational space.
  - As mentioned earlier in relation to weekend stocktake, it was agreed that ‘move’ and restocking helpers would be paid a nominal fee.
  - The shop continues to have little or no attention from the school cleans, with vacuuming and bin emptying perhaps once a month, which is unacceptable. Jenni B to investigate.
  - On a positive note the uniform shop shelving is in good condition and could be donated to either to teachers/school or volunteers.
- Uniform shop ‘connectivity’ – iPads are due next week, however Lynda’s log in has still not be signed off by the Principal.
- Dr Shoe has/is attending 4 days of the 6 orientation days. An advertisement for Dr Shoe will appear in the Term 4 Community Advertising supplement.
- Chess Club Hoodies will be returned to Chess Club President Nathen I, and they will be used as prizes. Chess Club polos may be donated to charity, TBA.
- Kindy 2020
  - Kindy Info night and fashion parade was successful, as always. A big thanks to all the children and families for being involved, and to shop manager Lynda.
  - New uniform rollout – families were advised at the fashion parade about the new items available in Term 1, 2020. It was agreed that parents would be recommended, particularly for girls, to buy only ‘one set of school & one set of sport’ and then they could decide with their child in Term 1 if they wanted to wear the dress or not.
  - School bags – delivery is on track for week 3 of orientation. Parents are being advised to sign up to FB Kindy 2020 to be advised of arrival. (Chiro bags will no longer be ordered.)

- Fitting Appointments - 'Sign Up Genius' – it was agreed that Helen BF would set up minimal appointments and communicate via FB.
- Uniform Shop received the Kindy 2020 house list and this is proving helpful as new families have not received their info packs.
- Permapleat fabric matters – as previously mentioned, summer dress fabric will be depleted this year with an order of small sized dresses. Winter fabric storage and excess stock continues to be a concern, with PP being less than co-operative. A decision was made for Mel F to continue being the key contact for PP negotiations. The uniform shop has requested PP to 'come to the party' and negotiate a suitable storage option despite the complex Indonesian fabric export conditions.
- Uniform Shop signage - 'please wait to be served/called sign' – meeting thanked Saskia for making the sign. At a subsequent time, an A2 laminated sign was made for the outside of the shop, which could be viewed from the hall, especially to assist Kindy 2020 parents during orientation.
- Second Hand & Donations: looking to hold another \$2 & \$5 sale before the end of term. However, date will be determined by potential uniform shop move to a demountable. It was highlighted that 2<sup>nd</sup> hand sales contribute nearly \$5k to the school. Waiting for donations to be collected by current charity. If this cannot happen promptly, another charity will be located.
- Term 4 dinner & gifts for volunteers: date to be confirmed for dinner. It was agreed that the uniform shop would contribute the BYO for this function.

#### **Any other business**

- Shopify problems with payments by PayPal – class and name are somehow deleted. Team to investigate. Mel to again contact Shopify HQ contact. General consensus was to retain Paypal as it was so convenience for buyers.
- Lids for Kids – great return rate of bottle tops, however it is requested that they are delivered clean and dry, to avoid mess and smells. White 'inners' should be removed from milk lids. Delivery address of lids still to be confirmed, as we now have a number of box loads.
- School bags currently out of stock. Communications on all media, including 2020 Kindy Facebook page, will be sent as soon as bags arrive, likely week 3 Kindy orientations. Also consider school email blast.

Convenor's Report: Moved by Emma M. Seconded by Tamara I.

**Next Meeting:** Tm 1, Week 3, 2020      **Next P&C Meeting:** 6/11/19 + Tm 1, 2020      **Meeting Closed:** 11.05m