

MINUTES

Willoughby Public School P&C AGM

7.00 pm, Wednesday 9 November 2016

Staff room, level 1, administration building at the school

1. 7:00-7:05pm Welcome and Apologies

- Meeting opened at 7:14pm
- Attendees : Joe Butler, Colin Sargent, Phil Skurrie, Janice Choy, Catherine Lloyd, Simrita Virk, Sarah Thomson, Tony Bellia, Evelyn Bowes, Melissa Fisher, Chris Bowen, Carolyn Kam,
- Apologies: Mandy Hislop
- In attendance: Margaret Charlton, Michelle Verhagen, David Trevena

2. 7:00-7:05pm Confirmation of quorum

- 12 in attendance – meeting was quorate

3. 7:05-7:10pm Adoption of meeting agenda

- Agenda was adopted

It was moved that the Agenda be adopted with some changes in order of business.

Moved: Phil Skurrie Seconded: Evelyn Bowes CARRIED

4. 7:05-7:10pm Confirmation of previous minutes

- Confirmed (Tony)

It was moved by Phil Skurrie that the minutes of the General Meeting on 10th August 2016 be confirmed.

Moved: Phil Skurrie Seconded: Tony Bellia MINUTES CONFIRMED

5. 7:10-7:20pm School executive report

- Thanks to the parent community for all the support for students and staff. Greatly appreciated.
Will be voiced at upcoming thank you breakfast.
 - Busy end to the year. Lots of opportunities for the children – swim school, surf education, y6 fete, student leadership elections, kindy-orientation program, presentation/picnic days.
 - Band spectacular last week was amazing. Children really enjoyed the experience. Great to see Bill in attendance.
 - QTSS funding is a staffing allocation for schools to enhance quality of teaching. WPS has been engaging in an action-learning approach. Working in teams to identify an area to improve. Involves collaborative planning and reflection. Targeting how teachers can improve outcomes for students. Funding this year was received halfway through the year. Funding will continue next year so will be spread out across the year more so than this year.
 - Teachers are busy finalising reports. Reports to be sent out in week 10.
 - Purchasing new sets of ipads this term in preparation for next year. Some IWBs are getting old so some new interactive panels will be purchased.
 - Cola is making slow progress. Cross bars are installed so final measurements have been sent away for the cover which will be installed out of school hours.
 - Notification of additional school zone flashing lights on Keary St/Willoughby road has been received. This is to do with the moving of the bus stop and other related work.
 - School development planning is underway (based on student assessment data, community survey data, etc) with any changes to the current plans being tabled at the next P&C meeting.
6. 7:20-7:30pm President's Report
- Phil spoke to his report.
7. 7:30-7:45pm Business Arising
- No business arising.
8. 7:45-7:55pm Treasurer's report and tabling of unaudited financial statements

- Evelyn spoke to her report and outlined the financial statements.

9. 7:55-8:00pm Adoption of budget for 2017

It was moved that the budget for the Financial Year ending 30 September 2017 be approved.

Moved: Phil Skurrie Seconded: Chris Bowen CARRIED

10. 8:00-8:05pm P&C Membership Fees for 2017

It was moved that the membership fee be \$1 and invoiced via the 2017 Term 1 fees.

Moved: Phil Skurrie Seconded: Evelyn Bowes CARRIED

11. 8:05-8:15pm General Business

- i. Covered outdoor learning area (COLA)
 - Covered in executive report
- ii. Update on project review group (WPS building works)
 - Colin updated as follows:
 - Communication has not been as open or transparent as hoped.
 - Hopeful in the next few weeks there will be a date announced for a presentation in the hall.
 - News of the Artarmon PS funding issue is a concern.
 - FOI request was lodged but was rejected – this leads to the concern that the direction of the development is not what was originally understood.
 - Some concern over the sharing of information at the last information booth and the low numbers of responses to the parent feedback.
 - Suggestion for potential action to be required following the formal sharing of information later this term.
- iii. Fundraising for 2017
 - There was general discussion focused on targeting fundraising efforts for 2017 and 2018 at the new WPS building works. As the building works progress the P&C Executive will develop a list of priority fundraising initiatives (for example, a new Uniform Shop)
- iv. New parents welcome event (Chris/Genevieve)
 - Email received from a parent, Genevieve, willing to organise a new parents event similar to Kindy morning tea.

- Chris will respond to Genevieve and explain that the matter will be followed up with Michelle V.
- v. Learn primary (Joe)
 - Joe shared a business project he is working on. It is an educational app/software to support parents in supporting their children through primary school. The Year 2 version will be released at the start of 2017 and will be free for term 1. Once past the free period P&Cs will receive 20% of the revenue from the subscriptions of parents from the school. More information will be circulated later in December with an invitation to participate in the free trial. Joe is not asking any particular involvement from the P&C or school just giving a ‘heads-up’ of what is coming.
- vi. Thanks to outgoing office bearers
 - Joe was thanked for his service as Secretary this year.
 - Evelyn was thanked for her invaluable service as Treasurer this year and in years gone by.
- vii. Approval of uniform shop executive

The following approvals were carried out:

Uniform shop manager	Morris	Lynda
Uniform shop convenor	Bromley-fox	Helen
Uniform shop secretary	Fisher	Melissa
Uniform shop treasurer	Choy	Janice
Assistant treasurer	Mcgoldrick	Emma

It was moved that the uniform shop executive be confirmed for 2017.

Moved: Phil Skurrie

Seconded: Mel Fisher

CARRIED

12. 8:15-8:20pm correspondence in and out

- The P&C requested a copy of the WPS works business case via FOI. This request was rejected as the document is classified as Cabinet in Confidence.

13. 8:20-8:25pm Election of returning officer

It was moved that David Trevena be elected the returning officer.

Moved: Phil Skurrie

Seconded: Joe Butler

CARRIED

14. 8:25-8:35pm Voting for 2017 office bearers

All Executive Committee positions were declared vacant and nominations for positions for 2017 were put forward. The following positions were elected unopposed:

EXECUTIVE POSITION	NOMINEE
President	Chris Bowen and Peter Meades
Vice President(s)	Colin Sargent and Phil Skurrie
Secretary	Rebecca Cleary (Joe Butler to continue through to term 2 2017)
Assistant Secretary	No nominations
Treasurer	Cath Lloyd
Assistant Treasurer	No nominations
Events Coordinator	No nominations

- Grounds committee – new members have been identified.

15. 8:35-8:40pm Returning officer's report

- No report was required.

16. 8:40-9:10pm Sub-committee annual reports

For all reports, refer to the P&C website.

- UNIFORM SHOP
As tabled by Melissa Fisher
- GROUNDS
As tabled and discussed by Sarah Thomson
- BAND
As tabled by Mandy Hyslop
- RUGBY UNION
No report tabled
- NETBALL
As tabled by Melissa Fisher
- CHESS
As tabled by Nathan Sterling
- RUGBY LEAGUE
As tabled and discussed by Tony Bellia

17. Other business

- Joe to fulfill temporary role as events/fundraising coordinator until he finishes as secretary. Exec will meet offline to discuss requirements. Email will be sent to invite interested parents and staff to participate in meeting to outline the requirements for next year and to make a proposal to the exec.
- Rebel Sport parent funding has been spent on school equipment. A parent has volunteered to use some Rebel money to buy swimming caps for sports days and to store and take care of the caps between events.
- Sponsorship – asked about what levels of sponsorship levels are offered to potential sponsors. There is a document that outlines this information which will be shared after the meeting.

9:24pm Meeting was closed.