

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C MEETING

7.00 PM, WEDNESDAY 22 FEBRUARY 2017

Staff Room, Level 1, Administration Building at the School

1. 7:00-7:05 Welcome and apologies
 - **Welcome** - Thanks to Phil Skurrie for his efforts particularly during the building development process. Thanks to Matt Sharpe for his effort with website. Thanks to Joe Butler continuing as Secretary for Term 1.
 - **Attendees** – Peter Meades, Chris Bowen, Colin Sargent, Joe Butler, Laurette Chao, Cath Lloyd, Manojen Gupta, Margaret Charlton, Shaun Michael, Kylie Milostic, John Plumb, Simrita Virk, Michelle Hood, Barbara Trickett, Melissa Fisher, Carolyn Kam, Janice Choy, Matt Sharpe, Michelle Verhagen, Gavin Powell, Liz McLaughlin
 - **Apologies** – Phil Skurrie, Tony Bellia, Jenni Brown, Nikki Templeton, Heather Chopra, Melissa Gock, Nathan Sterling.
2. 7:00-7:05 Confirmation of quorum
 - The meeting was confirmed as quorate.
3. 7:05-7:10 Adoption of meeting agenda
 - Meeting agenda was adopted.
4. 7:05-7:10 Confirmation of previous minutes
 - Previous minutes were confirmed.
5. 7:10-7:20 School Executive Report
 - Great start to the year:
 - › 1084 students enrolled in 44 classes.
 - › Welcome to acting Deputy Principal Shaun Michael.
 - › Busy start: Swimming Carnival went to plan, with thanks to the staff and parents involved. Year 6 camp was enjoyed by all.
 - Key priorities for this year (final year of 3-year plan):
 - › **Assessment:** focus on formative assessment to inform learning on a regular and ongoing basis and track student progress to help differentiate learning in the classrooms.
 - › **Support:** differentiation key part of the plan. Children at risk have adequate support; need to implement strategies to ensure learning needs of higher high achieving students are met.
 - › **History and Geography Syllabus** implementation.
 - › **Future focused pedagogy** - professional development for teachers focused on the changing equipment and learning spaces that will form part of the school's development. Technology is/will underpin all aspects of teaching/learning.
 - › **Positive behaviour and student well-being** – PBL program to continue as a focus.
 - Review of procedures for management of students with allergies. (Refer agenda item 12)
6. 7:20-7:30 President's Report
 - Peter and Chris are pleased to be joint-chairs of the P&C, but noted the number of volunteers from the community is lower than would be hoped for from a school of this size. They recognised the many

wonderful contributions of various people while also noting the need to grow the support for the P&C. Thanks to the school executive for their continued support.

- Question from a parent regarding P&C goals:
 - › Stronger engagement of parents i.e. growing the numbers involved and assisting the P&C.
 - › Success in major projects, such as building works.
 - › Financial support for the school and community.
7. 7:30-7:35 Business arising
- None
8. 7:35-7:40 Treasurer's Report (Cath)
- Report was tabled.
 - › Over \$200K in cash. Over \$200K in net assets held.
 - › Use of grant money for Cromehurst School was discussed. Funds from grant still available – to be raised at next meeting.
 - Question was asked about funding of the Italian Teacher. Principal indicated that the funding from DET is based on numbers of native speakers of a language. Chinese community language teacher has been retained. School has no control over this program. Should the P&C consider funding it? P&C will communicate expressions of interest via website.
 - › Discussion regarding the process of raising ideas for the P&C to implement. Further discussion about the voluntary contributions and the use of those funds. It was noted that P&C could better communicate where the contributions are used.
9. 7:40 -7:50 Update on school building development (Colin)
- Peter Meades provided a summary of the building development.
 - Colin Sargent outlined the process to date. First meeting of the PRG for this year was held two weeks ago. Information session to communicate the plans (preferred concept alongside considered versions) on Wednesday March 8.
 - › Broad principles guiding concept and scope for 1200 students.
 - › Still planning for start date by end 2017.
10. 7:50-8:20 Events & fundraising (Caz)
- It was noted that events will be social and community focused rather than fund-raising (main fund-raising to be done via voluntary contributions).
 - Family Fun Night – Saturday March 18
 - › Organisation for this is underway with communication shortly, which will include online sign-up for volunteers.
 - › Need to discuss a sponsor for the event. It was stated that the current plan is to look for one major sponsor for 12 months from Term2.
 - Band fundraiser
 - › Query from parent regarding hot-cross bun fundraiser. Will be discussed at Band meeting. P&C have no objection to this being a school-wide fund raiser.

- Tax deductible building campaign
 - › Consider whether P&C runs a building-focused fund raiser to extend scope of building works not included in funding by the Government. Decision to be made at the next P&C meeting (based on scope of work shared at upcoming building project meeting).

11. 8:20-8:40 P&C Clubs

- Key points from Reports
 - › Netball – as tabled.
 - › Uniform Shop - \$5,000 donated to the P&C. Discussed increase of insurance to cover stock (to be followed up post-meeting).
 - › Grounds Committee – hand over to the new committee has been completed.
 - › Chess Club – report tabled (apology for lateness). Growing in numbers and going well.
 - › Rugby League – two more sets of jerseys provided to school. Trying to get some forewarning from NRL of events.
- P&C expectations/requirements for Clubs:
 - › Still waiting for a number of reports to be submitted. Those received are on the website.
 - › Expectations and procedures will be communicated to conveners.

12. 8:40-8:45 Managing allergies – support at the School

- Parent spoke about the situation regarding informing community of health and safety issues for students with allergies. Would like to raise awareness, working with Jenni Brown and class reps to circulate information and reminders.
- Discussion around the possible need for staffing or other resources to support medical needs of students. It was recognised that in a school of over 1000 students managing these issues is complex but must be seen as a priority.
- Training has been given to all staff and regular casual teachers.
- The School has reviewed and updated their procedures regarding managing allergies and are committed to further review and improvements.

13. 8:45-8:50 Website, Facebook & Communication (Matt/Joe)

- Matt mentioned that the traffic to the site is low (~50 daily visits) and further review is needed to develop the site further. Thanks to Matt for his efforts.
- Discussion around forms of communication and the need to streamline communication. School uses email, website and Skoolbag App. P&C uses website, Facebook and email.

14. 8:50-9:00 Any other business

- Correspondence - Peter noted that the P&C wrote a letter of congratulations to Gladys Berejiklian, Member for Willoughby, on her appointment as NSW Premier. The Premier subsequently responded noting she looked forward to continuing to work with the P&C.

15. 8:50 Meeting Closed