

Willoughby Public School Parents & Citizens Association Inc.

Oakville Rd, Willoughby NSW 2068

ABN 43 115 668 563

MINUTES

WILLOUGHBY PUBLIC SCHOOL P&C MEETING

7.00 PM, WEDNESDAY 21 FEBRUARY 2018

Staff Room, Level 1, Administration Building at the School

1. Welcome and apologies

- **Welcome** – Meeting opened 7:00pm
- **Attendees** – Georgina Varney, Peter Meades, Chris Bowen, Cath Lloyd, Rebecca Cleary, Simrita Virk, Mark Ley, Matt Loughnan, Janice Choy, Darren Pereira, Virginia Caseroli, Ruth Semark, Yugando Naverrete, Melissa Budic, Tim Donahoo, Barbara Trickett, Michelle Chase, Juliet Reiner, Jenni Brown, Sarah Vernon, Noemi Wood, Janice Li
- **Apologies** – Colin Sargent, Margaret Charlton, Michelle Verhagen, Caroline Vickery
- **In attendance** - Shaun Michael

2. Confirmation of quorum

- A quorum was declared with 22 members present at the start of the meeting.

3. Adoption of meeting agenda

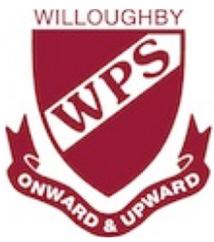
- Meeting agenda was adopted. Proposed by Peter Meades seconded by Rebecca Cleary. Carried.

4. Confirmation of previous minutes

- Previous minutes were confirmed. Proposed by Rebecca Cleary seconded by Peter Meades. Carried.

5. School Executive Report

- Apologies were sent by Margaret and Michelle who were unable to attend.
- 2018 is off to a good start and classes settled with a few sessions of collaborative planning already undertaken by staff.
- 41 classes have been formed with enrolments a little down at 1040.
- Classroom allocations have been done with reference to changes that will happen with the building works during the year, in particular avoiding changes for Kindy. As the works start there will be split lunch and recess times to enable enough play space.
- Four co-teaching spaces have been formed in the first step towards the new flexible spaces that will be in the new build. All classes will experience them over the year.
- Some activities this term include Life Education and an anti-bullying performance.
- The swimming carnival was a great event and finished ahead of schedule.
- New furniture is being trialled in some classrooms.
- The next phase of the school three year plan is underway. There is a parent evening planned for March 20 and 21. The three key focus areas are:
 - Highly engaged
 - Future focus
 - Collaborative learning



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6. **President's Report (Peter Meades & Chris Bowen)**

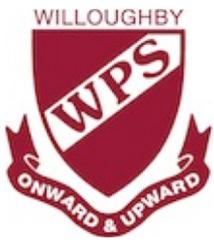
- The building works will impact some of the usual P&C community activities. There is a shortfall of government funding for the build so P&C activities are essential to meeting this shortfall. One of our P&C focusses this year will be to see how we can best assist the school achieve what it wants from the development.
- An overview of the development was provided to clarify the proposed changes. There are grants programs that may assist in achieving some of the build outcomes not funded by the government.
- The welcome morning tea was held successfully.
- 17 March is Family Fun Night. There is a change of format which is a colour fun run for which they will get sponsorship. There will be band and food as well as the year 6 sideshow alley.
- Grandparents day will happen on the Thursday before Easter. Holding it in the afternoon will be discussed by the school executive.
- It has been found that support of running the P&C has dropped off significantly over the last few years therefore the events that are going to be run will be simplified. The more volunteers we have the better the outcomes will be. All ideas and spare time are gratefully appreciated.
- A building fund campaign will be established. There will also be fundraising events including a Rock Trivia night on 2nd June.

7. **School Development Report (Peter Meades on behalf of Colin Sargent)**

- Work continues to target construction start July 2018. P&C has not endorsed the detailed design as we are awaiting a response from the department on the landscaping works. The tender will be undertaken in March for works to start in July. Temporary classrooms will go onto the oval in April.
- There are some build items that aren't covered by government funding. The P&C will hold fundraising events, look for donations to the building fund (tax deductible) and also explore grants. The three areas of focus are the extension of the COLA, shade on the hall roof and the Keary St covered walkway.

8. **Business arising**

- Sponsorship – There hasn't been any sponsorship of the school for the last three years. Matt Loughnan has volunteered to manage this and has put together a sponsorship pack and a list of organisations to approach. The aim is to make it more structured. Willoughby Living will also support our efforts. There is also the advertising booklet and we are looking at increasing the fees.
- Club Administration – P&C office holders resolved at a special meeting to be signed on as able to access club accounts. There is no longer a committee running the Rugby club and it was essential to access the club accounts for auditing purposes.
- OOSH - The introduction of Helping Hands has been a great improvement in the service levels and there is a lot of positive feedback. There is still a shortfall of places available however they are restricted due to the space allowed in the hall.
- Keary Street Crossing – There was an incident last year when a family with a stroller was almost hit. We have looked at getting a crossing guard however there are guidelines with minimum numbers of foot traffic that need to be met. Traffic is expected to increase with the build. It was also raised that we should look again at the fence being extended along Penshurst St and the lights phased for pedestrians.



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9. Treasurer's Report (Cath Lloyd)

- The financial report was tabled and is available on the P&C web site. There is currently \$215k of available funds. There is \$60k to be returned to the P&C from last year and it is expected that the term 2 contributions in 2018 will be again returned to the P&C. There is no visibility of who contributes but it is around 75-80% of families pay the voluntary contribution. The gross contribution amount will be down this year in line with student numbers.
- The 2017-18 budget was put forward for approval. Proposed by Cath Lloyd seconded by Rebecca Cleary. The budget was adopted.
- The Rugby Club did not provide financial and other reports as required. A meeting was held on 8th February 2018 to ensure the P&C can gain control of the account. This will be for the other clubs as well for reasons of good governance. There is just over \$2k in the Rugby Club account and there has been no activity since 2016. It was proposed by Cath Lloyd that the WPS P&C Rugby Club Bank Account 062-272 1013 1179 be closed and that any funds remaining in the Rugby Account be transferred to the P&C main account 062-272 0090 0028. The motion was seconded by Chris Bowen. Motion carried.
- The building fund will be used to receive online donations relating to the Colour Fun Run.
- An explanation of the P&C contribution would be helpful for new parents; this will be distributed and published again.

10. Clubs & Sub-Committees

- Reports received prior to the meeting from Chess, Band, Netball, Rugby League and Uniform Shop were and tabled.
- Reports were not submitted by Grounds and Rugby Union.
- Netball Club asked if there were any Rebel vouchers at the school that the school could provide to the club for balls and bags. Jenni Brown offered to investigate this

11. Communication

- None to report.

12. Other Business

- There were questions surrounding the changes to year three classes. It was explained that the department determines the number of teachers based on the number of students. The expected enrolments for WPS were not reached and one year three class had to be spread into the others. There will be extra teaching hours allocated to year three to assist with the larger class sizes.
- There are co-teaching spaces planned for the new build and this type of teaching is not new to the school. It is a different way of working and this change will be implemented in a managed way over the next two years. A lot of the evidence supporting these spaces comes out of the US where they have been in place since the 1980s. The new build is focussed on catering for future student needs.

13. Meeting Closed 9:11pm