

Wahroonga Public School P&C Association General Meeting

Monday 10th September, 2018 in the Staff room

1. Acknowledgment of country, welcome all attendees and President's address

Present: LR, IVL, JG, BC, AB, LK, VH, HG, RL, AM, KT, SG. RL opened the meeting at 7:05pm.

2. Apologies – KW, NH.

3. Previous Minutes

General Meeting held 8th August 2018

Accepted as a true and accurate reflection with one amendment (Date of the colour run was incorrectly noted and amended in subsequent version of the minutes). Proposed: KT Seconded: LK

4. Business arising from minutes of previous general meeting

Cash Handling procedures

LK presented procedure for cash handling. Motion to vote for approval during the next P&C General Meeting.

5. President's report

No Audit report as yet, moving slowly. Approval documentation for the tender is with the Department of Education, again another slow process. WWCC: Procedure needs to be documented, RL to finish.

6. Principal's report

Facilities/Assets: Sportsfield pretender meeting held this week and dirt will be turned possibly during the school holidays. Fencing work to commence before the end of the year and to be ready no later than 2019. Amphitheatre paperwork has been submitted to DoE and pending scope of works to be drawn up. Brick cleaning has been school funded, as well as the footpath to Hillcrest Ave.

NAPLAN Results: Provisional Naplan information has been released to schools and should arrive with parents in the next fortnight. Graphs distributed during the meeting. TM believes the results look promising but difficult to compare to previous years as testing was completed online.

75th Anniversary: Open Day and School tours on the 19th October (W1, T4). The event has been advertised widely. Tours will happen between 10am and 2pm, Cynthia Groves leading with coordination alongside parent committee of volunteers.

Band Meeting: Chantal Fernandes is hosting a band parent review meeting with Kate Spencer on Wednesday 19/9 at 7pm. All welcome.

Trivia night: Saturday's Trivia night should be a blast! TM has organised questions; thanks to the parent led committee of volunteers who have coordinated the evening.

Thank you from Tom: TM expressed his thanks to the school community (parents, staff and students) for their support during his 13 terms as principal at WPS.

Principal Recruitment: Sharon Ford, Director of Educational Leadership of the Hornsby Principal Network, will be leading the recruitment to appoint the new principal. The P&C representative needs to be determined by a vote of the financial members.

Merit Selection Panel: HG to sit on panel to select new SAM. Panel to be chaired by Chantal Fernandes.

7. Treasurer's report

Report presented. Agenda item for next meeting to approve cash float procedures.

8. Uniform Shop Committee

Sales: POS has been implemented and is going well. The sales from start of term 3 have been entered into the POS, July accounts have reconciled and been sent through to the bookkeeper. August will follow shortly. The July accounts include the mid July stock take. Any variance due to the stock take will be reported in the bookkeepers August 2018 report.

Security: With 6OV away at camp, the passage door from 6OV is now bolted from the Shop side. Hopefully no more mysterious unlocked Shop doors will occur and Shop stock security has returned.

Staffing: A Google form is ready to be distributed, simplifying the volunteering process. It will be sent out via class parents and will be linked from the Shop page on the School's website. More volunteers are desperately needed, numbers are not sufficient for the upcoming busy period.

Operational Changes: With the split in the Uniform Shop Manager and accountant roles the following new operational changes will be implemented:

- The Uniform Shop Manager will be the primary contact for all suppliers.
- All supplier invoices are to be review by the Uniform Shop Manager and sent to the Accountant for payment by email, the Treasurer is to be copied on all communication for reference and for follow up (if required).
- Inventory prices to be recorded on a weighted average basis in excel spreadsheets, deferring the decision to move the inventory and accounting system to Xero. Review planned for after seasonal transition and 2019 Kindy Orientation dates and orders are completed.

Control and Governance: The following financial review processes will be put into place for the monthly accounts:

1. The monthly inventory value will be compared to the excel inventory sheet and any variances will be investigated.
2. The supplier-ageing list is to be reviewed by the Uniform Shop Manager on a monthly basis.
3. A new petty cash reconciliation sheet will be implemented during Term 3 to account for changes required from the implementation of the POS.

Year 6 Varsity jacket: HG asked for a vote to start investigating a Varsity style jacket for year 6 students which could be worn every day in place of the year 6 sports top (which can now only be worn on sports days). Vote was passed, 12-1.

9. Events and Fundraising Committee

Cookbook: LK to check budget to see if we need to extend to help fund printing of the book and vote.

Colour Run: booked in for the last Wednesday of term three (26th September). Volunteers to help coordinate this event.

Trivia Night: Co-ordination going well. Expected to sell out.

75th Anniversary: KT to talk to Cynthia Groves regarding logistics

10. Environmental report

No report.

11. Correspondence

Nil

12. General matters

AM suggested holding a meeting regarding continuity planning for 2019. With so many members of the P&C leaving next year, we will need to come up with ideas to encourage participation and attendance at P&C meetings moving forward. Roles that will be vacant include the Uniform Shop convenor, President, etc.

Discussion around GST and whether we need to charge it. AM, LK, HG to investigate further.

Meeting closed at 8.15pm

Next meeting TBA, Week 2 or 3 of term 4 (depending on availability of key personnel).