

# Wahroonga Public School P&C Association General Meeting

Wednesday 8<sup>th</sup> August, 2018 in the Staff room

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

Present: LK, NH, KB, RG, MM, HG, KG, AM, RL, SG, TM, VH, AS, HG. RL opened the meeting at 9:25am.

## 2. Apologies – IVL, MH, KT.

## 3. Previous Minutes

General Meeting held 20<sup>th</sup> June 2018

Accepted as a true and accurate reflection. Proposed: AM Seconded: LK

## 4. Business arising from minutes of previous general meeting

### Cash Handling procedures

LK to write procedure for cash handling.

### WWCC

Procedure needs to be documented.

### Ku-ring-Gai Council grant application

RL completed his requirements to date. TM liaising with suppliers regarding reduction in costs and prioritising expenditure to meet the deadline.

**Presentation** from Re-engineering Australia Foundation (RG and MM) discussing the way in which their program engages school aged children with scientific concepts through breaking down educational constructs and equipping children with enterprise and problem solving skills. By engaging children with a hook (designing and building their own rocket car), the program hopes to deliver real world skills to children in primary school and beyond. TM to discuss further with REA about applicable programs for the school.

## 5. President's report

Grant application position needs clarification. RL has passed on to TM to manage the logistics of implementation. No Audit report as yet. VP MH has left the P&C and the position needs to be filled. RL nominated AM to take on the vacant position. Unanimous vote (9,0). AM's vacant position on the P&C Executive to be filled by AS by unanimous vote (9,0). One vacant position is still left on the Executive.

## 6. Principal's report

Athletics Carnival: Congratulations to staff, parent volunteers and students for a well run fun event.

Performing Arts: Concert Band performed at the Australis Concert at the Opera House. Still need final figures on the profit for the music festival. Anne Seague to retire as band co-ordinator. KS to fill the role temporarily. TM is holding a meeting for parents to discuss the Band Program on Wednesday 19<sup>th</sup> September at 7pm. All welcome.

The Last Laugh: All students to be involved in school concerts on the 28<sup>th</sup> and 30<sup>th</sup> August. Tickets still available for purchase and will be distributed to interested parents.

Choir: Senior choir performing as part of the Festival of Choral Music at the Opera House on 23<sup>rd</sup> September. Intermediate Choir Will perform as part of the Primary Proms Concert Series on 18<sup>th</sup> September.

Burns Road Blitz: TM would like to run another Burns Road Blitz to encourage safe driving and parking practices around the school, focusing on traffic flow. More information to be released in newsletter.

Facilities/Assets: Estimates for the sports field upgrade and the gates/fencing solution have both been reduced, Tender period underway, TM hopeful that both projects will commence in term three. The school has completed every step required and has turned the projects over to School Infrastructure NSW for completion.

Trivia night: TM working on questions for the night

75<sup>th</sup> Anniversary: The committee will be compiling a commemorative book and has planned school tours on open day (19<sup>th</sup> October), an historical website/portal including videos and pictures of the school, past pupils and events, which will also allow people to sign up for further events and celebration news.

Staff: In the next two weeks, TM will be interviewing for a new permanent full time classroom teacher position. Selection panel is AD (teacher representative) and SG (P&C Representative). Position to commence in 2019. Parents are reminded that positive feedback about staff is always welcomed in addition to communication about grievances.

Uniform update: Staff initiating crack down on uniform standards. HU has almost completed the student component of survey about the summer uniform. TM to meet with uniform sub committee about a parent survey. Before changes are approved by the P&C uniform sub committee, TM needs to understand parent viewpoints as well. All changes must include informed feedback from all aspects of the school community.

## **7. Treasurer's report**

Report presented. LK to provide updated numbers.

## **8. Uniform Shop Committee**

Security: HG to secure access to the uniform shop, lock approved for purchase.

POS: Currently all sales are manually receipted and entered into a stock log and then re-entered into spreadsheet. The system leaves far too much room for errors. HG put proposal for automated stock management and sales process involving the purchase of tablets and installation of POS software. The motion will be advertised and voted at a special meeting to be held on the 16<sup>th</sup> August.

Sales: sales are still strong although most families and students have now purchased the bulk of their winter uniform.

Cash Float for events: discussion about how to best manage cash float for events (like Fathers and Mothers Day Stalls and canteens at sporting events). LK to develop cash handling procedure for these occurrences.

Volunteers: as per normal, more volunteers are required to help run the shop during busy times of the year (uniform changeover etc.). All volunteers are welcome!

## **9. Events and Fundraising Committee**

Cookbook: Underway. Book Review would like to retail the book in support of the school. Need clarification.

Fathers Day stall: 30<sup>th</sup> August; VH to coordinate. Budget for this event approved as part of overall P&C committee budget.

Colour Run: booked in for the last day of term three (28<sup>th</sup> September). Volunteers to help coordinate this event.

Trivia Night: Positive meeting held to discuss next steps. Sales strong so far (163 tickets sold to date). TM to co-ordinate school experiences for auction.

## **10. Environmental report**

No report.

## **11. Correspondence**

Nil

## **12. General matters**

NH asked when the school website will be changing.

***Meeting closed at 11.15am***

***Next meeting TBA, Week 8.***