

Woonona Public School P&C Association Meeting – Wednesday 13th March 2019

PRESENT: Tim Fisher, Alison Strinic, Hayley Mulrooney, Amanda Hawker, Jackie Pipe, Andromeda Lembo, Terri Toneguzzo, Loren Marsh, Kristy Smith, Lesley Potgieter, Rebecca Griffith, Jayde Neal; Justin Dixon, Marg Nichols, Kristie West, Maryann Bransdon, Kate Rayner, Rob Burgess, Sarah Longhurst, Vincent Gordon, and Brenden Hawker.

APOLOGIES: Danielle Mulhern, Renae Beckett, Elizabeth Phillips, and Bec Cusack

AGM:

Amanda thanked the school parent community and staff. She has been part of the committee for the last 7 years. She also thanked her husband and children (who have attended numerous meetings over the years).

Nominations were taken for each position. There was no need to vote as only one person was nominated for each position (with the exception of Vice-president). Positions were filled as follows:

Executive Positions:

President	Marg Nichols
Vice-President	Justin Dixon and Andromeda Lembo
Secretary	Rebecca Griffith
Treasurer	Terri Toneguzzo

Committees:

Uniform Shop	Terri Toneguzzo and Sarah Longhurst
Fundraising	Jayde Neal - volunteering Andromeda, Terri and Rebecca
Scholastic	Penny Starr and Jayde Neal
Canteen Coordinator	Rebecca Griffith
Canteen Assistant Coordinator	Vacant for Now
Canteen Accounts & Banking	Rebecca Griffith
Canteen Ordering	Rebecca Griffith
Canteen Rostering	Kristy Smith

As a result of the changes we will need to change the signatures on accounts. The signatories on the General, Canteen and Uniform Account and Term Deposit will need to be changed to Margaret Nichols, Rebecca Griffith and Terri Toneguzzo.

Marg thanked the outgoing Executive committee.

Everyone introduced themselves, their children and mentioned some positives about the school/P&C.

Marg set some of the expectations for meetings going forward:

- In consideration of all attending, everyone was encouraged to:
 - o focus on issues not on personalities
 - o confine the discussion to the topic – stay on track
 - o listen to all members' points of view
 - o avoid speaking at great length
 - o feel free to ask for explanations
 - o allow only one person to speak at a time
 - o avoid private conversations while someone else is speaking'

MINUTES ACCEPTED FROM PREVIOUS MEETING:

Jackie Pike and Amanda Hawker

ANNOUNCEMENTS:

Congratulations to Kristy on the birth of her baby.

Tim needs to leave by 8pm tonight. But he promoted that in future we aim to finish by 8pm. It means it is perhaps a more manageable commitment for someone to make and could mean we attract more attendees.

MATTERS ARISING FROM PREVIOUS MINUTES:

Playground Upgrade

Meeting with Moduplay, staff representatives and parent representatives was held last Friday. Talked through the various options (refer attached draft design). Some feedback from Kristy West based on her feedback from what she has seen in other schools. Monkey bars will also have hanging handles to allow for shorter/younger children to still use the monkey bars. The kids will now vote for their favourite options.

At this stage the estimated cost is >\$30 000. Marg requested that if required we could have prior approval to spend an additional \$10 000 more. To try and save some money and generate some community spirit an idea was put forward to do a Parent Working Bee to replace the edging and the mulch. Hopefully local businesses/parents could then also get involved. Some more work/planning is required prior to getting this off the ground. There is the potential to save \$8000 if we did this ourselves.

There was a unanimous vote to commit to an additional \$10 000 which could be used on the Playground Upgrade if needed.

CORRESPONDENCE:

Numerous fundraising letters
Entertainment Books Fundraiser

TREASURER'S REPORT:

Accounts have been audited (Report filed). A total of \$33 164.22 was raised in 2018.

Bank Balances as at 28 February 2019:

- Canteen Account \$27235.91
- Uniform Account \$27227.64
- General Account \$40534.36
- Term Deposit \$50000.00

\$50 000 has already been committed to spend on the Library Refurbishment.

\$25 000 has now been committed to spend on the Playground Refurbishment.

Remainder of the money is not yet allocated to any particular project. When considering allocation of funds \$20 000 needs to be kept in the canteen/uniform account to allow for future uniform orders/canteen stock orders.

PRINCIPAL'S REPORT:

Report attached. Additional comments/discussion arising from the report.

Staff Wish List: All agreed that the outdoor learning space sounded like a great next project.

Cross Country: Students that turn 7 in Year 2 will join the other Year 2 students and do a shorter circuit. Staff requested that the P&C run a water stall and potentially put up some shade shelters at the Bulli Park. Marg will make contact with the President of the Bulli Soccer Club to see if any arrangements can be made so that we could have access to fresh water.

Parent/Teacher Interviews: There are still numerous families that have not yet signed up for the Parent Portal. Andromeda to speak to Rebecca Gibson to see if a post should be made on the facebook site to remind parents to sign up.

Teacher Photos: Please be patient – the school is working on the website so that there are photos of all the teachers. The P&C Executive committee will also make introductions.

Newsletter: The newsletter goes out every second Tuesday. If you want something in the newsletter make sure it is on the Monday prior to the newsletter being sent out.

CANTEEN:

- Canteen meeting was held (see attached minutes).
- Going forward there will be monthly canteen meetings with minutes being presented at the next P&C meeting.
- A very big thank you to Bec Cusack for her role on the Canteen committee over many years

FUNDRAISING REPORT:

- Hall has been booked for Fundraising Events.
- Election BBQ and cake stall will be held on the 23 March 2019. Note went out today. The note has not yet been sent via School Enews.
- Beck Griffith has volunteered to coordinate the Entertainment Book Fundraiser.
- Terri Toneguzzo has started working on the Hot Cross Buns Fundraiser. Discussed delivery options. Note to go out soon.
- Mother's Day gifts have been ordered.
- Tentative date for Friday the 21st June for a Parent Function.
- The Year 6 Fundraising Team have met. Tim to meet with the Fundraising Committee to ensure there are sufficient gaps.

UNIFORM SHOP:

No new updates. Renae has resigned from her role of Uniform shop coordinator after 5/6 years. A very big thank you to her too.

MEETING CLOSED: 20:10

NEXT MEETING: Wednesday 10th April 2019 at 6.30pm

Costing details for BMC 1902-25A

Site preliminaries: search for underground services and DBYD <i>Woonona PS is expected to install temporary fencing hire to surround site for duration of installation and ensure a level and clear site (no grass) prior to Moduplay arrival.</i>	300.00
Supply and deliver playground equipment as shown in BMC 1902-25A Price includes standard marine upgrade for coastal location.	15,215.00
Installation of playground equipment	5,050.00
Supply, deliver and install of certified playground mulch <i>Price allows for soft-fall in new area (see plan on following page) to 300mm depth. This price does not include any topping up of existing mulch.</i>	3,100.00
Supply, deliver and install recycled plastic border edging as shown in plan <i>Woonona PS to remove and dispose existing timber border edging, and ensure mulch is pushed away from edge at time of plastic border install.</i>	5,180.00
Sub-total	\$28,845.00
10% GST	\$2,884.50
Total including GST	\$31,729.50
Optional: Minor site preparation and temporary fencing hire	+ \$2,595.00 + GST

Version (A)





WOONONA PUBLIC SCHOOL

P&C MEETING

WEDNESDAY 13TH MARCH 2019

PRINCIPAL'S REPORT

COMMITTEE 2018-2019 AND NEW COMMITTEE 2019-2020

I would like to start by congratulating the outgoing committee of 2018-2019. Your contributions to the students of Woonona Public School are highly important to the wonderful atmosphere within our school. Your friendly, helpful nature made working with you a pleasure and resulted in a highly successful year for the P&C. I sincerely thank you all for your efforts throughout 2018-2019.

I am a big believer that a key component to a successful school is a close working relationship between the P&C and staff. I believe that it is the hard working P&C, led by the wonderful Amanda Hawker that has helped our school create an atmosphere that is based on trust and working together, while always having student success and experiences at the centre of decision making.

To the incoming committee I would like to welcome you to the 2019-2020 Woonona Public School P&C Committee. With the fantastic work of previous P&C committees, you have huge shoes to fill, but with the support of experienced members and enthusiasm, I look forward to what I know will be another fun, enjoyable and profitable year for Woonona Public School P&C.

START TO 2019

It has been a fantastic start to the year, with loads of great activities to get the year off to a busy but enjoyable beginning. In addition to the return of all of our 2018 students we had 81 Kindergarten students begin school and an additional fourteen students begin their schooling at Woonona Public School. These students have settled well into their new school life and are doing a wonderful job in establishing themselves as an important part of Woonona Public School. As reported at the last P&C Meeting, our school continues to grow and with three enrolments this week, we now sit at 600 students!

Many opportunities have come the way of staff, students and parents since the 2019 school year began. Some of the more notable events have been:

- School, District and Regional Swimming Carnivals,
- School Leaders' Induction Ceremony,
- Staff working with Ms Strinic and Mrs Bleeker
- Halogen Young Leaders Day,
- Data Days for all staff
- Dylan Wiliam conference for nine staff
- PLPs conducted for our Aboriginal students and their families

LIBRARY

The library refurbishment project that the P&C have been working towards is slowly taking shape. This term, on Thursday 28th March at 3pm I will be meeting with Andromeda (architect extraordinaire), Julie Lake (Librarian), Ms Strinic, our new President (I hope) and I to discuss the possibilities open to the space. I am keen to see this project come to fruition in 2019 after the hard work and dedication of our P&C to fundraise over many years. We will keep the P&C informed as this takes shape in the coming months.

STAFF WISH LIST

At the previous P&C meeting, I was asked to go back to our staff and create a wish list for 2019. The staff have come back with some suggestions:

- Possibility of an outdoor learning space
- Purchase of technology resources

ANNUAL SCHOOL REPORT 2018

Woonona Public School's Annual School Report will soon be completed and submitted to the Department of Education and uploaded to our school website – by Friday 12th April. This document is a thorough review of 2018 and I encourage parents to take their time to have a read and reflect on the 2018 school year. While I am still new to the school, I believe 2018 was a highly successful year with the school making very pleasing steps towards achieving some of our goals both individually and collectively.

CROSS COUNTRY – FRIDAY, 29TH MARCH

Our school Cross Country Carnival is scheduled to be held on Friday 29th March, with students in Years K-1 to remain at school and run around the flat, while students in Years 2-6 to attend Bulli Park. Notes for the Cross Country Carnival will go home with students this week. Students are encouraged to wear their sports house colours on this day.

PARENT/TEACHER INTERVIEWS

We will again be conducting parent/teacher interviews at the conclusion of Term 1, 2019. These important meetings ensure the lines of communication between school and home are opened early and are spread more consistently across the whole school year. At the moment we are asking our community to ensure that you are signing up to our Sentral Parent Portal (emails have been sent home). If you are yet to do this, please complete the process as a matter of urgency. More information, regarding interview times, will become available in the coming weeks, with interviews planned for Tuesday of Week 10 of Term 1.

UPCOMING EVENTS

The following events are coming up between now and the end of the term:

- 14/3/19 – 15/3/19 – Tim away – State Council Meeting
- 18/3/19 – Rugby League Gala Day
- 20/3/19 – StEPS Vision Test – Kindergarten Only
- 20/3/19 – Years 4 – 6 Online Bullying Program
- 21/3/19 – 22/3/19 – Tim away – ISER Conference
- 21/3/19 – Harmony Day Mufti Day
- 23/3/19 – State Election and P&C Fundraising BBQ and Cake Stall
- 25/3/19 – 5/4/19 – NAPLAN Online Practice Tests
- 29/3/19 – School Cross Country (back up date 5/4/19)
- 2/4/19 – Parent/Teacher interviews
- 2/4/19 – Year 6 Fundraising Cake Stall
- 4/4/19 – K-6 Easter Mufti Day
- 10/4/19 – 6:30pm - P&C Meeting
- 11/4/19 – 11:30am - Easter Hat Parade
- 12/4/19 – Last day of Term 1 for students and staff

Term 2 will begin for staff on Monday, 29th April and for students on Tuesday, 30th April.

I again thank you all for showing a huge interest in the education of the students at WPS.

Tim Fisher
Principal

MINUTES

Canteen / Fundraising Meeting Thursday 28 February 2019

Woonona Bulli RSL

In attendance: Rebecca Griffith, Terri Toneguzzo, Elizabeth Phillips, Jayde Neal

Apologies: Kristie Smith, Andromeda Lembo

Canteen

- Following the last P&C Meeting where we were advised that the Thermomix is fine to use prior to being tagged and tested, it was agreed that once we have confidence in the electrical circuitry in canteen we would get the Thermomix in and get volunteers trained up. To start with we will get volunteers familiar with batching up pizza sauce, Mex Mix, bliss balls (standard offerings), and work towards more uses including burger patties and other bulk items for the term
- Pizza sauce, Mex Mix and muffins to be batched up in bulk to eliminate too many bodies in the canteen. Pizza sauce and Mex Mix batched for a full term, and muffins to be baked on a Monday morning to cover the whole week. When frozen straight after baking the defrost perfectly.
- Term 2 will see the refined menu commence. Requests at the last meeting for a school survey and larger consultation with the school community were considered and discussed at length. As these measures have been undertaken several times in the past with little response, nor any viable constructive feedback, it was decided to move forward this way to ensure we're working towards an easier menu and a compliant one.
- New weekly structure is: Mex Monday/Potato Monday, Pizza Tuesday, Sushi Wednesday, Pizza Thursday, Burger Friday (beef and chicken)
- Standard options will be sandwiches, sausage rolls, chicken chippies and chicken wraps.
- Term 2 will see some menu changes, with Mex Monday becoming Potato Day and Pizza being offered twice a week on Tuesdays and Thursdays (Tuesday: ham & cheese and ham & pineapple. Thursday: cheesy garlic and bbq chicken and cheese.
- A communication strategy for the new menu changes will be drawn up, with communication to begin in Week 8 of Term 1 so everyone has time to adjust, understand, and be ready for it.
- Further to the earlier proposed menu changes, it was agreed that chicken wraps and chicken chippies will remain available daily, but chicken burgers will only be available on Burger Friday.
- New varieties of frozen fruits, such as frozen pineapple, and mini fruit juice cups to be considered so that take up by students is maximised.
- Burgers will consist of meat, cheese, lettuce, and optional sauce
- The benefits of purchasing a vacuum sealer were discussed, as it could help with batching up specific ingredients for the new menu. Rebecca and Terri to look at options and cost.
- We will advertise for cook team members for Term 2, and organise demos with Kay from Thermomix and decide how best to use available recipes for canteen
- Cheat sheets will be updated

- A folder will be compiled with Daily Schedules, to avoid the overwhelm and confusion of the wall of instructions. This folder will have a daily run sheet that will clearly outline the steps for the day. Rebecca to work on compiling this.
- It was also agreed that it would be a good idea to see first hand how other canteen run. Rebecca volunteered to spend a day at Thirroul canteen to understand how they run. Rebecca to contact Thirroul and organise.
- Regarding the new oven, we need to determine the requirement for a range hood and factor this in to our budget.
- Only minutes of canteen meeting to be submitted and discussed at P&C as this often causes meetings to go overtime anyone wanting input into canteen and canteen menu should come along to the canteen meetings held every term to bring their items to the team.
- Canteen communications were discussed, following on from a great deal of negative feedback regarding Facebook posts around volunteering, raffles, etc. Elizabeth Phillips has shared the following guidelines that should be considered with every piece of communication.

Social Media Sharing guidelines

- S:** Is it or could it be read to be shaming someone
- O:** Is it an opinion based post
- O:** Is it over posted or posted on a frequent basis

If YES, then leave it out!

- T:** Is it thoughtful
- H:** Is it helpful
- I:** Is it insightful
- N:** Is it necessary
- K:** Is it kind