

**MINUTES**  
**Woonona Public School P&C Association**  
**Meeting – Wednesday 14<sup>th</sup> August 2019 6:30pm**

**In attendance:** Justin Dixon (JD), Terri Toneguzzo (TT), Marg Nichols (MN), Alison Strinic (AS), Tim Fisher (TF), Tristan Loosemore (TL), Matthew Argæt (MA), Rob Burgess (RB), Andromeda Lembo (AL), Vanessa Mailhammer (VM), Sarah Longhurst (SL), Kristie West (KW), Angelika Wachs (AW), Sarah Longhurst (SL), Nicola Wilkinson (NW)

**Apologies:** Rebecca Griffith (RG)

**Minutes of previous meeting**

Minutes not present.

**Matters Arising from Previous Meetings**

- Signatories on IMB term deposit account
  - RG to sign paperwork at IMB
- Playground Upgrade: Update from Assets
  - Good progress so far, and looking to be completed next week.
  - TF to contact Ryan Park re opening and photo opportunity.
- Outdoor Learning Space
  - Grant closes tomorrow, all under control, thank you AL for organising and publicising.
- New Bike Racks
  - New bike racks have been ordered through Ross Steel City (as BHS used). Getting quote, TF to follow up.
- Library Refurbishment
  - TF met with Lisa Wilkinson from Assets and been put in contact with a painter, carpenter, and carpentry has been approved.
- Curtain for Hall Stage
  - Lisa from Assets said to go ahead with this and she will send through a list of approved suppliers.
- Insurance Amendments
  - Completed and paid for.
- Parent and Staff Survey
  - JD presented the key findings from the parent survey in detail. 75 responses were received, and provide very helpful insights into what parents and staff value, feedback and some great ideas. Positive responses have been received (75 in total). See JD's document for full details.

## Reports

- President's Report
  - Much to be proud of. Much to look forward to.
- Treasurer's Report
  - See Account Reconciliation June and July.
- Principal's Report
  - See report as attached.
- Canteen Report
  - New canteen coordinating team working really well together. However Liz Phillips advised today she can only continue doing the roster for the next 2 weeks.
  - If required, canteen will close when there are insufficient volunteers, rather than putting too much pressure on parents.
  - In light of canteen volunteer shortfall, workload of canteen coordinators, and feedback from parent survey, MN and VM to do a preliminary investigation into employing a Canteen Coordinator (i.e. viability, advantages, disadvantages, risk, and opportunities).
- Uniform Shop Report
  - Square POS has been purchased and installed and is working well. Very positive feedback from volunteers and customers.
  - Kindergarten orientation approaching, will run try on sessions at 9am before 9.45am orientation start.

## Other Business

- Relay for Life (AS)
  - Rob Burgess is going to organise this
- Environment Club (TL)
  - Discussion was held about ways we could support the Environment Club with its herbs and vegetables. It was discussed that it would be hard for the canteen to use vegetables in an already existing menu. It was suggested that they could sell herbs to the parents.
- Request for help from the SRC (AS)
  - The SRC are getting together their priority list and when they do they will ask the P&C if we can help with funding, materials, construction etc.

- Ramp for Gray Street entrance (TF) - This had been put aside until more news about the administration building plans were in place. But due to this not having a time frame in the near future, it should be addressed sooner as it is a need at the school. Discussions around alternatives such as a portable ramp, similar to that used on trains and buses.
- Upcoming grant opportunities (MN)
- The NSW Community Building Partnership 2019 round is currently open, and closes 27 September. Vanessa White has kindly offered to complete the application for the P&C. Options identified are to apply for the Outdoor Classroom (if the My Community Project grant unsuccessful), or partial funding for a Gray Street ramp.
- TF requested the application be for the ramp, as the Administration building refurbishment is not happening in the short term, the ramp is needed, and proposed location is suitable in the long term.
- All agreed to lodge the CBP application for partial funding for the ramp.
- Centrelink registered volunteers (MN)
  - MN presented an overview of the Centrelink recognised volunteers program. The P&C will be a recognised Centrelink volunteer organisation by the end of October. This means some retirees and possibly other single parents/job seekers who are members of our school community could possibly obtain Centrelink payments for volunteering in the school canteen or in other ways. Once registered, information will be communicated to the school community.
  - AS requested that once registered, a summary of the program be provided to staff, so they can identify possible other tasks within the school where volunteers would be valuable.
- Southern Stars Flowers  
P&C approved spend of \$200 for flowers to say thank you to the staff who coordinated the Southern Stars dance troupe.

Meeting closed: 9.05pm

Next meeting: Wednesday 11<sup>th</sup> September 2019, 6:30pm

## **PRINCIPAL'S REPORT**

### **P&C MEETING WEDNESDAY 14<sup>TH</sup> AUGUST 2019**

#### **TERM 3 2019**

Where have the past three weeks gone? Data days, Stage 3 Camp, District Athletics, 100 days of Kinder, Life Education as well as preparation for our Education Week celebration Thursday and our Southern Stars performers on the home stretch to the big day, has certainly made for a busy start to the term.

#### **STAFFING NEWS**

I would like to welcome Mrs Melanie Beckinsale to Woonona Public School as our newest permanent member of staff. In Week 1 and 2 of this term, Mrs Beckinsale was covering Ms Bailey's class. Mrs Beckinsale has now taken up a support role for the remainder of the year, where she will be working with many students across the school.

Ms Strinic and Ms Lake will be taking planned Long Service Leave from Week 6 of Term 2. Ms Strinic will return at the beginning of Term 4 after an exciting trip, while Ms Lake will not be returning until Week 4 of Term 4.

#### **STAGE 3 CAMP**

I would like to congratulate our Stage 3 students on their successful camp in Week 1. Stage 3 had a wonderful time, having new experiences, challenging themselves, working together and building a team environment; all things that are important attributes to being a successful student. I personally attended the camp and I was so impressed by the behaviour and give-it-a-go attitude of our students. This was confirmed by the guides who said that our school was the best behaved group that they had at Berry in a long time. Well done to everyone for being wonderful representatives of our school.

A huge congratulations must also go to Mr Arrighi, Ms Strinic, Mr Arguet, Miss Lambert, Mr Heffernan and Ms Cheney for their thorough organisation and attendance at the camp.

#### **DISTRICT ATHLETICS CARNIVAL**

Week 2 saw the District Athletics Carnival for the North Wollongong PSSA take place at Beaton Park. I was impressed to hear (and see) that all our students who represented our school enjoyed themselves and were great representatives of Woonona Public School. We had some great results over the two day carnival and I congratulate those students who will now proceed to the regional carnival in Canberra, later this term. Great job to everyone involved and a special thanks to Mr McMullen and Mrs Ney their organisation of our students who attended.

## **EDUCATION WEEK 2019**

Education Week was held during Week 3 this term – 5th to 9th August. Our school has chosen to celebrate Education Week however on Thursday 15th August. Education Week is an opportunity for public schools to showcase some of the fantastic things that happen on a regular basis in our schools and to invite our school community to come in to our school. The theme for Education Week 2019 is “Every student, every voice” and I think this is very appropriate, tying closely with our school vision “Learning and Working Together” where staff, families and students work collectively to provide every student with the support to create a positive path in learning and life.

## **PLAYGROUND EQUIPMENT UPDATE**

I am excited to let our community know that work began yesterday on the installation of our new play equipment. It has taken time and great effort to get to this stage and I would like to thank all those involved in the process for your unwavering enthusiasm to get to this point. The installation is expected to take approximately a week. Temporary fencing will be installed in the playground during this time, with some minor modifications and restrictions occurring. It is anticipated that the play equipment will be open to students at some stage next week.

## **WORKING BEE**

With the installation of the play equipment occurring this week, there was a need to hold a working bee last Saturday, to prepare the site. I would like to thank the families who were able to attend. Not only were they able to ensure the area was ready for the installers to attend today, but they also did a great deal of mulching and weeding of our K-2 garden beds which has given the area a huge face-lift. A huge thanks to: John Z, Natalie, Fred and Alex B, Matt, John and Lachlan P, Brendan H, Rob B, Liz P and Joseph D who all did their part for the school. I would also like to give a huge thanks to Justin D for his co-ordination of the working bee. It was a huge success.

## **SOUTHERN STARS**

Prior to the next P&C meeting, Southern Stars will have occurred for 2019. I want to wish our students and staff, who are involved, all the very best. Southern Stars is a huge commitment from staff, students and their families, but the enjoyment everyone gets from being involved is truly worth it – it is an amazing experience and magnificent spectacle! I would like to thank Mrs McLerie and Ms Phillips for their co-ordination and commitment to Southern Stars this year and congratulate our students and their families for what I know will be a long and exhausting, but highly rewarding, few days.

## **UPCOMING EVENTS**

The following events are coming up between now and the next P&C Meeting:

- 15/08/19 – Book Week Parade and Education Week Open Day
- 16/08/19 – Stage 1 Excursion to Powerhouse Museum
- 21/08/19 – 24/08/19 – Southern Stars
- 29/08/19 – Father's Day Stall
- 29/08/19 – Years 2, 4 and 6 – Wollongong Lifeguards Talk

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

Mr Tim Fisher

Principal

Woonona Public School P&C Association

Woonona PS P&C Uniform A/C, Period Ending 30/06/2019

RECONCILIATION REPORT

Reconciled on: 14/08/2019

Reconciled by: Terri Toneguzzo

Any changes made to transactions after this date aren't included in this report.

Summary

AUD

Statement beginning balance.....	26,733.82
Cheques and payments cleared (1).....	-59.40
Deposits and other credits cleared (10).....	4,083.19
Statement ending balance.....	<u>30,757.61</u>
Register balance as of 30/06/2019.....	30,757.61
Cleared transactions after 30/06/2019.....	0.00
Uncleared transactions after 30/06/2019.....	-1,487.15
Register balance as of 14/08/2019.....	29,270.46

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
19/06/2019	Expense		Sweet P	-59.40
<b>Total</b>				<b>-59.40</b>

Deposits and other credits cleared (10)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
03/06/2019	Deposit		Square	210.00
03/06/2019	Deposit			8.00
10/06/2019	Deposit		Quickcliq	187.69
11/06/2019	Deposit		Cash Sale	1,390.00
11/06/2019	Deposit		Square	28.00
17/06/2019	Deposit		Quickcliq	1,332.32
17/06/2019	Deposit		Square	108.00
21/06/2019	Deposit		Quickcliq	354.96
24/06/2019	Deposit		Square	283.34
28/06/2019	Deposit		Quickcliq	180.88
<b>Total</b>				<b>4,083.19</b>

Additional Information

Uncleared cheques and payments after 30/06/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
17/07/2019	Expense		LW Reid	-3,436.06
19/07/2019	Expense		Terri Toneguzzo	-1,736.00
26/07/2019	Expense		Sweet P	-70.40
<b>Total</b>				<b>-5,242.46</b>

Uncleared deposits and other credits after 30/06/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/07/2019	Deposit		Square	134.39
04/07/2019	Deposit		Square	24.52
08/07/2019	Deposit		Quickcliq	11.76
08/07/2019	Deposit		Square	238.38
12/07/2019	Deposit		Quickcliq	562.63
24/07/2019	Deposit		Square	512.07
26/07/2019	Deposit		Quickcliq	194.08
26/07/2019	Deposit		Cash Sale	680.00
29/07/2019	Deposit		Square	53.95

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
02/08/2019	Deposit		Quickcliq	537.15
05/08/2019	Deposit		Square	360.03
12/08/2019	Deposit		Square	446.35
<b>Total</b>				<b>3,755.31</b>

Woonona Public School P&C Association

Woonona Public P&C A/C, Period Ending 30/06/2019

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Summary

AUD

Statement beginning balance.....	62,024.77
Cheques and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>62,024.77</u>

Register balance as of 30/06/2019.....	62,024.77
Cleared transactions after 30/06/2019.....	0.00
Uncleared transactions after 30/06/2019.....	-3,784.42
Register balance as of 14/08/2019.....	<u>58,240.35</u>

Additional Information

Uncleared cheques and payments after 30/06/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
22/07/2019	Expense		Smart Gift Ideas	-2,764.30
26/07/2019	Expense		Crown Concepts	-733.32
26/07/2019	Expense		Moon & Back School Gifts	-473.80
<b>Total</b>				<b>-3,971.42</b>

Uncleared deposits and other credits after 30/06/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
01/07/2019	Deposit		Commonwealth Bank	187.00
<b>Total</b>				<b>187.00</b>



Woonona Public School P&C Association

Woonona PS P&C Canteen, Period Ending 30/06/2019

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Summary

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Statement beginning balance.....	29,800.43
Cheques and payments cleared (5).....	-4,858.73
Deposits and other credits cleared (8).....	6,914.44
Statement ending balance.....	<u>31,856.14</u>

Register balance as of 30/06/2019.....	31,856.14
Cleared transactions after 30/06/2019.....	0.00
Uncleared transactions after 30/06/2019.....	-477.02
Register balance as of 14/08/2019.....	<u>31,379.12</u>

Details

Cheques and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
04/06/2019	Expense		Okuma Sushi Uni	-332.50
11/06/2019	Expense		Okuma Sushi Uni	-291.00
19/06/2019	Expense		Okuma Sushi Uni	-539.50
21/06/2019	Expense		J&L Borgo Pty Ltd	-3,511.73
27/06/2019	Expense		Quickcliq	-184.00

Total -4,858.73

Deposits and other credits cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
07/06/2019	Deposit		Quickcliq	1,244.51
11/06/2019	Deposit		Cash Sale	1,168.05
13/06/2019	Deposit		Commonwealth Bank	83.95
17/06/2019	Deposit		Quickcliq	1,017.72
21/06/2019	Deposit		Quickcliq	1,153.48
27/06/2019	Deposit		Cash Sale	300.00
27/06/2019	Deposit		Cash Sale	973.35
28/06/2019	Deposit		Quickcliq	973.38

Total 6,914.44

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17/07/2019	Expense		J&L Borgo Pty Ltd	-3,216.99
19/07/2019	Expense		Terri Toneguzzo	-377.92
19/07/2019	Expense		Terri Toneguzzo	-75.65
22/07/2019	Expense		Vanessa Mailhammer	-425.00
23/07/2019	Expense		Southern Sweet Distributors	-158.30
26/07/2019	Deposit		Cash Sale	-892.75
06/08/2019	Expense		Okuma Sushi Uni	-183.50

Total -6,063.56

Uncleared deposits and other credits after 30/06/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
08/07/2019	Deposit		Quickcliq	1,328.17

DATE	TYPE	REF NO.	PAYEE	AMOUNT (AUD)
26/07/2019	Deposit		Cash Sale	892.75
26/07/2019	Deposit		Quickcliq	768.38
02/08/2019	Deposit		Quickcliq	1,218.39
09/08/2019	Deposit		Quickcliq	1,378.85
Total				5,586.54

Woonona Public School P&C Association

Woonona PS P&C Uniform A/C, Period Ending 30/06/2019

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Woonona Public School P&C Association

Woonona PS P&C Canteen, Period Ending 30/06/2019

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