

**MINUTES - DRAFT**  
**Woonona Public School P&C Association**  
**Meeting – Wednesday 8<sup>th</sup> May 2019 6:30pm**

**OUR PARENTS AND CITIZENS ASSOCIATION (P&C) BRINGS PARENTS STAFF  
AND OTHER MEMBERS OF THE COMMUNITY TOGETHER, TO ADVANCE THE  
BEST INTERESTS OF OUR GREAT SCHOOL AND ITS STUDENTS.**

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**PRESENT:** Alison Strinic, Brendan Hawker, Andromeda Lembo, Terri Toneguzzo, Rebecca Griffith, Justin Dixon, Marg Nichols, Kris West, Angelika Wachs, Amanda Bleeker, Emma Phillips

**APOLOGIES:** Tim Fisher, Maryann Bransdon, Rob Burgess, Kristy Smith, Jayde Neal, Elizabeth Phillips, Kate Raynor

**MINUTES ACCEPTED FROM PREVIOUS MEETING:**

Rebecca Griffith and Justin Dixon.

**MATTERS ARISING FROM PREVIOUS MINUTES:**

1. **Signatories:** Signatories on the IMB term deposit are yet to be changed. Marg will initiate change of signatories when she can.
2. **Playground Upgrade:** All paperwork has been signed and is with Department of Education Assets Management Unit (AMU). The deposit invoice is also with AMU for payment. If all OK with AMU, Moduplay will proceed with the agreed 12-week plan. Noted that because the quote was in excess of \$30k it had to go to the AMU, but they don't require additional quotes. Once a project goes to AMU, it becomes their project – we will have no more input. Assets will also insure the project. Alison to check on progress with AMU next week.
3. **Outdoor Learning Space: Grant update**  
We are applying for the My Community Project Grant for other full quoted cost of \$35,948, and the application is due by 15 May 2019. It includes a public voting element and voting opens on 15 July 2019. We need an applicant (Andromeda) and a sponsor (the P&C or school). We will need to publicise the initiative and encourage voting within the school and community. Vanessa White has been very helpful in assisting. Design being submitted is for grant application purposes only at this stage.
4. **Library Refurbishment**  
No update. We will need to consider storage, etc. for books, etc. during the works. Mrs Lake is away end of T3 (4 weeks) and start of T4 (2 weeks). Brendan Hawker raised a concern that if we start work will we be doing anything that would end up having to be undone. Alison

explained the project and that that scenario is unlikely. Invited Brendan to get more involved if he would like.

**5. Terri: Budget to monitor past and projected expenditure**

Nothing to update.

**6. Staff uniforms**

Staff have been wearing the donated polo shirts and feedback is good.

GENERAL BUSINESS

**1. P&C Mission: What is the purpose/mission of the WPS P&C? Small group brainstorming activity.**

The group participated in a team exercise/brainstorm session and shared a snapshot of what they came up with. Marg Nichols will compile the feedback.

CORRESPONDENCE

P&C Bulletin, bank statements, fundraising letter.

REPORTS

**1. President's Report**

Marg asked us to remember to thank, include, and be mindful and respectful of everyone in the greater school involved/affected in some of our projects (GA's, OOSH, teaching staff, admin staff etc.) in all that we do. Communicate and be positive.

Grant news. We applied for the BlueScopeWIN Community Partners Program. We applied for \$15k but received \$1,500 for the playground upgrade, which is still a great outcome. We will recognise the BlueScopeWIN Community Partners Program in the school newsletter and at the opening of the new playground.

**2. Treasurer's Report**

See attached report.

Rebecca Griffith to get a prepaid Visa card for canteen use.

Uniform shop will soon accept credit/debit cards payments in addition to cash/cheque which is currently accepted for shop sales.

Rebecca Griffith to donate Square reader for uniform shop.

Transactional fees with Square are lower than QuickCliq. The Uniform shop is happy to absorb the fees for transactions and not pass them on to customers. Initially Terri only will process card payments in the shop until it's all working and in good order. Uniform shop volunteers will be fully trained. Brendan Hawker raised the option of the buyer paying the fee, but Terri and others explained the reasons why the Uniform shop will cover, for now at least. Terri will open an account with Square.

*Motion: To create an account with Square for receiving card payments, and use the donated Square reader, and if not suitable to purchase one reader and dock for \$98 total.*

*Proposed: Terri. Seconded: Rebecca. Vote: Passed*

### **3. Principal's Report**

Canteen electrical - An electrician was called in to check the wiring in the canteen, and he has advised that he doesn't see any wiring issue, but will send through a final report. Alison also mentioned that as the canteen is a school building it's not the P&C's responsibility to pay for electrical works, etc., nor the disposal of the old oven.

Use of school equipment - Terri asked about P&C use of school facilities and equipment, such as BBQ gas bottles. It was agreed that practice should be to return items as you received them.

Environment Club – Tristan Loosemore is wanting to get Environment Club moving, with the proposed idea of no bins in school so all rubbish goes home, or kids bring rubbish free lunches to school. Discussion centred around potentially having a bin free day once a term to build up, but for green waste, the problem with composting is that we would generate so much and we would need to have a use for it. Tristan liked the idea of a bin free day once a term, however the backlash in the media after some Sydney schools that did this was unfavourable. The school will now wait and ensure that the school community is on board before moving in this direction. Rebecca proposed aligning it with World Environment Day as a wider starting point. There is also a need to consider canteen packaging too.

P&C Representative on Merit Selection Panel – Amanda Hawker has previously held this position and is this week on the panel interviewing candidates for a new permanent classroom teaching position. Alison emphasised it is a demanding role and thanked Amanda via Brendan Hawker.

Alison briefly outlined the merit selection panel process and setup. Tim Fisher will outline the responsibilities and election process for the P&C representative/s further at the June P&C meeting. If any P&C member wants to be trained to hold this position on the panel, the opportunity may/will arise. Tim Fisher will explain more at the next meeting.

The new position will be announced in the next week or so.

### **4. Canteen Report**

The canteen drinks fridge needs new castors. They have been purchased and Justin will be installing them, as well as looking at several 'general maintenance' jobs in canteen and uniform shop.

Terri has ordered extra shelves for the new oven and they will be delivered soon.

The new menu is getting good feedback from parents, students, and volunteers.

## 5. **Uniform Shop Report**

See attached report.

## 6. **Fundraising Report**

Approximately \$870.00 profit was generated from the Hot Cross Bun drive.

Mother's Day stall is ready. Jayde ordered all the gifts this year and they're great.

*Motion: Terri requested an additional \$30 for purchases for the Election BBQ.*

*Proposed: Terri. Seconded: Rebecca. Vote: Passed*

## 7. **Working Bee Report**

Justin Dixon outlined the purpose of a Working Bee committee who will manage projects while working with the school, GAs, etc. The playground surrounds is main project at the moment, but there's merit in gathering names of parents who want to be involved. Justin will be available every second Friday to talk to the GAs and build a relationship with them. Justin will also manage smaller, adhoc jobs that need addressing.

Justin will contact Bunnings to seek assistance with the playground project. We will need a letter from the school, or the P&C endorsed by school, addressed to Bunnings requesting assistance. Justin will draft a letter for review by Alison. Marg asked if this makes us exclusive with Bunning or not, and Justin was unsure but he will look in to it.

Andromeda suggested promotional packages for other suppliers, if we can do this alongside whatever agreement we have with Bunnings.

The query raised at the last meeting regarding the use of treated pine was looked into and discussed, and Justin advised that we will only use endorsed/approved products as treated pine is not advisable for playgrounds. There will be a small price increase but it's manageable. We will take the avenue for best practice where financially viable.

## OTHER BUSINESS

### 1. **Playground Landscaping Design presentation (Andromeda Lembo)**

Andromeda presented the new playground landscaping design. Staff and parents in attendance were overwhelmingly positive. Staff will also be shown the plan at the next staff meeting. Neil Targett (Anthea Watson's husband) has helped with reviewing and planning the drainage, and they are currently trying to find plans for services, with the assistance of Eric (GA), who believes that they are available somewhere.

### 2. **P&C Logo proposition (Marg Nichols)**

Marg Nichols raised the idea of developing a P&C logo to help identify us, but still link us to the school. We will re-address at the next meeting. Everyone was in favour of exploring options.

### 3. **Insurance (Marg Nichols)**

Marg outlined the P&C's existing insurance coverage and proposed a change, with the existing insurer (Andrews). Marg's recommended to change to Package 1 (PAC1), plus additional cover for property based on agreed asset value) – PAC1 includes Cash & Property, Voluntary Worker Accident Cover and Director and Officers cover. See attached slide for comparison of existing and proposed cover, and benefits resulting from the change.

No P&C asset register exists at present. Terri to create an asset register and calculate the actual value and value to be insured.

*Motion: Marg proposed the P&C insurance policy be changed when practicable (and before any major working bees) from the existing to Standard Package (PAC1), with additional property cover based on agreed P&C asset value.*

*Proposed: Marg. Seconded: Justin. Vote: Passed*

### 4. **Timing of communication of events (Rebecca Griffith)**

Rebecca raised a concern of another parent about short notice for certain events and how it made it difficult for working parents to attend. It was discussed that the school tries very hard, and through the various communication channels, sufficient notice is given to parents, but agree that we can't reach, nor satisfy, all parties.

### 5. **Ocean Plastic Patrol (Kris West)**

Kris West discussed an initiative that the Village GP owners have setup, called The Ocean Plastic Patrol Group, who collect plastic from beaches. They have several local area groups and parents in the Woonona/Bulli area keen to get a group setup. It was agreed that this is not necessarily a school initiative, but Kris was welcome to promote it on the Facebook group and the school newsletter. Kris to draft a post for approval.

MEETING CLOSED

8:55pm

NEXT MEETING

Wednesday 12 June 2019, 6:30pm

**Woonona Public School P&C Meeting**  
**Wednesday 8 May 2019**  
**Presidents Report**

**Role and priorities of the P&C**

Thanks for taking part in the small group brainstorming activity, thinking about:

- Why does our P&C exist, and
- What do you want from the Woonona Public School P&C?

Hopefully some useful discussions occurred around whether we are mainly a social, educational, advisory, service providing, or fundraising body, and what this looks like in practice.

As mentioned at the last P&C meeting, this activity is one step in clarifying what our purpose or mission is, so we can let this guide all our efforts.

Later in term 2, we plan to survey our whole parent community. The survey will include a question about their ideas and wishes about the purpose and activities of the P&C.

The information gathered above will be used by the P&C Executive to formulate a draft purpose/mission statement for discussion, debate, and agreement at a future P&C meeting.

**Working together with all stakeholders**

During our various P&C activities, we share the school "space" closely with many different stakeholders – teaching staff, administration staff, general assistants, students, OOSH and more.

For example, the administration staff are always a huge help to me, Mrs Bleeker has been extremely accommodating in allowing the us to use her office on multiple occasions, the GAs have investigated drainage for Justin. Everyone is great and accommodating and we are thankful for their support. Don't worry – there are no big issues – but with a lot of activity at times, and some upcoming projects (eg. working bees), this is just a gentle reminder not to presume upon anyone - always ask first. If we continue to be mindful of the stakeholders and their goals, needs and pressures, and communicate well, I know we can work together in a great way!

**BlueScopeWIN Community Partners program**

The BlueScope WIN Community Partners program have awarded us \$1,500 toward our playground upgrade project!! This is a portion of the \$15,000 grant applied for, but is a great result nonetheless.

The P&C will recognise their generous contribution through the P&C newsletter, social media and at the playground grand opening.

**Conclusion**

Thank you everyone for your hard work and contributions over the past month and in the month ahead, and also for participating in, and sharing your ideas at our meeting tonight. It is valued!

**Marg Nichols**

**P&C President**

## 1. Treasurer's Report

- Greater Term Deposit still to be arranged for transfer.
- Access to the Events Float in the school safe for Mothers Day Stall on 9/5 has been requested and confirmed
- Uniform Account balance as at 30/4 is \$26447.89, with \$15000 needed for running costs.
- General Account balance as at 30/4 is \$38,478.67, with \$25,000 allocated to playground.
- Canteen Account balance as at 30/4 is \$30178.00 with \$15000 needed for running costs.
- Greater Bank Term Investment \$50,000.00. Allocated to School Library renovations.
- All accounts have been reconciled. Reports attached.

### **Treasury Tasks 2019:**

- Encourage all members of the school community to understand the state of the association's finance so that the school community has understanding and confidence in the P&C operations.
- Ensure that the association and subcommittees follow appropriate financial management procedures.
- Prepare annual P&C budgets (with assistance of others).

### **Prepaid Debit Card for Canteen:**

Card will be purchased by Rebecca Griffith before 13/5 with \$20 credit. Additional \$380 will be transferred.

### **Accepting Electronic Payments**

For many years, electronic payments have been requested in the Uniform Shop as well as at P&C Fundraising events. I have been researching many different options suitable for the Uniform Shop and P&C for electronic payments as well as the option to use a POS system for inventory control.

Square was found to be the most versatile for our needs and with the most competitive rates. Compared with bank provided EFTPOS machines or other card readers or POS apps. Square's processing fee is 1.9% per tapped, inserted or swiped transaction and 2.2% for each paid Square Invoice or 2.2% for manually entered payments and payments through the Square eCommerce API or Virtual Terminal.

Cost of reader = \$59, Cost of dock = \$39

*Motion to create account with Square for receiving payments, and to purchase one reader and dock for \$98 total. Moved: Terri. Seconded: Marg. Motion carried/lost.*

## **1. Uniform Shop Report**

- Policy creation documents, no further development. Terri will compile the Minutes and actions. Terri and Sarah will meet on Friday to discuss Sarah's findings on possible uniform improvements.
- Tunics have arrived and have been paid for.
- Staff polos have been donated and well received.

## **2. Fundraising Report**

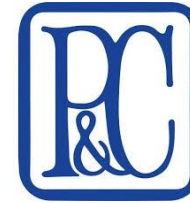
- All went smoothly with Hot Cross Bun delivery. Lots of helpers, all orders were delivered by recess.
- Mothers Day Stall will be on tomorrow. Teachers should have run sheet of times. As usual we have a lot to get through the hall in little time.
- Election BBQ #2 18/5 communication has been sent out and signup created online. Have requested a fundraising price from Bakers Delight for bread and bread rolls. I will need an extra \$30 on top of the \$375 already approved for BBQ2.

*Motion to spend an extra \$30 on loaves of bread for Election BBQ2. Moved: Terri.*

- Trivia Night - Friday week 9. Andromeda to arrange date with WHS.



# Insurance cover



## Current

Package 3 - \$502

- Public Liability \$50 million
- Cash & Property \$20,000
- Fidelity Policy \$10,000

Annual cost \$502

## Proposed

Package 1 - \$390

- Public Liability \$50 million
- **Voluntary Worker Accident Cover \$60,000**
- Cash & Property \$5,000
- Directors & Officers cover

**Plus:** additional cash & property - \$15 per \$1,000 covered.

Annual cost \$690 (with \$20k cash & property)

## Benefits

1. Voluntary Worker Accident cover – numerous benefits for injuries sustained while the person is engaged in voluntary work for the P&C (but where P&C not legally responsible)
2. Required for our P&C to be eligible for “Centrelink recognised volunteers”