

GENERAL MEETING MINUTES
Woonona Public School P&C Association
Meeting – Wednesday 11th September 2019 6:30pm

ATTENDEES:

Tim Fisher, Amanda Bleeker, Emma Phillips, Andromeda Lembo, Terri Toneguzzo, Justin Dixon, Marg Nichols, Maryann Bransdon, Sarah Longhurst, Jayde Neal, Vanessa Mailhammer, Belinda Jones

APOLOGIES:

Rob Burgess, Rebecca Griffith, Kris West

MINUTES ACCEPTED FROM PREVIOUS MEETING:

July General Meeting Minutes
August General Meeting Minutes

MATTERS ARISING FROM PREVIOUS MINUTES:

1. Account signatories

Bec Griffith to attend IMB to change on term deposit, in order to access term deposit funds required for library upgrade.

2. Playground upgrade

Completed! Official opening with Ryan Park occurred on Monday, where all the contributors were acknowledged.

Tim reported that playground area has been extremely popular and extremely well received by students in all stages, including stage 3. It is great investment in all the students of our school. Invoices have been approved and paid by school, and will contact the P&C for reimbursement when ready.

Marg agreed to send a thank you to Moduplay for their professionalism and patience throughout the process. Marg acknowledged that almost everyone in our school community has been involved in getting this project completed from beginning to end – teaching and admin staff, students, parents, government and businesses.

3. Outdoor Learning Space

My Community Project grant application was unfortunately unsuccessful, although very close. The winning projects were good projects. A lot of people in our community did vote for our project, despite the difficult voting process. We are very grateful for all support.

Further discussions will occur in future to determine whether an Outdoor Learning Space is a priority project and whether to apply for a grant in future, or consider other options.

4. Library Refurbishment

Packing up all the books has commenced. Tim outlined the expected timeframe: painters starting next week (2 weeks), carpenters (2-3 weeks), carpet (2 days)- P&C funds will cover this cost. Tim highlighted the need for new bookshelves, which will be covered by school funds.

5. New Bike Racks

All acknowledge there is an urgent need. Insufficient space for bikes at present, and want to encourage students to ride to school. Sourcing additional racks has been difficult and frustrating. Potential supplier Steel City Cycles has not come back with quotes. Alternative suppliers for a quality product need to be found.

Action: Justin to speak to Spearmans Cycles and send quotes to Tim

6. Hall Stage Curtains

No progress due to many other projects taking priority, and electrical fire issue in the hall. Sarah Longhurst has the skills and offered to make these based on the requirements provided by the school. P&C agreed in principle to cover the material costs.

Action: Amanda Bleeker/Alison Strinic to liaise with Sarah Longhurst to work on specifications and provide quotes when ready.

7. P&C Survey

Marg gave an update on analysis of the survey. Further work required to analyse and compare/contrast the parent and staff results, and then communicate the results to staff and parents.

8. Preliminary Investigation – Paid Canteen Coordinator option

Little progress to date. Marg and Vanessa will speak to Waniora Public P&C and their (paid) canteen coordinator to learn more. Will meet, research further and prepare a paper to present at the next P&C meeting.

Action: Marg and Vanessa to research the viability of employing a Canteen coordinator at the WPS Canteen

9. Relay for Life

Initiated by staff. Thanks to Rob Burgess who has registered and for coordinating. Tricky time as it falls at the end of the school holiday. A good opportunity for families to connect with each other, which was a theme in the P&C survey results.

10. Request for help from SRC to the P&C – Outdoor Libraries

Emma Phillips gave an SRC update. SRC previously did a lot of fundraising. This year, trying to scale that back, and instead do a range of things. Students are learning that things don't happen overnight. Students learning a lot of skills and they don't even know they are learning.

Year 6 SRC reps went to leadership training Russell Vale, Woonona East, Woonona High and WPS – combined fundraiser Kids Wish and RSPCA.

Emma presented a wonderful letter from the children on the SRC outlining their outdoor library idea, example images, the purpose, requirements.

P&C were thankful to be asked, and agreed unanimously to support this request. Marg will write a letter in response. Justin has skills and is willing to build the outdoor libraries, based on students' design. Varying designs and materials were discussed. Next step is for the SRC to work out a design and create drawings, and coordinated by Emma, will meet with Justin.

Another project the students want is two bright buddy benches, and future plan to write to Bunnings for these.

Motion: To pay for materials for construction of the two outdoor libraries and buddy bench up to the value of \$2,000. Moved: Andromeda, Seconded: Terri. Motion carried.

Action: Marg to respond to SRC letter. Justin to meet with SRC to determine design and construction.

11. Grant Applications

Vanessa White has written a grant application for the NSW Community Building Partnership 2019 for partial funding for a ramp at the Gray Street entrance. Grant application is for \$20,000. Total indicative quote is \$46,000. Tim agreed that school will cover the balance if required, as it is a huge need for parent with prams, scooters, bikes etc. When the admin building is refurbished, the ramp location will remain suitable. Andromeda is going to make a small video in support of the ramp application.

Landcare grant – Tristan Loosemore is planning to apply. Marg to look into whether we should also apply.

CORRESPONDENCE

The school Administration office has sent request for P&C information for inclusion in Kindy orientation pack.

One person from P&C is requested to provide a brief overview of P&C at the Kindy orientation assembly, and point to info provided in packs.

Tim gave an update on enrolment numbers, one new demountable required, location to be determined. Total school numbers expected to plateau in a few years.

Action: Marg and Terri to coordination information for inclusion in packs and provide to office.

REPORTS

1. President's Report - Marg

P&C is committed to being transparent to parents and staff. Marg presented a 1-page snapshot of YTD fundraising, project spend and funds available. Agreement the fundraising and spend information useful. The funds available information led to discussion around how much should be spent or kept in reserve, what are the priority items, the need for a wish list from staff, parents or others. This should occur in early 2020. Information also useful in setting fundraising priorities.

2. Treasurer's Report - Terri

- Financial reports presented.
- Uniform Account balance as at 31/8 is \$ 28,886.24
- General Account balance as at 31/8 is \$62,817.05, including funds to be transferred for playground.
- Canteen Account balance as at 31/8 is \$ 35,678.85
- All accounts have been reconciled. Reports attached.

3. Principal's Report - Tim

Report was written, but then lost on Tim's PC just prior to the meeting. Most of the information contained was already reported in the school newsletter . Topics covered:

Education week Open Day, Southern Stars (amazing effort by all and phenomenal exciting event, students a pleasure), Regional Director Awards, Father's Day stall, Bunnings BBQ.

Tim explained the enrolment in-area / out of area enrolment rules by the Dept of Education, which are being enforced strictly. Tim explained the reasons behind the rules, and examples where exceptions may be possible.

4. Canteen Report - Vanessa

Environmental Initiatives - A number of environmentally friendly initiatives have been introduced by Shanti, such as increased recycling, use of Bio cups and less packaging. Tristan Loosemore/Christine from OOSH is looking into getting on-site recycling bins. Agreed it would be good to communicate these initiatives to parents and students.

Collecting bread ties for artificial limbs, furniture and wheelchairs. Hoping to become a collection point for students to bring in from home.

Rostering systems – looking to go online for example SignUp, so parents can choose their days and have control, also receive reminders. Trial to be started in Term 4.

5. Uniform Shop Report - Terri

- SquareUp going very well, and reduces trips to the bank which is helpful
- Currently preparing for Kindy Orientation

6. Fundraising Report - Terri

- Father's Day Stall
- Bunnings BBQ
- Entertainment Books – Have recently become aware from the office of negative feedback about printed entertainment books this year and prior years. Do sell quite a lot. Profit 2020 \$1,000. \$768 sold to date 2019 (two-thirds digital). Due to feedback received and extra effort required, consider digital-only in 2020.
- Trivia Night – only 6 tables sold to date, but aware people are usually last minute. Will go ahead regardless. Goal is more about fun than fundraising. Sponsorship packages have all been sold total value \$2,200. The range of prizes have been chosen. Tim to check with WHS re risk assessment.

Motion: To spend the \$2,200 sponsorship money on prizes and supplies for the Trivia Night.

Moved: Terri, Seconded: Justin Motion carried.

7. Working Bee Report - Justin

- Met with Tristan Loosemore last weekend and delivered soil for Environmental Club gardens. Together did a walkaround to identify other opportunities, other needs.
- Need to come up with a respectful and coordinated program/effort with the school, GAs (Sue and Eric), OOSH to align with the school's needs, students' needs, and the programs already in place by the GAs. Need to meet, particularly with Sue (gardening expert, with plans). Justin hoping to meet with Sue in effort to coordinate. Justin presented aerial photos of the school that may assist in future masterplanning of gardens and outdoor spaces.

- Playground – landscaping surrounding will be muddy if rains. School plans to turf during the Christmas holidays. Landscaping plans – response to request for donated supplies underwhelming, so P&C may need to commit to funding to materials to complete.

Action: Justin to meet with GAs to discuss school landscaping opportunities and needs, including the playground area.

GENERAL BUSINESS

School Photos

Belinda presented a proposal that school photos be scheduled much earlier in the year, and also that the school consider the company used.

- The school photos next week are late in the year. Changing to early in the year (eg Term 1) is better, so (for example) parents can see who is in the class. Belinda has had similar wfeedback from a number of parents.
- 'The School Photographer' was presented as an alternative supplier to MSP

Discussion occurred around advantages and disadvantages and impact on Kindy photos. As a large school, we would have leverage when negotiating price and terms. All agreed timing would be better to have in Term 1.

Action: Tim to look into bringing the school photos early in the year, and review supplier options.

MEETING CLOSED

8:56pm

NEXT MEETING

13 November 2019, 6:30pm

Action List

Topic	Action	Person
Account Signatories	Change IMB Bank Signatory	Bec Griffith
New Bike Racks	Seek quotes Spearman Cycles and send to Tim	Justin Dixon
Hall Curtains	Agree on specifications with Amanda/Alison and provide quotes when ready.	Sarah Longhurst
Canteen	Research the viability of employing a Canteen coordinator at the WPS Canteen	Marg Nichols & Vanessa Mailhammer
Outdoor Libraries (SRC Request)	Respond to SRC letter.	Marg
Outdoor Libraries (SRC Request)	Meet with SRC to determine design and construction.	Justin
Upcoming Kindy Orientation	Coordinate information for inclusion in packs and provide to office.	Marg & Terri
Working Bees	Meet with GAs to discuss school landscaping opportunities and needs, including the playground area.	Justin
School Photos	Look into bringing the school photos early in the year, and review supplier options.	Tim