



WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION INC.



MINUTES

General Meeting - Monday, 14 May 2018

Attendance and Apologies

Committee (5):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Justine Bourke (Treasurer), Rebecca Reilly.
Members (7):	Dale Tomes, Georgina Thomsen, Jayde Fulton, Emma Kate McGuirk, Vicki Gwilliam, Felicity Matosevic, Marko Matosevic.
School (1):	John Manders.
Apologies (6):	Karen Carmody, Jill Hayes, Meg Ferguson, Ellen Laenen, Tamara Haitsma, Stephanie McAlister.

1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.02pm. Apologies were noted as above.
- Jason provided an overview of the Minutes of the previous meeting, noting actions either completed or for discussion at this meeting. The minutes were then confirmed.

Action: Jason to update posting of Minutes to the P&C website.

4. Treasurer's Report

- Justine tabled a report (Attachment A), and noted that the handover from Scott was complete, including updating bank access. The Committee acknowledged Scott's work in transition.
- The group noted the significant surpluses generated from recent activities, and the generous quarterly gifts of the Canberra Southern Cross Club.
- Marc noted that annual return submission was in progress, and Justine noted the insurance survey was almost complete.

4. Community Activities and Engagement

- The group noted Georgina's report (Attachment B) that the Ride2School Day Breakfast held on Friday 23 March was very popular. The group agreed to hosting a second Ride2School Day Breakfast on Wednesday 24 October (Term 4 Week 2).
- Emma Kate reported on the success of the annual Trivia Night held on Friday 23 March, with the largest number of attendees in some years and a surplus of close to \$1,500.
- The group noted Jill's report on Wednesday 4 April's School Lunch which included over 330 lunch orders, and were pleased with the feedback from the kids and the \$752 fundraising surplus.
- The group noted Ellen's report (Attachment C) on the Mother's Day stall of 9/10 May, which featured a record number of volunteers, generated a surplus of around \$1,693 and helped make a lot of kids and mums happy. Marc noted that expectations were high for the Father's Day stall, scheduled for Wednesday 29 August.

- The group looks forward to the first School Disco of the year, on Friday 1 June. Tickets would remain \$4/child, or \$12 per family. The group thanked Bianca in advance for coordinating.
- The 2018 Murder Mystery night was scheduled for Friday 7 September (Term 3, Week 7), noting Book Week is Term 3 Week 6. The committee looks forward to whatever enigmas Emma Kate cooks up this year.
- John confirmed out of session that rides had been booked for the 2018 School Fete on Sunday 18 November (End of Week 5, Term 4). The Fete Sub-Committee would soon look to meet out of session.

5. Clothing Pool Update

- Nil to report. “No news is good news.”

6. Principal’s Report

- John thanked everyone for their continued interest in the school. The recent Athletics Carnival and Cross-Country were very successful, a testament to the exceptional effort and attention to detail of Mrs Fenson. Ribbons would be presented at this Friday’s assembly.
- On staffing, John noted that Mrs Pommer would be departing on maternity leave, and welcomed Sally Hunt to the school. Greg Chapman would soon be taking on Kel’s BSO role, and is showing lots of enthusiasm. Taking a question from the floor, John noted he was progressing the appointment of teacher to provide French to Years 3-6.
- John hoped that parents had noted the holiday work to put double-glazing on the kindy building. This had resulted in the main door becoming difficult to open, which was being repaired.
- John noted that surveyors and a civil engineer had recently visited the school to progress the landscaping and possible carpark design. John noted the prospective carpark would not be on Bilson Place. Taking a question from the floor, John agreed that there would likely be a role for parent labour (aka working bee) as the landscape plan moved forward.
- John reminded Year 6 and Pre-school parents that enrolments for 2019 were now open. WHPS Pre-school students are automatically enrolled in WHPS Kindergarden, but the school welcomes any advice to the contrary.
- Teachers are currently focusing on evidence and data gathering as they prepare for Semester 1 reporting. Parent-teacher interviews will be during Term 2 Week 9, and will focus on student goals. Questions on assessment are always welcome to teachers and John.
- John noted the first 50 point rewards were being achieved in the school’s PBL/E-praise program. Taking a question from the floor, John noted that parents can look at their child’s account using their student code (known by most students, as its used to login to the Chromebooks) and password (likely ‘pass’ or ‘password’).
- John invited the Committee to consider donating a new greenhouse to the environment centre. The original ‘plastic bottle’ greenhouse has passed its use-by date. The group agreed to look at quotes to be sourced by Vicki Gwilliam.

Action: Vicki to source quotes and pass onto Marc for the Executive’s consideration.
- Taking a question from the floor, John noted that the purchase of the 3-D printers included a generous supply of consumables and a three year maintenance arrangement.
- Taking a further question from the floor, John noted the Rostum timelines are external to the school, and it wasn’t the intention that children feel they ‘had’ to do work during the school holidays.

7. Any Other Business and Open Mic

- The group discussed the interest between teachers and parents to ‘have a go’ at a school musical involving students from Year 1 to Year 4. The musical would be part of drama curriculum for many classes. The musical is currently in planning – details forthcoming - and may involve a request to the P&C for a small amount of funding. Stephanie provided a brief outline out of session, as at Attachment D.
- The group discussed the provision of a drink bottle station on the senior side, however John noted that the station on the junior side was a one-off provided to many schools, and the cost of installation of a second would be substantial.
- Georgina invited interest in holding a school-wide plate fundraiser, following the success in the Pre-school.
- The group discussed the strong level of engagement with the parent’s Facebook group, both for day-to-day questions like ‘what’s happening at school this morning’ through to more fulsome discussions of safe parking around the school. The particular value of the group was that it was a ‘bottom up’ communication tool, in contrast to the school newsletter and other mechanisms. Jason agreed to arrange additional administrators for the group, provide some material to further promote its use via the newsletter, and to investigate making use of the events function.

Action: Jason to look at enhancements for the Facebook group .

6. Close and Next Meeting

- The group agreed to the following dates for next meetings:
 - Monday 18 June (Term 2, Week 8)
 - Monday 6 August (Term 3, Week 3)
- Marc closed the meeting at 8.10pm.

Attachment A: Treasurer's Report 14 May 2018

WHPS P&C TREASURER'S REPORT

14 May 2018 Meeting

1. Financial Statements

The bank account reconciliation is below.

2. Comments

The balance of the P&C **Main account** as at 14 May 2018 is **\$74,915.60** up from \$69,326.31 as at 19 March 2018 P&C Meeting.

The balance of the P&C **Clothing Pool account** as at 14 May 2018 is **\$4,326.26**, down from \$4,658.54 as at 19 March 2018 P&C Meeting.

Significant financial transactions in the main account since the 19 March 2018 meeting were:

Income

Mother's Day Stall cash deposit (note: takings from stall, reimbursements not finalised yet)	\$2,875.70
Special Lunch cash deposit	\$752.75
Canberra Southern Cross Club direct deposit	\$1,552.20
Trivia Night cash deposit	\$1,490.25

Note: interest is approx. \$17.50/month

Expenditure

Contribution to McCann Properties for Easter Fair	\$1,000.00
Ride to school reimbursement	\$116.80

3. Outstanding Items

Reimbursement for Mother's Day Stall - approx. \$116 left to reimburse

4. Commitments

Nil

5. Notes

Mother's Day Stall: Deposited \$2,875.70; Expenses \$1,182.25; Expected profit = \$1,693.45

Special Lunch: Lunch order profit \$400.35; over counter sales \$352.40; profit = \$752.75

Trivia Night: profit = \$1,490.25

6. Other Business

Nil

Attachment B: Ride2School Report

TBC

Attachment C: Mother's Day Stall Notes

Below is a quick debrief of the recent stall. Justine has already counted and banked the money so will be able to fill in any blanks.

- Stall went very well with an all-time record number of helpers (and profit). Karen Altpere and Kathryn Matthews organised it with me - with Karen doing the bulk of the buying and crafty things so credit definitely should go to her.
- Surprisingly, the expensive stuff (\$5 in particular) was incredibly popular - and the \$1 stuff was a bit hard to move even though most of the cheaper items were much better quality than the last couple of stalls. Usually we struggle to sell the expensive stuff and the \$1 is most popular. Am wondering whether this is because adults were helping the little kids more so they weren't all glommed onto the first table they saw? We ran out of \$5 very quickly. I only purchased 60 x \$5 items this time as usually they don't sell - but will need to have more available next time.
- By recess the day after - there was nothing available over \$3, and all the good stuff was basically gone so it was slim pickings.
- We would have run out of items on the day if we had not received a large number of donations from the WHPS community.
- We used our entire budget of \$1200 and purchased almost 1500 items, with approximately another 100 quality items donated. There were no perishable items left over, and only about 50 or so \$1 items - so nothing that can be really 'contribute' to our quota required next year.
- Next year I hoping to request for a slightly larger budget to purchase/make more items as the school is growing - along with the amount of money being spent.
- Profit (based on quick chat with Justine) I think is somewhere close to \$1600 or \$1700... compared to \$1100-1200 of previous stalls.
- We all enjoyed doing it!

Ellen Laenen

Attachment D: Proposal for School Musical

I have offered to direct a musical for the school, to be performed at the end of Term 3. To do this I will need help from the parent community. I am therefore seeking support from the P&C to reach out to the parent community and ask for volunteers to assist.

John Manders has consulted with the Executive teachers and they have agreed in principle and suggested:

- We run the musical with Year 4 as the leads and Years 1 – 3 as smaller parts and chorus;
- The Year 4 teachers use their class drama time to work with the kids;
- The Year 4 teachers work with the students to select a musical
- We perform at Erindale Theatre – one afternoon performance and one early evening performance.
- We are anticipating a performance time of approx. 90 minutes.

Volunteer Workload

Volunteer	Estimated number of hours	Duties
Treasurer	2 hours work	Floats, count money from supper
Advertising	3 hours work	Prepare graphics, posters, social media campaign and articles for newsletter
Front of House	4 hours work (total)	Food prep, get volunteers to cook, organise food, drink etc., clean up afterwards
	• 2 hours pre-show	
	• 1 hour prior to each show	
	• 1 hour post show	
	• Food prep time	

Stephanie McAlister

Mother of Lachlan (Year 4)