

MINUTES

General Meeting - Monday, 18 February 2019

Attendance and Apologies

Executive (6):	Marc Dal Cortivo (President) Mac McCann (Vice President), Jason de Rooy (Secretary), Justine Bourke (Treasurer), Rebecca Reilly, Karen Carmody.
Members (13):	Marko Matosevic, Michelle Hamilin, Joanne Hann, Kylie Charlesworth, Georgina Thomsen, Jayde Fulton.
School (1):	John Manders.
Apologies (4):	Meg Ferguson, Karen Altpere, Stephanie McAlister

1. 2. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.29pm following the conclusion of the 2019 AGM.
- The draft minutes from the general meeting of 10 December 2018 were accepted as final. One outstanding action was to inquire about ride booking for the 2019 School Fete.
 - *Following the meeting*, John confirmed the rides would be available for Sunday 17 November 2019. The Committee agreed to this date via email.
Action: Jason to arrange publication of the minutes on the school website, and notify the community of the School Fete day via Facebook.

3. Treasurer's Report

- Justine took the group through her report (Attachment A). There are a few reimbursements outstanding, but the School Fete has generated a surplus of approximately \$19k.

4. Community Activities and Engagement

- Mac tabled the 2018 School Fete report (Attachment C).
- The group noted the success of the End of Year Concert on 12 December. John noted an intention to have a formal Emcee for 2019.
- The group noted the appreciation shown at the Teacher's End of Year Breakfast, and an intention to host a Teacher's High Tea at the end of 2019.

5. 2019 Planning

- The group agreed to host a Walk/Ride to School Day on Friday 22 March (Term 1 Week 7), and thanked Georgina for offering to coordinate. A budget of \$350 was agreed.
- The group agreed to host its annual Trivia Night fundraiser on Friday 22 March (Term 1 Week 7), and thanked Mac and Jason for offering to run it.
- The group agreed to investigate repeating last year's Term 1 Special School Lunch. The suggestion of Wednesday 4 April was vetoed as it would clash with the school Athletics Carnival. – Karen agreed to look at dates and feedback from last year.
- Mac noted that the McCann Easter Fair was likely to be held on Thursday 11 April (Term 1 Week 10), but this was to be confirmed. The group agreed to provide \$1,000 to help with costs, including the Easter Egg Hunt.

- Work on the Mother's Day Stall (scheduled for Wednesday 8 May) has commenced. The group agreed to a \$500 additional budget for stock purchases, over the \$352 spent so far.
- Marc agreed to ask Bianca Dal Cortivo to book DJ Cliff for the Term 2 School Disco.
- John undertook to investigate rides availability to determine the date for the 2019 School Fete. (As noted above, *following the meeting*, John confirmed that 17 November (End of Term 4 Week 5) was available).

Action: Georgina, Mac, Jason, Karen and Marc to follow up on the above.

- Marc noted that the above was largely a repeat of (a very successful) previous year, and invited parents to consider any new activities they might like to undertake.

6. Services to the School

- Joanne reported on a great handover from Karen and a busy start to the year for the Clothing Pool. Pre-School gear was proving very popular, and a cleanout of last year's lost property sees significant quantities of good quality second-hand clothing available.
- Following the meeting, Karen provided a written explanation for the 2017-2019 clothing pool funds (Attachment B), in response to an earlier question.

7. Principal and School Board Report

- John reported a very busy start to 2019, with the Year 5/6 students enjoying their school camp in Week 2, and Teacher/Student Goal-Setting Interviews this week. The Swimming Carnival will be held in Week 5 on Wednesday 6 March, and the Athletics Carnival in Week 9 on Wednesday 4 April. John noted that non-participants in these events would stay at school for the day.
- In staffing, John welcomed having two full time Physical Education teachers and a full-time French teacher this year.
- Family financial statements (which aim to enable families to make a single payment to cover all excursions and other costs – rather than having a string of small notes through the year) were being prepared again this year.
- John gave a detailed overview of the junior side carpark and playground redevelopment, which was immanent and would likely involve significant disruptions for parents who drive children to and from school. The Education Directorate intends to embark on a wide communications campaign (including with neighbours as well as school families) to help manage the disruption.
- John noted that Autumn would provide a window for further plantings on the senior side. He was working with the landscaper to break the senior side redevelopment into smaller parts for easier fundraising.

8. Any Other Business

- The group discussed repair or replacement of the bain-marie. Kylie agreed to look into this, and consult with the Executive.

Action: Kylie to arrange repair/replacement of bain-marie.

9. Future Meeting Schedule and Close

- The group agreed to meet again on:

- Monday 25 March (Term 1 Week 8)
- Monday 13 May (Term 2 Week 3).
- Marc closed the meeting at 8.48pm.

Attachment A: Treasurer's Report – 18 February 2019

WHPS P&C TREASURER'S REPORT

18 February 2019 Meeting

1. Financial Statements

The bank account reconciliation is below.

2. Comments

The balance of the P&C **Main account** as at 18 February 2019 is **\$69,713.43**, up from \$67,871.77 as at 10 December 2018 P&C Meeting.

The balance of the P&C **Clothing Pool account** as at 18 February 2019 is **\$6,333.49**, up from \$3,090.64 as at 10 December 2018 P&C Meeting.

Summary of financial transactions in the **main account** since the 10 December 2018 meeting:

Income

Additional Fete takings banked	\$199.00
Christmas Concert takings	\$1,907.00
Canberra Southern Cross Club	\$552.10
Interest	\$17.73

Expenditure

Raffle winners advertisement	\$69.20
Farewell & thank you gift for WHPS P&C stalwart, EK McGuirk	\$113.97
Fete reimbursements	\$109.00
Graduation expenses	\$559.40

3. Outstanding Items

Fete balance not quite finalised, some reimbursements yet to occur

4. Commitments

Nil

5. Notes

Nil

6. Other Business

Nil

Attachment B: Clothing Pool Figures

Uniform Pool Figures

After a slight panic after the P&C Meeting when the report showed the uniform pool running at a loss I jumped on the computer to investigate. Thankfully this is not the case and I have not run the uniform pool into the ground. Phew!! The fact that I didn't know the answer to that question on the night is exactly why I have passed on the role to Jo.

The 2018 figures do in fact show a loss but it is an inaccurate picture. The reason for the 'loss' is that the invoice for the 2017 Summer stock was paid for in January 2018 as LW Reid offer extended credit at certain times of the year. This invoice was for \$6205. Also in 2018 was a payment to Lowes for invoices in 2017 which were continuously sent to the incorrect email discussed in a previous P&C meeting. In December 2018 I paid the invoice for LW Reid for The 2019 New Year Stock and did not use there extended credit. Effectively I post paid 2017 stock and prepaid 2019 stock. Another issue was that the \$4000 transfer of profits to the P&C account in March has been treated as an expense.

All these factors make 2018 look pretty terrible but overall we are still running at a health profit. I calculated that from Jan 2107 until Feb 2019 we have made a profit of \$1757.96 + the \$4000 transfer to the P&C totalling \$5757.96.

2017 profit \$9285.43
2018 loss \$11,756.22
2019 Jan-Feb Profit \$4228.75

Hope this clears things up.

Regards
Karen Carmody

ATTACHMENT C: 2018 FETE SUB-COMMITTEE NON-FINANCIAL REPORT

THE FETE WAS A SUCCESS: OUR CHILDREN AND FAMILIES ENJOYED THEMSELVES, THERE WERE NO MAJOR ISSUES AND IT WAS GENERALLY FELT NUMBERS WERE UP ON PREVIOUS YEARS. IT WAS A POSITIVE COMMUNITY EVENT AND WAS ALSO FINANCIALLY SUCCESSFUL.

STALL REPORT

- **BOOKS AND TRASH & TREASURE** – THE WORKING BEE THE SUNDAY BEFORE THE FETE WENT WELL, WITH ITEMS DROPPED OFF STEADILY ALL DAY AND DURING THE WEEK. QUALITY WAS GENERALLY GOOD. THE VOLUME OF GOOD QUALITY CLOTHING WAS HIGHER THAN BEFORE AND THE P&C PURCHASED A NUMBER OF STABLE CLOTHING RACKS TO DISPLAY ITEMS. LEFTOVER BOOKS WERE DONATED TO CHARITY AND MOST T&T WENT WHEN IT WAS FREE – THE REST WENT TO THE SKIP. MANY THANKS TO KAREN CARMODY, ELLEN LAENEN AND MEG FERGUSON FOR COORDINATION AND TO THE HELIPAD TEAM FOR SORTING DURING THE WEEK.
- **PLANTS** – YET AGAIN, THIS STALL CAME TOGETHER WITH A VARIETY OF UNEXPECTED DONATIONS ON THE DAY AND PROVIDED PURE PROFIT. THANKS TO VICKI GWILLIAM AND HER GREEN THUMBED FRIENDS AND STUDENTS.
- **COUNTRY TREATS** – MANY GOOD QUALITY DONATIONS, WHICH SOLD STEADILY FOR ABOUT THREE HOURS, WITH NO REAL DISCOUNTING REQUIRED. THE STALL LOOKED WONDERFUL, THANKS TO COORDINATOR HELEN. THANKS ALSO TO ALL OUR TALENTED AND GENEROUS BAKERS.
- **HAIR, TATTOOS, NAILS** – SUCCESSFUL, WITH A FULL RANGE OF HAIR COLOURS AND NEW TATTOOS. THANKS TO BIANCA DAL CORTIVO FOR COORDINATION.
- **TOMBOLA** – SUCCESSFUL, POSITIVELY RECEIVED, WITH OVER 500 JARS SOLD, AND NONE DISCOUNTED. \$300 WAS ALLOCATED FOR PURCHASES, WITH THE REMAINING ITEMS PURCHASED VIA A DONATION. THANKS TO DEB PUTT FOR STAFFING THE STALL FOR THE DAY. THANKS TO THE HELIPAD TEAM FOR SOME JAR DE-LABELLING DURING THE WEEK.
- **TOYS & SHOWBAGS** – THIS YEAR WE HAD ONE CHEAPER BAG (CAPTAIN CANDY SELLING FOR \$3), AS WELL AS CHUPPA CHUPS, MEGA FIZZ, SLIME AND TRICKS AND JOKES BAGS. ALL BUT THE TRICKS AND JOKES SOLD OUT (17 LEFT FOR NEXT YEAR). THE RUBBER RETURN BALLS SOLD OUT, WITH A SMALL NUMBER OF DINOSAUR GRABBERS AND MOUSTACHES IN STOCK FOR NEXT YEAR. UNFORTUNATELY, THE EMOJI SLIPPER DELIVERY DID NOT INCLUDE ANY POO SLIPPERS, (THE MAIN REASON FOR PURCHASE, BUILDING ON THE SUCCESS OF THE POO HATS THE YEAR BEFORE). 14 OF THE 24 WERE SOLD, LEAVING SOME STOCK FOR NEXT YEAR (OR MOTHERS' DAY STALL?). THE SHOWBAGS AND TOYS ARE CONSIDERED A "SERVICE" RATHER THAN FUNDRAISING BUT A SMALL PROFIT WAS MADE, EVEN CONSIDERING THE UNSOLD STOCK.
- **CHOCOLATE TRAILER** – THE STALL WAS POPULAR AND WAS WELL STOCKED WITH CHOCOLATE UNTIL THE END OF THE FETE, INCREASING TAKINGS ON PREVIOUS YEARS.

COSTS WERE \$300. MANY THANKS TO THE BUESNEL AND TRELOGGEN FAMILIES FOR STAFFING THE STALL.

- **PETTING ZOO** – THIS WAS THE ALTERNATIVE TO THE PONY RIDES AND PROVED VERY SUCCESSFUL, PARTICULARLY THE IDEA THAT CHILDREN COULD PAY ONCE AND COME AND GO THROUGH THE FETE. WHILE STILL MAKING A LOSS, IT WAS NOWHERE AS SIGNIFICANT AS WITH THE PONIES.
- **NERF ARENA** – AS IN 2016, THIS PROVIDED A USEFUL ALTERNATIVE FOR OLDER STUDENTS NOT INTERESTED IN THE RIDES. AS THE OPERATOR COLLECTS THE MONEY, THIS IS AN EASY ACTIVITY TO HAVE AT THE FETE AND MADE MODEST INCOME OF \$80.
- **RIDES** – PRE-SALES WERE SIMILAR TO LAST YEAR AND THE STANDARD PROFIT WAS RETURNED. SOME CRITICISM OF THE FOCUS ON YOUNGER CHILDREN REMAINS, BUT FOLLOWING INVESTIGATION THERE IS NO SAFE, AFFORDABLE THRILL RIDE ALTERNATIVE IN CANBERRA.
- **COLOURING IN COMPETITION** – THIS WAS THE FIRST YEAR THIS ACTIVITY WAS INTRODUCED, TO REPLACE THE CAKE DECORATING COMPETITION THAT HAD FEW ENTRIES. IT WAS SUPPORTED ACROSS ALL YEAR GROUPS. THERE WAS SIGNIFICANT AND ENTERTAINING CREATIVITY ON DISPLAY AND IT ADDED FURTHER COLOUR (!) TO THE ART SHOW. YEAR WINNERS WERE GIVEN \$10 TO SPEND AT THE FETE.
- **ART SHOW AND BUSKERS** – THE **ART SHOW** WAS VERY SUCCESSFUL, WITH MOST WORKS PURCHASED. THE SCHOOL DID NOT CLAIM COSTS. THANKS TO ALL THE TEACHERS WHO SUPPORTED CREATION OF THE MASTERPIECES. THE **BUSKERS** DID WELL, WITH THANKS TO JILL LINTON FOR COORDINATING THE ROSTER.
- **GUEST STALLHOLDERS** – THERE WAS A BROAD VARIETY OF COMPLEMENTARY GUEST STALLHOLDERS, MOST OF WHOM WERE HAPPY WITH THE DAY, NONE OF WHOM DREW SPENDING AWAY FROM THE SCHOOL. THE LAYOUT THIS YEAR WITH GUESTS POSITIONED AMONG THE OTHER STALLS SUPPORTED BETTER PATRONAGE THAN LAST YEAR.
- **FOOD**
 - THE BBQ SOLD OUT OF BACON AND EGG ROLLS (AROUND 100) AND STEAK SANDWICHES (AROUND 100) AND SOLD AROUND 400 SAUSAGES, WHICH IS SIMILAR TO PREVIOUS YEARS.
 - THE CURRIES SOLD WELL (AROUND 37KG ALTOGETHER, 20KG BUTTER CHICKEN, 12KG COCONUT BEEF, 5KG VEGETABLE). ONLY A FEW CONTAINERS WERE DISCOUNTED TOWARD THE END OF THE FETE. ONE DONATED RICE COOKER OVERHEATED AND THE P&C NEEDED TO REPLACE.
 - DRINKS SOLD VERY WELL.
 - FOOD VOUCHERS WERE NOT GIVEN TO PERFORMERS OR SYSTEMATICALLY HANDED TO VOLUNTEERS, BUT VOLUNTEERS WHO PRESENTED TO THE BBQ WERE STILL GIVEN A FREE SAUSAGE AND DRINK.
 - POPCORN SOLD A SMALL AMOUNT – A LOW COST/LOW EFFORT ACTIVITY.

- FAIRY FLOSS WAS PRE-BAGGED AND SOLD OUT QUICKLY. DUE TO PROBLEMS WITH THE MACHINE, NOT AS MUCH FLOSS WAS ABLE TO BE PRE-BAGGED AS THE PREVIOUS YEAR. THE P&C NEEDED TO PAY FOR THE REPAIR OF THE MACHINE.
 - DESPITE HIGH EXPECTATIONS THE QUELCH STICKS DID NOT SELL WELL (REMAINDER TO BE SOLD AT THE END OF YEAR CONCERT AND DONATED TO THE SCHOOL FOR END OF YEAR ACTIVITIES).
 - THE COFFEE VAN DID A SMALL TRADE, BUT IT WAS VERY MUCH APPRECIATED BY THOSE WHO PATRONISED IT.
 - THE GELATO STALL SOLD OUT TOWARDS THE END OF THE FETE.
- **RAFFLE** – PRIZES WERE AS PER THE PREVIOUS YEAR AND SALES WERE STEADY. THANKS TO MARC DAL CORTIVO FOR ORGANISATION.
 - **ENTERTAINMENT** – VERY WELL RECEIVED – HIGH QUALITY, GOOD VARIETY, WITH \$100 DONATED TO THE TUGGERANONG BAND (THE HIGHLIGHT) FOR ATTENDANCE THANKS TO JENNY BRERETON FOR ORGANISING. EXAMS PREVENTED ERINDALE COLLEGE STUDENTS FROM SUPPORTING A KIDS’ PATCH THIS YEAR.

AWARENESS: THERE WAS POSITIVE FEEDBACK ABOUT LOCAL COMMUNITY AWARENESS, WITH VIBRANT ROADSIDE SIGNS UP A MONTH BEFORE THE FETE AND A LETTERBOX DROP (THANKS TO MCCANN PROPERTIES). WITH THE SCHOOL MUSICAL IN THE FIRST WEEKS OF TERM, THE GENERAL “WARM UP” FOR THE SCHOOL COMMUNITY WAS DELAYED AND DILUTED A LITTLE.

ORGANISATION: THE FETE SUB-COMMITTEE MET REGULARLY IN TERMS 2, 3 AND 4, EVENLY DIVIDING TASKS AND RESPONSIBILITIES AND STAYING IN CLOSE COMMUNICATION. SET UP ON THE DAY WENT SMOOTHLY, BUT A LOT OF EFFORT WENT INTO IT TO MAKE THIS THE CASE. THE SUNDAY WORKING BEE TOOK ABOUT EIGHT PEOPLE FIVE HOURS EACH AND CONTRIBUTED SIGNIFICANTLY, TO HOW QUICKLY THE BOOK AND T&T STALL WERE SET UP. AROUND A DOZEN PEOPLE STAYED FOR 15-30 MINS WHEN THEY DROPPED OFF TO ASSIST, WHICH WAS APPRECIATED. A FURTHER 10 HOURS’ EFFORT WAS PUT IN ON SORTING THIS DURING THE WEEK.

ON THE SATURDAY BEFORE THE FETE A DOZEN VOLUNTEERS BAGGED FAIRY FLOSS AND PACKED THE CAGE READY TO MOVE THE NEXT MORNING OVER A FOUR-HOUR PERIOD. THIS WAS ESSENTIAL TO HAVING THE FETE READY TO GO THE NEXT MORNING. AROUND 15 PEOPLE TURNED UP FROM 7-8 ON THE MORNING OF THE FETE TO SET UP GAZEBOS, TABLES AND DRAG OUT ALL BOOKS AND T&T GOODS. THIS WAS ALSO ESSENTIAL – THANKS TO THE EARLY BIRDS AND THE FETE SUB-COMMITTEE MEMBERS.

THERE WERE SUFFICIENT VOLUNTEERS ON THE DAY. THANKS TO MAC MCCANN AND BIANCA DAL CORTIVO FOR ORGANISING.

JUSTINE BOURKE RAN A WELL-ORGANISED TREASURY SERVICE, ENSURING STALLHOLDERS HAD ADEQUATE CHANGE THROUGHOUT THE DAY.

**KYLIE CHARLESWORTH, BIANCA DAL CORTIVO, MAC MCCANN, EMMA KATE MCGUIRK & REBECCA REILLY
2018 FETE SUB-COMMITTEE**

