Wahroonga Public School

P&C Annual General Meeting

7.15pm, Wednesday 10th December 2014, school library.

Present

Apologies
Janine Feurstein, Jonathan Helps, Alix Helps, Jo Wilbrandt, Rebecca Saunders.

Previous minutes from previous year’s AGM, 11 December 2013
Accepted (proposed IVL, seconded Jane F).

Annual Reports

Principal’s Report
JB spoke to his report. Attached (Appendix A)
CS questioned the desire/need to have JB’s ‘coffee with the principal’ mornings – attendance by parents has been poor (2-3 parents max each time)

P&C President’s Report
CS spoke to her report. Attached (Appendix B)
• Discussion on ending the annual ‘P&C meet and greet’ night as turnout not big enough.
• Disco – things to learn: don’t turn off all the lights inside the hall as it encourages bad behaviour in the children; have the drinking water stations outside undercover to prevent slips and falls inside the hall.
• 2015 should be the year we host the next Bush School Fair. Who will take this on? No volunteers to lead the team, although team members exist who are happy to help.
• Discussion over parents’ trivia night as an alternative fundraiser to Fair. Trivia night etc is easier to stage, still lots of hard work. But the children love the Fair.
• NSW state election on Saturday 28 March. Aim to do cake stall / sausage sizzle
• Hoping to order new Band Room in the next week, just waiting on fire safety certificate from RFS.
• Jane Ford, a qualified accountant, is the new paid bookkeeper for 2015, taking over from volunteers Susan Stenning and Michelle Lightfoot. Thanks to those ladies.
• Ghretta Smith to be class coordinator, taking over from Vanessa Glastonbury.

Treasurer’s Report
DL spoke to his report. Attached (Appendix C)
• Auditing is a bit behind. Will do two years together. Presenting to auditors in new year.
• We need to consider the next big project after the Band Room, as we have $242,000 in the bank.
• DL says it would make sense to do accounts on calendar year.

Band Report
AS spoke to her report. Attached (Appendix D)
Uniform Shop Report
JF spoke to her report. Attached (Appendix E)
- Uniform shop needs improved internet connection – impacts sales on EFTPOS machine.
- Kindy open day helpers: Jane had around 10 volunteers each day. Was great to have so many on hand to help answer questions from new parents regarding uniform.

Other matters


Life Memberships: no change

Ratification of Band Sub-Committee:
John Fogarty as Chairman, Rebecca Saunders as Secretary. Kerryn Agnew to do data entry. Proposed CS, seconded TS, carried unanimously.

Office Bearers
All positions declared vacant, JB called for nominations for 2015 office bearers.

Clair Scott was thanked for her tremendous efforts as P&C President over the last two years. Clair is stepping down due to work commitments.

President – no nominations
Treasurer – Derek Lightfoot. Proposed NF, seconded TS. Elected unopposed.
Secretary – Tanya Sandoe and Tracey Haynes as co-secretaries. Proposed CS, seconded LR. Elected unopposed.
Vice President Social Coordinator – Nick Fiennes. Proposed CS, seconded IVL. Elected unopposed.
Vice President Fundraising / Fair – no nominations.

General Committee member – Ingrid van Loon happy to take this on if necessary.

Discussion ensued – with no President elected, we will need a special meeting in February 2015 to elect a President, otherwise the organisation will have to be dissolved. CS to stay in role till February meeting. Planned for 7pm on Wednesday 18th February 2015.

Discussion – do we need to fundraise next year? VP Fundraiser role would realistically include organising the Fair, as well as Election Day cake stall etc. Ideally this person should be someone not working full time.

CS suggests scaling back the size of the Fair. Eg don’t have arts/crafts, bookstall, which are labour intensive. Reconsider having external vendors? We only make $250 per stall.

CS suggests President need not be involved in organising the Fair, but needs to keep an eye on bigger issues such as compliance, insurance etc.

Fair date would be first Saturday in September, Saturday 5 Sept 2015.

JB to advertise the special meeting on 18 Feb 2015.

Meeting closed at 8.30pm.
HIGHLIGHTS OF THE YEAR

There were great academic, sporting and cultural achievements this year. Thanks to the P&C executive for all your hard work, especially Clair. Thanks for the well run Band Program and the Uniform Shop. Thanks for the great financial support which has helped us in a number of important areas.

We had new permanent staff join the school this year, Mrs Evans, Mrs Groves and Mrs Spillane. They have all made a great contribution to the school as have all the teachers.

BUDGET

This year we have over-spent and there is too small a carry over for the new school year. This was due to a number of factors

- Trying to move the school plan agenda along, e.g. funding the wireless upgrade even though it was more expensive than expected, funding teachers to have time off class for planning purposes
- The extra teacher we employed.
- Slightly lower school voluntary contributions than expected.
- Funding a day a week so both Deputy Principals are off class Deputy Principals

I need to implement tighter budget controls in 2015 to get the carryover on track

SPORT

The school had a successful year in the sporting arena. We placed first for the Zone Swimming and Zone Cross Country Carnivals and third for Zone Athletics. The school fielded junior and senior teams in the Hornsby Primary Schools Sports Association’s (PSSA) inter-school competitions in soccer and netball. The senior netball team won the competition and the senior boys’ soccer made it to the finals.

The school pools were used for swimming lessons for Years 1-6 students in Terms 1 and 4. During Terms 2 and 3 K-2 students along with 80 primary students enhanced their fundamental movement skills in programs run by Schools in Sport Australia. 160 students in Years 3-6 participated in a sports program at Macquarie University. Students developed skills in hip hop dance, basketball, gymnastics, martial arts, circus skills and swimming. This program proved to be a very popular choice amongst students.

During the year Years 2-6 students participated in swimming, athletics and cross country carnivals. Years K-4 students were involved in the Moving Bodies gymnastics and dance programs whilst the
Years 5 and 6 students enjoyed creative and contemporary dance programs. Kindergarten to Year 2 students attended their annual sports day which encouraged participation and skill development. Wahroonga has produced several outstanding sporting achievements. Year 6 student, Bailey Henderson was a member of the Sydney North Hockey and NSW Softball teams. Bailey’s softball team won the Australian Softball Championships. Year 6 student Madeline Playford competed at the State and National Cross Country Championships. Madeline placed 20th at Nationals. Tan Kim (Year 6) competed at the State Swimming Championships. Genevieve Audette (Year 6) was a member of the Sydney North Basketball team that placed 6th at the State Championships. Claudia Maloney (Year 4) placed 2nd at the State PSSA Diving Championships. Congratulations to these students in particular and to all those who represented the Bush School and themselves with good sportsmanship.

ART SHOW 2014

The Art show was an outstanding success. There were nearly 800 artworks displayed creatively in the School Hall. Everyone did a great job especially our curator, Gordon Carmichael.

ONLINE PAYMENTS FROM OUR WEB SITE

We now have an online payment system. If you have a Visa or MasterCard you won’t need cheques or cash anymore unless you prefer to pay that way. There is a button on our web-site and instant receipt generation for those who care to use this system.

COFFEE WITH THE PRINCIPAL

I re-introduced an opportunity for parents to meet with me informally. These are held twice a term, in weeks 4 and 8. These have not been a great success.

STUDENT REPORTS

End of Year Student Reports went home today, Wednesday 10 December 2014. We sent home mid-year student reports on Wednesday 25 June 2014. I think these reports are very valuable and of a good standard. The teachers do find them time consuming. I read some reports from each grade.

AUSTRALIAN CURRICULUM

This year used the new Australian Curriculum in English, Science and mathematics. Next year the new History strand of social studies syllabus will be introduced. Although there are only modest changes they harmonise the various state curricula.

TOWN HALL MEETINGS

We had 130 responses to the survey about what you want from schooling and what you like about our school. These were very helpful.

THREE TARGETS

We completed our three year plan of improving writing, girls’ outcomes in mathematics and catering for the range of students in each class through curriculum differentiation. We have made good progress in all areas but writing still needs further development.

NEW THREE- YEAR PLAN
We are drafting our new three-year. We are working on two main areas, one for teaching and one for learning. We are investigating the Quality Teaching Framework. We will also be working on improving General Capabilities across all learning areas such as creative thinking and the use of technologies.

**CELEBRATION DAY AND PRESENTATION DAY**

Yesterday we help fourth annual Celebration Day for K -2.

Celebration day is a great event. All students in Kindergarten, Year 1 and Year 2 were presented with an individualised certificate to acknowledge their particular achievements over the school year. This event reflects the age, social and emotional development of these students and seeks to represent the range of talent, achievement and effort we have in the junior part of the school.

Today we held the 70th Annual Presentation Day Assembly for Years 3 -6 students and their families. This was a very traditional school presentation day with five awards given for each class and overall awards given for academic, sporting and artistic excellence as well as for citizenship and school service. The highlights are the Dux of School and Principal’s Awards.

**ENRICHMENT**

The Enrichment program will continue in 2015 with some changes. The literacy and numeracy sessions will go ahead much as they have in the past few years. The nomination and selection processes will now be headed by the Assistant Principals instead of the Enrichment Coordinator. The nominations forms are now available on the school’s web site and included as an attachment to the e-mail newsletter message. Enrichment Art will be the only part of the program to have any significant change.

**ENRICHMENT ART**

In 2015 we are planning to trial a new approach to the art session in the Enrichment Rooms. I want all students to benefit from the enrichment room facilities which were built as an art room. All students will be involved in the art enrichment program. Each class with have a four week block where the class teacher and the enrichment teachers will co-teach an art unit of work and the students will bring home a finished art work. A $20 art levy will be asked for from you to partly fund this program. As always those families who are experiencing financial difficulties can contact me about the burden of school levies.

**BOOK WEEK 2014**

Thanks you to those parents and friends who were able to donate a book to the school library. There were 176 books donated work about $3 400. We had a book swap and author talks during book week making it a great week.

**TRIVIA NIGHT**

The Disco Trivia night was a great success. Thanks everyone involved, the organisers, the sponsors, and the parents, teachers and friends who attended. Thanks especially to Clair Scott, our P&C President. I have ordered an interactive monitor for the music room which is a way of providing a IWB in that space and this will cost $7 000 all up. I would not have been able to do that without the support of the P&C fund raising.

**STUDENTS WITH DISABILITIES**

More and more we will see students with disabilities enrol in local schools. A mixture of best practice research, government policy regarding anti-discrimination and economics is driving this change. I welcome this and these students who teach us as much as we teach them.
SCHOOL COUNCIL
The School Council was dissolved by vote at a Special Meeting in May this year.

LIBRARY
The new way we are using the library as a team teaching and information centre continued this year. The library has wireless connectivity to the World Wide Web and we have a number of notebook computers students’ use in these lessons. I am pleased we are trying to reflect 21 century competencies, such as learning how to learn, web 2.0 skills and group work into our teaching and learning experiences here. Of course we have more to do but we are on the right path.

CLASSES 2014
We implemented a 29 classes plan even though we did not have enough students for the NSW DEC to pay for the 29th class teacher. We funded this all year through the schools budget.

CLASS PARENTS COORDINATORS
Thanks to those parents who volunteered to be the class parent coordinator.

SCHOOL DISCO
The School Disco on Friday 4 April 2014 was a great success Thanks to Clair Scott & the P&C team for producing this event - which the students love each year.

KINDER 2015 INFORMATION NIGHT
We held an information night on Tuesday 20 May 2014 at 7:00 PM for prospective parents. Mrs Graham and I presented and the session will last for 1 hour and 30 minutes with plenty of time for questions. About 60 parents attended.

WAHROONGA PUBLIC SCHOOL APP
Our School now has our own ‘Skoolbag’ Smartphone App which we will be using to send you important information. Please download and install it by searching for our school name in either the Apple App Store, or Google Play Store. Instructions were included in the “BUSH TELEGRAPH.”

You can also click the image above to view the Skoolbag Communication Centre which contains all of the content that we put in our App.
Wahroonga Public School P&C 2014 – President’s Report

The Wahroonga Public School Parents and Citizens (P&C) Association has two primary objectives:

- To promote the interests of the school by bringing together the various groups associated with the School such as parents, students, staff and citizens;
- To assist in providing facilities and equipment for the school and promote the recreation and welfare of the students at school.

As is customary, the year started with a well-attended “Tea and Tissues” morning for parents of our 2014 Kindy intake. There were a few tears but also some very relieved parents!

Our Term 1 “Meet & Greet” evening was very successful, with the Kindy veranda full of both new and current parents. I feel this is a great way for the P&C to begin the school year. This is an ideal opportunity for new Bush School parents, particularly those moving to the area with older children, to meet others and gather information about the school.

The School Disco was held for the children at the end of Term 1. The experienced organising committee, headed by Evette Hopkins, did a wonderful job. Christina Loebel will be leading the committee in 2015, with the date and DJ already booked. I wish Christina every success.

**Fundraising**

Fundraising is an important job for any P&C. Our main fundraiser this year was the Disco Trivia evening in June where just over $20k was raised. This was a sell out event and a great evening was had by all.

The purpose of the night was to continue to raise funds for technology, with the principle aim of repairing/replacing the much used classroom interactive whiteboards within the school. No classroom should be without this essential teaching tool.

The P&C oversee 2 main sub-committees, the Band Program and Uniform shop.

**Band**

Our young musicians have had another great year and we congratulate them on their achievements. I would like to thank our Band Coordinator, Anne Seage for all of the time and effort she puts into coordinating the program, plus the conductors and all of the tutors, for developing the musical talents of the Bush School children. I would also like to thank the parents who volunteer within the program in many ways, from being a Band Mum to ferrying instruments and children to locations.

The Band Committee stages an excellent fundraiser - the Bush Dance – in September. The $5k profits are being re-invested into the Band Program including the extra cost of bus transport for our larger bands and the ongoing replacement of instruments. Anne and the Band Committee have arranged to host our first Eisteddfod in June 2015. We hope this will become an annual fundraising event.

The P&C previously agreed to provide a much larger Bandroom to accommodate our ever increasing band numbers in the form of a demountable classroom. This will cost in the region of $200,000 which will be covered from funds raised for this project by Band parents over the past 8 years plus a contribution from the P&C. This project has been delayed this year as the original chosen site did not meet fire safety requirements. A new site has been...
agreed with the school and we thus began the necessary approval process with council, neighbours and safety authorities again. We hope the demountable will be installed in January 2015.

Uniform
Our Uniform Shop Manager, Jane, has continued to enhance the stock control and ordering process in 2014. The shop remains very busy with customers visiting during opening hours and ordering online via Flexischools.

A big thank you to our wonderful parent volunteers in the Uniform Shop, some of whom help out each week and rush in to assist at last minute notice.

Other School Commitments…
The P&C makes an annual commitment to contribute $10,000 to the school to be used for the funding of KLA related resources. The P & C has also committed funds for the following in 2014:

- Learning support teacher – 1 day ($15k)
- Prizes and trophies for Presentation Day ($1k)

The P&C will host the annual staff lunch on 18 December. It is our hope that this small gesture expresses our gratitude for the time and effort put in to the education of our children by the dedicated staff at Wahroonga Public School. Thank you to Tanya Sandoe for arranging this function.

Thanks to School Executive, staff & teachers for their continued support of the P&C. I would particularly like to Thank Greg our so helpful General Assistant for all his work to ensure P&C functions are a success.

On a personal note, I would like to Thank the Executive Committee and extended P&C Family – John Fogarty, Vanessa Glastonbury, Tracey Haynes, Jonathan Helps, Derek Lightfoot, Michelle Lightfoot, Mark Rudlin, Linda Russell, Tanya Sandoe and Susan Stenning.


Clair Scott
//ends//
TREASURER’S REPORT

A: Executive Summary

From a financial perspective the P&C Committee has focussed on the following matters in 2014:

- Ensuring that the P&C is in a position to finance the proposed Music Room whilst retaining adequate reserves for the future.
- Ensuring that the maximum amount of P&C funds are invested in interest bearing deposits whilst retaining sufficient cash for working capital. Currently 71% of P&C funds are invested in Term Deposits and there is scope to increase this further.
- Improving management of P&C funds by moving all bank accounts onto the CommBiz electronic banking platform.
- Converting payments from cheques to EFT’s which are cheaper and more efficient.

B: Annual Audit

Our most recent audited accounts were for the year ended 30 November 2012. We are currently finalising our accounts for the two years ended 30 November 2014 and will forward them to the auditors (Isis Partners) in the new year.

C: Year end cash position

The total cash position of the three P&C entities as at 30 November 2014 is as follows:

- Cheque Account balances $123,745
- Term Deposit balances $298,594
- Total cash $422,339
- Less: Budgeted cost of Music room $180,000
- Total future cash available $242,339
C: Financial Position at 30 November 2014

The financial position (subject to audit) of the three P&C entities can be summarised as follows:

1. P&C Association

The P&C had a reasonable fundraising year with a profit of over $20,000 being achieved at the Disco Trivia night. However with relatively little additional income and contributions to the school of $35,000 the P&C made an operating loss of $16,970.

2. Uniform Shop

The Uniform Shop has had a good year despite sales being 6.5% lower than last year. Profit for the year of $37,675 is subject to audit, including a review of closing stock levels.

3. Music Committee

We are continuing to have some accounting issues with the Music Committee records. The P&C accounting records show a loss of $25,819 for the year and this needs to be followed up as a priority.

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The band program has had another very successful year, with some wonderful performances. We were thrilled to welcome back Mark Barnsley conducting Concert and Stage bands, Colin Philpott conducting Intermediate Band, Annabelle Osborne conducting Junior Band and Tim Ferrier conducting Beginner Band. Elizabeth Moor has continued to do a fabulous tutoring the recorder ensembles and we welcomed Lauren Harrison as her assistant. Lesa Chung is now teaching piano. 23 professional musicians visit the school to tutor or conduct our bands. I’m very grateful to them for giving our children such an inspiring introduction to music, for their commitment to teaching music at such a high standard, for not complaining about tutoring in cold, crowded storerooms and for juggling other commitments to fit around Wahroonga’s changing teaching days so that they can continue to tutor our children.

Once again the bands participated in several eisteddfods, with outstanding results and all bands enjoyed at assemblies throughout the year. Band Camp was once again a highlight in the year’s calendar. Thank you to Alix Helps and Sarah Redshaw for their fabulous organisation of both the camp and the workshop, and to all the teaching staff: those who generously accompanied us and those who provided an alternate program at school. Concert Band children have worked extremely hard to master a very large repertoire of very difficult pieces for their end-of-year performances. This year the bands were thrilled to be invited to perform at a number of events within our local community. For the first time, Stage Band will perform at St Andrew’s Church Christmas luncheon and Concert Band will visit Pinjarra Preschool and Lourdes Retirement Village. At the end of November the senior bands visited the mid-north coast of NSW. The band performed at number of concerts, travelling to schools in large regional centres as well as very small country schools. We were inundated with requests for performances, with many schools who hosted performances in previous years requesting a return visit. Some schools were thrilled to have our children encourage enrolments for their fledgling band programs and others were amazed that our band consisted of only primary school students.

As more parents take up full-time work, allocating time for the children to practice becomes more difficult. In conjunction with the tutors, we have drawn up levels of achievement charts that children can aim for throughout the year and we will have certificates in place for next year. We have also been monitoring practice charts each week. Hopefully aspiring to specific benchmarks will motivate the children to practice more regularly.

The new parents information evening was a great success with approximately 40 people in attendance. Enrolments for the 2015 Beginner Band currently stand at 86.

I am thrilled that the construction of a new rehearsal and tutorial space for the bands has been approved and will hopefully be ready to start the new year. It will enable larger bands to fit into the room as one group and it will allow a second space for rehearsals, which will mean Junior and Beginner Bands can have rehearsals without having to move all the equipment to the hall, which should minimise the OH&S risks.
give the bands another 15 minutes of rehearsal time and enhance the children’s enjoyment of playing. It will also take some pressure off rooms for tutorials, which are needed desperately. I would like to thank Clair Scott, Derek Lightfoot and John Fogarty, and everyone who has put in so much time over many years to get us to this point.

Thank you to Belinda Zorian who has been very supportive as the school-band liaison and John Benton for his encouragement of music in the School. Thank you to Clair Scott who has been a remarkable president of the P&C. We very much appreciate her attendance at band committee meetings. In particular thank you to John Fogarty, Chairman of the Band Committee and our wonderfully supportive committee which has worked so hard to achieve many desired outcomes over the year. The program couldn’t run without you. A special mention must also go to Rosie Merrigan and her in-laws, who so generously donated their band to play for the fabulous Bush Dance.

We have had an outstanding response to the proposed Wahroonga Eisteddfod, which we will host on June 14 next year. It will involve lots of help from band families, but if everyone does a little, it should be a great success.

It has been a pleasure working with our talented, committed and brilliant conductors and our fabulous tutors – it is they who make this program such an outstanding success. We sadly farewell Colin Philpott after seven years of conducting Intermediate Band and wish him well with his move to London. We are thrilled that Mark Barnsley will take over as conductor of Intermediate Band, as well as Concert and Stage Bands. Thank you to the wonderful children for making involvement with the program so rewarding. It is a pleasure to watch such a delightful group of young musicians grow from tiny first-year players into talented and committed senior band members. I wish all the children leaving us the very best for the next exciting phase of their lives.

Anne Seage, Band Coordinator

//ends//
This has been my second year managing the uniform shop and it’s been a year of consolidating the progress made in 2013 and reaping the benefits of better record keeping. I have continued to build up detailed sales and stock records week by week with the aim of reducing both stock shortages & overstocking. The benefits of this will continue to mount year on year allowing us to tailor our stock ordering to expected demand.

This year I have managed to cut stock levels by $20,000 to $75,000. This is a fall of 21% in a year, meaning that $20,000 has been freed up for the P&C to employ elsewhere. The quantity of items in stock has reduced by 1,100 over the year, reducing the effort and time needed for stock counts.

<table>
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<th>Stock at 30/11/13</th>
<th>$</th>
<th>Annual reduction</th>
<th>Qty</th>
<th>Annual reduction</th>
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<td></td>
<td>95,582</td>
<td></td>
<td>8,192</td>
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<td>Stock at 28/2/14</td>
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<td>7,311</td>
<td>-10% Stocktake</td>
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<td>6,754</td>
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<tr>
<td>Stock at 30/11/14</td>
<td>75,210</td>
<td>-21%</td>
<td>7,036</td>
<td>-14% end of financial year</td>
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During 2013/14, we sold over 6,000 items & turnover for the year amounted to $130,000 allowing us to make a healthy contribution to school funds. Of the total sales, $52,000 was through Flexischools and $78,000 was through the shop.

Sales through Flexischools have only grown slightly during the year to 40% of total turnover. This service has continued to reduce queuing times, provide better customer service & a more pleasant working atmosphere for the staff, but this side of the business seems to be reaching its maximum.

With a GST limit on turnover of $150,000, we reduced some of our optional lines during 2013/14. We no longer stock stationery packs, which used to lose money for the P&C every year due to unsold stock, and used to take up a lot of space. Instead, parents are able to order their requirements direct from Officeworks removing that turnover from our figures.

We responded to parent demand by introducing a new line of full zip polar fleeces this year. These have immediately been very popular but has had little effect on turnover as parents have opted to buy fleeces instead of the existing jumper options. Second hand sales have grown considerably this year, in response to us reducing prices as we were overwhelmed with donations. This service is greatly appreciated by parents. We were also able to make a large uniform donation to schools in need overseas this year.

I would like to extend my thanks to all of the volunteers who help run the uniform shop. There is a very reliable group of parents who I depend on greatly and who never disappoint. We are about to lose some of our staff, notably Jenny Landrigan and Lisa O’Reilly who have volunteered at the school for many years and will be greatly missed. We will need new helpers for both days in the new year, and especially need volunteers who are Asian language speakers.

Finally, a special thank you to Susan Stenning and Michelle Lightfoot who have both served as treasurers this year and been a great support to the efficient running of the business.

Jane Ford, Uniform Shop Manager