Wahroonga Public School Parents and Citizens’ Association

General Meeting

7pm, Wednesday 11 November 2015 in the P&C Bandroom

1. Welcome

Nick Fiennes opened the meeting at 7.07pm, thanking Band Coordinator Anne Seage for letting us use the Bandroom.

Present: Nick Fiennes (President), Derek Lightfoot (Treasurer), Kerri Cooley (Vice-President), Ghretta Smith (Vice-President), Tanya Sandoe (Co-Secretary), Tracey Haynes (Co-Secretary), Tom Moth (Principal), Debbie Evans (Deputy Principal), Belinda Zorian (Deputy Principal), Anne Seage (Band Coordinator), Ingrid van Loon, Judy Hibbert, Laurence Hibbert, Vanessa Hodgkinson, Nader Ghavidel, Nilu Habibi, Amin Manji, Jo Wilbrandt, Julie Granville, Emma Ashington, Linda Russell, Shivaun Tijou, Kate Barclay, Hilary Hutchinson (Enrichment and Extension Teacher), Sheryl Hotop, Alex Jaksetic, Susan Stenning, Hamish Greig, Rahul Joshi, Brendan Wigram, Alison Underwood, Ianthi Dassanayeke, Karen Welch, Malesa Razaui.

NF noted that contrary to notification on tonight’s agenda, the P&C AGM will not be possible at our next meeting on 2 December 2015. This is due to P&C Federation rules, now evident since Federation restructuring, that we need audited accounts in order to hold the AGM. Our accounts are currently being audited, so Nick expects that we will be able to hold our AGM in March 2016.

Members joined or renewed their membership and paid the 50c fee in order to vote at the next 12 months’ of meetings including the AGM.


3. Previous minutes

Minutes from last meeting on 7 October 2015 received as a true and accurate reflection. Proposed KB, seconded JG.

Also minutes from 5 August 2015 meeting received as a true and accurate reflection. Proposed GS, seconded KC.

4. Principal’s Report

TM spoke to his written report, attached (APPENDIX A).

In addition:

- TM noted that if we require a new classroom in 2016 due to large enrolment numbers, Miss Bosman’s music room would likely be refitted as a classroom.
• Hilary Hutchinson’s Enrichment and Extension Program has been successfully running for 25 years in response to clear demand in the community. Due to several factors, changes are afoot regarding using HH as a learning support teacher: on programming, planning and as a mentor to teachers in the regular classroom for students who have previously been withdrawn for E&E. See TM’s report entitled ‘Enrichment and Extension in 2016’ in the Term 4 Week 6 Bush Telegraph for full summary. TM plans to request P&C for contribution to HH’s salary as a learning support teacher, potentially $20,000.

• Two parents are now trained in the merit selection process for employing teachers: Vanessa Hodgkinson, as noted in the Principal’s Report, and also Alison Underwood.

5. Treasurer’s Report

DL spoke to his written report, attached (APPENDIX B).

• Discussion ensued over historic debts in the music program, accrued during 2012-2014 when some users either did not pay or they withdrew from the program. Now that we have a paid bookkeeper and systems in place to chase late payments, we are staying on top of band income and can identify non-payers sooner, meaning those children whose families don’t pay are asked to step aside from band. However DL noted we can’t justify any further expense to keep chasing the old debt. DL proposed we regrettably write off $27,059 relating to the three years ending 30 November 2014. TH seconded. Vote: 15 for, 3 against. Motion carried.

• DL noted accounts will be going to the auditors next week.

• DL is about to send $30,000 to the school for learning support and KLAs as previously approved by the P&C.

• In response to question received, ‘what should be held in bank as safety net?’: DL reported we don’t want the cash balance of our combined entities to fall below $50,000. Taking in to account the current cash balance of approximately $200,000 and deducting the $50,000 safety net and the $30,000 already approved for learning support and KLA’s, we therefore have around $120,000 of funds available for new projects.

6. Band Report

AS spoke to her written report, attached (APPENDIX C).

7. Events and Fundraising

• Discussion over spreading fundraising to the wider community – eg attracting $$ from the general public from a sausage sizzle at Bunnings Warehouse. SS says it’s a
hard day that’s not practical: needs at least 20 personnel from 8am – 4pm; you have to book a year in advance or jump in when someone else’s booking falls through, you have to keep up supplies etc. NH to forward information to NF from Bunnings Belrose for consideration.

- Wahroonga Fair is first Sunday in December every year. Can we have a presence there next year and sell something? (It’s too late for this year). NF to investigate.
- KB circulated a draft survey regarding parent volunteering. She will assess feedback and continue to canvass public opinion in the community about volunteering. DE suggests might be better on Survey Monkey or as a click-through on Mailchimp which delivers our school newsletter. Discussion over issuing an iceblock prize for students whose parents fill out the survey. TM to consider attaching to a survey he is putting together. TM keen to plan joint events between the school and P&C, eg movie nights, golf days.
- SS asks if we can get the noticeboard sponsored?
- KW suggests when the class parents are elected at the beginning of the year, we also elect a P&C representative from each class so that someone from the parent body of every single class is rostered to attend every P&C meeting.
- KC keen to get expressions of interest for a fundraising/social committee. KC collected names and email addresses
- TM says community spirit is high right now – looks to garden working bee as evidence. Capitalise on it.

8. Correspondence

NF has received an email from our former Principal John Benton in New York, who is thankful for the camera we gave him as a leaving gift.

9. General Business

- Request for railing alongside footpath between Enrichment Room and old bandroom: TM says he’s onto it as it’s an OH&S issue. Lots of works will be happening over the school holidays.

- Request carried over from last meeting for P&C to contribute $50,000 towards ongoing improvement of technological infrastructure and hardware, to be spent on 10 new interactive projectors for classrooms where old technologies need replacing. NF proposed, IVL seconded. Motion carried unanimously.

- Fundraising goals for 2016 – to be addressed next meeting.

- P&C Executive – vacancies for 2016 to be filled at AGM in March 2016. If any of the current Executive wish to resign before that they may: we can fill ‘casual vacancy’
positions until AGM. TH and TS expressed desire to finish up as Co-Secretaries after two years sharing the role.

Other matters:

- IVL asks how we recognise parents of current Year Six students who’ve made a significant contribution to the P&C. Traditionally we’ve given them a badge or certificate. SS says send nominations to NF. NF to organise out of current badge stock or order more.

- End-of-year lunch for teachers & staff. TS to organise with the help of P&C and greater school community on Thursday 17 December, the day after the students have finished school for the year. DE says the lunch is always well received.

Meeting closed 9pm.

DATE OF NEXT MEETING: Wednesday 2 December 2015
7pm in the Bandroom
STAFFING UPDATE: Emma Bent has been permanently appointed to the school, filling the position vacated by Debra Uptin last term. This position was highly sought after by both internal and external candidates. Fran Hall will not return to the school this year, but is expecting to work in a part-time capacity in 2016. Any other staffing changes will be notified in the Bush Telegraph as information comes to hand. We are expecting an additional class in 2016, though this position will be filled by a temporary engagement as it is uncertain whether 29 classes will be sustainable. Vanessa Hodgkinson is now trained in the merit selection procedures.

WORKING BEE: The working bee last month was a roaring success with other 100 students and parents coming together to start on our Bush Patch veggie garden. I would like to particularly thank Dave Kelleher who has been coming in recently in his spare time to help our GA carry on with the project.

WELLBEING POLICY UPDATE: Parents will be invited to an information session with food to discuss changes to the school’s wellbeing policy which will incorporate the Department’s new Wellbeing Framework. This will be held an hour prior to the P&C AGM.

P&C FUNDING SUPPORT: I am preparing a significant proposal for P&C funding support to be tabled at the next P&C meeting. It will outline ongoing funding shortfalls the school experiences because of a lack of subsidy from the Department and some initiatives I would like to establish within the school. I am hopeful that the P&C will be receptive to these ideas and to endorse the expenditure of funds for the betterment of students at our school.

ENRICHMENT & EXTENSION PROGRAM: Details will be provided in tomorrow’s newsletter about how we will support our most capable students in 2016.

CHANGE ROOM CLEANING: It has taken some time but I have resolved the cleaning issue that was prohibiting the pool change rooms from being cleaned. This is yet another cost to the school at approximately $3000 a year. I will look to split this with the Saturday group.
A: Monthly accounts

The accounts for September 2015 for the three entities (P&C, Music Committee and Uniform Shop) are attached, comprising a Balance Sheet and Profit & Loss account for each entity. The P&L reports include the result for the current month (under the heading of “Selected Period”) as well as the year to date result.

- P&C Association

The main activity in the P&C for the month was the Spring Fair, with the majority of the income and expenditure now reflected in the accounts. The Fair is currently showing a profit of $36,493, although it is understood that some sponsorship income from Telstra is still to be received.

- Uniform Shop

September was a reasonable month for the Uniform Shop with sales of $9,610. Year to date profit is $17,061 after allowing for the transfer to the P&C of $45,000 at the beginning of the year.

- Music Committee

The Music Committee recorded a loss in September due to normal ongoing expenses and negligible income (the majority of the second semester’s income is recognised in July when the invoices are sent out).

Current year music debtors is now down to $2,814, of which $1,990 relates to the July invoices. The Bookkeeper has made good progress on following up on these overdue amounts and only two families still have balances outstanding from February.

Unfortunately there has been little positive progress in resolving the issue of prior year outstanding debtors. A total of $27,059 relating to 2012 – 2014 remains outstanding with the largest part of this being Semester 1 2014. It will be very difficult and time consuming to start chasing these amounts and, regrettably, it is recommended that this amount be written off and we continue to focus our efforts on staying on top of this issue going forward.
B: **Annual Audit**

Our most recent audited accounts were for the year ended 30 November 2012. Since the last meeting the Bookkeeper has done further work on the draft accounts for the 2013 and 2014 years and these are now ready to be submitted to the auditors (PBA Partners).

C: **Current cash position**

The total cash position of the three P&C entities as at 11 November 2015 is as follows:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;C Cheque Account</td>
<td>$71,126</td>
</tr>
<tr>
<td>Uniform Cheque Account</td>
<td>$36,276</td>
</tr>
<tr>
<td>Music Cheque Account</td>
<td>$19,055</td>
</tr>
<tr>
<td>P&amp;C Term Deposit</td>
<td>$30,743</td>
</tr>
<tr>
<td>Uniform Term Deposit</td>
<td>$41,502</td>
</tr>
<tr>
<td><strong>Total cash</strong></td>
<td><strong>$198,702</strong></td>
</tr>
</tbody>
</table>

This P&C balances are about to be reduced by $30,000 with our previously approved 2015 contribution to Learning Support ($20,000) and KLA's ($10,000).

D: **NEW MYOB SYSTEM**

We have now entered the Uniform Shop stock records into MYOB and whilst there are a couple of issues to be resolved the new system is working well.

**Derek Lightfoot**

**11 November 2015**
P&C MEETING - BAND REPORT

11 NOVEMBER 2015

WAHROONGA BAND FESTIVAL 2016: SUNDAY 19 JUNE 2016. The weekend prior is the Queen’s Birthday long weekend.

BAND COMMITTEE MEETING: TUESDAY 17 NOVEMBER in the New Band Room at 7:30 pm. At this meeting, parents will be invited to nominate for committee positions for 2016. I would like to thank John Fogarty for all his hard work and dedication as Band Committee Chairman over the past two years and to wish Mel, Tara and all the family the very best for the future. The whole family will be greatly missed. Positions will be ratified at the P&C AGM.

ASSEMBLIES and PERFORMANCES
Concert, Intermediate Junior and Beginner Bands, and the Recorder Ensemble will perform at assemblies this term.
Intermediate Band will perform at the K-2 Celebration Day and Concert Band will perform at the 3-6 Presentation Day.

Concert Band’s tour to the Southern Highlands from 25 to 27 November is fully booked by schools. For administrative purposes, this year it is being treated as a School excursion and as such, the money is being put through the School account and invoices will be paid by the School. Please note that some invoices for the 2014 Band Tour were not paid by the Band Program until 2015 so will show as a loss in this year’s accounts. The tour was fully funded by income collected from the children prior to November 30 2014, so this should be noted when presenting the year-end accounts.

END-OF-YEAR CONCERT – Monday 30 November 4:00 – 7:00 pm in the Hall.
At the next band committee meeting we are hoping to find some parents who will run the traditional sausage sizzle for this event.

BAND COORDINATOR
Louise Pascoe unfortunately resigned at the end of last term. Kylie Lee is keen to work 2 days per week, primarily on administration. Anne will work 3 days per week: Monday, Wednesday and Friday, with Monday and Wednesday involving rehearsals before and after school. In addition, tutorials will be on Mondays and Wednesdays next year. As always, there may be longer hours required in Terms 1, 2 and 4, with shorter hours in Term 3.

Anne Seage

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