Wahroonga Public School Parents and Citizens’ Association
General Meeting

7pm, Wednesday 2nd September 2015 in the staffroom

1. Welcome
President Nick Fiennes opened the meeting at 7.03pm.

Present: Nick Fiennes, Tanya Sandoe, Helena Nutt, Ingrid Van Loon, Janine Feurstein, Derek Lightfoot, Judy Hibbert, Laurence Hibbert, Anne Seage, Vanessa Hodgkinson, Nader Ghavidel, Kerri Cooley, Ghretta Smith, Tracey Haynes, Tom Moth (Principal), Debbie Evans (Deputy Principal).

2. Apologies
Received from Jo Wilbrandt, John Fogarty, Jo Jeffcoat.

3. Previous minutes
Minutes from last meeting received as a true and accurate reflection. Proposed Nader Ghavidel, seconded Ingrid VL. Carried.

4. Principal’s Report
TM’s report is attached (APPENDIX A), including these items:

- TM plans to present a 20-minute summary of 2015 NAPLAN results at the October 2015 P&C meeting.

- ‘Tom’s Tea and Tim Tams’ events – TM held three open meetings with parents. Attendance was great at around 10 people at each of the three meetings. Suggestion to publish agenda for P&C meetings on the website before each meeting.

- Thanks to the Spring Fair team. TM is looking forward to a fantastic community day.

- TM requests additional $5,000 funding for Learning and Support. P&C to discuss.

In addition, TM has liaised with Transfield cleaning re the cleaning of bandroom / library. Because the bandroom was P&C funded, and not Department funded, its cleaning is not covered by the Department. TM has negotiated to have it cleaned every Tuesday and Thursday, with library cleaned every Monday, Wednesday, Friday plus library bins emptied every day.

Also, Out of Hours School (OOSH) Care needs more storage space. TM to walk through the options with NF.

Updated homework policy – there will be a link in this week’s Newsletter. Around 65 responses received to online homework survey.
IT Update - Debbie Evans spoke to this item, providing a ‘technology wishlist’ (APPENDIX B) with the aim of moving classrooms away from interactive whiteboards to interactive projectors, ie 26 classrooms x $4500. Most teacher desktops are out of warranty / slowly dying. Phasing in new ones. BYOD helps a lot in the classroom setting.

5. Treasurer’s Report

- DL reports that current cash position of P&C is $203,000. DL says we therefore have $5,000 to spend on teacher learning & support as requested, if we agree to do so.
- At last audited accounts in 2012 we had $391,000 in the bank.
- Recently we have spent $170,000 on bandroom and $74,000 on hall AV system. We are still in a healthy position. “Not going backwards.”
- DL recapped that $26,000 was P&C’s contribution to the bandroom, and the remainder of the bandroom project was funded out of band cash reserves.
- DL circulated the July 2015 accounts (P&L and Balance Sheet) for all three P&C entities
- Band committee – at end of July 2015 balance reflects a profit. But this includes the P&C contribution to the new bandroom so remove $26,000; still got tutors costs to go out etc. Still hoping to break even for the year.
- Our paid bookkeeper Jane Ford is chasing outstanding band fees, sending reminders.
- There is still work to do to tidy up the last two years of accounts. It is up to the band committee to chase outstanding fees from one/two years ago, or write them off.
- NB we’ve had three bookkeepers in two years, two of whom were voluntary. There is still work to do to get ready for an audit, which we will attend to as a priority.
- Discussion ensued about how we are behind in the auditing of accounts. Jane is doing well getting things back into shape and reconciled. Hopefully ready for auditors in the next month for financial year 2013/2014.
- DL proposes purchasing a new version of accounting software MYOB for uniform shop accounts. Costs $876 for first year. DL proposed spending up to $1,000 for new MYOB licence including the next 12 months of fees. Seconded IVL, carried.
- We are making a reasonable margin on stock in the uniform shop, whilst still keeping prices competitive.
- There was no budget set this year for band. It is good practice, done for the previous 15 years, but just not done this year due to a range of personal/family factors. DL and AS did however review fees at the start of the year.
- IVL proposes the issue of learning support funding be considered at next meeting. TS/TH to put on agenda for October 2015 meeting and give notice in the newsletter.
- Anne Seage says there is still no Wifi in the bandroom. TM to chase up transceiver; will liaise with Edwin Tomlins.
6. Band Report

Anne Seage spoke to her written report (**APPENDIX C**).

In addition, regarding purchases for the Bandroom, all electronic items were ordered by AS on term one quotes. Meantime, the Department changed suppliers. So though a computer and printer have arrived, the printer is inadequate (not a scanner/copier). AS will speak to band committee about putting a proposal to the P&C for a replacement. TM will find a home for the printer within the school.

7. Events & Fundraising

**FAIR UPDATE**

KC and GS reported that all is on track for Saturday’s major fundraiser, the Spring Fair. Lots of exciting events to look forward to, eg clinics by Rugby Union great George Gregan. DL to purchase footballs and jerseys for him to sign for future fundraisers, eg Trivia night.

Our immense thanks go to Kerri and Ghretta for all their superb organising. The P&C showed our appreciation with a round of applause.

**SCHOOL CONCERTS UPDATE**

TM reported that the concerts are on track for performances next week. Deputy Principal Belinda Zorian and music teacher Heidi Piper are putting in lots of effort to ensure their success.

8. Correspondence

Email received from parent Laurence Hibbert re P&C accounts / band sub-committee:

- Lots of questions therein were resolved in tonight’s Treasurer’s Report.
- LH brought up the legality of the Treasurer’s position going beyond two years. It is a bi-law of our Constitution that the role doesn’t go beyond two years, however if no one else puts their hand up for the job we would be without a Treasurer.
- LH says we can’t change the constitution but we can change the bi-laws. NF to review for next meeting.
- It was agreed that we are aiming for audited financials – but this realistically won’t be achieved by the time of the AGM, considering the audit took around six months last time.

9. Other matters

TM reported that a parent tripped on the school driveway this week, meaning that for the third time this term an ambulance was on site. Injuries were superficial and the parent is OK. Yesterday a child had fallen and hit his head in the playground. He is OK.
AS asked re encouraging the children to not use the driveway to walk into and out of school. Janine Feurstein suggests new signage and to make it inaccessible.

TM says lots of new signs will be put up around the school.

TM to invite crossing supervisor Andrea to the school concert.

Discussion around traffic issues: JF says there are a few issues.

- Lack of ‘kiss and drop’ space
- Parents doing U turns
- Parents pulling into bus bay
- People staying and waiting in the afternoon in 2-minute zones
- Traffic light on corner of Burns Rd/Eastern Rd too quick: only three or four cars get through in one go. Can TM apply to have this lengthened? Tom to raise with traffic safety at Council.
- Agreement that education of road safety needs to be reinforced, eg cross at the crossing.
- JF suggests P&C members in high-visibility vests move cars on to prevent the current gridlocks
- TM says crossing supervisor Andrea has suggested speed detectors, which cost $5,000.
- Agreed problematic

Meeting closed by NF at 8.51pm.

 Action Points for Next Meeting:

NF to review bi-laws for next meeting re executive positions

TH/TS to add to agenda: request for $5,000 for additional learning support funding.

TH/TS to put agenda into Newsletter prior to the meeting

TM to raise issue of traffic lights on Eastern Road with Council

Next meeting: Wednesday 7th October 2015 at 7pm
APPENDIX A
P&C Principal’s Report – Term 3 Week 8

NAPLAN: I will be presenting a NAPLAN review at our next P&C meeting in October. This will be about how to interpret individual student reports and a general overview of school performance. As always, some areas have improved and others have dipped.

STAFFING: As I have communicated through newsletters, Mrs Hall will not be back at school before November 17th. Her leave is likely but not certain to extend until the end of the year. Mrs Buckle and Mr McGregor are teaching 3H during this time. Mrs Hetherington is currently relieving Assistant Principal Learning & Support in the Newcastle area. She is a treasured asset of WPS and will be missed for the next 7 school weeks. Her three days are being filled by Mrs Jenny Harrison (M,F) and Mrs Jennifer Cavanagh (W). Mrs Groves, Mrs Milligan and Mrs Wilson will be taking week 10 of this term as Long Service Leave replaced by Miss Archer, Mrs Kippen and Mrs Porter respectively.

SPRING FAIR: I’d like to pass on my sincerest thanks to everybody involved in the organisation of the fair, especially our coordinators. The teachers are looking forward to coming along to support the P&C.

PARENT FOCUS GROUPS: It was a pleasure meeting with a number of parents a fortnight ago to talk about their vision for the school in the coming 5 years or so. Topics from student learning to modern teaching styles, grounds, student welfare and homework were discussed. Two items relevant to the P&C were raised which had significant support from parents in attendance. I would like the P&C to consider:

a) Publishing on the school website and linked to the newsletter prior to each meeting an agenda and notices of motion so that parents can make a decision about whether to attend the meeting or not. This is best practice in any case.
b) If the agenda is to be published, creating a mechanism for parents who cannot attend the meeting to express their views on agenda items to the P&C through email or some form of proxy contact who can then represent their views at the meeting.

LEARNING & SUPPORT FUNDING: Allison Broome, our School Administration Manager has been reviewing payments to School Learning and Support Officers in delivering integration support to targeted students and compared this with projections for the remainder of the year. There is a shortfall of $24,000. From what I can tell from previous minutes, the P&C approved in principle a payment of $15,000 for this. We respectfully ask the P&C whether they would kindly assist by adding an additional $5000 which would make the total contribution $20,000 so that we can maintain our current levels of student support for the remainder of the year.

PLANNED MAINTENANCE: Each year the Department provides some minimal maintenance work. I am waiting for quotes to be received, but at this stage I have asked for pricings on painting and re-flooring the administration block and providing suitable plumbing to L block.
WORKING BEE – B BLOCK GARDEN: I would like to get my hands dirty on a new garden area in between the B block verandahs. The Environmental student group (ERC) is working on plans to beautify the area but I require some man/woman power to help clear the area and do some landscaping. I am meeting with a landscaper and Mrs van’t Wel to look at designs and will be holding a working bee with BBQ provided in early term 4. I will advertise in newsletters once the fair is completed.

TEACHER PROFESSIONAL LEARNING: All teachers will be released from class for one day towards the end of term to participate in some collaborative planning/programming for term 4. This initiative aims to bring about greater consistency across classes and ensure resources are bought and easily accessible prior to the new school term. Since the last P&C meeting teachers have been involved with two professional learning courses related to student welfare and quality teaching.

BAND: Could the P&C treasurer please liaise with Alison Broome, our School Administration Manager about expenses incurred by the school and reimbursement from the music committee. We are trying to prepare for the annual rollover and this would be very helpful.

IT WISH LIST: We would like to express our thanks to the P&C for pledging to support our technology program with resourcing. Debbie Evans (DP) has prepared a high-end wish list for your consideration. See APPENDIX B.

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**Note:** The table above lists the items and their prices for the year 2015.
APPENDIX C
BAND REPORT

P&C MEETING - 2 SEPTEMBER 2015

NSW BAND FESTIVAL
All five bands competed in the NSW School Band Festival at UNSW on Sunday 9 August with outstanding results. Beginner Band, Junior Band, Concert Band and Stage Band played brilliantly and all won Gold awards. Intermediate Band played very well but was competing against a number of senior bands and won a Silver award. Congratulations to all the children on their excellent behaviour and on being such wonderful ambassadors for our School.

ASSEMBLIES
The recorder ensemble will perform at their very first assembly in Week 10.

SPRING FAIR
All bands and conductors have been organised to perform at the Spring Fair.

Concert Band’s tour to the Southern Highlands from 25 to 27 November is booked out.

Anne Seage
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