



General Minutes 15th May 2023

ATTENDEES

Michael Maher, Melissa Trapps, Sarah Foreman, Adam Baker, Amanda Petersen, Laura Seefeld, Theresa Preston, Derek Mascarenhas, Stacey Arona, Amy Hatch, Madeline Gale, Marija Harris, Erin Foenander, Catherine Jones, Sally Garcia, Jenny Ross, Ben Kohonen, Nicole Marshall, Suz Baker

Apologies: Paul Hardy, Jacqui D'Agostino, Marije Kleinsmann, Alana Shepherd, Kirstin Wrightson, Mel Bemrose, Emma Lonsdale, Dee Larsen, Simone Rizzuto

AGENDA

1. Welcome & Acknowledgement of Country
2. Previous Minutes
3. Correspondence
4. Special Presentation: Justin Hong, Principal Cromer Campus
5. Reports
 - a. Treasurer
 - b. Sub-Committee: Canteen
 - c. Sub-Committee: Uniform
 - d. Sub-Committee: Band
 - e. Sub-Committee: Traffic & Safety
 - f. Sub-Committee: Working Bee
 - g. Sub-Committee: Fundraising
 - h. Sub-Committee: Communications
6. Principal Update (Simone Rizzuto)
7. Other Business

1. WELCOME

ADAM BAKER

- Meeting opened with Acknowledgement of Country, at WHPS at 7.00pm

2. PREVIOUS MINUTES

ADAM BAKER

- Review of previous minutes and acceptance by all, accepted by Suz Baker

3. CORRESPONDENCE

ADAM & AMANDA PETERSEN

- No correspondence

4. SPECIAL PRESENTATION

JUSTIN HONG, CROMER HIGH
CAMPUS

- ~1200 enrolled at Cromer Campus, comprehensive and representative school
- Investment in recent years due to school success and department support
- Commitment to basic skills (literacy, maths) resulting in improved results (18/60 students achieving >90% in 2020 HSC results)
- Part of 5 campus college schools for Senior 11+12 allows students to complete classes across schools if not available at Cromer. Schools include Cromer, Manly, Freshwater, Balgowlah Boys, Mackellar)
- Key changes that have resulted in improvement at school over last 5 years included:
 - Change in leadership team, embedding new staff and ensuring passion and commitment
 - Alignment, collaborative and collective belief to make changes for the better
 - Academic classes creating culture and CAPA opportunities for Grades 7-8
- Sports program varies depending on school student mix, very active PHPE faculty driving sports opportunities
- Transition to High School programs in place
 - Orientation Day
 - Peer support program
 - Learning conversations (Goal setting with parents and students at start of year. Check in to discuss what worked on, achieved, not achieved etc)
- Tips for Transitioning to High School
 - Homework is imperative in high school so start forming habits early and now for this dedicated home time
 - Organisational skills

5A. TREASURER

MICHAEL MAHER

- P&L as at 31 May provided
 - Total Income \$96,418
 - Total Cost of Sales \$66,569
 - Gross Profit \$29,849
 - Total Operating Expenses \$47,042
 - Net Profit -\$17,192
- Band, Canteen, Uniforms tracking well with Band trajectory on the upwards. Term 1 Conductor Fees all settled
- Beautification Project/ Stage 1 Chicken Coup invoiced 80% to Podology
- Annual financial audit to be conducted by Mark McGoldrick end October

5B. CANTEEN

THERESA PRESTON

- **Canteen Employee** – Jacqui is now registered as a casual paid employee by the P&C for the canteen. This is mainly for back-up when Rachel or Mel are away sick and for busy times. Jacqui is happy to continue processing the invoices.
- **Equipment Needed** – this was reviewed, the team are working on sourcing the appropriate equipment when time permits.
- **Menu Review** – changes already made were reviewed and the new winter menu has been posted in the newsletter.
- **Pricing Review** – a review was completed to ensure pricing is accurate. The result is some items have gone down in price and some have gone up in price (based on cost).
- **Supplier Review** – a review was completed on the suppliers we use and the frequency of orders to promote best practice.
- **Special Menu Item Day** – we are looking to do a winter themed sausage sizzle day this term. Date to be confirmed.

5c. UNIFORM

STACEY ARONA

- The current bank balance is \$27,500 and there are \$3,700 in invoices to be paid.
- **Uniform Shop Donation** - The uniform shop would like to donate \$10,000 to the school.
- **Back to School Vouchers** - We are not seeing as many back-to-school vouchers, but the shop has continued to be very busy with winter stock sales.

- **Stock** - There are no major back-orders. An order will be placed shortly for jackets, sports pants and winter headbands. A stock-take was carried out of all the socks and stockings in the storeroom and they have been re-organised (orders placed for low stock items).

5D. BAND

ADAM BAKER

- Performing at upcoming Values Assemblies, Disco
- Band Jam 3+4th June
- \$13,000 in bank with fees to be collected for Term

5E. TRAFFIC & SAFETY

No formal update

- No formal update

5F. WORKING BEE

No formal update

- No formal update

5G. FUNDRAISING

SARAH FOREMAN AND MELISSA TRAPPS

- Fundraising and Events Team Vision - to bring joy and connection to Wheeler Heights Public School students and the broader community by providing fundraising events that are inclusive, fun and support the school by raising the most funds achievable while adding value to the school community.
- 2023 Fundraising Goal - To fundraise for additional home and class readers to add to our growing collection and implement the upgrade to the veggie garden, chicken coop and landscaping of the school grounds. Alongside investing in the students and school infrastructure, we would like to raise funds to support the wellbeing of the WHPS staff in whatever way is helpful to them throughout 2023.
- 2023 Events
 - Election Day - raised ~\$2,500
 - Mothers Day - raised ~\$1,300
 - Cookie Drive up next, eldest child to be sent home with cookies. 15 per box, \$5 each with 4 weeks to complete. If you don't sell, simply return to the office.
 - Trivia Date set for 4th November

5H. COMMUNICATIONS

No formal update

- No formal update.

6. PRINCIPAL UPDATESIMONE RIZZUTO UNWELL, NO
UPDATE

- No formal update.

7. OTHER BUSINESS

ALL

- Noted that the Girl's toilet doors not latching, school to investigate
- AGM coming soon, consider roles, in particular President role will be vacant
- Next meeting 19th June

Meeting closed 8.03pm