



General Minutes 19th June 2023

ATTENDEES

Paul Hardy, Michael Maher, Melissa Trapps, Sarah Foreman, Amanda Petersen, Theresa Preston, Derek Mascarenhas, Stacey Arona, Amy Hatch, Madeline Gale, Marija Harris, Erin Foenander, Simone Rizzuto, Mel Bemrose, Emma Lonsdale, Jessica Kotowski, Nicole Marshall

Apologies: Jacqui D'Agostino, Marije Kleinsmann, Alana Shepherd, Kirstin Wrightson, Dee Larsen, Adam Baker, Laura Seefeld, Shauna Tyson

AGENDA

1. Welcome & Acknowledgement of Country
2. Previous Minutes
3. Correspondence
4. Special Presentation: 'Inclusive, Engaging & Respectful School'
5. Reports
 - a. Treasurer
 - b. Sub-Committee: Band
 - c. Sub-Committee: Canteen
 - d. Sub-Committee: Uniform
 - 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	PAUL HARDY
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- Meeting opened with Acknowledgement of Country, at WHPS at 7.00pm.

2. PREVIOUS MINUTES	PAUL HARDY
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- Review of previous minutes and acceptance by all, accepted by Sarah Foreman.

3. CORRESPONDENCE	PAUL HARDY & AMANDA PETERSEN
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- No correspondence

4. SPECIAL PRESENTATION	NICOLE MARSHALL
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- Nicole Marshall shared a school behaviour support and management plan, a government initiative that school tailored for WPHS.
- Included surveys, full review, development and an opportunity to relaunch The Wheeler Way and Positive Behaviour for Learning (PBL).
- Promoted and reinforced in weekly lessons and in school newsletters.
- Update to Reward systems including super hoots, informal in class systems, assembly awards, values assembly, k-6 superhoot tokens, extra curr awards, k-6 awards at Annual presentation day.
- Behaviour code for students and whole school behaviour intervention system also launched, framework of How are you Going? Green/Yellow/Orange/Red indicating status in behaviour at given time and guided by Prevention, Early Intervention, Target Intervention, Individual Intervention.
- Reflection Room practices also shared including how students are asked What Happened? How Do You Feel? Was it Wheeler Way Behaviours? What do I do better or improve on? Students in the Reflection Room for the first half lunch for discussion and teacher support.
- Discussion on best way to communicate new policy and process to parents was suggested in Stage Newsletters and actual presentation to be recorded as video content for Newsletter and through Flexischool post

5A. TREASURER	MICHAEL MAHER
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- Current net position for YTD approx \$20k down but due to invoice and income timing but will land end 30 June in good position.

- Michael and Paul to review policies to understand if we should move to calendar year reporting.

5B. BAND

EMMA LONSDALE

- Requested template used by other sub committees to provide updates in future. Amanda Petersen to email to Emma.
- Current balance \$12,000 and \$3,000 outstanding for Term 1 & Ter2 fees.
- Need to still invoice Band Jam, 50 students participated.
- Band sub committee will lead and organise Disco fundraising, calling for volunteers.
- Training band will be playing at Open Day 2023 on upcoming Wednesday.

5c. CANTEEN

THERESA PRESTON

- **Banking/Cash Recording** – It was raised that cash held on the premises need to be more regularly counted and recorded for insurance purposes. The balance is now counted and recorded daily, balances are going to be sent to the Treasurer weekly and banking will continue to be done fortnightly.
- **Equipment needed** – the equipment needed was previously identified, now the canteen are looking into the various requirements of the equipment needed before purchasing. For example the pie warmer needs to reach and maintain a certain temperature to be compliant.
- **Fly Screens** – the canteen needed some fly screen replacements, quotes were obtained and one was chosen. The works are booked in (they have a 6-8 week lead time) and a deposit has been paid for them. As they are a building fixture the canteen was wanting to check if they are a school cost? The canteen would be able to pay for half of the cost if needed. Simone to confirm if this cost can be covered by the school maintenance fund.
- **Children with no lunch** – there has been a steady increase in children coming to the canteen with no lunch (for various reasons – lost, dropped, didn't pack any etc). It's estimated to be 10 to 20 per week. Request for support from school to reinforce messaging on taking responsibility of own lunch etc.
- **Special Menu Item Day** – the last special menu item day was to help support World Oceans Day and the canteen raised \$315
- **Super Hoot Vouchers** – currently being funded by Canteen. Agree to invoice these back to school for processing.

5D. UNIFORM

STACY ARONA

- The current bank balance is \$21,395 and we expect a series of invoices to come in over the next 2 weeks.
- Stock - we are experiencing some delays in getting stock in from suppliers (several are having stock shortages at the moment). There are a few

back-orders (sports pants, 1 size of sports shorts and school bags). We are hoping to get them in over the next couple of weeks.

- Stock Take - we have done a big tidy up of stock ready for the stock-take which will take place over the next couple of Fridays.
- Headband quality raised and to be reviewed by the Uniform committee with supplier.

5E. TRAFFIC & SAFETY

DEREK MASCARENHAS

- Incident report with photos of vehicles incorrectly parking around the school has been collated.
- Request to send brochure and the report through Flexi School, Newsletter and OOSH. Simone agreed.
- Signage (x4) to also be located throughout the school. Simone agreed.

5F. WORKING BEE

No formal update

- Chicken Coup works completed.
- Stage 2 in 2023 to include vegetable garden works with Elizabeth Horticulturist.
- Stage 3 in 2024 to include school entrance beautification.

5G. FUNDRAISING

SARAH FOREMAN AND MELISSA TRAPPS

- Cookie Fundraiser completed. Mixed feedback with learnings to consider opt-in version and trade-off of such a manual processing of counting and logistics.
- Trivia Night to be launched August with date November 4th.

5H. COMMUNICATIONS

No formal update

- No formal update.

6. PRINCIPAL UPDATE

SIMONE RIZZUTO

- Recent break into the school is disappointing. Simone to investigate installation of cameras at the school.
- Busiest time of year for Dance teams, with Abbotsleigh performances on previous Sunday and Glen Street across upcoming week.
- The Sustainability team, supported by Elizabeth, undertook World Ocean Day initiatives, which was a great success.

- Check-in data for yr4+6 assessments completed and upon review school has decided if a student is unable to complete on planned dates then student is not needed to make up the assessment at a later date but wait for next check-in.
- Spelling Bee run on Monday 19th, was a great experience for all.
- NAIDOC activities planned for Week 10.
- Staffing still remains an huge issue (today for example 4 classes without a teacher) but school managing as best as possible.

7. OTHER BUSINESS

ALL

- Called out that the Online Safety Presentation recently run by the school was well received with approx 85 parents/carers attending
- AGM coming soon, consider roles, in particular President role will be vacant
- Next meeting 17th July

Meeting closed at 8.35pm.