



General Minutes 20th March 2023

ATTENDEES

Paul Hardy, Melissa Trapps, Sarah Foreman, Adam Baker, Amanda Petersen, Laura Seefeld, Simone Rizzuto, Theresa Preston, Derek Mascarenhas, Stacey Arona, Amy Hatch, Dee Larsen, Emma Lonsdale, Madeline Gale, Jessica Kotowshi, Shauna Tyson, Jenni Coombes, Marija Harris, Rhonda Burton

Apologies: Jacqui D'Agostino, Marije Kleinsmann, Alana Shepherd, Kirstin Wrightson, Catalina Forero, Mel Bemrose, Michael Maher

AGENDA

1. Welcome / Open
2. Previous Minutes
3. Correspondence
4. School Presentation: Number Talks
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
8. Next Meeting

1. WELCOME

PAUL HARDY

- Meeting opened with Acknowledgement of Country, at WHPS at 7.04pm

2. PREVIOUS MINUTES

PAUL HARDY

- Review of previous minutes and acceptance by all, accepted by Theresa Preston.

3. CORRESPONDENCE

PAUL & AMANDA PETERSEN

- No correspondence

4. SCHOOL PRESENTATION

LAURA BAMFORD & KIRSTY CRICHTON

- Laura Bamford and Kirsty Crichton provided a great presentation and demonstration of how numeracy program Number Talks is taught within WHPS.
- Number talks was introduced to WHPS in response to reviewing NAPLAN results. Identifying the need to build on the students verbalisation, reasoning and numeracy problem solving in order to set them up with skills for future role types and problem solving.
- Number talks is a program based around sharing how you get to an answer rather than just providing the answer. It is a brief daily talk where students mentally solve and verbalise their answer, sharing thinking with a partner and then in group discussions.

5A. TREASURERPAUL HARDY ON BEHALF OF
MICHAEL MAHER

- P&L for CYTD 23 provided, with all business lines tracking well
 - Total Income \$43,896
 - Total Cost of Sales \$19,411
 - Gross Profit \$24,485
 - Total Operating Expenses \$12,095
 - Net Profit \$12,390
- P&L for CYTD 22 provided, noting all Band invoices for CY22 have been paid and reconciled
- ACNC data has been updated to 30 June 2022
- Podology invoice paid Friday 17/3
- Treasurer on leave all of April, communicated to all employees to ensure payroll completed.

4B. CANTEEN

THERESA PRESTON

- **Canteen Facebook Page**
 - Committee raised the option of having a dedicated facebook page again. The purpose of this would be to connect with parents and showcase what our canteen has to offer. It would be good for our special menu item days, parent volunteers, general communication (like PSSA, any closures etc) along with other things like menu changes.
 - Agreed that a single Facebook page for WHPS P&C was preferable and for the short term we would continue as is and review over the next months to see how working with more communications and posts by the Canteen.
- **Equipment** - Rachel and Mel have done a review of the working order of the Canteen equipment. The canteen plans on purchasing the following:
 - Second drinks fridge
 - 2 x pie warmer ovens
 - Large air fryer
 - Replacement of cooking utensils
- **Special Menu Days** - The committee discussed how we would run special menu item days having had the trial with Valentine's Day. Going forward these days need to be:
 - On Monday to Wednesdays only (as Thursday and Friday are the busiest days)
 - Ordered through Flexischools (so we have enough supplies and kids don't miss out)
 - Supplies for the special menu items should be either ordered in (preferably using an existing supplier) or made on site (as opposed to being made at home and brought in)
 - The next special menu item day we are looking at is Easter Day towards the end of term (hot cross buns and easter eggs).
- **Menu Review** - Rachel and Mel are reviewing our current menu, suppliers and pricing with the objective of providing good menu items and affordable prices.
- **Online Savings Accounts** - Canteen have reviewed the operating costs and confirm we are in a position to move \$10,000 to the online savings account.

4c. UNIFORM

STACEY ARONA

- The current bank balance is \$19,707 with \$1,227 worth of invoices to be paid.
- **Back to School Vouchers** - The "back to school" vouchers have turned out to be a great success, helping lots of Wheeler Heights families with their uniform costs

this year and boosting sales in the shop. To date \$5,500 worth of vouchers have been redeemed. Thanks again to Mel and Michael who took the initiative to set-them up and have them ready for the start of the year. The uniform shop will be looking to make a donation to the school in term 2 (after the winter stock has been checked and replenished where necessary).

- **Stock** - Hats are “running” out the door! Caps completely sold out within 2 weeks, they were quickly restocked, and Alana will be placing another order next week. There are no current stock issues.
- **General Business** - The storeroom clean-out and reorganisation of stock hasn't started yet (as the shop has been so busy). The aim is to get a good start on it this term and have it completed in term 2 ready for the winter stock.

4D. BAND

EMMA LONSDALE

- Invoices paid for Conductors
- Term 1 & Term 2 invoices sent out to families
- Training band had first concert this week and Bands will be busking at upcoming Election Day and performing at the Easter Hat Parade
- Creative kids voucher being investigated with P&C Treasurer

4E. TRAFFIC & SAFETY

DEREK MASCARENHAS

- Poster signage with information on traffic safety and how to make complaints/ suggestions for traffic and safety have been installed around the school
- Crossing Supervisor recruitment is still underway. NB Council is currently looking for 12 positions and looking at War Vets for options

4F. WORKING BEE

PAUL HARDY ON BEHALF OF
KIRSTIN WRIGHTSON

- P&C raised that there are many types of Grant applications to support school sustainability and improvements. If anyone would like to volunteer to submit please reach out to Paul
- Podology started work on Chicken Coup/ Garden on Mon 20/3
 - Phase 1 Chicken Coup should take 2-3 weeks to complete
 - Volunteer horticulturist has been amazing working with sustainability group, with students engaged and excited about the Phase 2 Vegetable Garden plans
 - Paul to send photos of progress to Marije to include on FB and School Newsletter

4G. 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 - 25th March, cake stall and BBQ being arranged.
 - Next events include 1) Mothers Day breakfast, looking for volunteers but planning well underway and 2) Cookie Fundraising Boxes which have been organised and to commence mid May. Eldest sibling to bring the single box home for each family.

4H. COMMUNICATIONS

No formal update

- No formal update.

6. PRINCIPAL UPDATE

SIMONE RIZZUTO

- School virtual tour video is now complete and will be reference in next newsletter and on the website
- School is very excited about the landscaping Garden works across the school, and the students have voted the project to be called 'Wheeler's Wonderous Garden of Education'
- Naplan underway, with Simone calling out how proud of students and parents in terms of attitude and approach to what could be a stressful experience for students
- Zone Swimming a great success with WHPS winning the carnival and many students heading off to Regionals
- Continuing to provide investment into the school including flyscreens recently being installed in some buildings
- Class parent representatives are very valuable to the school and Simone will be sourcing feedback from them to continue to improve communications, school programs and events
- Installation of feminine product dispensers have been rolled out to all schools, including WHPS. Feedback on how to communicate the initiative to families and students was sought during the meeting and included suggestion of

communicating to all parents, not select grades, and educating Year 5+6 students on the installations

8. OTHER BUSINESS

ALL

- Louise Segher shared the Student Wellbeing Innovation Fund initiative and that applications were open. Louise is working with KYDs Organisation, who run workshops in schools eg Transitioning to High School, to put a submission together for a grant to produce workshops for WHPS Yr4-Yr6. Louise requested feedback on WHPS being part of the grant submission which would note WHPS as a willing participant in the pilot if granted. Committee and present family members supported and looking forward with an update if progresses
- SImone to investigate school grounds umbrellas which previously were part of the school equipment to provide shading but now not in use
- Next P&C Meeting Mon 15th May, 2023

Meeting closed 8.35pm