



## General Minutes 16th October 2023

### ATTENDEES

Paul Hardy, Sarah Foreman, Amanda Petersen, Derek Mascarenhas, Amy Hatch, Simone Rizzuto, Kirstin Wrightson, Maddie Gale, Hannah Holmes, Mel Bemrose, Erin Foenander, Stacey Arona, Emma Lonsdale, Mark McGoldrick, Sarah Brown, Nicole Marshall, Peta Walsh

Apologies: Jacqui D'Agostino, Alana Shepherd, Adam Baker, Marije Kleinsmann, Melissa Trapps, Dee Larsen, Shauna Tyson, Laura Seefeld, Michael Maher, Melissa Trapps, Theresa Preston, Catalina Forero, Marija Harris

### AGENDA

1. Welcome & Acknowledgement of Country
2. Previous Minutes
3. Correspondence
4. School Presentation: School Strategic Improvement Plan
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. Other Business

### 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 Paul Hardy post general meeting on 6 Nov

## 3. CORRESPONDENCE

PAUL HARDY & AMANDA PETERSEN

- HeyDJ Disco letter promoting services given to Fundraising team for future reference.

## 4. SCHOOL PRESENTATION

SARAH BROWN, NICOLE MARSHALL,  
PETA WALSH, SIMONE RIZZUTO

- Thank you to the teachers from WHPS who shared the School Strategic Improvement Plan (SIP) at the P&C meeting. The SIP is also available on the WHPS Website.
- The SIP is in place for 4 years, with 2023 being the 3rd year for the current plan.
- There are 3 strategic directions within the plan:
  1. Student Growth and Attainment (included in all School SIPs)
  2. Excellence in Practice (specifically included by WHPS)
  3. Connection to Community (specially included by WHPS)
- Each of the 3 strategic directions have documented objectives and improvement measures, and implementation and progress monitoring including focus areas.
- Performance and impact tracking is obtained through data, specially student check-in assessments and we have seen great positive growth in Year 6 cohort since implementation.
- Initiative teams to support the SIP have been established with teacher participation across Numeracy, Reading, PBL (Positive Behaviour for Learning), Aboriginal Education, Communications, HPGE (High Performing & Gifted) and Assessment.
- At the end of the 4th year (2024) an external school evaluation will be conducted to understand success. This will be in July 2024.

## 5A. TREASURER

PAUL HARDY ON BEHALF OF MICHAEL MAHER

- Current net position for YTD \$217k.
- Bank Balances:
  - Band Bank 15,764.81
  - Canteen Bank 32,319.63
  - General P&C Bank Account 18,827.48
  - Online Saver 77,026.80

- Prepaid Mastercard 93.69
  - Uniform Bank 20,812.00
  - Total Bank 164,844.41
- Audit Reporting underway with Mark McGoldrick. Agreed a draft financial statement would be prepared within next fortnight. Final report to be sent to committee prior to AGM.

## 5b. BAND

EMMA LONSDALE

- Current Balance \$15,964 (which will go towards conductor fees for rest of the year)
- **Fee Update**
  - 14 outstanding/unpaid Semester 2 student fees and 9 outstanding Band Jam fees.
  - 4 outstanding/unpaid Semester 1 fees (approx \$1280).
  - Outstanding conductor/tutor invoices (still to be received): 2 Band Jam tutor invoices (approx \$600) plus conductor fees for September.
- **Upcoming events**
  - 23 October – 1pm performance at Warringah Mall. School office has the information and plans to send out an email about parent transport tomorrow. It's the first external concert this year and we're very excited about it.
  - Practice-a-thon is finishing this week where students have completed 30 practice sessions over 6 weeks. 10 students will go into the draw to receive a \$10 canteen voucher and all participating students will receive certificates. (Emma will liaise with Mel re canteen vouchers and school re certificates).
  - 9 November – Performing Arts night (including dance, singing and drama groups across WHPS). Shauna is liaising with school teachers to coordinate groups.
  - Term 4 - Recruitment of Year 2 students via blow test
  - 29 November – Jazz performance (external TBC)
  - 30 November – Disco to fundraise for band instruments
  - 4 December – Hot Potato Band workshop and concert
  - TBC – Christmas concerts and Christmas busking
- We plan to do an instrument audit soon to tag instruments needing repairs and servicing – and to work out what new instruments we need to order for 2024.

## 5c. CANTEEN

STACEY ARONA

- **Equipment Update** – The canteen fridge broke down and was going to cost a significant amount to be fixed and as a result has now been replaced. A second pie warmer has now been purchased as well.
- **Special Menu Item Day** – The next special menu item day will be October 31st which will be Halloween themed. Items will be purchased from Flexischools with some over the counter options also.

- **Frozen Items Line** – On busy days when there is more than one server in the canteen we will encourage children who have prepaid frozen items to line up separately so they can be prioritised for service.
- **Children with No Lunch** – There are still a significant number of children coming to the canteen with no lunch. To manage this the canteen has the following new process in place:
  - Children will be directed to the office to advise when they have no lunch,
  - The office will contact the child’s parent,
  - The child will come back to the canteen with a note
  - The child will be given a plain sandwich (butter or vegemite)
  - The cost of the sandwich will be \$3 (\$1 more than standard price)
  - An email will be sent to the parent to request payment
- In addition to this, to reduce the pressure of busy days or when there is only 1 server in the canteen, the team will make a couple of spare sandwiches in advance to keep in the fridge for children with no lunch. The cost of any wastage will be covered by the price increase for forgotten lunches.
- **Price Increases** – Due to the increased cost of wraps and rolls, they will be going up in price by 50 cents each. Scrolls will also be increasing in Term 1 2024 and the canteen plans to do another pricing review of all items in early 2024.
- **Juice Bombs** – Due to the increased sale of Glee drinks and reduced sales in Juice Bombs, the canteen plans to stop selling Grape and Orange flavoured juice bombs once the current stock is sold out.
- **Trivia Night Canteen Party** – The canteen will donate 2 “Canteen Classroom Parties” for the Trivia Night silent auction. Each canteen party will be valued at \$65 and will include – a bag of popcorn, a chocolate, icy pole and \$5 voucher for each student in the class.

#### 5D. UNIFORM

STACEY ARONA

- The **current bank balance** is approximately \$23,000. There will be \$4,193 worth of invoices to be paid out of this plus kindergarten orientation supplies (school bags etc) which is approximately \$3,000.
- **Orientation Stock** – the shop will be stocked for the upcoming kindergarten orientation. The shop will be open for the orientation days on November 7th and 14th.
- **Summer stock** was reviewed prior to Term 4 starting and orders have been placed for any low stock items.

#### 5E. TRAFFIC & SAFETY

DEREK MASCARENHAS

- Latest Traffic Incident report developed and will be posted on P&C Facebook page

#### 5F. WORKING BEE

Kirstin Wrightson / Paul Hardy

- Meeting with Sustainability Team, Podology and Horticulturist for input into Vegetable Area plan and to finalise plan.

- Friday has been booked for Kirstin, Paul and Simone to visit neighbouring schools to review options on future playground upgrade.

## 5G. FUNDRAISING

SARAH FOREMAN

- **Trivia night** - planning well underway. 22 table sponsors required still. Sponsor for DJ and Photobooth filled.
- **World Teacher Day 27 Oct** – Mobile massages and morning tea being arranged for the teachers as a thank you and appreciation.

## 5H. COMMUNICATIONS

AMANDA ON BEHALF OF MARIJE  
KLEINSMANN

- Facebook post for Driver Safety & Incident Report with September photos is scheduled for tomorrow at 10.00 - everyone please 'like' the post so it won't get lost.
- Working on Trivia Sponsor posts of which two will go out each day - would be good for people to 'like' these posts if they see them to also build exposure.
- Please reach out to Marje if you have something needing to be posted on FB

## 6. OTHER BUSINESS

ALL

- Year 6 Election BBQ & Cake Stall raised \$1797 to be put towards Graduation farewell and gift from Year 6 to the school.
- Next meeting is the AGM
  - 20th November @ 7pm
  - To be at Collaroy Surf Club
  - Suggestion to promote the AGM at Trivia Night, potential in Trivia Quiz
  - Suggestion to share P&C member role cards for awareness and distribute with Organisational Chart and achievements to date

Meeting closed at 8.08pm.