



General Minutes 20th March 2024

ATTENDEES

Paul Hardy, Sarah Foreman, Michael Maher, Amanda Petersen, Maddie Gale, Emma Lonsdale, Marija Harris, Jessica Kotowski, Theresa Preston, Dee Larsen, Hannah Holmes, Angus Bird, Peta Walsh

Apologies: Melissa Trapps, Stacey Arona, Mel Bemrose, Amy Hatch, Simone Rizzuto, Kirstin Wrightson, Jacqui D'Agostino

AGENDA

1. Welcome & Acknowledgement of Country
2. Previous Minutes
3. Correspondence
4. Proposed P&C Meeting Schedule
5. P&C Constitution endorsement
6. Reports
 - a. Treasurer
 - b. Sub-Committee: Band
 - c. Sub-Committee: Canteen
 - d. Sub-Committee: Uniform
 - e. Sub-Committee: Fundraising
 - f. Sub-Committee: Communications
 - g. Sub-Committee: Traffic & Safety
 - h. Sub-Committee: Working Bee
7. Principal Update
8. Other Business

1. WELCOME

SARAH FOREMAN

- Meeting opened with Acknowledgement of Country, at WHPS at 7.03pm.

2. PREVIOUS MINUTES	SARAH FOREMAN
<ul style="list-style-type: none"> Review of previous minutes and acceptance by all, accepted by Theresa Preston and Marije Harris 	

3. CORRESPONDENCE	SARAH FOREMAN & AMANDA PETERSEN
<ul style="list-style-type: none"> No correspondence received 	

4. PROPOSED P&C MEETING SCHEDULE	SARAH FOREMAN
<ul style="list-style-type: none"> A proposed schedule has been created, to consider Week 3 and Week 8 of Term on alternate Monday/Wednesdays. Due to printing challenges, the proposed schedule will be distributed by the P&C WhatsApp group for feedback. 	

5. P&C CONSTITUTION ENDORSEMENT	PAUL HARDY
<ul style="list-style-type: none"> Feedback to include ethics of fundraising to be articulated as part of the Constitution into General by laws. Paul to include in the updated Constitution. Proposed P&C Meeting schedule needs to be agreed (as above) and included in the Constitution. Once final changes are added to the Constitution, Paul will redistribute to P&C and motion to pass at the next P&C Meeting. 	

6A. TREASURER	MICHAEL MAHER
<ul style="list-style-type: none"> Profit & Loss Report ending 30 June distributed prior to meeting. <ul style="list-style-type: none"> Net Profit: Band -\$1,706, Canteen -\$2,679, General -\$2,346, Uniform +\$3,438 Confirming the \$3,800 has been transferred from the school to P&C account to cover the recently installed Canteen screens Superhoot costs to be summarised and provided at the next P&C meeting. This includes Michael running the report for 2023 and Peta Walsh providing forecasted costs for 2024. With this information, P&C will confirm if P&C will cover costs moving forward and how to account for it at the next meeting. 	

5B. BAND	EMMA LONSDALE
<ul style="list-style-type: none"> Fundraising - disco date has been confirmed with School & P&C. The DJ has been booked and the theme agreed. Engagement & recruitment - approx 32 students in Training Band plus around 45-50 in Senior/Intermediate band. A Google form to rally jazz band interest will be sent later in Term 1. 	

- Instruments - still awaiting invoice for instrument repairs (1 clarinet still in repair shop). Will purchase a new trumpet when the invoice has been paid and sell some existing trumpets.
- Suggestion to look into public grants to support the band. Maddie to send link to Emma.
- Agree Disco funds raised to be included on the Band P&L. Emma to send flyer to Jess for inclusion on WHPS P&C Facebook page.
- Committee currently discussing Wheeler Spectacular, planned for 12 September. Entry cost to be requested rather than coin donation in order to raise more funds for the Band. Suggestion to also look at bigger external venues to accommodate more people, Cromer High for example.
- **Draft Events noted below:**

DATE	WHAT	WHO
TERM 1		
Thurs 29 Feb, 4pm	Kindy Welcome Picnic (after school)	Senior band
Mon 11 Mar, 9.30am	Values Assembly	Senior band
Thurs 28 Mar	Easter Hat Parade	Intermediate band
Wed 10 Apr, 4pm	Blast Off Afternoon	Training band
TBC - Thurs 11 Apr	Disco fundraiser (Yrs 1-6)	Parent helpers
TERM 2		
TBC - 4-5 May	Band Jam weekend	All bands
TBC May - June	NSSWE Winter Festival or NBSWE Instrumental Festival	
TERM 3		
TBC August	Disco fundraiser (Yrs K-6)	Parent helpers
Thurs 5 Sept	Wheeler Spectacular dress rehearsal	All bands
Thurs 12 Sept	Wheeler Spectacular concert & fundraising	All bands
TERM 4		
TBC	Mall Music performance	All bands

6c. CANTEEN

THERESA PRESTON

- **Thank you Gift** - Committee has purchased a thank you gift for Rachel for her time in the canteen. Thank you Rachel!
- **Dishwasher Display Error** - the digital temperature display on the dishwasher is flashing 000 and not showing the temperature. The dishes appear to be very hot once cleaned, so it is likely that high washing temperatures are still being reached. However, we will get a technician in to take a look and fix it.
- **Mel Trapps Leave** - Mel is going on leave. Rachel will cover the days she will be away: 9th , 10th, 30th April and 1st May.
- **Friday Lunch Orders** - Jacqui has started printing out a summary of the lunch orders by class to be included in each classes lunch basket. There are LOTS of orders on a Friday and we are getting children saying that they didn't get their order. This way the teacher can check the order list. At this stage we are only doing this on a Friday.
- **Special Food Item Days this Term**

- Harmony Day – 21 st March – we will turn some of our regular food ‘orange’ for the day (eg orange sprinkles on cookies, orange frozen juicies). These will be available over the counter for purchase.
- Easter Treats – 26 th March – we have Easter treats available for pre-purchase on Flexischools (with a cut off of Friday 22 March). Items include: hot cross buns (plain, gluten free and choc chip versions), mini chocolate Cadbury eggs and ‘Dairy Free’ chocolate bunnies.
- **Frozen line** - new signage above the counter is now being used to encourage children with prepaid frozen items to collect to line up in a separate queue so that they can be prioritised for service.
- **PBL unit to highlight canteen etiquette** - Nicole Marshall has created a little presentation for teachers to use in week 8 (this week) in their PBL unit to shine a light on canteen etiquette. The presentation covers lunch and recess “eating time” procedures as well as the rules and behaviour expected while ordering at the canteen.
- Suggestion at the meeting was made to reduce the time frame for volunteers, to encourage more people to volunteer. Committee is monitoring volunteers and will also evaluate if we need to bring on an extra employee to cover.

5D. UNIFORM

SARAH FOREMAN ON BEHALF OF STACEY ARONA

- **Uniform Shop Vacancy** - Recruitment has started for the Uniform Shop Manager vacancy. The role has started to be advertised and we will be looking at further options.
- **Stock Backorders** – there is an extended delay on bucket hats (due to a supply issue at the ports), hoping to get them in before term 1 ends.
- **Second Hand Sale** - For the next couple of Fridays’ there will be a second-hand stock sale (prices reduced to \$5-\$10) as we have excess stock available.
- Suggestion during meeting to consider Tunic sales and if needs to be an option in the uniform selection.
- With a new person being hired to run the uniform shop, provides an opportunity to consider opening the uniform at an alternate time to currently on Fridays. This may allow more people to visit the shop and purchase. Sub committee to advise.
- Sub committee to investigate alternate POS system to Cash Register (eg Square). Dee to explore.

5E. FUNDRAISING

MARIJE HARRIS

- Great turnout at the Fundraising team ‘Meet & Greet’ on 6th March, @ The Collaroy. Team now has a full team to help!
- The Mother's Day event is planned for Friday 10th May, a breakfast style event with Croissant and coffee for Mum and Croissant and Juice for children.
- Colour Run planned for T2, Friday 28th June (PSSA Bye). Team opting to have some funds raised donated to Smith family given current cost of living. Suggestion made to consider a local charity to benefit. Marije to check with the Colour Run supplier if it is an option.
- Trivia event planning underway. Looking at alternate venues but attendee numbers make it challenging. >400 capacity required.
- T3 Local council election is planned for 14th Sept and in diary for fundraising event.

- Suggestion to provide upcoming events calendar on P&C Facebook page to give community advance notice. Marije to provide to Jess.

6F. COMMUNICATIONS

JESSICA KOTOWSKI

- No formal update
- P&C confirmed it was comfortable to keep the WHPS P&C Facebook page as public. Thanks for checking Jess!

6G. TRAFFIC & SAFETY

MADDIE GALE

- Parking signage is unable to be put out on public areas again until public liability insurance is confirmed with council. Previously this was a 12 month trial that council funded. Maddie working on this and will provide cost to P&C for approval if required.
- Parking and traffic behaviour is getting worse on Veterans Parade in particular. In particular use of 'kiss and drop' and no stopping zones. Maddie to review and consider current road signage (in particular location and visibility of kiss and drop sign) and prepare proposal for council, including road humps on verge over Veterans Parade and Rose Avenue. Recognise that we need to source data to provide evidence of issues to support our proposal.
- To continue to share concerns and educate the community on the importance of Traffic Safety around WHPS, suggestion to add talk/ presentation to any upcoming school events where community is present.

6H. WORKING BEE

SARAH FOREMAN ON BEHALF OF
KIRSTIN WRIGHTSON

- Podology has provided a plan and list of questions for response in order to confirm scope and provide quotes. Sarah, Paul and Kirstin to review questions, clarify scope and respond.
- Request for Jess to provide another shout out to Podology on P&C Facebook given completing plan design works for free. Thank you Liz!
- Recommendation for a separate Working Bee meeting to plan our overall school requirements, scope and priorities for beautification of the school. Anyone who wishes to join please reach out to Kirstin.

6. PRINCIPAL UPDATE

PETA WALSH ON BEHALF OF SIMONE
RIZZUTO

- Busy month since last meeting - Meet the Teacher evenings, Swimming Carnival, Water Fun Day, Acknowledgement of Country workshop, PSSA Trials and games, Halogen young leaders, Evacuation drills, CPR and anaphylaxis training, PAT tests, NAPLAN, International Women's Day, Values Assembly, Zone Carnival, International Maths Day and Harmony Day celebrations.
- Next week Parent Teacher interviews and Easter Hat Parade.

- School has been engaging the community with small focus groups on 1) New Academic Reporting and 2) How the school continues to engage parents in their children's learning. These have provided valuable feedback, thank you.
- A short survey was also set up to gather feedback on the Meet the Teacher sessions. Small response but again providing good feedback. P&C members raised that they missed the survey in the Newsletter and recommended sending this via another comm form to ensure more participation.
- The Tell Them From Us Survey this year will be replaced with questions from the School to gain valuable feedback.
- Teachers are working hard to implement the new Maths & English syllabuses. K-2 started last year and 3-6 this year.
- The executive team has started working on the school external evaluation process. This involves looking at initiatives run by the school over the past few years and making evidence informed decisions about the success of these. Whilst an involved process, it does allow the school to showcase our great school.
- Confirming no update on the Playground grant at this stage.

6. OTHER BUSINESS

ALL

- Theresa Preston provided \$1 for membership fee
- Working with Children check was raised as a requirement for any person volunteering for P&C events. Emma to review Risk Assessment and come back with an update and recommendation at the next P&C meeting.
- School communications was discussed with recommendation that any future school surveys be sent via 'Class Parent' or 'School Bytes' given people missing these in the Newsletter. Peta to raise with school.
- Any feedback for the school on communication practice and policy to be sent to P&C secretary who will consolidate and provide it to the school for consideration.
- Next meeting was agreed as Monday 13th May.

Meeting closed at 8.52pm.