



MINUTES

WHPS P&C, 18 November 2019



ATTENDEES

David Scotter, Priscilla Wright, Paul Hardy, Suz Baker, Adam Baker, Dee Larsen, Yvette Dee, Fiona Simmat, Julie Harrison, Ali Evans, Theresa Preston, Derek Mascarenhas, Kerrie Robertson, Natalie Cook, Karen Nitch, Jo Golding-Lowe, Kate Cura

Apologies: Cathie Butler, Julie Hannah, Mel Bemrose, Simone Sakovits

AGENDA

1. Welcome / Open
2. Previous Minutes
 - a. Business Arising
3. Correspondence
4. Reports
 - a. Band
 - b. Canteen
 - c. Uniform
 - d. Fundraising
 - e. Treasurer
 - f. Principal
5. Other business

1. WELCOME

PAUL HARDY

- Meeting opened at 7.00pm

2. PREVIOUS MINUTES

PAUL HARDY

- Review of previous minutes and acceptance by all, adopted by Fiona.
 - Open action items: PH to move existing email addresses across to new platform "whps-pandc.org". Expected to be completed in T1.
 - DM to circulate links to parking safety.

3. AGM ROLES

PAUL HARDY

- PH nominated Ali Evans as Canteen Treasurer. This was accepted by all.
- PH nominated Dee Larsen as Treasurer. This was accepted by all.
- AB nominated John Pollard as External Auditor and John accepted the role.
- PH put a motion forward inviting Derek Mascarenhas to join the executive committee and Derek accepted.

The P&C welcomed its new executive committee and sub-committee members.

3. CORRESPONDENCE	SUZ BAKER
<ul style="list-style-type: none"> ● Received invoices for advertisements of the canteen supervisor role totalling \$450. ● Treasurer received 2 bank tokens and an activity statement for the CommBiz account. ● Very positive letter from a school neighbour supporting the Trivia Night fundraiser. ● Reminder that we have a Rebel Sport credit voucher with \$600 expiring Dec 2019. ● Local DA submission for a 3 Berith St, proposing new build of 6 apartments for over 55s with underground car park. 	

4. REPORTS	PAUL HARDY				
<table border="1"> <tr> <td>A) PRIMARY OSHCARE</td> <td>AMANDA & TIM</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> ● Currently merging with JAG. ● New I-parent portal for families and new p&p's aligning with the NQS. ● Specialised Billing Team accessible to parents available until 9pm. ● Vacation Care Booking back system. ● Increased support and great new initiatives going forward. ● Community Partnerships Liaison who will be meeting with DS. ● Thanks to DS and the P&C for allowing OSH to participate in community ventures, ie school disco, colour fun run, canteen volunteering every 2nd Friday, trivia baskets, taking care of chickens during school holidays and more. ● Reports were passed around. ● Osh has a capacity for approximately 90 students. Currently approximately 30 attend. </td> </tr> </table>		A) PRIMARY OSHCARE	AMANDA & TIM	<ul style="list-style-type: none"> ● Currently merging with JAG. ● New I-parent portal for families and new p&p's aligning with the NQS. ● Specialised Billing Team accessible to parents available until 9pm. ● Vacation Care Booking back system. ● Increased support and great new initiatives going forward. ● Community Partnerships Liaison who will be meeting with DS. ● Thanks to DS and the P&C for allowing OSH to participate in community ventures, ie school disco, colour fun run, canteen volunteering every 2nd Friday, trivia baskets, taking care of chickens during school holidays and more. ● Reports were passed around. ● Osh has a capacity for approximately 90 students. Currently approximately 30 attend. 	
A) PRIMARY OSHCARE	AMANDA & TIM				
<ul style="list-style-type: none"> ● Currently merging with JAG. ● New I-parent portal for families and new p&p's aligning with the NQS. ● Specialised Billing Team accessible to parents available until 9pm. ● Vacation Care Booking back system. ● Increased support and great new initiatives going forward. ● Community Partnerships Liaison who will be meeting with DS. ● Thanks to DS and the P&C for allowing OSH to participate in community ventures, ie school disco, colour fun run, canteen volunteering every 2nd Friday, trivia baskets, taking care of chickens during school holidays and more. ● Reports were passed around. ● Osh has a capacity for approximately 90 students. Currently approximately 30 attend. 					

B) BAND	KATE CURA
<ul style="list-style-type: none"> ● At October band meeting, \$22K in the bank with \$3,5K outstanding fees. ● Discussion to buy 3 new instruments. After payment of conductors and purchase of 3 new instruments, the new balance would be approximately \$5K. ● Some of the instruments need a service. ● Been a busy term with Manly Jazz Festival, Wheeler Woodstock in the hall for local primary schools, and Pittwater RSL concert with the jazz band. Arrangements remaining this year are Presentation Day, The Carols, End of Year Band Concert. ● Band vacancies: President, Convenor, Equipment Administrator (keeping a list of who has which instruments) and an Assistant Event Coordinator. ● There are 4 different bands, each has 3 activities per week (2 practice sessions, 1 lesson). 	

C) CANTEEN	ALI EVANS
<ul style="list-style-type: none"> ● PH gave thanks to Tracey and Kerrie and Sherene for working together to keep the canteen open until a replacement is found. 	

- AE gave thanks to SB and DL for writing the agenda and minutes.
- Menu has been reviewed and the canteen is now doing sushi every day. This has been advertised in newsletter and via classparents.
- Gelato is also on the menu and is going well, except the cups are not handed back.
- Canteen may do a parent survey next year for input to the new menu.
- Ali is working on streamlining suppliers/invoicing for more accurate reporting.
- Blokes' Day was very successful with a \$600 turnover.
- Currently obtaining quotes for cleaning the canteen.
- Dishwasher from Macquarie Uni still pending.
- Air condition repair in the process - we are waiting on a part.
- The position of canteen supervisor has been advertised to the school families via class parents and in this week's newsletter. External advertisements are live on SEEK and the Job Notice Board on fb and on the NB Mums Notice Board. May have a school mum applying.
- The canteen is looking for a secretary and a convenor to complete the team.

D) UNIFORM	KAREN NITSCH
<ul style="list-style-type: none"> ● The uniform shop is going well. The kindy orientation fashion show mc'ed by JH was a success. Most families have already purchased their uniform. ● Stock levels are generally good, although low on some sports tops - Waiting on sizes 6 and 8 from new supplier. ● Current balance is \$18,477.00 with no suppliers to pay out until sports tops arrive. ● The uniform shop can make a donation of \$5K to the P&C and perhaps another \$5K before the end of year or early next year. 	

E) FUNDRAISING	FIONA SIMMAT
<ul style="list-style-type: none"> ● School Disco 319 students paid online 63 paid on the night. Total takings for the night estimated at \$3,869. ● Trivia Night had 29 tables and ticket sales totalled \$13,030. Silent auction \$6,280 and live auction \$3,250 minus the platform fees. Augusta Cellars donated \$150. Table sponsors totalled \$3,400. Cash on the night for games totalled just over \$5K. Total funds raised estimated to be \$31,3K minus expenses for food items etc All in all, an amazing \$23,5K raised! ● Unclaimed prizes to be raffled off at a later stage. ● Thank you to Karen Nitch for coming along on the night in spite of being unwell. ● Big thank you to the Fundraising Team for raising an incredible \$54K this calendar year. ● Donated Christmas Cards will be sold for \$1 or \$2 by students/uniform shop/canteen. ● Work on reporting successes back to parents - summary of events in newsletter. ● Rotary Raffle coming up early next year - will raise approximately \$7K. 60% of ticket sales go to the school. To be discussed along with sponsorship in T1 and overall fundraising activities for 2020. <p>ACTION: Fundraising Team to meet with PH and discuss plan for 2020.</p>	

5. TREASURER	DEE LARSEN
<ul style="list-style-type: none"> ● We have a total of \$114K in the bank. 	

- Band has \$24K, Canteen \$1,1K + Flexischools, \$18K Uniform, \$37K General + expecting approximately \$12K from Fundraising from Trivia Night, \$44K Savings. Bills outstanding approx \$1,5K. Moneys from PayPal account already deposited and included in the above numbers.
- P/L circulated.

6. PRINCIPAL REPORT

DAVID SCOTTER

- DS congratulated the fundraising team on a successful trivia night and acknowledged all the hard work going into arranging it.
- Disco was great and had excellent attendance.
- Kindy Orientation went fabulously and the uniform presentation was great, thank you to Julie and the kids who loved being a part of it.
- Yr2 has participated in the swimming program, which also teaches water safety.
- Had good competitions during the public speaking for stage 2 and stage 2 finals.
- The band has had lots of really good events lately, especially Remembrance Day where the choir went down to the War Vets for their annual event.
- Yr5 Leadership is coming up next week, approximately 30 kids nominated. Elections are next Tuesday.
- 'Come Play With Me' holiday program is on which has lots of activities such as cricket etc.
- A new fence was put up near the tennis courts making it safer as there is a 1m drop.
- Yr4 goes to camp the week after next at Milson Island. Teachers and students both love it.
- Drama concerts are coming up.
- Helpers' Breakfast this Thursday - school is thanking parents for their contribution throughout the year.
- Yr6 Wonderland is coming up. The kids put a lot of planning into their stalls. Money raised goes to buying a present for the school as well as expenses to do with Yr6 farewell. This year they are buying a water fountain for the K-2 area on the artificial grass.
- Graduation and farewells are being planned.
- Presentation Day is coming up, the P&C president will be giving out some awards.
- Picnic happens every year on the third last day of the year. K-2 stay at school while yrs 3-6 have excursions planned.
- Wish List for P&C contributions:
 - technology is always a big area with laptops and ipads \$25K
 - electronic sign out the front - ball park \$20K.
 - landscaping: K-2 work and also the nature strip out the front \$8K
 - curtains in the hall to help acoustics: quote has come in at \$7K
 - a second water fountain to be near the canteen/yr6 area (Bubblers are problematic).
 - Air conditioning of the hall is approximately \$25K / quote for fans also.
- The P&C committed to sponsoring a second water fountain as well as upgrading both with chilled water and P&C and Yr6 inscriptions.
- The school will also invoice the P&C for 50% of the bushlink project as agreed previously.
- The library will be air conditioned as part of the 'Cooler Schools Program'. We have to wait our turn.

7. OTHER BUSINESS

- Additional account signatories: DL and SS will become signatories.

- The P&C has received guidance around an ATO requirement to run each of the canteen, the uniform shop and the band as non-profit sub-entities. The P&C confirms that each of the sub-committees are run as separate entities with their own bank account and P/L.
 - Deductible Gifts Register (DGR) can be set up for parents to donate a sum of tax free money to a specific P&C activity.
 - Teacher Appreciation Day - The P&C paid for coffee for the teachers.
 - The P&C informed that the canteen is run as input tax on all supplies. This does not attract GST and all school canteens follow this model.
 - Carols Night - 10/12/19 5-7pm. Planning underway.
 - YD suggested using different platforms than Flexischools for specific fundraising activities.
- **ACTION:** DM to circulate links regarding parking safety.
- **ACTION:** YD to research and suggest which platform to use for future fundraising.

Meeting closed at 8.45pm

Next meeting is on the 17th February 2020.