



General Minutes 21st September 2020

ATTENDEES

Paul Hardy, David Scotter, Priscilla Wright, Derek Mascarenhas, Cathie Butler, Adam Baker, Yvette Dee, Fiona Simmat, Suz Baker, Marije Kleinsmann, Mel Bemrose, Simone Sakovits, Theresa Preston.

Apologies: Karen Nitch, Jo Golding-Lowe, Ali Evans, Kate Cura, Dee Larsen, Holly O'Brien.

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
 - a. Pedestrian Safety Fencing

1. WELCOME

PAUL HARDY

- Meeting opened via Google Meet at 7.02pm

2. PREVIOUS MINUTES

PAUL HARDY

- Review of previous minutes and acceptance by all, adopted by Cathie Butler.

3. CORRESPONDENCE

SUZ BAKER

- Rebel Sport balance reminder of total credit \$1,449.21 with \$308.67 expiring 31/12/20.
- Membership and Insurance for P&C Association.
- P&C Northern Sydney E-News announcing their AGM.

4. REPORTS

PAUL HARDY

A) BAND

PAUL HARDY on behalf of KATE CURA

- Late Aug 2020 NSW Health and the Education Dept announced new guidelines related to creative arts activities. Group woodwind & brass rehearsals are not currently allowed.
- The Band has modified rehearsals so all band members can participate in rhythmic, drumming and other instrumental activities.
- Both Training and Intermediate Band are currently reduced to one rehearsal and Jazz is combined with Senior Band so that the Seniors have two rehearsals.
- Our Annual General Meeting is scheduled for Monday 12th October.

B) CANTEEN

PAUL HARDY on behalf of ALI EVANS

- Canteen AGM tentatively scheduled for Friday 16th October
- Oven clean scheduled for this Wednesday as requested by Heidi and Trace
- Have sent request to Spark Clean to complete full canteen clean in last week of Term 4 (as we did last year)
- Ice Blocks will be back for Term 4. They will only be available to order through Flexischools. Children's lunch order bags will be stamped with ice block stamps and they can take to the canteen to redeem after the bell has gone. There will be no over the counter sales at this stage. Canteen will have a list of students who have ordered for the day who have lost/thrown out their lunch bag.

- Heidi and Tracey will continue working together on Fridays in Term 4. We currently average 240 orders on Fridays which is over half the school.
- We have requested Dee do a basic P&L report for the AGM but all signs indicate that the canteen is back in the green and will be able to repay the \$5000 booster back to the general P&C account by the end of year.
- The fridge has had to be re-gassed at \$750. The P&C pay 50%.
- We reiterate that it's a no to ice blocks or any edible treats for birthdays in the current COVID climate.

C) UNIFORM

MEL BEMROSE

- Bank balance: \$7,268.92. No supplier invoices outstanding.
- Stock levels are good, currently placing an order for blue polo's before the Kindy
- Orientation:
 - Holly is currently talking with Skye Migan in regards to kindy orientation and how the parents can order their uniforms, with the thought of possibly having images uploaded on a spreadsheet which will be handed out at orientation.
- Steady flow of orders which are online only, as shop is still closed until end of term
- Holly was looking at putting second-hand clothing online (Flexischools) but due to changing stock levels it's going to be too hard with the ever changing 'In-Stock' / 'Out of Stock' items. Also new uniform items make a lot more money than the second-hand options. So will only supply second-hand items from parents requesting them.
- We will be holding our AGM this Friday the 25 th of September at the Z-Bar (Augusta shops) from 9:30am. A notice was put in last week's newsletter inviting anyone from the WHPS community to attend.

D) TREASURER

PAUL HARDY on behalf of DEE LARSEN

- Bank Balances:
 - General Account \$19,423.47
 - Savings Account \$80,029.73
 - Uniform Account \$7,268.92
 - Band Account \$9,426.18
 - Canteen Account \$14,397.11
 - Total \$130,545.41
- Flexischools sales from last week still to be received:
 - Uniform \$465.00 less fees
 - Canteen \$2,622.90 less fees
- Canteen had 515 orders in total with 219 of these for Lunch on Friday (totalling approx. \$1,250 before fees)
- Approx. one week's worth of canteen bills still to be entered and paid

- P&C insurances have been paid, totalling \$1,686 for a full year to August 2021
- \$15k invoice from the school for various agreed projects has been paid
- An additional \$5k cash flow boost received from the Government – we're expecting the final \$5k with the next BAS lodgement next month
- Unsure if we will continue to receive JobKeeper payments after 28th September – we have asked the accountant to advise us on this
- Jonathan, a trained auditor/accountant and parent at the school, is currently auditing the books for 2019/20
- The exec committee is currently looking at ways to outsource and re-distribute the current treasurer tasks to make the job more manageable for future Treasurers – adding additional signatories to the bank and outsourcing payroll are some options up for discussion

E) FUNDRAISING (FT)

FIONA SIMMAT

- Father's Day stall went really well and we got through most classes before the rain came.
 - We had a total of 372 orders with only 5 cash sales on the day. We managed to move another 50 tea towels as part of the gift selections.
 - Remaining herbs were donated to the school garden.
 - In total we made a profit of \$1760 from the event.
- Tea Towels - we have decided to reduce the price to \$10 each and will have a rolling reminder in the newsletter with the Try Booking link to see if we can move some more orders.
- Disco - has been cancelled.
- Trivia - with current restrictions in place we don't see a viable way to hold the event. Discuss an option for a P&C social!

5. PRINCIPAL REPORT

DAVID SCOTTER

- Thank you to the P&C Fundraising team for a very successful Father's Day stall.
- Public Speaking, finals next term.
- Spelling Bee, Yrs 2-6: finals this week.
- School Photos recently - a very successful day. Special group photos (SRC, Library Monitors, Chess etc) to be taken by staff in Term 4 and available to parents.
- Maths Olympiad (Yrs 5 & 6) – the five tests have now been completed, pleasing results will be in the newsletter next term.
- ICAS- Uni NSW competitions completed, very pleasing results in newsletter
- SASS (School Admin & Support Staff) Week recently. Thank you to the generous P&C donation to cover the breakfast for the 10 SASS staff

- Kindergarten 2021. Acceptance emails went out last & this week. Online Parent Info session on Wed 14 October at 7pm. Orientation details TBC depending on Covid-19 guidelines for Term 4.
- Yoga & Well Being starts for Kindy & Yr 1 next term
- Wish List: discussion of resources for the school. David will update the earlier Future Projects List & send to P&C. Replacement Shade Sail over K-2 play area will be added.
- Covid-19 guidelines. We believe that the next Government & DET update will be early October with more guidelines for schools for Term 4, relating to excursions, school camps, band, Yr 6 farewells etc.
- School Covid-19 Collection Procedures discussed. The details have been printed in the newsletter.
- David to contact Gerry Ramdeen regarding the hall solar panels & investigate the degree of electricity cost savings.
- End of Term 3 this Friday. Term 4 commences for staff & students on Mon 12 October.

7. OTHER BUSINESS

- AGM Flyer: Big thank you to kindy mum Marije Kleinsmann for creating a fantastic flyer showing P&C contributions past and future plans. It was agreed to add total \$\$\$\$ spend so that parents can see how much the P&C has spent on the many upgrades/projects around the school.
- Pedestrian Safety Fencing:
 - DS to make arrangements for the quoted safety fence to be installed during the holidays. It was agreed that the P&C will pay for half the cost.
- Traffic Safety update from Derek:
 - All school gates continue to be well patrolled by council.
 - Traffic Committee to be led by Derek to be formally endorsed at the AGM as part of the P&C structure.

Meeting closed at 8.20pm.

Next meeting is on the 19th of October 2020 directly following the AGM.