



# MINUTES

## WHPS P&C, 15 June 2020



<b>ATTENDEES</b>	David Scotter, Priscilla Wright, Paul Hardy, Adam Baker, Fiona Simmat, Simone Sakovits, Derek Mascarenhas, Cathie Butler, Suz Baker, Theresa Preston, Dee Larsen.  Apologies: Jo Golding-Lowe, Yvette Dee, Ali Evans, Michele Freebairn.
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<b>AGENDA</b>	<ol style="list-style-type: none"><li>1. Welcome / Open</li><li>2. Previous Minutes<ol style="list-style-type: none"><li>a. Business Arising</li></ol></li><li>3. Correspondence</li><li>4. Reports<ol style="list-style-type: none"><li>a. Band</li><li>b. Canteen</li><li>c. Uniform</li><li>d. Fundraising</li><li>e. Treasurer</li><li>f. Principal</li></ol></li><li>5. Other business</li></ol>
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<b>1. WELCOME</b>	PAUL HARDY
<ul style="list-style-type: none"><li>• Meeting opened via Zoom at 7.00pm</li></ul>	

<b>2. PREVIOUS MINUTES</b>	PAUL HARDY
<ul style="list-style-type: none"><li>• Review of previous minutes and acceptance by all, adopted by Derek.</li></ul>	

<b>3. CORRESPONDENCE</b>	SUZ BAKER
<ul style="list-style-type: none"><li>• P&amp;C Northern Sydney E-news</li><li>• Merchant Tax Invoice account statement</li><li>• Rebel Sport credit voucher in the amount of \$300 expiring end of June 2020.</li></ul>	

<b>4. REPORTS</b>	PAUL HARDY
<b>A) BAND</b>	PAUL HARDY on behalf of KATE
<ul style="list-style-type: none"> <li>• Band met via Zoom to discuss what's working and how things are going with Zoom.</li> <li>• Claudine is in the process of handing over the Treasury to Karina.</li> <li>• Tutors and bands are starting up again face to face next week.</li> </ul>	
<b>B) CANTEEN</b>	PAUL HARDY on behalf of ALI EVANS
<ul style="list-style-type: none"> <li>• Heidi and Tracey are working towards scheduling a stocktake as we come closer to EOFY.</li> <li>• Demand for the canteen has increased in the past few weeks with little drop in profit despite not having over the counter sales available.</li> <li>• New menu items introduced last term continue to be best sellers.</li> <li>• Butter Chicken, Steamed Dumplings and Chicken Nuggets will be added to the existing menu in term 3.</li> <li>• Canteen is no longer using any reusable containers/bags to ensure the highest health and hygiene standards are maintained.</li> <li>• There has been positive feedback from parents around having all food items available every day and not just on certain days.</li> <li>• There has been an increase in children forgetting their lunch. The canteen is struggling to get reimbursement from parents. Tracey is partnering with flexi schools to set up automated notifications that tell a parent when their child has had lunch provided by the canteen. Parents can then reimburse the canteen through the app.</li> </ul>	
<b>C) UNIFORM</b>	PAUL HARDY on behalf of HOLLY O'BRIEN
<ul style="list-style-type: none"> <li>• Our current balance is \$19,111.13 with \$1400 about to be paid in invoices.</li> <li>• Holly and Fiona to collaborate to add individual year photos of the tea towels to Flexischools.</li> <li>• Shop is only doing Flexischool orders until the end of term. Plenty of orders coming through. Holly and Karen are going in on separate days through the week to process.</li> <li>• We are now completely communicating through the new uniform shop email address. All is going well so far.</li> </ul>	
<b>D) TREASURER</b>	DEE LARSEN
<ul style="list-style-type: none"> <li>• General Account           \$26,042.78</li> <li>• Savings Account         \$70,017.44</li> <li>• Uniform Account         \$17,684.53 <ul style="list-style-type: none"> <li>○ No cash sales which normally average about \$400 per month</li> </ul> </li> <li>• Band Account             \$17,068.57 <ul style="list-style-type: none"> <li>○ No income or expenses registered yet this term</li> <li>○ Money tends to go in and out at the beginning and end of a term</li> </ul> </li> </ul>	

- Canteen Account           \$6,836.57
  - Good sales last week on flexischools bringing in approx. \$1,700 before fees
  - New products such as Meat Pies are popular.
  - Juice Bombs and Sushi are still selling well.
  - No cash sales yet which average approx. \$1,400 per month.
  - No superhoots, catering or entertainment book at the moment which brought in approx. \$1,000 in the last 6 months of last year.
  - All the bills that have been entered in the system are paid, so it is only bills that have not been received by the Treasurer that are outstanding.
  - JobKeeper payments still come in for one employee, which effectively means it is free for the canteen to have her employed.
  - JobKeeper is paid several months after we have run payroll, so cash flow is tight.
  - General account loaned the canteen \$5,000 to cover this delay in JobKeeper payments.
- Mother's Day Tea Towels yet to make a profit, currently -\$3,3K.
- The P&C was granted a \$10,000 cash boost by the government due to COVID-19.
- Another \$10,000 is expected to be granted with the next BAS due in July.
- The Canteen was loaned \$5,000 in February (as approved at the P&C meeting) and another \$5,000 in May to cover the timing of JobKeeper Payments.
- Suggesting the Canteen keep the loans as a gift due to the cash boost payment as the canteen has been the hardest hit.
- Suggesting the next \$10,000 cash boost payment to remain in the general P&C account to make up for less fundraising activity this year.
- Every sub-committee has to complete a stocktake as close to 30.6.20 as possible.

## E) FUNDRAISING (FT)

FIONA SIMMAT

- Tea Towel money has been transferred to WHPS bank account. Still receiving the odd order through. Promotions to start again early in term 3. Follow up with Holly to see if she still wants to promote via the uniform shop.
- Entertainment books - we have been approached to see if we are taking on the selling of these books. The Canteen previously sold these to boost their funds. The Fundraising Team aren't interested in taking this on. Paul to check with Ali to see if the canteen is interested in doing this again or defer to 2021.
- Trivia night 2020 is still being contemplated.

## 5. PRINCIPAL REPORT

DAVID SCOTTER

- Teachers are very happy to have the students back at school.
- This week's newsletter holds many COVID-19 updates with regards to new dates for previously postponed activities and those we are still awaiting guidance on.
- The extra cleaning by the Department is continuing throughout T3 and likely T4.
- The Raffle ticket sale proceeds are going to be distributed with ½ of it to WHPS, to the Rotary, to the Bushfire Appeal and toward school prizes drawn at a later date.
- The new curtains for the hall are installed next week. Band will pay ½ the cost.
- The AV room is being tidied up.

- The school has invested in another defibrillator - a pediatric defib which the P&C will contribute money towards the purchase of.
- 7x bollards are going to be installed during the school holidays.
- There is still more landscaping to be done around the K2 and car park area.
- The installation of air conditioning in the library has been confirmed by the Department for term 3 2022 or 2023 (!).
- Principal for a day is going to be scheduled next term.
- Multicultural Public Speaking is going to be recorded and shown in the classrooms and to parents.
- Teachers have noticed the students' tech skills to have improved during homeschooling.

## 7. OTHER BUSINESS

- OrgChart highlighting P&C positions to be filled with short role descriptions to be advertised in the school newsletter and through ClassParent emails.
- Audit Report for end of financial year is coming up.
- AGM coming up in September, preparations for end of year accounts can start 1.7.20
- Discussed the Road Safety Plan for council put together by Derek. It was agreed to submit. Proposal to be circulated by Suz to P&C members. It was suggested to advertise in the newsletter for parents interested in setting up a School Traffic Committee.
- Derek to present a plan for parent communication at the next meeting.

Meeting closed at 8.37pm

Next meeting is on the 27th of July 2020.