



## General Minutes 15th March 2021

### ATTENDEES

Paul Hardy, Adam Baker, Michael Maher, Mark McGoldrick, Amanda Petersen, Simone Rizzuto, Priscilla Wright, Dee Larsen, Michele Freebairn, Laura Seefeld, Kirstin Wrightson, Marije Kleinsmann, Melissa Bemrose, Merissa Cohen, Cathie Butler, Amy Hatch, Derek Mascarenhas, Theresa Preston, Kate van de Wall, Stacey Arona, Kristin Anstiss, Laura Maye, Fiona Simmat

Apologies: Ben Maye, Simone Sakovits, Yvette Dee, Karen Nitch, Matt Smith, Emma Lonsdale, Cianne Griffiths

### AGENDA

1. Welcome / Open
2. Previous Minutes
3. Correspondence
4. Reports
  - a. President update
  - b. Sub-Committee: Band
  - c. Sub-Committee: Canteen
  - d. Sub-Committee: Uniform
  - e. Sub-Committee: Treasurer
  - f. Sub-Committee: Fundraising
  - g. Sub-Committee: Communications
  - h. Sub-Committee: Traffic & Safety
5. Wheeler Heights OOSH Care (Bridgette Dirks)
6. Principal update
7. Other Business

### 1. WELCOME

PAUL HARDY

- Meeting opened in person at school at 7.03pm

**2. PREVIOUS MINUTES**

PAUL HARDY

- Review of previous minutes and acceptance by all, accepted by Cathie Butler and Fiona Simmat

**3. CORRESPONDENCE**

AMANDA PETERSEN

- Suggestion for names tags to be worn at the P&C meeting so new community members can more easily meet the P&C. To be arranged for the next meeting.

**4. REPORTS**

PAUL HARDY

**A) PRESIDENT**

PAUL HARDY

- Call out for help with Canteen and Mark McGoldrick offered to help with treasurer role in the Canteen. Thank you Mark.
- Call out for help with Fundraising, currently no coordinator or lead.

**B) BAND**

NO FORMAL UPDATE

- No formal update however Mark to follow up as no fees/ notices have been sent to date.
- Note that Band Jam weekend is still being discussed for the end of May.

**C) CANTEEN**

PAUL HARDY on behalf Heidi/Tracey

- With over the counter sales re-commencing, requirement for someone to deposit the cash each week at the Bank. Paul to arrange.
- Treasurers clarified for the sub committee that receipts are usually kept in the canteen, scanned and then post audit destroyed.
- New dishwasher delivered, awaiting quotes for installation.
- There were a large number of invoices that needed to be filed. Plateau Meats have mentioned to Tracey that they had not been paid and have re-emailed all outstanding emails to Tracey. There are a total of 49 invoices dated from 15 June 2020 to 11 March 2021 totalling \$1,414.06. Mark and Michael will help to make sure these are entered into Xero and actioned asap.
- Ask to get the word out to parents/carers about checking their kids leave home with their lunch/recess packed in their school bags or an order through Flexi schools has been placed for them. There seems to be some uncertainty finalising orders through the site. Order needs to be confirmed once placed. A lot of children think their parents/carers have placed an order only to be disappointed as the final confirmation has not been selected.
- Term 2 will see the introduction of Sunbites, these are Quinoa Snack Crackers, Cheddar & Chives / Caramelised Onion & Balsamic

**D) UNIFORM**

LAURA SEEFELD

- The current bank balance is \$20,594.96
- Last month's donation of \$10,000 to the P&C is yet to be withdrawn
- For any uniform ideas please email the uniform shop directly.
- **Stock Update**
  - Experiencing supply issues with A&J Apparel, summer tops ordered last year have not arrived, further orders have been placed but we do not have a date for delivery. Discussed with Holly if we could order through another supplier such as Peter Molten who supplies the blue polo, however quality isn't as good from this supplier for the yellow polo.
  - Sloppy Joe size 6 is out of stock, however order expected to be delivered by the start of term 2.
- **Volunteers for 2021**
  - Holly is training Dee Larsen on opening and closing the uniform shop to enable coverage if Holly is away or sick.
- **Secretary Role**
  - Stacey Arona has volunteered to hold the position of Uniform Shop Secretary.

**E) TREASURER**

MICHAEL MAHER

- Bank Balances as at 31st March, 2021
 

○ General Account	\$22,305
○ Savings Account	\$41,061
○ Canteen Account	\$25,976
○ Uniform Account	\$20,966
○ Band Account	\$2,921
○ <b><u>Total</u></b>	<b><u>\$113,229</u></b>
- Balance down given \$38,979 cheque given to WHPS from P&C to fund school improvements including curtains, fencing, landscaping K-2 playground, technology smartboards and laptops.
- Agreed and confirmed that \$1,000 "loan" from Band to return to general account next month.
- Great work Jacqui on canteen financial processing - zero errors.
- Offered help to rectify payments to Plateau Meats
- Freezer maintenance \$600 bill to be processed this month
- With jobkeeper ending end March - need to monitor canteen P&L closely

**F) FUNDRAISING**

NO FORMAL UPDATE

- Still seeking interest for coordinator/s and helpers to plan and assist in fundraising and events for 2021.
- Suggestion to advertise in school newsletter and through class parents for volunteers.
- Discussed potential activities:

- o Colour Run for Term 3, last hour of school
- o Trivia Night - on school and off premise to be investigated
- o Mothers Day & Fathers Day - if nobody able to help then cancel
- o Disco - towards end of year
- Confirmed Klindy/Welcome delayed, to be reconsidered for Term 2
- Confirmed Easter Hat, last day of school Term 1, limited to 1 ticket per carer.
- P&C had requested ideas from the school on what the school needed so we can plan how we fundraise and include these in our comms so the community knows what their money is being raised for. Simone still working through exact resources given limited time in school but confirmed that numeracy was a focus so there could be a need for resources in that area. Technology and smartboards are still needed and Simone to check on future tech options of leasing vs purchase.

#### **G) COMMUNICATIONS**

MARIJE KLEINSMANN

- School Facebook page being reviewed with view to enhance.

#### **H) COMMUNICATIONS**

DEREK MASCARENHAS

- Derek to email Karen Menzies (council representative tbc) to introduce Simone
- Yellow markings/ no stopping on Veteran and Berith Streets
- Derek and Simone to follow up traffic supervisor recruitment process

#### **5. WHEELER HEIGHTS OOSH CARE**

BRIDGETTE DIRKS

- Bridgette shared the following on WHOOSH and welcome anyone to reach out for further information on the centre:
  - o Confirmation of opening hours
  - o Excursions and incursions are now available for school holiday care
  - o Working hard on ensuring consistency of team and staff
  - o Establishing more structure and engaging activities for the children
  - o Confirmed numbers have picked up with up to 60 on some afternoons, limit is 75

#### **5. PRINCIPAL REPORT**

SIMONE RIZZUTO

- Simone shared that COVID guidelines are changing constantly and the guidelines are broad to cover all types of schools (including numbers, geography, size of grounds) but she is working to organise Wheeler Heights activities to ensure the safety of children, staff and community whilst still being able to run some events. For example the upcoming Easter Hat Parade, Leadership assemblies, Band practice etc.
- Work underway on Communications Strategy for the school. Simone has engaged an external consultant to help define and set up the social media

strategy. Looking to launch Twitter and Facebook, make the school newsletter fortnightly and more informative. Aim to have community input to make the most of our communication channels and how we keep everyone across information and celebrating successes by the school.

- The school Strategic Improvement Plan (SIP) is now live on the website which includes our strategic direction and vision statement.

## **7. OTHER BUSINESS**

ALL

- No other business

Meeting closed at 8.09pm.

Next meeting Monday 17th May, 2021.