



## General Minutes 21st March 2022

### ATTENDEES

Adam Baker, Michael Maher, Amanda Petersen, Simone Rizzuto, Theresa Preston, Stacey Arona, Fiona Simmat, Mel Bemrose, Melissa Trapps, Kate Van De Wall, Sarah Foreman, Catalina Forero, Kirstin Wrightson, Alana Shepherd, Laura Seefeld, Dee Larsen, Emma Lonsdale, Jenny Ridgway, Erin Foenunder, Nicole Blaiklock, Lisa Bower,

Apologies: Paul Hardy, Derek Mascarenhas, Marije Kleinsmann, Amy Hatch, Jacqui D'Agostino

### AGENDA

1. Welcome / Open
2. Previous Minutes
3. Correspondence
4. 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
5. Principal Update
6. Other Business
7. Next Meeting

### 1. WELCOME

ADAM BAKER

- Meeting opened at WHPS at 7.05pm.

**2. PREVIOUS MINUTES**

ADAM BAKER

- Review of previous minutes and acceptance by all, accepted by Fiona Simmat and Theresa Preston.

**3. CORRESPONDENCE**

AMANDA PETERSEN

- No correspondence

**4. REPORTS****A) PRESIDENTS UPDATE**

ADAM BAKER

- Paul Hardy unwell and unable to attend
- Adam Baker, P&C Vice President chairing the meeting on his behalf

**B) TREASURER**

MICHAEL MAHER

- Bank Balances as at 31 March 2022
  - Band \$5,010
  - Canteen \$30,513
  - General \$15,257
  - Online Saver \$66,066
  - Uniform \$12,178
  - TOTAL \$129,026
- Stable position and gradually improving as Uniform Shop and Canteen now at full operation. Some higher than expected staffing costs, however this has been due to extra hours worked to facilitate handovers in both Uniform and Canteen.
- Fundraising levels becoming tangible and with more forecast. Great job by the fundraising team.
- Awaiting invoice for sun shelter that was damaged in the mini cyclone.

**C) BAND**

JENNY RIDGWAY &amp; ADAM BAKER

- In full swing for rehearsals, 2 per week for all 3 bands
- Preparing and ready for both Movie Night and Easter Hat performances
- Solid numbers across the 3 bands - Training (23 out of only 2 classes), Intermediate (14), Senior (11) and Jazz (11)
- Planning underway for Term 2 Band Jam and BBQ

**D) CANTEEN**

NO FORMAL UPDATE

- Suggestion to review WHPS Canteen Facebook page to become public, not private and create comms to encourage more families to join. Marije to work with Tracey/Eva on this.
- Communications needed to call out volunteers on Wed, Thu and Fridays. Link through class parents, Newsletter and Facebook.

- Recommend having a standing item in the Newsletter and build content to add interest in general for the canteen. Jacqui, Amanda and Eva/Tracey to meet to discuss initiatives.

## E) UNIFORM

LAURA SEEFELD

- Current bank balance is \$11,341.20
- The shop has been open for the last couple of weeks and has been very busy! Sales have been good and lots of second-hand stock has been sold.
- Stock - we have some backorders that will be restocked this week.
- Price Increase - due to a significant increase in cost over the past 12 months in stock, we need to consider a price increase on certain items to continue to operate with profitability. There has been some analysis on what items now cost and what we charge, and we have also looked at what other schools in the area charge for their uniforms. The pricing of our items in most cases are much cheaper than other schools. We also haven't had a significant price increase in at least 8 years. We have also contacted various suppliers for pricing options to ensure we are getting the best we can. The proposal is to finish off the analysis and then from the results put in place price increases (where necessary) of \$5 to \$10. These price changes will be implemented from Term 2. It was voted unanimously to agree with this approach and to distribute comms on why the increase when these do occur.
- Volunteers - now that the shop is open and is quite busy, we will be putting out a request to ask for volunteers to help in the shop from term 2. A roster will be distributed via flexischools which parents will be able to register when they can help in the shop. Agreed to also send comms via Class Parents.

## F) FUNDRAISING

SARAH FOREMAN AND MELISSA TRAPPS

- Fundraising and Events Team Vision being drafted - To bring joy and connection to Wheeler Heights Public School students and the broader community by providing fundraising events that are inclusive, fun and support the school by raising the most funds achievable while adding value to the school community.
- 2022 Fundraising Goal - Raise \$40,000 to purchase home and group reading texts to support all students at Wheeler Heights Public School to be curious, confident and empowered learners, to replace the shade cloth over the K-2 play area which was damaged during the storm in December 2021 and landscape the vegetable garden area.

### Movie Night

- Ticket Sales are strong.
- Cost - \$1,700 screen + movie hire / Approx \$550 food order cost / \$ Humantix platform
- Will encourage cash sales but also need an eftpos option, Alana happy for eftpos machine and register from uniform shop to be used (will include the 1.5%

surcharge on all sales). Eftpos payments will be processed at night by Alana or Dee

- 20 volunteers needed - 4 for food prep, 2 on gate, 6 in canteen on shifts (including Alana or Dee on Eftpos), 8 for clean up (+ Sarah & Mel). Comms to be sent out.
- Setup / Packup - Technicians need about 1-1.5hrs so arrive from 3.30-4pm for setup 45min to pack down at end of night
- Dixie Cups (\$2.50) + flavoured gelato cups (\$3) supplied by Global Quality Foods will be sold at night as “choc top” option.
- Other food options via our suppliers are being explored to be sold though canteen at night.
- A couple of bins will be provided for rubbish on night
- Access will be via Rose Avenue gate, QR code scanned to gain entry, tokens handed out for pre-ordered food collection at canteen
- OK for families outside WHPS to attend
- Intermediate and Senior bands playing, will set up on tiered stairs between the oval and hall.
- Using power from sports storeroom under hall to power movie screen so generator not required

### **Colour Explosion**

- Fundraising so far - \$18,572. 35% of students have profile set up
- Highest student currently raised \$745 (from Y1) and class \$2710 (1S)
- Materials already purchased and held in school storage
- Budget for event \$8,000
- Prizes for each stage are \$300 Rebel vouchers for highest student fundraising dollars raised (total \$1200 across Kindy, S1, S2 & S3) + Class Pizza Party for highest class fundraiser
- Consent form being sent for parental approval to participate and icy pole
- Berri Quelch Icy Poles are being organised through school suppliers (4 x 144 pack required = \$140)
- Access to oval from 11.45, volunteers arrive at 12pm
- 30 volunteers required (must be double vaxxed) - form to be sent out
- Local mum photographer for event tbc

### **Mother's Day Breakfast**

- Plan to run 2 sessions - 7.15am - 7.55am and 8am - 8.40am
- Exploring food/gift hampers to be pre-ordered with tickets to limit food sharing (scone, croissant, fruit and small succulent)
- Consider band to perform

### **Election**

- Date being announced any day
- BBQ and Bake stall to be run
- Buskers from the band

**G) COMMUNICATIONS**

NO FORMAL UPDATE

**H) TRAFFIC SAFETY**

NO FORMAL UPDATE

- Veterans Parade traffic parking remains an ongoing issue
- Student agency team to create a campaign to help for Term 2 and 3 to help with communicating importance of safety
- P&C also to assist with messaging, highlighting need to keeping our school safe and promoting Rose Ave as an alternative drop off/pick up location

**I) WORKING BEE**

KIRSTIN WRIGHTSON

- School tour completed
- Sustainability lead teacher (Lee Hughes) and students have been nominated. Requesting ideas from the students on ideas for the vege garden.
- Callout for landscape architect to help design layout. Adam Baker to provide potential contact details to Kirstin.

**5. PRINCIPAL REPORT**

SIMONE RIZZUTO

- COVID still impacting our school with 70 students absent today alone. With this volume it is unmanageable to contact all parents individually but links to classwork will continue to be emailed. School is keeping splitting of classes to minimum but with teachers also absent it is impacting learning groups as learning support teachers are covering teachers.
- New school wellbeing and behaviour policy being worked on and will ask the community for feedback as part of review.
- School Community Charter included in a recent newsletter not only to remind the community to remain respectful, but also a requirement to be communicated.
- Another requirement is to ensure families know how to Make a complaint. Simone shared the process and online form. In summary, process is to discuss with 1) Class teacher 2) Supervisor of Grade 3) Assistant Principal 4) Principal
- Discussed role of Class parents and ensuring that P&C information is communicated through this channel, whereas school info to be left to formal school communications to ensure consistent and accurate information. Simone is looking to hold sessions to meet class parents on 29th April and looking forward to it.
- Call out for parent leaders to present to Student Agency on leadership

**7. OTHER BUSINESS**

ALL

- Callout for Ethic teaching volunteers
- Meeting closed at 8.25pm.
- Next meeting will be Monday 16th May, 2022

