Meeting Opened: 6:01pm SACC building, Wyong public school , Wyong, 2259

**General Meeting**

**Minutes**

**13/02/2018**

Chair Person: Kerryn Woodward

Present: Kerryn Woodward (West), Jacqui Boyd, Narelle Norton, Cassie Joughin, Amelia Carson, Kathy Zanardi, Joanna Ray, Kerri Beavan, Jessika Bradley, Kerry Williamson, Donna Larter, (Vice Principal) Craig Kembler.

Apologies: Todd Miladinovic, Sharron Brownlee, Joanne Tracey, Joanna Ray.

Motion: To accept those present and apologies.  
Moved: Narelle Norton 2nd Kathy Zanardi

Introduction: Kerry West -Welcome to the General Meeting for WPS P&C committee, we have a new person joining us today, next meeting will be our AGM all positions will be declared vacant and

Acknowledgement of country: Amelia Carson – Wirradjuri

Craig Kembler – Acknowledged that today was apology day Discussion was held about the small ceremony at assembly this morning and that many parents would like to support and attend in these events within the school and would like to be informed of upcoming events.

Minutes from previous meeting:

Motion: To review acceptance of the minutes at the next meeting as there are amendments required.  
Moved: Cassie Joughin 2ndKerry Williamson

Agenda Items:

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| --- | --- |
| Update on projects   * Correspondence in/out * Principles Report * Treasurers Report * Presidents Report * Fundraising * Uniform Report * Book Club * District | Representative  Cassie Joughin  VP. Craig Kembler  Cassie Joughin  Kerryn Woodward  Kathy Zanardi  Narelle Norton  Kerri Beavan |
| Other business | Open |

**Minutes:**

**Correspondence in/out –** Cassie Joughin

**IN**

* Fundraising mail has been received and delivered to Kathy Zanardi.
* Bank statements have been received.
* Uniform request to pay for uniforms for families in financial hardship, P&C to supply the uniforms to parents and write up a receipt and reimbursement to be received from the school as part of the agreement.

**OUT – nothing to report**

Motion: To accept correspondence in/out.  
Moved: Amelia Carson 2nd Kerry Williamson

**Principles Report** – Craig Kembler (Vice Principal)

* Numbers of students are roughly the same number of students(+7) as last year with the addition of the new class which has been established this year.
* Emotional disturbance class commenced this year with (Mrs Bailey). – Parent inquiry of the requirements to participate in this class - Each child is supported by a referral from a psychologist/ psychiatrist this is more trauma related, this class is set up now and the children who are participating are attending according to their timetables and schedules and they are settling in very nicely. Children with a diagnosis of Autism and spectrum disorders participate in a multi cat class not the emotional disturbance class.
* No changes have been made to the teaching staff this year however there have been some changes as to their positions and roles within the school.
* The quotes have been received for the playground equipment we are just in the process of confirming these quotes. This includes the equipment and artificial grass area as well.
* The swimming carnival will be on the 26th of February and Thank you for the purchase of the swimming caps. – These caps are being sold for $5.00. Different models for house allocation are being considered due to uneven house numbers however this will not occur until next year if agreed upon.
* Leaders induction was held on Monday 12/02/2018 there was a lovely turn out by parents supporting our new leaders.
* Training and development throughout term 2 – infants -L3 which is early literacy training for the kindergarten and year 1 teachers. Stage 2 and 3 are continuing with a focus on reading which is a comprehension program and NESA is focusing on the teachers professional development plans, so we are supporting the teachers with training and opportunities to provide feedback on that. We are offering support to the teachers to make the most of their time in class.
* Student welfare training has been completed this week. Wyong being a PBL (Positive behaviour for Learning) school we are commencing the next phase of PBL implementation within the school which is in classroom systems. There are only one or two other schools who have achieved the next level up in their schools within our region so we look forward to being among the leaders in our community for PBL. We are having a PBL relaunch soon where we will be unveiling our 3 new avatars for our creed Respect, Responsibility and Excellence. There are biannual meetings to review and support the program within the school.
* The school plan draft for the next 3 years is currently being drafted and will be emailed out to the P&C shortly for community feedback. – Parent enquiry made as to what forms of feed back would the school like from the parents – this is to be confirmed.
* Kerryn Woodward -The canteen has passed tender and the new suppliers will be commencing on Thursday with a special lunch being offered on Friday and full operation commencing on Monday the 19th of February. The new menu will be made available to parents in the coming week. – parental note: There are no vegetarian options available for the special lunch and there are a number of vegetarian children at our school, however we did notice the gluten free option available and this is really great to see.

Motion: To accept the principles report.  
Moved: Cassie Joughin 2nd Jessika Bradley

**Treasurers Report** – Cassie Joughin  
Please Refer to Treasurers Monthly Report for further Information.

Cash on hand 31st December 2017 $21,771.75

Cash on hand 31st January 2018 $25,019.62

Payments approved

1. Swimming Caps - $859

Payments to be approved – none mentioned

Reimbursements

1. Kathy Zanardi $42.71 costs for Christmas stall
2. School $200.00 to invoice back for sporting contribution for Amalia Peterson
3. Swap and go $29.00

Note: AUS$661.00 was swapped out of the P&C account to use a payable method for the swimming caps however the initial cost was in US$ so the AUS$661.00 money was returned to the P&C account and the correct amount of AUS$ 859.00 was withdrawn and paid through Cassie Joughin’s personal credit card as authorised by the board.

$61.00 was deposited into our account in December there was no details please review. Question was it for hats? Enquire at the office. Please check the slip.

Prizes: fisher and Paykel can we please review this matter.

Motion: To accept the treasures report and confirm payments.   
Moved: Kerry Williamson 2nd Kathy Zanardi

**President’s report -** Kerryn Woodward

Thank you to the uniform volunteers for your all of your efforts throughout the year. I did see that there were some hard times with all the confusion, the lack of uniforms and the misunderstandings with payments and services, thank you for bearing with it. Cassie, a special thanks, for being able to sort out the financial issues with our retailers well done! To all of our P&C members thank you for this past year and we hope that we see many new faces at the up coming AGM, please remember to bring your dollar.

Motion: To accept the presidents report  
Moved: Amelia Carson 2nd Cassie Joughin

**Fund Raising** – Kathy Zanardi

* The entertainment books are available again, we have received an email from them did we want to participate in this again? – mass response of NO. We only sold one or two copies and it doesn’t seem like a viable fundraising opportunity.
* The note for the Easter raffle has been sent to Todd and the tickets are in the office for handing out to all classes. Donations will be received on the 21st March with Jessica and Kerri to assist Kathy with the collection of donations and helping children to fill in their tickets for the prize draw. Wrapping assistants and placement of gifts need to be reviewed. 8:15am commence receiving donations.
* Dates will be confirmed for the Mother’s Day Stall as of the AGM in week 8. Suggested 9/10 May for approval from Mr Miladinovic this allows any left over presents to be purchased on the Friday morning at the Mother’s Day Breakfast.
* The teachers are filling up the calandar very quickly so if the P&C can please get any dates in ASAP.

Motion: To accept the fundraising report.  
Moved: Cassie Joughin 2nd Jessika Bradley

**Uniform Report** – Narelle Norton

* Jackets and Hats are coming today due to low stock.
* Shirts may not be available until the 2nd of April.
* There were some issues with regards to the uniform shop being open every day for the first and second weeks of school term as this is a very busy time of year and the people operating the uniform shop are all volunteers.
* There were some parents who were not being respectful towards the volunteers.
* And a request was made for accurate information to be provided to the parents by the uniform shop attendees so that the correct uniforms are being purchased.
* Overall the P&C would like to request that graciousness be shown during this period each year and an understanding reached that this time of the year can be very confusing for all especially with regards to the new uniform roll out and we apologise for any issues which may have occurred.
* A policy needs to be drafted to ensure that refunds/ over-charges are managed appropriately the customer must provide a copy of their invoice and each receipt needs to be itemised, a letter to be written based on their concerns and thee principal to co/authorise any repayment.
* The new system which is being used may be able to solve some of these issues.
* Can anyone please bring in their unused coat hangers for the uniform shop.
* New receipt books need to be purchased for the uniform shop.

Motion: Jacqui Boyd to draft a policy for returns and refunds.  
Moved: Kerryn Woodward 2nd Narelle Norton

Motion: The P&C would like to request that Todd take into consideration that the P&C are in favour of a White (senior shirt) look instead of the Yellow (sport shirt) look for the year 6 shirts.  
Moved: Kerryn Woodward 2nd Cassie Joughin

Motion: To accept the uniform report.  
Moved: Amelia Carson 2nd Jacqui Boyd

**Book Club Report –** Kerri Beavan

* Issue 1 is out and due back this Friday.
* Class lists are requested to support the book club delivery.

Motion: To accept the book club report.  
Moved: Amelia Carson 2nd Cassie Joughin

**Other Business** – open

* Narelle Norton – the CLO Nicole brought to my attention the issue of community engagement opportunities for the Opportunity Class children and their parents. Because this demographic of students come from the wider community what opportunities can we as a school provide to support and welcome these families to our school community? Could we please reflect on this issue and provide her with any ideas.
* The text service when students are away is up and running however some classes are still operating on paper rolls.
* Class sizes are approximately 20 in kindergarten.
* Approval of template for member registration to support required official documentation, to ensure the
* Pay pal account needs to be set up for the P&C.
* Email address – this requires contact through the P&C head office to organise a password.
* Parents/ Grand Parents/ Carers with disabilities need to be supported what can the school offer to assist these school participants.
* The issue of the school crossing needs to be addressed with the RMS to ensure the safety of these children especially when there are last minute issues.
* P&C would like to organise a working bee. Information about what the parents can contribute or assist with.
* School banking is doing very well, we now have 64 students participating and it is still growing.

Motion: To approve the template for P&C registration.  
Moved: Cassie Joughin 2nd Kerryn Woodward

**Close Meeting:** 6:51pm

**AGM meeting: 6:00pm** 20th March 2018 SACC Centre Wyong Public School Cutler Drive Wyong.

**Next General meeting:** 6:30pm, 20th March 2018 SACC Centre Wyong Public School Cutler Drive Wyong.

**Minutes Completed By:** Amelia Carson P&C Secretary 22nd February 2018