



## **Minutes of General Meeting**

Held on Wednesday 6th November 2019 in Waitara Public School staff room

### **Meeting Opened at 7.10pm**

#### **Opening and apologies**

Nick Berman opened the meeting and welcomed everyone.

#### **Attendance:**

Kate Barrat , Amisha Dadheech, Susan Callao, Christine Berman, Dany Coelho, Jack Liu, Daniella Cardoso Duarte, Elham Asgary, Suruchi Nahata, Manish Sharma, Shwetha Seipad, Steve Jackson, Jeremy Walsh, Siddharth Samant, Sasha Hao, Jacqueline Simpkins, Donna Breslin, Nathalie Almenara del Solar, Nick Berman

#### **Apologies:**

Michelle Wigglesworth, Neetu Kulkarni, Swati Nabar Jain, Jocelyn Loughnan,

**Minutes recorded by:** Jack Liu

- **Minutes of previous meeting**

Motion that the minutes of the General Meeting be received and approved.

Moved: Siddharth Samant                      Seconded by: Suruchi Nahata

- **Matters arising from minutes**

None

### **President's Report**

With the Melbourne Cup now run it feels that we have just passed the start of the end of the year.

It is great to see such a good turnout to this evening's meeting with a number of new faces.

With that in mind it is worth going over what the P & C actually does.

Fundraising is an obvious starting point, the purpose of which is to raise funds to support the work our teacher's do in educating our children. Earlier in the year a number of events were held, such as Harmony Day and the Easter Raffle which not only raise valuable funds but brought the school community together in a social setting. I would like to acknowledge the hard work of Donna Breslin,

and her team on the fundraising sub-committee, who is attending her last meeting of the P & C before leaving the school.

The uniform shop is of course the main fundraiser for the P & C, week-in, week-out and it is important to acknowledge the hard work over many years of Jackie Quirke who will soon be stepping down as the uniform shop convenor. Thanks Jackie for all of your hard work.

Another important role for the P & C can be summed up as “advocacy” where we raise matters of concern on behalf of parents and carers with government representatives, primarily at a local and state level. Issues like traffic and pedestrian safety sometimes appears that they never improve, however, the school has had some wins over the years. We do know, of course, that much more needs to be done in this regard.

Through the P & C, parents and carers at this school were consulted about the re-building of the school. Jackie Quirke, as the P & C representative on the consultative committee was about to represent the view of parents and carers and forward feedback right from the design stage of this project.

Being involved on the P & C provides the President and all committee members with the opportunity to work alongside the Principal and senior staff in making important decisions for the running of the school. Most parents and carers would not be aware of this and I certainly was not aware of this until I became involved with the committee.

As mentioned earlier, we are now about to have a changing of the guard on the P & C committee with a number of long-standing members about to step down after many years of service.

Suruchi Nahata, whose child will soon finish year 6, will also be stepping down as Treasurer at the upcoming Annual General Meeting. With all that happens in terms of fundraising, the Treasurer plays an important role in pulling it all together and organising the financial reporting. We thank Suruchi for all her hard work.

My term limit as President will soon be reached and I will be stepping down. Like Jackie, I intend to be around for the next year to support the work of the new committee.

It is good to see a number of very good people expressing interest in serving on the committee. It is a great experience and I thoroughly recommend it.

Nick Berman

President

### **Uniform shop sub-committee**

During the school holidays Daniella and I worked hard to set up the new **Square (Point of Sale (POS)) system** so it was ready for use from day 1 of Term 4. We set up the uniform shop items with pictures and created categories so the system was easy to use for our volunteers. We also added the stock numbers based on the stock take that was undertaken at the end of Term 3 and this enables us to monitor and track stock levels. We still need to undertake some additional work to sync the P&C accounting system of

**MYOB** to Square. We are hoping this will occur in the near future to ensure the smooth and accurate recording of the uniform shop accounts and stock. We have also been unable to set up the **EFTPOS** system through Square however we have continued to use our Westpac EFTPOS machine which is working adequately.

The Square POS is providing us with up to date and accurate information that is easily accessible and easy to read. We are able to see real time sales, individual item sales and current stock levels.

**Kindy Orientation** has been held with two busy sessions. We had strong sales over those days with some of the parents getting in early to buy uniform items. (Sales - 1<sup>st</sup> day: \$4, 124.00; 2<sup>nd</sup> day: \$5,105). We are exploring options to see if it is viable to open the Uniform Shop for some additional time in the lead up to the end of the year so Kindy parents can buy their uniforms early.

**Storage** - With a large number of kindy enrolments as well as OC enrolments we require a lot of stock at this time of the year. Given our constraints with storage during the building phase of the new school we would like to explore alternative short term storage solutions. Jack explored some additional shelving options which given the instability of the floor in the current room Daniela and I did not feel this was the best option. I have priced a small storage unit at Kennards Hire at a cost of \$279 per month. Before proceeding with this option we will speak with the school to see if there are any additional spaces we can utilize.

Sometime ago we agreed to move forward with the **new sports shirt** that could be used for school sport and PSSA sport and would be the same for all students (i.e not house based) however this was put on hold whilst we had a change over of Principal. This project has been discussed with our new Principal and we have agreed on a preliminary concept to start the process rolling. We will aim to have a new sports shirt ready to go early in 2020.

Thank you

Jacqueline Simpkins

Uniform Shop Convenor

*For moving forward with the temporary storage request: after discussing with the Principal, it's agreed that the school will provide additional room by using the current Printing room and some shelves next to the uniform shop as the short-term storage solution.*

--Jack

## **Fundraising Committee Report**

Nothing to be added as the report but Donna announced her leaving of school due to the fact that she has moved to Thornleigh. She will be leaving the P & C community and as fundraising conveyor position therefore the position needs to be added in the next AGM.

Next year's events:

Harmony Day – 19<sup>th</sup> March 2020

Easter Hat Parade – 9<sup>th</sup> April 2020

### **Sport sub-committee**

N/A.

### **Treasurer's Report**

Main Transactions since last meeting

Uniform Shop Orders In Oct-Nov 19	\$ 75,881
Payments made to Various Uniform Shop Suppliers	\$55551
Total Payments Due to the Suppliers	\$20330
Other Expenses	
New Uniform Shop SQUARE POS System	\$1175
ATO	\$998
Teachers Day	\$550
Bank Balance As of 4 <sup>th</sup> Nov, 2019	
Uniform Shop A/C	\$12,280
P&C A/C	\$ 8,925
Cash Reserve A/C	\$ 129,218

Treasurer,  
Suruchi Nahata

### **Principals Report**

#### **Traffic changes**

Highland Avenue. No stopping at all times except Weekends. So parents cannot stop to drop off their kids. It will be a turning section only.

#### **2020**

We have 175 Kindergarten enrolments currently, we have 1062 enrolled for 2020. We are looking at 42 classrooms.

Staffing 3 new staff appointed Sarah Creswell, Katherine Noble and Clair McDonald. Two transfers Jemima Secombe and Rachel Flett. Kayla Gifford had a permanent position in Canberra and I

have applied to fill that vacancy. Thank you to our P&C reps Sid, Jack, Nick and Jacquie who assisted us in the process.

### **Byodd**

In 2020 all Stage 3 classes will continue to participate in a Bring Your Own Device (BYOD) program although we have decided to change this back to BYODD (Bring your own designated device). The designated device is an Apple iPad. At Waitara Public School we strive to give our students the best possible opportunities for learning. This initiative is a continuation and expansion of the quality teaching practices we provide to students.

The BYODD model is becoming increasingly common in schools and will help the children to become responsible for looking after their own technology. It also assists children in continuing their learning at home when working on a digital piece.

Over the past two years we have found that having many different devices is hindering ease of access and learning with technology. By only using the apple iPad it ensures consistency across the school and it is more efficient to train up our staff. The school has invested in iPad across the school for all classes. The students had been surveyed and this was the device that most families had. There will be the opportunity to rent a device for those families that cannot purchase one. More information will come out later this term.

### **BASC increase to 350 students for 2020**

We are going through the process of assisting Tanaya with the extra applications. This will come into effect next year.

### **Build progress.**

We had a walk through. The windows are going in and the frames up for separation. We looked at our offices. We will be purchasing Art for one of our indigenous Artists Aunty Bronwyn who painted half the mural down there. We are commissioning her for 4 artworks one to symbolise each level. 1. Waratah, 2. River ray, 3. Birds- cockatoo and Rosella.3. Sun. Schools infrastructure will cover the costs of the copyright and pay for the signage as part of our package.

### **SLEC**

Schools learning Environments and change are working with us as part of our new build allocation. The surveys I sent out to parents were appreciated. We have made few changes for next year based on these. No choirs during school time.

The staff will be working with SLEC to come up with a vision statement and milestones for us to move into our new innovative leaning environment.

Dany Coelho

Principal

**Motion to receive and approve the reports and to approve actions taken by the various P&C committees as reported.**

Moved: Donna Breslin      Seconded by: Manish Sharma

## **Correspondence**

**Items received:** None

## **General Business**

Nominations for open positions: the positions as below will be available at the upcoming Annual General Meeting:

The following nominations have been received today:

- President
- Vice-president
- Secretary: Lindsay Jackson (or Steve Jackson)
- Fundraising convenor: Manish Sharma
- Treasurer: Siddharth Samant (Assistant Treasurer)
- General positions: Sue Callow, Amy Hill,

**Meeting Closed at 8.35pm**