



## **MINUTES of Meeting**

### **Monday 26 February 2019**

**Meeting Opened:** 7.07pm  
**Meeting Closed:** 9.12pm  
**Next meeting:** AGM

<b>Attendance</b>	Gwen Govender-Hondros, Penny Millgate, Margaret Creagh, Steve Longworth, Amy De Bruyn, Eleanor Grant, Sheridan Go, Amir Khoshoe, Sonia Mcdonald, Rosanne Simms, Iris Lo, Annette Whiteley, Katie McGuire, Linda Bryant, Monica Singireddy, Jenna Campbell, Jodie White, Monika Tasonyi,	
<b>Apologies</b>	Christine Longworth, Helen Hottes, Jess Rochford, Janelle Civijovski, Mark Macdonald, Jaime Dewar	
<b>Motion to accept the previous minutes</b>	<b>Moved</b>	<b>Gwen</b>
	<b>Seconded</b>	<b>Amir</b>
<b>Item 1 – Correspondence</b>		
<b>1.1</b>	Correspondence received from a parent (attached). Addressed in the Presidents report below	
<b>Motion to accept correspondence. Moved : Steve      Seconded : Jenna</b>		
<b>Item 2 – NSW P &amp; C Federation notices/policy for discussion</b>		
<b>2.1</b>	N/A	
<b>Item 3 – Sub-Committee Reports</b>		
<b>3.1</b>	Principals Report – See attached report	
<b>3.2</b>	President's Report – Verbal report <ul style="list-style-type: none"> <li>Correspondence was received from a P &amp; C member following the November meeting (see attached). We acknowledge that we are passionate group of parents who should feel at liberty to air our views however it must always be in line with the written Code of Conduct that we, as a group, established and agreed. It was noted that we should strive for Respect, Innovation, Collaboration &amp; Equity in everything we do; including at meetings and at events</li> <li>Mark Taylor – our State MP granted a further \$3,500.00 to our school which will be put towards sports uniforms and sports equipment for the school</li> <li>JOT and Election BBQ / Cake stall volunteer notices will be emailed to the school community and responses will be collated</li> <li>Forward notice was given that the current President, Secretary and Treasurer would not be standing for office-bearing roles at the March AGM</li> <li>Penny thanked Gwen, Steve and Amir for supporting the P &amp; C as Executive member throughout 2018/19. Thanks were extended to all coordinators and volunteers for Canteen, Music, School Banking and Uniform and to the School Principal and office staff. An immense amount of hard work and volunteer hours are spent preserving our P &amp; C functions and without the time and dedication given by everyone, our children would not enjoy such a well-rounded education, inside and outside of the classroom.</li> </ul>	
<b>3.3</b>	Treasurer's Report - See attached report and below for additional items <ul style="list-style-type: none"> <li>\$105,000.00 is in our account</li> <li>P&amp;C Financial Report is ready</li> <li>Canteen Financial Report is ready</li> </ul>	



	<ul style="list-style-type: none"> <li>Band Financial Report is ready</li> <li>Uniform Shop Financial Report is outstanding.</li> </ul>
<b>3.4</b>	Uniform Shop Report – Verbal report <ul style="list-style-type: none"> <li>Bank account sitting at \$30,157.00. \$15,000 is a buffer and \$15,000 is profit</li> </ul>
<b>3.5</b>	School Banking Report – Verbal report <ul style="list-style-type: none"> <li>19 new accounts</li> </ul>
<b>3.6</b>	Canteen Report – Verbal report <ul style="list-style-type: none"> <li>Canteen Special meeting will be held on 2 April 2019 and outcomes will be reported at the May P &amp; C meeting (there is no April P &amp; C meeting)</li> </ul>
<b>3.7</b>	Music Report – See attached report and below for additional items <ul style="list-style-type: none"> <li>Report delivered by Sonia</li> <li>Jenna enquired regarding the old fees and it was explained that a new system has been developed</li> <li>All tutors have completed WCC checks as well as obtaining public liability insurance</li> <li>Higher levels of Quality Assurance and Governance are being observed due to the ever-changing legislation of the NSW P &amp; C Federation</li> <li>Sonia advised that all tutors &amp; volunteers must sign in at the office</li> <li>Gwen enquired regarding the Creative Kids Vouchers – it was confirmed that the vouchers cannot be used for Winston Heights PS School Music Programs</li> </ul>
<b>Motion to accept Sub-Committee reports: Moved : Gwen      Seconded : Jodie</b>	
<b>Item 4 – Parent Feedback</b>	
<b>4.1</b>	See item 1.1 above
<b>Item 5 – General Business</b>	
<b>5.1</b>	<p>Community Corner Update – Margaret updated the P&amp;C regarding the Community Corner project which will be located near the K-2 Cola and the demountable classroom. This area, besides being an area for students and for our community during events, will also resolve problems with the erosion that we regularly experience. 2 quotes have been obtained with varying inclusions – 1) \$140 000 2) \$250 000. Another quote is being sought and dependent on the resultant quote, that most closely meets the project objective, Margaret may need to involve Assets and then a scope of work created. It will then go to the tender process. Margaret will provide a status report at the March P &amp; C meeting.</p> <p>It was proposed and unanimously voted that the money for the Community Corner project would be injected from the following sources:</p> <ul style="list-style-type: none"> <li>\$50 000 Grant received</li> <li>\$15 000 Pledged from P&amp;C last year</li> <li>\$25 000 Twilight result from 2018</li> <li>\$30 000 from the School</li> <li>\$15 000 from Uniform Shops profit for 2018</li> <li>\$20 000 from the P&amp;C</li> </ul> <p><b>Total \$155 000</b></p>
<b>5.2</b>	2019 Events & Fundraising - Dates & the coordinators for 2019 <ul style="list-style-type: none"> <li>Election BBQ – Penny</li> <li>Easter Pedlars Parade – Monica &amp; Faith (<i>post meeting note: Faith is unable to coordinate and therefore Kylie Mahon has offered to be coordinator with Monica</i>)</li> <li>Mother's Day – Amy</li> <li>Federal Election BBQ - tba</li> <li>Zone Cross Country BBQ – Sonia</li> <li>Trivia Night – Pete &amp; Jenna</li> <li>Athletics Carnival – Canteen</li> </ul>



	<ul style="list-style-type: none"> <li>• Education Week Morning Tea – tba</li> <li>• Father's Day – Amy and Helen</li> <li>• Halloween – Sam</li> <li>• Working Bee (term 3) – date and coordinator to be confirmed</li> </ul>
<b>5.3</b>	Twilight Report – Profit of \$24,173.00. Report is in dropbox. Penny advised that Westpac had deducted \$500 from our account due to an error in counting. Penny will challenge this. In line with Money Handling Policy, several Exec Members and the School Principal counted and checked the banking bags on Twilight night, money did not leave the premises and was sealed in banking bags and then placed in the school safe ready for collection. Penny will report on the bank's response at the March meeting.
<b>5.4</b>	Crazy Domains – while we had issues towards the end of 2018, there have been no further concerns.
<b>5.5</b>	Profit & Revenue from 2018 – all reports are on track to report this at the AGM
<b>5.6</b>	P&C Room – there is need for a larger space. Deferred to March meeting for further and more comprehensive discussion.
<b>5.7</b>	P&C Fees 2020 – it was voted and agreed by all present to increase the P & C voluntary contribution from \$30.00 to \$45.00 commencing 2020.
<b>5.8</b>	Labels for P&C Donations to the school - This has not been resolved since first raised in 2018. It was suggested that we should have a thermometer to show the money raised by the P&C. Deferred to March meeting for further and more comprehensive discussion.
<b>5.9</b>	Electronic payment options for Trivia Night & other fundraising events – Jenna presented a case for purchasing the Square (\$59 one-off payment). This electronic payment method can be used by patrons at specific events but cannot be used for Canteen or Uniform shop. It was noted that a small printer may also need to be purchased, for those who request receipts. It was proposed and unanimously voted that we would go ahead with the purchase of the Square and small printer. Jenna to provide a status update at the March meeting.
<b>5.10</b>	Preparation for the AGM – Penny will update the AGM process, nomination form and AGM Agenda for circulation to the school community.
<b>5.11</b>	Left over items in Canteen freezer from 2018 – these will be used at the Election BBQ
<b>5.12</b>	Transition of positions within the P&C due to the large number of members leaving at the end of 2019 – This was noted. All out-going office bearers offered their services/advice for the remainder of 2019, to assist in-coming office bearers during the transition period.
<b>5.13</b>	Sunscreen protection for the use of the kids - Eleanor spoke to this item which encouraged wide-ranging discussion; including Hand Sanitisers. Deferred to March meeting for further and more comprehensive discussion.
<b>5.14</b>	Band Committee seeking clarification on name for Financial purposes – Sonia explained that we need a consistent approach. Various documents refer to Band Committee and others refer to Music Committee. A unanimous show of hands agreed that due to Keyboard, a more inclusive term is "Music Committee". It was agreed that changing documents would need to be an evolving process. Amir added that for consistency it was preferable for the bank account to also reflect "Music Committee".
<b>Item 6 – Other Business</b>	
<b>6.1</b>	Further to item 5.2 above - some members agreed to bring their "boxes" from previous parades to the school office to help new parents with this concept and presentation. Linda Bryant added that a note would be circulated to K – 2 parents, as every year, outlining details of the parade.
<b>Item 8 – The next meeting is scheduled for Monday 25 March 2019</b>	
<b>Item 9 – The meeting closed at 9.12pm</b>	

# Winston Heights Public School

## Principal's Report

P&C Meeting – Monday 25<sup>th</sup> February 2019



### **Events**

#### **Past**

- Start of Year & Kinder
- Zone PSSA Trials
- Swimming Carnival
- Meet the Teacher Chats
- Chaplain Morning Tea – Kinder Parents

#### **Upcoming**

- \* GA Position
- \* Grants
- \* External Validation
- \* Stage 3 Fundraising – Colour Explosion
- \* Photos and Family Photos Fundraising

### **School Uniform Changes**

- Need to hold our 2<sup>nd</sup> committee meeting – plan for March
- Sports Shirts and PSSA Shirts

### **Canteen**

- Special (AGM) for 2<sup>nd</sup> April 7pm

### **Annual School Report 2018 (ASR)**

- Being finalized. Will be posted on website once approved by Director.

### **2019 School Plan**

- Three year plan to reach goals. This is our second year of the plan. Milestones being finalised by staff this week and then will go to Director for approval.

### **Grants**

- President will have more news on these. The Community Corner will be big and will need financial commitment. Currently with Assets to plan scope of works before going to tender process.

### **Zone Cross Country**

- Canteen – need a coordinator and need to think about catering for the staff who attend. Options could be varied.

### **After School Sports Program – Motiv8 Sports**

- 8 week program @ \$100 – Use Active Kids rebate. Minimum of 40 kids. Capped at 100. 1 coach to 20 kids.

**Winston Heights Public School P & C**  
**Profit & Loss Statement**

January 2018 To December 2018

2018		2017	
<b>Income</b>		<b>Income</b>	
Choc Fundraising	\$0.00	Choc Fundraising	\$11,727.60
Walk of Fame Pavers	\$650.00	Walk of Fame Pavers	\$5,200.00
Election Day BBQ	\$0.00	Election Day BBQ	\$2,035.50
Fathers Day	\$4,827.55	Fathers Day	\$3,597.60
Tea Towels	\$0.00	Tea Towels	\$2,215.00
Trivia Night	\$4,666.50	Trivia Night	\$4,446.40
Easter Hat Pedlars Parade	\$1,816.30	Easter Hat Pedlars Parade	\$1,838.15
Mothers Day Stall	\$5,440.00	Mothers Day Stall	\$4,434.00
Community Chest Raffle	\$0.00	Community Chest Raffle	\$2,152.20
Morning Teas	\$0.00	Morning Teas	\$116.05
Twilight Market	\$41,250.65	Twilight Market	\$32,703.55
Entertainment Book	\$396.00	Entertainment Book	\$411.00
Movie Night	\$1,937.40	Movie Night	\$5,003.77
Sports Carnivals	\$1,362.85	Sports Carnivals	\$0.00
Education Week	\$272.00	Education Week	\$0.00
P&C Interest	\$80.15	P&C Interest	\$3,145.55
ING Interest	\$2.26	ING Interest	\$2.26
P&C Rebates	\$2,500.00	P&C Rebates	\$0.00
Family Contribution	\$7,052.00	Family Contribution	\$7,220.00
School Banking	\$1,478.03	School Banking	\$1,529.73
Membership Fee	\$35.00	Membership Fee	\$40.00
Other Income(Refund)	\$400.00	Other Income	\$0.00
<b>Total Income</b>	<b>\$74,166.69</b>	<b>Total Income</b>	<b>\$87,818.36</b>
<b>Expenses</b>		<b>Expenses</b>	
School Maintenance	\$34,474.40	School Maintenance	\$51,356.48
Health / PE / PD	\$0.00	Health / PE / PD	\$5,378.18
Library	\$0.00	Library	\$7,676.58
Computer ED	\$0.00	Computer ED	\$35,123.20
Literacy	\$0.00	Literacy	\$8,303.72
Band	\$2,870.00	Band	\$2,383.34
Electronic Board	\$0.00	Electronic Board	\$2,815.00
Science/Technology	\$0.00	Science/Technology	\$3,281.63
School Shows	\$1,472.73	School Shows	\$3,540.00
Classroom resources	\$3,900.00	Classroom resources	\$4,020.00
Dance Program	\$11,250.23	Dance Program	\$0.00
Representative Shirts	\$1,779.64	Representative Shirts	\$0.00
<b>Total Paid to WHPS</b>	<b>\$55,747.00</b>	<b>Total Paid to WHPS</b>	<b>\$123,878.13</b>
Fathers Day	\$2,088.64	Fathers Day	\$2,378.42
Mothers Day	\$1,893.38	Mothers Day	\$3,035.96
Choc Fundraising	\$0.00	Choc Fundraising	\$8,379.32
Community chest Raffle	\$0.00	Community chest Raffle	\$529.50
Trivia/Bingo Night	\$74.87	Trivia/Bingo Night	\$526.36
Elections BBQ	\$0.00	Elections BBQ	\$693.15
Movie Night	\$2,593.05	Movie Night	\$2,942.37
Twilight Market	\$20,573.59	Twilight Market	\$13,991.32
Tea towels and aprons	\$0.00	Tea towels and aprons	\$1,235.00
Morning Tea Expenses	\$208.45	Morning Tea Expenses	\$185.00
Walk of Fame Pavers	\$9,631.02	Walk of Fame Pavers	\$0.00
Audit fees	\$880.00	Audit fees	\$1,980.00
License Fees	\$0.00	License Fees	\$80.00
Printing & stationery	\$402.45	Printing & stationery	\$26.50
Dues & Subscriptions	\$1,434.17	Dues & Subscriptions	\$1,307.43
Education & training	\$0.00	Education & training	\$600.00
Insurance	\$460.00	Insurance	\$491.00
Bank fees & charges	\$0.00	Bank fees & charges	\$72.40
FlexiSchools	\$915.99	FlexiSchools	\$2,262.85
Gifts	\$50.00	Gifts	\$0.00
<b>Total Expenses</b>	<b>\$96,952.61</b>	<b>Total Expenses</b>	<b>\$164,594.71</b>

# Music Committee Report

## January 2019

Prepared by: Christine Buscall, Committee Chair

Submitted to P&C: 22 February 2019 (due date)

### Activity Report -January 2019 Meeting

- Chair thanked Dyan Sim and Greg Leeson for their hard work and dedication to the music program and welcomed the 2019 coordinating teachers Rachel Allen (Beginner), David Picot (Concert) and Connor Brood (Performance).
- Discussion held and agreed by the Committee for parents wishing to purchase instruments for their child to refer to the Tutors or Mr Williams for advice on makes and models.
- Decision made that that no instruments to be sold to outgoing Year 6 students. Concern that Performance Band students have the newest instruments and selling them would leave the Committee short.
- A total of 97 students: BB = 24, CB = 31, PB = 42. Keyboard is full with 40 students.
- Band Camp price to be finalised shortly. \$245 approved by P&C at previous meeting. One teacher to be funded by the Music Committee at a cost of \$1000. A total of three teachers attend the camp.
- Tutorial Timetable to be confirmed by week 2.
- Two new tutors commencing: Julia Luo (Sax) and James Edney (Percussion)
- Music equipment has now been moved to a new location. Instruments to be Audit tagged, stocktake to be completed and then allocated to students. Keyboard and Percussion Stocktake still to do. 2 Clarinets on order. Chimes to be replaced as can no longer be repaired.
- Hire Agreements to go home next week.
- Keyboard program to commence early as Danielle will be on leave in July. This will ensure makeup lessons will not be required.
- Feedback to be provided around Presentation Night and discussed at a future meeting.

### Fundraising

- 2018 Fundraising activities raised a total profit of \$5602.85  
Carols BBQ \$1113.45, Bunnings BBQ \$1461.00, Cadbury Chocolates \$2500.00 and Ice creams \$600
- Prizes from the cancelled 2018 Raffle to be used within the program. The 5kg box of Cadburys chocolates to go to band camp for the students and the vouchers to be used towards Police Band catering.
- **12 March 2019** - Cupcake Stall. Band parents to be contacted for volunteer bakers. Favorite recipe to be used or recipe provided with email. 455 to be made.
- Discussion around Fundraising activities for 2019. Agreed to run a Cupcake Stall, Ice-cream Day and Carols BBQ. Looking into alternate for Cadburys.

### Eisteddfods

- Dates confirmed for Eisteddfods against School Calendar. Engadine Bandfest – 24 June to 4 July, Penrith – 22 August and Ryde – 30 July and 13/15 August. Advice on ideal events to be sort from Dennis. Two to be chosen.
- Open Week/Education Week events confirmed with Performance Band playing at Castle Towers and Performance and Concert Bands to play at Winston Hills Mall.

### Financial reporting

- Closing Bank Balance \$23,208.75
- First month tutor fees plus known instrument and servicing expenditure covered.
- Reconcillation to 17 Dec '18 has been done: all funds received.

## **Music Committee Report January 2019**

- Financials to be passed to Amir P&C Treasurer by mid-March for audit.
- Invoices to be sent out week 3. Will include strict payment guidelines.

### Special Meeting – 20 March

Financial members of the P&C may vote at this Special Meeting to endorse a nomination to the Committee Chair position. This nomination is taken to the P&C AGM for voting and acceptance. Members are then nominated- endorsed-accepted into the remaining roles.

### Upcoming Events

- Cupcake Day – 12 March

**All Tutorials to start beginning of Week 3**  
**Concert & Performance Band Rehearsals commence Week 3**  
**Beginner Band Rehearsals commence Week 6**

The Music Committee will meet again Wednesday 20 March 2019 at **6:30pm** in the Staff Room

29 November 2018

Secretary of P&C  
Winston Heights Public School

Hi Stephen

I wanted to convey my disappointment at what took place at the recent P&C Meeting.

To witness someone push their own agenda and then personally attack others who don't agree was very disappointing to witness.

The P&C in my opinion is there to raise money for the school. It is not there to dictate where the money is spent. That should be the job of the P&C and the Principal in collaboration. I'm sure the Principal looks at the bigger picture as is evident of what she has done to date.

To see our Principal, withdraw her submission in frustration was embarrassing to say the least.

I mentioned my thoughts to a select few post the meeting and they informed me that this behavior has occurred before and the P&C introduced a behavior code. There was no evidence of this on Monday night.

Stephen, you say that everyone is welcome. Well this was not the case. People do not want to be treated in this manner and will simply not come. People as well are not interested in the political games. I have made the decision not to return as it is obvious from what I hear that there are power games going on within the P&C. If you believe that I am alone in this thought you would be greatly mistaken.

I see the great work the P&C does for the school, but the reputation has been greatly tarnished by this behavior and past behaviors.

Thanks for your time