



## **MINUTES of Meeting**

### **Monday 26 November 2018**

**Meeting Opened:** 7.10pm

**Meeting Closed:** 8.46pm

**Next meeting:** Monday 25<sup>th</sup> February 2019

<b>Attendance</b>		Janelle Civijovski, Christine Buscall, Kata Collimore, Kylie Mulquin, Gwen Govender-Hondros, Penny Millgate, Margaret Hall, Jenna Campbell, Margaret Creagh, Steve Longworth, Amy De Bruyn, Eleanor Grant, Sheridan Go, Amir Khoshoe, Helen Hottes, Jess Rochford, Sonia Mcdonald, Corrine Ajaj
<b>Apologies</b>		Christine Longworth, Monica Singireddy, Denise Thomas, Nerida Powell
<b>Motion to accept the previous minutes</b>	<b>Moved</b>	<b>Gwen Govender-Hondros</b>
	<b>Seconded</b>	<b>Janelle Civijovski</b>
<b>Item 1 – Correspondence</b>		
<b>1.1</b>	None received	
<b>Motion to accept correspondence. Moved : N/A      Seconded : N/A</b>		
<b>Item 2 – NSW P &amp; C Federation notices/policy</b>		
<b>2.1</b>	N/A	
<b>Item 3 – Sub-Committee Reports</b>		
<b>3.1</b>	Principals Report – See attached report and below for additional items <ul style="list-style-type: none"><li>Helen raised whether the P&amp;C were going to purchase a gift for Mr McLintock. Agreed to purchase a card and a case of beer. Penny to arrange.</li><li>Kinder Orientation – Helen will bring the survival packs that she has at home.</li><li>Heidi – won't return until term 1 2019. Margaret will contact Heidi to see if she can come on the last day of school so Year 6 children can say good bye. Flowers will also be sent to her.</li><li>Class Christmas Party - \$2000 approved for Pizza, Zoopa Doopas and drink</li></ul>	
<b>3.2</b>	President's Report – See attached report and below for additional items <ul style="list-style-type: none"><li>Penny has received feedback regarding the funds the P&amp;C Spends. People want the money spent on infrastructure rather than individual items that only benefit some.</li></ul>	
<b>3.3</b>	Treasurer's Report - See attached report and below for additional items <ul style="list-style-type: none"><li>We have 2 unused bank accounts – ING and Westpac with about \$70 in each. Agreed to close these down.</li></ul>	
<b>3.4</b>	Uniform Shop Report – No report received and below for additional items <ul style="list-style-type: none"><li>All tracking well. Will report 2018 profit at Feb 2019 meeting.</li></ul>	
<b>3.5</b>	School Banking Report – No report received <ul style="list-style-type: none"><li>Commonwealth Bank came to Orientation.</li></ul>	
<b>3.6</b>	Canteen Report – See attached report and below for additional items <ul style="list-style-type: none"><li>Kylie gave a verbal report covering the following;</li><li>Struggling to get volunteers and this has meant that the Canteen has had to be closed on specific days.</li></ul>	



	<ul style="list-style-type: none"> <li>Margaret put a request to the Committee for the purchase of new PSSA uniforms. All sport teams will have new uniforms (except AFL as they currently have). Approx cost \$3,100 tbc.</li> <li>Margaret also asked if the Committee would like to have ongoing sponsorship of future Dance and Gym programmes, as per the 2018 sponsorship. This benefits all students and saves families the payment amount.</li> <li>Both above recommendations fall within the Healthy Canteens Strategy</li> <li>Possible further recommendation could include shaded tables/chairs in new proposed sensory garden area.</li> <li>These recommendations created robust discussions with many questions. Some felt this reflected what Penny said regarding the feedback she received from parents. This referred to the PSSA Shirts. There were others whom supported the shirts as they felt they represented the school as a whole as well the current shirts are old and this reflects on the school. Margaret said the school would pay for the PSSA Shirts and the P&amp;C agreed to fund the Dance and Gym program.</li> </ul>
<b>3.7</b>	<p>Music Report – See attached report and below for additional items</p> <ul style="list-style-type: none"> <li></li> </ul>
<b>3.8</b>	<p>Twilight Committee Report – Verbal report</p> <ul style="list-style-type: none"> <li>The 2018 committee consists of Marg Creagh, Penny Millgate, Steve Longworth, Kata Collimore, Kylie Mulquin, Matt Dean and Sally Ryan (website). Gwen Govender-Hondros joined the committee in August. Everyone is welcome to participate.</li> <li>Raffle tickets will be distributed to families soon accompanied by a letter. Professional raffle tickets have been printed this year with a grand major prize of a holiday to Queensland. Any family not wishing to sell tickets can return their unsold book. Thanks were given to Gwen and Sheridan for offering to undertake all the raffle ticket banking. Thanks were also given to Marg C and the office ladies for their contribution to the Twilight Market.</li> <li>School is collecting donations from families for the Tombola and chocolate wheel hampers. Every time a donation is received the child's name is placed in a draw to win a free unlimited rides wristband.</li> <li>Rides from Camelot have been booked.</li> <li>26 external stallholders are booked and paid for.</li> <li>Matt Dean is running all food stalls.</li> <li>The MC for the night Jessie Zevaka</li> <li>Kylie has produced several flyers.</li> <li>Sally has built the website and Kylie has assisted.</li> <li>We are very organised but need volunteers to help on the day and night. Kata Collimore is managing this process. Many families have already been forth coming and we thank those families for their offer of help. A Twilight Market volunteer request will be circulated to families soon</li> <li>Several local businesses are sponsoring our market, thanks to Steve, which is bringing in over \$12 000 dollars.</li> <li>Profit from Twilight will go towards the Community Corner</li> <li>Sonia will speak to Fraser in the mall to borrow a barrel for people to leave donations.</li> <li>The Twilight sub-committee will disband after the Twilight Market on 7 Dec.</li> </ul>
<p><b>Motion to accept Sub-Committee reports: Moved : Gwen      Seconded : Janelle</b></p>	
<p><b>Item 4 – Parent Feedback</b></p>	
<b>4.1</b>	See President report
<p><b>Item 5 – General Business</b></p>	



**WINSTON HEIGHTS PUBLIC SCHOOL**  
**P & C MINUTES**  
 Buckleys Road  
 Winston Hills NSW 2153

<b>5.1</b>	2019 Fundraisers – Agreed that next year there will not be a Twilight Markets. In 2020, we will have a Spring Fair or Twilight Market. Events happening in 2019 include: 2 Elections, 1 Zone Carnival, Trivia, and Movie Night. Mothers Day, Fathers Day and Pedlars Parade will be as normal
<b>5.2</b>	World Teachers Day – A great morning tea was prepared by Gwen as a sign of our gratitude on World Teachers Day. Thanks to Gwen.
<b>5.3</b>	Twilight Update – see above Twilight Committee Report
<b>5.4</b>	Carols by Candlelight – Amy will run the selling of the Candles and Programs. The music committee will run the BBQ
<b>5.5</b>	Monday 17 <sup>th</sup> December – end of year activity funded by P&C. See principals report.
<b>5.6</b>	CBP Grant Update – verbally spoken about. Congratulations to Margaret and Penny on the work they have put into this. \$50 000 won't cover Community Corner but it will get the project started.
<b>5.7</b>	Crazy Domains – Penny and Steve have been having issues with date being lost. It will be monitored
<b>5.8</b>	Investing Canteen & Uniform profits – with not knowing the profit, this needs to be transferred to the February meeting
<b>5.10</b>	P& C Room – the current room is small, cramped and full of bugs. Marg suggested placing a shed behind the wall of the 3-6 cola. Would require a concrete slab. To be placed on the February agenda.
<b>5.11</b>	P&C Fees for 2019 – to be placed on the February agenda
<b>Item 6 – Other Business</b>	
<b>6.1</b>	None
<b>Item 8 – The next meeting is scheduled for Monday February 2019</b>	
<b>Item 9 – The meeting closed at 8.42pm</b>	



# Winston Heights Public School

## P&C Committee

### President Report – 26 November 2018



Hi everyone

#### **NSW Government Community Building Partnership (CBP) Grant = \$50,000**

It's been our year for P & C grants. In August, Mark Taylor MP awarded us a small grant of \$2500 to purchase a new (much needed) BBQ and portable sink for all our school and P & C events.

Then only this week, I got some greater news, as we have been awarded a \$50,000 grant to create a 'Community Corner' at school. 'Community Corner' will see one of our outdoor learning areas become a vibrant, safe space for our school community. As you know we partner with our local childcare centres as part of our transition programs to kindy and this space will help to create an inclusive setting for all our community visitors with wheelchair access, a sensory garden, a sandpit and covered picnic shelters. Implementation of tiered landscaping with synthetic grass will reduce the erosion problems we regularly encounter.

Our Annual Twilight Market is visited and enjoyed by around 4,000 community members, in the future 'Community Corner' will provide additional space and facilities for families - young and old. Our annual movie night attracts up to 100 families each year, some with pre-school children, our Community Corner will allow families to meet and greet during our picnic time before the movie commences and during our Christmas Carols event. Winston Heights grows annually and projects such as this, that enhance learning and development in safe and inclusive ways, will help Winston Heights to stay relevant as a NSW Public School.

We'll keep everyone posted on the project as it develops over 2019.

#### **Twilight Market – Friday 7 December 2018**

We are gearing up for a fantastic evening for our Annual Twilight Market on Friday 7 December 5.00pm – 8:30pm. It's a great chance to do some Christmas shopping and there will be many activities and attractions for everyone. Check out the Twilight Market Facebook page <https://www.facebook.com/whpstwilightmarket/> and Twilight website [www.whpstwilightmarket.com.au](http://www.whpstwilightmarket.com.au) for up-to-date information.

Buy your discounted unlimited rides wristbands through Flexischools before the night and save \$5. They will be available via Flexischools any day now. Rides are aimed at 5 – 12 year old children.

Finally, thank you to our school for the incredible ongoing support from staff and students. And to the Twilight Committee who have, for the past 9 months, tirelessly given their time, inspiration and ideas to this event.

Thank you also to anyone who has offered to give up their time to help with preparations and on the night.





# Winston Heights Public School

## P&C Committee

### President Report – 26 November 2018



**TWILIGHT MARKET**  
**Shopping Under The Stars**  
**Friday 7th December 2018 \* 5pm to 8.30pm**

**\$25 Unlimited Rides Wristbands\***  
**(Discounted through Flexischools^)**

**Tickets for *Laughing Clowns* can only be purchased on the Night.**

**\* Included Rides are:**  
Storm Ride, Turbo Flyers, Mini Golf, Giant Inflatable Slide, Pirate Ship, Jungle Run, Horizontal Bungee

**^Flexischools orders will close Thursday 6th December 2018**  
Unlimited Rides Wristbands (\$30) and Single Tickets (\$5) can also purchased on the night.

#### It's a Wrap

This is the last meeting of 2018 and what a year it has been. We've had a fantastic year of events and immense support from our families, teachers and school staff. Thank you.

We've spent lots of good money on great things, so thanks go to our generous community for all you do to contribute.

We are unique in many ways as we are one of the only schools left that run a volunteer canteen, music program, school banking and uniform shop. The time and energy spent on all these activities, is very much appreciated. So many volunteers are needed and we are often thin on the ground but the fantastic mums, dads, caregivers, grandparents and community members who get involved and lend a hand, where they can, make lighter work of such challenges. Thank you to everyone who contributes in any way, shape or form.

#### **You all do a great job.**

As usual, we've been fraught with challenges and yet overwhelmed by communal generosity that serves to enhance the educational resources available to our kids. Overall, we have a lot to be thankful for and the P & C love organising events and making the kids, teachers and parents smile.

THANK YOU

Stay safe everyone and enjoy the holidays. All the best Penny

# Winston Heights Public School

## Principal's Report

P&C Meeting – Monday 26<sup>th</sup> November 2018



### **Events**

#### **Past**

- Stage 2 Camp
- Kinder Orientation
- GA – Mr McLintock – 30 Years

#### **Upcoming**

- \* End of Year
- \* New Year Planning
- \* Presentation Assemblies

### **School Uniform**

- First committee meeting held Wed 7<sup>th</sup> Nov. Discussed options. Looking at samples. Students gave their input. New meeting hasn't been set as yet. Waiting for samples to be ready. Timeline – hopefully implement in 2019 Term 4. Finalise and vote on recommendations in Term 1, 2019.

### **Canteen**

- External facelift – new paint, shutters and screen door.

### **2019 Planning**

- Continuing and changes daily. Staffing being looked at currently. I will have 4 positions that will go to Temporary Positions. Currently 3 full kinder classes. Due to numbers we will have some stage and composite classes. Teachers know their students and will be forming 2019 classes very soon.

### **Kinder Orientation**

- Last year we had a team of mums put together a little survival pack for parents in a cup – do we have a volunteer to do the same/similar.

### **Morning Tea**

- On behalf of the staff I would like to thank the P&C for the lovely morning tea last Wednesday. Coincided with Rob McLintock's last day. Children gave him a special morning assembly and cards to say farewell.

### **Class Christmas Party**

- Teachers would like to have a class party, play games, watch a video, etc. We have organised cricket clinics with Cricket NSW for each grade in week 9. Heat is a factor for other outdoor activities in week 10 and there is a talent quest – all day event on the 19<sup>th</sup>. So time in classrooms is preferable.

## Canteen Meeting Minutes

Date 7<sup>th</sup> Nov 2018

ATTENDING: Margaret Creagh, Kylie Mulquin, Nerida Powell, Therese Helander-Hills, Helen Hottes, Amy De Bruyn

APOLOGIES: Jean Collin, Jodie Doyle, Bronwyn Edney

1. Changing from St George to another Bank
  - There were previous concerns that St George in Winston Hills Mall was relocating. Discussion had been made to take advantage the School Westpac Courier and use the Westpac Account which is still active with minimal funds. Since St George is not moving from the mall in the foreseeable future, the decision was made to keep existing account.
  - Canteen still has an open Westpac Account with Nerida and Anita as signatories. Suggest closing Westpac account while Anita is still at the school ACTION: NERIDA
2. Canteen invoice books reminders
  - Check for number of invoices outstanding and send reminders if necessary. ACTION: THERESE
3. New Lunch Basket options
  - Committee was shown some options and prices discussed
  - Agreed to purchase shopping baskets style (same as school used for laptops), cost approx. \$330. ACTION: KYLIE
4. Maintenance: new shutters, screen door, painting inside
  - School has ordered new automatic red shutters, and also new dark grey screen door. ACTION: MARGARET
  - Discussed repainting the interior of the canteen, last painted about 2010. Will be added to the list of painting around school, not priority. ACTION: MARGARET
5. Separated recycling bins in canteen
  - Kylie has sourced some bins to set up a separated waste system for the canteen. Three large bins for: soft plastics, general recycling (not cardboard), land fill waste. Small bin for green waste. Signs need to be made to explain the system. ACTION: KYLIE
  - Soft plastics recycling will be taken to Coles/Woolies by the Volunteers when they do their daily shopping
  - General recycling (ie plastic bottles, small plastics containers, tetra-paks) will have to be taken home by Volunteers regularly for them to add their Yellow Kerbside Bin. In the future we hope the School can had a Yellow Kerbside Collection.
  - Cardboard will still be put in the waste trolley in the Canteen COLA. The Schools pays for a cardboard and paper recycling collection
  - Land fill waste, these garbage bags still go in the waste trolley in the Canteen COLA.

- Green Waste. The School does have a compost bin, set up by Stage 3. Regular collections will have to be organised. Discussion needed. ACTION: MARGARET
  - WHET group will gladly take any 2L milk bottles. Sign to be put up and WHET group collection organized. ACTION: KYLIE/MARGARET
6. Menu additions and or deletions
- New vegie burger required from supermarket as existing one is soon to be unavailable ACTION: NERIDA
  - Additions agreed for the 2019 Menu include: healthy herby chicken burger; honey sandwiches; frozen strawberry milk; frozen bananas in a cup ACTION: KYLIE
  - Deletions agreed for the 2019 Menu include: chicken schnitzel sushi; roast beef sandwich; dried fruit cups ACTION: KYLIE
  - Other ideas discussed but not selected: apple slinkies (due to time involved); dips & vegie sticks (too high cost price point). May consider these ideas for special week to tie in with an educational programme.
  - Discussed possibly bringing in Chill J juices, Grape and Raspberry flavours, although fridge is often too full to accommodate this. Previously it was discussed to keep these 'fizzy' drinks for special events and decision made to adhere to that and not have them available on a day to day basis.
  - Get samples of Juicies Tubes to try, only if they are an Everyday item ACTION: KYLIE
  - New menu to be finalized and sent to Office ACTION: KYLIE
7. Menu Price changes
- Discussed the problem the running out of 10cent pieces due to prices of \$0.70 and \$1.20.
  - Prices increases: Large choc (and in the future strawberry milk) from \$0.50 to \$0.60
  - Price decreases: Frozen fruit cups \$0.70 to \$0.60
  - New menu to be finalized and sent to Office ACTION: KYLIE
8. Sushi supplier
- Sushi sales have tapered off to an average of 17 per week. The munch boxes are the most popular. Ordering is often inconvenient for Nerida but orders can only be accessed through FlexiSchools by people with Admin rights so options are limited. Need to check with FlexiSchools and see if there is an automated way for order to go through, but paper orders would still need to be added in to the tally.
  - Research other sushi options in the mall. ACTION: KYLIE
9. Canteen info sheet for Kindy orientation
- Info to include: how to order (Flexischools and bag); missed lunch; contact procedure. To be reviewed ASAP. ACTION: KYLIE
10. Canteen closure Term 4 and Start 2018
- Canteen will be closed: Year 6 Fun Day, Monday 19<sup>th</sup> Nov; Twilight Market, Friday 7<sup>th</sup> Dec; last day Friday 14<sup>th</sup> Dec. First day back Wednesday 30<sup>th</sup> Jan 2019.



11. Flexischools Uni Newcastle research project

- Needs to be looked at carefully for Flexischools user functionality, privacy. ACTION: KYLIE

12. End of year thank you gifts for volunteers

- Suggestion was for bath bombs or similar and use L&M Bubbles, stall from Twilight market. ACTION: NERIDA

13. Request from Margaret for recommendations for allocation of future canteen profits

- Margaret put a request to the Committee for the purchase of new PSSA uniforms. All sport teams will be have new uniforms (except AFL as they currently have). Approx cost \$3,100 tbc. ACTION: MARGARET/NERIDA
- Margaret also asked if the Committee would like to have ongoing sponsorship of future Dance and Gym programmes, as per the 2018 sponsorship. This benefits all students and saves families the payment amount.
- Both above recommendations fall within the Healthy Canteens Strategy Guidelines and the Committee members voted to put both recommendations forward at
- Possible further recommendation could include shaded tables/chairs in new proposed sensory garden area

14. Volunteers

- It was discussed the difficulty of finding new volunteers and some current volunteers returning to work and unable to assist. The pool of active volunteers is shrinking. The Committee is hopeful that a new influx of volunteers will help in 2019.
- Suggested possibility of closing an extra day for lunch orders and only have over-the-counter sales. Recommended to wait and see how it looks through Term 1 2019.

15. Cleaning canteen.

- The canteen ovens are dirty and in need of a clean. Kylie to find some volunteers to help clean in last week of term. ACTION: KYLIE



# Winston Heights Public School P & C Association

## *Treasurer's Monthly report*

### 1. Bank Accounts Balance

Our bank accounts balances as at 31<sup>st</sup> Oct 2018 are as follows:

Account Name	Balance
Cheque Account	\$11,951.17
Cash Reserve	\$2,801.33
Term Deposit*	\$69,467.14
<b>Total</b>	<b>\$84,219.64</b>

\*Term deposit maturity date is 05<sup>th</sup> Nov 2018

### 2. Income and Expenditure

Income		
Opening Book Balance from Jul 2018		\$5,919.96
Twilight Market Stalls	\$195.00	
Movie Night	\$2000.20	
School Banking Commission	\$365.00	
Family Contribution	\$7,052.00	
Interest – Cash Reserve	\$1.09	
<b>Sub Total</b>		<b>\$9,613.29</b>

Less Expenses		
Movie Night	\$1,576.08	
New BBQ	\$2,006.00	
<b>Sub Total</b>		<b>\$3,582.08</b>

**Book Balance** **\$11,951.17**



## Winston Heights Public School P & C Association

### *Treasurer's Monthly report*

#### 3. Bank Statement Reconciliation

Balance as per Bank Statement 31 <sup>st</sup> Oct 18	\$11,951.17
Add un-presented Deposits	<b>\$0.00</b>
Less un-presented Cheques	<b>\$0.00</b>
As per Book Balance	<b>\$11,951.17</b>

Sincerely,

Amir Hossein Khoshoe

Treasurer



# MINUTES

Wednesday 21 November 2018

Location	Staff Room		
Start Time	7:27pm	Finish Time	8:53pm
Meeting-Chair	Christine Buscall		
Secretary	Christine Longworth		
In Attendance	Sonia Macdonald, Rachel Allen, Margaret Creagh, Caz Thompsett, Beth Hart, Therese Helander-Hills, Mel Lee, Julie Elliot, Kylie McIntyre, Amber Edmonds		
Apologies/Absent	Greg Leeson, Dyan Sim, Helena Castelletti, P&C President, Sheridan Go, Dennis Williams,		
Item	Responsible	Report / Action / Decision	
1	Procedural:	Chair	Minutes of the 24.10.18 meeting were accepted
2	Committee Chair	ChristineB	ABN and WWCC activity has been completed. Chair thanked our Therese for her work here.
3	Co-Treasurer's Report	Sonia	Amir has completed reconciliation to 6.11.18. The \$20K term deposit has been released as per agreement at last meeting. Bank balance is \$35 861.84 Outstanding 2018 band fees: 1 family remaining
4	Tutor Report	Therese	Peter (trombone) taking personal leave and finishes up 22/11. All parents of impacted students have been informed.  Therese reports that Dennis is asking about dates. Margaret confirmed that Dyan is in contact with him. <b>Action: Margaret</b> to follow up with Dyan  Tutor reports coming home soon.
5	Band Teacher Report	Rachel	<b>End of year music events:</b> the blue note that has recently come home replaces the original white note.  <b>Tryout Night:</b> good turnout on the night. 24 students confirmed for 2019 Beginner Band and almost all notes returned. Dyan has sent the contacts list to the Music Gmail account. Shirts have been ordered (will be included in welcome pack). Only one (1) trombone and so if others join, they will be offered trombone.  <b>Band Teacher Lead in 2019</b> – Rachel takes the lead role. A second teacher will be announced soon. Dyan and Greg will not be participating in the music program in 2019.
6	Conductor Report	Dennis / Greg	Nil report

Item		Responsible	Report / Action / Decision
7	Library Report	Helena	Nil report
8	Keyboard Program Coordinator Report	Caz	2019 tutorials looking at being full following receipt of 20 EOIs in addition to the students who will continue.
9	Co-Instrument Coordinator Report	ChrisB	<p>April-18 stocktake was not 100% as instruments were already out with students. Looking to manage stocktake as instruments returned. Committee's request to go through instruments on Wed 19/12 approved by Margaret.</p> <p>Ten (10) instruments currently unaccounted for and this will be resolved during the Dec-18 stocktake.</p> <p><b>Hire Agreement</b></p> <ul style="list-style-type: none"> <li>will provide tighter control over instruments</li> <li>will be signed by parents and returned</li> <li>need to look at agreement and rules with regards to students who provide own instrument but sometimes have to borrow (e.g. when forget their own)</li> </ul> <p>EOI to return to band to be sent home next week.</p> <p>There was some discussion around option for committee to purchase instruments on behalf of parents to assist keeping costs down versus negotiating a deal with our supplier that included special rates for WHPS students (but purchase would not go through committee/school).</p> <p><b>Action:</b>  <b>Therese/ChrisB</b> to liaise with tutors to review our current instruments to identify which ones should not be serviced and need to be written off</p> <p><b>Therese/ChrisB</b> to liaise with Steve Clark to seek recommended brands for each instrument type would be a good for those parents wishing to purchase an instrument for their child.</p> <p><b>ChrisB / Sonia</b> to look into the option for the committee to purchase instruments on parents' behalf. Will report at future meeting.</p>
10	Band Rehearsal Parent Coordinator Report	Amber Caz Beth	<p>Going alright.</p> <p>Discussion around end of year dates re: tutorials and rehearsals.</p> <p>Tutorials finish by Friday 7.12.18 which is week 8.  Last band rehearsals are:  BB – Monday 3.12.18  CB – Tuesday 4.12.18  PB – Wednesday 5.12.18</p>

Item	Responsible	Report / Action / Decision
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11	Band Presentation Night	<p>Rachel</p> <p>Dyan seeking copy of the internal and parent program. 2017 versions copied at meeting.</p> <p>Helena has completed the certificates</p> <p>French Horn and Trombones to be combined in same room</p> <p>Agreement that there could be a flyer in each room to reconfirm (for tutor) what time each band category should be playing to ensure that students make it to the hall on time.</p> <p><b>Action:</b> Rachel to create flyer for each room</p>
	Keyboard Presentation Night	<p>Caz</p> <p>Rachel replacing Dyan on night</p> <p>Awards are ready; laminating pouches required (given during meeting)</p> <p>Program almost completed</p> <p><b>Action:</b></p> <p><b>Rachel</b> to finalise 2-3pm practice in hall on 4 Dec so students know where to sit and what happens.</p> <p><b>Margaret</b> to speak with Greg re: set up (keyboards, amps)</p>
12	Fundraising	<p>ALL</p> <p><b><u>BUNNINGS BBQ 27/10</u></b> Made \$1 461.59 Plenty of volunteers</p> <p><b><u>ICE-CREAMS 13/11</u></b> Made \$520.81 in 15 minutes Agreed that Term 4 works for this type of activity as kindy students can manage it by this time of year.</p> <p><b><u>CAROLS 18/12</u></b></p> <ul style="list-style-type: none"> <li>▪ Dennis Carr has offered to run the BBQ</li> <li>▪ Set Up: 4.15pm. Kylie and Beth have volunteered to assist</li> <li>▪ Selling: 5.15pm to 6.15pm</li> <li>▪ To be located outside the canteen</li> <li>▪ We have leftovers from Bunnings – sauces, napkins, onions, sausages</li> <li>▪ Need to purchase ice-creams, drinks and garbage bags. Will wait until after twilight to ascertain those items leftover and that can be sold.</li> <li>▪ School will send home an EOI form to parents</li> </ul> <p><b>Action:</b> ChrisB to locate available raffle tickets in P&amp;C storeroom</p> <p><b><u>RAFFLE 18/12</u></b> Sell tickets and draw prizes at 18/12 Carols Night</p> <p><b>Action:</b> ChrisB to locate available raffle tickets in P&amp;C storeroom</p> <p><b><u>CAKE STALL 12 March 2019</u></b> Agreed would be a 'Cupcake Bonanza" and date has been reconfirmed.</p> <p><b>Action:</b> ChrisL to put on agenda for first 2019 meeting</p>



Item	Responsible	Report / Action / Decision								
13	2019 Dates	<div>ALL</div> <div><div>Meeting dates:</div><table><tr><td>Term 1</td><td>WK 1: 30 Jan '19 WK 8: 20 March '19*</td><td>Term 2</td><td>WK 2: 8 May '19 WK 8: 19 June '19</td></tr><tr><td>Term 3</td><td>WK 2: 31 July '19 WK 8: 11 Sept '19</td><td>Term 4</td><td>WK 2: 23 Oct '19 WK 6: 20 Nov '19</td></tr></table><div>* Special Meeting of the WHPS Music Committee.</div><div>Meeting Time NOW 7PM</div><div><div>Other critical 2019 dates:</div><div>2019 Music program (instrument tutorials and band rehearsals) commences for all band and keyboard students (except BB rehearsal) in week 3, from Mon 11 Feb '19.</div><div>Beginner Band rehearsal commences in week 6, Mon 4 March '19</div><div>Band Camp = Monday 27 and Tuesday 28 May 2019 (with access to set up on Sun 26.5.19)</div><div>2019 Music program will close for the year by Friday 6 Dec '19 (week 8).</div><div>Band Presentation Night – Monday 2 Dec '19 Keyboard Presentation Night – Tuesday 3 Dec '19</div></div></div>	Term 1	WK 1: 30 Jan '19 WK 8: 20 March '19*	Term 2	WK 2: 8 May '19 WK 8: 19 June '19	Term 3	WK 2: 31 July '19 WK 8: 11 Sept '19	Term 4	WK 2: 23 Oct '19 WK 6: 20 Nov '19
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14	Planning for 2019 Special Meeting and vacating committee roles	<div>ChrisL</div> <div><div>Discussion include which committee positions currently known to be vacated at 20.3.19 Special Meeting – Chair, Secretary, Librarian – and which roles would be good to have a co-positions (i.e. Co-Chair, a 3<sup>rd</sup> treasurer)</div><div>Planning is critical as many long-term members finishing end 2018 and 2019.</div><div>Nil action required from this meeting.</div></div>								

Item		Responsible	Report / Action / Decision
15	Eisteddfods	Mel	<p>Noted that all options are for August 2019</p> <p>Promising options are:</p> <ul style="list-style-type: none"> <li>City of Ryde</li> </ul> <p>#1 – Thurs 15 August #2 – Tues 13 August (before Education Week) 8-minute time slot inside a half day. We perform two contrasting pieces.</p> <ul style="list-style-type: none"> <li>Engadine Bandfest</li> </ul> <p>We pick a preferred date between 24/6 and 4/7. Non-competitive, 20-min performance. Would be good for CB and PB. Does conflict with Stage 2 Camp</p> <p>Other options were (a) Penrith Eisteddfod 29 Aug – but this conflicts with Stage 3 Camp and (b) Hawkesbury City Eisteddfod on Mon 12 or Friday 16 August (we pick a date)</p> <p><b>Action:</b> <b>Margaret</b> to review dates against School Calendar.</p> <p>We also need to (a) check Dennis's availability and (b) ask his opinion if Penrith could be allocated to Concert Band (Stage 2)? This item was not allocated against a committee member at the meeting.</p> <p><u>CAPPA night:</u> Discussion included a Friday night concert. Margaret confirmed that Thursday nights are currently available in the hall. The CAPPA night would include Choirs, bands and dance groups</p> <p><b>Action:</b> <b>ChrisL</b> to put on agenda for first 2019 meeting</p>
	Other Business		
16	15.1 Tutor Gifts	ALL	<p>ChrisL confirmed that we have P&amp;C approval to proceed with the 2018 Tutor Gifts</p> <p>Band and keyboard tutors @ \$30pp; Conductor @ \$50</p> <p><b>Action: Therese</b> to purchase gifts and cards and submit receipts to ChrisB for reimburse.</p>
	15.1 Band Camp 2020	ALL	<p>Confirming dates are Monday 25 and Tuesday 26 May 2020 with access to set up on Sunday 24 May 2020.</p>

☆ NEXT COMMITTEE MEETING , Wednesday 30 January 2019, 7PM, Staff Room ☆