



## **MINUTES of Meeting**

### **Monday 22 October 2018**

**Meeting Opened:** 7.05pm

**Meeting Closed:** 8.26pm

**Next meeting:** Monday 26<sup>th</sup> November 2018

<b>Attendance</b>		Sam Lee, Janelle Civijovski, Christine Buscall, Kata Collimore, Denise Thomas, Jaime Dewar, Kylie Mulquin, Gwen Govender-Hondros, Penny Millgate, Margaret Hall, Jenna Campbell, Margaret Creagh, Steve Longworth
<b>Apologies</b>		Christine Longworth, Amy De Bruyn, Eleanor Grant, Sheridan Go, Amir Khoshoe
<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>• Kinder packs</li><li>• Year 5 Buddies for Kindies 2019</li><li>• ICAS Results – Margaret was checking to see if they have all been delivered</li></ul>	
<b>3.2</b>	President's Report – See attached report and below for additional items <ul style="list-style-type: none"><li>• Signage re P&amp;C – speaking with Mrs Creagh about the sign company used by the school</li><li>• Penny explained and clarified voting processes and confirmed that the music &amp; canteen sub-committees can make recommendations that are then voted on at general P &amp; C meeting. This is in line with NSW P &amp; C Federation policy</li><li>• Kylie will help with a P&amp;C Spending flyer so that we can communicate to parents where monies have been concentrated during 2018</li><li>• Still no news on the \$140,000 grant; outcome expected in November / December 2018</li><li>• We have ordered a BBQ to the value of \$2,000 with the grant provided by Mark Taylor MP. Penny is also sourcing a portable sink to the value of \$500. A full acquittal process needs to be followed, after purchase, and submitted to Mark Taylor's office.</li><li>• The Pavers are now complete and laid.</li><li>• Business Cards have been produced in line with the increasing professional of approaching local businesses for sponsorship of major events.</li></ul>	
<b>3.3</b>	Treasurer's Report <ul style="list-style-type: none"><li>• See attached report</li></ul>	
<b>3.4</b>	Uniform Shop Report <ul style="list-style-type: none"><li>• BAU and nothing to report</li></ul>	
<b>3.5</b>	School Banking Report – Verbal report	



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

	<ul style="list-style-type: none"> <li>Jaime is waiting to hear whether the CBA co-ordinators will attend a kindy orientation in November. They stopped visits but have started them again.</li> <li>We are banking \$550 - \$700 per week.</li> <li>All commissions from school banking are donated to each classroom for valuable resources</li> </ul>
<b>3.6</b>	Canteen Report – Verbal report <ul style="list-style-type: none"> <li>The lookbook photo shoot is booked Wednesday 24 October</li> </ul>
<b>3.7</b>	Music Report – Verbal report <ul style="list-style-type: none"> <li>Next meeting is 24 October 2018</li> <li>\$2500 was raised as part of the chocolate fundraiser</li> <li>Bunning BBQ is scheduled for Saturday 27 October to raise money for 2019 Band Camp</li> <li>Worth noting that Bunnings North Parramatta moving to old Masters site in Northmead. BBQ location not at front door. Run three types of community activities - BBQ, cake stall and 'sell' your community group. Secure a date via a ballot.</li> <li>Gwen enquired about the status of any unpaid band fees. Marg C and Christine B both confirmed that a few fees remain unpaid. There is a process in place to chase those families with outstanding fees. From 2019 the terms and conditions will change so that if a family haven't paid by the end of term one, they will not be permitted to proceed with the rest of the year because it is inequitable.</li> <li>Music Committee have organised a Bunnings (Seven Hills) fundraiser on Saturday 27 Oct. Christine Buscall is coordinating the day and will circulate a roster of volunteers.</li> </ul>
<b>3.8</b>	Twilight Committee Report – Verbal report <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>A MC for the night is being sourced by Penny.</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 several thousand dollars.</li> <li>The Twilight sub-committee will disband after the Twilight Market on 7 Dec.</li> </ul>
<b>Motion to accept Sub-Committee reports: Moved : Gwen      Seconded : Steve</b>	
<b>Item 4 – Parent Feedback</b>	
<b>4.1</b>	None received
<b>Item 5 – General Business</b>	



**WINSTON HEIGHTS PUBLIC SCHOOL**  
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<b>5.1</b>	Halloween Movie Night Update – A fantastic community night run by the dads (and one mum). Numbers were down. Great volunteers. Sam unfortunately did not have time to get sponsors this year which does make a difference to the outcome, however we broke even and everyone had a lovely evening watching The Greatest Showman.
<b>5.2</b>	World Teachers Day – Gwen has been pledged \$200.00 to organise a morning tea for our teachers and office staff in thanks for their amazing dedication to our children's education. Gwen will cater a morning tea on 21 November.
<b>5.3</b>	Twilight Volunteer Request Form – see above Twilight Committee Report
<b>5.4</b>	Twilight Raffle Banking – see above Twilight Committee Report
<b>5.5</b>	Workflow for recommendations by sub-committees – See above President's Report
<b>5.6</b>	School Uniform Update – covered in Principals report
<b>5.7</b>	Carols Night – Tues 18 Dec. Band will run a BBQ prior to the Carols starting. Amy is coordinating the purchase of glow-candles. Gold coin donations will be donated to the Salvation Army, as is the case every year.
<b>5.8</b>	P&C Voluntary Contributions - \$7,000 has been transferred to P&C Account. This item will be placed on the November meeting agenda for more discussion about 2019 contributions. P & C contributions have reduced significantly over the past 3 years.
<b>5.9</b>	End of Year School Activity funded by the P&C – This event is funded by the P & C and will be held on the last Monday of the school year; 17 December. Marg C will provide more information about the event at the November P & C meeting.
<b>5.10</b>	Recycling options – Moved to 2019. Require a donor partner.
<b>5.11</b>	School Notes – Following feedback from parents, school have implemented an email distribution process, along with the same note being bag-dropped. Any important news is relayed via the school app and the school newsletter. Families must be expected to take some responsibility for accessing information from school, as many different channels are now in place to communicate with families.
<b>Item 6 – Other Business</b>	
<b>6.1</b>	Kata raised OOSH parking as there is little parking due to the trucks from across the road. Margaret suggested to contact council or write a letter to Mark Taylor MP. Penny emphasised that although this is a very important issue, the P & C is a fundraising body and any such issues can be raised via school council who will direct any grievances appropriately as both the school and the P & C are powerless to handle such matters.
<b>Item 8 – The next meeting is scheduled for Monday 26 November 2018</b>	
<b>Item 9 – The meeting closed at 8.26pm</b>	



# Winston Heights Public School

## P&C Committee

### President Report – 22 October 2018



Hi everyone

I'll aim to include information about events in our P & C newsletter, circulated at the beginning of each month, following our P & C meetings.

#### **Halloween Movie Night – Friday 26 October 2018**

Tickets are on sale for **The Greatest Showman** via flexischools and on the night. Come along with your picnic blankets and settle in for some quality family time on our school oval.

Thank you to all the coordinators and volunteers who have made this night possible.

We look forward to seeing everyone there.

**Date: Friday 26<sup>th</sup> October 2018**

**Time: 6pm**

**Cost: \$5 per person or \$20 Family Ticket (2 Adults & 3 Children)**

**Pay through:**  **flexischools**

***Sausage Sizzle, Ice Creams, Popcorn, Drinks***

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

We are now commencing our Twilight Market Raffle, as outlined in the October P & C newsletter, and hope that you will support this great fundraiser. All monies raised will be invested in much needed resources for our school and we want to thank you in advance for any contribution you can make.

All prizes will be drawn at 7.30pm on the night of our Twilight Market on Friday 7 December 2018.

We're circulating raffle books, next week, on Tuesday 23 October (one per family). Each book contains 20 tickets; each ticket sells for \$2.00.

We'd be grateful if you could return all monies and tickets (**including unsold tickets**) to the school office, any time between now and Friday 30 November 2018.



# Winston Heights Public School

## P&C Committee

### President Report – 22 October 2018



If you do not wish to accept a raffle book, please just return to the school office as soon as possible. If you throw the book in the bin, we will lose the cost of the book along with the potential to sell those 20 tickets and buy much needed resources for our school.

Some of our local businesses have donated some fantastic prizes and we would like to thank them for helping our school.

#### **BOOK SELLERS PRIZE**

Each family who sells or purchases a complete book of raffle tickets will go into the draw to win a Sony 4GB MP3 Player.

Thank you so much for any support you can give to this great fundraiser.

Regards Penny

[president@winstonheightspandc.com](mailto:president@winstonheightspandc.com)

# Winston Heights Public School



## Principal's Report

P&C Meeting – Monday 22<sup>nd</sup> October 2018

### *Events*

#### *Past*

- Literacy Day/Book Character Parade
- Kinder Interviews
- Chaplain Talk – Resilience – Monday 22<sup>nd</sup> Oct

#### *Upcoming*

- \* Stage 2 Camp
- \* Kinder Orientation

### *School Uniform*

- We have received two EOIs from parents. Plus hopefully Amy on the committee, makes 3 parents, 2 staff, 4 students and myself. A mutually convenient time will be organised early next term. Hoping for Wednesday 7<sup>th</sup> November at 2pm?? Need to check with Amy.

### *Canteen*

- The external area of the canteen was painted over the holidays and this past weekend – using same colours as new colour scheme around library and Kinder rooms. GA started and Dennis finished.

### *NAPLAN*

- Results handed out last term to parents of Years 3 and 5. By 2020 all schools will be online.

### *School Musical*

- First ever musical is now over. We need to evaluate before decisions are made as to if/when it is done again. Big impact on all classes, not just for the students involved. Positives and Negatives.

### *2019 Planning*

- Notes going out at the moment to find out late arrivals back at start of next year and/or leavers. Numbers of students will affect the number of teachers employed and number of classes for 2019.

### *Tell Them From Me Survey*

- Closes on Friday this week – 26<sup>th</sup> October 2018. Today – when I last checked – we had 18% return from our parent community.  
<http://nsw.tellthemfromme.com/2018wh>

### *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.



# 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> Aug 2018 are as follows:

Account Name	Balance
Cheque Account	\$7,374.96
Cash Reserve	\$2,801.29
Term Deposit*	\$69,467.14
<b>Total</b>	<b>\$79,643.39</b>

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

### 2. Income and Expenditure

Income		
Opening Book Balance from Jul 2018		\$1,836.55
Education Week	\$272.00	
Government Grant	\$2,500.00	
Father's Day	\$4,656.05	
Twilight Market Stalls	\$160.00	
Interest – Cash Reserve	\$0.21	
<b>Sub Total</b>		<b>\$7,588.26</b>

Less Expenses		
Movie Night	\$687.50	
WHPS – Hall Curtains	\$9,868.00	
WHPS – New BBQ	\$270.91	
Father's Day	\$2,088.64	
<b>Sub Total</b>		<b>\$12,915.05</b>

Transfer from Cash Reserve Account \$12,000.00

**Book Balance \$7,374.96**



## Winston Heights Public School P & C Association

### *Treasurer's Monthly report*

#### 3. Bank Statement Reconciliation

Balance as per Bank Statement 31 <sup>st</sup> Jul 18	\$7,374.96
Add un-presented Deposits	\$0.00
Less un-presented Cheques	\$0.00
As per Book Balance	\$7,374.96

**Notes:**

Thanks to Penny for her efforts as we have received \$2,500 government grant this month.

Sincerely,

Amir Hossein Khoshoee

Treasurer





# Winston Heights Public School P & C Association

## *Treasurer's Monthly report*

### 1. Bank Accounts Balance

Our bank accounts balances as at 30<sup>st</sup> Sep 2018 are as follows:

Account Name	Balance
Cheque Account	\$5,919.96
Cash Reserve	\$2,801.31
Term Deposit*	\$69,467.14
<b>Total</b>	<b>\$78,188.41</b>

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

### 2. Income and Expenditure

Income		
Opening Book Balance from Jul 2018		\$7,374.96
Twilight Market Stalls	\$130.00	
Interest – Cash Reserve	\$0.54	
<b>Sub Total</b>		<b>\$130.54</b>

Less Expenses		
Business Cards	\$53.96	
Website	\$189.17	
Pavers	\$120.45	
Twilight Market	\$1,221.96	
<b>Sub Total</b>		<b>\$1,585.54</b>

**Book Balance** **\$5,919.96**



## Winston Heights Public School P & C Association

### *Treasurer's Monthly report*

#### 3. Bank Statement Reconciliation

Balance as per Bank Statement 31 <sup>st</sup> Jul 18	\$5,919.96
Add un-presented Deposits	<b>\$0.00</b>
Less un-presented Cheques	<b>\$0.00</b>
As per Book Balance	<b>\$5,919.96</b>

Sincerely,

Amir Hossein Khoshoe

Treasurer