



2023 GENERAL MEETING - AGENDA

DETAILS		Tuesday 14 th March 2023 6:30pm	Recorded by: Jessica and Sheree
Agenda Item	Details	Minutes	
Open and housekeeping	Open meeting and acknowledgement of country. <i>I'd like to acknowledge the traditional owners of the land which we walk, work, live and meet today. I pay my respects to Elders past, present, and emerging and extend those respects to any Aboriginal and Torres Strait Islander peoples with us here today.</i> MS Teams attendees; Please keep your microphone on mute unless speaking to minimise background noise. Please raise your hand to let everybody know you would like to speak. In order to progress through the meeting in a timely manner please read through all internal and external reports provided before the start of the meeting. A five minute limit will also be placed on all topics on the agenda. At this time a motion will need to be put forward or the topic will be moved to the next meeting, when further information can be provided.	Meeting commences: 6.48pm Scott Fields Lee Hobson Kim Hannant Sheree Skinner Krystal Caston Steph Rossow Kelsey Oakes Debbie Hansen Troy Best Alfio Balsamo Peter Lund Geoff Paton Donna Howard Jessica Huiskamp Cassie Fraser Chris Lewis Apologies: Angela Luttrell Katie Bishop	
	Previous Meeting minutes acceptance	Sheree Skinner and Cassie Fraser have provided written confirmation that these minutes are a true and accurate record of the previous meeting, noting minor spelling corrections. Motion: that the minutes from the previous General Meeting on 15 th November 2022 are a true and accurate record of the previous meeting. Can two people please nominate to receive the minutes of this 14/3/23 meeting and reply by email to confirm that they are a true and accurate record, ready for next meeting.	Motion: that the minutes from the previous General Meeting on 15 th November 2022 are a true and accurate record of the previous meeting. First: Cassie Seconded: Sheree Carried Minutes from this meeting to be reviewed by: Krystal and Kim
Guest Speaker			
YMCA	Samantha Imberger, coordinator of the YMCA OSHC on campus.	Sam provided the P&C with an update on the OSHC. Vacation care bookings are open, Sheree suggested using the P&C Facebook page for vacation care advertisements – OSHC staff can join the group and post anonymously.	

Business Reports		
Canteens	<p>Jess will provide an update from the Canteens including:</p> <ul style="list-style-type: none"> • Red Food Days • Sales figures • Staffing • Upcoming events <p>Little Masterminds borrowed the EFT machines in December 2022. Their total sales for the day were \$365.00. Motion to transfer the funds from the P&C account to the Little Masterminds account.</p>	<p>1.1 Motion to transfer the amount of \$365.00 from the P&C account to the Little Masterminds account for them to use for their club.</p> <p>First: Troy Seconded: Sheree Carried</p>
Uniform shop	<ul style="list-style-type: none"> • Photos for uniform catalogue • Retail Trainee in the Uniform shop • Sock samples • Bag samples (to be held over to the next meeting) • Donation of uniforms <p>iThrive are in need of winter clothes for the upcoming months.</p> <p>1.2 Motion to donate selected Lowes stock to ithrive (singles – e.g. if there is just one or two of a XL shirt, then they will all be donated).</p> <p>A number of students moving into the high school grades have been asking for the skorts. We have confirmed with Alfio and Lee whether skorts can be an option for high school students, and at this stage there are no known reasons why we can't.</p> <p>1.3 Motion to allow secondary students to wear the skort as part of the uniform. (can this stand alone or should it be part of the uniform policy review)?</p> <p>1.4 Motion to allow the uniforms shop to purchase skorts at the larger sizes to make available to secondary students.</p>	<p>1.2 Motion to donate selected Lowes stock to ithrive (stock where there are low numbers (singles or just a few items in a particular size)</p> <p>First Sheree Seconded: Krystal Carried</p> <p>There is no requirement to vote on allowing the skort as a secondary uniform option as it has always been allowed. However, the skort will need to be added to the uniform standards as an option.</p> <p>1.3 Motion to allow the Uniform shop to purchase skorts in larger sizes for year 7 and up.</p> <p>First: Kim Seconded: Sheree Carried</p>
Executive News		
Applications for membership	<p>2.1 Applications to be tabled, including renewals. Motion to approval all renewals and new applications.</p> <p>We have already received 25 renewals/new memberships and anyone who would like to submit a membership form can also do so now, or later using the online form.</p> <p>Note that the Code of Conduct for the P&C up until now has not been part of the online form. This form will be amended to include this information for all new registrations.</p>	<p>All new memberships were approved at the AGM held immediately prior.</p>

Executive update		
Mail in / mail out	<p>Annual Insurance renewals for liability and general property have been received and reviewed, noting that the OSHC will be removed from our cover. Invoices managed by GJ Walsh.</p> <p>Debtors from OSHC – there are some unresolved OSHC accounts. The exec team seek advice on how to resolve this, and whether to write off the debt.</p>	Lee will speak to jess re unresolved OSHC accounts
Exec News	<ul style="list-style-type: none"> Meeting dates have been added to the calendar. Put it to the committee to vote on times. Thank you to Lee for organising a room for the P&C to use as a hub space. We have been putting energy into getting the wscpc.com.au web pages updated with current information. The school webpages have been updated with link to the wscpc.com.au site to ensure there is less duplication and only one source of truth for information about canteen, uniform shop and P&C. We hosted the parent mixer in early feb. Thank you to all the people who helped spread the word, the support from the teaching staff, and for Steph and team for setting up and catering. Working with the school on maintaining and promoting a safe and healthy work environment for our staff. Development of new signage for the canteen and uniform shop as a visual reminder to respect our staff and the valuable role they play. Developing a protocol for staff when an incident (e.g. aggressive or intimidating behaviour occurs) to ensure that no one is put in an unsafe position). 	<p>Discussions about times. Decision was made to trial a 5.30pm start.</p> <p>Action 1- update calendars online</p>
Decisions made	<ul style="list-style-type: none"> Recruitment of a Canteen Assistant including associated job advertising costs. P&C endorsed the school production of The Mermaid, which is inclusive of both Primary and Secondary students and builds on our current extra-curricular strengths in Dance, Drama, and Media Crew. 	No comments from the room
Treasurer's report	<p>As per the most recent audit conducted by GJ Walsh, we can report that:</p> <ul style="list-style-type: none"> Fundraising for 2022 was up just under \$9000 (after expenses) from the previous year which is a fantastic effort by the school community and those driving these fundraising activities. 	

	<ul style="list-style-type: none"> The OSHC business has now closed and this will no longer provide a revenue stream however, some of this loss has been offset by the growth in canteen and uniform shop figures. Overall surplus for 2022 was less than 2021 but the uniform and canteen forecasts are promising for 2023. 	
Fundraising		
Previous event's report	Water fun day	<p>Sheree provided a short report on the success of the day. The school has asked that the date be revised to better suit the school. Will have tabled this until a later meeting.</p> <p>Action 2 – school to consider different day options.</p>
Upcoming events	<p>Mothers' day stall</p> <p>Kirsten Tieken who coordinated last years' Father's day stall has volunteered to coordinate this event. Noting the approved budget for purchasing stock (up to an amount of \$5000) she has placed the stock orders.</p> <p>Kirsten will be assisted by Cassie and we will seek to find additional volunteers for the day through regular communication channels – word of mouth, facebook, website info and possibly posters.</p> <p>Proposed date of Tuesday 2 May has been put to the school for consideration.</p>	<p>Cassie is assisting Kirsten with the mother's day stall. They feel that they have enough stock for online and in store.</p> <p>The date needs to change, it has been suggested it be changed to 9th of may, the school has inform cassie who to contact into the school to check the date.</p>
	<p>At the last meeting for 2022, the P&C proposed that funds raised at certain events be tied to specific donations, where the donations are ongoing for consumable items. The amounts will be capped at a value agreed upon by the group. Remaining funds will go back in to the funds that can be used across the school.</p> <p>Key consumables are: lunch time sporting equipment for primary school students, replenishing home readers. These are just for primary school but will be linked to the events that are predominantly supported by the primary school community.</p> <p>It was agreed that up to \$1500 raised by the annual Mother's Day stall will be used to replenish home readers each year and up to \$1000 raised by the Father's Day stall will be used to replenish lunchtime sporting equipment for the primary school (including the prep stock).</p> <p>The P&C also has agreed to donate:</p>	Moved to another meeting

	<p>\$250 for Teacher and Staff Day and \$250 for the Woodcrest awards night.</p> <p>Other donations for 2023 have yet to be decided. We have a list from the Primary school for consideration.</p>	
Principals' reports		
Whole campus report	<p>Debbie Hansen will be providing a whole campus report, seeking endorsement for the Strategic Plan update for 2023 and discussing Positive Behaviour for Learning.</p> <p><i>Please note the attached Strategic Plan for 2021-2024 has been included in the supporting documentation.</i></p>	<p>Debbie provided an overview of the strategic Plan update for 2023 and discussing Positive Behaviour for Learning at the AGM immediately prior.</p>
Secondary school report	<p>Kelsey Oakes will provide the secondary school report</p>	<p>Kelsey speaks about flexi learning for the older years. They are piloting within the older years, they will look into year 10 later this year. There are also a number of conditions for each student to meet before they would be allowed to use this option. The school has also put out a survey regarding this, to find other view points and possible unseen problems.</p> <p>Parent teacher interviews are coming.</p> <p>Shave for a cure is this Friday. They have already raised over \$5000</p>
Primary school report	<p>Peter Lund will provide the primary school report.</p>	<p>Beginning of the year there was 730 predicted ended up with 761 ending in 31 classes for the year.</p> <p>91.5% attendance for primary. Peter is looking into compas to improve. The school has made some digging pits that have gone over quite well.</p> <p>The transition to the new student services building is going very well. Primary has had more than 12 new staff members this year.</p> <p>We've now got more students interested in FISAF than positions open, so teachers have opened up a practice for all kids at lunchtime to help them succeed in trails next year.</p> <p>Cross country is coming on the end of march.</p>

Compass and BYOD update	Alfio Balsamo, Dean of College at WesTEC, to provide an update on the uptake of Compass and BYOD.	Alfio – NAPLAN starts tomorrow.
New business		
	<ul style="list-style-type: none"> Years 4-6 playground – at the last meeting, it was anticipated there would be a compliance check on the playground. What was the outcome of this check? Concrete painting update. The P&C would like to say thank you to Peter for the time and investment he has made at Woodcrest including the support he has provided the P&C for school events and good sportsmanship in agreeing to be slimed for the sake of a fundraiser. 	<p>Action 3 - Jess to send Lee items for the concrete painting.</p> <p>Playground did not pass. There is no major items but there are little items that need to be addressed. Kim asked if there is a risk assessment, lee explains the checks that are undertaken</p>
Meeting close		
	<p>Next meeting dates</p> <ul style="list-style-type: none"> Tuesday 16 May 2023 Tuesday 13 June 2023 Tuesday 25 July 2023 Tuesday 29 August 2023 Tuesday 17 October 2023 Tuesday 21 November 2023 	Time: 7:50pm