

3 September 2025 MINUTES

Woonona Public School P&C Association - General Meeting

Chair: Casey Allen (CA), President

Location: Woonona Public School, Admin building | Time: 6:30 – 8:00PM

Zoom Link: <https://nsweducation.zoom.us/j/68342925941?pwd=RREvIK4Em00a6FlmdhsrCPAVeYsfzI.1>

Meeting ID: 683 4292 5941 Passcode: 406562

Member Attendance

P&C Committee: Tarsha Blayze (TB), Louise Delanty (LD), Vice President | Bernadette Christie-David (BCD), Treasurer | Lindsay Sharp (LS), Secretary

P&C Sub Committees:

Events:

Uniforms: Terri Toneguzzo (TT)

Other members: Adrian Cuenca (AC), Angelika Wachs (AW), Laura McKinnon (LM), Melissa Armstrong (MA)

Principal: Tim Fisher (TS)

Deputy Principal: Alison Strinic (AS)

Apologies: Sarah McManus (SM), Charmaine Dober (CD), Alexandra Brown (AB), Kristy Smith (KS), Jasmine Pescud (JP), Jodie Stephens-Fripp (JSF), Zoe Arora (ZA), Jenna Andrews (JA), Liz Phillips (LP), Isabelle Pfaeffli (IP)

Time	Item	Presenter
6:30 – 6:35PM	Welcome, Introduction, Apologies and Acknowledgment of Country: <i>“We acknowledge the Traditional Custodians of the lands we are meeting on today (the Wodi Wodi people and the Dharawal nation), and pay respect to Aboriginal and Torres Strait Islander peoples, Elders past and present, and their rich and diverse cultures.”</i>	CA
6:35 – 6:40PM	Approval of last meeting minutes.	LD
	REPORTS President: What's happened: <ul style="list-style-type: none">- Spreadsheet update, tracking income and expenses to see where we're sitting (see attached) including breakdown of expenses and income. Casey noted our goal is about \$35-40k for the year which will cover insurance and our donation towards the synthetic grass. 2/3 of the amount comes from uniform shop. Based on current figures, we are expected to break even and currently have a strong balance. BBQ raised roughly \$3k, with over 1k	CA

sausages sold! So many, that the team had to run to Hawthorne's for a top up at midday. Well done to Adrian, Kristy and Lou. Father's Day stall went well with school opening up for an extra session today as some families were thrown out by the original date.

What's planned:

- Donation cards were sent out this week, so far, we have received about \$1000. Shout out to Jodie who put up a Facebook post calling on help with secondhand uniform washing which received a great response from the community. Casey noted we have been seeing several new faces through our various volunteering opportunities, which has been great. Newsletter to go out this week, with a couple updates.

Principal:

What's happened:

- Choral Festival and the District Athletics were a great success.
 - Tim acknowledged the work of Adrian, Louise, Kristy and all the volunteers who put in a lot of work for the Bunnings BBQ.
 - Special acknowledgement to the school who are in the midst of their School Excellence cycle (which takes place over 4 years), involving a process of progress measures to find out if they are hitting where they need to be. In the middle of the cycle, you get curriculum and policy monitoring. A panel made up of DoE representatives met with three WPS staff to look at Stage 1, English. The panel observes the process from the very beginning to very end of what our curriculum looks like. Brooke Frages was chosen as the case study and provided the panel with evidence of her planning cycle, including how she uses the syllabus, evidence from units of work, scope and sequence, how the units of work then relate to reporting, and examples of differentiated work- both extending and modifying. The evidence was submitted to the panel and a 2hr meeting was conducted with Tim, Mrs. Frages, Rebecca McLerie and the DoE staff, including Tim's boss (Director Educational Leadership). In a huge compliment to the school, Mandy (DEL) reported that she had never seen a panel go so smoothly, no clarifying questions were needed as everything was presented so well. With the success of this process, school will be rolling out similarly into stage 2 and 3, as they know it works well. This was an exceptional result and Tim noted how proud he was of everyone involved.
 - In the midst of check-in assessments for years 3-6 and phonics screeners for year 1.
 - Kindy SRC rep was chosen.
 - Book week went well despite the weather.
 - Thanks to the Father's Day team, Jas, Chelsea and parent volunteers. An extra \$350 in sales was made today in the follow up stall run by school.
 - Aboriginal Education: Aunty May has been working with students on a surfboard design. Today was Indigenous literacy day- Indigenous students from WHS came to read to our Aboriginal kids and teachers across the school read Aboriginal literature to their classes.
 - Southern Stars was a huge undertaking, want to acknowledge (Rebecca McLerie and Emma Phillips) for their hard work on another successful year.
 - Morning tea happened today to celebrate our wonderful SASS staff. They are the heartbeat of our school, taking care of all the extra things that help the school run. We have about 10 SASS staff including office admin, SLSOs and general assistants.

What's planned:

TF

- Website upgrade across a 5-week timeframe (all schools will be getting a new website). FOGO launch tomorrow (wear green!).
- Mrs Lockyer appointed permanently to Wilton Public School, Friday is her last day. Mr Frances will take over for her class.
- CoS public speaking
- Regional athletics carnival
- Life Ed van
- Gala Day for stage 2-3
- Sideshow carnival
- Kindy orientation teddy bears picnic (up to 63 enrolments)
- Alison and Tim out for PL leadership and growth coaching this week and more days over the next 3 months.
- ySafe, only 20 enrollments so far. Tim would like to encourage the P&C to get the word out about the event (Lindsay to add to the newsletter).
- Synthetic grass area rejuvenation going ahead these holidays
- Basketball court, final phases to get quotes for turfing
- Following up around traffic, new signage on Gray Street, more communication out soon
- Meeting with Louise from WolCon next week to chat about options
- Alison noted a big thank you for helping set up/operate and letting them use our Square at district athletics- made about 6k on the day
- HPGE document has gone out, will revise each year and send out T1

Treasurer:

- Budget Approvals:
 - o \$2,616 (to Terri Toneguzzo for Square reimbursement- approved LS, seconded LD)
 - o Audit- \$1,000 (approved CA, seconded LD)
 - o Mother's Day- \$5,000 (approved LD, seconded LS)
 - o Grandparent's Day- \$600 (approved LD, seconded LS)
- Current bank account totals:
 - o General account: \$62,654
 - o Uniform account: \$35,239
- Upcoming/Paid Invoices:
 - o \$2,987.98 (to LW Reid for July uniform stock - from Uniform Bank Account)
 - o \$1,320 (to WB Sports for Sports Cap)
 - o \$228.23 (to Chelsea Dunley for Tape measure)
 - o \$300 (to Lindsay for Donation Cards)
 - o \$90 (to Chelsea Dunley for Mother's Day Slippers)
 - o \$69.99 (to Alexandra Brown for Ebay plastic bags)
 - o \$200 (BCD withdrew float accidentally deposited)
- Other matters:
 - o Monday 22nd September appointment at Westpac bank to update as follows:
 - Westpac bank account signatories are to be changed to the current board executives as follows: Casey Allen- President, Bernadette Christie-David- Treasurer, Lindsay Sharp- Secretary, Louise Delanty- Vice President.
 - All other signatories to be removed.
 - All signatories are to be made Administrators

BCD

	<ul style="list-style-type: none"> ○ IGA Woonona donated \$700 from community chest. Have donated every year, Terri noted that this should continue in the future. <p>Uniform Shop:</p> <ul style="list-style-type: none"> - General update- see attached - Secondhand pop-up in conjunction with uniform stall at kindy orientation will take place on Wednesday, January 28, 2026. Secondhand spring donation drive being organised. - Committee proposed to send thank you cards to those who have donated through drive. Casey will send out handwritten cards. - New paid members: <ul style="list-style-type: none"> ○ NIL <p>Events:</p> <ul style="list-style-type: none"> - Grandparent's Day is confirmed for Friday, 14 November. P&C to organise donation of cakes, set up stands (a couple, possible at top and bottom to avoid congestion), supply cutlery, plates, and cups. Gold coin donation for cakes as per last year, noted that square wasn't used much. GPD to be set up much the same as last year, morning session- school to work out a few hiccups, how to direct traffic/get grandparents to their grandkids during break, bathroom availability- will open hall toilets. 	AB
7:20 – 7:30PM	<p>General discussion/New business:</p> <ul style="list-style-type: none"> - P&C email organisation, noted for people to please file emails into relevant folders if they are directed to you, once read and actioned. Team will send BCD a message if there are invoices that have been there for a while that need attention. - Use of Whatsapp communities (organisation of various P&C groups in Whatsapp- all chats will be relocated under a central Community). Lindsay to set up. - Bottom gate communication, reassure kids the protocols are to keep everyone safe. Tim noted this can be addressed at the next citizenship awards ceremony. 	LS LS TB
7:30 – 7:40PM	<p>Matters arising from previous meeting:</p> <ul style="list-style-type: none"> - Confirming school used our Square at PSSA and it was a success. - Lindsay and Casey meet up re use of Teams and determined that it will be used only for document storage. Committee can use enquiries@wppc.com.au and password to log-in to Teams to add or retrieve documents as needed. - Terri visit to Wespac to transfer primary contacts (see above note). - Newsletter didn't get out before Father's Day, Lindsay to update and request distribution through school and FB. - HGPE document was sent through Sentral. 	CA
7:40- 7:45PM	<p>Summary of key P&C Calendar items for the month/s ahead:</p> <ul style="list-style-type: none"> - Grandparent's Day- Friday 14 November - Donation card distribution (done week 7) 	
7:37PM	Close	

Next Meeting: October 29th, November 26th

To join as a member of the P&C, please visit <https://wpsuniforms.square.site/>. The membership fee is \$2. Please note that payment of the membership fee must be made by the close of one meeting so that the member is eligible to exercise membership rights such as voting at the next meeting.

Please send any correspondence or agenda items in advance to enquiries@wppc.com.au.

Fundraising, events and uniform shop proceeds

Activity	Forecast	Spent	Proceeds	Total Profit	Confirmed by BCD
Kindy Morning Tea	\$0	\$0	\$0	\$0	
Hot Cross Bun Drive	\$400	\$756	\$1,026	\$270	
Mothers Day Stall	\$1,000	\$3,256	\$4,074	\$818	
Mothers Day Raffle	\$1,000	\$0	\$2,055	\$2,055	
District Cross Country Canteen	\$750	\$948	\$1,717	\$769	Yes
Parent-Speaker Night	\$0	\$0	\$0	\$0	
IGA Donation	\$500	\$0	\$700	\$700	
Bunnings BBQ Fundraiser	\$2,600	\$850	\$3,800	\$2,950	
Donation Cards	\$1,500	\$300	\$970	\$670	
Fathers Day Stall	\$1,000	\$2,181	\$3,349	\$1,168	
Fathers Day Raffle	\$2,000	\$0	\$1,235	\$1,235	
Grandparents Day	\$1,200	\$0	\$0	\$0	
Uniform Shop	\$20,000	\$17,463	\$36,018	\$18,555	
YTD	\$31,950	\$25,754	\$54,944	\$29,190	

Expenses and donations

Annual insurance	\$	1,769.00
School donation	\$	30,000.00
Annual audit	\$	825.00
Square subscription (ongoing)	\$	-
Square subscription reimbursement (one off)	\$	2,616.00
Deadly Award	\$	440.00
Annual book prizes	\$	480.00
Kindergarten Orientation - Hats	\$	1,200.00
Depreciation - Plant		
YTD	\$	37,330.00
CURRENT TOTAL YTD	-\$	8,139.52
CURRENT ACCOUNT BALANCE	\$	64,862.00
PROJECTED YEAR END BALANCE	\$	56,722.48

**Previous years expenditure on school purchases = \$10254 (2024), \$32490 (2023), \$36675.61 (2022) and \$34661.23 (2021)*

P&C Treasury Update

Prepared by: Bernadette Christie-David
Date: 3 September 2025

Account Balances

- Main P&C Westpac Account = \$62,654.76
- Uniform Shop Account = \$35,239.74

Invoices that have been paid (since last meeting)

- 2 Sep 2025 = \$2,987.98 (to LW Reid for July uniform stock - from Uniform Bank Account)
- 2 Sep 2025 = \$1,320 (to WB Sports for Sports Cap)
- 2 Sep 2025 = \$228.23 (to Chelsea Dunley for Tape measure)
- 2 Sep 2025 = \$300 (to Lindsay for Donation Cards)
- 2 Sep 2025 = \$90 (to Chelsea Dunley for Mother's Day Slippers)
- 2 Sep 2025 = \$69.99 (to Alexandra Brown for Ebay plastic bags)
- 3 Sep 2025 = \$200 (BCD withdrew float accidentally deposited)

TOTAL = \$5,196.20

Invoices to be paid

- \$2,616 (to Terri Toneguzzo for Square reimbursement) - approved

Budget Approvals

- Audit approved for \$1,000
- Gold Sponsorship Deadly Awards approved \$440
- Mother's Day for \$5,000

Westpac Account Access

- Lou to provide an update

Square Account Update

- AB has taken ownership of the Square account

Key Stats

Sales	1,897.00
Gross Sales	53,058.40
Total Collected	53,058.40

Sales Summary

Product Sales	53,613.40
Items	53,613.40
Service Charges	-
Returns	- 62.00
Discounts & Comps	- 493.00
Net Sales	53,058.40
Gift Card Sales	-
Tax	-
Gross Sales	53,058.40
Tip	-
Refunds by Amount	-
Cash Rounding	-
Total	53,058.40

Key Insights (2025 YTD vs 2024)

- Sales volume for 2025 is tracking slightly ahead of 2024 when annualised.
- Gross Sales projected to grow by about 3% year-on-year based on current trends.
- Revenue increase likely driven by strong Q1/Q2 demand, definite shift towards second hand item. These account for 1/3 of all sales.
 - Consider implementing bundling strategies to lift average spend per transaction.
- An email campaign to ask for donations of second hand uniforms at end of winter "spring clean"

Also will be running a "Pop Up Stall" at school on Wednesday 28th January during the Teacher's week before school starts so Parents can pick up new uniforms.

Maybe send through a thank you to those who donated. Tab with list

Invoices Outstanding:

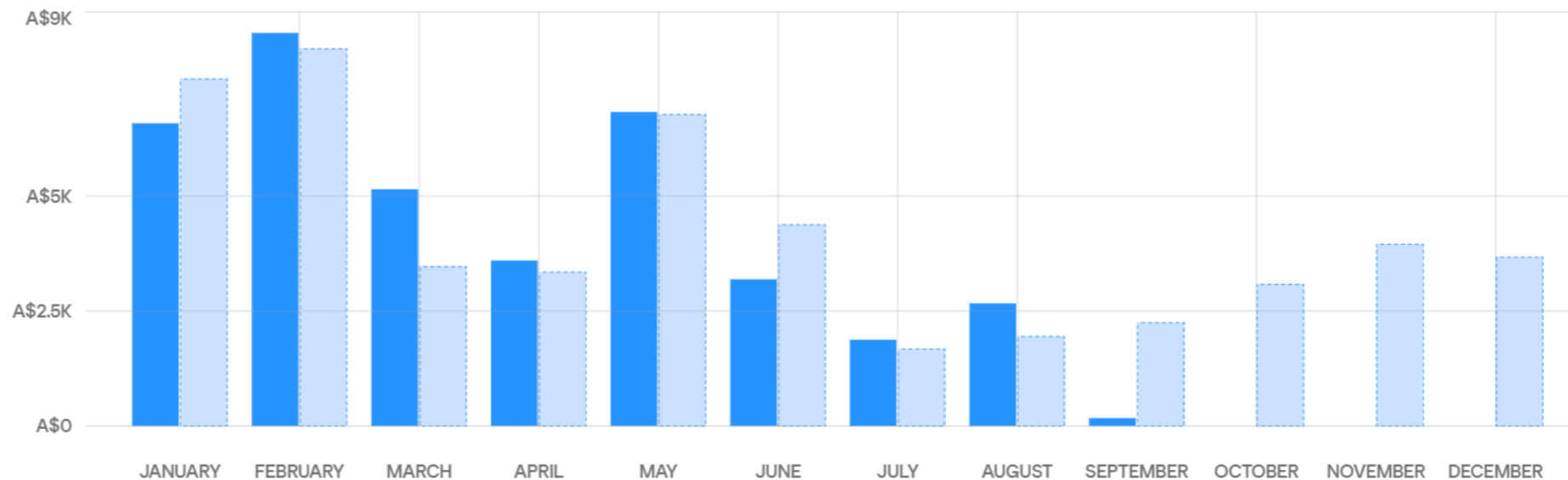
New Members in August

Nil

GROSS SALES

01 Jan – 02 Sept 2025 **A\$38,600.00**
 01 Jan – 01 Sept 2024 **A\$37,321.00**

▲ 3.43%



LW Reid - Account Statement \$2987.98

Alex Brown Reimbursement \$69.99 - Plastic Bags for Uniform Shop

Confirming WB Sports & Promotional Wear (Hats) Invoice 00010935 \$1320 was paid?

Operational Observations & Suggestions

- Second Hand Uniform sales have significantly increased compared to last
- Review the categorisation of items. 'Uncategorised' should be cleaned up
- Explore bundling deals (e.g. 2 shirts + 1 hat combo) to increase average
 - Track sales against school terms and events (Mother's Day, Hot Cross
- Explore QR-based pricing and ordering posters to reduce queue times and