



AGM MINUTES

Followed by a General Meeting

WHDHS P&C Association

WONGAN HILLS DISTRICT HIGH SCHOOL
PARENTS & CITIZENS ASSOCIATION

Monday 13th February 2023

Present: Karen Box, Eloise Brennan, Aleisha Coad, Kristie Frearson, Lorraine Lobo, Karen Marshall, Lorrice Richards, Georgie Sadler, Peter Whitfield, Mel Whyte, Fiona Yeats.

Apologies: Cherene Greenwood, Mel Pascoe, Tuay Price, Amber Sewell, Ellen Thenander.

PREVIOUS MINUTES

- The previous minutes from 24th October 2022 were read out by Karen.

Business Arising: none

Motion: That the minutes as presented are a true and correct record

Moved: Karen Box **Seconded:** Eloise Brennan

Motion Carried

CHAIRPERSONS REPORT

Chairperson's report presented by Peter Whitfield.

- It was a difficult year due to the Covid restrictions.
- Thank you to all our volunteers and for the work that was done last year to benefit our school and to those who will be taking on positions this evening.

FINANCIAL REPORT & FUNDING REQUESTS

- The Treasurer's Annual Report was presented by Eloise and is attached to these minutes. At the end of 2022, there was \$18,030.49 in the bank. There was a loss of \$12,004 due to Covid restrictions on Fundraising and our large expenditure on the flexible learning furniture across the school.
- As at the meeting date, there is \$18240 in the bank, with \$2000 set aside for the Esafe Workshop in March.
- There is a new \$6000 uniform shop order invoice due for payment, so there is around \$7000 in the account. We look forward to getting some fundraising done this year.

Motion: That the Treasurer's Report is adopted as a true and correct record.

Moved: Eloise Brennan

Seconded: Mel Whyte

Motion Carried

ELECTIONS – ALL POSITIONS VACANT

Election of Chairperson	Peter Whitfield nominated by Lorrice. Seconded Georgie. Carried.
Election of Vice Chairperson	Aleisha Coad nominated by Lorrice. Seconded Eloise. Carried
Election of Secretary	Lorrice Richards nominated by Karen. Seconded Lorraine. carried.
Election of Treasurer	Georgie Sadler nominated by Eloise. Seconded Karen, carried.
Election of Uniform Shop Coordinator	Mel Whyte nominated by Aleisha. Seconded Lorraine, carried.
Election of Catering Coordinator	Vacant. Lorrice to ring around and see if she can find two people to take this on.

APPOINTMENTS – ALL POSITIONS VACANT

Appointment of Honorary Auditor	Eion Ganzer. Moved Eloise/Peter, carried.
Appointment of YouthCARE representative	Karen Box. Moved Peter, seconded Eloise. Carried.
Appointment of Delegates to WACSSO Conference	Karen encouraged people to attend. To be discussed at a later meeting.
Appointment of Parent Representatives	Kindy Tamara Barney
	PP/1 Kristie Frearson – to find someone else....
	1/2 Eileen Beneke
	2/3 Sarah Jones
	3/4 Kady Forsyth
	4/5 Wendy Breen

5/6	Aleisha Coad - to find someone else...
7/8	Mel Whyte
9/10	Lorraine Lobo.

End of AGM, Continuation with General Meeting.

CORRESPONDENCE

Incoming

- -

UNIFORM SHOP REPORT

- Mel Whyte reported. We have spent \$4,200 last year on uniforms and we have received \$8,800. (There is a \$6000 invoice currently awaiting payment.)
- The individual prices of all uniforms have increased significantly – the worst is to do with the embroidery on the shirts which have risen to \$34 per t-shirt. Thus, there will need to be increases to cover our costs.
- **Motion:** *That the cost of school uniforms increase to over the cost of the item, plus \$1 and then rounded up to the nearest dollar as required. Moved Mel, Seconded Karen. Carried.*
- Mel School Hats continue with bucket and wide brim options. We continue to use the current stock of house shirts. Second hand shirts come through and Mel sells them for \$5 each, as long as they are still of reasonable quality.

CATERING REPORT

- Last year, there were 5 catering fundraisers held. ILN in April, ILN again in May, Athletics Carnival, RUOK Morning Tea and the Naplan Catering, with \$1617 raised for the school.
- A huge thank you to Ellen for making these happen, on behalf of us all.

PRINCIPAL'S REPORT

- The Principal's Report was presented by Fiona Yeats. Please see attached the detailed report.
- Fiona went on to explain the various assessments that are used at Wongan Hills DHS which was incredibly thorough and enlightening for all the parents in attendance.

GENERAL BUSINESS

- **Westpac Bank Changes** – due to our bank closing and us now using the Post Office, the P&C treasurer needs a debit card. We need to adopt the WACSSO policy for this to happen.
Motion: *That a debit card account be opened and be called the Wongan Hills District High School (WHDHS) P&C Association Inc. debit card account (eg, Westpac Community Solutions Account Debit Card). Moved Eloise, Seconded Georgie. Carried.*
Motion: *That the WACSSO Debit Card Terms of Operation Policy dated 13/3/2023 (at the bottom of these minutes) be adopted for the year (2023), and that the signatories to the account are Chairperson: Peter Whitfield, Secretary: Lorrice Richards, Treasurer: Georgie Sadler and Vice Chair: Aleisha Coad. Moved Eloise, Seconded Georgie. Carried.*
Motion: *That we remove old signatories of Carolyn Robinson, Lorraine Lobo and Karen Box from the Westpac Bank Account. Moved Eloise, Seconded Georgie. Carried.*
Motion: *That Mel Whyte as the Uniform Coordinator, be given View Only access to the Community Solutions One Account (036117 142252). Moved Eloise, Seconded Aleisha. Carried.*
Motion: *That Georgie Sadler, Lorrice Richards and Aleisha Coad be added as signatories to the P&C Westpac Bank Accounts: Community Solutions One and the Community Solutions Cash Reserve. Moved Eloise, Seconded Karen. Carried.*
Motion: *That we obtain a deposit card from Westpac Bank linked to one of the WHDHS P and C Association Inc. Community Solution One accounts to enable the WHDHS P and C to deposit funds at Australia Post. Moved Eloise, Seconded Karen. Carried.*

- **Catering School Principal Day** – Karen has agreed to cater for a Principals function this Thursday in the school café and has the High School Parents helping with this.
- **Year 6 Camp Fundraising** – The Year 6 fundraising will start with the dinner for the Medical Students who will be here on Thursday 16th March. Other fundraising ideas will be brought to the executives attention as well at the next meeting.
- **ESafe Workshop** – This is being funded by the P&C and will be different content to what the school is currently advertising. Kaylene will present on Tuesday 14th March at the school during the day and then to parents and community members between 5.30-7.30pm on Tuesday evening. It is a brilliant workshop – please encourage everyone to get to this.

NEXT MEETING DATES

The next meeting will be Monday the 8th of May, School Library, 7pm

TOPIC OF INTEREST FOR NEXT MEETING - Tbc.

The meeting closed at 9:10pm

Chairperson

Secretary

Date

WACSSO Debit Card Terms of Operation (or Terms of Use)

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of EFTPOS debit card transactions. The account is to be named: *the Wongan Hills District High School (WHDHS) P&C Association Inc. Debit Card Account.*
- The name of the P&C must appear on the Debit Card.
- Debit cards are not to be used to withdraw cash from ATM or using EFTPOS cash out facilities.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The maximum balance in the debit card account is to be \$500.
- Debit cards to be used for approved purchases up to the value of \$250.
- The printed EFTPOS receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

Principal's report to P&C: Mon 13 Feb 2023

I know I keep saying this but parents did a great job getting students ready for the start of the school year. It has really made a huge difference with settling students in to school and daily routines.

I hope you all saw in the newsletter a summary of the professional learning sessions staff completed at the beginning of this year. I am keen to hear any feedback or questions you might have about that.

We have great student numbers, 217 I think at current count with several new enrolments we weren't expecting in that total, which is even better given the smaller Kindy cohort. Thanks to those parents who were able to make the parent-teacher meetings last week, we know not everybody can make them and so we have made sure copies of the presentations have been sent home too. We had a debrief and review at our leadership team meeting last week to consider ways to improve this for next year but I am also keen to hear from parents as to how they think the afternoon could be improved as well.

Some of you may notice that the new classroom furniture might not be in the same room as it was in last year. A number of larger primary classes and a big group in the 9/10 class has caused us to need to make a few changes.

The leadership team have been looking at the feedback from the National School Opinion survey from late last year, staff and Council will be doing the same soon. Whilst there are some clear areas for improvement and focus areas for the school, it has also highlighted that sometimes there also might be a lack of understanding amongst parents, only because we maybe haven't made it clear in the past about, as an example, what differentiation is all about – both from academic and behaviour viewpoints. There are other areas that maybe parents aren't sure about how some things are 'done' in schools, and that is an area for us to inform parents more. Stay tuned for snippets in future newsletters once we have all looked at the data.

I am very curious and keen to learn more about why our parent community here has such a strong aversion to split classes, much more so than other similar schools who have always had splits. So please feel free to bail me up and chat about that.

In a split class, the range from top to bottom student these days is often the same as in a straight year group. In fact Karen O had a straight class last year with greater range than her split this year. And in a split class differentiation is just as important as in a straight class. The following example has been done with a straight class just for the sake of showcasing differentiation, but the same would be said of a 2/3 or 3/4 class.

Imagine I have a yr 3 class. We know that in that class we would have some students performing at yr 3 level, some above (Yr 4/5 level) and some below (possibly even P-2 level). If I taught all students in the class at the yr 3 level, the top group already know the content and it is too hard for the bottom group. So in effect only a third or so of my class is learning anything. I would be differentiating this class, effectively teaching to 3 different levels, sometimes 4, within my yr 3 class. (high jump example). You have to teach students at point of need, if you jump content they have gaps in their learning which hinders future concept development and attainment. It is expected a student makes moderate progress each year. To work to catch them up they need to make better than moderate progress. This can only be made possible with a more targeted learning program, the student having a positive approach to learning and back up at home, often with a home based component to the learning program from school. This is what effective differentiation looks like and what we aim in our classes. Sometimes it can be the same task for students, but with different expectations about what students should be producing. Eg 1 page of writing with good spelling and grammar v paragraph with reasonable spelling v one sentence with capital letter and full stop in the right places.

It doesn't matter if it is a straight or split class, our planning caters for 3 (sometimes 4) groups where needed – which is most classes and learning areas, obviously with a particular emphasis on maths and english. Some classes are probably even operating with 4 or 5 spelling groups. One of many advantages of a split class is any individual child is more likely to be in a group of other who are similar.

Likewise for behaviour, you probably understand why a student with autism or an intellectual disability might be managed differently for behaviour. They will have an individual behaviour plan like others have an individual english plan. But for some students with anxiety, significant mental health concerns or a trauma background they too need a modified behaviour plan due to cognitive impairment or issues with self regulation. The aim is that, over time, their behaviour improves and needs less modification. I am sure that you can see that in our school, over time, seeing changes in some students from PP to Yr 10 and how much they have progressed. We teach behaviour like we do English – at point of need.

See the attached diagram to highlight this further.

WHDHS P & C TREASURERS REPORT*Term 1 Annual General Meeting 13 February 2023 - E Brennan***Profit and Loss**

Wongan Hills DHS P & C

For the period 1 January 2022 to 31 December 2022

Cash Basis

Account	2022
Trading Income	
Camp Fundraising	5,675.10
Catering	2,409.58
Donations	2,000.00
Interest income	46.65
Uniform Sales	8,864.50
Total Trading Income	18,995.83
Gross Profit	18,995.83
Other Income	
Miscellaneous	445.00
Total Other Income	445.00
Operating Expenses	
Camp Payments	3,962.50
Catering Expenses	724.81
Fees/Memberships	1,226.11
Insurance	225.00
Misc	590.94
School Projects	20,500.00
Uniform Purchases	4,215.60
Total Operating Expenses	31,444.96
Net Profit	(12,004.13)

Bank Summary**Wongan Hills DHS P & C****From 1 January 2022 to 31 December 2022**

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Cheque Account	\$13,347.77	\$25,394.18	\$31,444.96	\$7,296.99
Savings	\$16,686.85	\$46.65	\$6,000.00	\$10,733.50
Total	\$30,034.62	\$25,440.83	\$37,444.96	\$18,030.49

Notes

<i>Money allocated/set aside for specific projects</i>	\$	4,112.45
Funding for Kindy end of year books	\$	400.00
Country Week	\$	1,712.45
Esafe Workshop 2023	\$	2,000.00

WHDHS P & C TREASURERS REPORT

Term 1 Annual General Meeting 13 February 2023 - E Brennan

Profit and Loss

Wongan Hills DHS P & C

For the period 1 January 2023 to 10 February 2023

Cash Basis

Account	1 Jan-10 Feb 2023
Trading Income	
Catering	40.00
Interest income	10.82
Uniform Sales	1,479.00
Total Trading Income	1,529.82
Gross Profit	1,529.82
Operating Expenses	
Uniform Purchases	1,320.70
Total Operating Expenses	1,320.70
Net Profit	209.12

Bank Summary

Wongan Hills DHS P & C

From 1 January 2023 to 10 February 2023

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Cheque Account	\$7,296.99	\$1,519.00	\$1,320.70	\$7,495.29
Savings	\$10,733.50	\$10.82	\$0.00	\$10,744.32
Total	\$18,030.49	\$1,529.82	\$1,320.70	\$18,239.61

Notes

Money allocated/set aside for specific projects	\$	4,112.45
Funding for Kindy end of year books	\$	400.00
Country Week	\$	1,712.45
Esafe Workshop 2023	\$	2,000.00