



**Wellesley College Parents' Association
Meeting Minutes
13 February 2017**

Wellesley College Staff Room, Days Bay at 7:30pm

Attending	Jo Healey, Anna Taylor, Alan Blundell Angelique Sparnaay, Michelle Newington Louise Croxford, Wendy Haywood Michaela Cleland, Glenda Startup Rochelle Parks, Phillipa Bossley Darrin Mitchell, Margie Beattie & Brendan Pittman
Apologies	Pradeep Navalkar, Katy Lethbridge, TBC

Welcome and Apologies:

Jo opened the meeting with a welcome to new attendees and potential new PA members in attendance. Jo's pre-prepared comprehensive agenda disseminated to attendees.

Considering the new year, a round table suggested to introduce current and new members. This culminated in the preparation of a 2017 contact list later compiled into an excel spreadsheet to be shared with the PA.

Jo provided an overview of the agenda topics to be discussed with comment and expectation that some matters may need to be adjourned to the following meeting in March.

Confirmation of previous minutes:

The minutes of the previous meeting were confirmed by Michelle.

Treasurers Report:

Rochelle presented the 2016 PA income statement. This was reviewed by all and discussed by members with clarification provided by Rochelle.

The deficit outlined in the report of \$77,934 was attributed to the agreed transfer of \$80,000 from the PA to the school. This is being held for future funding of the upgrade to the school playground.

- Further discussion on the playground occurred during the Principal's report.

All contributions to the school are articulated clearly under item 9 of the statement.

The income and expenditure for the quiz night and movie night were reviewed and discussed. Opportunities to improve income from future movie nights centered around receiving payment for attendance/indicated attendance prior to the event. The quiz night proved to be the most profitable event of the calendar year.

- Discussions then deferred to the pending Gala. This will be outlined under the Gala heading.

Page 2 of the statement was reviewed culminating in the confirmation of a closing balance of \$18,214.

- Refer attached financial statement 1 Jan-31 Dec 2016.

Principals Report:

Brendan presented his verbal report on the position of the school at the commencement of 2017.

- Current discussions are occurring with the board and staff in respect of ascertaining the best way to enable optimum measurement of the schools Mind Body Spirit approach, via the appropriate metrics.
- The schools' digital environment/storage has been moved to the cloud.
- The bell times have been amended for 2017 to enable these to be more equitable across the full student spectrum.
- A change to the year 6,7 & 8 goal setting, parent teacher and student meetings this year has allowed a greater opportunity to focus upon this core facet of student development. The expanded timeframes allotted to make appointments has also provided opportunities for students to engage in other activities outside of the classroom.
- The school camps have been aligned to occur on the same week (commencing 20 Feb)
- The school's roll is strong with extra classes in year 5 and 6. Class sizes have been modified to accommodate a personalized approach to learning.
- There has been improvement in the organisation and implementation of early student supports where required, from the commencement of the school year which is an advance upon past years where that has been some delay.

In closing Brendan outlined that the staff and the students are using the years' early events to bond as individual classes, with teachers and students at a one on one level, and as a school. His final comment was that staff are extremely busy at this stage, setting the foundation for the year ahead.

AGM 20 March 2017

The pending AGM was discussed and as a result of a clash in scheduling it was mooted and agreed that the AGM should be transferred from 27 March to **20 March 2017**, to avoid a clash with the board AGM.

Discussion as to the 2017 PA Chair, Secretary and Treasurer were discussed with all indicating comfort to remain in the role for 2017; however, early nominations were sought for any new recommendations for these positions which will be voted on during the AGM.

Jo presented the calendar schedule of PA meetings for 2017.

Fundraising for 2017: School Playground Upgrade vs Pool Upgrade

There was considerable discussion in relation to the rationale to support the primary fundraising focus on the playground as opposed to the pool.

For those not involved in earlier discussions it was clear that the school and PA had committed significant resources toward the rationale to support the decision to focus on the playground.

Concerns from some parents was heard via emails to the PA.

To ensure that all are aware that a considered voice has been applied to this decision, it was agreed that Brendan and Jo would work towards preparing a release outlining the activities which have occurred, culminating in the decision to support the playground development.

This will ensure transparency and provide a compelling case to be presented which will no doubt garner increased support.

Action Points

- Brendan and Jo to prepare and written rationale to support this decision.
- Expectation that this could be delivered verbally in general terms to the pending new parents evening on 2 March 2017
- Released to the school prior to the next PA meeting on 20 March.

Wellesley Cricket Day 9 April Basin Reserve

Margie spoke of the pending Wellesley School cricket day which has been set of 9 April 2017.

From her discussion, she indicated that numerous facets of the planning and activity have yet to be confirmed with Peter Clinton, however she was seeking feedback from the PA to potentially increase their exposure and provide fund raising opportunities.

A tentative price of \$40 per family has been mooted to cover expenses associated with the event, therefore the potential for donation buckets was not fully supported by members.

Fundraising and support activities discussed;

1. Sausage sizzle, ice creams and drinks
2. Potential auction ideas
3. PA certificates of participation

Both Angelique and Michaela offered their support to assist Margie in the organisation going forward, with further discussion at the next meeting on 20 March 2017.

Action Point

- Margie, Angelique and Michaela to connect over the following weeks prior to 20 March to define a clearer framework of activities to support the day and present to the PA at the next meeting.

Marketing

From this discussion, Angelique identified the potential for a marketing strategy for the PA which has not previously existed. This included the manufacture of teardrop flags and pull-up banners to be made and used in this and all future events, organized by the PA.

There was general agreement in relation to this initiative and a potential budget for the preparation of this equipment was mooted at an indicative maximum of \$3000. Angelique undertook to minimise this as much as possible.

Further activity in relation to this is to occur and be led by Angelique.

Action Point

- Angelique is meeting with Mr. Walsh soon
- Arrangements to fund this initiative for the PA will require Jo and Rochelle's oversight.

Golf Day

A potential father and son golf day was mooted for 2017 but due to the upcoming cricket event on 9 April and the Gala on 5 November, it was agreed to defer this to 2018.

General fund raising 2017

Alan raised the possibility of canvassing the environment throughout the year to gain pledges of support either financial or via items that could be auctioned.

Wendy raised the ability for the entire parent body to contribute via raffles and referred to;

"Do what you can when you can" and "Our Boys our School"

Gala 5 November 2017

Considerable discussion was had in relation to the Gala. At this early stage, there are numerous matters to be considered, which will crystalize throughout the year.

Matter discussed as follows;

1. Does the gala day clash with the Kandhalla School gala and council fireworks display? (TBC)
2. Should consideration be given to a later start time towards and later afternoon early evening event to conclude with a fireworks family evening.
3. How can we engage the students to a greater level to enable them to play a bigger part in the organisation of stalls and or the sale of items/fundraising?
4. An initial framework/strawman of the event needs to be prepared and volunteers were sought to be Gala conveners.

Jo, Phillipa, Glenda and Wendy put their names forward. All names were gratefully accepted and thanked for their commitment.

Action Points

- Jo, Phillipa, Glenda and Wendy to connect in coming weeks to prepare a framework/strawman of the 2017 Gala for consideration at the next meeting on 20 March 2017.
- Darrin to confirm if the Kandhalla event and council fireworks event clash with Sunday 5 November

Potential other events briefly discussed for 2017

1. A repeat of the cyber security guest speaker event from 2016
2. Mid-winter Parents event
3. School Disco

Further discussion on 20 March 2017.

Class Parent Reps

This mechanism is the optimal way to disseminate information from the PA meetings to parents/classes (excluding school operational matters) which remain the domain of the principal/staff.

Katy Lethbridge has indicated a desire to be involved.

Action Point

- Phillipa to discuss Class Parent Reps with Katy prior to next meeting 20 March 2017.

Entertainment books

Angelique raised these and discussed the hard copy and digital options. General discussion about the value of both options. There was agreement that this will proceed as a fundraiser for 2017 with \$493 in revenue received in 2016.

Correspondence:

None

Items for next meeting:

- Further options to connect with the school
- Development and Foundation Office PA block on Wellesley web site
- Scholarship options
- Sporting events ie; Phoenix
- Mid-winter Function for 2017
- Gala 2017

Action Point Table

Topic	Activity	Comment	Date
Fundraising for 2017: School Playground Upgrade vs Pool Upgrade	<ul style="list-style-type: none">▪ Brendan and Jo to prepare and written rationale to support this decision.▪ Expectation that this could be delivered verbally in general terms to the pending new parents evening on 2 March 2017▪ Released to the school prior to the next PA meeting on 20 March.		2 March & 20 March
Wellesley Cricket Day 9 April Basin Reserve	<ul style="list-style-type: none">▪ Margie, Angelique and Michaela to connect over the following weeks prior to 20 March to define a clearer framework of activities to support the day and present to the PA at the next meeting.		20 March
Marketing	<ul style="list-style-type: none">▪ Angelique is meeting with Mr. Walsh soon▪ Arrangements to fund this initiative for the PA with require Jo and Rochelle's oversight.		20 March
Gala 5 November 2017	<ul style="list-style-type: none">▪ Jo, Phillipa, Glenda and Wendy to connect in coming weeks to prepare a framework/strawman of the 2017 Gala for consideration at the next meeting on 20 March 2017.		20 March

	<ul style="list-style-type: none"> ▪ Darrin to confirm if the Kandhalla event and council fireworks event clash with Sunday 5 November 		
Class Parent Reps	<ul style="list-style-type: none"> ▪ Phillipa to discuss Class Parent Reps with Katy prior to next meeting 20 March 2017. 		20 March

Meeting closed: 9.30pm.