



Wilkins Public  
School  
P&C Association  
End of year Report  
2020

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# Introduction

**17 November 2020**

This report summarises the Wilkins Public School Parents and Citizens' Association (P&C) activities in the 2020 school year. It outlines the P&C's achievements in fundraising, new developments, activities of sub-committees and ways in which the P&C has built a relationships in the community and supported the schools teachers and executive.

## **The Role of the P&C**

The role of the P&C is to assist the school in delivering the best possible educational experience for the students.

The *Education Act 1990* state that P&C Associations are established to:

- Promote the interest of the school by bringing parents, citizens, student and teaching staff into close co-operation;
- Assist in providing facilities and equipment for the school and promoting the recreation and welfare of the students at school;
- Encourage parent and community participation in curriculum and other education issues in schools;
- Report, when requested by the Minister, on the material requirements of the school and advice on the subject of maintenance of the school, alterations and additions to school facilities and the selection of new sites;
- Assist and co-operate with teaching staff at public functions associated with the school;
- Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the Principal of the school; and
- Assist in other matters in which the Minister may seek the co-operation of the Association.

All P&C members are volunteers. Any parent, carer, teacher or interested community member is welcome to join for a one-off annual fee of \$2.



# Office Bearers

2020 Office Bearers	
President	Kelda Richards
Vice President	Sheridan Percival
Vice President	Vickie Moschatos
Vice President (pre-school development)	Amanda Brown
Treasurer	Tram Ma
Deputy Treasurer	Aleksandra Jordeska
Assistant Treasurers	Christalla Dedousis & Leisa Benjamin
Secretary	Helen Siozos (stepped down)
Events Co-ordinator	Veronica Mayson
Auditor	Matt Paull
Social Media Co-ordinator	Naomi Burns
Uniform Shop Co-ordinator	Anna Dao
Wilkins Green	Tracy Graham
Wilkins Association for Visual Arts (WAVA)	Liz McKay
Wilkins Music Association (WMA)	Melita Jazbec
Lunch Club Co-ordinator	Rachel Ayre
Environment Co-ordinator	Theona Bustos

# P&C Activities

2020 being the year that COVID changed everything, has made running the P&C different to any other year. But we have still been able to fundraise and support the school when needed.

Wilkins P&C is very fortunate to have a strongly supported school community and many parents and carers who have assisted in running and supporting P&C events during the year. The activities we were able to run in 2020 include:

- Running the uniform shop including ordering and stocking plus providing low cost, good quality uniforms to the school community. The uniform shop is open for half an hour on Tuesday afternoons and Friday mornings;
- Moderating the Wilkins P&C Facebook page and running Facebook groups for each year to provide forums for informal questions and social events;
- Administering the hire and repair of musical instruments to the school community and continue to fundraise for a new piano for the hall;
- Running the Wilkins Green Community Garden through managing our Garden Coordinator, contributing through working bees;
- Built relationships with the wider Inner West Schools Community through participation in the Inner West P&Cs Facebook group, and lending our equipment to other local public schools;
- Taking part in the Summer Hill School Safety with Jo Haylen's office to make it safer for student to get to and leave from school;
- Participating in the Solar My School project; and
- Having a P&C Representative on the pre-school redevelopment project.

P&C members and the wider community also contributed their time to a supporting school activities during the year by way of:

- Parent volunteers worked one Sunday to fix the playground boats, where nails were exposed and replaces with screws;
- Parent representatives on panels for Subject Matter Experts (SME); and
- Supported the Breakfast Club with a new sub committee and the P&C providing the fruit and vegetables in partnership with Mayfair Fresh and sponsors per term;



# Resources for the School

Our P&C continues to make an enormous contribution to the school through the work of our volunteer parents and carers and financially through fundraising.

We also provided funding for a School Learning Support Officers for up to 5 students per programme.

Some funding we reserved this year has not yet been spent – we are planning to continue painting the last two toilet blocks during the summer holidays while they are not being used. In addition, we have not yet spent all of the funding for the 'wet areas'. (See treasurers report).

We have progressed well with the wet area's this year. The Department of Education has installed new sinks and vinyl flooring in the wet areas. The P&C, in consultation with Imogene Bond, have planned the look of the wet areas. Two walls have been painted white in each wet area, thank you to David Lowe. Pin boards and clear whiteboards have been installed, bag hooks have been painted and reinstalled. Cabinets have also been installed in the two wet areas in E block. We are still looking into rugs and furniture to complete the areas.

There is still more to do and should hopefully be finished in early 2021.



# Events

Wilkins P&C has a strong tradition of running amazing events, bringing members of our school community and the wider Marrickville community together. P&C events for 2020 included the following, run by the parent listed:

- Tea and tissues – Edwina McDonald
- Welcome BBQ for Kindy parents, hosted by Year 1 parents – Imogene Eve
- Crazy Sock Day – Kelda Richards
- Working bees down at the Green – Wilkins Green Sub-committee
- Wilkins Green Harvest Wheelbarrows – Wilkins Green Sub-committee

Following are the usual events that were cancelled due to COVID:

- Mother's Day Stall
- Henson Park Day
- Walkathon
- Winter Music Recital – WMA
- Father's Day Breakfast
- Fair Day
- Ensembles Night – WMA
- Twilight Markets –
- WMA Disco – WMA Sub-committee





# Communication

Communication continues to be an area of focus for the P&C. P&C news, updates and announcements are produced weekly and included in the Wilkins Weekly – meaning that parents are able to obtain all school related information in one document. The P&C also share information through Sentral, enews and through or Facebook page.

## Wilkins Social Media

The annual P&C events calendar was published on the Wilkins Public School P&C Facebook page at the beginning of the year detailing each event and the proposed date.

We have a dedicated team of moderators who run our Wilkins Public School P&C Facebook page. Each week they post event reminders, announcements, news and volunteer call outs to our 836 followers (increased over the past 12 months from 722 followers). Our engagement with the school community is regular posts get approximately 2,000 views a month and the page is visited 475 times per month

The P&C Facebook page also promote relevant parent owned businesses and initiatives, as well as local small businesses that support and sponsor the school and the Wilkins Weekend Funny!

Our Social Media Co-ordinator is Naomi Burns, and moderators include Melita Jazbec, Rachel Ayre, Phuc Bui, Kathryn Tanner and Alice Ferguson, with additional support provided by Veronica Mayson, Nikki Pitkethley, Theona Bustos, Kelda Richards and Emma Toohey.

Thank you to all the moderators for your dedication in keeping us informed! Please do get in touch if you think you would like to join the moderators team in 2021!

The Wilkins Social Facebook page increased the followers from 117 to 131 in the past 12 months. This page is for parents from all year groups to interact with what is happening in and around the school.





# Treasurer's Report

## Wilkins Public School P&C Association Financial Year ended 30<sup>th</sup> September 2020

The Wilkins Public School P&C Association ("the P&C") financial report covers the year from 1<sup>st</sup> October 2019 until 30<sup>th</sup> September 2020 so includes three months of 2019 calendar year.

Total income generated was \$87,948, which is significantly lower (-\$60,363, or -32%) than last year (FY19 Income: \$148,311). Due to Covid19 and the social distancing rules in place, many of the P&C's regular fundraising activities, such as the Mother's Day stalls, Walkathon were cancelled. The bi-annual fair day, usually held in September, also did not take place.

Operating expenses for the year was \$95,927 and resulting in a net loss of \$7,979. Details of income earned during the year is in the table below.

Wilkins Public School P&C - FY20 Income		
Income Breakdown	Event Date	Income (\$)
Wilkins Uniform Shop		60,837
Instrument Hire		3,950
Music Ensemble Night		1,187
Wilkins Green - Eggs and Produce sale		782
Interest Income		312
P&C Membership Income		90
Misc Income		125
Xmas Market	Nov-19	9,177
YR6 Disco/Year End	Dec-19	7,325
Kindy Welcome BBQ	Feb-20	1,583
Toilet Paper Fundraising	Term 3, 2020	2,580
<b>Total Income</b>		<b>87,948</b>

### Operating expenses

Operating expenses of \$95,927 included:

- \$36,394 in funding support payments made to the school for the wet area upgrade, the replacement of the hall's projector, amplifier and basketball rings and the student support officer
- uniform shop purchases of \$41,723
- expenses of \$11,829 to support fund raising events (such as catering fees, cost the Y6 end of year activities and the cost of toilet paper sales in T3, 2020) and
- music instrument repairs \$1,484

<b>Wilkins Public School P&amp;C - FY20 Expenses</b>	
<b>Expenses Breakdown</b>	<b>Income (\$)</b>
Funds Paid to school:	
Wet Area Upgrade	18,346
Avestar projector/amplifier upgrade	10,340
Student support officer 2020	7,000
Intensive swimming Programme	498
Basketball rings in the hall	750
<b>Subtotal</b>	<b>36,934</b>
Wilkins Uniform Shop	41,723
Instrument Repairs	1,484
Costs of Fundraising activities (catering, tickets etc)	11,829
Insurance Expenses	1,682
Misc Expenses	2,274
<b>Total Income</b>	<b>95,927</b>

### Uniform shop

The uniform shop continued operations throughout FY2020 providing the school community with convenience for uniform purchases as well as contributing to P&C income. Total uniform sales were \$60,837 with the shop making a profit for the year of \$19,113. The uniform shop result including four trading quarters is shown in the table below. The online sales capability introduced late 2019 has enabled the shop to still operate well in a difficult year with the school implementing social distancing and safety measures due to Covid19. Thank you to Anna Dao, Kelda Richards and all the volunteers who have offered up their time to run the shop successfully throughout the year.

## Profit and Loss Statement

Wilkins Public School P&C Association  
For the financial year ended 30 September 2020

Wilkins Uniform Shop.

<b>Account</b>	<b>Oct-Dec 2019</b>	<b>Jan-Mar 2020</b>	<b>Apr-Jun 2020</b>	<b>Jul-Sep 2020</b>	<b>FY2020</b>
<b>Trading Income</b>					
Uniform Sales	20,987	19,197	11,584	9,069	60,837
<b>Total Trading Income</b>	<b>20,987</b>	<b>19,197</b>	<b>11,584</b>	<b>9,069</b>	<b>60,837</b>
<b>Gross Profit</b>	<b>20,987</b>	<b>19,197</b>	<b>11,584</b>	<b>9,069</b>	<b>60,837</b>
<b>Operating Expenses</b>					
Bank Fees	194	240	153	151	737
General Expenses	0	118	0	0	118
Subscriptions	0	0	451	0	451
Uniform Purchases	14,867	12,563	3,352	9,633	40,416
<b>Total Operating Expenses</b>	<b>15,061</b>	<b>12,922</b>	<b>3,957</b>	<b>9,784</b>	<b>41,723</b>
<b>Net Profit</b>	<b>5,926</b>	<b>6,275</b>	<b>7,627</b>	<b>(715)</b>	<b>19,113</b>

# Wilkins Green

## ENVIRONMENTAL EDUCATION

The Wilkins Green Committee remains committed to the provision of an outdoor classroom with nature-based learning opportunities, for the benefit of Wilkins students and the local community. COVID brought an opportunity for families to spend some valuable time in the space connecting with nature and a haven from what was going on in the world. If anything it has shown how important places like these are.

**Volunteer parents and community members** continue to care for the land in the heart of the Inner West.



### The Environmental Education Program

The program ran again in 2020 with each student enjoying 1 hour per week for 7 weeks on a Monday. Joanne Smythe passionately delivered the education program with the support of a parent volunteer Tracy Graham and Bush regeneration expert Tealia Scott. Stage 3 had classes in Term 1, Stage 2 missed out in Term 2 because of COVID-19, Stage 1 in Term 3 and Kindy classes in Term 4.

The committee and school completed defining the role and prepared the job description position for the Green Officer in place for term 2. We were very close to advertising the Wilkins Green Officer position but unfortunately the process was paused due to COVID-19. 94% of families paid the Environmental Education Levy with their school fees this year. This supplements the school facilitating a teacher one day per week to conduct the classes. Timber sleepers were funded by the school and garden beds were constructed by volunteers during a working bee.



**Guardians of the Green** has not been able to proceed in 2020 with the current insurance policy requirements. Educators are now required to have a Community use agreement with the school and their own public liability insurance. We endeavour to find suitable educators to run this valuable program.



**Art in the Green** classes are no longer available in the Green.

**TASK** are no longer involved with caring for Wilkins Green.

**Globe Pre-School** have completed the construction of their garden beds and feed the chickens two mornings a week.





## PROJECTS

**Community members** - continue to care for the Chickens and Compost their scraps from home during the week and on weekends, including a thriving Bushcare group.

### The Chick Project

We adopted 8 baby chicks from the kindy hatching project in Sept 2019. They joined the flock in Wilkins Green and are thriving. The chickens are laying approximately 8 eggs per day, these are sold to families and the money used for plants, tools and materials..



### Wires

Wires wildlife Rescue have constructed an Aviary at Wilkins Green and we are enthusiastically waiting for the rescued birds to share the space.

### The Compost Collective – Wilkins Waste Warriors

The composting program at Wilkins continues with a number of families collecting their food waste and delivering it to bins set up at the sign post at Wilkins Green.



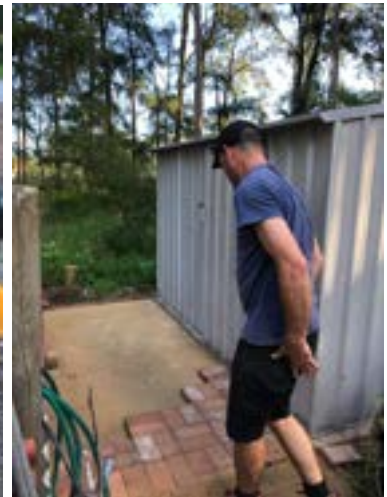
### Compost from cafe

Volunteer parents continue to collect food scraps from Bespoke and Grind cafe. This alone has diverted 50, 7 tons of food waste from landfill this year. This does not include the compost produced by the Compost Collective.

## Wilkins Green does not buy compost. We make our own!!!

### Wilkins Garden Club

During COVID access to the space was limited to 1 family at a time. It became a place that families could escape to and also put their energy into working in the garden. New shed construction, weed piles, garden beds, weeding, gardening, watering....This document is too short to list all the incredible contributions made during this time.



## Wilkins Bushcare Group

A new dedicated team gathers on Friday mornings. Madeira vine and Farmers friends have been their focus but discovering new native species every week. They even include the chickens in their work with the weeds. Restoration work in November will include the front garden at the entry of the school.



## EVENTS

Working bees were held when possible on the last Sunday of the month from 2.30pm – 5.30pm. Numbers were limited to keep to strict COVID guidelines. Wheelbarrow sales were not possible as parents were not permitted to be on site. Volunteers instead harvested produce from the gardens and the local cafe Bespoke and Grind sold them on our behalf. **TOTAL - \$728 for eggs and produce sales.**

**National Tree Day** planting event was held in July but at a much smaller scale than normal. 100 plants were donated by Innerwest Council to the Bushcare group and 50 to classes in the Green.



**Bushcare's Big Day Out** is normally held in September. We were not able to hold this event this year.

## CURRENT COMMITTEE:

Tracy Graham, Tealia Scott, Chloe Wyatt, Emma Toohey, Edwina McDonald, Siobhon Drury.



# Wilkins Music Association

## (WMA)

This was a hard year for everyone but for music ensembles especially. Students missed on a number of opportunities for performances at school and outside school. Nevertheless, rock bands kept rehearsing and the music classes were maintained during all this time.

Thank you to all our teachers, ensemble conductors, tutors, support staff and members of Wilkins community who facilitated opportunities for our students to be enriched in music this year.

### **Instrument Hire**

The music Instrument Hire, managed by P&C, has provided a valuable access to good quality music instruments at a competitive rate for our students. 24 families have accessed the service and 24 instruments were hired out this year, which brought a revenue of \$4,400. The money raised from the hire is used for maintenance of the instruments and when sufficient funds available for replacement or extension of the range of instruments available. The instruments available for hire are strategically selected to provide the range required for the ensembles achieving a desired sound and are at a substantially cheaper rates than other options.

### **Ensembles**

The 2020 ensembles at Wilkins are: *String Orchestra, Junior Orchestra, Rock Bands.*

We would like to thank the teachers and tutors who have given their time to lead these ensembles and enrich our school community with this opportunity.

We held our annual *Winter Recital* in a virtual concert this year. We would like to thank Ms Mee to organise the event despite the lockdown.

### **Thank you**

We would like to thank all the parents for encouraging their children to practice their instruments at these difficult times. We would like to thank students to remain persistent in practicing music.

The WMA could not have run without the support of a core group of dedicated parents supporting music at Wilkins: Abigail Hatherley, Veronica Mayson and Amanda Brown.

Melita Jazbec





# Wilkins Association for the Visual Arts (WAVA)

WAVA was unable to do anything this year due to COVID and parents not being allowed on school premises. We did have great plans though! We have wonderful plans for next year now hoping we will be able to be on school grounds soon.



At the end of 2019 we taught a ceramics class for animal bowls.

## Plans for next year

Ceramics:

- Egg cup demonstration to teachers and students.
- Mermaid hanging vase demonstration to teachers and students
- Painted ceramic plate pomegranate. Teach design and patterns for design
- Magical creatures clay works and how to join legs etc in clay

Liz McKay  
WAVA Co-ordinator



# Wilkins Uniform Shop

The Uniform Shop is an important part of our school community – keeping costs low and providing high quality, long lasting uniforms and school bags to our students. The year has shown that the significant improvements previously made to the service has seen the shop continuously grow.

The Uniform shop was closed for some of the year due to COVID and when school re-opened we ran the shop via online orders only until restrictions lifted and the shop could re-open with covid safety procedures in place.

## Ordering Process

We are using Shopify to receive all online orders from Wilkins parents. This has improved the ease of online ordering and stock tracking. We would like to thank our parent volunteer Hanh for continuing to update the Shopify site and providing ongoing support using the system.

## Planning for Summer

Term 4 is one of our busiest terms with Kindergarten and OC orders coming in and planning for the start of the new school year. Our aim is to keep stock levels to a minimum while still being able to fulfil new orders.

## Thank you to our Wonderful Volunteers!

The uniform shop is open Tuesday 2.45 - 3.15pm and Friday 8.45 – 9.15am every week during school terms. We would like to thank: Anna, Kelda, Tram, Maria, Meish, Leisa, Katharine, Diep, Kate, Karen, Christine and Hanh for volunteering at the shop every week and keeping it fun at the same time. We couldn't do it without you all!

Anna Dao  
Uniform Shop Co-ordinator

## A Big Thank You to Anna!

This is the final year that Anna is volunteering at the Uniform Shop. She has been a wonderful asset and integral to the running of the shop.

She is handing her valuable knowledge onto Meisha who I am sure will be just as wonderful at running the shop. Thank you Anna for all your help and time. We will certainly miss you.

Some of our fantastic volunteers:



# Solar Installation Project

In 2019, Solar My School (a not-for-profit organisation) partnered with Inner West Council to extend a solar installation program for schools in the local area. Wilkins Solar Committee (Jess McLean, Chloe Wyatt and Roxana Zulfacar) mobilised the support of Solar My School and IWC to get quotes for a solar project for Wilkins.

Along with Sheila and the P&C, we decided on opting for a 42kW rooftop solar PV system that would cost \$46,000 and be placed on our school hall. Once installed, the system will annually replace the equivalent of 18 cars on our roads and reduce Wilkins' electricity bill by 18%.

Following these exciting plans, we completed a Community Building Partnership (NSW government) application in September 2019 for some of the funds. We sought \$20,000 through the CBP, \$23,000 was provided by the Department of Education, and \$3,000 from the P&C.

In March 2020, we heard from local member Jo Haylen's office that the CBP grant was successful and are hoping to see the installation being completed by the end of term 4 2020.

We're so glad to contribute locally to such an important global environmental issue. Students and our local community will get the opportunity to learn about what we can all do to mitigate climate change while at the same time doing something about rising carbon emissions.

Jess McLean  
on behalf of the Solar committee  
(Jess McLean, Chloe Wyatt, Roxana Zulfacar)





# Conclusion

2020 has been a year of adapt and change. COVID threw us a curveball and we had to roll with it the best we could. Starting with P&C meetings unable to be held on school grounds. This made it difficult as online meetings were not allowed with the P&C Federation of NSW. Thankfully in June 2020 the Federation were able to change the guidelines and we started our online meetings via Zoom. It was different, but we managed. Another change was that quorum is now 10 members instead of 11. We also vote anonymously via polling on zoom. Looking ahead, we have set it up that we will hold online and in person meeting concurrently hopefully in 2021.

We held a total of 7 meetings this year. Every meeting met Quorum, and it was nice to see some new faces that were unable to meet on school grounds.

We had to close the uniform shop for a while. Thankfully our online store was ready to take orders.

Parents are not allowed on school grounds, which made working bees impossible.

The Green was run superbly by Tracy, allowing parents to escape lockdown to enjoy the green and do some gardening and maintenance while they were there. It looks stunning!

All our events for the year were cancelled, including our spectacular fair day.

We did fundraise with a difference selling of all things Toilet Paper! 550 packets were sold to school families. Who would have thought we would ever sell toilet paper!

Works are still in progress for the new purpose-built preschool on site, completion is likely in 2021. The P&C team have advocated for our school in public and private forums during the year, including local politicians and the Project Reference Group.

## **Thank you to departing parents**

A very big thank you to long standing P&C members who are leaving the school this year and who have generously donated their time and skills over the years.

- **Amanda Brown:** Treasurer 2014-2016, Vice President 2017 & 2020 and President 2018 & 2019. Amanda also held positions on many committees and panels: Finance Committee 2014-2016, Selection Panels for teachers (approx 5), Selection Panel for pre-school tender, Music Association Committee, Pre-school PRG and Project lead for air conditioning installation and library upgrade.
- **Anna Dao** – Uniform Shop co-ordinator 2019 & 2020
- **Abigail Hatherley** – WMA Secretary 2016 – 2020
- **Siobhan Lawless** – WAMPA executive 2015 - 2017
- **Bonnie Laxton-Blinkhorn** – Wilkins Green Executive
- **Anna Murray** – P&C Secretary 2015
- **Nikki Pitkethley** – Fair day stall co-ordinator 2010 & 2012, 2014 & 2016 Fair Day Co-ordinator, President 2016

Thank you to all departing parents this year who have volunteered and contributed to our school community over the time you've been with us! It wouldn't be what it is now without you!

Until next year.....

Kelda Richards, President