

# Operations Overview

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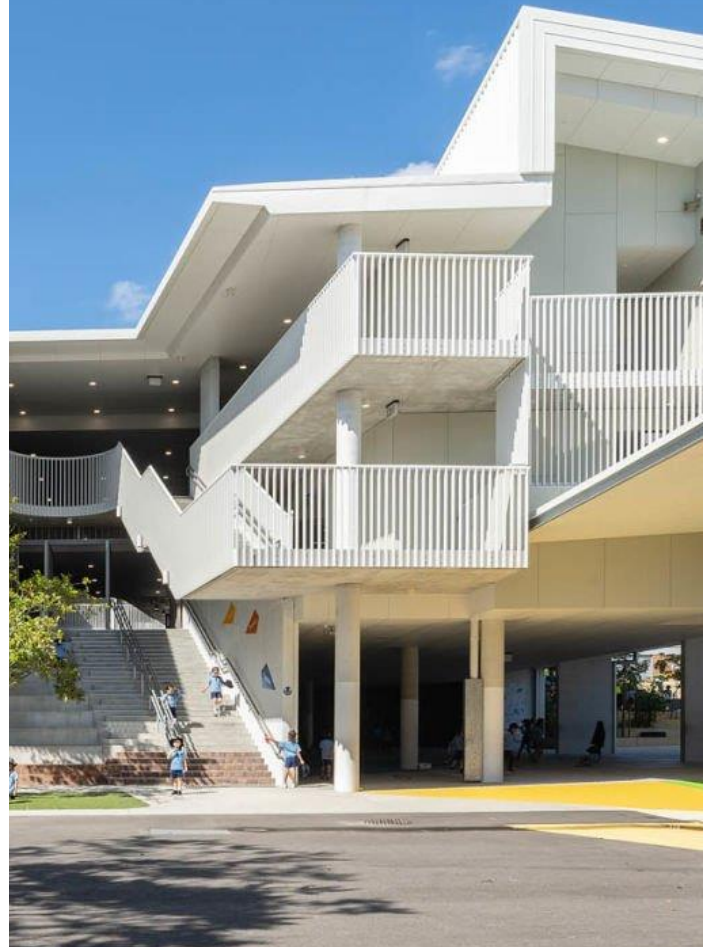
**GENERAL MEETING – 11 MAR 2024**

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## **WESS P&C EXECUTIVE**

**Vanessa Bertagnole – President**  
**Ece Azman – Vice President**  
**Mardi Watson – Secretary**  
**David Woolley - Treasurer**

**Tanya Preradovic – Business Manager**



**P&C ASSOCIATION**  
**WEST END STATE SCHOOL**

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# President's Overview

Dear Members,

We are off to a roaring start to 2024 in term 1. Hope you have all settled into the School year well.

As part of the school review required by the Department of Education, WESS was asked to review the uniform and dress code. Wess P&C was asked to ensure community feedback through a survey. We look forward to assisting the school to ensure community voices are heard.

We have spent this past month busily preparing for our AGM. We held a Special Meeting to determine our 2024 committee needs and based on the outcomes, have established new Swim Club & Events volunteer Teams. This creates more opportunities for members to nominate for positions on the Committee and will help to spread the load of our volunteer work.

The WESS P&C Exec and Business Manager participated in a strategic planning session and we were able to successfully produce our strategic aims for the 2024-2027. Our moonshot goal is to ensure 'Every Child is Enriched, Every Family Engaged'. We will annually review our set benchmarks and aims every year at the AGM to ensure we are on track to meeting our 2027 aspirations.

With the April holiday period coming up, our next meeting won't be until May. At this meeting we will look to determine P&C school project funding priorities for the next two years.

Sincerely,  
Vanessa Bertagnole

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# Outside School Hours Care

## Vac Care 2023 - Term 1 2024

Vacation care of the summer holidays was a success.

Staff numbers prevented us from undertaking excursions but with the addition of the use of the PAC now for the first time, we were able to hold more exciting incursions for the students including movies and magic shows. We also invested funds into training some staff in gaining their life saving certification to allow us to utilize the pool more frequently which was well received on those steamy summer days!

To assist in accommodating the growing numbers of students attending our OSHC and to also improve our quality of programming, a strategic decision was made to split the service into Junior (Prep – 3) and Senior (4-6) cohorts. With the extra areas now available to us on Vulture street oval and M block library, along with the M block undercroft, older students are now able to take advantage of the extra space. It has proven very popular!

We continue to assess and work on the best way to deliver our Service as we work through the rapid changes that OSHC has undergone in the last 6-8 months.

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**Total Enrolment number to date: 565**

**After School Care Student Wait List** (priorities in green)

Sessions are split across 15 families

Mon	Tues	Wed	Thur	Fri
7/0	8/0	8/0	6/0	6/0

**Current Staffing Numbers: 44**

We wished our Co-ordinator, Kat, well as she went on maternity leave end of last year. She welcomed her daughter, Andie, in January and we look forward to seeing her back in service at a reduced capacity in August.

We also farewelled our Co-ordinator Gillian, in January who also left on maternity leave. Sadly, she will not be returning to the service.

Congratulations goes to Chandima, former Assistant Co-ordinator, for successfully acquiring the role of Co-ordinator. She steps in next to Fili in leading our service.

### **Scheduled Training for Term 1/2**

- QIP training
- Anaphylaxis refresher training
- Play based programming

### **Compliance**

- We continue to review and update our policies as the service continues to work towards exceeding. Focus is on our First Aid management policies and ensuring me
- Staff orientation and induction procedures being reviewed and updated.
- We are also working to set up our Staffing Resource Room. This room in D block is being set up to provide valuable resources and information to enhance our educators knowledge and experience. It will also assist in improving and enhancing communication and important messaging out to staff.

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# Tuckshop / Cafe

## Tuckshop update:

- **Menu** – We are working towards growing our offerings at the Tuckshop along with changing up our specials. We look forward to introducing new offerings soon
- **Staff** – 2 new staff have come on board to assist with the Tuckshop. We welcome Bradie who is new to the Tuckshop but a fellow WESS mum as well as Thuy who was previously a volunteer.
- **Promotion** – Looking to include more Tuckshop material in our social posts to give some behind the scenes insight to the community.
- **Equipment** – A new laptop has been provided to the Tuckshop which we hope will serve them well.
- **Volunteers:** Volunteers continue to be needed. We are looking for further ways to recruit.

## Café Update:

- Planning is underway to expand Café offerings and have more assistance available in the mornings to cater to the growing patronage. Hopes for some newly introduced options in Term 2

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# Uniform Shop

Convenor: Alexandra Pintilie

After wishing Helen off last year as she said goodbye to WESS after almost 6 yrs, we were excited to welcome Alex into the role after her successful application to undertake our newly created Uniform Shop Convenor/Administration Assistant role. This role will work with our office to help undertake some of the growing administration tasks needed to keep our P&C striving for it's best.

**Before Term 1:** Starting 1 day before our Back to School week began ensured Alex was thrown into the deep end, but she did great with the help of Tenille who volunteered to assist.

**Bookings:** This was the first year we set up a bookings system to streamline sales process ensuring families didn't have to wait longer than necessary. We still had a lot of walk ins which was challenging sometimes but we anticipate as each year progresses, everyone will become familiar with the process.

**Counter sales:** We introduced the Square POS system to simplify sales and reporting. It has proven to be a great asset improving the speed of transaction and reducing the need for print outs.

**Opening and Deliveries:** We are now open for walk in sales 4 days a week.

New hours are:

Mon: 7:30 – 9

Tues; 7:30-9

Wed: 7:30-9

Thurs: 2:30-4pm

With these change, we are also able to have uniforms delivered to families 4 days a week and also allow for orders made up until 8am to be delivered same day. The previous system and set up did not allow for this.

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**Stock:** We ran low and out on some stock in the first weeks of the term, but stock levels are back.

After community feedback last year we introduced some cute hair accessories which have been well received and loved by the community.



We're also excited to bring in a new hat design. Made of fade and UV resistant material, hat will be adjustable to allow for growing hats and reversible to include house colours as well. A popular style of hat, due early Term 2.

**Sales:**

- Total sales from January 15th - March 1st : \$65,531.41
- 317 Flexischools orders received and delivered
- Most popular selling item was  
Shorts – size 6  
Hats – 55cm

**Uniform Shop Survey**

In partnership with the school and following on from whole of P&C Survey last year, we recently undertook a survey to gather community feedback on the current uniform. We are still awaiting the final results and feedback from the children. Questions ranged from fabric type, how people felt about the current offerings, if the community still wanted school bags and input on any extra offerings to name a few.

We'll present all the findings to the Senior Administration Team at the school to help inform them during their 4 yearly Dress Code Policy

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# Grants

## Grants Liaison Officers – Phuong Trinh & Li-Ann Leon

Li-Ann has sadly moved to Western Australia and we will miss her diligence and contribution to our Grants team. Sadly Phuong will also have to step back due to personal commitments preventing the same level of contribution we have been lucky enough to have all these years.

Phuong did however meet with Senior Leadership to discuss options for the year ahead and discuss the schools plans. As the year progresses and priorities are known we will be able to investigate further where grants may be an option to assist the school to enhance facilities and offerings to our school community.

Phuong is keen to support and help with a handover for any interested parties to step in and carry on the role in 2024.

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# Community Engagement

## Liaison Officer – Lauren Hudson

On Friday, January 19<sup>th</sup> we held our first Prep Welcome BBQ to coincide with the schools Meet the Teacher morning. With free bacon and egg rolls, fruit and drinks on offer the morning was a great success!

Despite the suffocating heat, our amazing volunteers came out on the morning to slave over an equally hot BBQ and we are so grateful for their ongoing commitment.

We look forward to doing it bigger and better next year!





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Lauren has also been hard at work helping to establish the ever valued Parent Class Representatives for our WESS parents. This program has proven to offer so much to our parents and we value all the work that goes into establishing these programs.

## **WESS Swim Club**

Liaison Officer – Moira Pryce

Term 1 of Swim Club continues to be a smashing success with our WESS families.

With 280 registered swimmers, swim club is a very popular and well loved offering on a Thursday night for our little swimmers. We average 40-50 swimmers each meet ranging from ages 4-12

Each week, 13 volunteers are needed to run the event so we hope anyone who can lend a hand, even just once, reaches out. Putting your hand up to volunteer can be done via the app, *Swim Club Connect*

### **Week 7 Highlights:**

- we sold 77 sausages, 32 burgers and 26 slices of Haloumi along with cold drinks.
- Fastest time for 25m freestyle was 22seconds who was 9 years old!

We look forward to successful end of term run as well as welcoming it back in Term 4 with our new Swim Club Team to co-ordinate and deliver each week.

Sadly Moira will be stepping down from her volunteer duties after years of being the back bone (along with her dedicated volunteer team) of swim club. We cannot express our never ending gratitude to her and her team enough for their hard work and commitment!