At last week’s AGM the P&C were unable to fill two very important positions. The two positions are Treasurer and Secretary, both vital roles. I have included a summary of their job descriptions from the P&C Federation website. If you feel you have the skills and time to fulfil either of these positions could you please contact our new President, Jo Garrett on 0417852777. You can find more information about these roles on the P&C Federation website in the Facts Sheets section.

The position of WOOSH liaison person is also unfilled.

I would like to congratulate and welcome the new P&C executive team for this year. I look forward to working with the following group of people on future projects.

President - Jo Garrett
Treasurer - Unfilled
Secretary - Unfilled
Vice President K-2 - Kaela Croft
Vice President 3-6 - Ben White
Treasurers Assistant - Mandy McCudden
Publicity Officer - Jo Dingle
Catering Officer - Jo Garrett
Canteen Rep - Unfilled
WOOSH Rep - Jo Garrett
Book Club - Lynda Stewart

Treasurer

Whilst all P&C members must be mindful of complying with financial accountability requirements, this is the Treasurer’s primary responsibility. The Treasurer receives and deposits monies, maintains records, draws cheques and presents accounts. The Treasurer presents a report in the form of an income and expenditure statement together with a reconciled bank statement for each and every P&C meeting.

The Treasurer also ensures that all funds held and handled by P&C are properly and openly accounted for as the Treasurer is responsible for all funds held in the name of the P&C. This includes the canteen and any other P&C committees. This does not mean that the Treasurer must undertake the actual bookkeeping themselves but they must ensure that the various sub-committee financial records have been kept to the Treasurer’s satisfaction. The Treasurer is a signatory on the P&C accounts and should not delegate this responsibility.

The Treasurer should encourage members to understand the state of the P&C finances. The Treasurer must ensure a case book or books are kept, recording all financial transactions of the P&C Association.

Secretary

The Secretary is responsible for carrying out the administrative tasks related to the decisions of the meetings as resolved. The Secretary prepares, in consultation with the President, all meeting agendas.

The Secretary is required to attend every association meeting and take notes of the discussions in order to produce a set of Minutes for subsequent distribution to members and for receipt, possible amendment and adoption at the following meeting. Further, the position includes receiving and tabling all correspondence as well as writing and dispatching outgoing correspondence as resolved/appropriate. The Secretary also issues notice of all meetings and maintains official records of the P&C Association such as the constitution, by-laws, rules of subcommittees, Incorporation Certificate, ABN details, list of financial (voting) members, Minutes, Attendance book.
Minutes are a formal brief summary of proceedings at meetings. Accurate Minutes officially record decisions, resolutions and actions to be taken and by whom. They provide evidence of expenditure authorised, inform members not present at the meeting, provide documentary evidence for audit purposes and provide a permanent record of the P&C Associations’ history.

An agenda is a list of items of business to be considered at a meeting.

School Uniforms
The shirts have arrived and are available for sale in the new canteen. It would be tremendous if every child was wearing their correct school uniform for our photo days.

Canberra
Our Year 6 students are having a fantastic time in Canberra this week. All are well. Our captains were invited to lay a wreath at The War Memorial on Tuesday. I must say the playground has been a little quiet with their absence. The anticipated time of arrival is 4:45pm tomorrow afternoon. As we hear their travel progress during the day tomorrow we will send an alert out on our App for your convenience. We will also endeavour to leave a time on our voice message on the school number after office hours.

School Photos – 25 and 26 March
Please remember to return your child’s photo money envelope with the correct money prior to the photo days. Please be reminded that you have to pre order family photos. These forms can be collected from the front office. Family photos will be taken on both Tuesday and Wednesday. Below is the timetable for the photographs.

**Tuesday:** Year 6 group, Captains, Prefects, Student Representative Council, 3/6MD, 4DW, 4VM, 4/5VH, 5AD, 5KC, 5/6JP, 5/6WH, 5/6JS, 6JM and 6SG.

**Wednesday:** KDB, KLB, KJB, KMM, K/1LF, K/6KD, 1JL, 1KB,1KN, 2HL, 2MG, 2NW, 2WD, 3/4TR, 3EM, 3MJ, 3/4LR and 3/4MN

Dogs
Please do not bring dogs of any breed onto school grounds. It is just not worth the risk. Thank you for your cooperation

P&C
The P&C voted to purchase new representative netball uniforms, bibs and $350 worth of musical instruments for the special education classroom. The school also received three cheques from the P&C (one for each Stage). These were the profits from last year’s discos. The Stage groups will spend this money on purchasing resources for the classrooms. The cheques totalled approximately $2000.

Easter Parade
Good luck to the mums and dads who are creating Easter hats for the big parade on Friday 11 April. Thank you to those lovely families who have donated Easter eggs for the P&C raffle. We are trying to make 25 substantial prizes. Thank you in advance to everyone for selling as many raffle tickets as possible, thus raising money for our children.

Quality Environment for Students and Teachers (Quest)
I would like to compliment all of the children in Year 6 for their enthusiasm, input and commitment to the Quest training day that was held last week. The boys and girls celebrated with a free barbeque and drinks. Thank you to the WPS staff for facilitating the day and congratulations to Mr Sallustio who coordinated this very successful event.

-Mr Cameron Osborne-

Dates to Remember

March
Monday 17 - Friday 21
- Year 6 Canberra Excursion
Friday 21
- Book Club due date
Tuesday 25 - Wednesday 26
- School Photos
Thursday 27
- Year 3 Excursion
- Tennis vs Kendall
April

Wednesday 2
- Girls Cricket vs Tacking Point

Thursday 3
- Public Speaking Finals Stage 2 and 3

Friday 4
- Cross Country Carnival
- Teddy Bears Picnic

Wednesday 9
- Timbertown Reward Excursion
- Netball Cup

Thursday 10
- P & C Meeting

Friday 11
- Easter Hat Parade
- 50cent Tuck Shop
- Easter Raffle Drawn

P & C News

EASTER EGG DONATIONS
The WPS P&C Association is again holding its very popular Easter Raffle which will be drawn on FRIDAY 11th APRIL. The P&C is asking students to donate an item to this raffle. Items that can be donated include: Easter Eggs (large or small), chocolates, lollies, Easter stickers or paper, soft bunnies or any item related to Easter. All items will be used to make as many Easter raffle prizes as possible – last year there were about 25 lucky winners.

Items can be left at the School’s front office up until the afternoon of Thursday 10 APRIL. Thankyou for your continued support.

VOLUNTARY CONTRIBUTIONS – P&C - Each year the P&C asks for a voluntary financial contribution to assist the P&C in supporting the students of WPS. All money raised via the Voluntary Contributions is spent directly on the students. The P&C distributed the Voluntary Contribution requests several weeks ago. The amounts are $25 per child and $40 per family. We hope we can have as many families as possible make this small contribution.

WOOSH Vacation Care
Closing date for the April vacation care from 14 April to 25 April is Monday 24 March 2014. Please come in to the WOOSH Centre to place your child’s name on the list or alternatively give Miss Alex a call on 0412 852 441 to arrange dates.

WOOSH AFTER SCHOOL CARE – Casual Days
Casual days are available at WOOSH After School Care – limited positions are available for all days. To utilise this service parents need to fill out an enrolment form. Information required includes CRN and DOB for both parent and child, birth certificate, immunisation records and 3 emergency contacts. Once enrolment details are held by the centre you can request casual days as required. For more information regarding costs and bookings, please phone Miss Alex on 0412 852 441.

Assembly Awards

Assembly Awards
K-6KD  Lilly L
KMM    Jenna-Rose P  Joel F
KLB    Pearl M        Zac L
KJB    James P        Jordan C
KDB    Reily T        Tiarna N
KLF    Keira C        Brodie G

Citizen of the Week
KMM    Jake C
KLB    Khylayla M
KJB    Chloe M
KDB    Yasmin A
KLF    Lukas N

Worker of the Week
KMM    Cameron J-G
KLB    Andrei P
KJB    Alyssa B
KDB    Liana W
KLF    Ella K
P & C Canteen News

Uniforms
Limited stock of uniforms have arrived and are available for purchase.

Canteen Special Week 9 – 11 Term 1
1 x Sausage roll & bottle water $3.00

Canteen Roster Term 1 Week 9
Monday 24 P Marsden
Tuesday 25 Help needed
Wednesday 26 L Brady
Thursday 27 J Beryl
Friday 28 K Weston & K Dragos

Thank you for all your support.
In case you are unable to work on your allocated day please contact the Canteen Manager, Ms Nicole O'Hagan prior to the day you are working, to enable her to organise a replacement.

Thank You P&C Association

REMEmber TOGETHER WE CAN MAKE A DIFFERENCE TO OUR SCHOOL.

Community News

Wauchope Soccer Club
Wauchope Soccer Club needs players in the following age groups: U10s, U12s, U14s, U14 Girls, U16 Girls, U18 Girls, 17/18s. To register please ring Tracey Eastwood on 0400929480.

Port Macquarie Junior Rugby Union
Friday Night Rugby 2014
Registration Days
1/4/14 1pm – 6pm
4/4/14 5pm – 7pm (come and try night)
11/4/14 6pm – 8pm
2/5/14 Trial Night
9/5/14 Competition commences
Ages 8’s-10’s-12’s and 14’s
Cost $40.00
Contact Craig Smith 0439810612 smithie1971@gmail.com
www.portjuniorrugby.rugbynet.com.au

Year 6 Camp

WPS Year 6 running the country for a day.

Laying a wreath at the War Memorial.