

THORNLEIGH WEST PUBLIC SCHOOL
MINUTES P&C MEETING
3rd August, 2010

Meeting Opened: 8.07pm

Present: As per attendance sheet

Apologies: Tammy Drew, Janda Tanner, Anne Bassett

Correspondence: P&C Regional ENews, P&C Magazine

Minutes of last meeting: Accepted by Kimberley Lilischkis, Seconded by Gordon Dracup

BUSINESS ARISING FROM PREVIOUS MINUTES

- How to address low attendance at P&C meetings and improvement ideas for P&C communication with parents - see Agenda Items

REPORTS

PRINCIPAL'S REPORT – report tabled by Phillip Wills

- School reports **involved additional efforts from** teachers and supervisors **to have these sent home** on the same day
- Peer Support program is underway – focus on developing resilience in children
- Year 6 excursion to Canberra – great behaviour **conduct** and **in depth** knowledge **provided by the Yr6**
- Dance Group performed at Glen St. – good quality performance
- Education Week open day attracted less parents than expected
- Zone Athletics – top 2 in each school event will **attend the carnival**
- Yr 3-6 toilet renovation will be completed and handed over on Fri 6th Aug and open for use on Mon 9th August
- COLA 1 is at fit out stage and will be completed by the 28th August
- COLA 2 concrete is **completed for other structures to be built on**, finish expected late Aug / early Sept
- Hall kitchen is being finished in the next couple of weeks
- New classrooms are ready for their internal fit out and finished by end of term
 - Will they come with new white boards? – **unsure but since there is some extra monies in the government, the whiteboards might be provided**
 - No air conditionings **are installed** in these rooms
- Staffing changes
 - Mrs Sander – now Asst. Principal Gordon East
 - Mrs Clay – permanent **staff, now allocated to 6S now known as 6C**
 - Mrs Browne – 3 days permanent 4PB
 - Mrs Part – 2 days casual 4PB
- 2011 50th Anniversary Planning Committee **suggested the following:**
 - Children
 - Free sausage sizzle
 - Free cake
 - SRC input possible
 - Blue & Gold day 26th May
 - Mini show bag?
 - Parents

- Dinner/Dance – semiformal, live band, no fund raising 26th March
- Community
 - Sat 28th May Back to TWPS Day including
 - Mini concert
 - Members of Parliament, Special Guest
 - Displays in classrooms - each of a different decade in TWPS history
 - Work Displays
 - Memorabilia for sale
- Other possible ideas
 - School song – specially for 50th Anniversary (not necessarily to replace current school song)
 - Commemorative Plaque, Commemorative Garden/Plaque
 - Time Capsule buried somewhere in grounds from 25th Anniversary – find it (Margaret Cother will ask someone she knows who attended the celebrations)
 - Mini pavers donated by current and past school members to be laid somewhere in school (or mini clay bricks? – Suzi checking)
 - Mini show bags
- Break-ins to school with damage/goods stolen valuing \$10,000
 - Fence around school costs \$130,000 – Pennant Hills High now have one

PRESIDENT'S REPORT – Janice Khoo

- Executive team met first week of term to discuss budget and ways of raising profile of P&C

TREASURER'S REPORT – Tabled by Gordon Dracup

- Financially doing better than we thought at his stage of the year
- Suzi Knowles would like to know the status of her request for help with funding of new cupboards in the Uniform Shop – Mr Wills checked with TAFE and they will be unable to do this job as it does not include a kitchen – Jane to check with Tammy about this
- Air conditioning spending will be decided on after [finalizing Spring Fair's but hopeful that a go-ahead will be advised at the next meeting.](#)

UNIFORM REPORT – tabled by Susannah Knowles

- Only 4 Kindy children have been [fitted](#) so far – [it is a very low number compared to last year](#)
- Phillip to send a reminder email to parents to order their uniforms before the end of August if they want them in time for beginning of next year

CANTEEN REPORT – tabled by Susannah Knowles

- Cash balance healthy – this is great
- Canteen bought a freezer to replace the broken down one
- Fridge is still hanging on but will soon cost around \$6000 to replace
- Athletics Day brought in an enormous \$1062
- French Day – minimal disruption to class time as promised – [using the normal orders deliveries](#), delivered in baskets to classes – raised \$774
- \$1600 remaining from Volunteer's Grant – thinking of using for cooling bags for lunch baskets so orders can be packed earlier or a cash register linked to accounting system ([for example](#), Munch Monitor)

BASC – Report tabled by Margaret Cother

- Considering a student project compiling a recipe book of favourite BASC recipes to raise money for a charity perhaps
- Numbers have dropped recently but still have 123 permanent families including 7 Kindy enrolments for next year.

- Tues/Wed still **the** busiest days
- Hot water system and microwave both had to be replaced this term - \$1200

BAND – Anne Bassett tabled report

- Band Committee **will** hold cake stall on Election Day 21st August
- Bands will play at Spring Fair
- Discussions commenced regarding formation of 2011 Training Band with a “blow” test being conducted on last day of Term 3.
- Some instruments bought in early 1990’s will soon be due for replacement.

MDFDGG – tabled by Dana Logiudice

- Have nowhere to meet at present due to hall kitchen construction
- Delay in pricing/sorting Father’s Day gifts due to construction

AGENDA ITEMS

- Election Day fundraising opportunity – Band will hold a cake stall and the BBQ will be offered to Thornleigh Thunders Soccer Club
- Father’s Day Breakfast
 - concerns about having enough helpers on the day and the required equipment and resources available – committee members wanted to ditch the whole event
 - will simplify the menu this year to include some smorgasbord items as well as a BBQ with egg and bacon sandwiches and chipolatas
 - Mr. Wills will speak with the Building Site Manager to find out about access to the hall for car loads of food and equipment at 8pm on Thurs before and 6am on Friday of event
 - Numbers will need to be capped to about 350 to ensure being able to cater for those who attend – please only children and a significant male in life – not a sit down meal for the whole family
 - When bands play, some of the Dads stay longer than their chosen sitting which causes a problem – we will try to let them know ahead of time when the bands are playing – Mr Wills suggested only having the Funk Band – need to check with Derek Barg, Funk Band Master. **Normally, it is the band that has its rehearsal on that day, in this instance, it is the Junior Band.**
- Increasing Attendance at P&C meetings & improving communication with parents - IDEAS
 - Executive meeting considered guest speakers, changing times – concerns that guest speakers will make meeting too long, although perhaps could have a 10minutes chat about Learning Support or School rewards system
 - Perhaps could change night of meeting from term to term to catch those parents who have ongoing commitments on Tuesday nights
 - Target incoming Kindy parents more, **for example**
 - At one school the outgoing Kindy parents become buddies to an incoming Kindergarten family
 - Target letter to them inviting their participation after the year has started – Phillip to send one out now
 - Do we really want more parents at the P&C meeting or is it more useful to have them “doing” stuff at the sub-committee level? **The answer is yes, when a major decision is required to approve a resolution of a problem or request for financial assistance at the P&C level. But there are not many parents at the sub-committees level, for example, the Canteen committee, Uniform Committee.**
 - At Pennant Hills High minutes and other reports are sent out to those that were at previous meeting to streamline the meeting. Discussion can then focus on issues that need discussing rather than wasting time on routine items. Need to get email addresses at each meeting – Jane Pines to do this from now on and will email minutes and any electronically delivered information.

- Follow-up new attendees at meeting to thank them for coming and how we appreciate their time and input.
- Refer to the Parents and Citizens rather than P&C to help clarify what the group is.
- Send out a P&C Report to parents when the financial year ends, summarizing what we have done throughout the year
- At the beginning of each year, the P&C contribution request letter does state the benefit where this contribution will have for the school. This request is sent out together with the school books/fees. Kylie Duncan suggested that a thank you letter be sent out to those families who have paid such P&C contribution. Kylie to draft this for next year event.
- Could we advertise at Tea & Tissues morning? – probably not the right time
- At another school current Kindy parents hold a cocktail evening for the incoming Kindergarten group.
- More explanation needed in information going out to Kindergarten parents.
- Send a special invitation to new parents to the school inviting them to the P&C
- Perhaps P&C 101 in Wednesday Weekly to take some of the mystery away

GENERAL BUSINESS

- Working Bee will be held after Winter and the Spring Fair – Grounds Committee will advertise this

Meeting closed: 9.40pm

Next Meeting: Tuesday 7th September, 2010