



**THORNLEIGH-WEST PUBLIC SCHOOL  
P&C Meeting Agenda AGM  
Tuesday 29<sup>th</sup> March 2016**

**1.0 Opening and Apologies**

**Attendees:** Musette Healey, Emma Fenton, Dave Fenton, Debbie Flanagan, Martina Miller, Jane Massam, Michelle Christopher, Alex Gayl, Yvonne Curren, Veryan McCallister, Susan Parry, Kate McGettigan, Hannah Grummett, Amanda Long, Kerith Massey, Jacqueline McLeod, Patty Correll, Chantal Mamo, David Stanton

**Apologies:** Trish Stevens, Julia Kent, Julie Tanger, Anke Vaughan, Tony Smallwood, Rosemary and Cameron Saunders, Warwick Edwards

**2.0 Correspondence**

2.1 Nil noted

**3.0 Principal's Report – See attached Appendix 1**

**4.0 Other Reports – from P&C Subcommittees**

**4.1 President – Veryan McAllister**

- 2015 a year of change in terms of fundraising. Budgeted for 15k for both fundraising activities came out just over budget - very pleased. Movie night, walkathon, multi days, election BBQ, tea towel fundraiser.
- From a P&C perspective learnt a lot as we trialled new things. Overall the walkathon and movie night were good new ventures.
- Free Survey monkey used to survey parents and teachers re fundraising activities. Feedback – teachers loved the walkathon, really enjoyed it. Parent body – preferred the movie night as it brought everybody together in a community event.
- Thanks to Yvonne for the tea towel fundraiser
- P 7 C has worked on extending the garden project this year, See Green thumb committee report. It's a great space in the school for learning and play. All class rooms have their own garden patch.
- Veryan also regional representative for our area for P&C Federation in the background. P&C federation undergoing a lot of change. As a President of TWPS P&C the interaction with other P&C's in the area helped in terms of things we want to do in the school. Networking invaluable.
- We put on a regional forum in 2015 for parents, teachers, the whole community, at Cherrybrook high school. Stressful but successful.
- Still working on Terms of reference for different committees. Hoping to get the BASC/OOSH ones bedded down in term 2 2016. Basically doing them so that every subcommittee is adhering to the constitution – this ensure we are covered by our insurance

- Thanks to last years (20-15) committee, David Stanton, Hannah Grummett, Susie Parry, Jules Kent, Jacqueline McLeod and Anke Vaughan and general executive members; Michelle Christopher, Vanessa Erikson, Julie Tanger,
- Fundraising thanks to Kerith Massey and Vanessa Erikson. Thanks to Amanda Long for PR work, Yvonne Curren re tea towels. Thanks to all other parents. And to our tow managers Nicki and Karen for the great job they do in the Uniform Shop and Canteen respectively.

#### **4.2 Treasurer – David Stanton**

- Audit completed and copies of financial statements distributed. Only recommendations for improvement from auditors were to carry out stocktakes quarterly of uniform shop (have recommended this before).
- Financial performance for the year. All P&C activities operated at a profit. Uniform shop made a slight loss but probably carrying more stock than in the past. All activities otherwise were profitable and we were able to contribute 60K to the school. Financially we are in a good position now.
- At end of year 2014 had just under 200k in bank now have just on 230K in bank. 62K in term deposit in case we need it. Query re David Belle contractor or employee?? V to follow up with Warwick band convenor.

#### **4.3 Uniform shop - Nicky Honeysett**

- Now coming up to end of first year. Steep learning curve coming to grips with how the shop operates – working with suppliers, getting to know them, documenting policies and procedures,
- Shop not performing as well as it should be. Could be more profitable. Needs to be a quality and profitable service Nicky will be working on many areas throughout the New Year to achieve this.

#### **4.4 Canteen – Karen Edmond**

- Veryan reported Karen has suggested a change to only fruit and veg being available at recess. In a recent visit Tim McCallum asked for canteen policies – Karen to work on this with Veryan will discuss draft document at next meeting

#### **4.5 MDFDGG**

- Extremely busy trying to purchase all the mother's day stall gifts. A lot of their committee left the group so it is hoped some new mums and families will join soon.

#### **4.6 BASCV/OOSH - nil**

#### **4.7 Fundraising General – Veryan McAllister**

- Please see comments on president reports re fundraising
- Movie night and walkathon key events last year. Tried new things and used outsourcing for fundraising.
- Learnt things re Walkathon – don't start it just before a holiday. Need more help handing out prizes as there was some confusion at the time

- Movie night - ended up needing to cover 5K upfront costs to hire screen and copyright etc. Some criticism about rides however they did engender a profit
- Particular thanks to Vanessa for her work sponsorship – biggest one being Ray White. Supported us physically as well. Westleigh shops sponsored the movie night, sports bliss, Normanhurst Vet, really useful to build the relationships. Many thanks to top sponsorships

**4.8 Band** - Warwick Edwards

Full report last meeting – see minutes provides summary for 2015.

**4.9 Catering** – no report

**4.10 Green Thumb** – Patty Correll

6 to 8 beds in total now. Now have a sink/trough and a roof over the seating area and a workbench. Have put in pavers thanks to ??? family, this will help stop erosion and the bogginess. Each class has a plot and autumn planting has been done, manure was dug in at recent working bee. Get a good turnout at working bee. The shed which was organised – thanks to Julie Tanger - who spotted the bargain in Aldi – will solve current storage needs. Thanks to Julie – Patty will be organising people to erect the shed.

**5.0 Voting on positions**

**Thanks to all who held these positions last year:**

- 5.1** President
- 5.2** Vice president x2
- 5.3** Treasurer, Assistant Treasurer
- 5.4** Secretary, Assistant Treasurer
- 5.5** Fundraising Organiser
- 5.6** Executive Members (6)

**Subcommittees:**

- **Fundraising** – Vanessa is standing down but will continue to support with corporate sponsorship.
- **Band** -- Warwick Edwards to be convenor again

<b>Role</b>	<b>Name</b>	<b>Nominators</b>	<b>Vote result</b>
President	Veryan McCallister	Kate McGettigan	Unanimous Yes ( V McCallister Abstained)
		Susan Parry	
Vice president	Anke Vaughan	Amanda Long	Unanimous Yes
		Hannah Grummet	
Vice President	VACANT		
Treasurer	Martina Miller	Veryan McCallister	Unanimous Yes
		Kerith Massey	
Assistant Treasure	Debbie Flanagan	Amanda Long	Unanimous Yes
		Hannah Grummet	
Secretary	Susan Parry	Kate McGettigan	Unanimous Yes
		Kerith Massey	

Assistant secretary	Julia Kent	Susan Parry	Unanimous Yes
		Veryan McCallister	
Fundraising Coordinator	VACANT		
Auditors	Manser Tierney & Johnston Chartered Accountants	David Stanton	Unanimous Yes
		Hannah Grummett	
Executive Committee Members	Jacqueline McLeod, Emma Fenton, Michelle Christopher, Trish Stephen, Yvonne Curren,		

**6.0 General Business** – to be addressed in follow on General P&C meeting.

**7.0 Closing 8:18**

**Minutes Completed 05.04.2006 Susan Parry**

