



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 14th March 2017**

1. Opening and Apologies:

Present: Veryan McAllister, Musette Healy, Amanda Long, Nicci Fishwick, Kate McGettigan, Gordon Draccup, Nicole Thompson, Ingrid Leese, Janine Sherlock, Tony Smallwood, Pam Jaworski, Robin Beard, Kirsten Dicks, Kylie Booth, Kerith Massey, Trish Stephen, Nicky Honeysett, Lisa Pang, Emma Fenton, Martina Miller, Deb Flannigan

Apologies: Jane Massam, Michelle Christopher, Patty Correll,

2. Minutes of the Meeting 07.02.17

2.1 Acceptance of minutes proposed Kerith Massey, seconded Nicole Thompson, voted - passed unanimously.

3. Business Arising from Previous Minutes - nil apart from matters to be discussed in process of meeting.

4. Correspondence

4.1 9 QSR Email re road safety 20.02.17 – concern re episode this local resident witnessed of adults filming children crossing the road and also an individual parking too close to the crossing blocking vision.

4.2 Official complaint was made to department of education which was subsequently overthrown. Chantal has investigated issue of the incident and it appears, as per photograph forwarded in email adults and also children involved appear to not be from our school. TWPS has recently given all families another handout re safe parking and driving around school. Chantal continues to liaise with police re traffic issues around the school and the best way to educate the children and parents to minimise risks associated with the traffic around the school. Several impolite emails have been received by Chantal and Veryan from 9QSR. Chantal and Veryan continued to liaise with the community member attempting to reassure them of TWPS proactive stance on managing any traffic concerns around the school.

4.3 Those present at tonight's meeting expressed support to Chantal and Veryan re steps taken so far and also concern regarding the apparent hostile nature of the resident's communications.

5. Principal's Report - Chantal Mamo see Appendix 1

5.1 Separate to report Chantal requested that the P&C agree that teachers carry out their professional development activities throughout the year in lieu of the two professional days allocated on the 18th 19th December 2017. This means they will have these days off. Chantal will be on the premises these days.

5.2 Motion: That teachers at TWPS carryout professional training throughout the year in lieu of two days allocated 18/19 Dec thus allowing them these days off work. Emma Fenton proposed, Tony Smallwood seconded. Voted: unanimously passed

6. Subcommittees

6.1 President

- 6.1.1 Veryan explained that the AGM was to be carried out in term 2 when financials were available. Veryan spoke to the rewarding experience that being P&C president had been for her over the last few years and encouraged people to consider this and other roles that will all be declared open at the next AGM.
- 6.1.2 Veryan recently been to regional P & C meeting - issues of space in schools discussed
- 6.1.3 P&C federation have negotiated a deal with Microsoft for free data storage and Microsoft works office on laptops for P&C. Martina and Deb to look into this – keen to take this up.

6.2 Treasurers - Martina Miller, Deb Flannigan

Discussion of draft budget and items on principles wish list to be considered in budget to be presented next meeting.

- 6.2.1 Big arse fans - approx. 15k for one large one in main hall section and then a smaller one on the stage. Chantal obtaining info.
- 6.2.2 Learning support teacher – priority number 1
- 6.2.3 Already bought 3 interactive whiteboards - about 4 ½ K each so slightly more than what we had previously budgeted. Need to budget for this in an ongoing manner
- 6.2.4 P A system in kindy cola area. Discussed quotes. To be considered at next meeting,
- 6.2.5 Margaret in office looking at a telephone system for all classrooms. Meeting attendees supportive of this initiative.
- 6.2.6 CARES bike programme - have always supported this for year 6 kids.
- 6.2.7 Laptops for teachers would be great
- 6.2.8 Discussed playground equipment - Chantal has some savings she would be happy to put to that but would prefer to leave that until December. Discussion at meeting indicated parents were keen to get something started re this sooner than end of year/next year. To discuss joining P & C and Chantal finance initiative with a plan for stages in building some play equipment.
- 6.2.9 Checking P & C subscriptions. Will adjust budget in preparation for AGM
- 6.2.10 Cookbook – Chantal still to buy 50 for gifts for visitors to school etc.

6.3 Uniform shop - see report Nicki Honeysett Appendix 2

- 6.3.1 Point of sale system – will cost between 4-5 K. Gordon Draccup and Lisa Pang investigating this.

- 6.3.2 \$1548 requested by Nicki for new cupboard in uniform shop due to increased stock required due to increased enrolments. Chantal and Julie identified spare cupboard available to assist storage options
Proposed: Kerith Massey, Seconded: Tony Smallwood, Voted: unanimously carried

6.4 Canteen - Karen Edmunds

- 6.4.1 At the beginning of the year I moved items around on the flexi schools ordering pages so that salads and other healthy options are closer to the top and we are certainly getting more orders for the healthier options
- 6.4.2 Moving forward we will need to make adjustments to our menu to ensure we comply with the new requirements by 2019. Quite a few popular items will no longer be allowed but I am sure that as before when the traffic light system was introduced that the manufacturers will ensure that replacement items will comply Mufti days can still go ahead as they are classified as fundraising. (We have 2 years to plan to get compliant with the new guidelines.)
- 6.4.3 I have yet to find time to source a new freezer but will before the next meeting
- 6.4.4 Aircon on the way out - provision for air con in future ??

6.5 MDFDGG

- 6.5.1 Belinda Wilson new convenor of MDFDGG, Deb Flannigan spoke to this at meeting - all orders will be completed re their gift purchasing by Thursday 11 May 2017
- 6.5.2 Currently working out pricing. Flexischools will be set up to allow parents to purchase vouchers for
- 6.5.3 Will be asking for volunteers closer to the time
- 6.5.4 Photos taken of everything coming on to be put on line catalogue
- 6.5.5 Money to be donated once stall has been finished.

6.6 Fundraising General

- 6.6.1 Last year we raised 50K at spring fair – the previous year we did a fun run and a movie night and raised 42K and Vervan reports this was probably more work
- 6.6.2 5 cent coin challenge – each classroom has a jar – they bring in coins. Reward for class that raised most money. Second week in term 2 possibly?
- 6.6.3 Entertainment book – not favoured by meeting
- 6.6.4 Colour fun run - ???
- 6.6.5 Spring fair - all agreed that spring fair was the best way to raise money with concerted efforts
Vervan proposed motion that spring fair be held again this year; Deb Flannigan seconded. Voted – carried.
- 6.6.6 In light of this Vervan has sourced prices for marquis purchased and proposed 6 marquis at \$340 be purchased by P & C for fair and other

functions. Proposed Veryan , Seconded Julie Tanger – voted : carried
unanimously

6.6.7 Vizimates – hi viz straps for school.

6.6.8 Family portrait - provisional booking for 11.11.2017 - made Mclean - to
investigate

6.7 Band

6.7.1 See Band report by Robin Beard Appendix 3

6.7.2 Terms of Reference for band – putting in writing operating terms and
parameters.

6.7.3 Discussion of possible need to review amount P & C contributes to Band
programme particularly in light of amount of money donated per head as
a proportion of total children at school.

6.8 Green Thumb - see report by Patty Correll Appendix 4

7. Agenda Items

7.1 Girls' bathroom hand drier – Y.Curren - hair drier faulty – Chantal to look into,
toilet doors not locking probably, also need pressure cleaning of urinals.

7.2 Hooks for school bags near year 3 classrooms – J.Tanger – Chantal will look into
this.

8. General Business nil other

9. Closing : 9:45pm

10. Next Meeting Tuesday 9th May to be AGM in addition to standard P & C.

Appendix 1 Principles report

Appendix 2 Uniform shop report

Appendix 2 Band report

Appendix 4 Green thumb report

Appendix 1: Principles Report

P & C Meeting

Term 1 Week 8 2017

Welcome Meeting

We had a great turn out for the welcome meeting. It was lovely to share important aspects of school like vision and strategic directions rather than organisational things. Staff did a PMI (positive minus interesting) Feedback:

- They appreciated the support from the executive to change to format
- Suggested that maybe classroom first then meet in hall as a school community
- Great time early on in term set the scene
- Please complete a silent PMI as a parent body
- Beginning teachers felt supported

SRC camp

Some of our student leaders attended the district SRC came. They built on their leadership skills. They are working on a project to support kindy students in the playground. Teaching Kindy students games. Having some lunch discos to raise money to buy playground equipment. Win:win!

Demountable

We will be getting a demountable in-between the kindy buildings. This will occur in the holidays if all goes to plan. 5P will move into this room allowing use to knock down the computer lab wall.

Creative and Critical thinking

We have completed our first workshop as a whole staff. There are three more sessions. This has been wonderful learning for us all. This focus really compliments our formative assessment journey.

PSSA

PSSA has started thank you to Mrs Robinson and Ms Dowd for coaching team. Knockouts have started. Great to see we have a girl's cricket team!

SRC

Congratulations to all the children who have been elected. K – 2 meet with Mrs Bourne fortnightly during class time and 3 – 6 meet Mrs Young.

Swimming Carnival

Thank you to Nicole Dunlop who was amazing in organising the swimming carnival. She completed all the meet manager software to ensure it ran smoothly. We have many compliments after this event. Ms Rees and Mrs Granville also worked hard to ensure a great day for the children.

OT

WE have had an OT scan all the kindergarten students. This has provided the classroom teachers with insight and skills to adapt their teaching.

Religious Instruction

Thank you Julie Granville for her excellent organisation of religious instruction.
All has gone smoothly!
Dance and Choir, A healthy response

Appendix 2: Uniform Shop

TERM 1 SHOP SALES to date:	\$13200
TERM 1 FLEXISCHOOLS SALES to date:	\$7500

SHOP OVERVIEW The Shop has continued to be busy this term. There have been a number of unexpected challenges in recent weeks, including the untimely demise of the Shop Lap-top computer, and issues with the girls' Winter Tunic.

VOLUNTEERS Thanks again to our regular Shop volunteers, Lisa Pang and Carolyn Delapierre, who have worked on Tuesdays, and also to Berenice Ferguson, who has joined the volunteer team on Thursdays. Given how busy it's been this term, their continued help is much appreciated.

Following on from our recent advert for new volunteers, two Kindy parents' have expressed an interest in helping in the Shop. One parent speaks Korean and the other parent speaks conversational Chinese, both of which will be very useful to have in the Shop, especially at Kindergarten Orientation.

UNIFORM From 1st March, there was a pricing increase on the following items:

Short-sleeved Shirt	Sizes 4 to 16/ Sizes 18-20	\$32/\$34
Gabardine Shorts	Sizes 2 to 16/Sizes 18-20	\$24/\$27
Long-sleeved Shirt	Sizes 4-16/Size 18	\$34/\$36
Winter Tunic	Sizes 4-16	\$58
Long-sleeved Blouse	Sizes 4-16	\$34
Short-sleeved Blouse	Sizes 4-16	\$32
Winter Trackpants	Sizes 4-16/18-20	\$30/\$34
School Hat	Sizes S/M/L/XL	\$18
School Backpack	Size Large	\$48

Standard Winter uniform items have all arrived, but we are waiting for delivery of our Cowan & Lewis winter stock: long-sleeved shirts and blouses, short-sleeved blouses, and tunics. We have limited current stock availability in sizes 4-10 until the new stock arrives. Delivery is expected early April but may not arrive for the end of Term 1.

Parents are able to pre-order on Flexischools for dispatch as soon as stock arrives, and we will communicate this information out via the usual channels.

A sizing discrepancy on Tunics was identified earlier this term and this has been addressed to ensure a standardised sizing for both the Summer dress and Winter Tunic.

In addition, a few tweaks will be made to the design of the Tunics, namely enlarging the arm-holes, deepening the neckline and re-siting the zipper to the

back, which will address the issues with getting the tunic on. Style remains unchanged.

SKORT TRIAL The Skort trial will finish at the end of Term 1. It looks like the skort from Spartan, one of our current suppliers, is preferred. Full report will be available, along with a recommendation, next term once full feedback is collated.

SHOP FURNITURE We require an additional lockable storage in the Shop. Woods Furniture quote for \$2445.30 is submitted for approval. (see notes in minutes – amount adjusted due to need for sale point machinery required) This is for an additional lockable cupboard, additional shelves (which means we can maximise on space in the existing cupboards), another desk and long shelving unit. This enables us to have all our high-value stock locked away when the Shop is closed and will free up floor space.

POS SYSTEMS We envisage that the cost of implementing a new Point of Sale (POS) system in the shop will be approx. \$4-5k . This is now a priority given the Dell Lap Top that we used in the Shop has died. Gordon Dracup is currently looking at what data, if any, can be salvaged from the hard drive. Gordon and Lisa Pang will be evaluating the various Retail PoS systems available, and we will submit recommendation at the next meeting. At this stage, we'd just like to get the general go-ahead on costing.

Appendix 3



Report Title:	<i>Band Report March 2017</i>
Date :	<i>08/03/17</i>
Prepared by:	<i>Robin Beard</i>

Weekend Workshops.

This month we've held 2 weekend of workshops (on consecutive Saturdays) for Junior, Senior and Stage Band. We had tutors for all instruments on both days along with Mr Bell and Mr Hamblin (conductors). The idea is to give the bands a 'kick start' to the year, work on the new pieces they are playing this year and improve the level of performance of those pieces and have fun. The workshops ran smoothly thanks to Nicole Ng's organisation.

Tutor

We have found another Clarinet (and woodwind) tutor (Timothy Wall) who is now teaching at the school.

Fees

Due to falling numbers in the bands this year, we've decided to increase band fee by \$10 per semester (\$20 per year in total) in order to balance our budget. We have options for next year which may be considered, including reducing the length of some rehearsals to reduce conductor costs. Despite having to pay GST on instrument repairs, we've decided to keep hire costs the same for 2017.

Band Camp

Preparations for Band camp in June (Vision Valley) are continuing. Tina Faber doing a great job for us organising that. Arranging Buses to take the bands there and back, concert at 2-3pm Friday afternoon in School Hall.

Other

We're working on the performance calendar at the school assemblies and functions, at the School Band Festival in August (6th) and later in the year at Hornsby North Band festival. Less focus on 'competitions' this year.

We have a handful of instruments which require repair.

Rehearsals continuing well.

Robin Beard

Band Convenor



**THORNLEIGH WEST PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION**

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**Green Thumbs Sub Committee
Report for P&C 14 March 2017**

General

- A garden working bee was run on 18 March and we had a great turnout!
- The big news is that we now have a shed!
- We have also been donated an electric mulcher from Mrs Boon's father. Thanks!

Proposals for further work (see previous reports, for more detailed list):

- Patty Correll and Emma Fenton visited Pennant Hills War Memorial preschool to look at ideas for a yarnning circle (a seating circle so people can gather and tell stories) and other ways to incorporate indigenous culture into the garden infrastructure.
- We have agreement to move some large logs from near the kindergarten area to the treed area adjacent to the garden for a yarnning circle. However the logs are very heavy and will need some cleaning up before they are suitable.
- Still waiting to hear whether our grant application for building garden beds behind the OOSH building has been successful.

Gardening activities

- All garden beds were cleared out at the working bee and planting has commenced. Helpers needed to help classes with their planting.
- Compost is now being managed by Ingrid Lees to ensure it is well balanced and beneficial.