



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 29^h November 2016**

1. Opening and Apologies

Attendees: Veryan McAllister, Chantal Mamo, Trish Stephens, Kerith Massey, Musette Healy, Michelle Christopher, Fleur Findlay, Yvonne Curren, Emma Fenton, Ingrid Leese, Jane Massam, Deb Flannigan, Anke Vaughan

Apologies: Tony Smallwood, Nicci Fishwick, Kate McGettigan, Julie Tanger, Warwick Edwards, Nicki Honeysett,

2. Minutes of the Meeting – 25.10.16

Acceptance proposed by Trish Stephens, Seconded: Martina Miller. Vote: accepted unanimously, request for minutes to get out earlier if possible by Patty Correl. Particular circumstances interfered with the last minutes delay however Patty's concern and request noted.

3. Business Arising from Previous Minutes - nil

4. Correspondence - Veryan - nil

5. Principal's Report - See Appendix 1 for full report.

5.1. Discussion of P & C subscription, Veryan proposed motions following discussion in meeting

- **Motion:** That P & C Subscription fees be increased to \$100 per family per year. Vote: Carried unanimously
- **Motion:** That the fee be billed \$60 first semester \$40 second semester. Vote: Carried unanimously

5.2. Discussion of whiteboards – really need to budget about 15K for 5 to be replaced for each year. Discussed that this tool is really the key learning tool in the classroom now and not an optional luxury.

5.3. Reading recovery – There have been changes to the way the system is funded. Louise Carrol will be working 4 days with years one and two next year

5.4. Homework – research has shown homework is not shown to have any measurable benefit. Reading and Mathletics each night is supported however. Teachers will be looking at this again next year. Parents at meeting requested clear communication with parents about this.

Reports – P&C Subcommittees

6. President – Veryan McAllister

6.1. Veryan thanked those who filled in for Veryan at the regional meeting, also thanked those who helped at the P&C stall at the Kindergarten orientation

Friday morning. There was a good response with many parents signing up for various committees.

- 6.2. Re the AGM next year and positions. All positions are declared vacant at the beginning of the year. Veryan has to step down as president as she has done three years now but will be happy to take on another position.
- 6.3. All executive positions need to be filled for the P&C to function.
- 6.4. The meeting extended enormous thanks to Veryan for all of her hard work over the last three years.

7. Treasurer – Martina Miller, Asst Deb Flanagan

- 7.1. Budget vs actuals. See Appendix 2
- 7.2. Account balances provided for all committees. Public thank you to Karen for the amazing and profitable work she does at the canteen, amazing effort. All in support of great range of healthy and popular food items.
- 7.3. Discussion of sharing of documents - SP to organise drop box account

8. Uniform shop - Nikki Honeysett

- 8.1. Very busy term so far with close to 70 Kindy fittings taking place.
- 8.2. Stock ordering for increased Kindy intake and 2017 Term 1 has been finalized and the additional summer stock for sizes 4-8 is due January.

9. Canteen - Karen Edmunds

- 9.1. Our hummus lunch packs are a big hit
- 9.2. Slushy's are selling well in the warmer weather The final trading day for the canteen will be Friday 9th December I will spend the last week defrosting freezers and cleaning ovens and cupboards Our first trading day next year will be Wednesday 1st February

10. MDFDGG - Dana Logiudice

The final amount of our donation to the school is still TBA.

We had a positive response to the P&C Expo with 14 names signed up. Whether that becomes 14 bottoms on seats is yet to be seen. We only have one MDFDGG member who can commit a lot of time to MDFDGG next year.

We sadly farewell Therese Downey & Margaret Liddle. Therese is an MDFDGG member of many, many years. Margaret has also had a big impact on the MDFDGG. We're really going to miss both of them.

Should the MDFDGG cease to exist as a going concern, we have discussed some alternatives for smaller-scale activities to commemorate Mother's Day and Father's Day at TWPS. We just have to wait and see what happens in 2017.....

Thank you to Chantal, Finbar and the many volunteers who made the Mother's Day Stall & Father's Day Breakfast such a success in 2016.

11. Fundraising General - Veryan McAllister

- 11.1. Cook book – some orders came in at grandparents day - Jane will process orders each Monday and bundle into classes - Veryan to assist Jane to sort them
Well done to Jane and her team for all her work!

12. Band - see Appendix 3 for Warwick Edwards full report.

13. Green Thumb - Patty Correll

General

- A garden working bee has been scheduled for 10 December. The working bee will be to clean up the area, clear out garden beds and plant with green manure to grow over the summer. We will also be installing the garden shed purchased earlier in the year, and, if time permits, laying more pavers around the garden beds to manage erosion.

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

- A prefabricated fibre cement shed slab has been purchased and will be installed with the shed at the garden working bee.
- The bottle tops have been given to our art teacher who will be using them in art works around our garden.
- Projects to decorate the fence continue.
- We are planning to replace the 'lab' tap on the trough with a spring loaded raised tap so that water cannot be left on and wasted.

Gardening activities

- All garden beds were cleared out mid-term and have been replanted with fast growing crops to be harvested at the end of term. We hope to have spinach, iceberg lettuce, silver beet, rocket and radishes to provide to the canteen and wider school community in the near future.

14. Agenda Items

- 14.1. Query from Yvonne Curren regarding the Sunsmart Programme for which she has seen posters at other local primary schools. Chantal explained there has to be a criterion met to have the poster and rating however it is not reviewed and has not been seen to be of great benefit to the school.

15. General Business -Misc items brought up by meeting members for clarification/emphasis

- 15.1. Hats - Parents keen for no hat no play needs to be reinforced again.
- 15.2. Sports equipment for schools -
- 15.3. S Parry requested the teachers look at incorporating school houses into other aspects of the school. Chantal requested any ideas be suggested for consideration to the school executive.
- 15.4. Kerith Massey – heat in hall, all in agreement heat in hall is significant - Chantal to organise quote from Big Ass Fans – such as those installed in Pennant Hills high school.
- 15.5. Discussion re getting hooks for bags under stairs up to year 1 area.

- 15.6. Emma Fenton queried re art location due to the current art room to be used a classroom next year. Chantal explained at this stage any art to be done in wet area outside year three classrooms.
- 15.7. Planning for numbers - Chantal answered questions about future growth and building. Essential in the future if required we will most likely go up rather than build out and encroach on oval area.

16. Closing - Meeting Closed approx. 9:50pm

17. Next Meeting TBA 2017!!

Appendix 1 Principal's report

Appendix 2 Budget to Actual 2016

Appendix 3 Band Report

Appendix 1 : Principals report

Principals Report

Term 4 Week 8

Focus	Detail
Kindergarten 2017	The transition went well. The four sessions has helped teachers get to know students and new parents feel connected to the school.
TWOOSH	Numbers have increased in 2017. We will need to use the library as a space. TWOOSH will be helping TWPS refurbish Year 6 area.
Grandparents Day	Thank you to all the teachers who prepared some great items. The catering committee and Brownyn Cooper for the delicious morning tea. The students loved seeing their grandparents.
Instructional Rounds	Celebrations wall. Findings
SRC disco	Thank you to students and MRs young for organising this evening. In 2017 SRC and student leadership will be strengthen by a more formal program that will be timetabled fortnightly. Work on leadership and being involved in school projects.
Classes 2017	Teachers are working on classes for 2017. Much time

	and deep conversations go into forming classes. Parent requests in 2017 will be directed in writing to the classroom teacher as Principal I value their professional expertise. The last three weeks on average I have met personally with 5 parents per week minimum 40 minutes.
Leadership 2017	Thank you to the Year 5 students who have worked hard over many years to be elected in a leadership role. We are looking forward to announcing the results in the coming weeks. Sports captains will be elected Friday
Film Festival	Thank you to Veryan, Kirsty, Brad Crothers and Graeme De valance for helping start this event. We have a lovely afternoon celebrating the students who entered. This was a invaluable opportunity one that will be pursued next year.
Band Concert	It was lovely to attend the band concert last Sunday. Thank you to Warwick Edwards for running a great band program. David Bell has worked hard to improve all students.
Year 6 Fun Day	Congratulations to Year 6 2017. A great day was organised.
Presentation Day	Will be next week. We are looking forward to celebrating a great year.
Helpers morning tea	12 December in the hall. We have may volunteers and parents helpers please come along
Reports home	Reports will go home 12 December.
Talent Quest	Students are auditioning. Always a fun way to end the term.
Year 6 tree tops	Excursion 13 December
Thank you	AC Noticeboard lpads
Learning Support	New system all casuals schools will be charted a flat rate. On costs 18% Learning assistance teacher \$40,000 in 2017.

Appendix 2

2016 Budget vs Actual			
	Budget	Actual to 28th Nov 2016	
Income			
P & C Subscriptions	20,000	22,744	

Interest Received	200	146	
Commission on Student Banking	500	1,092	
Farmers Direct	300	0	
Canteen Donation	18,000	0	
Uniform Shop Donation	15,000	10,000	
Misc	200	341	
Total Income	54,200	34,323	
Fundraising			
Sponsorship	5,000	0	
Mufti Days	2,500	29	Refer Canteen Acct
Spring Fair	70,000	89,819	
Cookbook	3,500	1,692	Advertising. Some income.
Movie Night	0	368	
Mothers/Fathers Day Gift Group	4,000	3,327	
Total Fundraising	85,000	95,235	
Total Income	139,200	129,558	
Expenses			
School Submissions			
Playground Repairs	3,000	0	
Library Refurbishment	5,000	4,813	
Noticeboards	3,000	0	
You can do it	10,000	4,719	
Cares Bike Safety	1,000	1,170	
Learning and Support	32,000	37,207	
Cyber Bullying/Resilience	1,000	0	
Class Budget	2,200	2,100	
Ipads	15,000	0	
Total TWPS Submissions	72,200	50,008	
Fundraising			
Movie Night	0	4,417	Yearly subscriber fee \$250
Spring Fair	40,000	37,106	Net = (\$52713)
Misc	1,000	122	Mufti Day
Mothers/Fathers Day Gift Group	0	489	
Total Fundraising	41,000	42,134	
Other Expenses			

Employment Expenses	0	2,178	Workers Comp + PAYG
Misc Expenses	1,100	33	
Archive Room Tidy	0	1,363	
Bank Expenses	360	529	
Legal Costs	500	0	
Stationery	330	0	
Telephone & Fax	300	326	
Accounting software - Myworkspace	360	330	
Audit	2,700	2,835	
Trestle/Trellis Table Purchase	200	200	
Insurance	2,000	1,247	
Total Other Expenses	7,850	9,041	
Donations/Other Submissions			
Band Grant for equipment and Expenses	8,000	8,000	
Greenthumbs	2,000	825	\$1k spring loaded tap to come
Uniform shop/Canteen upgrade	5,000	0	
Dance Group/Wakakirri	1,000	1,000	
Teachers Lunch	200	212	
Sports Final Costs	500	0	
Year 6 Farewell	500	3,029	
Coin Counter Contribution	500	0	
Air Conditioner for Art Room	0	4,015	
Total Donations	17,200	17,081	
Total Expenses	93,050	118,264	
Net Surplus / (Deficit)	46,150	11,294	

Appendix 3 - Band Report

Report Title:	<i>Band Report October to November 2016</i>
Date :	<i>29/11/16</i>
Prepared by:	<i>Warwick Edwards</i>

Finance and Fundraising

- The band is currently in a profit situation for the year but this profit will be used for instrument purchases for next year.

Training band 2017 Recruitment

- We currently have 39 applications for next year's training band. This is a good result but not as good as last year in terms of numbers or percentage of the year.
- Instrument allocations were sent out last night

Instruments

- We are currently receiving quotes for new instruments for next year. The exact mix of instruments is not yet known but based on the one quote we have and what we know about the mix of the band the cost will be around \$14,000. (Give or take a few thousand).
- The cost of the instruments will be covered by the excess from instrument hire fees (\$12000) and the money fundraised this year (\$7000). In the unlikely event of more funds being required we have enough band savings to cover it.

Junior Band conductor for next year

- We interviewed and auditioned two candidates for the Junior band conductor role. Both candidates were considered very good options.
- Andrew Hamblin has accepted the role for next year.

Stage Band Auditions

Stage band placements should be sorted out this week.

Band Committee Elections

The band committee elections were held on 15th November in the staff room. Next year's committee is as follows:

Convenor – Robin Beard

Assistant-Covenor – Nicole Ng

Treasurer – Niluka Chinniah

Secretary – Warwick Edwards

Instrument Coordinator – Michelle Patmore, Liz Jenkins, James Axisa

Band Camp Coordinator – Tina Faber

Web Contact – Lesley Ziegler

Music Librarian – Michelle Lee

Training Band Coordinators – Anke Vaughen, Paul Curren, Fiona Davies, Erin Bender

Junior Band Coordinators – Lesley Ziegler, Caroline Dalziel

Senior Band Coordinators – Melissa Watt, Erin Parris, Kim Hansell

Stage Band Coordinators – VACANT until stage band offers sent

Tutor Coordinator – Debbie Viridi

Fundraising Coordinator – Lesley Ziegler

Competitions and Performances

- The bands performed well at the Hornsby North Band Festival with Training and Stage band receiving Distinctions and Senior and Junior band Credits.
- We received a lot of good feedback about the bands at Grandparents Day.
- Senior band performed at Kindy 2017 transition.

- Students attending Pennant Hills High next year attended a PHHS Band Orientations rehearsal on 21st November
- The band End of Year Concert was last Sunday and was a very good performance. Thanks to Chantal for coming along and representing the school.

December dates are:

- 6th Dec – PHHS Combined concert 9am.
- 7th Dec Presentation Day – Senior band
- Thur 8th Year 5 students join Junior band rehearsal
- Thur 8th December 6-8pm Bunnings Xmas concert – stage band
- Thur 8th Stage Band – 2016 Stage Band together with 2017 Stage Band
- 9th Dec – no band rehearsals due to Yr 6 Farewell set-up
- 11th Thornleigh carols – Stage band
- Mon 12th Dec – instrument collection – 8.30- 9am NN to be there as NB is working.

Warwick Edwards
Band Convenor