



**THORNLEIGH WEST PUBLIC SCHOOL  
P&C AGM Meeting Agenda  
Tuesday 9<sup>th</sup> May 2017**

**1. Opening and Apologies:**

**Present:** Nicci Fishwick, Kate McGettigan, Deb Flannigan, Emma Fenton, Janine Sherlock, Libby Crothers, Michelle Christopher, Trish Stephen, Nicole Thompson, Kylie Booth, Jane Massam, Veryan McAllister, Musette Healy, Vanessa Erikson, Martina Miller, Patty Correll, Ingrid Leese, Nicky Honeysett, Robin Beard, Amelia McLean, Amanda Long, Kerith Massey, Cathy Carlton, Belinda Cooper.

**Apologies:** Julie Tanger, Yvonne Curren, Lisa Pang

**2. Reports**

**2.1 President – Veryan McAllister** See Presidents Report Appendix 1

**2.2 Treasurer – Martina Miller**

Full audited accounts circulated in meeting, Recommendations from Auditor were minimal admin type measures. Discussion of overall fundraising results - fundraising activities raised 94K in total of which 83K was spent on items agreed at beginning of year. Thanks were expressed to Martina and Debora for all their hard work this year.

**2.3 Uniform Shop – Nikki Honeysett** - See Report Appendix 2

**2.4 Canteen – Karen Edmunds**

We have continued to run at a profit whilst providing the students with tasty nutritious lunches. As always more volunteers would be great.

I will be attending an expo run by the Healthy Canteen Association later this year where I will find out more about the new guidelines being introduced. It does appear however that we will not be able to sell slushy's, focus waters and TNT's Pizza and some sodium high items will also be cut out of the menu, profits and students will be healthier.

**2.5 MDFDGG - Deb Flannigan for Belinda Wilson**

No new report requested for this AGM. Many new members this year following the loss of some key members at the end of the year. In particular thanks to Therese Downey & Margaret Liddle and Dana Logiudice no longer on the committee after many years.

Committee currently busy and progressing well with ordering and organising for upcoming mother's day stall.

**2.6 Fundraising General – Veryan McAllister**

In summary major events last year were Spring Fair and Cook book. Spring Fair to go ahead this year as previously discussed following community survey carried out late last year.

Veryan McAllister and Vanessa Erikson already underway with organising spring fair - to have first meeting with class parents soon.

**2.7 Band - Robin Beard – See report Appendix 3 by Warwick Edwards outgoing Band president**

**2.8 Green Thumb – Patty Correll - See Report Appendix 4**

Prior to declaring all positions vacant and opening nominations Chantal Mamo and P&C meeting attendees expressed sincere thanks to Veryan for her dedication and commitment to TWPS in her role as P&C president over the last 3 years. Veryan was presented (under protest) with a bouquet of flowers and a bottle of wine donated by Patty and Barry Correll as a token of thanks for her significant service to the school community.

### **3. Voting**

#### **3.1 President:**

Amanda Long nominated Vanessa Ericson

Susie Parry nominated Patty Correll

Voted: Vanessa Erickson was the successful candidate for P & C President

#### **3.2 Vice Presidents : 2 Positions**

Jules Kent nominated Patty Correll

Musette Healy nominated Veryan McAllister

No other candidates nominated, all present endorsed the above nominees

#### **3.3 Treasurer**

Pre-existing treasurer and assistant Martina Miller and Deborah Flannigan agreed to stand again. No new nominations, all present endorsed Martina and Deb

#### **3.4 MDFDG**

Deborah Flannigan nominated Belinda Wilson

No other candidates nominated, all present endorsed the above nominees

#### **3.5 TWPS secretary & assistant -**

Pre-existing Secretary and assistant secretary Susan Parry and Julia Kent agreed to stand again.

No new nominations all present endorsed Susie and Jules.

#### **3.6 Fundraising -**

Jules Kent nominated Veryan McAllister, No other nominations Veryan unanimously endorsed.

**3.7 General Executive members - 6 nominations agreed by members of meeting. See below table for details.**

***Congratulations to all new position holders – please see table following for summary.***

**New Committee Summary**

President	Vanessa Erickson	
Vice President	Patty Correll	Veryan McAllister
Treasurer	Martina Miller	Deb Flanagan ( Assist)
Secretary	Susie Parry	Jules Kent ( Assist)
Fundraising	Veryan Mc Allister	
General Executive members (in addition to above)	Yvonne Curran, Julie Tanger, Musette Healy, Emma Fenton, Janine Sherlock, Jane Massam	

4. **Meeting Closed** - followed directly by P & C Meeting.

5. **Appendix includes:**

- Appendix 1 Presidents Report**
- Appendix 2 Uniform Shop Annual Report**
- Appendix 3 Band Annual Report**
- Appendix 4 Green Thumb Report**



SUSAN PARRY

**TWPS P&C Secretary**

Minutes completed 29 May 2017

**Appendix 1: Presidents Report given 09<sup>th</sup> May 2017**

P & C 2016

Thank you to everyone for your support throughout the year.

2016 has been another busy and successful year. I am not only a proud parent of TWPS but also as a representative of our P&C. We have invested a little over \$89,000 into our school. For things like the library refurbishment, new noticeboards, the you can do it program, cares bike safety program, Cyber bullying and resilience, iPads, our Learning & support teacher, and the air conditioner in the art room – we can now say every class room has air conditioning. \$10,000 is being put aside each year for the next three years to ensure playground equipment is installed on our grounds. We ensure that the children are always at the forefront of any decisions we make as an Executive and as a P&C Community.

I would like to especially mention Spring Fair held in August –We raised just over \$50,000 with the help of the community! – special thanks to the Class Parents who have a vital role in communicating information to classes and generating support for the various events throughout the year. Their role in Spring Fair was significant and it would not have been the success that it was without their help.

Our P&C is lucky to have the support of sponsors who contribute to our fundraising efforts, without them the job would be a lot harder in terms of raising funds for our schools. Partnerships in the local community are important; many of the businesses are parents in our school. I would like to thank Ray White CTWPH for their amazing contribution over the last 3 years; they have had great ideas, been great to work with, esp. coffees at 6am in the morning! Other businesses include Scooda, Westleigh Village, Semitone Music, Centech, and Di Jones Real Estate, Signarama, and F45 Training Westleigh.

To all who have volunteered in 2016, I say warm and heartfelt thanks. TWPS would not be the great school that it is, without your help. Please continue to volunteer as much time and energy that you can (in whatever capacity) so that the P&C can continue to provide the financial support to the school that it has in the past.

I would like to say a very special thanks to my executive committee: Anke Vaughan, Martina Miller, Deb Flannagan, Susan Parry Julie Kent, Trish Stephen, Michelle Christopher, Yvonne Curren, Emma Fenton & Jacqueline McLeod. Our sub committee convenors: Warwick Ford – Band, Dana Lodguidice – MDFDGG, Patty Correll – Green Thumbs, Jane Massam – cook book, Vanessa Erickson – Fundraising. Lastly, our Canteen Manager Karen Edmund, Uniform Shop Manager Nicky Honeysett.

As you can see there is a large team of people without whom none of our achievements would happen. As P&C president I have been supported unbelievably. This has been the most rewarding 3 years I could ever ask for; I have met the most amazing people who I am proud to call friends from Kindergarten through to year 6, you know who you are – thank you for being my wings. Special thanks to Mrs Mamo for your partnership and leadership, working with you has been a pleasure, delight and inspiration.

## Appendix 2

### **Uniform Shop AGM Report for Dec 2015-Nov 2016.**

During 2016, our focus continued to be about ensuring uniform quality, balanced against keeping uniform costs reasonable.

During Terms 1 and 3 2016, the Shop undertook a bench-marking exercise which involved comparing the uniform prices with four other local Primary Public Schools to ensure we are competitive on both quality and cost.

Although we had to pass on price increases in Term 1 2017, overall we have been to maintain price levels well within market levels.

The Shop has given \$10k profit back to the main P&C account for 2015/16, and we are aiming to increase that amount to \$15k for the 2016-17 financial year.

For full breakdown of Shop Financials, please refer to the Treasury AGM Report.

### **Supplier Relationships**

Sourcing of the TWPS uniform is now spread fairly evenly across three suppliers, all of who are well established companies' within the industry. By using a core group of suppliers, we minimise our risk/exposure, should any one of them experience significant supply issues.

Additionally, we have:

- Established effective relationships with our main suppliers through regular communication and meetings, which has helped to build their understanding of our requirements.
- Carried out ongoing monitoring and open feedback to ensure quality and delivery expectations are met.
- Maintained our visibility of both main and supplementary uniform suppliers in the marketplace who are able to provide our custom uniform requirements.

### **Process and Procedures**

There are a set of 2015 working practice documents in place that detail the various procedural and operational processes of the Shop. These will be updated during 2017 to reflect the operational revisions and updates will be available on the Uniform Shop Drop Box.

## Shop Services

Providing a friendly but professional service to our Customers' is central to how the Shop operates, especially given we are often the first point of contact for many new families' coming into our school community.

The Shop has been extremely lucky to have a solid group of experienced volunteers to rely on for much-needed assistance during busy periods. We will be running an advertising campaign during Term 3 to encourage new volunteers to consider helping out in the Shop.

We undertook a survey in Term 3 2016 to seek feedback about Shop opening days and times. Based on responses received, no changes are planned to our opening day/times.

Additionally, we have implemented some practical solutions to help parents' who may find it difficult to visit the Shop during our open days:

- Next working day delivery service on Flexischools continues to be popular, and has helped to reduce queues in the Shop during busy periods.
- The implementation of a 'Fast-Track Collection Point' for Flexischool orders on Teacher Training Days and at the start of each School Term.
- The Flexischools Classroom exchange (students bring the item for exchange with them to class and we go to them to exchange it for them)

### Focus for 2017:

Our main priority is the automation of Shop Services which will improve efficiency, and potentially reducing weekly administration time by as much as 50%. We will be making final recommendations at the next P&C Meeting with implementation planned for Term 3 2017.

Term 2/3: Review of Stationery Packs to explore how viable it is to provide these for purchase through the Shop.

Term 3: Marketing Information: Simplify how, what and when we communicate within the School to promote the Shop and its services.

## Appendix 3



Report Title:	<i>Band Report P&amp;C AGM 2017</i>
Date :	<i>14/3/17</i>
Prepared by:	<i>Warwick Edwards</i>

The TWPS band program provides an extra curricula music education program to a large proportion of our student population and makes a significant contribution to school events and celebrations.

Our program is certainly a successful one. Last year we had over 130 students in our program which is the most we have had for a long time if ever! We had 41 students recruited for Training band this year.

Our competition results have been very solid too with:

- golds awards to the training, senior and stage bands at the UNSW school bands festival,
- Junior won their section at the Wahroonga band festival while the other bands all received scores in the very good to excellent range,
- distinctions for Stage and Training band and credits for junior and senior bands at the Hornsby North band festival,
- Senior band was successful in being selected for one of the Arts Unit performances which unfortunately clashed with Wakakirri.

There were performances at Grandparents Day, Education week, Father's Day, Kindy introduction Day, presentations day, the Spring Fair, various school assemblies, the Thornleigh Carols night, Bunnings Warehouse and a combined local schools concert. The program is run by a subcommittee of the P&C and as usual we have had a dedicated and enthusiastic committee.

Of particular note this year is the fundraising efforts where we raised over \$7000 for instruments for next year. With the money raised and the surplus from the instrument hire fees we will be able to cover the costs of instruments for next year. Financially the band is in a strong position and able to finance the new instruments required due to the growth in students participating in the program.

Thank you to all those who volunteered their time to be on the committee:

- Treasurer – Niluka Chinniah, who has done a fantastic job of reorganising our accounting and budgeting.
- Secretary – Robin Beard, who has kept us all updated with the meeting minutes and stepped in to organise a few things to help me out.
- Instrument Coordinator – Nicola Black, who oversaw the largest instrument purchase we are likely to have ever undertaken.
- Tutor Coordinator – Jo Bridgewood, who has kept out tutors well organised



- Band Camp Coordinator – Tina Faber, who yet again did a fantastic job of band camp and has found a great venue for next year.
- Web Contact – Lesley Ziegler, who has more than once reminded me of when things should be updated on the website.
- Music Librarian – Michelle Kim, who keeps our ever-growing library of music organised.
- Band coordinators – all of whom had to undertake extra tasks due to time constraints on my part and the fact we did not have an assistant convener.
  - Training Band - Lesley Ziegler/Carolyn Dalziel/Patty Correll
  - Junior Band - Nicole Ng
  - Senior Band - Kris Treatt/Angela James
  - Funk Band - Ann Carrigan/Alex Ravaillion
- The band committee elections were held on 15<sup>th</sup> November in the staff room. This year's committee is as follows:
  - Convener – Robin Beard
  - Assistant-Covener – Nicole Ng
  - Treasurer – Niluka Chinniah
  - Secretary – Warwick Edwards
  - Instrument Coordinator – Michelle Patmore, Liz Jenkins
  - Band Camp Coordinator – Tina Faber
  - Web Contact – Lesley Ziegler
  - Music Librarian – Michelle Lee
  - Training Band Coordinators – Anke Vaughan, 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 – Erin Parris, Lydia van Elven
  - Tutor Coordinator – Debbie Viridi
  - Fundraising Coordinator – Lesley Ziegler

After advertising for and interviewing candidates we have employed Andrew Hamblin to conduct the Junior band this year. Andrew came very well recommended, particularly with regards to enthusing the students.

Without the support of the school the band program will not flourish. Mrs Mamo and Mr O'Doherty have both provided that support throughout the year. It is great to have a school so responsive to our needs.

Finally, I would like to thank the parents who gave up their time to help the band in various ways over the year, in particular the parents who came to rehearsals as band parents. Without those parents, we cannot run rehearsals. It is always a challenge to fill the roster later in the year and I ask that every family make the time to volunteer to be a band parent twice a year.

I have really enjoyed working with such a constructive, reliable and enthusiastic committee this year and if we have the same calibre of committee next year we will continue to improve the program in leaps and bounds.

**Warwick Edwards**

**Band Convenor (2016)**

## Appendix 4



THORNLEIGH WEST PUBLIC SCHOOL  
 PARENTS & CITIZENS ASSOCIATION  
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## Green Thumbs Sub Committee Annual Report 9 May 2017

### Summary

It was a big year for the GT Sub-committee!

It is nearly three years since we first bought in the diggers and shaped out the spot that has become our school garden. Now it has become such a signature part of our school's persona that it's hard to imagine it wasn't always there. It is a marvellous demonstration of parent and community participation, putting our students in touch with the natural environment, their food, sustainability and creativity. To keep this valuable resource going, we have 3 working bees each year. These are essential to the ongoing success of our garden. Visitors often remark on our impressive TWPS veggie garden program and wouldn't believe it's only been there such a short time.

For our annual report, the biggest highlight is that we have started supplying veggies to the canteen and our families. This was always the vision, and it has finally been realised.

Currently we are beginning to take a more planned approach to our garden activities. This includes selecting suitable crops for the needs of the school and season etc and timing planting so that veggies will be harvested over longer periods.

Soon we will be harvesting our first veggies for 2017, so stay tuned.

We now have a Green Thumbs Facebook page. Please join our Facebook page to stay up to date with TWPS garden news and events.

<https://www.facebook.com/groups/TWPSGreenThumbs/>

### Annual Report

Here are some detailed highlights for the year March 2016-March 2017.

Grants: Three were submitted.

- Two (\$3,000-\$3,500) were unsuccessful. These related to establishing raised beds for bush tucker and sensory gardens at the rear of TWOOSH.
- One successful: \$1,000 for teacher workshops in 2017.

#### Working Bees: Three were held Over the year:

- *13 August 16:* Paving laid and area mulchd to address erosion, particularly around the sink area
- *10 December 16:* Clean up and commenced installation of garden shed.
- *18 March 16:* Completion of garden shed, Clean up.

#### Spring Fair 2016:

The garden stall at the Spring Fair went extremely well. Classes raised seedlings that for sale at the Fair with good sales. There were many other plants donated as well, including Hornsby Council Nursery, Hydro Produce and Alpine Nursery.

We would like to thank the students and teachers from the following 2016 classes, as well as parents:

- KD Beetroot and Silverbeet
- 1L Shallots
- 6C Lettuce
- 2Y English Spinach
- 1G English Spinach
- 5BR Bok Choy
- 1E Snow Peas
- 5/6A Snow Peas

#### Gardening activities:

- By late 2016, we finally reached the point where produce was returned to our school community including:
  - Supplied celery and Lettuce to the school canteen
  - Provided fresh leafy veggies and herbs for parents to take at school pick up.
- TWOOSH continues with their two beds and vertical garden and have extended to 'ground' garden beds.
- Pesto making with two classes (1L and 2Y) using basil grown in the garden.

#### Maintenance:

- Unfortunately in mid 2016, a tap was left on and the tank drained to empty. The pump on the tank also stopped working. This was fixed, and the main tap on the trough was changed over to mains water (to prevent future emptying of tank) at no charge by TWPS parent and plumber Nathan Reid.
- Projects continued under oversight by TWPS art teacher, to decorate the fence with artworks.
- Compost is now being managed by TWPS parent, Ingrid Leese, to ensure it is well balanced and beneficial.

#### Acquisitions:

- Garden mulcher donated from Kath Boon's father
- Plastic temporary greenhouse donated from Ingrid Leese
- Plastic bottle top collection donated to art teacher and TWOOSH

### Further plans

- PET bottle green house. One day it will happen!
- Larger garden shed. Location TBA.
- Incorporation of Indigenous culture into the garden infrastructure:
  - Bush tucker garden (continue to seek funding)
  - Yarning circle (a seating circle so people can gather and tell stories). Permission granted to move some large logs from near the kindergarten area to the treed area adjacent to the garden for a yarning circle. Awaiting access to an excavator as the logs are very heavy.

### **Special thanks**

- Green-thumbs sub-committee.
  - Ingrid Leese
  - Emma Fenton
  - Susan Liddle
- The many parents and their kids who came and helped at our working bees.
- The teachers who encourage our kids to get involved in the garden
- TWOOSH for their partnership in our school garden
- Our kids!

Patty Correll

Green Thumbs Sub-Committee Convener