



**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Agenda  
Tuesday 25<sup>h</sup> September 2016**

**1. Opening and Apologies**

**Apologies:** Julie Tanger, Kate McGettigan, Anke Vaughan, Ingrid Leese, Amanda Long, Michelle Christopher, Lisa Pang, Emma Fenton, Warwick Edwards, Dana Logiudice, Jacqueline McLeod

**Attendees:** Leigh Bornstein, Debbie Flanagan, Martina Miller, Susan Parry, Kate McGettigan, , Patty Correll, Chantal Mamo, Jane Massam, Yvonne Curren, Julie Granville, Nicki Honeysett, Veryan McAllister, Julia Kent, Kerith Massey, Trish Stephens, Tony Smallwood,

**2. Minutes of the Meeting – 06.09.16**

2.1 Acceptance of minutes from 06.09.16 proposed by Martina Miller, seconded Jane Massam. Vote: unanimously carried.

**3. Business Arising from Previous Minutes**

3.1 Veryan fed back re request to look into mother and child session re where did I come from type talk, looking at Interrelate, targeting years 3,4,5 and 6. A 1 hour session was \$27.50 per family inclusive of gst . Also another session on preparing for puberty targeting years 5-6 but years 3-4 at parent's discretion – \$30 per family. Do P & C pay ?? General discussion leant towards user pays on line, to be scheduled for next year .

**4. Correspondence**

4.1 Fundraising correspondence

4.2 Email from community member re fee free all teacher and staff appreciation group gifts

4.3 P & C federation – lodging submission to the general purpose council regarding provision of education for students with disability and social skills needs - deadline Friday 25<sup>th</sup> November., see [projects@pandc.org.au](mailto:projects@pandc.org.au) (see Veryan for more info)

**5. Principal's Report**

5.1 See appendix 1

**6. Reports – P&C Subcommittees**

6.1 President

6.1.1 Discussion re AGM – will need to discuss roles. Veryan happy to do VP for a year to help with the transition if that helps someone come forward

6.1.2 Veryan stressed that the role of President did not need to take up as much time as Veryan had decided particularly with her involvement at a regional level. She suggested having objectives for taking on the role was

a good idea such as hers to help establish the garden – to eventually have salads in canteen made from garden in TWPS. Which has just been achieved – see Green thumb report for more detail.

6.1.3 Regional P & C meeting is to be held here – Veryan needs people to assist, we provide tea and coffee. 10<sup>th</sup> November. Trisha and Michelle will set up. Expecting about 20 people - Patty/Susie/Anke to be Veryan on the night 11.11.16 – P & C stall as part of the new kindy orientation programme Jules Kent to represent Veryan

6.1.4 Short film festival – starting up soon see info in newsletter

## 6.2 Treasurer

6.2.1 End of FY for P&C is November. Will be getting reports ready. A few comments re financials presented.

- Playground repairs, amounts? to put the amount to the playground equipment
- Outdoor noticeboard – Chantal to order to be installed for next year
- You can do it programme – Chantal to chase invoices
- Cares bike safety – P & C still to pay for buses ( next time)
- Cyber bullying and Safety - to be carried forward
- Ipad's – to be ordered by Chantal
- Current account balances at time of meeting:  
Canteen shop - \$35, 922.76 , Uniform - now in positive \$13,273.89,  
MDFDGF - \$14,641.59 to speak to Dana , Band - \$30,395.93  
Green Thumb - \$334.39, Overall P & C accounts – 84, 570.20 k
- Discussion of air conditioning for art room that will be needed approx - \$3K Proposed – Kerith Massey, Seconded - Patty Correll. Vote: passed unanimously
- Table prepared for summary of individual stall profits form spring fair.

<u>Class</u>	<u>Stall</u>	<u>Expenses</u>	<u>Income</u>	<u>Profit</u>
KB	Show Bags/Fairy Floss	\$ 1,742.32	\$ 3,841.50	\$2,099.18
KD	Plant Stall	\$ 298.34	\$ 1,685.35	\$1,387.01
KM	Hoopla		\$ 559.15	\$559.15
KG	Chocolate Toss		\$ 1,685.50	\$1,685.50
1G	Books	\$ 23.50	\$ 1,275.20	\$1,251.70
1L	Cakes	\$ 230.95	\$ 2,631.10	\$2,400.15
1C	Pizza	\$ 1,384.64	\$ 2,135.35	\$750.71
1E	Lollies	\$ 455.24	\$ 1,604.20	\$1,148.96
2B/2S	Silent Auction	\$ 937.00	\$ 8,581.19	\$7,644.19
2Y	Raffle	\$ 3,636.36	\$ 16,586.75	\$12,950.39
3A	Toys		\$ 2,135.55	\$2,135.55
3C/3D	Canteen	\$ 1,703.79	\$ 4,471.35	\$2,767.56
4B	Ride Bands/Kindi Farm	\$ 12,439.00	\$ 17,263.15	\$4,824.15
4L/4S	BBQ	\$ 1,921.27	\$ 3,958.10	\$2,036.83
5BR	Coffee Shop	\$ 192.98	\$ 1,597.05	\$1,404.07
5S	Face Painting		\$ 466.50	\$466.50
	Ice Cream		\$ 396.65	\$396.65

### **6.3 Uniform shop**

- 6.3.1 Raincoats in store now. Sizes 4-12.
- 6.3.2 Sports socks now in also through Spartan
- 6.3.3 Skort trial happening this term
- 6.3.4 Kindy intake - the unexpectedly large in take is challenging. 70 + last year - 110+ this year , Nicci is rationing out the uniforms at this stage
- 6.3.5 Discussion re Smart tags – a tag that gets sewn in at production which is then linked to a name so tag is scanned when arrives in lost property and a text sent to the parent.

### **6.4 Canteen**

- 6.4.1 Mostly running smoothly apart from the usual Friday morning rush. Flexischools hiccups on this day which can be avoided by parents if they order the night before. Or they could do what some savvy parents do and have recurring orders so they don't need to worry. I am thinking of trialling home made Hummus and veggie sticks as a lunch and recess alternative.

### **6.5 MDFDGG**

- 6.5.1 Our treasurer had to dash overseas and I'm not sure what our final contribution to the school will be for 2016 I'm afraid. As mentioned before, we'd prefer it to go towards something that benefits the whole school.
- 6.5.2 Our focus now is recruiting for 2017. The three remaining MDFDGG members will be meeting soon to look at our options for 2017. We had a relatively good response to the P&C Expo in 2015, but permanent MDFDGG members failed to materialise.
- 6.5.3 Vicki Galanti, Dana Logiudice & Jacqueline McLeod are the core members for 2017. It will be Dana's last year. Depending on the response at the Expo, the MDFDGG may cease to exist.

### **6.6 Fundraising General**

- 6.6.1 Jane Massam – big thank you to Julie Granville, and fleur Findlay, Belinda tasker, Emily, Chantal . to create ordering for grandparents day
- 6.6.2 So far raised money on advertising, going spiral bound due to the thickness of the book.
- 6.6.3 \$26 on flexischools – special offer \$25 on grandparent's day and kindy orientation form. Order \$500.

### **6.7 Band - see repot Appendix 2 Warwick Edwards**

### **6.8 Green Thumb**

#### **General**

Finally we have reached the point where we are returning our produce to our school community. This term we have:

- Supplied celery and Lettuce to the school canteen
- Provided fresh leafy veggies and herbs for parents to take at school pick up. An optional donation jar is provided, and around \$10 has been collected over the three weeks. However the main thing is that the garden is being enjoyed by our school families and staff.
- The tank pump has been fixed, and the main tap on the trough has been changed over to mains water.

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

- Concrete slabs are now being sourced to provide a base for the small garden shed to be installed. This should be completed in the next few weeks.
- 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**

Spring crops are being harvested. The for the rest of the term we will plant some 'quick crops' and at the end of the year a working bee will be scheduled to clear out the garden beds and plant green manure for the summer break. Also the tap has been fixed.

**7. Agenda Items**

- 7.1 Email from Julie Tanger re rubbish – Chantal to talk with teachers about creating a culture and expectations
- 7.2 Some rubbish around BASC – Chantal to discuss with BASC for united front
- 7.3 P & C recycling bins - Chantal to bring in info re recycling
- 7.4 Statement of account - can it be emailed? – Chantal explained Margaret is looking at different ways of doing this and hopefully getting more information including more advanced notice of fees – and/or small amounts added together.

**8. General Business**

- 8.1 Discussion re Clowns some parents concerned at the older children discussing the recent media information re clowns and crime. Chantal to discuss with teachers to let them know re some of the concerns/distress some children are having regarding excessive fears and not being able to sleep.
- 8.2 Homework - discussed various things being trialled by different teachers. All agreed clear communication form the teachers about what the homework needs were exactly was required.

**9. Closed approx. 9:30pm**

**10. Next Meeting 29th November 2016**

## 11. Appendixes

Appendix 1 Principals report

Appendix 2 Actual to Budget Financials to 24.10.16

Appendix 3 Band Report

### Appendix 1 Principals report

## Principals Report

Term 4 Week 3

<b>Mentoring program</b>	<ul style="list-style-type: none"><li>• four aspiring leaders</li><li>• volunteered to mentor</li><li>• induction and support TWPS</li><li>• Know vision</li></ul>
<b>Instructional Rounds</b>	<ul style="list-style-type: none"><li>• Team visit Oakhill Drive PS.</li><li>• Network in second year – powerful</li><li>• Week 6 the team will visit TWPS. Observe teachers teach and provide feedback. Data to help move teaching forward.</li><li>• Created our own website</li></ul>
<b>LMBR</b>	<ul style="list-style-type: none"><li>• New system is going well.</li><li>• Helping track money easier</li><li>• Invoices sent home - hope to chase this money</li><li>• 2017 pay semester one payment rather than bits and pieces</li></ul>
<b>Drama</b>	<ul style="list-style-type: none"><li>• Great performances by all classes</li><li>• Thank you the Karyn Johnston</li><li>• Waka one item made the final</li><li>• Thank you to the parents and students who made this opportunity possible</li></ul>

<b>Police Band</b>	<ul style="list-style-type: none"> <li>• Thank you to the band committee</li> <li>• Best incursion</li> <li>• We all enjoyed this experience.</li> </ul>
<b>NorthConnex</b>	<ul style="list-style-type: none"> <li>• Volunteered and helped clean up the front garden.</li> <li>• Coming to run some workshops with the students</li> </ul>
<b>Year 1 and 2 excursion</b>	<ul style="list-style-type: none"> <li>• Thank you Emily Lundstrom for organising this for the team. The children enjoyed the learning experience.</li> </ul>
<b>Term 4</b>	<ul style="list-style-type: none"> <li>• We have made a great start. It is a busy few weeks ahead:</li> <li>• Grandparents Day 3 Nov</li> </ul>
<b>Film Festival</b>	<ul style="list-style-type: none"> <li>• See flyer</li> <li>• Encourage children to create!</li> </ul>
<b>Choir and dance</b>	<ul style="list-style-type: none"> <li>• Thank you to Ms Dowd, Mrs Young and Ms Stedman for coaching the choir and dance group. They were excellent! TWPS students always stand out – the talent and behaviour is outstanding.</li> </ul>
<b>Year 2 band trials</b>	<ul style="list-style-type: none"> <li>• Many excited Year 2 children enjoyed the band performance and having a go at an instrument. If students missed out this can be made up and new students in 2017.</li> </ul>
<b>Anaphylaxis</b>	<ul style="list-style-type: none"> <li>• All staff completed recently face to face.</li> </ul>
<b>2017</b>	<ul style="list-style-type: none"> <li>• Kindy we currently have 110 enrolled! We will go to five kindergartens. Transition starts this Friday at 9.10am.</li> </ul>

	<ul style="list-style-type: none"> <li>• Many parent requests for placement of students. Teachers spend many hours in teams looking at the big picture and individual needs to ensure the best fit.</li> </ul>
<b>Life Education</b>	<ul style="list-style-type: none"> <li>• Students are attending and learning about drug education</li> </ul>
<b>Inter – relate</b>	<ul style="list-style-type: none"> <li>• Year 6 participating in these lessons.</li> </ul>
<b>Presentation Day</b>	<ul style="list-style-type: none"> <li>• There will be no awards days. Just presentation day.</li> <li>• Less awards - decluttering. Only be three per class.</li> <li>• Parent flowers.</li> </ul>
<b>AC</b>	<ul style="list-style-type: none"> <li>• Classroom needed</li> <li>• Carpet the art room</li> <li>• Put in AC</li> <li>• Prepare for an upper grade.</li> </ul>

## Appendix 2 Actual to Budget Financials to 24.10.16

### 2016 Budget vs Actual

Budget		Actual to 24th Oct 2016	
<b>Income</b>			
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	5,000	\$5k to transfer today
Misc	200		336
<b>Total Income</b>	<b>54,200</b>		<b>29,318</b>
<b>Fundraising</b>			
Sponsorship	5,000		0
Mufti Days	2,500	29	Need to break up in Flexischools
Spring Fair	70,000		89,819
Cookbook	3,500	790	Advertising
Movie Night	0		368
Mothers/Father's Day Gift Group	4,000		3,327
<b>Total Fundraising</b>	<b>85,000</b>		<b>94,333</b>
<b>Total Income</b>	<b>139,200</b>		<b>123,651</b>
<b>Expenses</b>			
<b>School Submissions</b>			
Playground Repairs	3,000		0
Library Refurbishment	5,000		4,813
Noticeboards	3,000		0
You can do it	10,000		1,484
Cares Bike Safety	1,000		0
Learning and Support	32,000		37,207
Cyber Bullying/Resilience	1,000		0
Class Budget	2,200		2,100
Ipads	15,000		0
<b>Total TWPS Submissions</b>	<b>72,200</b>		<b>45,604</b>
<b>Fundraising</b>			
Movie Night	0		4,155
Spring Fair	40,000	37,106	Net = (\$52713)
Misc	1,000	122	Mufti Day
Mothers/Fathers Day Gift Group	0		489
<b>Total Fundraising</b>	<b>41,000</b>		<b>41,872</b>
<b>Other Expenses</b>			



Employment Expenses	0	2,178	Workers Comp + PAYG
Misc Expenses	1,100		33
Archive Room Tidy	0		1,363
Bank Expenses	360		488
Legal Costs	500		0
Stationery	330		0
Telephone & Fax	300		251
Accounting software - Myworkspace	360		303
Audit	2,700		2,835
Trestle/Trellis Table Purchase	200		200
Insurance	2,000		1,247
<b>Total Other Expenses</b>	<b>7,850</b>		<b>8,897</b>
<b>Donations/Other Submissions</b>			
Band Grant for equipment and Expenses	8,000		0
Greenthumbs	2,000	848	\$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
<b>Total Donations</b>	<b>17,200</b>		<b>5,090</b>
<b>Total Expenses</b>	<b>93,050</b>		<b>101,462</b>
<b>Net Surplus / (Deficit)</b>	<b>46,150</b>		<b>22,188</b>

## Appendix 3 Band Report

Report Title:	<i>Band Report August to October 2016</i>
Date :	<i>23/10/16</i>
Prepared by:	<i>Warwick Edwards</i>

### Finance and Fundraising

- Overall the band is tracking well to budget.

### Instruments

- Our brass instruments were serviced over the school holidays. We tried a different repairer and were very happy with the result.
- The committee is preparing the estimates for what instruments we will need to purchase for next year. The cost of these will be covered by the excess from instrument hire fees, the money fundraised this year and some money from the band savings.

### Junior Band conductor for next year

- We have received some applications for the Junior band conductor role.
- The selection committee is Warwick Edwards, Robin Beard and David Bell. **Do the P&C and or the school want to add anyone to the committee?** The aim is to interview candidates (outside of normal work hours for Warwick and Robin) and probably have them conduct a band.

### Training band 2017 Recruitment

The instrument try out day went very well. Application forms are to be in the band box by Tuesday 8<sup>th</sup> November. There is a parent's information evening on Thursday 3<sup>rd</sup> November.

### Stage Band Auditions

The Funk band has been renamed the Stage Band. Auditions will be occurring over the coming weeks.

### Band Committee Elections

The band committee elections will be at 7:30pm 15<sup>th</sup> November in the staff room. All band parents are welcome! All positions are open and we do have a few parents who will not be continuing in the committee next year.

### Competitions and Performances

- We organised for the Police band to do a workshop and perform at the school on the 16<sup>th</sup> September. This was very well received. Thanks to Niluka Chinniah for doing most of the organising for this. Thanks also to the catering committee for their help in providing refreshments for the Police band.
- On the 17<sup>th</sup> September, the Senior band performed at a combined local schools concert at Normanhurst West Public School.

- The bands will be performing at the Hornsby North Band Festival on Sunday.
- Key dates for the rest of the year are:

#### November

- 3rd November, Grandparent's day – All bands
- 3<sup>rd</sup> November, 7 -8pm Parents info evening for next year's training band – senior band
- 18<sup>th</sup> November Kindy 2017 transition (replacement Band and Bear day) – Senior band
- 21<sup>st</sup> Nov 9am-11:30am PHHS Band Orientations rehearsal
- 27<sup>th</sup> 3-4pm End of year concert – all bands

#### December

- 6<sup>th</sup> Dec – PHHS Combined concert 9am.
- 7<sup>th</sup> Dec Presentation Day – Senior band
- Thur 8<sup>th</sup> Dec– Combined rehearsal JCB & Yr 5
- 9<sup>th</sup> Dec – no band rehearsals due to Yr 6 Farewell set-up
- 11<sup>th</sup> Thornleigh carols – Stage band
- Mon 12<sup>th</sup> Dec – instrument collection
- Thur 8<sup>th</sup> Year 5 students join Junior band rehearsal
- Thur 8<sup>th</sup> December 6-8pm Bunnings Xmas concert – funk band??
- Thur 8<sup>th</sup> Stage Band – 2016 Stage Band together with 2017 Stage Band??
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**Warwick Edwards**  
**Band Convenor**