



**THORNLEIGH-WEST PUBLIC SCHOOL
P&C Meeting
Tuesday 15 March 2011**

1.0 Opening and Apologies

Meeting held at TWPS staff room, Thornleigh. Opened at 8.05 pm.

Attendees: Dana Logiudice, Lisa Patchett, Kelly Belcastro, Gordon Dracup, Helen Roberts, Veryan McAllister, Paul Miller (Principal), Finbar O'Doherty (Assistant Principal), Hannah Grummett, Tony Smallwood, Narelle Bowly, Laurelle Knight, Margaret Cother, Suzi Knowles, Annemarie Hoek, Lainie Kalnins, Anne Bassett, Janda Tanner, Alex Ravaillion, Michelle Moore, Jenny Chaplin, Chloe Lorente.

Apologies: Ingrid Nitchell

2.0 Confirmation of Previous Minutes

Meeting minutes of 8 February 2011 confirmed.

Proposed: Lisa Patchett Seconded: Gordon Dracup

3.0 Business Arising from Previous Minutes

Uniform Shop

Action/s: Paul Miller to give Suzi details for Spotless. Suzi to obtain 3 quotes.

This is still being actioned – 3 quotes are still needed which will need to be brought before the P&C for a final approval.

Canteen

Action: Suzi to talk to Mr Miller about teacher involvement with the new lunch order distribution system.

Suzi confirmed she has spoken to Mr Miller and he will action accordingly.

Catering

Action: Mr Miller to give Michele Wood dates for Grandparents Day, orientation day and education week for 2011.

Mr Miller confirmed he had advised Michele of these dates.

4.0 Correspondence

No correspondence to advise.

5.0 Principal's Report – Paul Miller

Mr Miller presented Gordon Dracup with a cheque for \$16,697 being the P&C Subscription money received by the school to date. Gordon accepted the cheque with thanks.

Mr Miller also tabled the end of year 2010 financial statement.

Upcoming Events

- Stg 3 Antarctica Incursion & Harmony Day – 21st March
- Harmony Day – 21st March. A “red” day for the canteen.
- AFL – Paul Kelly Cup – 22nd March
- Young Leaders' Day – 28th March. This is an event where high profile speakers address the audience talking about leadership, motivational ideas etc.
- Year 5 Camp – 30th March to 1st April

BER Completion

The building program is nearing completion – a few items being addressed including locks to classrooms and playground designs under COLA. Official handover ceremony should occur later in Term 2.

Air Conditioning of D Block

Following the completion of necessary quotes, air-conditioning has been ordered and due for installation next Tuesday 22 March. This will provide these rooms with effective heating and cooling options.

TWPS Before and After School Care

There have been some things happening with BASC which Mr Miller wanted to make sure we were all aware of.

P&C Executive are working with OOSH to comply with all P&C committee requirements ie. staff levels, financials, supervision. There needs to be clear communication lines between them & us. Historically schools haven't done this and have grown through the school community. This looks at standardising it and what is required to operate successfully.

DET requires a lease for all OOSH centres and this is in the process of being negotiated.

OOSH will be required to follow Federal standards effective from 2012 and the P&C are working hard with BASC to make sure we meet all requirements.

Current space allocations are insufficient for the number of students enrolled at OOSH – alternate options are currently being investigated as facilities need to be dedicated for OOSH purposes. The BASC building is a special purpose room however other facilities that were used for BASC are not available every day. Under the new licence agreement we are working towards having a facility for BASC only during their hours of operations.

MySchool Website

Mr Miller referred to his presentation made in October last year which shows information about NAPLAN results & compares with other schools. He encouraged all to look at growth data as this shows how students were performing in Year 3 & how they've progressed from Year 3 to Year 5.

The expenditure differs greatly from our Annual School Report as the website includes BER, staffing, Trust & Regional operations (pro-rata). What is listed for our school budget per student is incorrect. The running expenses of Regional offices is also included pro rata for our school. Mr Miller confirmed the Annual School Report will come out early next term which gives a more accurate overview of financials for our school.

Parent/Teacher Interviews

Scheduled for Tuesday 5th April from 1pm-7pm. Interviews are 10 minutes in length and bookings are made directly with the teacher via the form sent home.

It is an opportunity to find out how things are going; to find out about the class – please highlight any specific concerns on your interview request time. If you need to chat further about any issues please make another appointment. Notes out tomorrow.

Easter Hat Parade

Easter Hat parade will be held on Thursday 7 April. Students will be working with peers from their buddy classes on their hats. Thanks to Janda for organising sponsorship through LJ Hooker Thornleigh. Janda requested Mr Miller advise numbers and time of parade.

6.0 Other Reports

6.1 President – Dana Logiudice

Dana confirmed she had been working on the BASC issues with Mr Miller. The P&C are keen to form a strong relationship with BASC as part of the problem is that for a long time they were not a sub-committee of the P&C and it will take time for them to get used to working with us. We are hoping to build a much stronger relationship going forward and Dana will be attending all BASC meetings from now on.

6.2 Treasurer (Acting) – Gordon Dracup

Gordon confirmed he has been reviewing the financials to ensure that the money is available for the upcoming air conditioning installation. He explained that normal fundraising money becomes available at the end of the year and it was critical to get some money now. The chocolate drive was organised for this purpose and to also get some funds for the canteen fridge purchase.

The Budget for 2011 has been drafted and will be proposed at the next meeting.

Janda commented that there were still approximately 160 families with outstanding money & chocolates with any remaining boxes to go back to Cadbury's next week. Money banked so far is over \$8,000 with \$2,000 more to be banked tomorrow. Each box costs \$30 to buy with \$30 profit coming to us. A note will be sent home with students tomorrow reminding them to return the money &/or the chocolates. Mr Miller will also mention this at tomorrow's assembly.

Anne Bassett commented that when the Band did a similar fundraiser last year, they needed to factor in a loss as some families simply did not return any money or chocolates which was a great shame.

6.3 Uniform Shop – Suzi Knowles

March 2011 Report (figures are approximations as at 14 March 2011)

Financial Position in a snap shot	
Cash in bank	\$41,601.81
Orders Placed waiting for delivery	\$34,091.20
Outstanding debit to suppliers	\$6,364.05
Pre-loved Cheques not cashed	\$2,000.00
Balance of Cash	-\$853.44

Suzi encouraged everyone to come in to buy the winter uniforms in an attempt to raise the cash balance so that there is enough capital to pay for both the winter order in place and the upcoming summer order.

Suzi suggested we still need to look at the need for the cupboards however understood that this has been postponed due to the need to buy the fridge for the canteen. She commented that on Tuesday some items were moved which suggested that someone is entering the room even though it isn't shared.

Action: Mr Miller to investigate who used the hall in the evening of Tuesday 8 March 2011.

6.4 Canteen – Suzi Knowles

March 2011 Report (figures are approximations as at 13 March 2011)

Financial Position in a snap shot	
Cash in bank	\$5,837.02
Balance of Cash	\$5,837.02

Suzi confirmed at the meeting that the cash in bank is \$2,500 – different to that previously emailed. Term 1 always slow and it builds up over the year.

Suzi confirmed that hot and cold bags for the food leaving the canteen had been introduced and we now comply with health regulations. The main purpose of this was to ensure that the children's food was maintained at a suitable temperature by the time they actually eat it. There is an unknown delay between packing the food and the children coming to collect it for the classes. The system, although causing the volunteers to do extra work, seems to be working well.

Harmony Day will be supported by the canteen once again on Monday 21 March. Orange food (labelled as RED by the canteen association) will be sold at recess and the SRC's will be manning the stall. Last year a cow was bought in Afghanistan however this year we aren't buying anything.

Suzi advised that she has been working with the Thompson family to develop an on-line ordering system for the canteen. Each order transaction will cost \$2. If you want to put a credit of \$50 down, then this will also cost \$2. An email will be sent when each order is placed and a reminder note sent when there is no money in the account. The facility will be made available to all families and phase two will include cashless over-the-counter sales as well. Information provided by parents can include a child's allergies, what they are/are not allowed to eat etc. The system will have a server which the Defence Force will maintain and support as a community service. It

is an exciting opportunity that will benefit both the volunteers and the families at the school.

We have been blessed again this year with a wonderful and enthusiastic group of helpers from Year 6. They all seem to love it!

Suzi reported that unfortunately the canteen fridge is now “caput” – the technician who looked at it has advised nothing can be done, it’s reached the end. Suzi has researched options and the best option was to purchase a new fridge through Channon’s who can also offer a service agreement for \$150 every 6 months. This includes delivery and removal of the old fridge.

MOTION: To purchase the new fridge from Channon’s for \$2,800 + GST.

Proposed: Veryan McAllister Seconded: Lainie Kalnins

Passed.

6.5 MDFDGG – Dana Logiudice

The MDFDGG are busily preparing for Mother’s Day with the help of quite a few new mums who have joined us. Lots of gifts have already been packaged up & priced. We have one more shopping trip this week to buy some extra gifts, and then we just need to package those up & we’ll be all set. Our next big job will be recruiting helpers on the day.

We have also handed over a cheque to Mr Miller from the group for \$500.00 to go towards the library fund.

6.6 BASC – Report from Loryl Cook (BASC Co-ordinator)

Laurelle Knight, the BASC representative, read out Loryl’s report as follows:

We are still in the process of employing a new co-ordinator. Reference checks were being done last week. The next step is for the BASC committee to get together and make a final decision. Meanwhile, Trysten who has worked with us for six years and has her Cert IV in Out of School Hours Care, Karen, with us for over four years and completing her social work degree as well as myself are sharing the supervision of sessions.

We are trialling one new staff member this term, Sarah Logan, an ex TWPS pupil who completed her Diploma in Childrens Services last year and is currently studying teaching at Uni. The children love interacting with her and getting involved in in her art, craft and music activities which she shows such enthusiasm for.

We are fully booked at 105 on a Tuesday afternoon. Other sessions have varying availability depending on permanent bookings.

Purchases made this term include – a new printer, replacement of our initial sandpit, new sand and Wii games which the children selected.

Kindergarten children have mostly settled in well. There are still a few tears leaving parents in the morning, however they are soon distracted by activities and settle quickly.

The next BASC Management Committee meeting will be held on Monday 22 March 2011.

6.7 Fundraising – Janda Tanner

Janda reported that the chocolate drive had been going well and should have all reconciled by this Friday 18 March 2011.

The dinner dance is confirmed for Saturday 7 May and invitations will be out next Friday 25 March 2011. The committee is working hard on pulling everything together – looking at hiring ottomans, other furniture and will be asking for any school contacts. There has been over 100 people express their interest to Janda so far.

Mufit Day is on this Thursday – all planning going well.

Hot Cross Buns – note in the Wed Weekly with deliveries to students on Wednesday 6 April. Chloe Lorene & Lisa Patchett offered to assist Janda with the co-ordination on the day.

Janda confirmed that a Music Trivia evening will be organised by Dale Rees-Bevan for the end of June. This will be a social event and not a focus on fundraising.

The Telephone Book is being co-ordinated by Suzi Knowles and is in the proofing stage, nearly finalised. All going well.

6.8 Band – Anne Bassett

Election day cake stall Sat 26 March 2011

This will be the Band Committee's first fundraiser for 2011. Notices have been inserted in the Wednesday Weekly and will soon go directly to all families in the Band Program. Out thanks to Dana for extending the "invitation to bake" to families outside the band program. Donations to the stall will be collected in the school hall on Friday 25th from 3-4pm or they can be brought directly to the stall on the morning of Saturday 26th.

Monies raised through fundraising efforts in 2011 will supplement the requested P&C grant of \$4000 and go towards the purchase of new instruments for 2012. Many instrument originally purchased in the 1980s are (understandably) nearing the end of their useful lives.

Performance schedule for 2011

At the time of writing, we have committed to performances at:

St Ives Show (either) May 21 or 22 – Senior and Funk Bands
Ryde East Music Festival Sunday May 29 – all 4 bands
NSW Annual School Bands Festival Sunday 28 August – all 4 bands
TWPS Spring Fair Saturday 27 August – all bands
Galston Eisteddfod Dates TBC – all bands

We are also investigating the feasibility of Senior Band entering the Yamaha Music Festival held at the end of June and have also been invited to again perform at one of the North Sydney NRL home games at North Sydney Oval (Senior and Funk Bands).

Financials

Bank Account Balances @28 Feb 2011

Cheque Account	\$9,317.00
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Total funds available @28 Feb 2011	<u>\$9,317.00</u>
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TWPS Band
Balance Sheet to 28 Feb 2011

Assets

Cash at Bank	\$9,317.00
Short Term Deposit	
Debtors – unpaid band fees	\$2,800.00
Music @25% DMV	\$3,001.00

Total Assets \$15,117.00

Liabilities @ 2 Feb 2011

Unpresented cheques	\$3,168.00
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New Tutors

2 new specialist tutors have been engaged; Cameron Burges is our first specialist clarinettist and Ian Howick specializes in trombone and also teaches lower brass. This has been a deliberate initiative to provide an opportunity for students to be taught by tutors whose primary instrument matches the student's.

6.9 Hall – Janda Tanner

Mr Miller advised that council have indicated the middle of the year for the timing of the change over of the hall from them as co-owners to the school on it's own.

6.10 Catering – Michele Wood

No report tabled as no activity in this area.

7.0 Agenda Items

7.1 Homework Clarification

Dana reported that she had heard from some parents of a concern re their child's homework in that some are still working till 9pm at night. The feedback is that there is a big difference between Year 2 to Year 3 homework levels.

Dana had a personal suggestion for Mr Miller and asked if they can put a timeframe on the homework sheets for the compulsory parts from Term 4. Lisa Patchett mentioned that for her Year 4 child the homework is from Friday to Thursday with the weekend being utilised to get some of it out of the way.

Mr Miller referred to the Student & Welfare Policy guide, which is also on the website, where there are guidelines on timeframes regarding homework outlined in the homework section. Mr O'Doherty will post this information in the Wednesday Weekly next week however if the student is spending a lot longer than recommended, this should be discussed with their teacher to see what assistance may be needed.

Anne Bassett also suggested that to break it down into chunks was a good idea she'd used. Her child hadn't felt so overwhelmed by it however it does take some time to implement this strategy.

7.2 Timing of Scripture Lessons

Lainie Kalnins raised the timing of scripture lessons in that they are scheduled in the “perfect” learning time ie. the morning. She commented that she wanted to “plant a seed” and suggest that they could be moved to another time where the “golden” time isn’t lost.

Mr Miller advised that as a school we don’t organize scripture, outsiders are brought in from different religions to run classes. The logistics of availability would need to be looked at for alternative times. Under the Education Act the school’s responsibility is to work with them to find convenient times – we are not mandated by times.

Action: Mr Miller to investigate alternative scripture times with current helpers with a view to changing them.

8.0 General Business

8.1 Treasurer & Assistant Treasurer Position Elections

Gordon Dracup resigned his role as Treasurer and introduced Stuart Bidwell as a candidate for the role.

Stuart introduced himself and explained he’s a UK trained accountant. He will look at the books and will come around to the different groups to work out a plan to bring it all together in a better way.

Both positions were declared open.

Hannah Grummett nominated Gordon Dracup to the Assistant Treasurer role.

2nd – Jenny Chaplin. All in the room accepted. Gordon Dracup confirmed as P&C Assistant Treasurer.

Lainie Kalnins nominated Stuart Bidwell to the Treasurer role.

2nd – Anne Bassett. All in the room accepted. Stuart Bidwell confirmed as P&C Treasurer.

8.2 Gift for outgoing Treasurer – Mrs Tammy Drew

Dana re-confirmed Tammy Drew’s resignation after 2 years as P&C Treasurer and to acknowledge her contribution a gift was suggested.

MOTION: To purchase a \$50 gift voucher for Tammy Drew.

Proposed: Stuart Bidwell Seconded: Gordon Dracup. All in favour.
Passed.

8.3 Ethics Co-ordinator

Lisa Patchett confirmed that Ingrid Nitchell has been appointed as the Ethics Co-ordinator for the school. Ingrid went through the interview process via phone and had reference checks completed. Volunteers are now sought to teach Ethics to our classes – any interested parties can contact Ingrid directly.

9.0 Closing

The meeting closed at 9.33 pm.

10.0 Next Meeting - 8pm, Tuesday 10 May 2011