



THORNLEIGH-WEST PUBLIC SCHOOL
P&C Meeting Minutes
7:30pm Tuesday 28th July 2015

1.0 Opening and Apologies – Nicki Honeysett, Julie Tanger, Hannah Grummet, Amanda Long,

Attendees: Chantal Mamo, David Stanton, Michelle Christopher, Kerith Massey, Trish Stephen, Alex Gayl, Tony Smallwood, Jacqueline McLeod, Yvonne Curren, Narelle Bowly, Nicola Brown, Judy Reilly, Warwick Edwards, Patty Correll, Veriyan McAllister, Julia Kent, Susan Parry.

2.0 Guest speakers:

• **Voluntary Parent Services VPS - David Jordan (P&C president Killara High School)**

VPS is a volunteer cooperative that was founded by four P&C presidents with a view to offering support to the broader P&C community and harnessing the opportunity of buying power for P&C committees. They aim to offer advice to P&C organisations that may not be well resourced to deal with the complexity of finance or HR issues that P&C's have to deal with. For example some P&C's are not lodging audited accounts which they do not realise renders their insurance void. There are big implications for mistakes like these. With regard to harnessing buying power VPS began brokering a 30% discount on insurance premiums for P&C's. They are also looking into buying power for technology; they are speaking with a health fund at the moment.

There is a yearly membership fee and a one off joining fee. Yearly fee is \$100 per year plus 20c per child.

P&C just gathering information re this at the moment – may be worth investigating particularly when insurance next due.

- **Constable Debbie Crystal** – has come to speak to children during the year. A Police youth liaison officer. 23 years with Police. Works with young offenders, deals with them rather than the courts so the young offenders don't have a record. They try and be a buffer between kids and court. Better to deal with kids earlier than later. Child remains unidentified. Often work unofficially with kids. One of the issues we have is internet safety.

Information provided re common social media apps:

- Kik is "bad bad bad bad" . 17 plus only.
- Snap chat, administrators actually save images.
- Devices key tool for bullying – keep those internet devices out of the bedroom. Supervision +++++. Need to control their access to devices.
- Creating/ disseminating child pornography is a real charge – even teens are now getting charged for sending pictures of themselves.

"Keeping Me Safe" programme – has a command bus she brings out will be coming next to TWPS on 25th August

Will Address child protection issues with the kids at school e.g. If someone about they are not sure of shout “no stranger go away”. Encouraging kids to stay together in groups.

Key teen issues Boys- drugs, Girls - stealing

TO organise info sessions for parents

3.0 Minutes of the Meeting – 9th June 2015

Acceptance Proposed: Kerith Massey,

Seconded: Trish Stephen,

Vote: Unanimously accepted.

4.0 Business Arising from Previous Minutes/Open items

- **BASC/P&C Separation.**
Have lodged the constitution with the Dept. fair trading – now they have to go through a process of being approved by the governing body for “accreditation”. Lodging as a new entity means there is less flexibility over certain issues. E.g. they have to get in a surveyor to calculate the physical space available to meet strict guidelines re head count and space available. A new licence agreement will be drawn up through the department via legal services, still a lot more hoops to jump through but this separation has to go ahead for us insurance wise
- **Toilet safety – new fence between toilet block and hall.** Cleaned every morning, inspected regularly by Paul and Chantal. Soap – dispensers – Chantal still checking. Hand dryer – Paul GA organising.
- **Terms of reference for subcommittees – still with Veriyan –** delayed due to her poor health lately and myriad of other matters to deal with.

5.0 Correspondence

- **New Footpath for Quarter Sessions Road Westleigh –** copy letter from Council to Mr Parker (local resident) tabled. , informing us that there is a concrete footpath to be constructed on the western side of the Quarter sessions Rd from Duffy to Timbarra. Also there has been a rumour that council are going to put in a pedestrian crossing ?? Veriyan to investigate.
- **P&C Federation Term 3, Edition 1**
- **P&C Federation Media Release –** Inquiry into the closure of public schools. Veriyan’s has copy if people want to read. Some upcoming forums also that V will put in newsletter re preparing your child for high school
- **Veriyan reported on series of emails she has received re a** comment she made in the newsletter about the importance of the P&C levy. The author of the emails complains that Veriyan has misled the school community with her comments regarding funding; Veriyan has attempted to liaise with the parent and has received several emails. Veriyan has been in discussion with Chantal regarding the issues involved and is now lodging this correspondence so the P&C committee is aware of the discussion and the individual parent concerns. The P& C committee recommended that Veriyan’s final reply will include that all future correspondence will be addressed at this meeting and that the

P&C would be happy to hear the parent at the next meeting if she wanted to discuss any issue further.

6.0 Principal's Report Term 3 Week 2

Holidays

I hope everyone had a relaxing holiday and a great start to Term 3. It has been a smooth transition. Teachers are motivated to provide quality teaching and students happy to be back into learning.

Staffing Update

Helen Bolger is on long service leave 4 weeks – Jayne Marriott is filling in for 4B

Margaret Corbett – Wilkins has returned and works 3 days

Evan Gibbons is back from a knee injury.

Susan Liddle is back from long service leave

Robyn Young was stuck in Bali

Donne D is very unwell and will taking the rest of the year from treatment.

Swimming School

The department's intensive swimming school was disruptive. We are back to normal routine. The students were excellent at the pool. The students improved out of site. Thank you to the year 2 teachers who went daily for 10 days! This is an exhausting task.

Waka

I attended some of the Sunday rehearsal. Thank you to the team of parents who were working tirelessly to make TWPS story a success. The commitment and passion of the students is amazing.

Debating

Congratulations to our debating team who have been working hard to improve their skill, knowledge and understanding. TWPS has been successful this term.

Band

Won silver on the weekend. Look at building some capacity in the future to sustain instruments.

Performances

Choir and recorder concerts are coming up. The children are very excited. Thank you to Ms Aked, Ms Dowd and Ms Allen for taking on these extra responsibilities.

Education Week

The theme this year is celebrating local heroes. I hope it is OK to share the PowerPoint created for ANZAC day? I think it will be a lovely way to start and for many who were unable to make ANZAC day can enjoy too.

School Athletics

It went well today. Students are very enthusiastic and athletic. As a staff we will do a PMI to reflect on and strengthen it from year to year.

Open Day

Open Day is this Friday 9.10am assembly. Stage 3 students will be attending. Morning tea for parents will be in the hall. Tim the director of schools will be attending. Unfortunately Matt Kean can't make it. Open classrooms we welcome everyone! Normal classes start at 11.30am. We hope you can come.

Walk a Thon

Please support this great event. Thank you to the team who are organising this we appreciate your hard work. Only a few weeks to go! To reach our goal each student needs to raise \$55.

Classroom visit

I have been enjoying visiting three classrooms per week. As an observer and teacher. It is great to share learning with students and know exactly what is going on in our classrooms. Our teachers are hardworking and dedicated to making a difference.

Saturday Professional Learning

We had an amazing day of learning. We were challenged and inspired by the guest speaker Jo-Anne Dooner. Spelling was the focus and we have all agreed on tacking this as a united front. Firstly forming a professional learning committee, conducting a SWAT analysis and planning for further professional development. I admire the staff's motivation to improve to ensure the students receive the best possible outcomes.

SRC

I met with the old team to reflect on the semesters achievements. We completed a PMI (positive minus interesting). This was a brilliant group of leaders. We welcome the new group on 5th August.

7.0 Other Reports – from P&C Subcommittees

- **President – Veryan McAllister**
 - Thanks to Chantal for support for walkathon
 - Attended development on burnout.
 - Working heavily with walkathon and also working on movie night and sponsorship with businesses.
 - Science fair – still work in progress.
 - Acknowledged Ray White as a whole sponsor for P&C. Alex and Dion contribute steadily to the school personally. Veryan is very pleased with the relationship and support. This doesn't preclude other real estate agents from sponsoring particular areas of the school life. There is another real estate agency looking to sponsoring the band programme.
 - Federation AGM in August.

- **Treasurer – David Stanton**

Tracking well to budget main thing outstanding is some P&C contribution – budgeted 22 and currently at 16! Chantal to check all appropriate monies are transferred. On track with other income and expenses
- **Uniform shop - Nicky Honeysett**
 - Planning underway for Kindergarten 2016, with proposal to be submitted to P&C Executive by week 5.
 - Sourcing suppliers to produce 2016 Kindy/Y1-2 Stationery Packs. Kindy Stationery Packs to be stocked in time for Kindy Orientation.

- Winter 2016 Formal Uniform Ordering will be finalised by end of term 3.
 - Review of Spartan Indent Orders for 2015/2016, with orders placed and finalised. Deliveries split Sep/Dec/Feb which should ensure stock levels on key items remain stable.
 - Uniform Quality/Cost Review completed and report/recommendations to be submitted to P&C Executive by 15th August.
 - Budgeting and Forecasting Review of Uniform Shop Stock/Financials nearing completion, and report to P&C Executive to follow.
 - Customer Feedback Survey goes live Thursday week 4 and will run until end of week 9. Paper-based survey option now also available. Results will be fed back early term 4.
 - Uniform Shop Re-Fit: Initial meetings pending week 5/6 with three DET-approved suppliers (OfficeMax, Watts Commercial and R.E Batger) to discuss requirements and costings.
 - Uniform Shop Sub-Committee – discussion pending in relation to sub-committee terms and conditions.
- **Canteen – Karen Edmond/Gordon Dracup.**
Cameron has fixed fly screens in canteen – 83\$ Bunnings. Big thanks for Cameron Saunders
 - **MDFDGG - Judy Reilly.**
Started planning for the Father's Day Breakfast for Friday 4th September 2015
The Funk Band is booked
Gifts for the stall have been ordered, just waiting to receive a the last order
Last year we booked the hall for the night before, although we have been told by the office that we cannot get in till after the dance class who have a regular booking, are finished at 8:45pm. This has happened the last 2 years and it means we finish quite late, is there anything that be done?
In the next few weeks we will start advertising in the Wednesday Weekly so people can purchase tickets and also asking for volunteers to help on the day
Action: to call Jodie at Action Dance to see if we might be able to start setting up while late classes are finishing.
 - **BASC - no report**
 - **Fundraising** – Veryan McAllister. Busy with walkathon with fundraising committee. Using on line system 30k donated will get us 20Kinhand. Prizes have been donated. An iPad mini is the top prize and kids seem to be motivated by that. Times – mufti days. There will be a Sausage sizzle on the day as well as canteen with a set menu. There will be Volunteers at stations - with a stamp for each lap. A Bottle of water donated per child also Quelch ice blocks from, IGA Westleigh. . Music blaring through the school.

UP to about lunch time. Money due on the 21st August. Money counting in canteen on the day. Expect a lot of donations to come in after the day.

- **Fundraising: Veryan McAllister**

Movie night planning in process – 21st November. Going to have rides – dodgems and slides and the big slide, Kindy Farm. There will be a parent run BBQ and canteen, outsource popcorn hot chips and fairy floss will be outsourced, Overall should be much less parent intensive than the sprig fair.

- **Band - Warwick Edwards.**

- Band camp was very successful. The band camp concert showcased the improvements all bands had made over the two days and was the first performance for the training band. Tina Faber did a fantastic job of organising the camp.
- Band finances under budget with a \$3285 surplus from the Band Camp.
- Almost all the instruments were serviced over the holidays. A larger than expected have been returned as not worth servicing as they are too old.
- Going to have to fund raise to buy enough instruments for next year's training band due to the number of instruments written off and the large number of students currently in the band program. Currently identifying what instruments we are likely to need to acquire and getting quotes.
- Senior and Junior bands performed in the UNSW band festival on Sunday. Both bands achieved silver. Training band will be competing this Sunday.
- Planning underway for recruiting next year's training band. We plan to use the same process as last year as it was very successful.

- **Catering** – running smoothly as usual. Next event open day

- **Green Thumb – Patty Correll.**

- Funding and expenditure data
- Purchase of trough taps was approved by BASC and has been purchased.
- A builder's quote has accepted for building a roof over the seating area. The aim is to have this done over the September holidays.
- Currently investigating options to apply for the NSW community building partnership grant due 7 August.
- Infrastructure

- Wash trough will be plumbed in (by Nathan Reid). Once trough has been mounted to BASC wall by Mr Michael.
- Investigating options for a pump for the tank
- Roo will hopefully be installed over the next school holidays.
- Benchtop on stump to be installed after the roof.
- Proposals for further work this year
- Storage (e.g. garden shed)
- PET bottle green house
- Native bush tucker garden behind BASC
- Garden Activities
- BASC continue with two beds and vertical garden. Feedback to be sought from BASC about their experience with the garden and whether they would like further assistance from the GT committee. Item to go on BASC committee agenda next week.
- Garden club running on Tuesdays with Mrs Liddle.
- No new volunteers for Green Thumb committee yet

8.0 Agenda Items

- Learning a second language - Chantal Mamo
- Disused some of the reasons that contributed to her decision to cease French classes at school. Chantal is positive for learning a language however is keen for adequate research and discussion to be carried out before deciding to implement any new language programme. Goggin to form a working party of parent and teachers. Might have a morning and evening working party to capture all those families.
- Currently the Dept. Of education is investing into Asian languages. Chantal will be Meeting with Gary at Cherrybrook tech high school. She is keen to seek advice for how to set up a successful language programme in the school. Needs to fit in to strategic vision. Working out a model
- Julie Tanger wanted to table that she is in favour of having a second language at our school.

9.0 General Business –

Several parents expressed concern that the paint that the older students were using in the fence art work was dulux paint not water based and therefore uniforms were getting permanently marked - Chantal to talk to Mrs Ford-Griffiths

Ethics - Patty Correll provided thjs suimmary for P & C benefit.

Chronology

- o Term 3, 2014 Kirsty de Vallance commenced as TWPS Ethics Coordinator.
- o , Ethics classes commenced for Stage 3 taught by Patty Correll.

- o Term 4 2014 Ethics classes commenced for Stage 2. Stuart Bidwell took over Stage 3 and Patty Correll commenced Stage 2.
- o Term 1 2015: Jessica Mayr took over as Ethics Coordinator. Ethics classes commenced for kindergarten taught by Steve Most.
Stage 3 split to separate Year 5 and Year 6 due to large numbers. Stuart Bidwell Teaching Year 6.
Stage 1 Ethics classes commenced, year 2 only, due to large numbers. Taught by Alison Sluis.
- o Term 2, 2015. Year 5, stage 3 ethics, recommenced with Kirsty de Vallance.

Current Status

- o Ethics classes are now available to all years at TWPS except for Year one.
- o Stuart Bidwell will resign as an ethics teacher at the end of 2015 (having no more children in primary school).
- o At least two more volunteer teachers taught so that ethics will be available for all students at TWPS in 2016.
- o Ethics is no longer an option for selection on the 2016 NSW Public Schools enrolment form. Students who opt for non-scripture will be offered ethics classes (In 2015, ethics could be selected as well as SRE and non-scripture).

Good to know

- o The NSW Ethics curriculum is overseen by Primary Ethics, which is the approved body for coordinating ethics classes to NSW public schools.
- o Every ethics teacher undergoes extensive child safety checks as well as 2 days intensive teacher training and must complete additional online modules, particularly in child protection, to qualify to teach.
- o Ethics teachers must comply with requirements to deliver the NSW Ethics curriculum and are not permitted to deviate from the DEC approved content.
- o Ethics coordinators also undergo training for their role. Ethics coordinators are responsible for recruiting teachers and liaising with the school, and cannot be teachers themselves.
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10.0 Next Meeting – Term 3 , Tuesday 1st September 2015 7.30pm

**Minutes completed by:
Susan Parry
25.08.15**

Co P&C Secretary