



THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 7th February 2017

1. Opening and Apologies

Attendees: Veryan McAllister, Musette Healey, Pam Jawovski, Christine Corke, Kerith Massey, Kate McGettigan, Nicole Thompson, Nicci Fishwick, Dana Logiudice, Nicole Ryman, Susie Parry, Kirsty de Vallance, Michelle Anderson, Robin Beard, Fleur Findlay, Fiona Greenwood, Leigh Bornstein, Cathy Carlton, Jess Mayr, Julie Tanger, Michelle Christopher, Nicky Honeysett, Trish Stephen, Madé (McLean) Riddle, Debbie Flanagan, Ingrid Leese, Martina Miller, Jane Massam, Julia Kent, Vicky Galanti, Yolanda Bacon, Tony Smallwood.

Apologies: Patty Correll, Yvonne Curren, Emma Fenton, Janine Sherlock, Lesley Zeigler, Amanda Long, Michelle Mathieson

2. Minutes of the Meeting - 29th November 2016

Acceptance of minutes proposed: Trish Stephen

Seconded: Musette Healy

3. Business Arising from Previous Minutes - Nothing to be tabled

- 4. Correspondence**
- Email from Rowland Parker re 'illegal parking' Quarter Sessions Rd
 - Letter from P&C Federation re plans dozen new schools each year
 - Letters re Ethics - to be discussed in Agenda item

5. Principal's Report - See Appendix 1

5.1- Discussion re the success of the Year 4 reduced homework trial Term 4 2016. There were lots of positive from parents. Further discussion will continue during this term. There will be a survey coming out for parents.

5.2 - Composite classes - there have been some questions regarding the composite classes this year. Mrs Mamo has provided an information sheet to parents whose children are in these classes.

6. Reports - P&C Subcommittees

- 6.1. President
- Veryan McAllister
 - Veryan is the outgoing President. A new President will need to be elected at the coming AGM.

- A big thank you to Dana and her team for organising the Christmas lunch for the teachers at the end of 2016.
- AGM will happen when we have our audited accounts. All positions are declared vacant, those that wish to nominate for a role can do so, if there is more than one nominee per role, we vote. Consider if you would like to be the new President!!
- Film Festival - was difficult to get off the ground on the back of the Spring Fair, which proved to be bad timing. Thanks to Kirsty de Vallance for the continued support. The proposed timing this year will be end of Term 2/early Term 3; a 1-3 minute short film based on a predetermined theme. Open to public school students in K-12.

6.2. Treasurer - Martina Miller - See Appendix 2

- Martina has requested all Subcommittees to please send in all relevant information for the audit within the next 2 weeks.

6.3. Uniform Shop - Nicky Honeysett - See Appendix 3

- New shop furniture is needed, costs expected to be less than \$1K - quotes to be sought and voted on at next meeting.

6.4. Canteen - Karen Edmond

- First week was quiet with about half the normal orders, a few kindergarten students had orders.
- Unfortunately Sydney's 40+ degree days caused our big freezer to once again stop working. Luckily the loss in food was only \$188 as I had run stocks down and shared the storage over all the freezers.
- We will need a replacement freezer that can stay in the bigger room and use the smaller room for storage.
- New freezer quotes circa \$530 - can a new one be purchased

-Proposed Michelle Christopher

-Seconded Julie Tanger

6.5. MDFDGG - Dana Logiudice

- The MDFDGG now has \$9000 in its account
- Victoria Galanti will be taking over from Dana running the group in 2017
- More volunteers are needed to keep this group running!

6.6. Fundraising General - Veryan McAllister

- Our fundraising question for 2017 - spring fair or not? To be voted on at next meeting.
- TWPS Cookbook - thanks to Jane, Julie, Fleur for all the hard work they put into this fundraising initiative. 141 copies of the book were sold. We have sold \$3642 worth of books and made \$1200 in advertising. We are still wanting

to sell more! It will be put on Flexischools and also another mention in the Wednesday weekly. Also looking at the option of a possible article in Hornsby advocate.

6.7. Band - Robin Beard - See Appendix 4

6.8 Green Thumb - Patty Correll - See Appendix 5

7. Agenda Items

7.1 Ethics - Jessica Mayr - We are very pleased to say that every Year at Thornleigh West is expected to receive Ethics tuition in 2017 as an alternative option to Religious Instruction. Ethics classes provide an opportunity for children to discuss ethical issues with their peers. Classes are inquiry based and are impartially facilitated by our trained volunteers using approved lesson materials. Children explore a range of stories and scenarios, discussing what we ought to do, how we ought to live, the kind of society we should have and what kind of person each of us should strive to be. We have 7 volunteer Ethics teachers and one potential teacher who will hopefully be teaching Kindergarten by term 2. The classes will be kept small this year, so the best discussions can take place. Therefore, we still need more parents to volunteer to become Ethics teachers.

If you would like your child to attend ethics classes, please tick Ethics on the form or provide a written request to the school and your child will be placed in a class as soon as a spot becomes available.

- Emails received to P& C from regarding concerns about the way ethics was not provided as an option in the note given to all children regarding special religious education options. Julie Granville (Relieving Deputy Head) addressed this issue apologising for any confusion explaining that she was dealing with the enrolments for religion, ethics and non-scripture for the first time and also working to comply with new government enrolment directives that meant TWPS's previous system for enrolment had to be changed. She assured the P & C that she will ensure this 'two-step' enrolment process for ethics is better communicated in the future so families know that ethics is available in our school from the beginning of the process. A third box on the initial note allowing people to indicate they wished their children to be placed in an ethics class if available was discussed and agreed to be a satisfactory explanation.

8. General Business

9. Closing

Next Meeting - Tues 14th March 2017 7:30pm

Appendix 1



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Principals Report
Term 1 Week 3 2017

Welcome to 2017

- Numbers are stable
- Classes are formed
- Happy students who are settled and ready for learning

Staffing update

- Position to merit selection – committee meeting Friday to write the ad.
- Rebecca Yalda Year 4
- Erin Mealey Year 1
- Elise Froment Kindy
- Chanelle Beauchamp Kindy
- Maddie Stewart Year 2
- Kiroi Rees PE

Demountable

- TWOOSH is our 24th Homebase
- Working on getting this reclassified as a special programs room
- Demountable

Block E

- Successful in getting the OOSH grant
- Guted upstairs
- Purchasing furniture
- Carpet coming
- Already painted
- Year 6 area will great for project learning

Julie Granville will be relieving DP. Hannah Smith AP The Junction and Sarah Allen AP at JPPS.

Welcome to 2017 meeting

- Change
- Share the bigger picture: data, strategic directions and where to next?
- Time allocated to meet the teacher
- Seven new staff – very difficult for them to conduct this meeting.
- Staff will meet parents end of term

Kindergarten

- 110 completed best Start assessments
- Started and settle due to transition program

Paul Michael

- GA will be taking leave to try working at a school close to home
- Cameron Saunders will replace

Bits and pieces

- New teachers day
- SRC camp
- SRC
- Buddies
- PSSA: Oz tag and softball
- Swimming carnival
- Scripture

Appendix 2

2016 Budget vs Actual to Jan 2017	<u>Budget</u>	<u>Actual to Jan 2017</u>	<u>Variance to BUDGET 2016</u>	<u>Comments</u>
<u>Income</u>				
P & C Subscriptions	20,000	23,809	3,809	
Interest Received	200	146	(54)	
Commission on Student Banking	500	1,283	783	
Farmers Direct	300	0	(300)	
Canteen Donation	18,000	0	(18,000)	Has cash available for transfer
Uniform Shop Donation	15,000	10,000	(5,000)	
Misc	200	341	141	
Total Income	54,200	35,578	(18,622)	
<u>Fundraising</u>				
Sponsorship	5,000	0	(5,000)	? Probably included in S/F
Mufti Days	2,500	29	(2,471)	
Spring Fair	70,000	89,819	19,819	
Cookbook	3,500	3,920	420	
Movie Night	0	368	368	
Mothers/Fathers Day Gift Group	4,000	3,327	(673)	
Total Fundraising	85,000	97,463	12,463	
Total Income	139,200	133,041	(6,159)	
<u>Expenses</u>				
<u>School Submissions</u>				
Playground Repairs	3,000	0	(3,000)	
Library Refurbishment	5,000	4,813	(187)	
Noticeboards	3,000	0	(3,000)	Paid in Feb 2017
You can do it	10,000	4,719	(5,281)	
Cares Bike Safety	1,000	1,170	170	
Learning and Support	32,000	37,207	5,207	
Cyber Bullying/Resilience	1,000	0	(1,000)	
Class Budget	2,200	2,200	0	
Ipads	15,000	18,479	3,479	
Total TWPS Submissions	72,200	68,587	(3,613)	
<u>Fundraising</u>				
Movie Night	0	4,417	4,417	
Spring Fair	40,000	37,106	(2,894)	
Misc	1,000	122	(878)	
Mothers/Fathers Day Gift Group	0	489	489	
Cookbook	0	7,993	7,993	

Total Fundraising	41,000	50,127	9,127	
Other Expenses				
Employment Expenses	0	2,178	2,178	
Misc Expenses	1,100	33	(1,067)	
Archive Room Tidy	0	1,363	1,363	
Bank Expenses	360	607	247	
Legal Costs	500	0	(500)	
Stationery	330	0	(330)	
Telephone & Fax	300	385	85	
Accounting software - Myworkspace	360	385	25	
Audit	2,700	2,835	135	
Trestle/Trellis Table Purchase	200	200	0	
Insurance	2,000	1,247	(753)	
Total Other Expenses	7,850	9,233	1,383	
Donations/Other Submissions				
Band Grant for equipment and Expenses	8,000	8,000	0	
Greenthumbs	2,000	825	(1,175)	
Uniform shop/Canteen upgrade	5,000	0	(5,000)	
Dance Group/Wakakirri	1,000	1,000	0	
Teachers Lunch	200	212	12	
Sports Final Costs	500	375	(125)	
Year 6 Farewell	500	3,529	3,029	\$3k from FY15
Coin Counter Contribution	500	500	0	
Air Conditioner for Art Room	0	4,015	4,015	Not budgeted for
Total Donations	17,200	18,456	1,256	
Total Expenses	93,050	146,403	53,353	
Net Surplus / (Deficit)	46,150	-13,362	(59,512)	

Appendix 3

UNIFORM SHOP UPDATE – Week 3 Term 1

Term 4 Shop and Flexischools Sales : \$35,000

SHOP OVERVIEW It was an extremely busy Term 4 for the Shop, more so due to the unexpectedly large Kindy intake, with over **80** individual fitting appointments carried out over term 4 and during last week of January. The Shop was also very busy on the first week of term with approx. 25 new families requiring uniform fittings.

VOLUNTEERS A huge thank you to Lisa Pang, Carolyn Delapierre, Trish Stephen and Kerith Massey. These amazing ladies' gave their time to help in the Shop, and without them the Shop would not run nearly as smoothly, and there would be a much longer wait for customers at the start of term.

We are advertising for additional volunteers to help in the Shop who speak fluent English as a second language.

ONLINE ORDERING From Monday 13th February, we will be offering the option of delivering online orders to TWOOSH as well as classrooms.

10c BAG CHARGE From Monday 13th February, all Uniform Flexischool orders will include a 10c charge to cover the cost of the brown paper bags that orders are sent out in. The charge will also apply when making a purchase in the Shop.

SKORT TRIAL The Skort trial will continue this term. Full update due week 8 of term.

SHOP FURNITURE We require an additional storage cupboard in the Shop, pricing to be confirmed at the next meeting.

POS SYSTEMS We are evaluating options regarding updating the Point of Sale (POS) system used in the shop. The POS system currently in place is very basic and outdated, and we have experienced ongoing technical issues with the system over the past two years.

Appendix 4

Band Report: December 2016 – February 2017

The band program completed the year with a number of performances:

- A great end of year concert held in the school hall with all bands performing;
- The Stage band performing at the Bunnings Christmas event;
- The Stage performing at the Thornleigh carols night; and
- The senior band performing at the school awards day.

Congratulations to the 23 year 6 students who completed the program last year.

The band committee elections were held on 15th 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

Instrument purchases were not as large as expected due to a number of students dropping out of the program at the end of last year. While this has meant we could cover the cost comfortably we are now working with Dave Bell to increase student enthusiasm in band rehearsals to increase student retention.

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

At the end of last year one of our clarinet tutors advised they would not be continuing teaching this year. We have been trying to find a replacement and hope to have someone in the next week but this may have caused some parents difficulties. Unfortunately the lateness of being advised has made the job very difficult for us.

Instruments were distributed to students last week and rehearsals have started this week.

The band program would like to request that we receive the \$8000 contribution from the P&C as per the previous years.

Robin Beard

Band Convenor

Appendix 5

Green Thumbs Sub Committee Report for P&C 7 February 2017

General

- **A working bee** has been scheduled for 18 March (subject to the weather!). The working bee will be to prepare the garden beds for the next crops.
- **Garden shed** installation was not completed at the last working bee. The base is in place, and once there is a cool weekend and people available, it will be finished.
- **Compost bins** were all emptied at the end of last year as the compost was too 'wet'. Ingrid Leese has now undertaken to manage the compost so that it maintains the correct balance in the future.

One possible reason the compost became too wet is due to the large volume of fruit waste added, particularly from TWOOSH. Therefore TWOOSH will be offered separate compost bins so that they can manage their food waste separately to the school for their own garden beds.

Proposals for further work:

- A **grant application** has been submitted seeking \$3000 for the materials to build raised garden beds behind the TWOOSH building that will be used for Bush Tucker and Sensory gardens.
- Another grant application is also being prepared that is due at the end of February.
- Ideas for participating in '**crop swaps**' are currently being investigated.

Gardening activities

Garden beds are overgrown with 'green manure' which will be removed in the working bee.

This year beds will be crop based with the aim to increase our food production for the canteen, TWPS families, and possible crop swap activities.