



**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 9<sup>th</sup> June 2015**

**1.0 Opening and Apologies**

**Attendees** - Anke Vaughan, Michelle Christopher, Lisa Pang, Yvonne Curren, Julie Tanger, Trish Stephens, David Stanton, Tony Smallwood, Warwick Edwards, Amanda Long, Alex Gayl, Yolanda Bacon, Veryan McAllister, Julia Kent, Susan Parry, Jacqueline McLeod, Judy Reilly, Kerith Massey, Rosemary Saunders, Cameron Saunders, Finbar O'Doherty, Nicky Honeysett, Patty Correll, Julie Granville

**Apologies** - Gordon Dracup, Vanessa Erikson, Hannah Grummett, Chantal Mamo

**2.0 Guest speaker:** Deputy Principal Asquith Girls High Mark Robinson

Mark presented a rundown of the school's core values and highlighted the benefits of attending Asquith Girls.

**3.0 Minutes of the Meeting – 5<sup>th</sup> May 2015**

- Amendment - Hannah Grummett in attendance
- P&C approved \$8500 for Central
- Garden works - School to pay \$5000, P&C \$5000 and BASC invited to contribute same as 2014 (\$5000)
- Tony Smallwood voted 'yes' for Learning Support Teacher

Acceptance proposed with amendments Trish Stephens  
Seconded Anke Vaughan

**4.0 Business Arising from Previous Minutes/Open items**

**4.1 Audited Accounts**

Received audited accounts with no issues, however there were two observations. Firstly, the need for formal receipts from the school for any payments made or received by the P&C from the school. Secondly, having

six monthly stocktakes carried out by the uniform shop and also having the stocktakes checked by a third party.

#### **4.2 Terms of reference for sub committees**

Held until next meeting.

#### **4.3 Principal's wish list for spending**

Discussed last meeting, hence closed off for the time being.

#### **4.4 BASC/P&C Separation**

Formally lodged with Department of Fair Trading. What remains now is the legal side of formalising the separation of assets. This is very nearly complete.

#### **4.5 Uniform Shop Flood Damage**

Some confusion at this point between DET and Insurance. DET is saying it's a P&C insurance issue, however the issue occurred as a result of the school's drainage and Veryan has communicated this back to them. There are two ways to proceed; either lodge the claim with P&C insurance or we can 'gift' the cupboards in the room to the school effectively making them a school asset, then we can claim through DET. Chantal Mamo is on board with this. P&C Federation has advised that the latter option is best and Veryan feels this is the way to proceed. To be continued....

### **5.0 Correspondence – Fundraising and bank statements only.**

### **6.0 Principal's Report**

#### **Mother's Day Stall**

Thank you to the team of mums who worked tirelessly over the year to create an amazing stall. It was heart-warming to watch student's carefully select special gifts for their mum. I would like to propose a Mother's Day breakfast next year. Mums can come to school 7.30 – 8.45 for a coffee and a croissant. Our mums worked really hard and the students and staff would like to acknowledge this.

#### **Executive Planning Day**

It is paramount that the executive team regularly spend quality time for substantive communication about school vision, directions and leadership challenges. We are currently in a massive time of change. We have lost

count of all the new reforms upon us. Our dynamic hard working team are on top of these to ensure TWPS is a great school.

### **Cross Country Carnival**

We were pleased the cross country date was changed. It was a stunning day! Thank you Mr Gallie and Mr O'Doherty it was a well organised event. It ran like clockwork.

The student participation was to be commended. I enjoyed watching students cheer each other on. This encouragement reflected who we are.

### **NAPLAN**

All went smoothly with NAPLAN. Results will be later this year.

### **Bike Education**

Thank you to the P& C for suggesting this great excursion. The students returned enthused. We appreciated the financial support in paying for the buses. Bike safety is important as we want our students to be safe.

### **Work Experience**

We have had some Year 10 work experience students over the last few weeks.. We welcome young people into our school. Hopefully encouraging them to join the best profession in the world – teaching. If there are ex-students please let them know to approach us.

### **Kindergarten 2016**

We had about 50 – 60 parents attend the Kindergarten information evening. It was my fault it crept up fast and advertising was not out soon enough. I will be visiting our local day-care and preschools to personally introduce myself and provide brochures and information about our Kindergarten transition program. If you know of friends, family or neighbours please encourage them to pop in and see me.

### **Zone Cross Country**

TWPS were champions for 2015! Thank you John Gallie for training the students for the zone carnival. Congratulations to TWPS athletes. We are very proud.

## **Instructional Rounds**

Sarah Allen, Helen Gilleran, Pamela Aked and I were part of WPHPS Instructional Rounds. As mentioned previously in newsletters focusing on our core business teaching and learning is important. Professional networks ensure strong pedagogy.

We look forward to the team visiting TWPS in term 4.

## **Biggest Morning Team**

Thank you to the SRC leaders and Mrs Young who organised a brilliant Biggest Morning Tea. They raised \$1300.

## **Sport**

Our students are been outstanding at PSSA, Paul Kelly Cup, Cricket knockout, softball knockout, basketball knockout, netball knockout and soccer knockout. It has been a busy term for sport with many successes. We wish our teams well for the next game.

## **Reports**

Teachers have been working hard on student reports. I have introduced a formal interview in Term 3. This means that Term 2 report there is only a general comment.

We encourage parents to make appointments to chat with teachers at any time during the learning journey. Over the next few years as formative assessment takes more of a focus the report will be re designed in consultation with teachers, parents and students.

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Thank you for providing the school with funds to pay for Julie Wilson's wage. I will scan the December – April wage summary for your documentation.

Computers for Year 1 DEC laptops are the best option. Please see information provided to Veryan. There are 23 students in each Year 1 class.

Thank you for a great term. I appreciate your support and feedback to ensure TWPS is a great school. I will be taking long service leave the last week of school. I look forward to seeing everyone next term.

## **Things for discussion:**

### **Language 2016**

- Focus group of teachers, students and parents
- Survey
- Model needs to be a focus. Weekly lessons that are at least 40 minutes – one hour. This would need to be added into the school fees approx. \$200 each student for a fulltime teacher.
- Teacher quality important
- Need to be advertised as a temporary position

## **7.0 Other Reports – from P&C Subcommittees**

### **7.1 President – Veryan McAllister**

- Thanks to all involved with the Biggest Morning Tea – the bakers, the volunteers! All went very smoothly.
- Huge thank you to Paul Michael's outstanding effort with the garden and grounds. The school is looking spectacular!
- Have been doing some work behind the scenes with Regional P&C in regards to formalising templates to help P&C run more effectively, particularly regarding employment. Trying to get as much information as possible so we know what is best for our practices. Templates are close to being finalised.
- Attended a Regional P&C Meeting in Dundas. Workshop based scenario run by Parramatta Council with P&C Execs there to gain support in best practices, resources and advice.

### **7.2 Treasurer – David Stanton**

- Projected that P&C will spend \$25K more than it will receive in 2015. The reserves in the bank will need to be used and it is projected that we will still have \$52k in surplus. The projected income this year is \$85K, assuming we raise a combined \$30K from the Walkathon and Movie Night.

### **7.3 Uniform shop - Nicky Honeysett**

- Uniform Shop Re-Fit: new layout discussed and key criterion identified. Initial meetings pending with three DET-approved suppliers (OfficeMax, Watts Commercial and R.E Batger) to discuss requirements and costings.

- Customer Feedback Survey goes live on Friday 12th June. Results will be fed back early term 3.
- Professional Photographic Shoot will be take place before end of term 2. Will feature pupils from the school modelling TWPS formal Winter/Summer uniforms, and sports uniform.
- Uniform Quality/Cost Review ongoing, to be completed by end of term 2. Full report to P&C Executive early term 3.
- Budgeting and Forecasting Review of Uniform Shop Stock/Financials ongoing, to be completed by early term 3, and report to P&C Executive to follow.
- Current Kindy Kits to be phased out during 2015/2016 after consultation with School Management and Kindergarten teachers. New kits of calico chair and library bags, plus new style paint smock, to be marketed from 2017. Morning tea bags to be discontinued.
- Uniform Shop Sub-Committee – Further to the review of Uniform Shop Sub-Committee Rules, and Sub-Committee Roles and Responsibilities of Members, concerns raised with Veryan relating to the proposed reporting and operational aspects of Sub-Committee. Further discussion pending in relation to these concerns.

#### 7.4 Canteen – Karen Edmond/Gordon Dracup

- We are coping well with the earlier lunch time on Fridays, restricting availability of certain time consuming items seems to be the answer.
- We are using different, better Yummy Drummys. These contain almost twice as much chicken and have received the thumbs up from all I have spoken to (including the consumers).
- The pricing on burgers and sandwiches has been changed so that a burger with no salad costs the same as one with all salad and ditto for sandwiches.
- Flexischools has been working well with no further outages.

- The canteen still needs shelving (I am looking into this) and we need the fly screen wire replaced on all the counter areas (Veryan was looking into this)

### **7.5 MDFDGG – Judy Reilly Mothers Day Stall 2015**

- The Mothers Day stall was held 7th May. Thanks to everyone who came along and helped with wrapping. Big thanks to the committee – Margaret, Judy, Dana, Jacqueline, Vicky, Therese, Ishil, Belinda, who worked hard to bring it all together.
- From the feedback it appears to have gone well.
- This year the profit was \$3150, the days takings were slightly more than last year, but our expenses were a lot less as we didn't need to buy as much this year.
- Fathers Day 2015
- We have started discussing whether or not to do the same as the last 9 years, which is the Breakfast and a small stall. At this stage we are thinking we will go ahead with it. If anyone wants to get involved let me know, we will be having a meeting soon to start planning.

### **7.6 BASC – Held over until next meeting.**

### **7.7 Fundraising – Veryan McAllister**

Walkathon scheduled Mon 20<sup>th</sup> July. Letters to be sent home next week. Children to wear their favourite sporting team colours or gear. Class helpers will be needed for coordinating lap stamps. There will be a class prize for highest takings – ANZ Stadium tour. Individual prize for most money raised – iPad Mini 3.

Veryan and Vanessa meeting with Dion from Ray White regarding general school sponsorship. Stay tuned!

### **7.8 Band - Warwick Edwards**

Band Camp at Baden Powell Scout Centre next Thursday/Friday. We have 100 children going with 2 teachers and 6 Parents, 7 tutors and Mr Bell. This is the largest number of students we have ever had at band camp. Tina Faber has done a fantastic job of organising this year's camp.

Competitions and Performances

- Junior Concert Band, Senior Concert Band and Funk Band all performed well at Ryde East Music Festival, as always the competition was tough so no awards to report this time.
- Term 3 performances include Education Week and The UNSW Band Festival on Sun July 26th and August 2nd.

#### Finance and Fundraising

- Band camp is expected to return a small surplus.
- Overall the band is tracking to budget.

#### Instruments

- All instruments are being inspected and classified in terms of their condition.
- Will talk to the school about methods of disposing of instruments that are no longer serviceable.
- Anticipating an issue of not having enough instruments for next year's Training band
- Will be encouraging parents to consider buying instruments (and providing advice on suitable
- May need to keep some instruments that we would prefer to dispose of.
- Will need to use the money available judiciously to purchase more instruments
- May need to do some extra fundraising.
- Considering using external hire companies
- Will know more in the next month or so as we finish audit.

Instrument servicing happens during this coming holiday. (Changing to end of term 3 holidays next year)

Berenice has had to step down as co-convenor for personal reasons. I will be taking on the full role with help from my extremely able committee.

**7.9 Catering** – Nothing to be tabled.



## 7.10 Green Thumb – Patty Correll

### **Committee**

- Still looking to formalise the committee and shore up more help with the meetings, grant applications and newsletter.

### **Funding and Expenditure to date**

- A quote for the trough taps will go to BASC next week to obtain funding approval to purchase.
- Two builders have provided quotes, and aiming to have roof built over holidays.

### **Infrastructure**

- Mr Michael has agreed to mount the wash trough against the BASC wall.
- Wash trough will be installed (by Nathan Reid) once taps purchased.
- Investigating options for a pump for the tank
- New roof hopefully over the school holidays
- Benchtap on stump to be installed after the roof.

### **Proposals for further work (see previous reports for a detailed list)**

- Garden shed or some other means of storage.
- Plans are developing for a PET bottle green house.
- Native bush tucker garden behind BASC

### **Gardening activities**

- BASC continue with their two beds and vertical garden.
- The garden is flourishing. Garden club is run with Mrs Liddle each Tuesday.

## 8.0 Agenda Items

**8.1** Insurance claim options for cupboard – already covered in 4.5

**8.2** 2015 Budget in light of last P& C meeting – covered in Treasurer's Report

**8.3** Toilets and Hygiene – Yvonne Curren

### **Toilets**

- I am concerned that the toilets are too far away and, hidden from the eye of everyone in the school. The toilets near the school hall are outdoor and could be easily accessed by non-students. When young children leave the classroom to go to the toilet, the teacher cannot see them. Sending two little children together doesn't address the risk. I think we need to review and find opportunities for a toilet near their classrooms for during class-time. Recess time is not an issue as teachers and other children are in the playground.
- Broken toilet seat in the girls toilets need repair.
- Toilets could be cleaner...
- To encourage better personal hygiene, could we ensure there is always soap in the dispensers for hand washing? Also, the hand dryers blow cold air and take a long time to dry hands. Could we invest in a modern hand dryer to save kids drying hands on uniforms, or worse still, not washing hands at all? Perhaps some personal hygiene reminders up in the toilets?

### **Classrooms and Keyboards**

- Don't know how often they are cleaned - would a Working Bee to clean the classrooms at the end of term e.g. desks, computer keyboards etc be worthwhile?

The above to be discussed with Chantal next meeting.

Flag with cleaners re toilet cleaning and refilling soap

Veryan to contact 'Clean School Campaign' (Dettol?)

Class parents to coordinate a working bee at end of term for classroom cleaning

## **9.0 General Business**

Nothing to be tabled

## **10.0 Closing**

**11.0 Next Meeting – 7.30pm, Week 3 Term III Tuesday 28<sup>th</sup> July 2015**