



**THORNLEIGH-WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 25 October 2011**

**1.0 Opening and Apologies**

Meeting held at TWPS library Tuesday, 25 October 2011. Meeting opened at 8.00pm.

Attendees: Paul Miller, Finbar O'Doherty, Dana Logiudice, Stuart Bidwell, Gordon Dracup, Delvene Bee, Lisa Patchett, Chloe Lorente, Ingrid Nitchell, Helen Roberts, Laurelle Knight, Margaret Cother, Alex Ravailion, Anne Basset, Laynee

Apologies: Veryan McAllister, Michele Wood, Kelly Belacastro

**2.0 Minutes of the Meeting – 6 September 2011**

Proposed Gordon Dracup, Seconded Alex Ravailion

**3.0 Business Arising from Previous Minutes**

**7.1 Future of Spring Fair**

Questions/Discussions from the floor:

Possible outcomes - every 2nd year, moving dates, fire works etc – similar discussion as last meeting.

From Anne Bassett - Is it a vocal minority that finds it too hard or is it general feeling overall eg getting volunteers/filling rosters?

It may have been a bad year. It just isn't possible to raise the same amount of cash  
What brings in the bulk/most profitable – take away the less profitable? No, need to have a lot of activities available.

More info for class parents - need more guidelines, information night – some class parents want to be spring fair people others not at all.

Suggestion rather than allocating class to stall then see if a particular person wants to run a stall eg person who really likes plants could organise a plant stall – then they arrange rosters within and outside the class

DANA - to add to survey about the fair. To be actioned after 50<sup>th</sup> anniversary.

**4.0 Correspondence**

**4.1 Federation of P&C Association NSW**

**4.2 Response to application for Volunteer Grant**

## 5.0 Principal's Report

NAPLAN Results – yr 3, 5 and 7 for students at school when in yr 5  
Data – students vs NSW, students vs region, students vs hills network – literacy, numeracy = performing well in top bands.  
How it used - Kindy-2 teachers look at year 3 results to work on teaching objectives/strategies. Doing well but what can we look at to do better. Look at individual results –see progress.

World Teacher Day – being celebrated by teachers quietly

Survey – over 150 returns. Results to be actioned by school executive include:

- Will look at strengthening welfare programs
- Languages – French very high satisfaction – also looking at more exposure to Asian languages eg yr 6 mandarin for 1 term
- Newsletter improved

LOCAL SCHOOLS, LOCAL DECISIONS – looking at how things are done in schools – consulting how DET can improve what it does eg resources - have to buy through particular suppliers, staffing allocation (more school level), red tape (tied grants – to get money have to do a lot of red tape) how to reduce.

Paul tabled: “Local Schools, Local Decisions” on school website

50th Anniversary – still looking for capsule !! Lots of comments/help from past students but no luck. Will bury all the clues in the 50th capsule!

Staffing/Classes next year – currently 22 bordering on 23 – just don't know as yet, at current time there are almost 5 kindy classes. There is the possibility will not be able to form classes on day 1 however this is usually sorted out within a few days.

Discussion from the floor – there is wide community concern that will not be sorted out and anxious.

Paul Miller– anticipated should be sorted very quickly. Probably first day, however cannot guarantee 100% it may take a few days

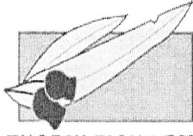
Discussion from the floor – this is standard in other schools, parents just need to prepare students. Better to take time then have to change classes later on.

Discussion from floor – discussed at first P&C meeting of the year about having stationary lists available.

Paul Miller - this is being addressed by school. Uniform shop may carry kindy stationary.

## 5.1 Principals Report

25<sup>th</sup> October, 2011



THORNLEIGHWEST

## Principal's Report...

*"The most important thing in raising a child is not to try to put the stamp of the past on that child, but to give that child the freedom to grow and explore" - Catherine Bateson*

### Upcoming Events

- |  |   |
|--|---|
| • 28 <sup>th</sup> Oct                                     | SRC disco   |
| • 4 <sup>th</sup> Nov                                      | Kinder Orientation commences (parent information session) |
| • 11 <sup>th</sup> 18 <sup>th</sup> & 25 <sup>th</sup> Nov | Kinder Orientation  |
| • 21 <sup>st</sup> Nov                                     | Musica Viva   |

### Other

- 1. NAPLAN 2011**
  - Results are back at school
  - Staff looked at results at grade levels
  - Whole school analysis
  - Overview of NAPLAN data presented at P&C meeting
- 2. World Teachers' Day**
  - Falls during the last school holidays so is being celebrated in Australia this Friday 28<sup>th</sup> Nov
- 3. Newsletter**
  - Feedback on newsletter actioned
- 4 Local Schools/ Local Decisions**
  - Consultation up till end of November
  - Anticipated that published draft issued early in 2012
  - Changes to commence from 2013 onwards
- 5 50<sup>th</sup> Celebrations**
  - Thanks to Dana and the committee for outstanding work to make this a great day.

*Paul Miller*  
*Principal*  
*25<sup>th</sup> October, 2011*

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

### **6.1 President – Dana Logiudice**

Spring Fair – See Business Arising from Previous Minutest

50th Anniversary – Dana taken over from Janda. Not a fundraiser, just covering costs, any profits made will go to P&C. Parents need to help with stalls eg coffee shop with request for parents to donate, gates, jumping castles. Selling commemorative pavers and Monday having 50th photo of all kids. Parents can buy on the day and afterwards

Area for pavers to be decided on number of pavers sold \$35 first then \$30 each next one – info in next Wednesday Weekly.

Band will be running a bbq.

Some food stalls and icecream vans for service not fundraising

Balloons around school

To save money - will not have photo cake, just Kathy Stanfield school colours cake.

Official cake cutting 1.30pm in hall.

Kids performances throughout day, book fair, memorabilia.

Classrooms open – not all but different classes will be open different times. Will be advised in Wednesday Weekly.

Parent Kindy Orientation 4th November morning.

Mention to subcommittees: presentation to parents – fashion parade, canteen info, BASC, not BAND. PC info book – being kept online .

Volunteer forms for various functions will be put with kindy orientation packs with info on website and what the committees do.

AGM – subcommittees need to provide reports.

VPs and fundraising coordinator def needs filling. Need All positions up for election. 29 November

Floor – tell newparents when AGM is - new parents may be interested – Dana to mention at orientation

### **6.2 Treasurer – Stuart Bidwell**

Band fees – invoices for 2nd semester just gone out – figures large debtors

Over all - more money received then spent – accounts all good.

Flexischools is paying its way.

#### **6.2.1 September 2011 Balance Sheet**

**Financials : Balance Sheet**

Refresh

Attachments (0) [+]

Filter Options Comparison

As At Date \*

Last Day of Last Month 30 September 2011

<b>Assets</b>		<b>Amount (\$)</b>
<b>Bank Accounts</b>		<b>126,906.87</b>
Band Account		6,639.67
Canteen		18,711.65
P&C Main		47,239.52
Term Deposit		19,683.42
Uniform Shop		34,632.61
<b>Current Assets</b>		<b>65,000.00</b>
Stock of Uniform		65,000.00
Debtors		2,865.00
<b>Total Assets</b>		<b>194,771.87</b>
<b>Liabilities</b>		<b>Amount (\$)</b>
<b>BAS Accounts</b>		<b>3,435.00</b>
PAYG Payroll Tax		3,435.00
Creditors		1,980.34
Payroll Clearing		2,022.83
Superannuation Payable		-162.63
<b>Total Liabilities</b>		<b>7,275.54</b>
<b>Net Assets</b>		<b>187,496.33</b>
<b>Equity (Proprietorship)</b>		<b>Amount (\$)</b>
Current Earnings		21,103.27
Retained Earnings		166,393.06
<b>Total Equity</b>		<b>187,496.33</b>

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**Financials : Profit / Loss**

Refresh View As A Graph

Attachments (>1) [+]

Filter Options Comparison Dates

Start Date \* [Fixed Date] 1 November 2010 < FY >

End Date \* Last Day of Last Month 30 September 2011

Project [All]

Operating Revenue (Income)		Total (\$)	
<b>Band</b>		<b>35,285.70</b>	
Band Bags Sales		300.00	
Band Camp Fees		15,330.00	
Band Fees		15,575.00	
Band Fundraising Income		4,080.70	
Canteen		54,129.27	
<b>Parent and Citizens</b>		<b>110,854.63</b>	
Fundraising		33,474.13	
Spring Fair		60,682.00	
Subscriptions		16,698.50	
Uniform		116,031.79	
<b>Total Operating Revenue</b>		<b>316,301.39</b>	
Cost of Sales (Expense)		Total (\$)	% of Sales
<b>Total Cost of Sales</b>		<b>0.00</b>	<b>0.00</b>
<b>Gross Margin / Profit</b>		<b>316,301.39</b>	<b>100.00</b>
Operating Expenses		Total (\$)	% of Sales
<b>Band Costs</b>		<b>39,820.07</b>	<b>12.59</b>
Band Camp Expenses		15,428.50	4.88
Band Expenses		2,525.64	0.80
Bandmaster Fees		18,870.00	5.97
Competition Entry Fees		1,160.00	0.37
Instrument Purchases		237.00	0.07
Sheet Music		1,598.93	0.51
<b>Canteen Costs</b>		<b>35,185.08</b>	<b>11.12</b>
Canteen Purchases		34,625.08	10.95
Cleaning		560.00	0.18
<b>Computer Costs</b>		<b>575.65</b>	<b>0.18</b>
Hardware Repair & Maintenance		195.80	0.06
Internet Connection / Hosting		379.85	0.12
<b>General Expenses</b>		<b>5,346.04</b>	<b>1.69</b>
Bank Charges		14.40	0.00
Catering		120.72	0.04
Gifts		406.30	0.13
Membership and Subscriptions		90.00	0.03
Merchant Fees		663.40	0.21
Pest Control		503.80	0.16
Postage and Stationery		1,856.45	0.59
Software Purchase and Maintenance		1,300.00	0.41
Telephone Land Line Rental and Calls		390.97	0.12
<b>Parent and Citizens Costs</b>		<b>100,728.97</b>	<b>31.85</b>

Advertising	115.52	0.04
Donations to School	37,199.00	11.76
Fundraising	22,939.13	7.25
P n C Membership and Insurance	1,872.00	0.59
Salaries & Wages	17,716.89	5.60
Spring Fair Costs	18,673.46	5.90
Superannuation	1,410.96	0.45
Workers Compensation	802.01	0.25
<b>Uniform Costs</b>	<b>116,405.27</b>	<b>36.80</b>
Uniform Purchases	116,405.27	36.80
<b>Total Operational Expenses</b>	<b>298,061.08</b>	<b>94.24</b>
<b>Operating Margin / Profit</b>	<b>18,240.31</b>	<b>5.77</b>
<b>Other Revenue (Income)</b>	<b>Total (\$)</b>	<b>% of Sales</b>
Interest Received	2,862.96	0.91
<b>Total Other Revenue (Income)</b>	<b>2,862.96</b>	<b>0.91</b>
<b>Other Expenses</b>	<b>Total (\$)</b>	<b>% of Sales</b>
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Margin / Profit</b>	<b>21,103.27</b>	<b>6.67</b>
<b>Tax Expenses</b>	<b>Total (\$)</b>	
<b>Total Tax Expenses</b>	<b>0.00</b>	
<b>Net Margin / Profit After Tax</b>	<b>21,103.27</b>	

### 6.3 Uniform shop – Helen Roberts

#### 6.3.1 Uniform Shop Report

## UNIFORM SHOP REPORT

(Figures are approximations as at 25/10/11)

### FINANCIAL POSITION IN A SNAPSHOT

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Cash in bank	\$35,019.55
Outstanding debt to suppliers	\$2192.29
Pre loved cheques to be cashed	\$611.50

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<b>Balance of cash</b>	<b>\$32,215.76</b>
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**Sales from 7 September to 25 October = \$6,670.60.**

**Summer Dress/Summer Formal Shirts (boys & girls)** – these are being made at the moment & delivery is expected mid-November.

**Polo Shirts** – we've placed an order for these Sizes 6, 8, 10 & 14 and they'll be arriving shortly. We've still some existing stock so will need to sell these before selling the new style.

**Kindy Fit-outs** – appointments have been very well received. Haven't had a great number however so believe there are quite a few more parents yet to purchase uniforms.

**Flexischools** – we will be changing over to the new Point of Sale System thru Flexischools from next Tuesday, 1 November. Will be writing cheques for parents totalling approx. \$1200 who hold credits in the current MYOB system as they cannot use them from 1 November. Aiming to organise on-line sales through Flexischools for Term 1, 2012. We have also purchased a new laptop to facilitate this new system.

**Preloved** – all winter stock that is now held is taken as a donation. Summer stock can still be sold & submitted as consignment until the end of this Term. From that point on if it is not reclaimed it will become a donation. This information was provided in the Wed Weekly the last week of Term 3 & the first 2 weeks of Term 4. We've had @ 6 parents request their items be returned.

**Kindy Orientation Day** – the Uniform Shop will present a brief overview at this information session as well as having a fashion show. We will also be open on the day & on the last day, Friday 25 November.



## 6.4 Canteen – Karen Edmond

Report from Chloe Lorente– new convenor

Profit currently \$6500. Dishwasher has been broken for years. Chloe requested make use of these monies to purchase a new one.

Discussion about Motion to purchase dishwasher, Motion not needed however all agreed necessary.

Budget of \$1100 and Chloe to check if extended warranty will cover installation into school rather than private residence.

Dana suggested check gap measurements

Next meeting 11th November.

Flexischools going really well – cash orders down to about 1/3. Makes running of canteen very easy.

To be put on Agenda for next canteen meeting – Change canteen days to Wednesday, Thursday, Friday.

### 6.4.1 Canteen Financial Report

Financial Report for Thornleigh West Primary School Canteen  
For Term 3 2011

Deposits	\$16,655.79
01.07.11 - 30.09.11	
plus opening stock	
at 01.07.11	\$2,138.33

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\$18,794.12

Less Outgoings	\$14,921.38
01.07.11 - 30.09.11	

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\$3,872.74

Plus unpaid invoices	
as at 01.07.11	\$7,091.43

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sub total \$10,964.17

less unpaid invoices	
as at 30.09.11	\$6,569.62

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sub total \$4,394.55

Plus closing stock	
as at 30.09.11	\$2,150.00

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Total Profit \$6,544.55

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Hope this makes sense

Karen

Guess we can afford to buy a dishwasher for sure :)

## 6.5 MDFDGG – Dana Logiudice

Money not pooled with P&C -\$3500 available -have asked school for wishlist for things directly for the school

Finbar – previous years – decks etc have been very beneficial to the school

## 6.6 BASC – Laurelle Knight

Tristan employed for extra hours to help with backlog

Vacation care survey will be going out shortly to whole school – what are parents long term intentions

Active after school care changed to gymnastics

AGM coming up - looking for new president

### 6.6.1 BASC Report

<b>THORNLEIGH WEST PUBLIC SCHOOL BASC CENTRE Coordinator's Report- 24<sup>th</sup> October 2011</b>	
<b>ISSUE</b>	<b>COMMENTS / ACTION</b>
<b>Enrolments/Attendance</b>	Attendance for this term has been steady with an average of 195 children attending BSC per week and 403 attending ASC per week.  Our attendances have increased on Thursdays & Fridays this term.  I have stated collecting enrolments for 2012. We are however, unable to confirm places until our current bookings confirm their intentions for 2012.
<b>Finances</b>	
<b>Staffing</b>	Loryl & I have completed staff appraisals for all our staff.
<b>Professional Development</b>	
<b>National Standards/Regulations</b>	The Education and Care Services National Regulations were approved for publication by the ministerial Council for Education, Early Childhood Development and Youth Affairs on the 14 <sup>th</sup> October. With the

	<p>regulations and the School aged care Framework now both approved we have a considerable amount of preparation to achieve before their implementation on 1<sup>st</sup> January 2012.</p>
<b>Program</b>	<p>We are now working towards the implementation of the My time, Our Place framework. We have introduced a weekly menu that is displayed on the parent information board. This menu is planned by staff &amp; children.</p> <p>For AASC this term we are doing Gym fun on Mondays and Cricket on Thursday.</p>
<b>Administration</b>	<p>We have started to update many of our forms and Family information booklet for 2012.</p> <p>The Vacation Care Survey will be distributed this week to all families within the school.</p>
<b>Miscellaneous</b>	
COORDINATOR'S SIGNATURE:	DATE:
Lisa Whittaker	24 <sup>th</sup> October 2011

## 6.7 Fundraising

### 6.7.1 General

Nothing to report.

### 6.7.2 Spring Fair – Helen Roberts

See also 3.0 Business Arising from previous minutes.

From the floor – It would be good to let parents know exactly what was earned and what that will be spent on. This will help people understand what all the work is for. Final financial results will be ready after AGM.

School has already ordered some white boards with anticipated funds to take advantage of “Buy 2 Get 1 Free” offer from supplier. Payment will be required at later date

### 6.7.3 50<sup>th</sup> Anniversary Celebrations

See 6.1 Presidents Report

## 6.8 Band – Anne Bassett

AGM Mon 21st November. Anne Bassett not restanding –Laynee will nominate in election.

Term fees have just been invoiced.

Need to look at repair/replace instruments for next year -2012 training band 42 students – need French horn and tenor sax approx \$3500 – will come out of surplus funds from hire fees (usual practice in the past) and expected to have enough.

Replacement for Derek will be David –which is excellent as avoids recruitment etc

Personal thankyou from Anne to P&C and school for support to band over last couple of years

Stuart Bidwell question –why 2 treasurers?

Anne – it has been difficult in past to fill role so split into someone pays/someone receives monies. Stuart suggested happy to train a person to take on the role alone rather than splitting

### 6.8.1 Band Committee Report

#### **Band Committee Report to the P & C meeting held on Tuesday 24 October 2011**

##### **Financials**

Reports to the end of September 2011 are attached.

Note 1: Semester 2 (Terms 3 and 4) Band fees are yet to be invoiced – the Treasurer (Receivables) has undertaken to send out invoices as soon as the current membership of the 4 bands is confirmed by each of the Coordinators. In addition, the Treasurer estimates that there is still between \$1000 and \$2000 outstanding from Semester 1.

Note 2: the next report to the P & C will include a summary of income received for instrument hires fees and any resultant surplus once expenses for annual servicing and repairs are accounted for. It is established practice to spend any surplus on new instruments, in a staged approach to acquiring either new or replacement instruments. Immediate requirements, totaling approx \$3500 are:

- a new tenor saxophone (replacing a write-off); and
- a third French horn (for the 2012 Training Band – see below)

#### **Performances in Term 4**

- Sunday 30 October: Hornsby North Band Festival – Training Band, Junior and Senior Concert Bands
- Saturday 5 November: TWPS 50<sup>th</sup> Anniversary Open Day – all 4 bands (includes Senior Band accompanying the school choirs in the anniversary song “Strive to Achieve” Jarman, P. arr D. Bell
- Friday 2 December: End of year Concert - showcasing all 4 bands and featuring solos by any of the year 6 students who would like to perform.
- Monday 5 December: PHHS Orientation day for year 6, includes the opportunity for any year 6 Band students who are going to Penno in 2012 to play in a combined bands concert.
- School assemblies on 1 Nov (Training Band) and 22 Nov (Junior Band)
- Presentation day (all bands), Awards Days (all bands) and Thank-you morning tea (Funk Band) in weeks 9 & 10.

#### **Training Band 2012**

42 Expressions of Interest were received for membership of next year’s Training Band; a letter of offer has been sent to families including the instrument allocated to their child; allocation is based on stated preferences (where they are noted) as well as the results of the instrument trials conducted on 5 and 16 September. Training Band will receive their instrument in Week 2 of Term 1 2012.

#### **Bandmasters**

Derek Barg has advised that he will not be returning to TWPS in 2012. Derek has a 20 year history at the school commencing as a tutor and in 1994, taking on the role of Band master for the first TWPS Funk Band (our current Bandmaster for the Junior and Senior Bands, David Bell, was a member of that first Funk Band). David Bell has expressed a keen interest in taking on the Funk Band in 2012, while retaining both the Junior and Senior Bands. The Band Committee has endorsed this structure but no formal offer had been made at the time of writing.

**Committee Membership**

The Band Committee's AGM will be held on Monday 21 November at 7.30pm in the TWPS Hall. All Committee positions will be declared vacant and the new Committee for 2012 will be elected.

This is my final year as a TWPS parent so I will not be re-nominating as Convenor of the Band Committee.

I would like to thank the P & C for its support over the last two years and wish the Association well for the future at TWPS.

**Anne Bassett**

Band Convenor

0423 137 058

[twpsconvenor@gmail.com](mailto:twpsconvenor@gmail.com)

## 6.8.2 Band Committee Financials

### **BAND MEETING OCTOBER 2011**

#### **TREASURER'S REPORT**

TOTAL of Bank Accounts at 14 OCTOBER 2011 is \$ **6,471.66**

Cash flow as at 14 October 2011 was negative \$566

Attached are reports detailing:

Income and Expenditure for the period to 30 September 2011

Balance Sheet as at 30 September 2011

<b>Total funds available @ 30 September 2011</b>	<u><u>8,133</u></u>
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#### **BALANCE SHEET AT 30 September 2011**

##### **Assets @ 30 September 2011**

GST Receivable		2
Cash at Bank		8,133
Short Term Deposit		-
Debtors		?
Music @ 25% DMV	(Last updated as 30/09/2011)	<u>2,867</u>
<b>Total Assets</b>		<u><u>11,000</u></u>

##### **Liabilities @ 30 September 2011**

Unpresented cheques	255419	90	
	255420	75	
	255421	<u>1894</u>	<u>1984</u>

<b>Net Assets</b>	<u><u>9,016</u></u>
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##### **Band Equity**

Add Net Profit	700
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## 6.8.3 Band September 2011 Profit and Loss Report





## 6.9 Hall – Janda Tanner

Nothing discussed

## 6.10 Catering

Michele Wood will be finishing end of 2012 happy to retrain someone over 2012 – request for replacement has been put in Wednesday Weekly.

No more events next year.

Tea and tissues to be hosted next year – plates will be needed – Chloe happy to organise it – have on first full day. Dana to mention on parent orientation day.

### 6.10.1 Note from Catering Committee

Nothing really to report from the Catering Com, all has gone well this year with good support, we just have one more event for the year Kindy Orientation sometime next month. (Please can Mr. Miller confirm date Tks)

I've not heard from anyone in regards to taking over or helping out next year since Dana put in the add in the Wed Weekly I'm not sure if she has?

Apologies again for not making the meeting,

Regards

Michele Wood

## 7.0 Agenda Items

### 7.1 NAPLAN Results

See 5.0 Principals' Report

### 7.2 Bus safety on excursions

Kindy parent contacted Dana – kids so small there is no containment on the local buses eg cannot reach floor/handles.

No safety regulations on school buses – only for luxury coaches

Paul Miller – would considerably increase costs – these are always used for extended visits eg (Canberra) however not possible for local trips.

## 8.0 General Business

### 8.1 School Banking Coordinator

Delvene Bee advised Rebecca Stevens will be finishing at the end of 2011 (due to youngest child finishing) after several years as School Banking Coordinator. Delvene Bee advised she is happy to replace Rebecca in this role.

### 8.2 AGM

Agenda to be put into Wednesday Weekly

### 8.3 Accounts – auditing

Stuart Bidwell advises books are ready, just need to hand over to auditor.

## **9.0 Closing**

Meeting closed by Dana Logiudice at 9.45pm.

## **10.0 Next Meeting – 8pm, Tuesday 29 November 2011**