



**THORNLEIGH-WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 7<sup>th</sup> February 2012**

**1.0 Opening and Apologies**

Meeting held at TWPS library Tuesday, 7<sup>th</sup> February 2012. Meeting opened at 8.05pm.

Attendees: Paul Miller, Dana Logiudice, Stuart Bidwell, Gordon Dracap, Delvene Bee, Veryan McAllister, Helen Roberts, Jenny Chaplin, Natasha Morris, Juliet Kelly, Helen Roberts, Tony Smallwood, Nicola Honeysett, Nicola Brown, Laurelle Knight, Lesley Ziegler, Mick Faber, Vanessa Baylos, Lisa Patchett, Claudia Gonzalez, Kath Knowles, Michelle Wood, Kelly Belcastro, Susan Bell, Lisa Gordon

Apologies: Finbar O'Doherty, Janda Tanner, Chloe Kennedy

All welcomed by Dana for first meeting of year who also gave introduction of P&C Executive and committee conveyors

**2.0 Minutes of the Meeting – 29<sup>th</sup> November 2011**

True and accurate record of meeting.

Proposed Helen Roberts, Seconded Jenny Chaplin

**3.0 Business Arising from Previous Minutes**

**3.1 Audited financial statements**

Stuart – one of mums currently working in reconciling and then needs to be audited. Once done then they will be presented. No fraud or any issues, we just need to catch up. Inherited a chaotic system and they will be done as soon as possible

**4.0 Correspondence**

No correspondence



February, 2012

7<sup>th</sup>

## 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

- Kindy Soccer Clinic Fri 9<sup>th</sup> Feb
- Parent Information Evenings Wk 4, Term 1
- Swimming Carnival (Abbotsleigh Pool) Mon 20<sup>th</sup> Feb
- Zone Swimming Tue 6<sup>th</sup> Mar

### Other

- 1. Classes 2012**
  - Classes are confirmed for 2012
  - 23 classes- 21 'straight' classes + 2 composites
  - Composite/ A-Stream class members are selected from current class assessment, formal testing and aptitude
  - Explanation of current research/ differentiation
- 2. IWB's**
  - Installed in all classrooms K-6
- 3. China 2012 & Mandarin**
  - Presentation/ overview of China-Hanban training
  - Overview of Mandarin 'taster' for Year 6 students
- 4. Australian Curriculum Update**
  - Other states already implementing
  - NSW trialling in 2013
  - Implementation from 2014
- 5. Parent Teacher Information Evenings**
  - All information will be in school newsletter
  - Opportunity to hear from teachers about class/ stage programs
- 6. Parent Helpers**
  - Will be explained at Information evening
  - Information ready for class parents/ parent helpers
- 7. PBEL**
  - Positive Behaviours for Engaging Learning
  - Brief explanation of PBEL

Paul Miller  
Principal

7<sup>th</sup> February, 2012

Discussion during meeting

### **Composite classes**

Question from Lesley Ziegler. Is it age or ability, are year 2's in 1/2 composite disadvantaged?

Paul – Composite class not necessarily high performing kids. There are a range of factors, academic, in class assessments etc

Question from Floor - Are the topics done in cycles eg if learnt in 1 then wouldn't be taught again in a 1/2 class (odd and even years)?

Paul - The outcomes they want kids to achieve are over a stage not a year. So taught in cycles and will be covered over the stage not year. Composite classes are in the stages – 1/2 stage 1, 3/4 stage 2, 5/6 stage 3.

Floor – are the two years separated?

Paul - Differentiated curriculum – making curriculum for wide learning rather than teaching to the middle level eg reading groups. Same idea applied to comp classes. Some classes like maths – simultaneously taught but expected outcome different. Selection of students tries to minimise range of student's abilities – not necessarily “brightest”. Research shows class structure not necessarily the most important influence on learning

Question from Lesley – when are parents given opportunity to identify if they do not want/like composite classes before parent info meeting? Are they optional?

Paul – hasn't had anyone in last few years want that. Generally know who will go in at end of year. School keeps a database on issues, learning styles, parent requests etc.

Lesley – not much communication to school about composites and how they work, there is a lot of misinformation about that. Kids in the playground are thinking that if a child is in a year 1/2 then years 2 students not smart.

Paul – perhaps not much communication – however had really no negative feedback.

Lesley – would like to see more information ahead of time. Not specific but more general eg what is a composite class. Can info sheets be drawn up?

Paul – yes information is available and has put info into ww this week.

### **Languages**

Mandarin will be done by year 6 for one term each, just a taster and done instead of French. Mandarin is offered at PHHS.

School has found new French teacher to replace Mrs Tickoft.

Paul has had feedback from community “why French”, would another language option be suitable? A second language is real asset – parent feedback is that an Asian language would have the edge

Will look at the future of the language options at the school. Has advised will be asking the parents about future of French. Will have consultation as paid for by parents

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

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

Sent off commemorative paver order – 79. Looking at somewhere in front of office.

Focused on recruiting for P and C positions particularly fundraising

6.2 Treasurer – Stuart Bidwell

BASC have asked Stuart to help with books so should have BASC books regularly. Will probably need help with cash due to regulation changes MDFG currently run separately – Stuart advised will need to be included with P&C banking as the problem we inherited was too many separate bank accounts and systems all over the place.

Ran through financial report – all as expected.

**Statement of Funds Flow Dec 2010 to Nov 2011**

	Band	Canteen	Fundraising	Uniform	P&C Total
<b>Money In</b>	<b>46,017.60</b>	<b>66,300.63</b>	<b>126,349.89</b>	<b>132,385.29</b>	<b>370,053.51</b>
Money Out					-
Band Costs					-
Band Camp Expenses	15,428.50				15,428.50
Band Expenses	2,908.66				2,908.66
Bandmaster Fees	29,343.50				29,343.50
Bandmaster Performances	1,320.00				1,320.00
Competition Entry Fees	1,160.00				1,160.00
Instrument Purchases	237.00				237.00
Sheet Music	1,598.93				1,598.93
Canteen Costs					-
Canteen Purchases		45,291.09			45,291.09
Cleaning		560.00			560.00
Computer Costs					-
Hardware Repair & Maintenance			195.80		195.80
Internet Connection / Hosting			419.84		419.84
General Expenses					-
Bank Charges			33.30		33.30
Catering			120.72		120.72
Gifts			406.30		406.30
Membership and Subscriptions			90.00		90.00
Merchant Fees			751.49		751.49
Pest Control			503.80		503.80
Postage and Stationery			1,856.45		1,856.45
Software Purchase and Maintenance			1,355.00		1,355.00
Telephone Land Line Rental and Calls			430.00		430.00
Parent and Citizens Costs					-
Advertising			115.52		115.52
Donations to School			37,199.00		37,199.00
Fundraising			26,701.45		26,701.45
P n C Membership and Insurance			1,872.00		1,872.00
Salaries & Wages		9,905.58		9,905.58	19,811.16
Spring Fair Costs			26,446.73		26,446.73
Superannuation		950.04		950.03	1,900.07
Workers Compensation		401.00		401.01	802.01
Uniform Costs					-
Uniform Purchases				126,287.68	126,287.68
<b>Total Money Out</b>	<b>51,996.59</b>	<b>57,207.71</b>	<b>98,497.40</b>	<b>137,544.30</b>	<b>345,246.00</b>
<b>Money Raised / (Spent)</b>	<b>(6,978.99)</b>	<b>9,092.92</b>	<b>27,852.59</b>	<b>- 5,159.01</b>	<b>24,807.51</b>
<b>Total Cash 30 Nov 2011</b>	<b>4,635.56</b>	<b>17,341.24</b>	<b>63,468.29</b>	<b>40,722.52</b>	<b>126,167.61</b>

### 6.3 Uniform shop – Helen Roberts

Thank you from teachers and parents for stationary packs – great idea!  
Kindy fit out went well.

## UNIFORM SHOP REPORT

(Figures are approximations as at 7/2/12)

### FINANCIAL POSITION IN A SNAPSHOT

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Cash in bank	\$46,275.69
Outstanding debt to suppliers	\$6,282.71
Pre loved cheques to be cashed	\$717.00
Credit refund cheques to be cashed	\$437.00

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**Balance of cash** **\$38,838.98**

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**Sales from 30 November to 7 February = \$21,176.40. A total of 843 items!**

**Kindy Fit-outs** – a very successful initiative for 2012 Kindy students. So much more relaxed for parents and me as well. Will definitely offer for next year.

**Stationery Packs** – very successful for 2012. Parents greatly appreciated the service especially the upfront payment & delivery to the classroom. 125 packs were ordered and we have 21 remaining (Yr 3-4 and Yr 5-6) = 83.2% sold.

**Sports Polo Shirts** – have received our additional order of these so now have a full compliment of sizes from 6 to 16.

**Flexischools** – the on-line ordering system is 50% set-up with photos the last thing to do before trailing the system. Aiming to have as an option by the end of Term 1, 2012.

**Preloved** – all remaining stock is now considered as a donation. Preloved items are not in demand as much now due to the lower prices of our new stock.

**Winter Uniform** – have a large order arriving in @5 weeks time so all set for the change of season.

### 6.4 Canteen – Karen Edmond Manager. Chloe Lorente -Conveyor Report from Dana

New foods and Flexischools is great, has made life much easier for volunteers Year 6s helping out and currently recruiting volunteers. Volunteering much easier and organised, canteen has coffee machine, new dishwashers. Veryan will make up volunteer ad.

Stuart asked if there had been resistance to flexischools – only one negative comment from mum who couldn't use computer.

Advised Paul - can also be used for staff lunches. Mufti days etc will go on flexischools this year.

6.5 MDFDGG – Dana Logiudice  
 First meeting will be on 8/2. Then Wednesdays at 130pm.

6.6 BASC - Laurelle Knight  
 First committee meeting of the year Monday night 630pm. All welcome.

<b>THORNLEIGH WEST PUBLIC SCHOOL BASC CENTRE          Coordinator's Report- 7 February 2012</b>	
<b>ISSUE</b>	<b>COMMENTS / ACTION</b>
<b>Enrolments/Attendance</b>	<p>Due to the increase in enrolments at the end of 2011 we applied to the Department of Employment and workplace Relations to increase our numbers in After School Care from 105 to 120. We were successful and as such, we were able to cater for all new families and incoming Kindergarten children.</p> <p>Once again Tuesday's are popular with only 2 spaces available. On Monday's, Wednesday's and Thursday's we have over 100 children booked in and on Friday's we have 70.</p> <p>Attendance has been down due to the start of the new Kindergarten children however all bookings are due to start early March.</p>
<b>Staffing</b>	<p>Due to some valuable staff leaving at the end of the year and the increase in numbers we have employed two new staff members on a permanent part time basis. We are very happy to introduce Mitchell Thompson who has three years experience in OSHC and working with children with additional needs and Ashlee Ferret who has completed her Certificate III in Education and care and currently studying her diploma.</p> <p>We have purchased staff shirts which all staff will be wearing. We have had many positive comments from both parents and children.</p>

<b>Professional Development</b>	Lisa, Loryl, Trysten, Mitchell and Ashlee will be attending a workshop on 20 <sup>th</sup> February (Framing OOSH) which is focused around implementing or Framework My Time Our Place.
<b>National Quality Framework (NQF)</b>	<p>The regulations have now be in effect from 1 January 2012. We are currently working towards implementing all the changes needed.</p> <p>We have received all our paperwork from the Department of Education and Communities to start the process of lodging our applications for approval. These applications must be lodged my 30<sup>th</sup> June 2012.</p>
<b>Program</b>	<p>We have implemented a new programming approach this year to implementing the My Time, Our Place Framework.</p> <p>The children have been very eager to voice their ideas and interests.</p> <p>We will also run the AASC program this Term on Thursday's and Friday's doing Taekwondo and Hockey.</p>
<b>Equipment/Maintenance</b>	We have purchased a new laptop.
<b>Miscellaneous</b>	<p>Over the break we completed a successful application to register a Vacation Care Service. This is the first step in many to start but we are hopefully on track to start in the Easter holidays.</p> <p>The first BASC Committee meeting will be held on Monday 13<sup>th</sup> February at 6.30pm in the BASC room.</p>
COORDINATOR'S SIGNATURE:  Lisa Whittaker	DATE:  7 <sup>th</sup> February 2012

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## 6.7 Fundraising

Janda now finished but happy to hand over and give advice.

School has given P&C wishlist for what would like for year. – Eg aircon, learning support, classroom supplies, Wakakiri, white boards.

Fundraising also helps out with band, canteen, year 6 farewell, uniform support.

Now have Mufti day coordinator

Need help with hot cross buns, French day, Principal's morning tea etc. Lots of little jobs previously done by canteen or Janda. Will take any help or ideas.

6.7.1 General

6.7.2 Spring Fair – Helen Roberts – discussed with Agenda Items

6.7.3 50<sup>th</sup> Anniversary Celebrations – no longer needed – to be removed from future agendas

## 6.8 Band - Juliet Kelly

There are 4 bands. Kids can join from yr 3 onwards and learn an instrument.

Gives students an opportunity to learn instrument in fun and enjoyable team.

Will be Band Committee meeting of 6<sup>th</sup> **March**.

Training band starts 8<sup>th</sup> Feb – expected training band master will be David Bell

He now is band master for 2012 for all 4 bands. This has not happened before (one band master for all) and will review in term 3 to assess situation for 2013.

Financials to be sorted out – will meet with Stuart

The band aims to run at costs. Each child in band costs a minimum of \$400 hire fees plus tutoring. Trying to keep band as accessible as possible.

Instrument owned by school and school receives hire fess – flexi schools to help payment process.

Band camp 14<sup>th</sup> and 15<sup>th</sup> June – Collaroy. Will be one night of intensive tutoring.

## 6.9 Hall

Dana – was once a hall committee – shared with Hornsby Council

Currently no committee and to be taken of future agendas.

## 6.10 Catering – Michele Wood

Michelle looking for volunteers – all that involves is bringing a plate. Need

dates from schools for catering eg Grandparents day, kindly open day etc

Michele's last year at TWPS – need a new catering coordinator for 2013



## 7.0 Agenda Items

### 7.1 Brett Carkeet memorial plaque

Dana – was a past student 77-83 very sporty – died in yr 9 at PHHS. Memorial was under tree at BASC, destroyed in 2007. Can get brass for \$99 or laminate \$45 – more hard wearing. Decided to go with laminate.

### 7.2 Re-building of the Nature Trail

Dana – located between two gates at Quarter session road. Had turrets and walkways and labels on trees – all overgrown. Looking for original photos etc  
Could look at working bee with sausage sizzle – needs to be cleaned out initially

Super Saturday Baptist Church group has agreed to help out. P and C will probably need to spend some money. No money available from school grounds levies.

Students could use area for reading.

Protected area so need to check out what council issues – might also be funding available

Discussion from meeting

- Quarter Sessions Road entrance and the “dungeon” - rubbish been dumped – all looking pretty horrible, overgrown etc
- All hard surfaces under contract –through council – stairs, walkways, hand rail outside school
- Inside school - schools responsibility. Paul to check out and address
- Floor – amphitheatre looking a bit sad – Paul – yes needs work. A great space but is not a play area

### 7.3 Spring Fair survey results

60% want every second year but only 49 responses to survey.

Discussion from the meeting:

- Dana suggests allocate more classes to a stall = less work for parents.
- Utilise parents with specific interests.
- Parents have been given enough opportunity to discuss Spring Fair and alternatives at P&C meetings x 2 plus the survey. It brings in too much money not to do it.
- Market stalls – we cannot provide public liability insurance.
- Need to push parents more into volunteering – perhaps ringing around directly asking for help, prefilling rosters and then letting parents sort out
- Food stalls not making enough sales to give school any percentages.
- Could we add \$ 20 for paper bags to P&C contributions? – no, these are voluntary anyway so just wont get it
- Suggestion of giving voucher for volunteer work at canteen
- Need to give sales pitch about what the fair does and therefore needs parents help.
- P&C flyer with subscription letter - this is what P&C did/does etc

Decision made to have spring fair 2012. Suggests date movement to 8<sup>th</sup> September.

| Helen and Lisa looking for committee volunteers

7.4 Election of Vice-Presidents

Helen Tibbet not present at meeting but volunteered. Seconded by Veryan McAllister. Unanimous yes from all present.

Tony Smallwood – Nominated by Kim Smallwood. Seconded by Helen Roberts. Unanimous yes from all present.

7.5 Fundraising Co-ordinator - no nominations

7.6 Hall Co-ordinator - no longer required

7.7 Composite classes - covered in principal's report and discussed by Paul Miller when giving report.

7.8 Principals morning tea coordinator - Susan Bell is happy to take on this role

**8.0 Closing - 10.10pm**

**9.0 Next Meeting – 8pm, Tuesday 13<sup>th</sup> March 2012**