



**THORNLEIGH-WEST PUBLIC SCHOOL
P&C Meeting Minutes
Tuesday 9th February 2016**

1. Opening and Apologies

Attendees: Veryan McAllister, Hannah Grummet, David Stanton, Anke Vaughan, Jacqueline McLeod, Julia Wright, Susie Parry, Warwick Edwards, Nicole Thompson, Nicci Fishwick, Amanda Long, Kate McGettigan, Musette Healey, Margaret Liddle, Gordon Dracup, Tony Smallwood, Dana Logiudice, Kirsty de Vallance, Fleur Findlay, Julie Tanger, Patty Correll, Belinda Tasker, Emma Fenton, Debbie Flanagan, Michelle Christopher, Trish Stephen, Kerith Massey, Rosemary Saunders, Ingrid Leese, Chantal Mamo, Sarah Allen, Julie Granville.

Apologies: Alex Gayl, Nicki Honeysett, Lisa Pang.

2. Minutes of the Meeting – 24 November 2015

Acceptance proposed Patty Correll
Seconded Anke Vaughan

Minutes of the meeting 20 October 2015
Acceptance proposed Patty Correll
Seconded Veryan McAllister

3. Business Arising from Previous Minutes/Open items

Nothing to be tabled.

4. Correspondence

1. NorthConnex Construction Update – to be put on the P&C Website.
2. P & C Federation Newsletter and update re Gonski - NSW P&C Federation still heavily lobbying for the Gonski commitments to be upheld.
3. Healthy School Environment Forum on Wednesday 16th March 2016 – Veryan to hopefully attend.

5. Principal's Report – See Appendix 1

6. Other Reports – from P&C Subcommittees

1. President – Veryan McAllister

There's a lot coming up – our AGM is next month. David, our Treasurer and Hannah, our Assistant Treasurer have served their 3 consecutive years. They will be stepping down for those roles. All roles are declared vacant at the AGM.

Hoping to have the Audit complete, AGM may be delayed by a week if necessary.

This year if we hope to fund our usual requests (Principal's Wish List, Year 6 Farewell, Band grant, Wakakirri etc) it will come done to fundraising. Last year we mixed it up with the Walkathon and Movie Night - we managed to raise \$54K without the Spring Fair. We are going to put it to a vote re what Fundraising we do this year.

Other ideas for the year – Interschool Film Festival, Science Fair – both a work in progress.

2. Treasurer – David Stanton

Final 2016 Financial statement attached (see Appendix 2)

Items to note:

- Final movie night costs paid out of 2015/16 FY
- Funds for Sentral not paid in 2015, if this is to proceed include as part of 2015/16 budget
- \$11,000 in contributions from uniform shop (5k) and canteen (6k) not collected, additional to be included in 2015/16 budget.

Currently collating information in preparation of 2015 audit. Require financial information and receipts for:

- Band
- Canteen
- Uniform Shop
- Mothers Day Fathers Day Gift Group

Now need to compile 2016 budget, suggestions from all be end February so budget can be finalised.

3. Uniform shop - Nicky Honeysett

It's been a busy but manageable start to the year, and Nicky would like to extend her thanks to the volunteers (Lisa Pang, Kerith Massey, Patty Correll, Trish Stephens, Annette Mead, Debbie Viridi and Carolyn Delapierre) who gave up their time on the last day of the school holidays, and at the start of term, to help out in the Shop.

Shop Refurbishment

The Shop refurbishment was carried out over the summer break, and it looks FAB! We had to do a bit of re-jigging to the planned lay-out in

order to maximise use of the space and to allow us to create a larger change-room area, but the revised layout and new furniture work really well.

We could do with some additional shelves in the main cupboards to maximise storage. Nicky will speak to the Woods Rep about costing for the shelves and report back at the next meeting.

Stationery Pre-Orders

98 families pre-ordered stationery packs, which enabled us to get the bulk of orders dispatched out before the end of term 4 2015. This helped enormously with reducing the Shop queue volume at the start of Term 1, and is a process we will adopt going forward, albeit with some improvements to the process, in 2016.

Uniform Shop Online Appointment Booking System

There is now an online booking system for new families/parents wanting to make a fitting appointment at the Uniform Shop. The link is on the website, and is included in the new 'Uniform Shop Information sheet', which we have produced for new families joining TWPS, available from the Admin Office.

We trialled the booking system for Kindy Fittings in October to December, and it worked very well, with over 95% of appointments being booked online. Additionally, over the Summer break, seven new families booked online fitting appointments for Monday 25th January, which was far easier for us than having seven new families all turning up on the first day of opening at the start of the term.

Uniform Shop Reporting

A new set of monthly/termly reports are almost finalised and will be available for review/comment at the next P&C Meeting.

4. Canteen – Karen Edmond

We had a good year last year.

Unfortunately in the holidays three of our freezers and the fridge had no power to them for I would estimate a week. As a result we lost just over \$600 worth of stock.

Last week our Thermal label Printer decided to stop working properly and we have had to order a new one from Flexischools at a cost of \$420. It's over four years old so maybe to be expected it has printed a lot of labels in that time

I am still in need of volunteers so if anyone is contemplating helping please let me know

We will have another Spooky Friday probably in March which will in part make up for the cost of the loss of stock.

It would be appreciated that anyone wanting to put anything in the canteen freezers or fridge make sure that they check with the canteen manager prior. I had an occasion just this month where I arrived at the canteen to find that one of my freezers had been switched OFF at the wall and that someone had put ice blocks in it, whoever it was had also turned ON the neighbouring freezer which was OFF for a reason.

5. MDFDGG

MDFDGG is a small group of about 8 mothers who run two events in the year – the Mother's Day gift stall and the Father's Day Breakfast. We raise funds for the school, but are not a major fundraiser. We source different items that are then for sale at our stall which is normally the Thursday before Mother's Day. The children can buy gifts and have them wrapped. Prices range from \$1-\$15 and each class is allocated a timeslot in which they can purchase gifts. We have weekly meetings up until Mother's Day in the hall – we shop via catalogues and price our gifts. Toddlers are very welcome.

The Father's Day Breakfast is on the Friday before Father's Day. Held in the hall we cater for over 450 people over 3 sittings. There is also a small gift stall where children can purchase gifts. We are discussing whether it is possible to extend the stall until lunch as children who don't attend the breakfast don't have access to the gifts.

Judy Reilly has stood down as convener. We have lost a great deal of knowledge. Another two members will leave at the end of this year when their children finish year 6. We would love more members to continue the success of the group.

6. Fundraising General – Veryan McAllister

Voting for fundraising 2016 to be held over until next meeting pending results of a Survey Monkey to be available for TWPS families to respond with comments/ideas.

7. Band - Warwick Edwards – See Appendix 3

8. Green Thumb – Patty Correll – See Appendix 4

Lots of work from students, teachers and parents have seen the garden expand greatly from its beginning 2 years ago – we have 8 garden beds, and outdoor classroom, a trough, a fence that has been decorated by the students and a sheltered area.

7. Agenda Items

1. Principals Wish List – see Appendix 5
2. Fundraising Vote – held until next meeting
3. Band/TWPSOOSH – held until next meeting

8. General Business

- Can we have some more bag hooks throughout the school at classrooms so that the children can keep their bags off the ground?
- Students riding their bikes through the school grounds at pick-up time. Students to be reminded to wait until they are out of the school gates.

9. Closing

10. Next Meeting – Tuesday 29Th March 7:30pm

Appendix 1

Principals Report

P & C meeting Term 1 Week 3

| | |
|----------------|---|
| 2016 | We have made a great start to 2016. We welcome Emily Lunstrom who has been appointed via merit selection through an interested pool. Hannah Smith and Sarah Allen are now permanent staff members. Tiffany Part PDHPE trained teacher and Amanda Ford Griffith Art all working K – 6 five days per week. Many new enrolments. Kindergarten numbers are down so we are very close to not maintaining twenty two classes. |
| Wild Ash Way | I received a letter requesting that parents and staff do not use this private road to gain access to Duffy Ave. |
| LMBR | New financial system will impact everyone. All school funds will be held centrally. No more cheques. 30 day payments for invoices etc.. Excursions will be affected students will need to pay on time. Cut over is the June long weekend. |
| Kindergarten | Our new students have made a great start. Some tears in the morning but 5 minutes in class all is well. Best Start has been completed and will be communicated to parents in the coming weeks. |
| Executive Team | Coached externally. This was a challenging process but paramount to improve leadership within our school. |
| Julie Wilson | Has become a full time carer. Gen Campbell will be relieving her in the learning assistant teacher role. Two days per week. |
| Stage TPL | Each team have been given a day to learn and plan! Some great things happening. Teachers are team teaching etc. Focus on formative assessment. |
| Chinese | Chinese school from Beijing will be visiting on Friday. A performance for all children. Tickets are available for |

| | |
|-------------------|--|
| | Sunday night performance at the Opera House. Please see Finbar if you would like a ticket for the family. |
| Homework | Just working on a survey for parents. We are keen to learn about your thoughts and ideas about homework. |
| PSSA | Year 6 will be involved this term. Evan Gibbons has been elevated the vice president. Our aim is to get PSSA happening years 3 -6 over the coming years. |
| Swimming carnival | Only swimmers attend. If you are able to help please let us know. |
| Gymnastics | Sport Pro are conducting these lessons. We don't have the equipment or skill. Great program. |
| School Fees | Note to come home. See draft. Includes resources and text books. Grounds levy, library fund and P & C contribution to be discussed. Best way to communicate to parents. |
| Trees | Tree audit. Many trees needed lopping and a few taken out. This is at cost to the school. |
| Uni competition | Notes home. Admin cost time etc.. teacher to supervise prior to school. |
| Wendy Pine | Currently on sick leave then LSL then retire. |

Appendix 2

| Financial Update - 30 November | | | |
|---------------------------------------|---------------|-------|----------------------------------|
| Budget | Actual | | Comments |
| Income | | | |
| P & C Subscriptions | 22000 | | 17182 |
| Interest Received | 120 | | 505 |
| Commission on Student Banking | 450 | | 1103 |
| Farmers Direct | 300 | | 120 |
| Canteen Donation | 12000 | | 6000 |
| Uniform Shop Donation | 10000 | | 5000 |
| Misc | 200 | | 1332 |
| Total Income | 45070 | | 31242 |
| Fundraising | | | |
| Sponsorship | | 9300 | |
| Mufti Days | 5000 | | 2906 |
| Election BBQ | 1500 | | 2283 |
| Walkathon | 15000 | | 22804 |
| Movie Night | 15000 | | 16367 |
| Mothers/Fathers Day Gift Group | | 4000 | |
| Tea Towels | 0 | 874 | Legacy still to be paid \$437 |
| Total Fundraising | 40500 | | 54534 |
| Total Income | 85570 | | 85776 |
| Expenses | | | |
| School Submissions | | | |
| Literary Resources | 10000 | | 10000 |
| Sentral | 8500 | | 2016 Item |
| Cares Bike Safety | 1000 | | 445 |
| Learning and Support | 36000 | 35667 | \$6667 from 2014, 5768 paid 1/12 |
| Cyber Bullying/Resilience | 2500 | | 275 |
| Class Budget | 2200 | | 2200 |
| Laptops | 12000 | | 9038 |
| Green Thumb | 5000 | 4111 | Pergola 1/3 costs |
| Total TWPS Submissions | 77200 | | 61736 |
| Fundraising | | | |
| Movie Night | 5000 | 0 | Included as part of income |
| Mufti Days | 2000 | 0 | Included as part of income |
| Misc | 0 | | 1373 |
| Total Fundraising | 7000 | | 1373 |
| Other Expenses | | | |
| Employment Expenses | 0 | | 4199 |
| Misc Expenses | 1100 | | 973 |
| Bank Expenses | 360 | | 393 |
| Legal Costs | 500 | | 0 |
| Stationery | 330 | | 0 |
| Telephone & Fax | 300 | | 310 |
| Accounting software - Myworkspace | 360 | | 330 |
| Audit | 2640 | | 2747 |
| Insurance | 2000 | | 1545 |
| Total Other Expenses | 7590 | | 10497 |
| Donations/Other Submissions | | | |
| Band Grant for equipment and Expenses | 8000 | | 8000 |
| Uniform shop/Canteen upgrade | 5000 | | 0 |
| Dance Group/Wakakirri | 500 | | 0 |
| Teachers Lunch | 200 | | 231 |
| Sports Final Costs | 500 | | 0 |
| Year 6 Farewell | 500 | | 0 |
| Total Donations | 14700 | | 8231 |
| Total Expenses | 106490 | | 81836 |
| Net Surplus / (Deficit) | -20920 | | 3939.81 |

Appendix 3

TWPS P&C Bands Convener's report Feb 2016

In 2015 the TWPS P&C band program has provided an extra curricula music education program and the bands have made a significant contribution to school events and represented the school with distinction on a regular basis.

Learning an instrument can be difficult, particularly if you are doing it alone. The band program provides the opportunity for TWPS students to learn together and supports individual endeavour. Students also learn complimentary skill sets of playing in a band. Listening to yourself and perfecting your notes is one skill but listening to others at the same time and perfecting your contribution to the sound produced by the group is another skill set. I think it important to remember and reiterate this valuable learning opportunity offered by the band program.

Over the last few years the band program has been expanding at a fast rate. In 2013 we had 85 students in the program. This year we have over 130! Running a program of this size is a big job and I would like to thank last year's committee for their significant contributions:

- Berenice Ferguson, my co-convenor for much of the year
- Robin Beard, secretary
- Kim Hansell, treasurer
- Nicola Black, instrument coordinator
- Jo Bridgewood, tutor coordinator
- Tina Faber, band camp coordinator
- Michelle Kim, music librarian
- Training band coordinators, Nicole Ng, Carolyn Delapierre, Fran Cleary
- Junior band coordinators, Trish Stephen and Chloe Lorente
- Senior band coordinator, Lesley Ziegler who also managed our website and all our cake stalls
- Funk Band coordinator, Juliette Kelly
- Band master, David Bell. I am pleased to report the 2016 committee has a great mix of old and new faces and we have succeeded in our aim of having two or three coordinators for each band. The committee for this year are:
 - Conductor - Dave Bell
 - Convenor – Warwick Edwards
 - Treasurer – Niluka Chinniah
 - Secretary – Robin Beard
 - Instrument Coordinators – Nicola Black/Debbie Viridi
 - Tutor Coordinator – Jo Bridgewood
 - Band Camp Coordinator – Tina Faber
 - Web Contact – Lesley Ziegler
 - Music Librarian – Michelle Kim
 - Training Band Coordinators - Lesley Ziegler/Caroline Dalziel/Patty Correll
 - Junior Band Coordinators - Nicole Ng/Amanda McFarlane/Debbie Viridi
 - Senior Band Coordinators - Kris Treatt/Angela James
 - Funk Band Coordinators - Ann Carrigan/Alex Ravallion

Bands

Training Band - recruited 52 students (as well as 11 mentors from Senior band)

Junior Band – 33 students

Senior Band – 46 students

Funk Band – 16 students (we intend to provide some Junior band students with the opportunity to audition for some spare places later in the year).

Mentors

We have continued this valuable program and have 11 children from Senior Band mentoring the Training Band.

Competitions, Performances and Activities

We have decided that with some effort early in the year the Senior and Funk bands may be of a standard to successfully audition for a spot in one of the Arts Unit Festivals (hopefully performing in the Opera House). Consequently we are having two workshop afternoons on Saturday afternoons in late February to try and get the bands up to a standard in time for auditions in May. The calendar of activities is updated on our website but the current list is as follows:

February

- 20th Saturday workshop – senior and junior band
- 27th Saturday workshop – funk band

May

- Ryde East music festival – all bands
- School assembly – funk band
- 25/26th Band camp (Pennant Hills Scout Camp)
- Audition for Festival of Instrumental Music

June

- School assembly – senior band
- Wahroonga Music Festival?

August

- 5th August, school open day, Education week – all bands
- UNSW band festival – all bands
- School assembly – junior band

September

- 2nd, Father's Day Breakfast – Funk Band
- 12th September, Grandparent's day – All bands
- 23rd September, Band and Bear day – Senior Band
- School assembly – training band
- Combined local schools concert – Senior Band

October

- Hornsby North festival – all bands
- Parents info evening for next year's training band – senior band
- Pennant Hills High performance – Senior Band

November

- End of year concert – all bands

December

- Bunnings Xmas concert – funk band
- Thornleigh carols – funk band
- Presentation Day – Senior band
- 3-6 awards day – Junior band
- K-2 awards day Training band

Fundraising

At this stage the band intends to do two Bunnings cakes stall, the Election Day cake stall (with P&C approval of course) and Spring Fair/Movie night if applicable.

Instruments

A total of 22 new instruments have been purchased due to the large increase in membership.

Tutors

We have added a trumpet and a French Horn tutor to our list. We expect we will need to add another trumpet tutor at the end of the year.

Warwick Edwards – Band Convener

Appendix 4

Green Thumbs Sub Committee

Report for P&C 9 February 2016

Infrastructure:

- Work bench installed on old stump. Thanks to Barry Drake with help from Cameron Saunders, Dave Miller and Tim Westcott.

Proposals for further work (see previous reports, for more detailed list):

- Garden shed is being planned. Input sought for where to locate, shed design features and who to build.
- Plans are developing for a PET bottle green house. Flagged in last week's newsletter
- More art. Collecting milk (and other) plastic bottle tops to use in recycled art projects.
- Pavers: A call put out requesting donations of paving stones to put around the garden. We have been offered pavers from two families, one of which is a substantial amount that should greatly improve erosion around the garden.
 - Will need assistance to collect and relocate to garden for installation at working bee.

Gardening activities

- BASC continue with their two beds and vertical garden and have extended to 'ground' garden beds.
- Fantastic working Bee on Dec 5 with a great turnout. Beds were cleaned out and planted with 'green manure' to enrich the soil for 2016. Next working bee is on Saturday 20 February when the garden beds will be prepared for planting. Mulch and pavers also to be laid on this day provided sufficient helpers arrive.

School Fair

- Ideas are afoot for fundraising activities and suggestions welcome. Would be great to get together a group to work on planning the garden activities for the Fair.

Appendix 5

| <u>P&C REQUESTS FOR 2016</u> | |
|--|------------------|
| Outdoor Stage – wooden in the playground | \$5,000 |
| Noticeboards on year 1 classrooms that are weather proof and ball prove. Update regularly with photos, art and student work. | \$3,000 |
| You Can Do It Program K – 6 http://www.youcandoiteducation.com.au/ - Staff training - Parent talk - Manual and CD - Class posters - Emotional thermometers - Circle time kit - puppets | \$10,000 |
| <ul style="list-style-type: none"> • Class budget 22 classes @ \$100 | \$2200 |
| <ul style="list-style-type: none"> • Sport equipment each class have a tub of things to borrow <ul style="list-style-type: none"> - Infants class kit Good Buddy Sports 11 @ \$99 - Primary class kit Good Buddy Sports 11 @ \$115.50 | \$1089 \$1270 |
| <ul style="list-style-type: none"> • 30 ipads | \$15,000 |
| <ul style="list-style-type: none"> • Keyboard for music – Kawai Carlingford music | \$1,000 |
| <ul style="list-style-type: none"> • Learning assistants teacher. 2 days per week \$393 per day | \$31,440 |
| TOTAL | \$69,999 |