



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 2nd August 2016**

1. Opening and Apologies

Present: , Debbie Flanagan, Martina Miller, Jane Massam, Alex Gayl, Yvonne Curren, Veryan McCallister, Susan Parry, Kate McGettigan, , Amanda Long, Patty Correll, Chantal Mamo, Nicci Fishwick Veryan McAllister, Julie Tanger, Rachel Dunn, Fleur Findlay, Leigh Bornstein

Apologies: Warrick Edwards, Kerith Massey, Lisa Pang, Yvonne Curran, Michelle Christopher Nikki Honeysett, Ingrid Lees, Geeta Daya, Emma Fenton, Jacqueline McLeod,

2. Minutes of the Meeting – 14th June 2016

Previous Minutes Proposed: Nicci Fishwick and seconded Kate McGettigan , Vote: passed unanimously.

1. Business Arising from Previous Minutes

Veryan to complete nomination form.

3. Correspondence

4. Principal's Report - see attached Appendix 1

5. Reports – P&C Subcommittees

5.1 President - see below for fundraising as activities since previous meeting have been to do with Spring Fair primarily.

5.2 Treasurer -

5.2.1 Since last meeting had to lodge information to get us off the debtor default list, also did end of year PAY G summaries. See Bank Account info Appendix 1 but basically P & C healthy - in surplus 46K.

- Spring Fair stuff – Deb (assistant treasurer) looking after this. Made 5K so Far., 2K raffle, \$1272 from stall holder and sponsorship paid including \$1500 from Di Jones Real Estate.

5.3 Uniform shop -

5.3.1 Report from Nicky Honeysett below, Nicky sent her apologies for meeting:

- There was a busy end to Term 2 and an equally busy start to Term 3 thanks to the colder weather finally arriving, and also Year 5/6 students requiring uniform for the Canberra trip.
- We are currently undertaking a Supplier Review for the formal Summer and Winter custom items and these results/recommendations will be reported at Sep meeting.
- Shop Financial Budget Forecast 2016/2017 completed. Copy to be sent to P&C treasury for review.

- The planning for Term 4 Kindy Orientation now underway as Kindy Fittings will commence mid-Oct 2016.
- Shop Posters - no update as still waiting to hear from the Graphic Designer about progress on the posters for the Shop. NH will chase up this week as we hoped to have these on display from October to coincide with Kindy Orientation.

5.3.2 Questions for Nicky raised in meeting – hopefully to be addressed in next meeting.

- Re suppliers – who supplies what items – inconsistency with the boys trousers and the boys shorts
- Uniform shop Accounts – what is the miscellaneous item 4, \$250 and stationary? \$360 and the deficit amount?
- Sparry raised issue of fragility of boys tracksuit material fabric - to ask Nicky – to investigate wear and tear on boys tracksuit pants

5.4 Canteen

5.4.1 Report from Karen – not present at meeting.

We have introduced hot cheese rolls for sale over the counter at recess (1/2 a long roll with cheese heated through \$1) They are proving to be popular and a much better recess snack than a bag of chips We also have new ice creams and ice blocks available from Streets Coming soon will be the Dory ice creams We lost some paddle pops over the recent holidays from one of the freezers It wouldn't be school holiday time at the canteen if there was not a mishap with the electricity This time the power was turned off. We have put a warning alarm in place and I have requested that the GA let me know next time so that I can come and check the temperature inside the freezers, everything else seems fine. Karen

5.5 **MDFDGG** - Busy planning for September with Father's Day breakfast.

5.6 Fundraising General

- 5.6.1 Sponsors – working on a lot of sponsors for the spring fair – need to consider signage etc.
- 5.6.2 Map being finalised
- 5.6.3 Market stalls – discussed placement
- 5.6.4 Silent auction – Nicci Fishwick progressing well with that, some great items,
- 5.6.5 Spring fair flyer being done and delivered around Westleigh area
- 5.6.6 Armbands –only sold 150 need to sell \$400- encourage all classes and friends to buy armbands
- 5.6.7 Raffle tickets – need to sell more - 2 800 is currently what we have sold last year we made 18 K on raffle tickets???
- 5.6.8 Band and other groups perform – timetable being finalised.

5.7 **Band** - See report from Warwick Edwards Appendix 3:

5.8 **Green Thumb Committee** – Patty Corell

**** HELP WANTED for PARENT WORKING BEE SCHEDULED 13 AUGUST TO CLEAN UP FOR THE SPRING FAIR *****

General

- A grant proposal has been submitted for \$3500 to build a raised timber bush tucker and sensory garden at the rear of TWOOSH. We will be notified of the outcome in November.

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

- STILL waiting for a slab to be laid for the small garden shed to be installed. Attempting to get a donation of concrete from a local supplier, but so far no luck. Will probably end up doing as a parent activity.
- Parent working bee on 13 August will lay pavers around garden and spread mulch.
- The 'milk bottle lid' project has been put back until after the Spring Fair.

Gardening activities

We would like to thank the students and teachers from the following classes, who helped us plant seeds last term. The seedlings are all growing well and will be available for purchase at the Spring Fair Garden Stall.

KD	Beetroot and Silverbeet
1L	Shallots
6C	Lettuce
2Y	English Spinach
1G	English Spinach
5BR	Bok Choy
1E	Snow Peas
5/6A	Snow Peas

Thank you also to the parents who helped us run the activity with the kids, Kimberly Barry, Liz Stevenson, Michelle Mathieson, Julia Kent, Fiona Davies and Lisa Michelson.

We also have a large variety of herbs, vegetables and other plants for sale, including succulents, chilies, tomatoes, parsley, thyme, basil, oregano, irises... as well as beautiful fresh produce generously donated by Hydro Produce. We look forward to seeing you all at the Spring Fair!

Many thanks to Ingrid Leese for her assistance to Patty.

6. Agenda Items

6.1 Library Refurbishment - Discussion of library staff's request for \$ 5K to assist with the plans the library staff have for refurbishment. Discussion that this would be good use for some of the excess we have currently in P&C accounts.

Motion to support to tune of \$5k Proposed - Deb Flannigan

Seconded - Jules Kent – Voted – Passed

6.2 Having people present a talk for parents and students (yr3 – yr6) on “where do I come from/ puberty etc.” - Veriyan to investigate speakers further.

7. **General Business** - nil further currently – all in preparation mode for spring fair and Wakakirri.

8. **Meeting closed 9:00pm approx.**



Minute secretary: Susan Parry

01.09.16

Appendix 1

Principals Report

Term 3 Week 3

Athletics Carnival

It was great to have the athletics carnival off site. The weather stopped the K – 2 students being with the 3 – 6 students. Ms Part did a great job in organising this. It was great to have the field events on the day. We have reflected on the day and feel it was a worthwhile effort. Need to look at supervision in the car park and canteen closer. Run the 800m when all children arrive rather than prior. We appreciate any feedback to ensure this is a great event.

Band

Thank you to the band committee who are organising more performances at assembly. This is a great way to promote the program while also making assembly a little more special.

Long Service Leave

Many staff take long service leave at the end of Term 2 and beginning of Term 3 – including myself. WE welcome back Mandy Baweja, Susan Liddle, Robyn Young, Sue Starreveld and Finbar O’Doherty.

Term 3

We have made a great start to Term 3. Our staff development day was focused on problem solving and self-assessment. Teachers shared their pedagogy. Many filmed themselves teaching to share with the staff. The culture of continuous learning is a strength we have at TWPS.

Camp

Thank you to all the teachers, support staff and parents who attended stage 3 camp to Canberra. This is a wonderful opportunity for the students. The students were outstanding! They engaged in all activities and appreciated the staffs efforts in making this all happen. Next Year Stage 3 will go to Broken Bay.

Swimming School

Year 2 had a great time at swimming school. Many students confidence in the water grew. Abbotsleigh was a great venue as we had it all to ourselves. Thank you to Kath Boon, Robyn Young and Jessica Stedman for their effort in taking the children. Also to the many parents who help with the shuttle bus supervision. The whole school timetable was disrupted and the staff were very flexible.

Mufti Day – chocolates

Thank you to the parents who organised this. The students got into the spirit. There were lots of chocolates donated and gold coins too!

Police Forum

Last week I attended a police forum. It was great to meet the local police and chat with the PYLO. The focus of the session was on mental health and presenting this from a young age. A senior psychologist presented "Circle of Security".

Senior Administration Manager

Panel has culled these applications the interviews will be on Thursday. Once the process is finished there is a 2 week appeal period after this time I will announce to the school community our new SAM. Melissa has been relieving doing an amazing job but unfortunately only permanent staff members can apply.

Open Day

We are looking forward to seeing everyone on Friday. Assembly will start at 9.15am and open classrooms at 10.30am. 11am morning tea in the hall thank you to Bronwyn Cooper and the catering committee for organising morning tea.

Olympics

The SRC will be doing a mini torch relay on Friday. Classes will have a unit of work on Olympics. A great teaching and learning opportunity with this exciting event.

Waka

Thank you to all the amazing parents who attended on Sunday. Sorry I didn't make it. The story is coming together. Thank you for your hard work to make this all happen.

Interviews

Interviews are scheduled this week. It will be nice to touch base and hear about the growth.

Appendix 2

2016 Budget vs Actual

	<u>Budget</u>	<u>Actual to 26 July 2016</u>	
<u>Income</u>			
P & C Subscriptions	20,000	22,744	
Interest Received	200	131	
Commission on Student Banking	500	905	
Farmers Direct	300	0	
Canteen Donation	18,000	0	
Uniform Shop Donation	15,000	5,000	
Misc	200	330	
Total Income	54,200	29,111	
<u>Fundraising</u>			
Sponsorship	5,000	0	
Mufti Days	2,500	0	
Spring Fair	70,000	3,448	Sponsorship / Stall deposits
Cookbook	3,500	0	
Movie Night	0	368	
Mothers/Fathers Day Gift Group	4,000	0	
Total Fundraising	85,000	3,816	
Total Income	139,200	32,927	
<u>Expenses</u>			
<u>School Submissions</u>			
Playground Repairs	3,000	0	
Noticeboards	3,000	0	
You can do it	10,000	1,484	
Cares Bike Safety	1,000	0	
Learning and Support	32,000	5,768	
Cyber Bullying/Resilience	1,000	0	
Class Budget	2,200	0	
Ipads	15,000	0	
Total TWPS Submissions	67,200	7,252	
<u>Fundraising</u>			
Movie Night	0	4,155	
Spring Fair	40,000	4,496	Net = (\$1408)
Misc	1,000	122	Mufti Day
Total Fundraising	41,000	8,773	
<u>Other Expenses</u>			
Employment Expenses	0	1,713	
Misc Expenses	1,100	33	
Archive Room Tidy	0	1,363	
Bank Expenses	360	352	
Legal Costs	500	0	
Stationery	330	0	
Telephone & Fax	300	220	
Accounting software - Myworkspace	360	220	
Audit	2,700	2,835	
Insurance	2,000	69	
Total Other Expenses	7,650	6,805	
<u>Donations/Other Submissions</u>			
Band Grant for equipment and Expenses	8,000	0	
Greenthumbs	2,000	331	
Uniform shop/Canteen upgrade	5,000	0	
Dance Group/Wakakirri	1,000	1,000	
Teachers Lunch	200	212	
Sports Final Costs	500	0	
Year 6 Farewell	500	3,029	
Total Donations	17,200	4,572	
Total Expenses	93,050	27,401	
Net Surplus / (Deficit)	46,150	5,525	

Canteen Account
Income and Expenditure Statement

Actual to 28th
July 2016

Income

Flexischools	41,317
Interest	77
Lunches	7,627
MN	270
Staff Lunch	47

Total Income 49,338

Expenses

Wages	11,416
Superannuation and PAYG	2,102
Misc Expenses	0
Pest Control	481
Stationery	0
Telephone & Fax	280
Total Other Expenses	14,279

Suppliers

Alfred foods	11,952
Aussie Canteen	8,016
Evafresh	1,479
Hot Dogs	334
Islander Foodservice	2,072
Nippys Milk	1,085
Reimb - Karen cash Purchases	2,284
Scotney group	468
Streets Ice Cream	82
Weico	7,868
Sandwich Press	89

Total Supplier payments **35,728**

Total Expenses 50,007

Net Surplus / (Deficit) -669

Uniform Account
Income and Expenditure Statement

Actual to 29th
July 2016

Income

Flexischools	24,501
EFT	29,581
Other payment	525
Interest Income	70
Total Income	54,676

Expenses

Wages	8,479
Superannuation	957
Misc Expenses	250
Refunds	17
Stationery	360
Bank Fees	540
Payment to P&C Main Acct	5,000
Total Other Expenses	15,602

Suppliers

Battalion School Supplies	248
Cowan and Lewis	25,476
Excel Uniforms	1,304
LW Reid	15,083
Scotpac	3,280
Spartan	7,308
Total Supplier payments	52,699

Total Expenses	68,302
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Net Surplus / (Deficit)	-13,625
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Appendix 3

Finance and Fundraising

- The Election Day cake stall and BBQ returned over \$5000 profit. This will be used for new instruments next year. We are confident that we will have the funds for the new instruments we will need next year.
- Overall the band is tracking well to budget.

Instruments

- Roughly half our instruments were serviced over the school holidays with the other half to be serviced next holidays.
- Instrument hire fee invoices have been sent out.

Conductor for next year

- The band committee has decided to employ a new conductor for the Junior Band next year. This will add variety for the students as they progress through the band program and provide some redundancy having two conductors familiar with the program. The selection process, job description etc are being prepared.

Competitions and Performances

- All bands performed very well at the Wahroonga Music Festival with the Junior Concert Band winning their section (against 18 other bands).
- Key dates for the rest of the year (as they stand currently) are:

August

- 5th August, school open day, Education week – all bands
- 9th School assembly – senior band
- 20th August, Spring Fair
 - 11:00 TWPS Training Band
 - 11:20 TWPS Junior Band
 - 11:40 TWPS Senior Band
 - 12:00 TWPS Funk Band
- 21st August UNSW band festival – all bands
- 30th School assembly – training band

September

- 2nd, Father's Day Breakfast – Funk Band
- 12th September, Grandparent's day – All bands
- 16th September, Police Band (Senior band workshop, other bands watch)
- 17th Combined local schools concert – Senior Band

October

- 21st Instrument try out day
- 30th Hornsby North festival – all bands
- Parents info evening for next year's training band – senior band
- Pennant Hills High performance – Senior Band

November

- 18th November kindy 2017 transition (replacement Band and Bear day) – Senior band
- 27th 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

Warwick Edwards
Band Convener