



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 5th September 2017**

1. Opening and Apologies

1.1 **Apologies:** Nikki Honeysett, Emma Fenton, Amanda Long, Jules Kent, Musette Healy

1.2 **Present:** Vanessa Erikson, Susan Parry, Veryan McAllister, Deborah Flannigan, Martina Miller, Jeanine Sherlock, Ingrid Leese, Michelle Christopher, Trish Stephen, Kerith Massey, Nicole Thompson, Kate McGettigan, Chantal Mamo, Julie Granville, Vanessa Oliveri, Belinda Wilson, Robin beard, Julie Tanger, Yvonne Curren, Lisa Pang, Kylie Booth, Robert Luszczynski, Patty Correll

2. 7:30 – 8:00pm School photos Presentation

2.1 **MSP Photography – Brett**, sends groomers on the day, 6-7 staff special offer happy to do pull up banners also a 5 key reasons, proofing on the day. Photos get back to school in three weeks.

2.2 **Sue and Sarah** – the school photographer, family owned, app with photo comes to life feature for example year 6 photo with a brief photo. 6-8 weeks delivery at this time of year – March, virtual tool – Mt Colah has one on their website, used by Normanhurst and Normanhurst West public school.

2.3 **Leading image school photos** – Jason Claridge – owner new to NSW 5 years, service quality and value, 20 day turnaround, free uniform shoot, photos for website, virtual 360 tour – no contract.

Discussion of presentations, possibly to choose the school photographer to trial next year. To confirm at next meeting.

3. Minutes of the Meeting 01.08.17

3.1 Minutes acceptance moved Lisa Pang, seconded Yvonne Curren, unanimously passed.

4. Business Arising from Previous Minutes 01.08.17

4.1 Hand driers in kindergarten toilets – not blowing hot air - Chantal to follow up.

5. Correspondence

5.1 Email 17.08.17 From G Rowell 24 Barkala place re Pedestrian safety. Email read to P & C. Two of the teachers have been to a course re road safety as they need to teach road safety as part of the syllabus. Chantal to ask council again for crossing supervisor at quarter sessions rd. Hornsby council have continued to state that the crossing on quarter session Rd is not busy enough. Chantal continues to do ensure the school is doing everything they can to reinforce to children safe road rules in particular around the high traffic school areas.

6. Principal's Report

6.1 See Principles Report Attached Appendix 1

7. Reports – P&C Subcommittees

7.1 President report - Vanessa Erickson

What a huge few months it has been! Term 3 is always hectic and I know everything has hit the fan within weeks of each other! Thank you to everyone for keeping calm...it's only 3 weeks til School Holidays!

5c Challenge – First year we did this fundraiser and very easy to coordinate. In total we raised just over \$1500 and were able to purchase 8 new gazebos for school use saving us having to beg, borrow or hire gazebos for Spring Fair. Such a great effort by families and students. **A big shout out to Kate McGettigan & Nicci Fishwick who counted all the 5c pieces – I'm not sure they realised it would take 7 hours to do it – a huge huge thank you to you both! The winning Class 6C had their cupcake party last week. It has been suggested that a possible 'carry on' SILVER COIN donation be set up – let's talk about this further at the next P&C Meeting.

Father's Day Breakfast – was confidently run by the new team this year. A big thank you to all volunteers on the day – all listed on the P&C FB page.

Election Day BBQ – run by BAND – this Saturday 9th September. Please consider to volunteer some time on the day – Band is an important Sub Group of the P&C. They are huge representatives of our school and this money raised is well needed.

Re-Schedule of Julian Lesser Meeting – bc of low RSVP numbers (coming straight off the back of Spring Fair) it was decided to postpone to a proper P&C meeting night to ensure numbers are present. More than likely will be in the new year.

SPRING FAIR – WOW what a day! We had perfect weather and record crowds. Numbers thru the gate were at a record 4200 which is about 1000 more than last year. A huge shout out to all the class parents – who were, as you know, inundated with emails left right & centre. In our effort to reduce paper waste - email was the best option. Thank you to all the Class Parents for passing on these emails as they came thru. We understand that there was a lot of communications being sent especially in the weeks lead up to Spring Fair and appreciate that it was at times overload – however we prefer to let everyone know what is going on at all times. I am going to look into easier communication methods next year and have some ideas. Watch this space!

The Stalls at SF raised incredible amounts – I have emailed each class directly about TAKINGS on the day. For the most part, most stalls were way up on takings this year compared to last year. I really believe that TWPS families are amazing and supportive so thank you so much. Everyone should be super proud!

SO SO many people to thank but a few key people – Firstly - Veryan – who really is the lynchpin of Spring Fair & as I am now calling her – the logistics queen – I have already told her she has to be the C to my P next year – something I am not sure her family will allow but I am working on it! I am not sure who else will happily answer a text or email at 1am and toy around ideas with me – if you are interested let me know – we can be sleep deprived together.

A huge thank you to Marti & Deb the Treasury Team who counted money non stop all day til the 6pm pick up and also endured a gazillion emails and text messages from both Veryan & myself to pay this pay that check this check that for weeks leading up to the day including this week!

To Amanda Long who ran with all PR on FB & media promotions. A huge load off knowing this was sorted especially for our Sponsors.

To Veronica King who did our amazing Marketing design for FB and our Flyers & Event Program this year and again was making changes for me 10pm on Sunday night 1 week out of Spring Fair.

To Alex Ryan who really drove the Silent Auction online this year – she ran with an idea and made it happen really quickly and what an incredible result for the SA team this year!

To Kylie & Anthony Booth who really took on all Raffle Ticket sales this year on behalf of their Class. It is a huge undertaking and this year the Raffle set a new record!

TAKINGS: \$17k+

Sales attributed to Student & Class Party incentives plus the students really taking on the Shopping Centre selling opportunities. Top Student: Daniel Lean-Staff – winner of Nintendo Switch & 4L winners of the Tree Tops Party. Daniel rec'd his prize today and I am working on a date for the TT party.

To Robyn, Melissa, Deb & Margaret in the School Office who printed, photocopied, accepted competition entries, raffle tickets, money on a daily basis for weeks. I am sure they were sick of my face at the window every single day...sometimes more than once!

To Nicole Dowd of 6D who passionately led the Year 6's and their sustainability theme for Spring Fair. A theme we must keep working on to perfect over time. Plus big shout out to Jane Massam for organising the Pre Sales of the Cups & Bags- one less thing for me to think about!! Again a first for the P&C and a note that we still have LOTS of stock so feel free to order another 20 cups and 50 bags...

To Chantal & Julie who supported everything Spring Fair at all times including allowing me to take over classrooms and the Stream APP and again responding to endless emails and text messages including weekends (so sorry) I really appreciate your support of the P&C efforts.

To our amazing Sponsors – Spring Fair costs big money to run (around \$13k-\$14K) and without their support we could not put on such a huge event and successfully and raise such a huge amount of money. We are incredibly lucky to have such incredible local businesses to support our school and come together!

Finally – to my family – for putting up with months & months of late nights, last minute washing for clean clothes uniforms usually at 10pm on a Sunday night, putting up with not so much food in the fridge, lots of sandwiches for dinner and for listening to endless Spring Fair talk constantly.

Now that Spring Fair is over, in the coming weeks, I will turn my attention to the Playground Committee to work with Chantal & the committee on the space and equipment. I know Chantal has some great ideas and that will be my next focus.

NOW – the big clincher – everyone has been waiting and waiting and waiting for the BIG NUMBER. I can happily announce that we have a PRE FINAL FIGURE for Spring Fair – it is not the TOTAL FINAL TOTAL however The FINAL FINAL number will be available at the next P&C Meeting (if not before – if I can convince Deb & Marti to answer my phone calls before then) BUT I really want to announce a number – I know everyone is waiting!!
 FINAL AMOUNT RAISED: Between \$58 - \$59k so WOW WOW WOW. WELL DONE EVERYONE.

Thank you again to everyone for your incredible support!

7.2 Treasurer

7.2.1 Current Healthy Bank balance approx. \$250K

Current P&C Bank Balances at 5/9/17:	
MFDGG	\$ 10,241.33
P&C Main	\$ 76,272.84
Band	\$ 30,673.87
Canteen	\$ 43,637.53
GreenThumbs	\$ 9,112.10
Uniform	\$ 15,711.12
	\$ 185,648.79
Term Deposit 30/6/17	\$ 64,199.85
Grand Total:	\$ 249,848.64

7.3 **Uniform shop** – nothing to report other than Nikki Honeysett reports its been a very quiet term.

7.4 **Canteen** – Karen Edwards

The new freezer is in and working well the very large old freezer was removed and disposed of by the cheery delivery guys from Holman's they had to do a fair amount of moving things around and taking bits off to fit through doorways etc.

We need to make a decision re the selling of flavored waters in the canteen. Since before I started here we have sold focus waters which are flavored with juice and contain fructose and preservatives. With the new guidelines these will not fit into the criteria. The manufacturer has come up with a replacement product which is sweetened with stevia and this is now replacing the other product

I feel that perhaps we should take this opportunity to stop offering flavoured waters perhaps only offer flavoured milk (which is ok under the new guidelines) plain water and juices which

are 99% juice as we currently offer. An option that has been suggested is to invest in a water filter station where students can fill their own 'keep' water bottles with water. Thus encouraging healthier drink choices and reinforcing the no waste principles.

We currently sell about the same number of focus waters each week as flavoured milks each being 40% of drink sales and juices account for 20%

We sell very little plain unflavoured water at this point

Canteens are being urged to start implementing the new strategies now and not wait till 2019.

With regard to frozen items I have been encouraging the smaller students to not chose TNTs which will not be acceptable under the new guidelines instead to opt for frozen juice cups (99% juice no added sugar) and juices and Quelch ice blocks (also 99% juice)

We could and should probably phase TNTs out by the end of the coming summer

Voting:

Karen proposed phasing out of flavoured water all in agreement at meeting to not offer flavoured waters – only flavoured milk.

Veryan requested approval for qualified electrician to do wiring required for air con in Canteen . Julie Tanger seconded – unanimously passed

7.5 MDFDGG

This year's Father's Day Breakfast was a huge success. It was a 6am start for the committee and a few keen volunteers. This year the format was changed from 3 x 30min sessions to 2 x 45min sessions. We still had 450 people over the 2 sessions which made the sessions very busy but it all ran smoothly. I wanted to say a big "Thank You" to all of our wonderful volunteers on the day. The day would not have been possible without our volunteers Craig Hobson, Veryan McAllister, Virginia Fox, Berenice Ferguson, Christine Cunningham, Vanessa Oliveri, Jack Oliveri, Craig Wilson, Michelle Koo, Kim Curby, Alex Ryan, Ann-Katherine Mantere, Meaghan Tchepak, Julie Tanger, Ainslie Jennings and Murray Dicks and Lachlan Wilson. I'd also like to thank our year 6 helpers Trinity Kellet, Elysa Oliveri, Chelsea Wilson, Bridie Ryan, Maeve McAllister, Abi Lorente and Lilli Jennings. (Sorry if I have missed anyone!)

We have been given lots of positive feedback so far, from Fathers and helpers, about the change, that people could relax and chat longer and not have to talk over the band. The atmosphere around the hall, after everyone had food, was very relaxed for the dads.

We took \$807.90 on the day and made \$3386 on tickets. We are yet to get a final figure as expenses are still coming in for food, gas and other misc. items.

We've learnt a few ideas to make it run more smoothly next year including starting to cook sooner. There were no real issues on the day and we had juice, bacon, eggs and rolls left over. Band will buy the eggs and bacon from us for the election BBQ.

The Mothers Day Fathers Day Gift Group has been made up with 4 new members this year who have done an amazing job throughout the year and dedicated many hours to the Mother's Day stall and Father's Day Breakfast. I want to say a huge thank you to the new members Deb Flanagan, Shannon Curran, Anna Hobson and Therese Neville. We have had a successful year and I look forward to working with them all again next year!

Belinda Cooper
MDFDGG Convenor

All in attendance at meeting offered their thanks to the committee for a very successful Father's Day breakfast and throughout the year.

7.6 Fundraising General - Vanessa and Veriyan to review this year's spring fair and look at what worked what didn't.

All in attendance at meeting expressed thanks to Vanessa Erickson and Veriyan McAllister for an incredibly successful spring fair.

Please refer to president's report for further details about Spring fair results.

7.7 Band Report - 5th Sept 2017 Robin Beard

All Bands performed at the School Band Festival, Training and Junior Band scored Gold Awards, Senior and Stage Silver. A successful day overall.

Performances planned for September at Grandparents day and a local schools concert at Normanhurst West and Stage Band at Arts Alive in Town Hall.

Planning next years Training Band tryout day for year 2 and parent's information night in October.

Trying something different with Senior Band parental supervision, we have a number of families who have not been able to supervise a rehearsal, so will contact them and see if they'd be happy to subsidize a learning support type resource taking the rehearsal for them. At the end of September we will be taking instruments in for servicing, would it be possible for us to 'borrow' some space in either the Store next to the Band store room in the hall, or the uniform shop? Would only need it for the Friday until the Instrument repair guy collects them.

BBQ – Council Election. Hoping to sell 500 sausage sandwiches.

Keeping same days and times for rehearsals next year, planning for next year will need Secretary and Band Camp roles filled.

Chantal suggested Band use Drama room for storage of the instruments for one day.

7.8 Green Thumb

General

- Another fantastic working bee was held on 12 August. Good turn out and the garden really shaped up well for the Spring Fair.
- Spring planting is well underway. We especially want to get a good crop of tomatoes this season as well as lettuces and basil.
- The Spring Fair Plant Stall looked amazing, with such a wide range of gorgeous plants on offer. Thank you to the nurseries and businesses which donated plants and produce to sell at the Plant Stall - Mint Fresh IGA, Hornsby Council Community Nursery, Plant Bug Garden Centre at Mt Colah, Eden Gardens and Martina Miller and Alpine Nurseries. We really appreciate your support and generosity.
- Thank you to Meaghan Tchepak, Anna Hobson and Carolyn Delapierre, Kindy Blue's class parents, for organising such a fantastic array of plants and working so hard the last few months to pull it all together. Thank you to all the Kindy Blue parents for working on the Stall and your contributions of home grown plants to sell.
- Thank you to the Green Thumbs who helped grow plants for the Stall. Of particular note was the huge effort put in by Green Thumbs' Ingrid Leese who grew many plants and herbs for the day and beyond.

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

- Yarning circle.
- Beds behind the OOSH building.
- Native bees

Gardening activities

- Further class planting sessions have been carried out recently. Parents are welcome to join in and assist with these sessions. Invitations have been put in the School Newsletter.

8. Agenda Items

8.1 5c coin challenge update and coin donation moving forward

8.2 Business Proposal from Scott Everingham / Small Holes Media Pty Ltd – to be brought forward to next meeting due to time constraints

8.3 TWPS Code of Conduct Revised - to be brought forward to next meeting due to time constraints

9. General Business

9.1 Gate at bottom gate – footpath unsafe - has been investigated previously however to repair path we would need to bridge the tree roots and this would be a major project. Chantal to continue to investigate solutions.

10. Closing 9:44 pm

11. Next Meeting Tuesday 24th October 2017

12. Appendixes

12.1 Appendix 1 Principals Report

12.2 Financial reports – Budget vs Actual

Appendix 1 Principals Report



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Principals Report Term 3 Week 8

Spring Fair

Thank you to Vanessa and Veryan for their outstanding leadership. It was an amazing day! The class parents organised great stalls. There a true sense of community in the air – THANK YOU!

Great news

The department of Education will be placing three support classes in TWPS. These will be multicategory classes. Students will have disability confirmations for autism, physical or mild intellectual disability. Assets will assess the site and provide the infrastructure that is required. We will advertise for an Assistant Principal for the unit who is on class, two class teachers and three full time teacher aides. This is a compliment that we have been selected and diversity is welcomed here.

Education Week

Expo went well in the hall. We received positive feedback. Thank you to the P & C for the BBQ this was excellent and many families appreciated it. Open day assembly went well.

Band

Attended the band festival they received two gold awards and two silver. Thank you to the band committee and students for their wonderful effort.

Choir

I had the pleasure in attending the senior choir performance at Town Hall. This was a great concert and opportunity for TWPS students. Thank you to Ms Dowd for her hard work and dedication.

Prefects Visit Parliament House

It was great to visit parliament house with the school leaders. Matt Kean hosted this opportunity. The students witnessed parliament and had morning tea. Some motivational speakers inspired the students to be great leaders.

Music Viva

This incursion occurred K – 6 great ways to complement our CAPA programs.

TTFM

The TTFM survey has been advertised in the newsletter please take the time to complete the survey. Teachers and Years 4 – 6 students will also be involved. This data will help us make informed decision for the future.

Year 6 CARES

Thank you P & C for paying CARES program. The students enjoyed this experience. There is a great program for in school I was thinking in future we offer it to Years 2 and 4 the Year 6 continue to visit CARES. Something to think about.

Waka

Congratulations to the Dunbar group who have progressed to the Waka finals. It was an outstanding story. Thank you to all the parents who made it possible! Unfortunately Kick it to Me didn't make it but will perform at Grandparents day.

Swimming School

Thank you to Mrs. Browne who has organised Year 2/3 swim school. This two week intensive sessions will boost student's confidence and skills.

Father's Day Breakfast

Thank you to Belinda Wilson and her team to a well organised event! It was a sell-out. The morning went well and it was nice to see all our dads.

Coming Events

- Grandparents Day 11 September
- Sydney North athletics
- Public speaking competition 12 September
- Waka 13 September
- Drama performances 19 – 20 September
- Principals morning tea 21 September

- Choir and band Town Hall 21 Sept
- Last day 22 September

2017 Budget vs Actual (at 05.09.17)

	<u>Budget</u>	<u>Actual to 4th Sept 2017</u>	
<u>Income</u>			
P & C Subscriptions	20,000	18,255	
Interest Received	150		
Commission on Student Banking	850	1,186	
Canteen Donation	18,000		
Uniform Shop Donation	15,000		
Term deposit utilisation	40,000		
Misc	200	62	
Total Income	94,200	19,504	
<u>Fundraising</u>			
Mufti Days	2,500	0	
5c drive	2,500	1,542	
Spring Fair	90,000	101,865	Includes \$8.7k silent auction in GT
Cookbook	8,960	3,353	
Mothers/Fathers Day Gift Group Acct	4,000	6,703	MFDGG Account \$6701.15
Fathers Day Breakfast	0	3,132	
Mothers Day High Tea	0	3,042	Donation for McGrath to come
Total Fundraising	107,960	119,637	
Total Income	202,160	139,141	
<u>Expenses</u>			
School Submissions			
Playground Repairs	40,000		
Cares Bike Safety	1,000		
Learning and Support	40,000		
Class Budget	3,600	3,600	24 classes now @ \$150
Big Ass Fan for Hall	15,500		
Air conditioner for demountable	4,500		

New laptops for computer lab	15,000	12,045	30 tablets
Interactive Whiteboards	18,000	17,140	\$4.5k each. 4 this year
Telephone/Intercom system for classrooms	3,500		School to co-contribute
Multilit	0	232	
Noticeboards	0	4,328	5 x Noticeboards from FY16
IPads	0	18,479	Cost paid from FY16
Total TWPS Submissions	141,100	55,824	

Fundraising

Spring Fair	40,000	42,934	Still some expenses to come
Misc	1,000	250	Education Week BBQ
Mothers/Fathers Day Gift Group		10,392	MFDGG Account
Mothers Day High Tea		711	MFDGG Account
Fathers Day breakfast		1,531	
Total Fundraising	41,000	55,818	

Other Expenses

Misc Expenses	1,100		
Bank Expenses	600	370	
Stationery	330		
Telephone & Fax	350	266	
Accounting software - Myworkspace	360	248	
Audit	3,000	2,893	
Insurance	2,000	1,721	(Workers comp \$543.71 in here)
Total Other Expenses	7,740	5,497	

Donations/Other Submissions

Band Grant for equipment and Expenses	8,000		
Greenthumbs	2,000	578	
Storage Cupboard for Uniform shop	1,548		
POS system for Uniform Shop	5,000		
Large freezer replacement for Canteen	600		
Dance Group/Wakakirri	1,000		
Teachers Lunch	250		
Coin Counter Donation	0	500	From FY16
Sports Final Costs	500	438	Basketball GF FY16
Year 6 Farewell	500	500	From FY16
Air Conditioner for Canteen	5,000		
Total Donations	24,398	2,016	

Total Expenses	214,238	119,155
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Net Surplus / (Deficit)	-12,078	19,986
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*MDFDGG Account

Income	6703.15
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Expenses	-11103.41
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-4400.26

*Greenthumbs Acct (Spring Fair silent auction)

Income	8787.81
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15,598
