



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 24th October 2017**

1. Opening and Apologies

1.1 **Apologies:** Julie Tanger, Julia Wright, Nicci Fishwick, Emma Fenton

1.2 **Present:** Vanessa Erickson, Susan Parry, Musette Healy, Robin Beard, Martina Miller, Deb Flannigan, Chantal Mamo, Julie Granville, Leigh Johnston, Cameron Saunders, Cathy Carlton, Nicole Thompson, Michelle Christopher, Rob Luszczyński, Fiona Greenwood, Michelle Anderson, Laura Osmotherly, Janine Sherlock, Jane Massam. Kerith Massey, Trish Stephen

2. Guest Speakers : Maddison Stewart and Chanelle Beauchamp - TWPS Teachers speaking on Road Safety

Chanelle Beauchamp and Maddison Stewart teachers of Kindergarten and Year 2 represented the school attending a workshop on Road Safety on the 22nd of August and the 19th of September run by the NSW Government (Towards Zero).

They presented a short slide show regarding the workshop.

During the programme they were able to workshop practical issues concerning our school and potential strategies to implement, such as getting visual signs to be displayed around the car parks and bus zones.

Key Actions for TWPS they are continuing to implement are:

- Continue to reinforce road safety awareness to children via posters, stickers, projects and through the PDHPE Curriculum.
- Continue to raise the importance of road safety to the school community via newsletters, school sign and pamphlets.

3. Minutes of the Meeting – (04.09.17)

Robert Luszczyński reported he hadn't received the email with the minutes despite having attended the meeting – Susie Parry to investigate as she remembered emailing it. Prior to completing these minutes it was discovered a letter had been left off Rob's email address, this was rectified and previous minutes were sent to correct address. Also Rob mentioned he was unable to find any recent minutes on the P&C website. Susie confirmed she had been having issues with her access to WordPress but would endeavour to have that sorted quickly so minutes could be updated on the site.

Previous meetings minutes acceptance proposed: Trish Stephen, Seconded: Vanessa Erickson; unanimously passed.

4. Business Arising from Previous Minutes

Chantal has looked into had driers in the kindy area – which Y Curran had brought to the attention of the P&C last meeting that they only ran with cold air. Chantal has

investigated and it is an OHS requirement that d air driers in schools Expelled air from the hand drier at a temp that is based on the circulated air surrounding the drier - therefore the driers are not actually faulty.

5. Principal's report – Chantal Mamo

Term 3 Week 3

Focus	Details
Waka	Congratulations to Waka for an excellent year. We are very proud of all the students. Thank you to the amazing parents who make it all happen. Karyn Johnson for her creative ideas and directing. "Kick It to Me" won the national award for Indigenous story telling – very proud.
Mini Instructional Rounds	Focus was on reading. Teacher led this process Introduced teachers to the process
Band	Performed at Town Hall – thank you for all the hard work to showcase our student's talent.
Choir and Dance group	Thank you Mrs. Binet and Miss Lund strum for taking choir and dance. A great performance at Chats wood concourse.
Interrelate	Parent meeting Year 6 lessons started
Band	Year 2 "have a GO" morning went well. Parent information evening. Recruiting for 2018.
Dove Day	Stage 3 involved in this workshop – self-confidence, media focus.
SRC Sundaes Monday	Great to see organization and leadership in action. Thank you to all the students who contributed and made this a great fundraiser.
Planning 2018 – 2020	School plan Classes Staffing Unit Changes
World teachers Day	TWPS will celebrate World Teachers Day this Friday
Kindy 2018 transitions	We welcomed 70 students Parents attended a workshop with me

6. Reports – P&C Subcommittees

6.1 Presidents Report – Vanessa Erickson 24.10.17

It has been fairly quiet for any big P&C activities since the last meeting. Chantal and I have met to discuss School Photographer & playground equipment.

Based on all the presentations last meeting we have engaged The School Photographer. We have requested w/c 5th March for school photos with return photos back to student's end of Term 1. They have worked out a timeline to meet this deadline. Meeting the deadline is based on some variables however if they can't meet this deadline they will aim to have the photos back Week 1 of Term 2. The initial offer by The School Photographer to TWPS was if we were to sign a 3 year contract they would produce a Virtual tour of the school. It was agreed that we should review the photography needs each year to ensure that the current company has delivered according to our agreement & expectations and not enter into a contract situation. I did however negotiate with The School Photographer that if we do end up using their services for 3 years in a row would they agree to produce a virtual tour for us after 3 years – they have agreed to this proposal.

The playground has been a bit of a slower process because of the Demountable issue of placement which may impact this. There are also requirements by the department regarding costings and prices. Once we know exact placement of the demountables I will call a playground committee meeting to meet.

After the success of Spring Fair I think it would be fair to give families a break from fundraising for school this Term.

On Friday 3rd November the P&C Sub Committees will be holding a mini expo at the last Kindy Transition morning in the Hall. This is a display of each subcommittee where new parents can ask questions about being involved in something they may have an interest in. Thank you to the Catering / School Banking / Uniform / Canteen / Fundraising / Book Club / Garden Club / Ethics / Mothers Day Fathers Day Gift Group Committees for your time on this day. Plus we will be welcoming a new stall : Class Parents. I want to take the stigma away of being a Class Parent.

On this note I have been investigating some alternate communications methods for P&C next year to take pressure off Class Parents – especially in times of fundraising. I met with Amanda & Trevor Long last week to discuss an email communication set up to ensure families are only receiving one email per family when it comes to P&C messages. Both Amanda & Trevor have agreed to help set this up in the New Year. We will need permission from families for their email details.

It is that time of the year that many Executive & Sub Committee Convenors will be saying farewell to their volunteer role. If you have an interest in helping please let me know. **The AGM is generally held Week 8 of Term 1 if the audit has been completed. The 2 secretary roles will definitely be available as Susie & Julia will have completed a 3 year term – thank you to**

you both for your commitment and efforts for the past 3 years. Please let me know if you have thought about being a part of the Executive Committee. We need your help!

I would also like to put a call out that I would love to have a Sub Committee GRANTS team to be formed for 2018. I know there has been previous years that there has been such a team. There are many grants that become available during the year that time just does not permit for me to follow up with. This would be a great remote role for someone who can trawl the internet for Grants and would be happy to write applications on our behalf. If you are interested please let me know.

Finally, I would like to start thinking about Fundraising for 2018. Whether we do another Spring Fair or something different. This is something I would like to discuss at the final meeting for 2017, Tuesday 28th November. So please put thinking caps on. Remember one big Spring Fair raises more than 2 or smaller events.

Brief Discussion: Spring Fair – new Kindy mums concerned re workload n Kindy classes due to small class size and requested more thought be given to class allocation for kindy classes.

Generally Vanessa needs people to start talking about Spring fair for next year - to discuss again next meeting.

6.2 Treasurer – Martina Miller

Final figure for Spring Fair Fundraiser is \$61K. Amazing effort! Particular thanks to Veryan and Vanessa.

P & C accounts healthy, currently at 214K after paying for learning support. Phones for classrooms which are already installed still to come out of account– these were already budgeted for.

The large fans for the hall were supposed to come out of this year's budget however there has been a delay. Chantal is waiting for approval of spending (standard process when spending is over 5K) from the Dept. of Education's Asset Management Unit. We were hoping to get fans in before end of year assemblies this year however that is looking less likely now.

P & C account end of financial year is November. All expense claims need to be in by the end of October to allow for preparation of accounts for auditing.

Appendix 1 – Spring Fair Comparisons – quick report

6.3 Fundraising General – Vanessa Erickson

Nil further fundraising activities planned for this year – see president report re need to start thinking about plans for next year. To be discussed at next meeting.

6.4 Band - Robin Beard

Bands performed at Grandparents Day and the Combined Schools event at Normanhurst West Public, which was a fun evening with a combined schools performance at the end with over 100 students performing. A big sound! Stage Band represented the school really well in their Arts Alive Concert at the Sydney Town Hall in September, a great experience for the students to be on such a big stage. Their performance was superb.

We have held the 'blow test' day and information night for next year's training band and are currently collating the forms (due in by end of week). Haven't needed to find extra rehearsal supervision, parents stepped up and all rosters are filled for term 4.

Council Election BBQ and Cake stall was a great success, Michelle Lee was marvelous organising the day and the support from our school community so close to Spring Fair was fantastic.

We are looking at Working with Children Checks for the tutors we have on our and how to check those. Someone needs to be registered as an employer in order to do so, is the P and C already registered? Or the School? If not, is it OK for us to register as an employer? It is free, just need 2 officials who would be happy to be "*contacted about confidential and legal matters*".

Next Band meeting is Tue 21st Nov in Staffroom, Secretary and Band Camp roles need to be filled for next year, do come along!
Following report Robin mentioned his concern re Brief comment re WCC check and system for ensuring tutors have up to date checks. To discuss in next meeting.

6.5 Green thumb – Patty Correll – Nothing to report this meeting continuing to maintain garden.

6.6 Uniform Shop – Nicky Honeysett

The Uniform Shop is ready and fully stocked for Kindergarten and Summer 2017/18. Kindy and General Uniform Packages now available to order on Flexischools and to purchase from the Shop.

Online Appointment Booking system live and a number of fittings already booked in.

Fittings this year have been expanded to include both summer and winter uniforms. We were inundated with a second round of Kindy fittings for

winter uniform in Feb/Mar this year and it makes sense to rather fit for both uniforms at the same time. (We do discuss sizing with parents at time of fitting, allowing for growth spurts etc)

Parents of Kindy and New Starters will now also receive an email record of their child's uniform sizing, so they have a record to refer to.

Sports Skort now in stock and positive feedback received. Currently available in sizes 4-14 and priced at \$23.

Point of Sale recommendations are nearing completion, pending evaluation of the database functions and website.

6.7 **MDFDGG** – Belinda **Wilson** - nothing to report this meeting.

6.8 **Canteen** - Karen **Edmond**

Term 4 got off to a good start especially with Slushy sales We actually ran out on Friday - so my hot day plan is now in force for all Fridays - I pull slushy mix from the machine and freeze it and can then add to the machine part way through serving This week we are having a freaky Friday with zombie chews and sour worms in the slushies we will also decorate the canteen and my year 6 helpers will wear witches hats

The new air con is installed but not at this point connected to power.

7. Agenda Items

7.1 **Code of Conduct** - review and vote – moved forward to next meeting 28.11.17

7.2 **Exec roles 2018 / Sub committees 2018**

As per Presidents report – Vanessa spoke to the need for people to consider the possibility of putting themselves up for a role. All roles made redundant at each AGM. Mention made specifically that the two secretaries were ineligible for re-election at the next AGM in term 1 next year as they had both served 3 years.

7.3 **Shade structure at silver seats?** – Y Laurie

Email from Yvonne Curran re possibility of P&C considering some sort of shade structures for over the silver seats outside the library.

Chantal had concerns re use of shade sails as in her experience they are often set alight by vandals and therefore pose as a risk to school property. Other concerns raised were the risk supporting poles posed to the children when playing, after general discussion at the meeting it was decided that there were enough shade options in other areas of the school and in the hot weather the children eat inside the classrooms and therefore are not obliged to sit unprotected in the shade.

7.4 **Bathurst Girls Basketball** - Yolande Bacon raised the issue of the P&C previously giving monies to school teams to assist covering costs in the event of out of area games. Vanessa looked in to past policy and much discussion was had at P & C meeting re clarifying this position. It was decided an

updated policy be agreed upon – previous policy adopted in 2011. The following principles were unanimously agreed at the meeting including supported by Chantal Mamo and Julie Granville.

- For school teams only – not to be considered for individuals
- Only for situations where overnight accommodation was required
- \$500 for team – to be divided evenly between team members
- Team manager to request funds in writing to P & C and request to be brought to P & C meeting for approval.
- Ideally requests to be provided by October if possible
- Must be claimed in the same calendar year
- Not to be applied retrospectively.

In addition Chantal explained that the school would always consider cases of special consideration where more support was essential to ensure a child did not miss out.

It was agreed Vanessa Erickson would finalise wording of the policy and the general P&C Executive would pass policy prior to the next meeting if it was in line with the above agreed points. This would allow P & C to address any parent queries in a timely manner.

- 7.5 New Demountable's and spring fair access – Vanessa Erickson outlined that in light of the new demountables being installed between the library and main office buildings in readiness for the new special purpose cases the Dept. of Education is funding next year – there would be difficulty getting the usual spring fair rides taken to the oval as is customary, she outlined various solutions she had discussed with Chantal and the carnival operators such as alternative locations for the rides and a differing range of rides located on the oval. It would seem that the best option so far would be too close of the parking areas that is outside the school near the front gate outside of the school ground – the loop road and have the rides located there. All agreed that if they were on Oakleigh oval it would spread the fair too thinly. Vanessa is to have discussions with Hornsby council to even see if this impossible – and will feed back to the meeting. All of these factors need to be taken into account when considering fundraising activities for next year.
- 7.6 Hall Access and Dungeon clean up - Julie Tanger expressed her concern re the continual quick build-up of stuff in the dungeon. Recent vandalism saw a fire extinguisher pulled across – through the cage doors and used to spray powder all over the room. Paul the GA has since boarded up the wire doors. Chantal and Vanessa to discuss storage issues look at these areas further.
- 7.7 J Tanger also emailed with concern re access issues to hall in light of one current student being mobile with wheelchair only. Also in light of the needs of student who will be attending the school next year. Chantal explained that each student's needs will be clarified individual at ready for next year and assistance will be provided with any access issued. The appropriate govt

department has already assessed the school and in light of the hall the level access on the oval side of the hall constitutes it as being accessible to all. Chantal reassure the meeting that each individual students needs will be regularly reviewed and addressed.

8. General Business

8.1 PA System – Matt Dalziel.

Matt Dalziel explained the proposed new PA system – which has been discussed at P & C meetings throughout the year was trialled at grandparent’s day with great success. Chantal also reiterated how much easier it was to run the assembly with the system and how the audience reported they could hear much better.

Matt Dalziel outlined the new PA system and the details of the quote obtained from Peter Mood. Stage 1 would include the hall and cola for 20K. stage 2 would be kindy cola area. Eventually it could be linked it to speakers across the school which would be useful in situations where messages needed to be broadcast across the school – sometimes urgently.

There was some discussion about the specific’s of the system. Robert Luszczynski asked about the amount the P & C had spent on technology around the school to assist in the thinking about allocation of funds. Martina Miller and others spoke to this outlining the monies P&C had spent on computers, laptops, iPads, smart boards and phones for the classrooms. . Also that a 64 K term deposit had been earmarked for playground equipment however it appeared only 40k was going to be be needed so there were adequate funds to support this initiative. Chantal Mamo expressed her enthusiasm for having the sound system updated in the hall.

The meeting was in favour of spending in principal however two more quotes were requested which Matt Dalziel stated kindly agreed to pursue before a final decision was made.

8.2 TWPS **collapsible gazebo** for school events - discussion re concerns re transportability. Chantal reported the school GA would also take it to the sporting or other event and assist – with the use of the band trailer if needed! Further design of signage on gazebos to be investigated.

9. Closing

10. **Next Meeting** Tuesday 28th November 2017.



Minute Secretary: Susan Parry 24.11.17

Appendix 1: Spring Fair Comparisons – quick report

<u>Spring Fair Year on Year Comparisons</u>					
Description	2017	2016	2015 not available at time of quick snapshot report	2014	2013
9D Cinema	\$1,230.00	n/a		n/a	n/a
Art Competition	\$102.00	\$210.10			
BBQ	\$2,867.09	\$2,036.83		\$2,058.62	\$2,544.75
Books/DVD	\$2,358.15	\$1,251.70		\$1,759.39	\$1,765.80
Cake Stall	\$2,178.29	\$2,400.15		\$2,299.25	\$1,030.20
Cakes/Pies/Coffee (Café)	\$1,334.55	\$1,404.07		\$1,459.48	\$1,964.04
Canteen	\$2,193.95	\$2,767.56		\$671.86	\$1,732.01
Chocolate Toss	\$1,340.80	\$1,685.50		\$1,210.42	\$1,260.30
Chocolate Wheel	n/a	n/a		\$0.00	\$1,836.50
Colouring in Competition	\$272.00	\$230.00		\$220.00	\$236.00
Creative Writing Competition	\$38.00				
Cup Cake Decorating Competition	\$502.00			\$0.00	\$613.77
Curry Stall	\$1,674.23			\$831.85	\$1,011.14
Donations				\$2,875.45	\$1,211.20
EFTPOS				\$0.00	\$50.00
Face Painting	\$550.00	\$466.50		\$761.64	\$924.58
Fairy Floss	\$1,529.00	2016 combined with show bags			
Gate Entry Giblett Ave	\$1,068.50	\$1,507.15		\$2,200.69	\$1,999.15
Gate Entry Qtr Sessions Rd	\$1,291.95	\$1,247.45		-\$195.00	\$0.00
General Costs	-\$12,377.72	-\$8,889.64		-\$4,344.49	-\$5,941.75
Hoopla	\$392.90	\$559.15		\$319.50	\$588.00
Ice Cream	\$428.65	\$396.55			
KindiFarm	\$1,299.10	2016 combined with Ridebands		-\$189.00	\$362.50
LEGO Comp	\$721.40				
Lolly & Spider Shack	\$839.45	\$1,148.96		\$374.27	\$1,214.37
Market Stall registration (\$60 Each)	\$1,608.00	\$1,819.00		\$1,497.00	\$1,050.00
Miscellaneous Income	\$298.90			\$10.50	\$187.50
Pizza Stall		\$750.71		\$886.44	\$1,039.05
Plant Stall	\$1,703.15	\$1,387.01		\$821.72	\$654.20
Plaster Painting	\$304.05				
Raffle	\$15,209.21	\$12,950.39		\$15,127.00	\$10,244.70
Rides/Armbands	\$4,815.25	\$4,824.15		\$3,032.15	\$4,411.33
Show Bags		\$2,099.18		\$574.02	\$614.00
Silent Auction	\$9,747.76	\$7,819.19		\$10,613.92	\$8,773.32
Sponsorship	\$13,000.00	\$8,500.00		\$3,600.00	\$0.00
Toys	\$2,917.45	\$2,135.55		\$864.81	\$1,273.40
TOTALS	61,438.06	50,707.21	0.00	49,341.49	42,650.06

