



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Minutes
Tuesday 1st August 2017**

1. Opening and Apologies

Opened 7:32pm

2.

2.1 Present: Chantal Mamo, Julie Granville, Vanessa Erickson, Veryan McAllister, Yvonne Curren, Deb Flannagan, Julie Tanger, Nicole Thompson, Kate McGettigan, Janine Sherlock, Rob Luszczynski, Trish Stephen, Michelle Christopher, Kerith Massey, Lisa Pang, Martina Miller, Robyn Beard, Nicky Honeysett, Kylie Booth, Patty Correll

2.2 Apologies :

Susan Parry, Julia Kent, Musette Healy, Ingrid Leese, Nicci Fishwick, Emma Fenton, Belinda Wilson

3. Minutes of the Meeting – 06.06.17

Move: Yvonne Curren, 2nd Kate McGettigan

4. Business Arising from Previous Minutes

4.1 Minutes from 9th May. Moved: Veryan McAllister, 2nd Trish Stephen.

4.2 Toilet maintenance on hand dryers in Kindy block. Senior one is fixed. Paid for an extra clean with gurney. Cleaned drain. Kindy ones need to be checked.

4.3 Drain hole at back of building. Logged call, get assessed. Spoken to assets, re lodged, don't think it will be fixed by spring fair. Worried re safety with Market stall and coffee trucks.

5. Correspondence

5.1 P&C Federation correspondence.

6. Principal's Report

See attached.

7. Reports – P&C Subcommittees

7.1 President

See attached. Discussion re department demographics and projections and possible storage options at the school.

7.2 Treasurer

\$129,000 in all accounts, received paper work for term deposit. Term deposit has \$64,000 in it, only getting interest rate of 0.5%, need to discuss post spring fair re either spending it or investing in something with a better yield. \$300 in interest this year.

Spring Fair. Deb getting cash bags, bagging, and bank once a week. Banking raffle money.

End of financial year, payment summaries out to Karen and Nicky. Pay rate has changed. Have adjusted and brought it into alignment. Redo workers comp, public liability. Special event insurance for Spring Fair.

Budget v actual. Contributions will be higher than budgeted, good to split over two semesters.

\$13,000 in bank for Spring Fair which is sponsorships and market stall holders.

Interactive whiteboards, tablets all done and paid.

Uniform shop not running at loss, has a lot of stock that needs to be pre-purchased, so everything fine there. Karen running per normal.

7.3 Uniform shop

See Attached reports.

7.4 Canteen

7.4.1 Air con – to discuss notes from Julie Tanger See attached for details. In summer time there is no thermostat control in canteen in particular in summer when it is all closed. Option is to get air con with thermostat control. Gordon suggested this and Julie Tanger sourced quotes. Both close in price. Julie recommends Baramenco. \$4,200 inc GST. Made provision for \$5,000 in budget. Needs an electrician to add a power circuit with higher amp. Separate switch board. Chantal questioned re grid usage. Power bill will go up. Proposed: Julie Tanger, 2nd Kerith Massey. Motion passed unanimously.

7.4.2 Canteen continues to make money, feed children and some staff nutritious tasty food. Canteen needs volunteers on the first Wednesday all day and the 4th Friday in the morning.

Attended Canteen Association expo and gained some ideas. Suppliers are grappling with the new guidelines coming into effect in 2019. Some excellent ideas. Have arranged delivery of new freezer this week. Discussion re expo. Lisa Pang attended. Was beneficial attending. There are ways around it all, time to start thinking about it and applying gradual changes. Trying to remove added sugar as much as possible.

7.5 MDFDGG

Figured out food Bacon, egg, brioche bun, pastry option and some fruit., two seatings of 225 people each. 7am and 8am sittings of 45mins. Small stall on the day. Will have student from high school playing piano. Meeting Thursday to plan further.

7.6 Fundraising General

Cook book selling it spring fair. Income from family photo day, need to follow up with photography company as money not received. Running P&C Stall with cook book, keep cups, bags and excess mother's day stock that is non mother's day.

7.7 Band

See attached.

Band would like to run Election BBQ and request support from whole school. , band P&C sub committee. It is P&C supported.

7.8 Green Thumb

See attached

8. Agenda Items

8.1 School Photos options for 2018

A lot of discussion amongst parents re the quality of the school photos. Agreed to investigate other options as quality, colour, lighting, etc we are getting is poor, even for some standard photos. No care or attention to some detail. Hard to contact. Chantal had to request them to re take the school cover photo as took photos of brick walls.

Agreed to get some companies at next meeting and present options.

8.2 Mr Julian Leaser MP is available for Q&A about the Govt Funding reforms. An extraordinary meeting on Tuesday 29th August has been scheduled in line with his availability.

9. General Business

Next meeting, WWC, and code of conduct, volunteer induction. Important to do with the do's and don'ts, ensuring parents know the responsibilities and expectations, as well as evacuation and first aid procedures.

10. Closing:

Next Meeting 5th September 2017

Secretary: Julia Wright



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Principal Report

Term 3 Week 3

Education Week – I Learn We Learn

Education week is always a great week to highlight the quality teaching and learning that occurs each day at TWPS. We are pleased to introduce a few more events to promote TWPS. Westleigh shops display, expo on Wednesday evening and formal assembly Friday.

Clark Road SSP

This year Clark Road SSP were unable to be part of Waka. We are looking at a long term partnership that involves Year 5 students. Each Tuesday a group of 12 students will go to Clark Road to mentor younger students. Play games etc.. This will be on a roster bases and will be a win win. Parents will receive a letter explaining the program as an opt out. We will need some volunteers to help transport the children. Your feedback is welcomed.

Reporting to parents

Reports went home the last week of school and parent teacher interviews last week. It was great sharing student growth and build the partnership between home and school.

Dance group – Glen Street theatre and Opera House

Congratulations to the dance group for their fantastic routine. Miss Lundstrum has done an amazing job. Thank you to the many parents who helped make these performances possible. TWPS definitely stood out!

Band

Thank you to the band for performing at PHHS. We received a lovely email from Mr Warren on how impressed they were with our students.

NAIDOC

Teachers used picture books to highlight NAIDOC week. Perspectives are embedded within history and geography.

Athletics Carnival

Thank you to Miss Rees who successfully ran her first athletics carnival. Karen Mitchell was a great help, Pennant Hills Little A's and Pennant Hills AFL club for the canteen. Thank you to all the parents who helped time.

Staff Development Day

Staff completed CPR and anaphylaxis training. The other focus was on geography syllabus and "Sprints" to improve student outcomes.

Life Education

It was great to have healthy Harold the last few weeks. Drug education is vital for our students to make good choices in the future.

Kindergarten Sport

Due to the large cohort of kindergarten students this year it was best to conduct a carnival at school. It was a great day of fun and physical activity.

2018

2018 is fast approaching. If you know of any families whose child will be attending TWPS in 2018 please encourage them to enrol. The transition to kindy 2018 will start every Friday 20 October.

Parent requests for 2018 need to be directly to the class teacher. Class teachers create the class. I trust their professional judgements.

Student Representative Council

Congratulations to the incoming leadership team. They will meet Mrs Bourne (K – 2) every fortnight and Mrs Young (3 – 6).

Waka

Thank you to all the mums and dads who have supported Waka. The full dress rehearsal a few weekends back went well! Two great stories will be told. The school performance is this Thursday perfect timing for education week.

Music Viva

This event will be coming. A great resource tool that teachers use in their creative arts program ending with the concert. This has been invoiced \$9.

Science Week

Science week is approaching. Year 6 students will be running a few science challenges! Keep an eye out for these.

ICAS tests

English implemented to today and Maths 15 August. Thank you to the teachers who supervised these in their own time!

CARES

Thank you to the P & C who kindly pay for CARES. We have secured 16 August and 17 August. Notes will go home soon. Payment of \$2.

NAPLN online

In three weeks' time we will trial the NAPLAN online. We are currently ensuring we are ready with technology etc.. By 2019 it will all be online!

TTFM surveys

Tell Them From Me Survey. This is great data for the school Years 4 – 6 students complete this online and there is an opportunity for parents and teachers to be involved. A note went home to opt out. This will go live in a few weeks time.

Dates:

Swim school 28 August – 8 September

Grandparents Day 11 Sept

P&C President Report

Since the last P&C it has been all about SPRING FAIR. Veryan and I have been non stop with all the behind the scenes organisation. It is coming together and the final planning stages are being finalised. It is going to be HUGE and we are looking forward to another successful Spring Fair. I ask that EVERYONE please urge parents & carers to sign up on the Rosters. There are many classes that are still waiting for rosters to be filled.

I can not thank our Sponsors enough. They are the bloodline of Spring Fair – without them we could not do the fundraising we do at school. Their incredible support with not only money contributions but also donations and contributions are just amazing. Our FB campaign has been fantastic. Thank you Amanda Long for organising.

As part of our Commitment to the outgoing Year 6 class, by making Spring Fair Sustainable – we have themed the Fair all about SUSTAINABILITY. Please understand we are doing what we CAN do to make it happen – it won't be perfect but it is a start. There may be the odd plastic bag around however, we will be asking all Market Stall holders not to supply Plastic Bags but encouraging them to direct their customers to purchase a TWPS Shopping Bag. The Year 6 class will be setting up a small table near the market stalls to sell bags between 10-12pm and they will also be available at the P&C Stall on the day. We also have 500 Coffee Keep ups for purchase. Both items will also be available at the P&C Stall at Spring Fair. Thank you to Leigh at Scooda a Bronze sponsor and Dad who organised these items for us at such a good price. This is not a fundraising opportunity – we are selling at cost price to us. Bags are \$1.50 each and Cups are \$5 each. The best outcome is that we sell out and replace the money spent. Thank you to Jane Massam who has put her hand up to help with coordinated pre sales. Order forms will be sent home this week. PLEASE support this initiative or order!

Raffle tickets. A reminder to PLEASE sell sell sell your raffle tickets – and then get some more and sell sell sell. We have 500 books to sell and I would LOVE to sell out. Our student prizes this year have been a major drawcard– a Nintendo Switch for the student who sells the most, and a Tree Tops party for the class that sells the most.

As announced in the school newsletter a few weeks ago, we have an additional P&C meeting on Tuesday 29th August. Mr Julian Leeser has agreed to come along to discuss the Govt Funding changes with a Q&A afterwards. This date was the only date Julian was able to attend so I confirmed it. Ideally I would like to get an idea of numbers that can come along – more for seating arrangements.

Education Week. The Year 3-6 Expo is tomorrow evening from 5.30pm – 7pm in the Hall. The P&C are running a sausage sizzle for families that attend. Thank you Jane Massam & Deb Flanagan & Patty who have put their hands up for starting the sausage sizzle at 4.30pm. Patty Correll will hopefully be able to come at 5.30pm If anyone can please come and help on the BBQ I would appreciate it.

NSW Government Community Grant. Have a team of parents who are applying for this. After discussion with Chantal, have decided on a hall refurb, meeting with builder to get a quote. Painting quote came in at \$25,000, because of varnish on wood panels on walls and

behind them is some sort of hessian with all sorts of bugs/ dirt built up in it. Doing a strip down above doorways, strip it down, put up plaster board and notice boards, and allow for community notice boards. Had letters from the community in support of the project. Need to add a quote. Quite often if P&C commits to part of the funding it is more likely to go through as they only have a set amount of funding and they like it to stretch as far as possible. Maximum grant is \$20,000.

Veryan: Are we including in the "big arse Fan" in the grant?. No, because it is \$15,000, would take up too much of the grant. Veryan suggested this is the P&C's contribution towards the project.

Federal government grant through Julian Lesser's office, due 9th August. Thinking of replacing the old roller door in hall kitchen, more modern version/ update it. We were thinking of extra storage in the hall, but that will take away from the floor space, department has set floor space per child requirement, and cannot do this with numbers as they are and departments projections in the future.

**Current P&C Bank Balances at
31/7/17:**

	\$
MFDGG	10,622.71
	\$
P&C Main	33,559.34
	\$
Band	32,302.82
	\$
Canteen	38,145.77
	\$
GreenThumbs	334.39
	\$
Uniform	14,278.98
	<hr/>
	\$
	129,244.01
	<hr/>
	\$
Term Deposit 30/6/17	64,199.85
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	\$
Grand Total:	193,443.86
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2017 Budget vs Actual

	<u>Budget</u>	<u>Actual to 31st Jul 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	177	
Total Income	94,200	19,619	
<u>Fundraising</u>			
Mufti Days	2,500		
5c drive	2,500		
Spring Fair	90,000	13,195	Sponsorships/Market Stalls
Cookbook	8,960	3,288	
Mothers/Fathers Day Gift Group	4,000	6,703	MFDGG Account
Mothers Day High Tea	0	3,042	Donation for McGrath to come
Total Fundraising	107,960	26,228	
Total Income	202,160	45,847	
<u>Expenses</u>			
School Submissions			
Playground Repairs	40,000		

Cares Bike Safety	1,000		
Learning and Support	40,000		
Class Budget	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	52,224	

Fundraising

Spring Fair	40,000	6,417	Based on FY16
Misc	1,000		
Mothers/Fathers Day Gift Group		10,392	MFDGG Account
Mothers Day High Tea		330	MFDGG Account
Total Fundraising	41,000	17,139	

Other Expenses

Misc Expenses	1,100		
Bank Expenses	600	325	
Stationery	330		
Telephone & Fax	350	236	
Accounting software - Myworkspace	360	220	

Audit	3,000	2,893	
Insurance	2,000	1,178	
Total Other Expenses	7,740	4,852	
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	76,231	
Net Surplus / (Deficit)	-12,078	-30,384	
*MDFDGG Account			
Income		6703.15	
Expenses		-10722.03	
		-4018.88	
		-26,365	

Uniform Shop Spring Fair

Making herself available for eftpos payments for \$100 minimum plus fee will keep copy of receipts and send to treasury.

Quiet Term 3 for the Shop which allows us to focus on preparing for Kindergarten Orientation and the Uniform Fittings during Term 4.

PoS System

We have finalised review and assessment of the different options. We are currently undertaking final testing of the system we are favouring and will present final recommendation at the next meeting.

Stock Levels and Budgeting:

For stock ordering purposes for 2017/18, we have increased our budget figures for Kindy from 80 to 100 students.

All Indent and Forward Ordering on Summer Uniform and Accessories is complete. Kindy Uniform stock will start to arrive early October.

General Uniform:

Positive feedback received from parents regarding the changes to the Winter Tunic regarding the increased arm holes and deeper neck line. From Winter 2018, there will also be a noticeable improvement in the fabric softness, due to a reduction in the chemicals used to 'weight' the fabric.

Skorts will be available to purchase from start of Term 4 2017. Retail price pending.

Trackpants currently under review, due to increasing cost and also feedback from parents on the poor wearability of the material. We'll look into what other options are available and present back during Term 4.

Kindy Uniform Fittings:

The Appointment booking system will be active from 1st September, with uniform fitting appointments commencing from Monday 16th October.

Looking at communication with new parents. Doing one double page item, another with info re bookings. One in Chinese and one in English.

**Uniform Account
Income and Expenditure Statement**

**Actual to
31st Jul 2017**

Income

Flexischools	29,311
EFT	37,324
Other payment	0
Interest Income	0
Total Income	<u>66,635</u>

Expenses

Bank Fees	629
Kindy Fittings	0
Misc Expenses	0
Wages	9,013
PAYG & Superannuation	1,063
Refunds	0
Stationery	81
Laptop repair	150
POS system research	350
Payment to P&C Main Acct	0
Total Other Expenses	11,286

Suppliers

Battalion School Supplies	0
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Cowan and Lewis	19,866
Excel Uniforms	0
Grip Asia Pacific	0
LW Reid	20,083
Scotpac	0
School & Sports Hair Accessories	455
Skout Office Supplies	6,460
Spartan School Supplies	15,074
Total Supplier payments	61,938
Total Expenses	<u>73,224</u>
Net Surplus / (Deficit)	<u><u>-6,589</u></u>

Susan Parry From: Sent: To: Subject: Gordon Dracup Monday, July 31, 2017 1:06 PM Julie tanger; Vanessa Oliverri; Hamish Parry

Re: Fw: Airconditioner - Quotations - P&C

Hi Folks,

Can we make sure and include some sort of automatic thermostat control on the air-conditioning unit as the problem occurs when the canteen isn't used over the summer holidays, it gets really hot and trips out the freezers. The alternative would be to empty the freezers before the holidays, but that would mean writing off the stock and would require extra effort to empty and re-stock and the end and beginning of terms. Happy to discuss further, but getting additional air-conditioning and not having a means to have it switch on when the canteen is unused doesn't really sort the original problem. Cheers Gordon

On 31/07/17 12:44, Julie Tanger wrote: Hi Vanessa and Susie Please would you add to P&C meeting Agenda for tomorrow night this note under Canteen. I will forward the quotes to you both and bring a copy in tomorrow night. FYI. Below email thread for your P&C Files as well. Many thanks Julie Hi Julie I agree that Baramenco seemed the most knowledgeable Hopefully they can install before November/December Thank you for the time you have spent on this Kind regards Karen

Gordon Dracup 0422 471 571 ----- Forwarded Message ----- Karen Julie tanger Monday, 31 July 2017, 12:23

Re: Airconditioner - Quotations - P&C From: To: Sent: Subject: 2 Sent from my iPhone On 31 Jul 2017, at 12:07, Julie Tanger wrote:

Hi Karen We now have two quotations for the P&C to make a decision with regards to upgrading the air-conditioning within the Canteen.

You were present with both contractors, Baramenco Pty Ltd and Eagle Air Conditioning Pty Ltd. Both contractors are close in price and recommended the same airconditioning unit, 9.5 kw, to run along side the existing unit to keep the Canteen cool, particularly in the Summer months.

We have reviewed and discussed both quotations from Baramenco and Eagle Air in depth whilst I was working on the Canteen last Friday and have come to the conclusion that presented better than Eagle Air. Baramenco is a local company in which TWPS has been associated in the past and trustworthy to complete the job on time and within budget.

Baramenco - \$4,200.00 (incl. GST) Eagle Air - \$4240.00 (incl GST) I think it is prudent that I present the above at tomorrow's P&C meeting to get the ball rolling and progress to installation ASAP. Please let me know your thoughts and reply to this email, so that I may forward to P&C.

Many thanks Julie Tanger P&C General Committee



Report Title:	<i>Band Report P&C Aug 2017</i>
Date :	<i>26 July 2017</i>
Prepared by:	<i>Robin Beard</i>

Band Update.

We auditioned for Arts Alive as well as Arts Unit concerts and were successful with our Stage Band being invited to perform at the Sydney Town Hall in the Kakadu Concert in September.

Stage Band will also be performing / have performed at the Westleigh Cracker Night at Ruddock Park.

Band Camp was enjoyed by all. Overall a positive event at a new location. As before we had a guest conductor (Stephen O'Doherty), tutorial sessions with professional musicians along with rehearsals, a talent quest and fun activities. We will be back to Pennant Hills Scout Camp next year though as the logistics and costs of Vision Valley don't make it possible every year. We'd need to be sure of a larger number of students attending and we are just not able to do that at the moment. Also we understand that some of the accommodation at the Scout Camp has been upgraded.

During Term 3 Senior Band was invited to play at a Pennant Hill High School Concert, which they did along with a several other Primary School Bands as well as the PHHS Students and Bands. It was a positive experience for the band.

At the end of Term 3 Senior Band attended Pennant Hills High for a morning workshop / tutorial session with the High School Concert Band. Other than being the last day of term, it was a great experience and the band enjoyed the experience of playing alongside the high school students and experiencing a different conductor.

Fathers Day Breakfast. Stage Band will not be performing at the Fathers Day Breakfast this year at the request of the MDFD Committee. While we respect the decision made following discussions with Dave Bell, Nicole Ng and Belinda Wilson, the Band Committee wish to express their extreme disappointment at this decision. It is felt that it is more appropriate to have a school band perform than a high school student. Our students really look forward to the performance and it is one that costs the band nothing as it is during rehearsal time.

BBQ – Council Election.

The band would be happy to run the BBQ to raise funds at the Council Election (9th Sept), has anyone already offered?



THORNLEIGH WEST PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION

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Green Thumbs Sub Committee

Report for P&C 1 August 2017

General update

HELP WANTED A working bee is planned to tidy up the garden so that it will look fantastic at the spring fair.

Date: August 12, 9am to 12pm.

Please come along and help out. Bring rakes, shovels brooms, trowels or any other items that might be useful.

The garden continues to very productive. Last term we harvested broccoli, a range of green leafy vegetables, radishes and snow peas.

Preparation is underway for the school fair. Ingrid and Emma are working with the class parent from Kindy Blue who will be organising the garden stall. Ingrid and several parents in that class have been growing plants to sell. We will also be seeking donations from local nurseries.

Proposals for further work:

As per last report:

- We have agreement to move some large logs from near the kindergarten area to the treed area adjacent to the garden for a yarning circle. However the logs are very heavy and will need some cleaning up before they are suitable. We are seeking to gain access to a digger (for free) to help in moving these logs.
- Several grant applications have been identified and these will be investigated as options to obtain funds for building garden beds behind the OOSH building.
- There have been a number of inquiries about getting native bees in our garden. Stay tuned while we find out about this. If there is a keen volunteer who would like to manage this, please get in touch.

Gardening activities

- Garden beds currently being cleared to be ready for new crops later in the spring.