



THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Agenda Tuesday 28th November 2017

1. Opening and Apologies

1.1 **Apologies:** Nicole Thompson, Julia Wright, Musette Healy, Martina Miller

1.2 **Present:** Leigh Johnston, Julie Tanger, Cameron Saunders, Vanessa Oliveri, Trish Stephen, Michelle Christopher, Matthew Roberts, Carolyn Delapierre, Julie Granville, Yvonne Curren, Jane Massam, Fiona Greenwood, Nicky Honeysett, Ben Neville, Robin Beard, Nicci Fishwick, Kate McGettigan, Cathy Carlton, Janine Sherlock, Emma Fenton, Matt Dalziel, Deb Flanagan, Kylie Booth, Karen Mitchell, Lisa Pang, Laura Osmotherly, Amanda Long, Patty Correll, Ingrid Lees, Veryan McAllister, Vanessa Erickson, Susan Parry.

2. Minutes of the Meeting – (24th October 2017)

2.1 Acceptance Proposed: Trish Stephens Seconded Robin Beard. Accepted without objection.

3. Business Arising from Previous Minutes

3.1 PA System - Update from last meeting by Matt Dalziel - Peter Moody's quote as discussed last meeting was for 26K, 2 more quotes were sourced with the same specs they came in at \$43 959, and \$70,290 (see Mat Dalzeil for more info) .

So original quote best price wise – also he is available to start the job 18th December much earlier than competitors.

Some of the details of the system quoted for include:

- Much improved sound in hall with accessibility for those with hearing aids also
- Microphones above stage for choir above where band plays including speaker for overflow for hall.
- Speakers to cola area – but can also run separately.
- It also includes separate system in kindy cola including speakers, Bluetooth links back into office and school bell. Starts the process of becoming a full pa system across the school.

Julie Tanger raised the issue of security for the system in light of outside groups using the school. Matt explained it had already been discussed that the visitors would have only basic access to equipment required and school additional hardware would be Stored securely.

Vote: Vanessa E proposed that the P&C approve a budget of 30K for the PA system and accept the quote from Peter Moody for the system as outlined by Matt Dalzell in meeting tonight. Susan Parry seconded - proposal accepted unanimously.

3.2 Policy on TWPS Sport Teams Contribution Vanessa read new wording for Policy Opportunity for questions or comments. Clarification of what PSSA teams were for a parent of a kindy child.

4. Correspondence

4.1 Pedestrian safety around the school – Email G Rowell, 09.11.17. Expressed concerns re road safety around the school, explaining that he had written to council regarding his concerns also. Vanessa replied explaining our agreed concerns and what we have done and continue to do to address this issue. Further discussion in meeting.

- 4.1.1 Vanessa has requested quote for metal signage to be placed at the QRT Sessions to be a visual reminder for the kids as they exit to be aware of the dangers as they exit. To discuss with Chantal and teachers what is the type of safety language that they are being exposed to regarding traffic. Quote for \$200 roughly.
- 4.1.2 Chantal has also now rostered on one teacher each afternoon to monitor the qtr. sessions rd. exit. Flags for crossing looking quite tired– Chantal to request new signage from council
- 4.1.3 Perhaps safety brochure to be translated into different languages?
- 4.1.4 Ultimately we can only continue to raise awareness with the children and parent community.
- 4.1.5 Disused drop zone and how many people didn't know about it and if they did they didn't use it as they felt it wasn't a near enough access into the school. Drop zone - Vanessa to make a note re drop zone in newsletter again as several parents seem not to be aware of it, discussion of possibility of other options – nil solutions identified.
- 4.1.6 Chantal to speak to Paul about making a solid barrier at the top of the ramp at the qtr. sessions gate exit of the school. Putting solid panels on the single piece wooden barrier currently there.

To continue to raise in future P & C meetings

5. Principal's Report

Focus	Details
Parent Focus groups	Since meeting last we held four parent focus groups at various times. One being kindy transition which was great. Parents had some wonderful ideas and were knowledgeable about what skills, knowledge and understanding students will need in 2030. Things that really stood out: <ul style="list-style-type: none"> • Curiosity • Science and maths • Technology • Emotional intelligence • Collaboration and communication
World teachers day	As a staff we celebrated with a lovely morning tea and our "I teach what is your superpower" T Shirts
Executive Planning	The executive have been working hard on evaluating 2017. The School Excellence Framework has provided us with success criteria. Each team leader has provided evidence. Still working on staffing it is a busy time for recruitment. Classes are being formed and presentation day planned.
Kindy 2018 transition	The four week transition program went well. Students were with kindy teachers. Children and parents get to know the school. Thank you to the band for playing, P & C expo and the catering committee for the celebration morning tea.
School events	Burn Bright Count Us In Normanurst Boys HS – clowning and picture books

	Remembrance Day ceremony Kindergarten Farm excursion
MC unit	Location Staffing – EOI close Friday Drop off and pick up Integration strategy All Kindergarten students Parent information and student transition
Got It	Getting on Track In Time K – 2 student focus Partnership with health Staff training Support for target families Psychologist
Instructional Rounds	Focus was on maths and science Many things to celebrate Highlighted areas to work on – next three years
1:1 chats	I have had 1:1 chats with all staff. Checking in where they feel TWPS needs to head in the next three years. Where they are in their career. Things TWPS need to address and work on.
Reports	Teachers are finalising reports. These will be handed out Monday 11 December.
Teacher updates	Sarah Allen received promotion as Assistant Principal JPPS Erin Mealy snapped up by Trinity Grammar Pamela Aked will be on LSL and extended leave Hannah Smith pursuing her career in Newcastle
Cultural Exchange	TWPS Year 5R students went to Blaxcell Street Public School in Guildford. Meet their buddies. Tasted Arabic food and played games with the students. BSPS will be coming to TWPS next week. We will do some STEM challenges and take them on a bush walk. Great way to address general capabilities in syllabus – Cultural Awareness
End of year	Captains and prefects Band captains and prefects Sports Captains Year 1 Loretto performance Year 6 farewell Band concert Sunday 5 December HS orientation 6 December Year 6 fun day 7 December Principal morning tea 8 December Kindy graduation 11 December presentation day 12 Helpers morning tea 13 December Year 6 Tree tops 14 December Class parties and Year 6 vs Teachers game

Additional discussion re the following:

- 5.1 Chantal is requesting assistance with replacing old and inefficient Air conditioning quotes for classroom next to Leanne classroom.
- 5.2 Have replaced 5 interactive whiteboards - this year - Chantal looking at large touchscreen tv's for as an option for the future. Newer technology and may not be so expensive to maintain.
- 5.3 Internal courtyard in office area 0- Chantal wants to turn that into an outdoor food preparation classroom for the kids. Chantal has been speaking to company who are coming to speak to teachers on their pupil free day. Veryan suggested we consider looking at a grant for this. Vanessa also asked if anyone wanted to volunteer to take on a grant role in next year. To advertise the possibility in newsletter.

6. Reports – P&C Subcommittees

6.1 President - Vanessa Erickson

Presidents Report – 28th November 2017

Welcome to the last meeting of 2017! Where has the year gone?

This year we have had a successful year in spending lots of money but also raising a lot money too and we have provided our school with incredible financial & organisation support.

We are so fortunate to have such a great school community where parents come together to ensure that our school has the very best for our kids and I thank everyone here tonight and the wider community for supporting all the P&C initiatives in 2017

Where have we spent in 2017? In 2017 the P&C has gifted the school:

- Learning Support Teacher \$42k
- 50% toward to the in classroom phone systems \$4k
- New Air Conditioning in the Canteen \$4k
- CARES Bike Safety program for Year 6 \$1
- Big Ass Fan in the Hall \$15.5k
- New interactive whiteboards – we allow for 4 each year to be replaced
- New Class room Ipads \$18.5k
- New Laptops for the Computer Lab \$12k
- New playground – set aside \$40k
- And we are Proposing to update the PA system in the school hall & kindy cola \$26k
- Plus many other incidentals such as contribution towards Wakka, The Year 6 Farewell, TWPS Sporting Teams contribution, teacher class contributions and more

As you can see nothing comes cheap and without fundraising especially, and your continued support of paying the family P&C contributions in your school fees it would be tuff to continue to support our school with the equipment that is needed to ensure our kids, our future get the best.

This year we held a successful Mother's Day high tea in support of The McGrath Foundation, a 5c Challenge to purchase new gazebos, Mothers Day Stall, Fathers Day

Breakfast & stall, our garden continues to grow, our Band program has been strong and runs like clockwork with thanks to the Band committee and of course our HUGE Spring Fair was our cash cow for 2017. I would also like to thank all of our amazing Sponsors this year, it is so great to see so many local businesses support our school. The P&C will continue to support the students with their passions and ideas – such as the Coffee Keep Cups and Shopping Bags. As a side note they will be up on Flexischools in the coming week for purchase.

We have also had a great Executive Committee in 2017 – many have come to the end of their 3 year role and we thank you for your time and commitment. Thank you to those who have helped with set up of the meetings each week. The P&C runs as a business and like many businesses the core of that is the Accounts Department – thank you to Marti & Deb for their continued support and time dedicated to ensuring we are running like clockwork, pay people and keep us on track.

On behalf of the P&C I would like to extend a huge thank you to Chantal who continues to lead our school to excellence. Her passion for education, learning, wellbeing and safety is amazing – and always with a smile on her face and high heels on her feet! We also send a huge thank you to all our dedicated teachers. Many take of extra activities that most don't even know about. With the help of Nicci Fishwick & Kate McGettigan, the P&C are hosting a thank you Xmas lunch for our teachers next Friday in the Staff room. This is just a small gesture from us to say Thank you!

Finally, I personally would like to thank Veryan for her incredible leadership of the P&C the past 3 years, she has built an amazing committed community at TWPS and I thank her for her mentorship. Veryan and I have become great friends and I know that friendship will continue, I am also hoping she will continue to be part of our school under the C for Citizen – yes, we are still debating that option and I am hopeful that it is not totally off the table!

I am looking forward to a great 2018 at TWPS. There are lots of exciting things happening and it is so refreshing to see our school evolve and offer our children such amazing opportunities. I wish everyone a fantastic break – a well deserved break from fundraising and meetings, and I look forward to seeing those who are returning to TWPS in 2018 back to our first P&C meeting and am hoping to also welcome some new faces. Thank you for trusting me in this important role. As always, I am available via phone or email! I will keep Facebook active as much as needed over the break.

Wishing everyone Merry Xmas and a Happy New Year! That's me. Signing off for 2017.

6.2 Treasurer - See budget vs actuals submitted. Nil further comment for tonight's meeting.

6.3 Uniform shop - Nicky Honeysett

Kindy 2018 Uniform Fittings: 21 fittings so far during Term 3, with a further 17 booked in over the course of the term.

Kindy Uniform Packs and Summer Uniform Deals are available in the Shop and on Flexischools, offering a saving of 10% on individual pricing.

Suppliers:

TWPS embroidered logo on Sports Top has been increased in size to resolve ongoing manufacturing issues with clarity of logo.

Currently looking at putting a contract in place with Spartan, one of our key suppliers. Benefits would include fixed pricing, 10% discount all year, better stock management and smaller delivery quantities.

Currently exploring option of having smart tags sewn into fleeces from 2019. Would mean a price increase on Fleeces of approx \$4 so need to explore within school community to see if parents feel this is a useful option.

We have not been able to source competitive prices on stationery packs this year, and hence will be selling remaining 2017 stock only. Average of 120 packs ordered annually, our margins are too low for it to be a viable offering.

Exploring interest in the Shop stocking cotton t-shirts in house colours to be available to order from 2018, priced at \$8 each. (Discuss at meeting)

Exploring options regarding improving durability of track pants (Discuss at meeting)

Final review on remaining PoS system and review of costs. Overview to be given at meeting. Final Recommendations to P&C Executive before end of term.

6.4 Canteen - Our last day for orders for 2017 is Friday 8th December I will spend the next week stocktaking, defrosting freezers and cleaning ovens On our last week as a thank you to all for supporting the canteen everyone with a lunch order over \$1.50 will receive a free ice block (quench - 99% juice) we will have an opt out option for anyone who doesn't want their child to have one.

Merry Christmas and safe travels, Karen

6.5 MDFDGG - nil report. To reconvene next year to begin planning for New Year.

6.6 Fundraising General - see presidents report and discussion in agenda re fundraising

6.7 Band – Robin Beard

Bands all performed well at the Hornsby North Band Competition. Distinctions were awarded to Training and Stage Bands with Credits for Junior and Senior Bands. It was a hot day and keeping instruments in tune was difficult. Dave was unable to attend for some performances due to the arrival of his second son that morning. He did manage to conduct Stage Band though.

End of year concert is this weekend. Stage Band will perform at Bunnings Family Day next Thursday evening.

The band committee elections were held on 21st November in the staff room. All roles were filled, but we hope to add another Training Band coordinator if we can. 2018 committee is as follows:

Convener – Robin Beard

Co-Convener – Nicole Ng
Treasurer – Niluka Chinniah
Assistant Treasurer – Claudine Kimber
Secretary – Erin Parris and Tina Faber
Instrument Coordinator – Michelle Patmore assisted by Michelle Lee
Band Camp Coordinator – Yvonne Curren
Web Contact – Lesley Ziegler
Music Librarian – Michelle Lee
Training Band Coordinators – Aimie Forsyth, Claudine Kimber.
Junior Band Coordinators – Fiona Davies and Erin Bolger
Senior Band Coordinators – Caroline Dalziel and Lesley Ziegler
Stage Band Coordinators – Erin Parris assisted by Kirsty de Vallance
Tutor Coordinator – Debbie Viridi
Fundraising Coordinator – Lesley Ziegler

Instrument purchases are not as large as previous years; we have decided to purchase another Tuba. Currently reviewing quotes. We have a (second) student wishing to play the tuba and feel that this will be a good long term investment for the band.

It has been a good year for Band! **Robin Beard, Band Convenor**

6.8 Green Thumb

Vandalism

It is with great pain that I have had to add this note above my report previously drafted below. I have just heard that the corn and sunflower crops, which were well advanced, have been destroyed, in all likelihood, by vandals. It is so very sad when this sort of thing happens. But we must rise above it, use it to help our kids learn that not everyone does the right thing, and that when it happens, we pick ourselves up, dust off, and try again. Going out to buy some sunflower and corn seeds!!

General

- Another fantastic working bee was held on 15 November. Great turn out and the garden is really going from strength to strength.
- This working bee we also had our inaugural 'Crop Swap' organised by Emma Fenton. Several participants brought fresh and preserved produce and left with armfuls of tasty exchanges.
- Surplus harvest will be offered to parents at school pick up over the week.

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

Still on our list:

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

Gardening activities

- Spring crops are well advanced with the tomatoes looking good for a good sized crop as well as sweet potatoes, basil and of course the Kindy corn crop which is enormous!

7. Agenda Items

7.1 Code of Conduct – Patty Correll read the proposed code of conduct document which all volunteers and position holders at TWPS will be asked to sign. Veryan, Vanessa Patty and Chantal have assisted with this.

Excerpt from beginning of document:

“ The Code of Conduct applies to all members of Thornleigh West Public School Parents & Citizens Association (the P&C) while undertaking any role or activity related to the P&C. ‘Members’ include financial committee members, volunteers in TWPS P&C activities and TWPS P&C employees”

No objections or suggestions to change wording. See Appendix 1 for full document.

7.2 Fundraising Ideas for 2019 - Vanessa explained that official discussion and decision for next year’s activities will happen at the beginning of next year however she proposed beginning to organise a Colour Run to as the first fundraising event. Vanessa is researching products and how it can be run in - liaison with Chantal. All in meeting happy for this to proceed. No objections raised.

7.3 Senior Girls Toilet Doors - Chantal reports this has been fixed.

7.4 Newsletter – Chantal raised idea of only putting out a fortnightly newsletter as she felt that perhaps it wasn’t actually being read by many and therefore didn’t warrant all the effort put in staff wise in completing it each week. After discussion in the meeting it was felt that the dates and award recognition detail could go out each week but perhaps the P&C and principals and vice principals report could only be done fortnightly. Therefore there will be a newsletter weekly but the bigger reports only completed fortnightly. Chantal agreed to trial this option.

Discussion of perhaps kindergarten parents receiving it in paper from for first term. Opinions varied as to the wisdom of this. Chantal reported all new parents are shown exactly where to find it on line or in the app.

8. General Business

8.1 Query re Sport and Art teaching changes for next year in light of rumours that have been circulating:

Chantal discussed this issue in detail in the meeting and has put the following information in the term 4 week 8 newsletters for all parents’ information. Following is her comments:

“It is that time of the year where the executive team are working hard to plan for 2018. As we evaluate 2015 – 2017 school strategic plan there will be changes in 2018 as Albert Einstein quotes “Insanity: doing the same thing over and over again and expecting different results.” One change will be to the Release from Face to Face (RFF) program. All classrooms teachers get two hours RFF per week to plan for teaching and learning. Currently most students attend one hour of Art and one hour of Physical Education (PE). Next year this model will change. The focus will be on Science Technology Engineering and Mathematics (STEM). This does not mean there will be no Art or PE as these key learning areas are mandatory. In the past the RFF position was allowed to be left vacant to provide schools with flexibility. New policy being enforced by the Teachers Federation and the Department of Education is that RFF positions need to be filled by permanent teachers. These jobs may not get to merit selection and we could have an appointment that is not willing to just teach just Art or PE. Strategically planning for these new staff is vital and better to transition within the new school plan.

Facts:

- Art and Physical Education are mandatory and all primary teachers are trained to teach these subject areas.*
- PE and Art are 6- 10% of the teaching load.*

- *The current model: Art teacher teaches 600 students one hour per week. PE teacher teaches 600 students one hour per week. Due to timetable not all classes receive PE or Art some classes RFF is the library.*
- *PE is to be taught for 150 minutes per week.*

Plans for 2018 to strengthen PE and Art. PE 2018 Art 2018

PE 2018	Art 2018
<ul style="list-style-type: none"> ✓ Whole school fitness program will be introduced three times per week. ✓ Extend PSSA inter – school competition to Years 3 and 4. ✓ School sport will be structured. ✓ Each stage team will have a sport coordinator. These teachers are passionate and skilled in teaching PE. ✓ Increase the budget for equipment. ✓ Formalise the Premiers Sporting Challenge. ✓ Implement <i>Colour Run</i> in conjunction with the Commonwealth Games. ✓ PSSA coordinator who is the President of Beecroft Zone will coordinate all PSSA Zone, Regional and State forms. 	<ul style="list-style-type: none"> ✓ Classroom teacher enjoy teaching art and integrate it with other key learning areas. ✓ School art exhibition. ✓ Resources purchased to compliment teachers programs. ✓ Spring Fair class canvas competition for auction. ✓ Teacher professional learning.

Release from Face to Face (RFF) Program 2018

- *RFF teacher for years 3 – 6 will teach STEM 300 students for 2 hours per week.*
- *RFF teacher for years K – 2 will teach STEM 300 students for 2 hours per week.*

I will personally work with the four sport coordinators to ensure a quality PE program. I have a personal passion for an active lifestyle and sport. At TWPS we have a clear compelling vision for 2018 – 2020 and we look forward to increased student engagement in these areas.

Chantal Mamo

9. Closing

10. Next Meeting - 2018 Date TBA – see Facebook for Date announcements

Appendix 1: Code of conduct

Thornleigh West Public School P&C Association Code of Conduct

The Code of Conduct applies to all members of Thornleigh West Public School Parents & Citizens Association (the P&C) while undertaking any role or activity related to the P&C. 'Members' include financial committee members, volunteers in TWPS P&C activities and TWPS P&C employees. The P&C takes this code of conduct seriously. Any breaches of the code of conduct by a member may result in removal of the member from the association.

Principles

The Code of Conduct represents the principles and practices that are expected of all members:

- Members are under the jurisdiction of NSW and Australia and are obliged to observe the law.
- Each member is expected to treat students, school staff, and all members of the community fairly, with dignity and respect by:
 - Not discriminating on grounds of gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
 - Keeping discussions of alternative views polite, respectful, and rational
 - Not engaging in behaviour that might reasonably be perceived as harassment, bullying, intimidation or harmful.
- All members will respect the right to the privacy and confidentiality of others personal information.
- Members shall be honest in carrying out their duties and avoid conflicts between their private interests and the P&C interests.
- Each member shall carry out their duties in a professional and conscientious manner.

All members will complete a Working with Children Check (as per NSW Protection Act & Regulation) and lodge with the P&C.

Members are required to comply with this code of conduct and breaches will be addressed in accordance with policies of the P&C including the "Grievances, Complaints and Procedures" policy.

Adoption

Adopted by the TWPS P&C Association General Meeting, 24.10.17

Signed President: _____ NAME: _____

Witnessed Secretary: _____ NAME: _____