



THORNLEIGH-WEST PUBLIC SCHOOL
P&C Meeting Minutes – DRAFT
Tuesday 20th March 2018

1. Opening and Apologies

1.1 Vanessa welcomed everyone to the first meeting of the new P&C Committee. Susie Parry congratulated Vanessa on her work over the past 12 months.

1.2 Apologies: Nicci Fishwick, Lisa Pang, Julia Kent, Julie Granville, Yvonne Curran, Karen Mitchell, Jane Massam and Kerith Massey

1.3 Present: Susie Parry, Nicole Thompson, Kate McGettigan, Cathy Carlton, Sherry Bieman, Cameron Saunders, Leigh Bowstein, Robin Beard, Julie Tanger Vanessa Erickson, Musette Healey, Vanessa Oliveri, Nicky Honeysett, Aimi Forsyth, Kate Jokin, Joanne McAdam, Fiona Greenwood, Kim Hansell, Lisa Dula, Emma Fenton, Melissa Barker, Patty Correll, Kylie Booth, Amanda Long, H=Janine Sherlock, Chantal Mamo

2. Reports form Subcommittees

2.1 President Fundraising General – Vanessa Erickson

2017 Presidents Report for AGM – 20th March 2018

We have succeeded in granting all the wishes of Mrs Mamo in 2017 and this is with all great thanks to our families at Thornleigh West and the wider community for supporting our fundraising initiatives in 2017. We are very lucky to have great support of families who always put their hand up to help when it is needed.

In 2017 we held many successful events, including Mother's Day high tea in support of The McGrath Foundation, a 5c Challenge to purchase new gazebos for Spring Far, Mother's Day Stall, Father's Day Breakfast & stall, our garden continues to grow and expand with garden classes run by the team, our Band program has been strong and runs like clockwork with thanks to the guidance of Robin & Nicole and of course our amazing Spring Fair which raised \$61 profit. I would also like to thank all of our amazing Sponsors. In particular Ray White CTWHP who are always the first to support our fundraising activity. Spring Fair has quite a reputation and we get Local Businesses contacting us to be a part of it which goes to show that what we offer is not only good value & exposure for businesses but a great community opportunity. It is always so great to see so many local businesses support our school.

We have had a fantastic Executive Committee in 2017 – many have come to the end of their 3 year role and I thank you for your time and commitment especially in the last 8 months since I have come on board as P&C President trying to learn all the ropes including rules and policies.

A huge thank you to Chantal Mamo who works together with the P&C to ensure our outcomes are for the benefit of our students and families. Our school is full of dedicated teachers and we thank them for taking on many out of school extra activities also.

I can confidently say that 2017 was a successful year for the P&C.

Vanessa Erickson
TWPS P&C President

2.2 Treasurer – Martina Miller

Treasurers Report for AGM 20.03.18

- Audit completed and copies of financial statements for 2017 have been distributed. Auditors appear satisfied with the levels of control in place for the P&C.
- All P&C activities for the 2017 year operated at a loss of \$35k. We contributed a total of \$118K to the school.
- We have \$64k in a Term deposit for use at the P&C's discretion

2.3 Uniform Shop – Nicky Honeysett

2017 Overview

The start of Term 1 is always a busy time for the Uniform Shop, and 2017 was no exception with a record 25 new families requiring uniform fittings during the first week of term.

Secure storage in the Shop continued to prove challenging due to the increased levels of stock held during the peak periods. The P&C approved our Term 1 funding request for an additional lockable cupboard, but with careful planning and some canny reorganising, we have so far managed to avoid the need to purchase this.

After the untimely and tragic demise of the Shop Lap-Top during Term 1, we took the opportunity to conduct a review of our systems, and how we track and capture sales/stock information. The need to replace the PoS system was long overdue and we began the lengthy process of evaluating alternatives. Although there are some very good cloud-based options available, ultimately we have held back on making a final recommendation as none of the shortlisted systems completely meet our needs. Further discussion will be needed to agree the way forward.

In the interim period, we set up comprehensive excel spreadsheets that are used to track stock inventory and stock control, which are working well, if not better, than the old PoS system used. All Uniform Shop files are now kept on Dropbox to minimise the risk of lost data.

The Skort evaluation trial period ended during Term 1. Twelve students (and their parents') participated in the trial. Feedback was collated based on a pre-defined criteria and this enabled us to identify the best skort based on quality and cost. The new skort was introduced as part of the summer uniform at the end of Term 3 2017.

During our annual uniform review, a sizing issue on Winter Tunics was identified. This was raised with the Supplier concerned and we worked with them to ensure new stock of tunics will conform to a standardised sizing, which applies to both the TWPS Summer dress and Winter Tunic.

Uniform fittings commenced in October for new students starting TWPS in 2018 and thankfully a repeat of the 'Great 2017 Kindy Intake' did not happen. The Uniform Fitting process was amended to include the fitting of both summer and winter uniforms, which avoids the need to conduct additional winter fittings for Kindy students in March/April.

Other changes during 2017:

- Our first pricing increase in five years', unfortunately due to increases in manufacturing costs being passed on by our Suppliers.
- A small sizing increase was made to the embroidered school logo on our sport polo top, shirts and blouses to improvement clarity of the design.
- A 10c bag charge was introduced to cover the cost of the brown paper bags used for Flexischools and Shop purchases.
- The development of a recycling plan for the Shop: all soft plastics are now collected and taken to the Sefton Road Recycling Plant. All cardboard and waste paper are also recycled. We continue to work with our Suppliers to cut down and eliminate un-necessary packaging on uniform items we purchase.

We are very lucky to have some amazing volunteers in the Shop, and my thanks to those individuals: Carolyn Delapierre, Rebecca Pinckney, Berenice Ferguson, Kerith Massey, Trish Bell, Michelle Lee and Michelle Koo.

A special acknowledgment must be given to Lisa Pang, who is a key member of the team and has worked alongside me for the past four years'.

Our commitment to providing a cost-effective and quality uniform sits equally alongside that of providing excellent customer service, and these values continue to underpin everything we do in the Shop.

In conclusion, 2017 was an interesting year that threw us a few unexpected obstacles that certainly proved challenging to work around. Thankfully, we were able to proactively tackle these without disrupting service to our customers'.

Nicky Honeysett - TWPS Uniform Shop Manager

2.4 Canteen - Karen Edmond

Canteen AGM 20.03.18

The canteen continues to run smoothly

We are currently selling Frozen sushi as our Sushi supplier refused to comply with Hornsby Council Guidelines, when our stock of frozen is exhausted it is proposed to go with a different supplier who will deliver fresh and in guidelines. We will probably only have sushi available one day a week.

We have taken Focus water and TNT's off the menu and are adhering mostly to the new guidelines that are recommended for 2019.

i.e. 75% everyday foods and 25% occasional foods on the menu

We have enough volunteers at the moment but as always more helpers are always welcome.

Thank You, Karen

2.5 MDFDGG – Janine Sherlock

MDFDGG Report for AGM 2018 re 2017

The group started the year with four new members Anna, Therese, Deb and Shannon with only two remaining members from previous years, Vicky Galante who left part way through the year due to work commitments and Bel Wilson who was convenor for the year.

We met on a weekly basis and spent the first part of the year sourcing and pricing and packaging stock. The Mother's Day stall was held in May and was a successfully run event where we ended up selling around 1,500 gifts which were wrapped by our lovely group of volunteers. We served close to 600 students throughout the day. The stall ran well however we did have a large amount of leftover stock, some of which we were able to sell at the P&C stall later in the year. We did over estimate the amount of gifts that would be purchased per child and feel we could do a better job of promoting the different items we have available so we will focus on this aspect in 2018.

In September we ran a Father's Day breakfast before school. This was a very hectic week as most of us had been heavily involved in Spring Fair and with only six days between the two events we were very busy. Based on feedback we made several changes from previous years. Firstly we changed the format of the breakfast from three sessions of 30 minutes to 2 sessions of 45 minutes giving families more time together. We also simplified the menu, offered gluten free items and we had a student from Pennant Hills High School playing the piano during event. We also ran a small stall outside the hall. The breakfast ran very well with positive feedback received. We managed to feed 450 people breakfast over 90 minutes and the breakfast was a sell-out.

Our biggest challenge for the year was that most of us were new to the group, we had a few minor issues on the day with both events but we are aware of them and they will be addressed going forward in 2018.

The group would like to extend a huge thank you to the P&C for their support and to all of the amazing parents that have helped with both events throughout the year. We had approximately 20 volunteers at the Mother's Day stall that came in and very patiently wrapped over 1500 presents throughout the day. The Father's Day breakfast was an early start at 530am on Friday morning so again a huge thank you to the amazing parents that came in in the early hours of the morning and helped throughout the day. These events would not be possible without the continual support of our volunteers and also the support of students and families attending these events. 2017 was the a big learning curve for most of us in the group but we've all remained on board for 2018 and hopefully this year will be a little bit easier as well have a better idea of what we're doing.

Thank you. Janine Sherlock

2.6 Band – Robin Beard

TWPS P&C Bands Convener's Report 2017

The TWPS band program provides an extra curricula music education program to a large proportion of our student population and makes a significant contribution to school events and celebrations. The program is run by a subcommittee of the P&C and we have had a dedicated and enthusiastic committee without which the program would not operate.

During 2017 we had around 100 students in our program and we have in excess of 130 students as we start 2018.

2017 has been a good year for TWPS Band this year, our competition results have been solid with:

- Gold awards to the Training and Junior and Silver for Senior and Stage bands at the UNSW school band festival.
- At Hornsby North Band Festival Distinctions were awarded to Training and Stage Bands with Credits for Junior and Senior Bands.

Particularly pleasing this year was the successful audition of the Stage Band to perform at the Arts Alive Primary Choral Concerts in the Town Hall. Stage Band is the youngest Stage Band we've had for a few years with several members from year 4. Stage Band represented the school magnificently at the Kakadu Concert in September, a credit to all of them and a memorable night out.

Other performances during the year at Grandparents Day, Education week, Band/Bear Day, Award and presentations days, various school assemblies, Spring Fair, the Cracker Night at Ruddock Park, Bunnings Warehouse and a combined local schools concert at Normanhurst West.

Thanks to our Committee Members for 2017

Treasurer Niluka Chinniah has done a fantastic job of keeping track of our funds and budget as well as sending out and tracking payment of the band and instrument hire invoices. !

Secretary Warwick Edwards and has been a great help to Nicole and I during the year as we took on our first year in the Convener and co-convener roles.

Instrument Coordinator Michelle Patmore

Tutor Coordinator Debbie Virdi

Band Camp Coordinator Tina Faber

Librarian, Michelle Lee and Web Coordinator Lesley Zeigler

Fundraising Lesley Ziegler, we managed to bank more than our fundraising target in 2017 with Cake Stalls at Bunnings as well as Election Day. Thanks also to Michelle Lee for stepping in and putting together our Election Day BBQ, just a week after Spring Fair which was a great effort from all those who turned out to help.

My co-convener Nicole Ng and I have worked well together this year. I'd like to thank Nicole for her fantastic organizational, Wednesday Weekly and Gmail skills and keeping us all on track throughout the year.

Our Band Co-ordinators have done a great job this year making Nicole and my job easier, thanks to the Training Band team Anke Vaughan, Paul Curren, Fiona Davies and Erin Bender, Junior Band's Caroline Dalziel and Lesley Ziegler. Melissa Watts and Julie

Tanger for Senior Band and Erin Parris with Lydia van Elven for Stage Band. I cannot thank them enough for their organisation of the bands. They have quietly and efficiently made sure we had parents at all rehearsals, organised the various performances and generally kept everything on track.

Thanks to Dave Bell our Band Director for his dedication to our program, the level of musicianship in our students is a credit to him. Andrew Hamblin joined our program at the beginning of the year and Junior Band has had a great sound all year. Andrew has been an asset to our program this year. We also introduced the 'muso of the month' awards this year, and have a noticeboard outside the front office.

Without the support of the P and C and the School, the band program would not flourish. We are very appreciative of the \$8000 grant from the P&C which has enabled us to continue expanding the program. Also, Mrs Mamo and Mrs Granville have both been most supportive throughout the year. It is great to have a school so responsive to our needs.

We held our band committee elections on 21st November, this year's committee is:

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 – Aimi 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

Finally, I would like to thank the parents who gave up their time to help the band in various ways over the year, in particular the parents who came to rehearsals as band parents. Without those parents we cannot run rehearsals. We investigated paid teaching aids to assist with rehearsal supervision this year, but thanks to support from parents we did not need it.

Robin Beard

Band Convenor (2017)

2.7 Green Thumbs

Report for P&C AGM 20 March 2018

General

- Three working bees were held over 2017-18 since the last AGM with good turn-outs each time. These working bees were essential for clearing out finished crops, tidying up and weeding ready for our students to continue to grow and learn from our garden.

At the November working Bee we had our inaugural ‘Crop Swap’ which was a lovely addition to our working bee activities.

The garden committee are very grateful for the contributions that many of our families give in their time and energy for the garden.

- Over the year we have grown beetroot, spinach, corn, sun-flowers, herbs, sweet potatoes, lettuce, snow-peas and much more. It is amazing how much we have produced.
- Unfortunately, late last year we had an episode of vandalism. Some well advanced corn and sunflowers were destroyed. 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. We hope this was an isolated incident.
- We also implemented a watering roster over the holidays during the year and summer which worked very well and ensured survival of the crops over the breaks.
- The garden Plant Stall at the 2017 Spring Fair was a huge success managed by Kindy Blue with help from the garden committee, particularly Ingrid Leese. Thank you also 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 appreciated their support and generosity.
- We still have more to do. The garden committee would like to proceed with plans to build a sensory garden. This idea was put on hold due to other priorities, but we feel that this year is the time to get it moving again. Watch this space.

3 Voting for P & C subcommittees as all positions declared vacant.

3.1 Chantal Mamo presided over proceedings

3.2 President: Susie Parry nominated Vanessa Erickson, seconded by Musette Healey. No other nominations, passed unanimously.

3.3 Vice President x 2: Nicole Thompson nominated Patty Correll, Martina Miller seconded. Passed unanimously Musette Healy nominated Susie Parry, Vanessa Erickson seconded. Nil other nominees. Susie and Patty passed unanimously. .

3.4 Secretary: Vanessa Erickson nominated Amanda Long. Susie Parry Seconded. No nominations

3.5 Treasurer: Pre-existing treasurer and assistant, Martina Miller and Deb Flannigan agreed to stand again. No new nominations, all present endorsed Martina and Deb for assistant secretary. Nil other nominees’ for either position unanimously accepted. Still to recruit for assistant secretary.

3.6 Fundraising Convenor – Vanessa Erickson agreed to accept position again however requested assistance. No other nominees.

3.7 Executive Committee members nominated by various – correct number therefore no voting,

New Committee Summary:

President	Vanessa Erickson	
Vice President	Patty Correll	Susie Parry
Treasurer	Martina Miller	Deb Flanagan (Assist)
Secretary	Amanda long	Vacant (Assist)
Fundraising	Vanessa Erickson	
General Executive members (in addition to above)	Julie Tanger, Musette Healy, Emma Fenton, Janine Sherlock, Leigh Bowstein, Vanessa Oliveri	

4. Meeting closed. Normal P & C Meeting immediately following.

Minutes completed by:

A handwritten signature in black ink, appearing to read "Parry". The signature is stylized with a large, looped initial "P" and a long, sweeping underline.

Susan Parry - Retiring Minute Secretary!

Minutes approved P&C Meeting 15.5.18