



TWPS P&C

Thornleigh West Public School P&C

Association

P&C Meeting

Tuesday 19 June, 2018

1. Opening and Apologies

1.1 Apologies: Kylie Booth, Nicci Fishwick, Ingrid Leese, Kate McGettigan, Lisa Pang, Michelle Gardiner, Vanessa Oliveri, Susie Parry, Julie Tanger

2. Minutes of the AGM – 15th of May

2.1 Emma Fenton sent through adjustments which have been made

2.2 Emma Fenton approved and seconded by Robin Beard

3. Business Arising from Previous Minutes

3.1 2018 Budget Final

3.1.1 Vanessa Erickson and Mrs Mamo discussed the budget and the school will pay for the full cost of the 4 interactive TVs and 50% of the Stage 2 of the PA upgrade and the P&C would reimburse for the two air-conditioning units which is just under \$12k and we would fund 50% of the Stage 2 of the PA upgrade.

3.1.2 Vanessa Erickson confirmed we would need to stick to the budget for 2018 to ensure we don't overspend.

3.1.3 Vanessa Erickson discussed that we really need the \$5000 contingency as the fridge in the canteen died and Patty was able to arrange for it to be fixed for \$350 but it could have needed to be replaced. So that contingency will be there to ensure we can pay for things like this.

3.1.4 Martina Miller confirmed we have been conservative with our estimates on Spring Fair, however, with the contingency included and these items agreed upon by Vanessa and Mrs Mamo the deficit is currently \$7,000.

3.1.5 Martina Miller confirmed the Term Deposit has matured so we need to decide what to do. It was voted to be put in a Term Deposit for just 6 months and we would know what position we are in better once that finishes and decide what we are going to do with the money.

3.1.6 Nicky Honeysett discussed that having that term deposit is a good "buffer" if we have a bad year.

3.2 Mother's Day Breakfast Full Report

3.2.1 Vanessa Erickson presented the full report to the meeting and read parts to the meeting.

3.2.2 Vanessa Erickson confirmed you need to read the report in full if you would like to see how the event operated. The Full report is added as an Appendix 1.

3.2.3 Vanessa Erickson confirmed it was a great event and thank the team for doing the Mother's Day Breakfast. She understands that the MDFDF have a proposal for future events and we can discuss this later tonight

3.2.4 Well done to all involved.

4. Correspondence

4.1 Facebook message from Heidi Loftus-Wilson

4.1.1 Message from Heidi Loftus-Wilson - Although not a current P&C member, just a concerned neighbor of the school grounds, and parent of twps for almost 15 years. I am dumbfounded at the number of parents that continue to "take a

shortcut"Every morning and afternoon when parking directly on the Northeast Corner of Giblett Ave and Morris Ave, so close to the intersection that blind spots are created in all directions.. They do so at the detriment of themselves, their children, other children, other vehicles trying to turn into and out of Morris Avenue. They park so close to the corner, out of pure laziness, that it is hazardous to ALL motorists and pedestrians. It's only a matter of time before someone is injured or killed as a result of people parking too close to the intersection. Someone needs to address this with the parents, or the Council to rectify. It's probably legal to park there, but it sure is ignorant and unsafe.

- 4.1.2 Vanessa Erickson confirmed there is only so much the P&C can do. We have handed out flyers, put up signs and have tried to educate parents. The Police won't come out as they believe this is a safer area as there are no main roads. People see the Council Rangers and do the right thing but don't at other times. Our additional road safety signs have arrived which will be put up at the school and hopefully they will help. We are doing all we can but parents still ignore the rules.
- 4.1.3 Vanessa Erickson has reminded parents to be safe on the roads around the school. She has also suggested Heidi Loftus-Wilson approach Council herself as the school has done this many times.
- 4.1.4 Mrs Mamo confirmed we are doing all the right things and parking around schools is always a problem.

5. Principal's Report

5.1 Principals Report Term 2 Week 8

Directors Visit

We have a new Director – Sharon Ford. TWPS will now align with the Hornsby network. Directors were supervising 34 schools this is now 24 schools. This will enable more direct support to principals. Sharon was impressed with the teaching and learning at TWPS. I look forward to working and learning from her.

Stage Band

Congratulations to the stage band who performed at the Opera House since we last meet. Thank you to Mr Bell, the band committee and parents for making this happen. We are really thankful for this amazing group of talented students.

Getting On track In Time – GOT IT

This is going well for students and parents. Workshops have been held every Tuesday 9 – 11am.

Biggest Morning Tea

Thank you to everyone who baked delicious goodies. We loved have the coffee van! It was lovely to see many parents and carers come and enjoyed morning tea with their child. We raised over \$ 1200 for a great cause.

Zone Cross Country

Congratulations to all the students who made the zone cross country team. They all tried really hard. A few students heading off to the regional which is fantastic. We wish these students well.

Band Camp

Thank you to the band committee in organising another great band camp. This is a massive event and we are truly grateful that the children have this opportunity. Thank you Yvonne C for the organisation it went so smoothly! Nicole Ng for her leadership and getting parents organised. There were many volunteers – thank you. The children sounded amazing at the concert.

Debating

I had the pleasure to attend a recent debate. The students versed WPPPS. Their structure was great, confidence amazing and rebuttals strong. Thank you to Mrs Robinson for taking time to work with

Kindergarten 2019

About 70 – 80 parents attended this session. It was lovely to welcome new families. It was lovely that our current families were welcoming and shared the great aspects of TWPS.

House Captains PHHS

The sport captains attend a gala day at PHHS. The older students have been working on their

leadership in sport and coordinated a brilliant day. It is wonderful to have links to our feeder high school.

Year 1/2 Excursion

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Thank you to Emily Lundstrum who organised the Year 1 and 2 students to Environment centre. This outdoor learning of history, culture and the environment is paramount for students. **Reports** The teachers are very busy at present preparing the Semester 1 report for your children. We aim to provide detailed information to parents so that a very clear picture of each child's achievements is accurately recorded. At this reporting period we are also concerned with giving directions for areas of improvement and growth in the second semester.

Should parents have any queries or questions following the dissemination of any reports, please make an appointment to speak with your child's class teacher.

Year 6 Art Gallery

Year 6 had a lovely time at the art gallery yesterday. This excursion linked to many aspects of the curriculum. Thank you to the Year 6 team for organising this experience for our students.

Audit

External audit – Thank you to Margaret Gordon for her support in making this a success.

Science Expo

14 August 5 – 6pm Students share their STEM projects. BBQ can any parents help cook and serve?

Coming up:

- Choir rehearsal
- Athletics Carnival
- Principals morning tea
- LSL
- K/1 Athletics
- Dance performance 30 June
- 2 July Mufti
- Year 6 vs Teachers

6. Reports – P&C Subcommittees

6.1 President & Fundraising – Vanessa Erickson

6.1.1 Presidents & Fundraising Report – 19th June 2018

Welcome to Term 2 Week 8 and Meeting 4 of 2018! Term 2 has flown by and lots to report on.

Colour Run - Last month all the Colour Run Prizes were distributed. Well over 900 in total. Thank you so much to the class parents who pulled together to get prizes packed and distributed in about an hour! I only had a few email follow ups with items missing so all in all a great team effort. I know my kids loved their prizes and I hope that all students enjoyed. A big shout out to Australian Fundraising – they have been a great company to deal with. They have also generously donated an Electric Scooter for us to use as the Individual Prize Winner for the Raffle Ticket selling this year which is fantastic – Valued at \$300. I am positive this will be a great drawcard to students to sell raffle tickets.

2017 Community Partnership Grant – as discussed last meeting, the application to redirect the funds awarded was approved. The new artificial grass is going in this week (weather permitting) and it will be a fantastic play addition for students. We also had the opportunity to add artificial grass in the outdoor kitchen area next to the office which will make that area a fantastic new learning hub for students. Many may have seen the Mural that is currently being painted by new parent Azita. It looks fantastic and we are looking forward to that area being a new zone for students and teachers to use. Ingrid & Emma from Green Thumbs are also working on a Vertical Herb Garden in that area which will be fantastic. Coles Vouchers for Sport. A MASSIVE thank you to Kellie Lean who has tirelessly organised this fundraiser for us. The final count on vouchers was an amazing

25165. Thank you to all those who got involved. The school sport coordinators are currently looking at the list. Final orders are due 1st July. Once equipment has been chosen we will share that information on FB so the community knows what we were able to get.

Biggest Morning Tea – thank you to all those who contributed with Baked items for Morning Tea. It was a massive success with raising \$1500. A huge shout out to the Mobile Wild Bean Coffee team who donated ALL coffees on the day to families to enjoy via donation to the event.

I am also pleased to advise that the Wild Bean Coffee cart have agreed to come along to the Athletics Carnival. They have supplied a small menu for purchase on the day and have also agreed to run a sausage sizzle lunch. No pre orders just turn up on the day. Menu will be released on FB. Unfortunately, the AFL Club turned down opening Canteen as it was requested that no lollies were to be sold at this event. Thank you Wild Bean for organising this for us – I am sure parents will be happy to have coffee available. Please note that they have also agreed that if parents bring their own coffee cups, they will supply a 50c discount on coffee.

PA System Stage 2 – as agreed at the last P&C Meeting, it was decided that the school and the P&C went 50/50 to pay for Stage 2 of the PA system in the Main Quad. The P&C paid the deposit upfront and work started immediately. This has been an incredible addition for our teachers so a big thank you to the committee for supporting this. Report from Matt Dalziel on the PA upgrade is as follows:

PA System, Stage 2 Update - The Deposit was paid very promptly by the P&C and School. Thank you for this. The balance will be payable upon completion.

- The new speakers have been installed in the quad on high poles so they are vandal proof. They are fully operational. Painting has been done to help them blend in.
- Speakers have been installed and are active in the classrooms block adjacent to the quad and along the balcony and bag rooms. This allows announcements, bells and emergencies to be heard in these spaces clearly.
- The Master Zone Control Panel in the Server Room in the office area is almost finished being built and will be installed and online soon. This allows selection of where announcements are made around the school
- The Zone Control panel in Julie's office is installed and just waiting to be activated. This has bluetooth and mic volume control.
- When the Master Zone Control is activated, the Support Unit PA system will also be activated with the control panel inside the Support Unit fenced area. This will allow the independent use of a PA system for music and mic in the Support Unit.
- The Control Panel for the Quad including bluetooth and mic Volume control is installed and will be active soon.
- A new simpler projector control system is being installed in the PA panel in the Hall that means the remote is not required to turn the projector on and off. Any questions please let me know. Cheers and Thanks, Matt Dalziel

Mufti Day – Thank you to Joanne McAdams, Simone Raison & Cathy Carton who put their hands up with organising Mufti Days. This has been a huge help and will be a great addition to fundraising this year. I have not personally been involved with a Mufti Day at TWPS so we have been learning together! Orders are open on Flexischools now with a very specific deadline for ordering purposes. Mint Fresh IGA is supplying sausages. Numbers will be based on orders rec'd and some previous orders. There was an enquiry about Vegetarian options – we decided to add a minimal amount of Spinach/Cheese Gozlemes to the menu (Limit of 10) to cater for students who are vegetarian. These will be done in the sandwich press in the Canteen on the day. There will be no canteen selling other than the Mufti Day Menu so please be sure to order your sausage sandwich/ice cream cups on Flexischools. A volunteer roster to help on the day will be up on FB tomorrow –

please consider to help out – we need an additional 10 helpers to ensure that the cooking and service is run efficiently. Would greatly appreciate if possible some BBQ experts can volunteer to help on the morning to cook. SRC will collect gold coin donation from the classrooms for those who are not paying via Flexischools. All Mufti Day updates will be on FB and via mail chimp emails.

Whilst talking Mail Chimp – I have sent a few emails now via Mail Chimp and have rec'd positive feedback. The open rate is about 80% which is quite good. There was the odd email that needed to be updated but I think it all should be up to date now. All information is also sent out on FB however emails can at times contain more detailed information especially getting closer to Spring Fair. Please ensure you add the twpsandc email address as a contact to your list to you are receiving important P&C messages.

5c Challenge. The 5c Challenge has started. 4D is passionately organising this fundraiser for the purchase of a Buddy Bench and Friendship Tree for all students at TWPS. Thank you to Nicole Dowd for coming in last P&C Meeting to present the students idea. I was privileged to meet with them post meeting to let them know their proposal was approved and that the fundraiser would go ahead. It was a great time to be in the classroom. Thank you for supporting student initiatives.

Laptops from Colour Run Fundraiser. As soon as the budget was approved last meeting I advised the office to order the Laptops. It was fantastic to see them ordered and arrive to school within a week or so. They are AMAZING and I think the school community & wider community again for their support.

Road Safety Signs. Again, post previous meeting approval the road safety signs were ordered. Thank you to Leigh from Skoda for organising. There was a delay in picking up as Paul was away on AL however we have them now and they will be up as soon as possible. It is imperative that students understand road safety and we hope these large bright signs will be a timely reminder when they are leaving the school ground at Qtr. Sessions Road to either walk or ride bikes home and to families to not park in the staff car park.

GRANTS. We have applied for a few grants in the past months. First Grant was from the The Sports Foundation for up to \$10k. It was a very 'Sport Club' type application but none the less I applied anyway. I focussed the application on sporting equipment for our students in wheelchairs could use to ensure that they were being included in sporting activities, additional sporting equipment for our Support Unit students plus also applied for Wheelchair Sports NSW Roadshow to come and do their show for all students at TWPS. Unfortunately, we were not successful in our application. I will keep looking for Grants that may assist us in gaining access to these additional equipment's. The 2018 Matt Grant Community Partnership Grant closed last week. We applied again this year for ground resurfacing of the Outdoor Learning Hub outside the library (commonly known as the Silver Seats area). This area is underused by teachers as the ground is very uneven. It does not a great accessible surface for our Wheelchair students and generally there are tripping hazards all over it. We will not hear back on this application until December this year. I also applied for the SUEZ Community Funding Environmental Grant. For this grant I applied for the Green Thumbs wish list item of the Bush Tuck Garden, a Sensory Garden and Native Stingless Bees. I would like to thank Patty for previously applying for this garden via the NSW Eco Grant the past few years. There was so much work put in for that initial Grant so I used the basis of that grant for The Bush Tucker garden part of the Grant. I put a call out to the school community and wider community for help with designing a Sensory Garden area where the Buddy Bench and Friendship Tree will be located – outside Nicole Dowd's classroom. I had to say I was disappointed I hit a wall with no takers on the design but a fortuitous morning at the local café got me chatting to Amber Moyes/Year 3 parent. Amber very generously offered to design the garden even though she is not a landscape designer and to source costing for this grant. It is truly an amazing design and I truly thank her for doing it especially when she was quite sick when it was all due! We should find out about

this grand end of August. Fingers crossed. I will upload Ambers design on FB this week.

SPRING FAIR UPDATE! The clock has officially started to tick! Spring Fair is now full steam ahead. I officially met with Class Parents 2 weeks ago to allocated Class Stalls. I was really pleased that there was a positive energy regarding Spring Fair and what was allocated. I am looking forward to seeing what each of the teams come up with for their various stalls on the day.

In addition to the previous sponsors mentioned last meeting, I am pleased to advised that Di Jones Real Estate, Westleigh Village and Mint Fresh IGA have agreed to be Gold Sponsors, Normanhurst Vet have agreed to continue as a Silver Sponsor, Young Engineers have agreed to be Silver Sponsor of the Lego Challenge Competition, Semitone Music & North Conner are also back on board as Bronze Sponsors. There are a few other companies that I am still contacting. All my energies will now be focussed on getting Raffle out prior to School Holidays – prizes are now confirmed and will be on FB this week and artwork will be finalised, Competitions and finalising Competition judges and relevant prizes will hopefully be confirmed this week and in addition to this my class 2Y are on Silent Auction so donation sourcing has also begun. Silent Auction is a large part of our fundraising revenue so if anyone has any contacts regarding Silent Auction items to donated, please do let me know. In addition to the Class Food stalls, I am trialling an additional 2 external food companies on the day. An ice cream mini melts truck that will also supply slushies and snow cones plus a Chips on a stick & Dagwood dogs. Both vendors agreed to a ticketing system – that is that we have complete control over the money on the day, Information booth will be selling tickets and at the end of the day the vendor will swap their tickets on hand for payment. We keep 20%. In previous events, I have had issues with some (not all) external companies. Other school fetes work with this option and I believe we will then get an accurate representation of what was sold and a true amount raised. Thank you to Christie Buckland Year 1 parent. Christie came to me asking if at Spring Fair we can coordinate the collection of bottles/cans for refund purposes. I loved the idea but needed her to take on board the project as I am at organising capacity at the moment. Christie has taken this on board with gusto and has sourced a company that will come and collect the cans/bottles post Spring Fair. There was a \$30 fee however I asked Christie to see if they would waive the fee as this is our fundraising event and they have generously agreed to do so for Spring Fair. Once collected, they deposit the money directly into the P&C Account. One concern was HOW we would ensure we are only collecting the correct items for the refund. I have approached Mrs Mamo and Stage 3 teachers with the idea of students to be 'TWPS Environmental Ambassadors' on the day of Spring Fair. The proposal would be 2 students sit at each 'RED'YELLOW' bin points (5 in total throughout Spring Fair) at a table with a green bucket ensuring that patrons are putting rubbish in the correct bins and the cans/bottles are collected separately. Each class would need to organise their roster with 1/2hr time slots. Teachers/Parents would need to be on board for this to work. Scooda have generously agreed as part of their sponsorship to provide Tee Shirts for the students to wear on the day of SF (5 teams of 2 so a total of 10 T Shirts – that they share on the day). There are options to continue this beyond Spring Fair however would love someone to put their hand up to facilitate this moving forward. Christie and I both agreed a per month pick up may be too much so a bi monthly or quarter collection may be an option. If you are interested in taking on this project, please come and see me. I am sure Christie would appreciate additional help to organise.

FINALLY, I would like to Congratulate our AMAZING Principal Chantal for her nomination and finalist award as Principal of the Year via the Educator Awards. I know that Chantal's peers nominated her, unknowns to her. It is a true testament of Chantal's great leadership of staff and students. TWPS is very lucky to have her – Congratulations Chantal. Awards night is 17th August. In our eyes you are already the winner!

I can't believe Term 3 is almost over. Thank you for braving the cold wet conditions this evening.

6.2 Treasurer – Martina Miller

- 6.2.1 Martina confirmed all the budgets are updated and attached under Appendix 2.
- 6.2.2 The CBP money has come in but will go out again as the grass is completed. The canteen seems to be making more money since Jane took over so she was pleased about that as well.

6.3 Uniform shop – Nicky Honeysett

6.3.1 Uniform Stock

The delayed delivery of winter stock arrived at the end of May. The Shop is now fully stocked in all winter uniform items.

The Introduction of RagTagd Smart Tags

Our main uniform supplier, Spartan, has partnered with Ragtagd, and from Term 4 2018, all new stock of Fleeces will contain a RagTagd Smart-Tag. Prices will increase by \$1.50.

In addition, Spartan will supply the services of a Seamstress to sew RagTagd into all current stock of Fleeces at no charge. We can also utilise his/her services to sew tags into existing owned fleeces.

We present a 10-minute Overview and Q&A session about RagTagd at the next P&C meeting Term 3.

Old Stock Write-off

We have a quantity of 75 old Sport Skirts in sizes 10 to 18. We would like to donate them to Drama/Wakikirri for use as possible costumes for future school productions. Ms Johnson and Susie Parry have agreed that they could be utilised. We'd like formal okay from the P&C to donate these.

Lap-Top Purchase Request

Nicky has been using her lap-top since the Uniform Shop one died last year. We'd like to purchase a Dell XPS or Inspiron Laptop, which meets the specification of what we need for the Shop, and can support running a PoS system if we need it to in the future. There are some good deals available at the moment, so formal approval to proceed with purchasing up to the value of \$1400 is requested.

- 6.3.2 Nicky Honeysett has confirmed the parents love RagTagd and it has reduced lost property by 90%. They have fixed problems like de-activate when you sell your items and other technical issues so it was a very good product. It was decided she will do the presentation at the next meeting.
- 6.3.3 It was agreed the Old Stock could be used by Wakka and would be written off. It has a value of \$400.
- 6.3.4 Deb Flanagan confirmed they could pay for her new laptop.

6.4 Canteen – Jane Barnwell

- 6.4.1 I am getting into the swing of things and have started to make some changes to the menu. Nachos are no longer available from last week. I will be cutting back the less popular occasional foods first so that we are compliant with the Healthy Canteens Strategy. I reduced the price of the lemonade twist ice blocks this week as I do not think any have been sold this term. I reduced them from \$1.50 to \$1.00 and just this week we sold 2 boxes of them. On Monday when I was dropping off some supplies for the week I noticed that the only fridge had stopped working. It took me quite a while to throw the wasted food out and clean the fridge. Patty managed to organise a repair person and the fridge was back up and running a few hours later. I am going to be looking into how I can change the configuration of the canteen around in order to fit another fridge in (so that if one fridge does pack in it is not as big a deal). I will report back at the next P&C meeting if it is possible. I have had some positive feedback from people about the state of the canteen, looking clean and organised, which is always nice.

- 6.4.2 Patty Correll confirmed Jane is doing a good job. Vanessa Erickson confirmed the 5th week of the month has been a slow uptake of volunteers. There are new volunteers needed in the canteen, we have had a couple but hopefully she will have new volunteers soon.

6.5 MDFDGG – Janine Sherlock

- 6.5.1 It has been a quiet few weeks where the MDFDGG has only met once to complete the stocktake of the remaining Mother's Day Gifts. We started off 115 different items that were available at the Mother's day stall and after stocktake we are now down to 35 with 9 of those being Grandma items.
We sold 1404 items on the day and our stock has dropped from over 2,000 to 739 of which 95 are Grandma Items. Current value of stock on hand is \$1,546.00. We are still organising what we will do with the remaining stock and this will happen over the next few weeks. As all of the original stock has been paid for outright anything that we sell the remaining items for is additional profit for us. The website has been updated to show current items and their quantities which gives us an option of using it as an option for additional sales.
As a group we would like to transfer \$2000 from the MDFDGG account across to the P&C main account.
- 6.5.2 Deb Flanagan presented MDFD Committee Proposal. See Appendix 3
- 6.5.3 There was discussion around the success of the stall and whether it would work for Father's Day. Mel Barter will take it to the group who organised the Mother's Day Breakfast to see if they can do the Father's Day Breakfast and will confirm by the end of the week.
- 6.5.4 If they agree then the MDFDGG will do a Father's Day Stall instead of the breakfast. If they do the stall it will be make it easy with gift bags etc as it is after Spring Fair. If Mel's group won't do the breakfast then the MDFDGG will do the Father's Day breakfast and no stall.

6.6 Band – Robin Beard

- 6.6.1 Stage Band played at the Arts Unit of NSW Acacia Concert at the Opera House (May 20th). A great performance and a credit to our students and program. Mrs Crothers reported backstage comments expressing surprise at the level of performance of a primary school. Band Camp is over for another year. A successful couple of days. Big thanks from the band committee to Yvonne Curran for organising the event this year. We plan to book the Scout Camp again for next year. We recorded the bands at the end of camp concert and have submitted these as auditions to Arts Alive. We have a few performances coming up, Senior Band are at Pennant Hill High on Wednesday this week, plus Training, Junior and Senior Band will be performing an end of term concert for the school. We have also been asked if Stage Band would be able to perform at the Cracker Night again this year.
- 6.6.2 Kirsty de Vallance confirmed Stage Band has been accepted to Arts Alive and will perform on the 7th August
- 6.6.3 Vanessa Erickson confirmed there is a new rule for P&C associations that if there is an overnight stay for students the venue needs to provide a working with children check. This will be something that needs to be taken into account next year at Band Camp.

6.7 Green Thumb – Emma Fenton

- 6.7.1 The garden is growing well with 5 of the 6 beds planted out with crops. Hopefully it will look great by Spring Fair and crop well. We have had good success with the teachers using the kits provided. We had a successful working bee on the 18th May in the Courtyard Garden and cleaned it up and emptied out all the planters and prepped it for planting as a Kitchen Garden. Many thanks to all the volunteers who came in to help us out. 2S have now planted snow peas and spinach in the new courtyard garden and it's great to see them sprouting. We will continue to do additional work in there after the fake grass goes in and hopefully create a very

lovely space for students and teachers alike. Garden Club continues on Tuesdays and is a great asset to the activities at lunch time. We generally attract about 10-15 students who help with weeding, watering, planting, composting and digging for worms. Just a note to the student body: the garden watering cans are not to be used for digging in the sandpit, this has resulted in a few breakages of our brand-new watering cans. We are continuing our research into a Sensory Garden as this year's main project. In terms of the Spring Fair we would like to liaise with the class that has been assigned the plant stall to offer any advice and guidance that we can.

7. Agenda Items

7.1 Friday Night School Disco Request – Nicole Jones

- 7.1.1 Vanessa Erickson read the following message from Nicole Jones from Facebook - I can't remember how to add agenda items but perhaps we could ask Mrs Mamo to bring back the Friday evening school disco!!! They were so much fun and the lunch time ones just aren't the same!!!
- 7.1.2 Mrs Mamo confirmed it is more about the welfare of her staff as they are required to stay to set up, pack up and supervise the students. She thinks it is a really big ask of her teachers, who work tirelessly throughout the week, to expect to stay on a Friday night.
- 7.1.3 Vanessa Erickson confirmed that the best part of a lunchtime disco is that all students get the opportunity to go if it is held at lunchtime.
- 7.1.4 Mrs Mamo confirmed last year the SRC group particularly wanted to do the lunchtime so it wasn't something that was set in the school but something that was driven by them. Which is why another one hasn't happened.
- 7.1.5 Laura Osmotherly asked if the disco could be run by parents.
- 7.1.6 Kerith Massey suggest that if it could be organised by parents Nicole Jones may want to take this on. However, Vanessa Erickson suggested we would have to think about adding another event as we already have a number of events this year which parents need to volunteer for etc. Also Mrs Mamo confirmed there would still need to be some teacher supervision.
- 7.1.7 Vanessa Erickson proposed that Mrs Mamo go to the SRC to make the Term 4 Mufti Day lunchtime disco.

7.2 2018 School photos

- 7.2.1 Vanessa Erickson confirmed the P&C said we would review the new photography company after the first year of photos. It was unanimously accepted The School Photographer company would be used again.

7.3 Playground

- 7.3.1 Mrs Mamo confirmed it is expected to be installed on the 21st of June and the diagram was put on Facebook on the P&C site. There were some concerns on the design but Vanessa Erickson confirmed it was just a basic drawing. It is being designed by a professional playground designer and it has been approved by Assets, so not to be worried by the basic drawing and the kids will really love it.

7.4 P&C Contributions

P & C Contributions			
Date	Contributions	Amount	Comments
2015	Contributions	\$6,288.00	
2016	Contributions	\$16,885.00	\$75 1st child,\$130 2 or more children
2017	Semester 1 Contributions	\$18,067.00	\$60 per family
2017	Semester 2 Contributions	\$10,883.00	\$40 per family
2017	Total Contributions	\$28,950.00	
7.4.1	2018 Semester 1 Contributions	\$16,337.51	\$60 per family

- 7.4.2 Vanessa Erickson wanted to reiterate contributions are important on top of the fundraising and she is going to actively promote this to all parents and we need this money to pay for the wish lists for the school.

8. General Business

- 8.1 Amanda Long asked for a description of the uniform for the newsletter
- 8.2 Kirsty de Vallance sent an email to Vanessa Erickson asking if girls can wear winter slacks as part of their uniform as the tights and tunics can be uncomfortable. Mrs Mamo confirmed if the girls want to wear pants they can. However, they need proper pants and leggings don't look good. She confirmed the students shouldn't be wearing sports uniform 4 days a week as they should only wear it on their sport days which is one day a week.
- 8.3 Nicky Honeysett confirmed there are options for a formal trouser option that looks smart. She did find a tailored pant which could possibly be used as a trial.
- 8.4 Berenice Ferguson said that the uniform is outdated and the girls should be given a choice of what to wear. We should also be asking the students for their opinion and give them a voice. However, Patty Correll felt that it is important that they wear a proper school uniform. Meg Sinclair suggested we possibly change into sports uniform rather than wear it but this was rejected as too many kids would lose the uniform.
- 8.5 Vanessa Erickson confirmed the uniform is set by the P&C and review should be completed every 5 years. This is due to happen at the end of this year. This would involve a survey for students, parents and P&C and will ask Susie Parry to look into this later in the year. In previous years there weren't many girls wanting to wear the pants so it was removed from the uniform. It was agreed that we will begin a trial with the tailored styled pants Nicky Honeysett has sourced and if it proves to be successful then it should be included in the review and hopefully included in the uniform.
- 8.6 There was discussion around the Canberra trip and what the girls can wear to the camp as it is in July and there isn't enough time for the review to happen before this date. It was decided if the girls would like to wear pants to Canberra they will need to wear the boys pants that are already available in the Uniform Shop.
- 8.7 Miss J and Team Wakka – and it was announced today that we have won a Wakka prize for taking a photo outside the school sign and we will be receiving fun stuff

9. Closing

- 9.1 Meeting closed 9.40pm

10. Next Meeting

- 10.1 Week 3, August 7th

APPENDIX 1:

Mother's Day Breakfast - Post Event Report

Tickets Sold:

	Adults	Children	Total
7.00am Session	78	112	190
8.00am Session	94	132	226
TOTAL	172	244	416

*Includes Chantal Mamo and her two children and Julie Granville and her one child who attended the 7am session complimentary.

Budget:

TOTAL REVENUE	\$3,830
TOTAL EXPENSES	\$1,824
TOTAL PROFIT	\$2,006

Donations:

Category	Value
CATERING	\$966
LUCKY DOOR PRIZES	\$1126
PHOTO BOOTH	\$90
TOTAL	\$2182

Budget Breakdown

Revenue	
Child Attendees	\$1,434
Adult Attendees	\$2,366
Cash Sales	\$30
TOTAL REVENUE	\$3,830
Expenses	
Westleigh Service Centre	\$90
Flexischools	\$114
Aldi	\$75
Woolworths	\$630
Foodlink	\$135
Dick Stone	\$275
Northside Packaging	\$221
Bunnings	\$73
Westleigh Service Centre	\$18
Red Dollar	\$20
TOTAL EXPENSES	\$1,791
TOTAL PROFIT	\$2,039

APPENDIX 2: BUDGETS

Current P&C Bank Balances at 19/06/18:	
MFDGG	\$ 14,867.70
P&C Main	\$ 24,802.06
Band	\$ 45,874.06
Canteen	\$ 26,574.99
GreenThumbs	\$ 1,467.81
Uniform	\$ 19,675.16
	\$ 133,261.78
Term Deposit 30/6/17	\$ 64,199.85
Grand Total:	\$ 197,461.63

Canteen Account		
Income and Expenditure Statement 2018		
	<u>Actual to</u> <u>18th June</u> 2018	
<u>Income</u>		
Flexischools	36,535	
Interest	0	
Lunches	6,811	
Spring Fair	0	
Mufti Day fundraising	0	
Staff Lunch	0	
Total Income	43,345	
<u>Expenses</u>		
Wages	10,223	
Superannuation and PAYG	1,888	
Misc Expenses	49	NSM Job Advert
Pest Control	330	
Stationery	0	
Telephone & Fax	240	
Donation to P&C Main Account	15,000	
Total Other Expenses	27,729	
Suppliers		
Alfred foods	14,909	
Aussie Canteen	1,459	Bought out by JB Metro
Bakery	1,830	
Big Mouth Foods - Sushi	929	
Boss Hogs Hot Dogs	216	
Cash Purchases - reimbursed	3,107	
Evafresh	1,759	
J B Metro	3,244	New supplier
Nippys Milk	1,330	
Streets Ice Cream	159	
Weico	2,103	Sushi - old supplier
Total Supplier payments	31,045	
Total Expenses	58,775	
Net Surplus / (Deficit)	-15,429	

2018 Budget - draft		
	Budget	Comments
Income		
P & C Subscriptions	30,000	Based on last years subs of \$29k
Interest Received	150	
Commission on Student Banking	1,000	
Canteen Donation	5,000	Has cash available for transfer
Uniform Shop Donation	5,000	End of Term 3
Grant	18,000	Synthetic grass near oval
Misc	200	
Total Income	59,350	
Fundraising		
Mufti Days	2,500	
5c drive	1,500	Buddy chair - refer Miss Dowd
Colour Explosion Fun Run	40,000	
Spring Fair	90,000	Based on FY17
Mothers Day Breakfast	4,000	Net Profit \$2k
Cookbook	2,000	154 left @ \$10 each. Sold 54 already.
Mothers/Fathers Day Gift Group Acct	4,000	Net profit
Total Fundraising	144,000	
Total Income	203,350	
Expenses		
School Submissions		
Cares Bike Safety	0	
Learning & Support teacher	43,000	
Multi-Lit	250	part of Learning and Support
Class Budget	2,850	25 classes now @ \$150 (less leftover money)
Big Ass Fan for Hall	15,500	Paid for already
Telephone/Intercom system for classrooms	3,500	Paid for already
Synthetic Grass - Near Oval	18,000	Grant for payment (Matt Kean Grant TBC)
Air conditioner 1B	8,311	School paid for already. Seeking reimbursement
Air conditioner - literacy support	3,669	School paid for already. Seeking reimbursement
Interactive TVs - 5A, 5P, 3W & KP	0	School paid for already. Seeking reimbursement
30 Laptops	20,085	incl storage trolley to chrg & sync. Pd by Col Run
Set of still cameras	0	15 cameras @ \$149 each
Green screen	0	
PA system - phase 2	5,000	Quadrangle. Refer proposal
Buddy Chair	1,500	Refer 5c drive proposal
Contingency	0	?? Costs not aware of at time of budget
Total TWPS Submissions	121,664	
Fundraising		
Spring Fair	40,000	
Colour Run	18,000	Std on-costs for any fundraising activity
Mothers Day Breakfast	2,000	
Fathers Day Breakfast	1,500	Based on FY17
Misc	1,000	
Total Fundraising	62,500	
Other Expenses		
Misc Expenses	1,100	
Bank Expenses	600	
Stationery	330	
Telephone & Fax	350	
Accounting software - xero	810	Change of system
Audit	3,000	
Insurance	2,000	
Total Other Expenses	8,190	
Donations/Other Submissions		
Band Grant for equipment and Expenses	5,000	
Greenthumbs	3,500	Sensory Garden (? Grant to cover)
POS system for Uniform Shop	1,500	POS?? How much detail do we need
Road Safety signs	1,035	
Wakakirri	1,000	
Teachers Lunch	300	
Sports Final Costs	500	
Year 6 Farewell	500	
Total Donations	13,335	
Total Expenses	205,689	
Net Surplus / (Deficit)	-2,339	

2018 Budget (draft) vs Actual		
	Budget	Actual to 15th Ju 2018
Income		
P & C Subscriptions	30,000	
Interest Received	150	
Commission on Student Banking	1,000	774
Canteen Donation	5,000	15,000
Uniform Shop Donation	5,000	5,000
Transfer from Greenthumbs Acct		8,000 Spring Fair Auction money
Grant	18,000	18,000
Misc	200	21
Total Income	59,350	46,795
Fundraising		
Mufti Days	2,500	
5c drive	1,500	
Colour Explosion Fun Run	40,000	39,210
Spring Fair 2018	90,000	3,000 Sponsorship Money
Spring Fair 2017	0	1,146 Money released from Paypal
Mothers Day Breakfast	4,000	3,700
Cookbook	2,000	307
Mothers/Fathers Day Gift Group Acct	4,000	
Total Fundraising	144,000	47,363
Total Income	203,350	94,158
Expenses		
School Submissions		
Cares Bike Safety	0	
Learning & Support teacher	43,000	
Multi-Lit	250	116
Class Budget	2,850	
Big Ass Fan for Hall	15,500	15,785 Was in FY17 budget
Telephone/Intercom system for classrooms	3,500	3,485 Was in FY17 budget
Synthetic Grass - Near Oval	18,000	1,700 Deposit
Air conditioner 1B	8,311	
Air conditioner - literacy support	3,665	
Interactive TVs - 5A, 5P, 3W & KP	0	
30 Laptops	20,085	20,662
Set of still cameras	0	
Green screen	0	
PA system - phase 1	0	11,459 Remainder from FY17 budget
PA system - phase 2	5,000	3,500
Buddy Chair	1,500	
Contingency	0	
Total TWPS Submissions	121,664	56,708
Fundraising		
Spring Fair 2018	40,000	1,862 Deposits
Spring Fair 2017	0	350 Skip Bin reimbursed to school
Colour Explosion Fun Run	18,000	17,838
Mothers Day Breakfast	2,000	1,671
Fathers Day Breakfast	1,500	
Mothers/Fathers Day Gift Group Acct	0	600 MD Float
Misc	1,000	
Total Fundraising	62,500	22,321
Other Expenses		
Misc Expenses	1,100	150 Karen present
Job Advertising		328 Canteen Manager
Bank Expenses	600	250
Stationery	330	
Telephone & Fax	350	189
Accounting software - xero	810	193 currently myworkspace
Audit	3,000	3,052
Insurance	2,000	
Total Other Expenses	8,190	4,162
Donations/Other Submissions		
Band Grant for equipment and Expenses	5,000	
NSW Wheelchair course		390
Greenthumbs	3,500	169
POS system for Uniform Shop	1,500	
Road Safety signs	1,035	1,135
Dance Group/Wakakirri	1,000	
Teachers Lunch	300	
Sports Final Costs	500	167 Reimburse parents
Year 6 Farewell	500	
Total Donations	13,335	1,865
Total Expenses	205,689	85,055
Net Surplus / (Deficit)	-2,339	9,103

Uniform Account		
Income and Expenditure Statement		
	<u>Actual to</u> <u>18th June</u> 2018	
<u>Income</u>		
Flexischools	22,639	
EFT	27,674	
Other payment	0	
Interest Income	0	
Total Income	50,313	
<u>Expenses</u>		
Bank Fees	488	
Kindy Fittings	0	
Misc Expenses	188	Brown bags
Wages	6,142	
PAYG & Superannuation	374	
Refunds	0	
Stationery	0	
Payment to P&C Main Acct	5,000	
Total Other Expenses	12,193	
<u>Suppliers</u>		
Active socks	741	Soccer socks
Battalion School Supplies	0	
<u>Cowan and Lewis</u>		
- Dresses	5,610	
- Shirts	3,080	
- Tunics	1,980	
<u>LW Reid</u>		
- Fleeces	1,787	
- Polo Shirts	8,059	
- Shorts	2,539	
- Tracksuit pants	1,453	
- Trousers	2,402	
School & Sports Hair Accessories	0	
Skout Office Supplies	0	
<u>Spartan School Supplies</u>		
- Backpacks	753	
- Chair/Library Bags	1,733	
- Hats	1,199	
- not defined	2,398	
- Socks	4,104	
- Sports Shorts	1,111	
Total Supplier payments	38,946	
Total Expenses	51,139	
Net Surplus / (Deficit)	-827	

Appendix 3:

MDFD Committee Proposal

For many years a Mother's Day stall and Father's Day breakfast with a small stall have been held at TWPS run by an existing committee, the Mothers Days Father's Day Gift Group (MDFDGG). Both events have been well attended and have raised significant funds for the school over the years. The Mother's Day Stall is run during the school day (9-3) with all students attending throughout the day whereas the Father's Day breakfast is held prior to school (7-8.45) with parents purchasing tickets through Flexischools if they wish to attend.

Average profits over the past 4 years:

Mother's Day Stall: \$1,300

Father's Day Breakfast: \$2,400.

(Breakfast has raised more profit over some years due to donations or sponsorship)

This year a Mother's Day breakfast was run to give Mother's and Grandmother's the same opportunity to enjoy a breakfast and connection with their child as the Father's and Grandfather's have with the Father's Day breakfast. This was organised and run by a separate group from the existing MDFDGG. The Mother's Day Breakfast was well attended and received and raised a profit of \$2,000 for the school. It has the potential to become a welcome addition to the school calendar in future years rather than a one off event.

We feel that it is important to have events that cater to all families at school, and as such, we would like to propose that we have two separate MDFD committees. One who could focus on the breakfast events and one that would focus on the gift stalls. These committees should be open to anyone who would like to participate in the organisation of the events.

A breakfast for Mother's Day and Father's Day would give both parents the opportunity to attend a school event with their child outside of work hours. However, the minimum outlay for the Mother's Day breakfast is approximately \$20 for 1 adult and 1 child and this year was attended by 241 students meaning that approximately 40% of students attended. For the Father's Day breakfast in 2017 the minimum outlay was \$16, it was attended by approximately 47% of students.