



**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Minutes
Tuesday 30th October 2018 at 7.30pm**

TWPS P&C

6.30pm - 7.30pm - Mr Julian Leaser - Meet & Greet

Community Catch up - what are the issues that are important to you?

Cheese Platter will be served during this session

Julian Lesser passes on his thanks to those who came along to this Meet & Greet Session.

7.30pm - P&C Meeting

1. Opening and Apologies

1.1 Apologies: Simone Raison, Michelle Gardiner, Ingrid Leese, Lisa Pang, Julie Tanger, Julie Granville, Nicci Fishwick, Nicole Thompson, Nicky Honeysett, Laura Osmotherly, Susie Parry, Vanessa Oliveri, Musette Healey,

2. Minutes of the Meeting – 11th of September

2.1 Cathy Carlton and Patty Correll

3. Business Arising from Previous Minutes 7

3.1 Canteen and Uniform sub-committee - Vanessa Erickson

3.1.1 Vanessa discussed the idea of the sub committee with the Federation but we need at least 5 elected members voted in at the AGM. This includes a convenor, secretary and general members. Employees can not be on the sub committee. Vanessa is happy to put it out to the community to encourage parents to consider volunteering. Vanessa suggested that we have one sub committee to support both uniform and canteen in the event we don't get enough volunteers. You need to meet once a term and report back to the P&C. It was agreed both employees need the support and we want to get this moving before the end of the year. If we get enough volunteers we will start two committees. Emma suggested that new Kindy parents need to be made aware we have a new committee and encouraged to join.

3.2 Final Girls Shorts/Pants options - Report sent in by Nicky Honeysett

3.2.1 Girls Shorts Now in Stock - The Girls Shorts and Trousers trial is now completed, with the recommended shorts now in stock and available to purchase in the Shop or through Flexischools. For reference, the selected shorts for Kindy to Y2 are the LW Reid unisex Elasticated Waist Shorts priced at \$24. Years 3-6 are Midford Formal Shorts, priced at \$33

3.2.2 Vanessa confirmed the executive voted for these shorts to be chosen following a second trial by Nicky.

3.3 RagTagd - update sent in by Nicky Honeysett

3.3.1 RagTagd Smart Tags - The tagging of Fleece Jackets was completed last week, and we estimate that 95% of student Fleece Jackets are now tagged. Reminders to parents about activating the Smart Tags will be send out via School Stream, the School Newsletter and FB. The Smart Rack has been set up in Lost Property and will be fully operational later this week, once the installation of an electrical power point is installed. We received approx \$150 in gold coin donations, enough to purchase three containers recommended for use on the Smart Rack.

3.4 Term Deposit - Martina Miller

3.4.1 This will be deferred to the next meeting as Vanessa and Martina need to discuss it further.

4. Correspondence

4.1 There was no correspondence

5. Principal's Report

5.1 P & C Meeting Term 4 Week 3 Culture of thinking

Staff have been working with Simon Brooks on an actions research process to develop a culture of thinking in our classrooms. It was wonderful to see teachers presenting their growth at a recent staff meeting. Their research questions were very challenging. We have outstanding professional teachers who made a difference each day.

Invictus games Assembly and excursion

The sports captains conducted a great assembly to share the Invictus Games philosophy. It was great to meet Cobber the mascot and have a Q and A session with the Invictus Games team. Students attended the games. It was a wonderful opportunity.

Waka

Congratulations to the waka team! Thank you to all the parents' volunteers without you it isn't possible. One hundred students is a big production. Thank you to Ms Johnson for her hard work and inspiring the students.

Zoo Excursion

Year 1 and 2 attended an excursion to the Zoo. Thank you to Emily Lundstrum who organised this great opportunity. The new resources centre the department has developed is excellent.

Drama Performance's

It was great to see all students performing Shakespeare! Ms Johnson did an amazing job in sharing quality literature with the children. Many parents attended these sessions.

School Leaders Parliament House

Matt Kean invited the school leaders and their parents to have morning tea with him at Parliament House. This was great experience for all students.

Year 6 Vs Teachers

Thank you to Pennant Hills Stags for making this event a great success: refereeing, T Shirts and ice blocks. Thank you Trev Long for commentating!

School Sport

Last week was our first round of school sports. 91% of the students selected an external sport. Squash being the most popular!

Life Education

The last few weeks all student have attended Healthy Harold. This is a great experience and ensure students are educated on a healthy life style from healthy eating to drug education.

Choir

Thank you to Mrs Binet for supporting the junior choir to performance at Chatswood Concourse thins evening.

World Teachers Day

TWPS celebrated world teachers' day with pens thanks to Scoda and a lovely morning tea. Teaching is complex they say teachers make more decisions each day than a brain surgeon does.

Evie Ferguson – Humanity Award

Congratulations to Evie who received the Fred Hollows Foundation Humanity award last week. The Minister for Education presented this prestigious award. We are proud of you.

Grandparents Day

Wow! It was wonderful to see all of our Grandparents. We loved all the children performing and seeing our grandparents enjoy morning tea. Thank you Bron Cooper for coordinating the morning tea and all the parents who baked and served. Everything went!

Recruiting

We are currently recruiting DP, AP special Ed and Teacher special Ed. WE welcome Donna Edwards to 6R. AT the same time congratulations her on her pregnancy.

2019

We are currently planning for 2019. If you are not returning please let the office know.

Instructional Rounds

WE will be TWPS in the coming weeks. We welcome three other schools to observe our teachers. Collate data and provide recommendations.

Kindy transition

We start this week! Over 100 enrolments for 2019.

Coming Events

State Principals Conference Have a go band

Count Us In

Outdoor Education Day Band Info night

1S at Sky zone Remembrance Day

6. Reports – P&C Subcommittees

6.1 President and Fundraising - Vanessa Erickson

We are on the home stretch! What a year! We really should be proud of everything we have achieved this year. We had a huge commitment in supporting the school wish list this year and am happy to say that we have been able to achieve all items on that list - with a little negotiation! More on that at the last meeting of the year.

BUDDY BENCH UPDATE. The Bench has been ordered and here is the design to view if you haven't already seen it on Facebook. 4D students are super excited about this Bench. The left over budget raised (\$1700 and Bench cost is \$1250) was put aside for a cement slab & Ambassador Tee Shirts however quotes for such a small job (2m x .5m slab) have come in well above my expectations (quote 1: \$1450 / quote 2: \$1200) I put this small project on hipages and spoke to a tradie today that can come and do the job for \$550. I would like to ask the committee if the P&C will pay the small shortfall of \$100 to pay for the concrete. I will divert the vote to General Business at the end of the night. I feel that it is important to ensure that we follow thru with this project for the students this year. In regard to the Ambassador shirts, I will chat to Leigh our fab Sponsor at SCOODA about what we can do to get this done.

MUFTI DAY - Grand Final Footy Fever Pie day Lunch - a huge thank you to Jo Phillips and her volunteers for running the Pie day on the last week of Term. It was a huge effort to heat and serve 400 pies and ice cream cups! Thank you also to the NSW RL team who came in on last day of term and reffed the Year 6 vs Teachers game and supplied the entire school with icy-poles. Total raised at Mufti Pie day was: \$1258.40 after expenses.

Our next Mufti Special Order day is 27th November. Jo is planning on a Pizza Lunch and also organised a Poll for parents to ensure we can offer pizzas the students will order and love. Organising any event takes time and organisation. Thank you so much Jo for all your help with these. It has been a great addition to our fundraising this year.

CONTRIBUTIONS – Thank you to everyone who has paid their P&C Voluntary contributions. If We really do appreciate it. So far we have collected a total of approx \$29k this year. Every cent is absolutely appreciated.

GARDEN GRANT - Unfort our application to the Suez Community Grant was unsuccessful. We have the details and costs now so we can continue to find and apply for Grants.

P&C KINDY EXPO - it is that time again! Term 4 Kindy transition and the P&C will be running a mini Expo to introduce new families to the wonderful world of P&C! I have emailed those who currently are on subcommittees or have helped with other various aspects of P&C - if you can please confirm your attendance that would be fantastic. I am working on a hand out for each mini stall with information about the Sub Committee

P&C HANDBOOK - Earlier this year I noted that there was a P&C Handbook from 2010 listed on the P&C Website. Whilst it was severely out of date, I really thought it was a great idea and a good source of information for families. With that in mind, I am working on updating the Handbook which will include all relevant information relating to the P&C, the subgroup committees & what we do. Thank you to Kim Richards who has agreed to do the graphic design for me for this. I am hoping this will be finalised to kick start 2019.

UNIFORM SHOP - Due to the recent storm the uniform shop had to be relocated to the Library. A huge thank you to Nicky, Lisa and Becs for helping to organise this. Thankfully there was no stock damage due to Nicky's excellent organisation of the shop and previous experience of the last storm issue. While we are on Uniform Shop, for those who do not know as yet, I would like to advise that Nicky has tendered her resignation and is due to end her employment with the P&C on Thursday 28th November. On behalf of the P&C Executive P&C Committee and school community, I would like to extend a MASSIVE thank you to Nicky for her passion and organisation of the Uniform Shop these past 4 years. She has bought the shop up to date in terms of fit out and organisation and her contribution to ensure that the Uniform shop has been able to contribute toward the P&C accounts over the years has been fantastic Nicky thank you so much for everything. The position will be advertised tomorrow on FB and also an email home. If you know of anyone that would be interested please refer them to the advertisement. Applications will be open for 2 weeks. Thank you to Susie Parry & Martina Miller who have agreed to be the interview panel for this role. Chantal and I will interview the recommended candidate, as we did with the Canteen role.

CATERING - As previously discussed by Chantal, Bronwen Cooper has to stand down from running the Catering Committee. I have discussed with Chanta best way of moving forward with catering the various events during the year. I will discuss this during Agenda Items.

TEACHERS END OF YEAR LUNCH - Thank you to Shannon Curren who has agreed to help me with the Teachers End of Year Lunch on Friday 7th Dec. Shannon and I would love 1 or 2 more parents who would be happy to help us organise this special Thank you lunch for our teachers. Please come see me afterwards or at school to find out more.

Finally, a personal Thank you to Amanda Long who always goes above and beyond for me! Amanda recently had a family holiday in USA however was emailing me from the plane the last meeting minutes (because I hadn't got the final changes to her before she left! Sorry Amanda) , including texting me and emailing everyone the link for review on the day of her wedding in Las Vegas! Talk about Dedicated! Thanks Amanda!

6.2 Treasurer – Martina Miller

- 6.3 All the accounts are up to date and Martina confirmed she has been using Xero. She would like to consolidated the reports and just give one report from Xero for each P&C meeting.
- 6.4 Martina confirmed we are on target this year and we will have enough in the bank account to cover all costs and this is the first year in three years we have done this.
- 6.5 Martina discussed the \$5,000 for Band hasn't been used and Robin confirmed that it will depend on how many will be in band in 2019 as to whether they will need to purchase instruments.
- 6.6 Canteen has made a small profit and Jane is doing a fantastic job. The Uniform shop is currently running at a loss and so they seem to cancel each other out. Martina advises that a stock takes should be done for the uniform shop each term to track stock - this is something we need to ensure happens each term.
- 6.7 Martina advised that this is her third year as a treasurer and she suggested we put some thought into what direction we want to head. We bring in \$400,000 of income and the treasurer job is getting bigger - this year she has also had to do some HR. Whoever takes on this role needs to have accounting knowledge as it is a very important role on the P&C. You either need to have a volunteer who has the training or qualifications or we need to look at paying someone externally. Martina wanted to table this before the end of the year so we could decide before the AGM in 2019 when she steps down.

6.8 Uniform shop – Report sent in by Nicky Honeysett

6.9 Kindy Orientation Fridays - The Shop will be open during the Kindy Orientation Fridays between 8.30-9am/10.15.11am. Due to the large Kindy intake this year, we will be encouraging new families to pre-order their child's uniform during the Orientation. Further information will be given out to all families attending Orientation this coming Friday.

Kindy Uniform Fitting Appointments - Uniform Fitting Appointments commenced Tuesday 23rd October, and are available for every Tue/Thur morning until Thursday 29th November.

Website Updates - The Uniform Shop pages on the P&C wordpress site have been updated, and a Uniform Sizing Guide is also now available online. A webpage on RagTag Smart Tags will also be uploaded shortly.

Flooding - The heavy storm on Sat 20th October resulted in moderate flooding to the Uniform Shop carpeting. Stock was not affected and we temporarily relocated the Shop to the Library last week whilst the damage was assessed and rectified. Luckily it turned out to be far less serious than the initial assessment - cupboards and storage units were moved to the dry areas, the carpet was lifted and dehumidifiers bought in to dry out carpeting and underlay. We got the all-clear late Friday that the Shop was fine, and we're now back in again, just in time for the Kindy onslaught!

6.10 We have had no issue with water damage since the bad flooding that caused huge damage to the Shop and stock over the Summer break in 2014, however any heavier than usual rainfall does still cause the drainage around the Hall to backup and flood. If heavy rainfall occurs, the Shop should be checked as soon as possible afterwards for any water damage, and as a precaution, stock should be stored in plastic crates, not cardboard boxes. Prolonged exposure to water will cause the chipboard cupboards to swell and warp, and we recommend that metal casters are added to the bottom of the cupboards to raise them off floor level, and also make it easier to move them if needed. Vanessa asked if this was something Paul (GA) could do but was further discussed a Safety issue for one person as the cupboards are very heavy.

6.11 Chantal will investigate putting castors on the cupboards as we will need two people to install.

6.12 Martina is concerned that if we don't find someone before the end of the year there will be issues with the new students starting and parents needing new uniforms. Vanessa has suggested that we talk to the volunteers to see if we can pay them a casual rate to help at the end of the year or beginning of next year. We can put someone on casually rather than rush to employ someone.

6.13 Canteen – Jane Barnwell

6.14 At the start of term I cleaned out one of the chest freezers and when I went to turn it back on it no longer works. I am still in the process obtaining quotes to replace this freezer, but looking at possibility of getting a second fridge instead of a freezer as I think this is a more urgent need.

Halloween is on Wednesday and Karen traditionally did zombie chews. I am not doing those this year as it goes against the Healthy canteen strategy which I am trying to implement. Instead I am offering a limited time return of the TNT ice blocks for the week only.

The change of canteen cut off time to 9am has gone smoothly with very few people missing the cut off. I have really noticed a huge difference in organising the mornings.

I was wondering if it were possible to do something about the bars at the serving windows of the canteen. They make it quite difficult to serve the students. As the roller doors are locked each evening, are they necessary?

6.15 Chantal thinks security wise the bars are a deterrent to teenagers who would be keen to break into the canteen on the weekends. Vanessa suggested to get a quote to have a look at improving the look of the canteen with security shutters. Patty felt that this kind of quote or money spent is not priority.

Vanessa suggested if we have the quote for more secure rollers we can go for grant money if it comes up over the next 12 months.

6.16 MDFDGG – Janine Sherlock

6.17 No report as it is their quiet term.

6.18 Band – Robin Beard

6.19 All bands performed at the Grandparents Day. Conductors for next year, Dave Bell will be taking Senior and Stage Bands, Andrew Hamblin will be taking on the Training and Junior Bands. Year 2 try out morning is this Thursday and information night is next Monday (4th) training band isn't limited to year 2 though, if there are other students wanting to learn an instrument, do get in touch. Will be holding Stage Band Auditions in Mid November. Planning the end of year concert with choirs I hope. We have a few more performances towards the end of the year, All Bands are at Hornsby North Band Festival this weekend, Bunnings have asked Stage band to play at their family Christmas Concert in December, Senior Band at Presentation Day.

6.20 Green Thumbs - Patty Correll

6.21 The Terracycle challenge finishes on the 31st October. Approximately 6 x 2kg boxes of oral care products were collected and diverted from going to landfill, a fantastic achievement! Thank you to Celia Norton, Narelle Bowly, Fiona Greenwood and Emma Fenton for running and coordinating the Terracycle project. Well done all!

The Spring plantings are well underway with many seedlings up and growing well.

We will continue to add new seed packets to the planting kit for teachers to access this term, as previous crops are harvested and more room becomes available in the garden.

Garden Club has been moved to Wednesdays at lunchtime this term. Thank you to the volunteers who have signed on to the roster, happily we have nearly filled all weeks. As the weather heats up the main focus of Garden Club will be watering to keep the crops growing well in the Summer months.

We would like to liaise with the canteen to be able to supply some of the fresh produce required for school lunches/snacks.

7. Agenda Items

7.1 TWPS P&C Volunteer of the Year submission - P&C Federation

7.1.1 It was put forward by Amanda that Vanessa Erickson be nominated as P&C Volunteer of the Year and unanimously passed. (Note from Vanessa: Vanessa would prefer not to be nominated as many volunteers are deserving!)

7.2 TWPS Catering Committee - Proposal for 2019

7.2.1 Vanessa would like to propose that instead of having a catering committee we allocate certain events to specific years with class parents would be put in charge of set up and pack down. For example First Day of Kindy is given to Year 6, Grandparents Day as it is a huge event is given to whole school etc. Janine is happy to set up the Sign Ups online. However, Vanessa needs a volunteer to ensure this is run smoothly. Bronwyn Cooper is happy to assist the person who would take this over.

7.2.2 Deb Flanagan suggested that we forward plan the Spring Fair so people know what stall they have. Which will not cause as much complaints as when you find out after you have volunteered as Class Parent. Emma Fenton suggested that maybe we have a separate team for Silent Auction. Vanessa confirmed that we could have a separate team for Raffle and Silent Auction. We could start the process much earlier if we find the volunteers at the beginning of the year. Vanessa will take all comments and suggestions on board and consider doing this. Janine confirmed that the share group page for roasters will be done a lot earlier now it has been set up from this year.

7.3 TWPS P&C SubGroup Expo - Kindy Transition (16th November)

7.3.1 Vanessa wanted to remind all sub committees that she needs a one page summary for the Kindy Orientation.

7.4 TWPS Parents Social Night - Term 1 - 2019

7.4.1 Vanessa would like to propose a parents social night that is not fundraising event. It would be a ticketed event but it would be cost neutral. She will engage a trivia company to do the MC and

questions. There will be no raffles or fundraising it would just be social for all parents. Proposing the date of Saturday March 2nd. It is likely to be all you can eat Pizza, BYO (we have permission from Mrs Mamo), in the school hall. Vanessa is keeping it between \$25-30. Vanessa proposed and seconded by Deb.

8. General Business

- 8.1 Email from Nicole Thompson re: CARES Bike Program I understand it was determined that the P&C wouldn't be paying for the CARES bike safety program this year but I thought our year 6 students would still be participating with a small fee to be paid.
 - 8.1.1 Chantal confirmed that the school missed out as the CARES program booked out for 2018. Chantal apologised as it seems it needs to be booked a year in advance. They are looking at Lets Ride as a program. However, Stage 3 is over subscribed and it is difficult to find a time before the end of the year.
- 8.2 Vanessa needs to confirm she can spend \$100 for the Buddy Bench concrete slab. Martina confirmed this would be OK under the contingency budget
- 8.3 Vanessa advised that there are 2 huge Elections coming in 2019 and wanted to prewarn families. Both State & Federal Elections are a great way to run a BBQ. Vanessa wanted to propose that we run the election day BBQs that we will split between the P&C and the band. The first will be in March so we will need to be ready.
- 8.4 Roger Woodward asked if we are wireless or fibre optics. Chantal confirmed we were wireless and we have this with three demountables.

9. Closing 9pm

10. Next Meeting - 4th December 2018