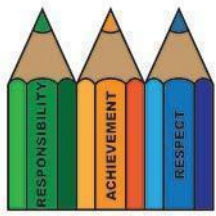


TWPS P&C

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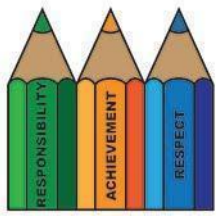
1. Apologies	Emma Fenton, Kylie Booth, Susie Parry,
2. Attendees	Fiona Sansom Nicole Thompson Patty Correll Made Riddle Kate McGettigan Nicci Fishwick Lisa Pang Julie Tanger Janine Sherlock Vanessa Oliveri Deb Flanagan Martina Miller Robin Beard Leigh Bernstein Vanessa Erickson Joanne McAdam Musette Healey Cathy Carlton Belinda Tasker Amanda Long Julie Granville Chantal Mamo
3. Opening	Vanessa Erickson
4. Acceptance of previous minutes (December 4th 2018)	There was discussion that the minutes do not have a full list of attendees and can't be accepted until the attendees are listed. It was suggested all meetings up to the AGM be amended. Action: Amanda to amend the minutes for 4th December and will be retabled on 19th March
5. Business Arising from Previous Minutes	
Uniform Shop - wheels on cupboards	There was discussion around the issues regarding the drainage of the canteen and how Department insurance jobs don't happen quickly and can take almost a term. There is no GA at the school to put the wheels on the cupboard but it is part of the insurance quote and will be done when that is completed. Action: Mrs Mamo continue to work with Department to put through insurance quote.
Freezer in canteen	The freezer has been removed on Friday so no further action.
Railings on the new path (bridge) from Quarter Sessions Rd entrance & gaps along footpath	This is on the schools hazard list and will be monitored by the OH&S committee. Action: Mrs Granville to continue to monitor and look for a solution
Term Deposit	Vanessa confirmed this needs to be postpone to the next meeting as had not had a discussion with Martina
Canteen Report 4th Dec - Help needed in the canteen if Jane is sick	It was discussed that there are more volunteers this year which is good and Janine is working on a visual roster for all P&C activities which will include a canteen roster which would allow volunteers to easily sign up to empty spots. Patty discussed it was a foreseeable risk Jane could need time off and we need a plan. It was discussed there were several options including employing someone, training the Uniform manager or training a current volunteer. A few possible names were mentioned as possible back ups. Action: Janine to continue to work on rosters. It would be put out to the current group of volunteers would anyone be interested in training as a back up to Jane. Action: Vanessa will contact Jane to discuss and contact current Volunteers for a solution
6. Correspondence	No external correspondence
7. Principals Report – Julie	Appendix 1 – Full Report



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Granville	Mrs Mamo also added in addition to the report there had been improvements to Year 3 classrooms. She also announced Vanessa has been named a finalist in the P&C Federation Volunteer of the Year. It was also discussed that our numbers had increased despite rejecting out of area enrollments so we have gone up one classroom which is why we have an additional demountable. Action: Can the toilets be open for the Meet and Greet Night and could it be investigated that the OOSH be opened for parents. Also could classes be added to class email notes. Mrs Mamo to investigate with Department of Education if there could be a covered walkway to the demountables
8.Sub committee Reports	
President and Fundraising - Vanessa Erickson (read by Amanda Long)	Appendix 2 – Full Report
Treasurer - Martina Miller	Martina has been busy working on audits and did not produce a report. She confirmed she has spent the year putting all our accounts on Xero and now many of the sub committees are all on Xero. Martina asked if the Semester two contributions would be coming soon. Action: Vanessa/Mrs Mamo to follow up the semester 2 contributions. Martina suggested we think of a back-up plan in case we don't get a volunteer to be treasurer.
Uniform Shop – Janine Sherlock	<p>Appendix 3 – Full Report</p> <p>There was discussion about the success of the POS system which is being trialed is working well but would cost \$30US a month to upgrade to the premium addition. Janine confirmed there is a phone line which was not being used which was costing \$30. If this was cancelled this cost would then be offset to the POS system which is currently being trialed by Janine. It was agreed she should investigate that.</p> <p>There was discussion and questions regarding the RagTag system and how that was working.</p> <p>Action: Deb and Janine to meet and work out who is the account name on the phonenumber which costs us \$30 a month. Janine to continue to work with the RagTag system.</p>
Canteen - Jane Barnwell (read by Amanda Long)	Appendix 4 – Full Report
MDFGG – Deb Flannagan	Appendix 5 – Full Report
Band - Robin Beard	<p>Appendix 6 – Full Report</p> <p>Action: The Band Committee are working on a safety program and which means they could register themselves for the Creative Kids Rebate from the NSW State Government.</p>
Green Thumbs - Patty Correll	<p>Appendix 7 – Full Report</p> <p>Patty would like to thank Ingrid who has done an amazing job on Green Thumbs but has stepped</p>

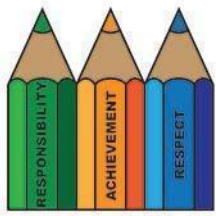


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	down from the committee.
9. Agenda Items	
Parents Social Night	A detailed discussion and update was provided about the Parents Social Night and what still needs to be done in the lead up to this cost-neutral event (not a fundraising event). Patty confirmed she could co-ordinate volunteers on Friday night March 1 st as Vanessa was unavailable. Action: Mrs Mamo to find out if teachers would like a table as one has been set aside. Anyone who has a table but purchased tickets separately to let Vanessa know. Vanessa to organise volunteers to help set up the night before and speak to the office regarding weekend bookings.
State Election BBQ March 23 rd	It was discussed that there would be a fundraising BBQ and cake stall for the State Election on March 23 rd . Vanessa confirmed she would need a volunteer to help co-ordinate this day to make this event a success. Action: Vanessa to put a call out for volunteers and Janine to start one big roster to be sent to the whole school for signing up.
PR for 2019	Amanda discussed that she wanted to pass this role on to someone else. Action: Amanda to advertise the position and put together a position description
10. General Business	
Minutes / P&C Practices	There was discussion about the minutes and what is expected of the minutes for the P&C minutes. Action: We need to add an attendee list and they can't be accepted without the attendees list. Amanda to send the minutes to the P&C Federation for advice. There was discussion about the P&C Facebook page and if this is the best form of communication. Action: Vanessa to speak to Lesley to put on the P&C Website / Mrs Mamo to investigate if the Facebook site can feed it into the website
Mothers Day Breakfast	There was discussion of whether there will be a Mother's Day / Father's Day Breakfast Action: Vanessa to contact the group to see if they will run it and if we will start a Breakfast Club committee for 2019
11. Closing	9.32pm
12. Next Meeting	19th March 2019

Appendix One: Full Principals Report

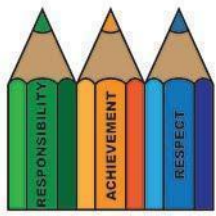


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018 Review	End of year formalities and year 6 special events. Year 6 farewell was a wonderful evening and celebration of the students' journey through primary school. Thanks to the many parents who put many hours into theme, catering, decorations, video memories .. they all culminated to make a memorable evening for the students.
Summer break	Our school saw some building upgrades and repair over summer break with C block undergoing paint work, new window's and repairs to the roof. We also received a new demountable, making three across the back oval, Yr 5 are clustered here for 2019.
Welcome to 2019 and we're off to a great start!	This year we have welcomed 108 new kindy students, across 5 classes. Students completed the new Best Start assessment and have already had their first full week of school.
Playground equipment New artificial grass area	Wonderful new equipment that is proving very popular Will be ready for students to use this week. Helps create a variety of spaces for students and outdoor learning

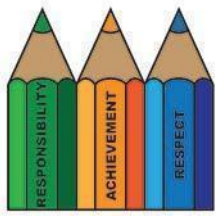


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Staffing	<p>Mrs Mamo has returned from LSL, as her son started kindy too. Thank you to Mrs Mudhar for establishing 2A. Pleased to announce that Miss Osborne has been appointed as a permanent teacher and will commence Tuesday 19 February.</p> <p>Also welcomed new staff Wendy Williams and Alice Holliday in our support unit.</p> <p>We have welcomed also many new families who have joined the school across the grades. And thank you to K parents 2018 for such a warm welcome at Tea & Tissues. Your kindness was very much appreciated.</p>
Buddy bench	<p>Wellbeing / student welfare initiative. Congratulations to student of 4D, their dream is now reality. Miss Dowd is training up Buddy ambassadors and getting bench up and running.</p>
Events	<p>Apologies for dates in newsletter and any inconvenience that may have caused.</p> <p>First K – 6 assembly is Tuesday 5 March, SRC presented for semester one.</p>
Meet and greet	<p>19 February k-2 20 February 3-6 6pm – Had planned to meet as stage teams, we would like to offer the session in each classroom. From feedback and to assist establish a connection with the classroom teacher all meetings are now being held in each classroom. 6-7pm.</p>

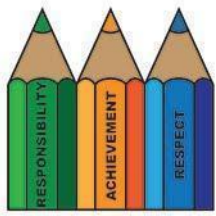


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Swimming carnival	<p>19 February PLC. Organisation underway for another great carnival. Mrs Part organising. The new ed smart system, really assisting us with permissions etc. There will be 3 buses, note for students, must be signed out with a teacher prior to leaving on the day.</p>
Photo day	<p>26 February. Notes / enveloped out tomorrow. Another day for groups / band etc .. tba</p>
Instructional leader	<p>Role. This year we have Nicole Dowd as an instructional leader across K- 6. Nicole brings experience form early childhood, working on each stage at TWPS and also R/AP. She will be leading learning at TWPS, through different groups</p>
Parent workshops	<p>CoT – 1 March 3 way interviews, upcoming session – 4 April</p>
Seating in bush paths	<p>Area between library and TWOOSH, seating going in around trees, provide more seating and useable space, particularly at lunch time.</p>
Teacher SDD and TPL	<p>SDD- Got it! Emotional coaching Building relationships. Induction Day Network professional learning, building our Culture of Thinking</p>



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Ed smart	<p>New system of paperless permission notes. If you are not receiving emails, please contact office. You should have received:</p> <ul style="list-style-type: none">Permission to publishOakleigh oval / bushwalkingGymnasticsSwimming carnivalSeesaw (selected classes)

Appendix 2: President Report

Presidents & Fundraising Report – 12th February 2019

Welcome to the first meeting of 2019!

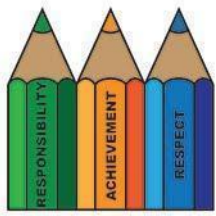
We have a great year ahead of us and it is exciting to see what the year has in store.

Not too much to report as we have all just come back from Summer Holidays. I hope everyone had a great break.

I wanted to thank Jo Philips for jumping right into Fundraising with me the past 12 months. Jo has been a great help and it's great to have some fresh ideas and an extra pair of hands helping!

As discussed at the last meeting of the year, this year we are focussing on the 2 up and coming elections & Movie Night. The first fundraising event being 23rd March the State Election Day. For this we will run a BBQ & Cake Stall & coffee on the day. Rosters, Forms, Boxes and details will be sent out in the next few weeks. If someone would like to coordinate this for me, I would be appreciative!

The Federal Election Date has yet to be called but I am guessing it will be in May.



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We will continue with Mufti days this year - thanks to Jo for continuing on with organising this!

Movie Night is booked in for Saturday 23rd November! I was lucky to renegotiate the date of our rides for this event this year - rides are often booked well ahead of a year out. As discussed, Movie Night is to give parents a 'break' with the extra heavy load of Spring Fair - in saying that we will need helpers but combined classes will be put onto various stalls and outsourcing food options will contribute to less work (am still keen to run BBQ and Curry Stall as these are the 2 most popular food stalls!). We will still run raffle and Silent Auction - I am very keen for some extra helpers please to help organise these 2 important components of the night! They really are easy to organise and I would appreciate help - please let me know!!

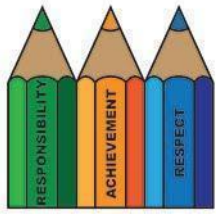
PARENT SOCIAL NIGHT! Is coming up upon us quickly on Sat 2nd March. At this stage we are almost 50% sold. Tickets are \$30 per head. Don't leave your tickets til late - you can book single tickets or tables on Flexischools! Again, thank you Jo for coordinating seating and tickets. This event is not a fundraising event, it is a cost neutral event. The Trivia Master has been booked! The Pizza Man has been booked! The event is BYO Drinks but will be strictly no children under the age of 18 permitted. I will be calling out for volunteers to help set up the night prior in the next week or so - please contact me if you can help!! Should be a fun evening!!!

BUDDY BENCH! The Buddy Bench was installed start of Term and it looks fantastic. Nicole Dowd will be running the Buddy Ambassador Club.

EARN & RETURN. A big Thank you to Leanne Browne & Emily Lundstrom who have taken on the Earn & Return recycle program. I have been in discussions with them briefly and they will be running a Recycle Club for students. The aim is to educate kids about the correct recycle procedures. We have special bins that were delivered to the school in Term 4. Once the school program has been finalised, we will also encourage families to bring in their recyclables (for those who don't already retain them for their own earn & return). More on this in the coming month.

GRANTS. The dreaded word! SO So many opportunities out there but really I just don't have the time to find them or apply. PLEASE if you or anyone you know may be experienced in writing grants, I would love to hear from you. We are of course not always successful but it is better to apply than not!

AGM: Our AGM will be prior to our next meeting on 12th March. As it is every year each position will be declared vacant. This year we will see many of our Executives come up to their 3 year mark so will be unable



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to return as per the constitution. If you are considering to volunteer for any of the roles, be sure to come along to the next meeting. We will be desperately seeking a new Treasurer & Assistant Treasurer for 2019. These roles are indeed extremely important for the P&C. I will be promoting all roles via FB and what their roles entails over the coming weeks including the role of the general committee and also as we have discussed previously, a call for a committee to over see Canteen & Uniform to support both Jane & Janine in their employment role.

Thank you all

Vanessa

Appendix 3: Uniform Shop

Location and Stock

I am still located in the library. It has been a busy two weeks, but I now have the area set up so that I can easily access current summer stock.

Currently I am running low on some of the formal uniform summer items. Unfortunately I will not be able to get additional stock in of these items until term 4. Currently I am down to my last size 6 boys shirt sleeve shirt and size 10 dress.

I still have a lot of the winter stock in the tubs that I have not had a look at. I have a delivery of additional winter stock occurring in March which Nicky had ordered and I will be in a better position to comment on this at the next meeting.

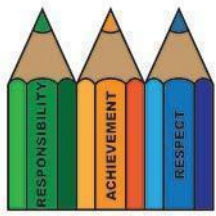
A rolling stock take is in progress while I am getting the 'shop' organised with items from Summer stock being counted into the inventory system as I get through them. I currently have some mismatched stock (change in suppliers and/or design) that I need work through also

As a uniform review is due this year, it would be ideal if this could be completed earlier in the year rather than at the end of the year. In preparation for this I will be conducting a cost comparison for our uniforms during term 1.

POS and Inventory System

During the holidays I have implemented an inventory system that also acts as a POS system called Imonggo. As such I have started in 2019 having electronic receipts rather than the previous hand-written receipts. This is working well so far and has allowed some consistency in reporting.

I chose this particular system for its ability to use the existing laptop and printer that we have in the uniform shop and price. The POS system (for the premium version) costs 30USD/month. This allows me to operate in an offline mode as a register (which is my primary requirement as internet/4G connectivity is not reliable at the uniform shop)



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The premium version also allows integration to Xero (not yet tested), full stock management with ability to track purchase orders and some other features such as layby which I am testing to see if I could utilise this as a way of managing pre-order and backorder purchases.

I have the option of using this software for free with a limited version, however the down side to that is that I need a constant internet connection as it is online only and I don't get any of eh integration

Other POS systems I trialled were Square and eHopper, both work in offline mode as default but both required an actual receipt printer to operate and don't offer the level of stock control that I have found Imonggo does. Square also only worked on a tablet. I was also going to trial Vend, however the system would not have been cost effective to implement

Currently there is a phone line in the uniform shop that is not being used. Connection is currently \$35/month and I would like to request that this be disconnected and the funds utilised to fund the POS subscription as this will better benefit us with sales data, and stock/inventory auditing purposes.

Unfortunately when I called Telstra to find out when the last activity on the account was I wasn't able to get any information as I am not an authorised person on the account – I do not know who is currently authorised for this?.

RAGTAG

Since December I have been testing the RagTAG system as there were reports that sms's weren't being received. In this time it has been reported as offline 2 times that I am aware of, it may be more!. It should be noted that you will only receive 1 text message when your item is first scanned in the rack, not everyday that it is there.

I have also been informed that the tin roof where the rack is located is interfering with the 3G signal being sent out from the Ragtagd sensors, meaning parents haven't being receiving SMS messages. A Ragtagd representative will be installing a booster antenna this week which should solve the problem. I have asked for a weekly report of items scanned and as of yesterday there are 5 jumpers in the rack with the TAG that has not been activated.

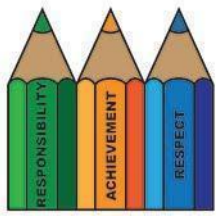
I will organise a communication on the RagTAG once I have retested after the above changes. I will also purchase the tubs from the donated money once I know that rack is working as designed.

Appendix 4: Canteen Report

In the last week of term 4 the canteen had a health inspection. The canteen passed with no major issues. The areas identified as needing attention were:

- The top of one of the freezers needed a wipe down,
- the tap at the hand wash basin needed a clean (which I have tried to do but the marks do not seem to come off)
- there are some markings on the wall which need to be painted over.

The inspector did have some concerns about the dishwasher as you cannot see what cycle you are running as it is so old all markings have come off. All dishes should go through the dishwasher and I am finding this difficult to do as the cycle



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currently takes 2 hours so can only get one cycle in a day. There was also some concern over the tray pie warmer as it is quite rusted and will most likely need replacing.

The new year 6 volunteers have gotten off to a very enthusiastic start and are so far doing a fabulous job.

I am getting the canteen ready to submit our menu for the healthy school canteen campaign as such some of you may have noticed that a couple of things are no longer on the menu. I have removed jumpies, potato pies and hot dogs. I have not received any complaints as yet.

Appendix 5: MDFDGG Report

The Mother's Day Father's Day Gift Group had their first meeting last week. We have been fortunate that the majority of our 2018 members are returning for this year and we have a committee of 8 parents. Due to work commitments Randa Kamand is no longer able to attend meetings this year so a big thank you to Randa for all of her help and input.

Janine Sherlock will continue in the role of convener for another year and Shannon Curran will remain on as treasurer.

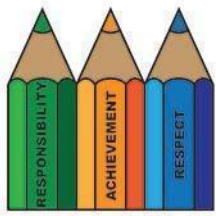
The group is currently in the planning stages for the Mother's Day gift stall which will tentatively be held on Thursday, 9 May in Term 2. For any new families to the school the Mothers Day stall is an all day event run during school hours in the hall. Students are able to visit the stall throughout the day at a designated time with their teacher and class mates and are able to purchase gifts which are then gift wrapped. A website will be set up in the weeks prior so families can look at what is available, pricing etc.

Despite purchasing no new stock in the previous year we still have around 700 items remaining. Most of these will be sold at a heavily discounted price or possibly donated. The group is focusing on purchasing new stock for the year. At the previous two stalls we have sold approximately 1,500 items. We have 614 students at the school this year and on average they purchase 2 to 3 items each so we are looking at purchasing at least 1800 item. We need to have a range of gifts available for the last few classes that visit the stall so we need to over order and carry over any remaining stock to the following year. The group are currently going through the various product catalogs and collating a wish list and we are aiming to order by the end of the week.

In the coming months we will work on pricing, packaging and website production.

Appendix 6: Band Report

Instrument Handout day was held at end of January, big thanks to our new Instrument Co-ordinator Meghan Tchepak and Nicole Ng for putting everything together.



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Training Band had their first rehearsal (44 students) and will start their instrument tuition this week.

Band Fee letter will go out in week 5, Invoices will be issued direct from Xero in Week 6. We'll be invoicing terms 1 and 2 in term 1, then terms 3 and 4 in term 3, along with instrument hire fees.

Tutor coordinator – we're still looking to fill the Tutor Co-ordinator role. If you're looking for a way to contribute to our School Band program, the Tutor Co-ordinator role could be for you?

Also looking for an Assistant Treasurer and Assistant Training Band Co-ordinator.

Band Workshop weekends are happening again 16th March (Senior and Junior) and 30th March for Stage Band, 1pm-5pm.

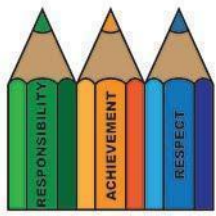
Band Camp planning underway (May 23-24).

Moving Band Meetings to the week after P&C this year to accommodate Band Director.

Appendix 7: Green Thumbs Report

We have already been busily recruiting this year and are pleased to announce we have a number of keen gardeners and recyclers joining our team. We warmly welcome our new members and will compile an official list for the AGM next month.

- We are very excited about the new year and are already making plans. We have divided our work into a number of areas to share the workload so there's not too much for any one task:
 1. Communications (Facebook Group, school newsletter and other posts about gardening/sustainability from our community of interest to the group).
 2. Planting Boxes: This is a big tub with packs of seeds, map of the garden and planning guidelines etc that resides with Mrs Liddle. The teachers can collect a pack to plant with their class. The Greenthumbs Committee maintains this over the year.
 3. Working Bees: We have been having 3-4 per year where the school community gets involved to keep up the larger maintenance requirements of the garden area.
 4. Sustainability projects: Currently we have the Terracycle Oral-Care Project, and may look into other Terracycle projects too. The school has also acquired a Prestons Bin for collecting Bottles/Cans for refunds and we may look into the feasibility of setting up a 'recycling wall' to encourage recycling of a range of items rather than having so much go to landfill.
 5. Garden Club. This will run on Wednesday lunch times in Term 1. We have a parent roster and it is a great time for kids to come and help out with looking after the garden.
 6. Teacher and curriculum development: We will also be helping to look into some programs for teacher development in garden/waste management such as the Ready Set Grow program that has been run by Hornsby Council and the Stephanie Alexander course.



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- The garden grew like crazy over the holidays, thanks to our volunteers who watered it. Unfortunately a severe heatwave in the last week got the better of the corn in the kindy plot and also stressed some of the other beds. We still have some fabulous produce though including basil, silverbeet and tomatoes. There is even a lovely crop of self-seeded rockmelons!
- We have sent an email out to the Kindergarten families that provided their details during orientation to follow up and inviting them to participate.
- **A working bee has been planned for Sunday March 3 from 10am.** Please come along if you have an hour to spare. We are usually finished by 1-2pm, especially if there are plenty of helpers! The garden desperately needs a big clean out and beds prepared for new year planting. Other suggestions for improvements to our garden are always welcome. Children are welcome to come along and Patty pays 50c per bag of rubbish that they collect!
- We hope to set up a meeting in the coming weeks if we can find a suitable day/time.

We are looking forward to a very productive year!

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