



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C Annual General Meeting Minutes Tuesday 19th March 2019

Meeting Held: TWPS Library, Giblett Ave, Thornleigh

Opening	Chairperson P&C President Vanessa Erickson opened the meeting at 7.42
1. Apologies	Emma Fenton, Amanda Long, Matt Dalziel, Leigh Bornstein
2. Attendees	Vanessa Erickson (Chair), Patty Correll (Acting Secretary), Joanne McAdam, Kath Biro, Michelle Christopher, Ross Cunningham, Janine Sherlock, Nicole Thompson, Nicci Fishwick, Kate McGettigan, Fiona Greenwood, Kerith Massey, Vanessa Oliveri, Julie Tanger, Robin Beard, Musette Healey, Jo Phillips, Martina Miller, Deb Flanagan, Cathy Carlton, Louise Lawrenson, Amelia (Made) Riddle Chantal Mamo (Principal), Julie Granville (Deputy Principal)
2.0 Reports – from P&C Subcommittees	
2.1 President & Fundraising General – Vanessa Erickson	Full Report Appendix 1
2.2 Treasurer – Martina Miller	Full Report Appendix 2 Financial statements circulated. Motion - Vanessa Erickson: To accept past year's account. Seconded - Musette Healey. Carried. Motion - Vanessa Erickson: Auditors from last year will be appointed again next year. Seconded - Musette Healy. Carried.
2.3 Uniform shop – Janine Sherlock	Full Report Appendix 3
2.4 Canteen – Jane Barnwell	Full Report Appendix 4
2.5 MDFDGG – Janine Sherlock	Full Report Appendix 5
2.6 Band - Robin Beard	Full Report Appendix 6
2.7 Green Thumbs – Patty Correll	Full Report Appendix 7 Patty Correll resigned as Green Thumbs Convener.
3.0 Voting for P&C & Sub-committee positions	The president (Vanessa Erickson) vacated the position and handed over the temporary chairperson to Chantal Mamo. The committee positions were declared vacant
3.1 President	Nomination: Vanessa Erickson Nominated by Deb Flanagan Accepted and carried
3.2 Vice president (s)	Nomination: Musette Healey Nominated by Vanessa Erickson

	<p>Accepted and carried</p> <p>Nomination: Julie Tanger Nominated by Vanessa Erickson Nomination not accepted</p>
3.3 Treasurer, Assistant Treasurer	<p>Nomination for Treasurer: Nil</p> <p>Nomination for Assistant Treasurer: Amelia M Riddle Accepted and carried</p> <p>As there were no nominations accepted for Treasurer, a further call will be put to the school community. Position remains vacant. Possibility of employing qualified accountancy support raised. Action: Expressions of interest to be sought for P&C Treasurer (Vanessa Erickson)</p>
3.4 Secretary, Assistant Secretary	<p>Nomination: Louise Lawrenson Nominated by: Vanessa Erickson Accepted and carried</p>
3.5 Executive Members (6)	<p>The following nominations for Executive Members were accepted and carried:</p> <p>Emma Fenton Vanessa Oliveri Kylie Booth Michelle Christopher Julie Tanger Cathy Carlton</p>
3.6 Fundraising Convenor	<p>Nomination: Jo Phillips Nominated by Deb Flanagan Accepted and carried</p>
Sub-committees	
● Band Convener	<p>Nomination: Robin Bead Accepted and carried</p>
● Mothers Day Fathers Day Gift Group Convener	<p>Nomination: Janine Sherlock Nominated by: Deb Flanagan Accepted and Carried</p>
● Green Thumbs Convener	<p>Vacant</p>
4.0 Closing	<p>Closed at 8.29pm</p>

Appendix 1

Presidents & Fundraising AGM Report – 19th March 2019

We had a busy but successful year in 2018 and am proud that as a community team we raised an incredible amount of money to pay for many items on the school wish list. In addition to fundraising we were gifted with a total amount of P&C Contributions of \$29479.51 which is fantastic. Thank you to all families who paid this voluntary contribution. It really does make a huge impact in what the P&C can support each year.

GRANTS: We finalised the Community Grant from Matt Kean's office in 2018 and the new outdoor artificial grass has been an excellent addition to the school grounds.

COLOUR RUN: We were fortunate to purchase 30 new laptops for the school with the money raised from this event.

MUFTI DAYS: In 2018 we bought the regular Mufti Days back! With huge thanks to Jo Phillips we raised approx \$3k via mufti days which was a fantastic effort by the team and a big thank you to families who supported the term initiatives.

5c CHALLENGE: It was so great to be involved with the Buddy Bench Project. A big shout out to Nicole Dowd who challenged 4D to this student led project. The Buddy Bench Ambassador roster has been set for 2019 and it is so great to see so many students sign up for the project.

PA SYSTEM - STAGE 2 COMPLETE: The P&C commitment to the PA refurb 3 year project is close to finalising with Stage 3 on the agenda for 2019. It is great to see all areas of the school being fully connected and of course for security & safety reasons, this is imperative.

MOTHER'S DAY BREAKFAST & STALL: 2018 saw the first Mothers Day Breakfast event with great success. Together with the Father's Day Breakfast and stalls, the teams did an incredible job and it really is a great positive community building experience for everyone involved.

ROAD SIGNS: Together with our ongoing commitment to Road Safety around the school, we were able to produce some great new bright road safety signs.

AIR CONDITIONING: In 2018 and at a cost of almost \$12k we were able to replace the air conditioning in 1B and Literacy Support classrooms.

SPRING FAIR: Despite the drizzly weather we were still able to raise an incredible \$53k this year. I am always so proud of these big events. So much work goes in behind the scenes by so many families. A big shout out to our amazing sponsors of this event - it is incredible to see so many local businesses come together and support our school.

OTHER MONETARY SUPPORT in 2018:

WAKA

BAND

LEARNING SUPPORT TEACHER TEACHER CASH BACKS

GREEN THUMBS (budgeted but not used) YEAR 6 FAREWELL
Plus a NEW LAPTOP in Uniform Shop

CANTEEN: We welcomed a new canteen manager to TWPS in 2018. Jane has done an incredible job and has lots of helpers on the roster. It is pleasing to see so many people support the Canteen when the call for help is put out during the year.

UNIFORM SHOP: We also welcomed a new Uniform Shop Manager end of 2018. Janine has taken over the uniform shop under some stressful conditions and we thank her for her persistence and leadership in Uniform Shop.
Lunch to the following Friday (14th December).

I would like to extend a huge thank you to Chantal, Julie and the executive team at TWPS for your commitment to our school and students. Thank you also to the P&C executive team for another amazing year. I am looking forward to what 2019 has in store for TWPS!

Vanessa

2018 TWPS P&C President

Appendix 2

Treasurer
Annual Report for P&C AGM
19th March 2019

Appendix 3

UNIFORM SHOP REPORT – AGM 19 March 2019

As I was not working in the uniform shop during 2018 I can not supply a comprehensive report for 2018, however here is an overview of main items that were undertaken.

- **Pants and shorts trial for Girls:** Due to the new requirements to allow girls to wear shorts and long pants as the uniform a number of girls throughout each class level participated in a trial for both the shorts and the long pants. The recommendations from the trial was for the current shorts and trousers to be available for all girls but specifically recommended for K-2 girls due to the ease of use with the full waist elastic. For the older girls Midford Semi-elastic shorts and long pants were the recommended option allowing for a more fitted look and were the recommended option for girls in years 3-6.
- **Implementation of RagTag:** All new TWPS fleeces are now sold with a RagTag pre-attached. This means that any fleece with an activated RagTag that finds it's way to the Smart Rack located outside the current Kindy classrooms will trigger an SMS to notify the owner of the current location of the fleece. Parents were given the option to have tags sewn into their existing TWPS fleece as a complimentary service by the supplier. For the parents who took up this option we asked for a small donation to go towards better shelf organisation of the Smart Rack, due to some issues with the system implementation there has been a delay in

organising this and it is now planned to occur in term 2 2019 with a budget of \$100 that was donated

- **Reduced Shop Hours Term 3:** During term 3, which is the predominantly quiet time, the shop hours were reduced to being open only 1 day a week and fulfilling Flexischools orders.
- **Shop Flooding:** We were unfortunate to have the shop flooding two times during 2018. The first flood required the shop moving to the library and was a very temporary measure and Nicky was able to move back to the shop within a week or two. The second time was at the end of November during Nicky's final two days, so that hand over on her last day was amid moving stock back up to the library and Kindy fittings. As a result of the second flooding the shop was closed counter sales during December and running on an appointment only basis for both sales and Kindy/New Family fittings. Flexischools deliveries were able to continue as normal. The shop is still currently located temporarily in the library.
- Nicky Honeysett finished up as Uniform Shop Manager at the end of November after a number of years in the role. I would like to thank Nicky for her time and for the handover she provided me on her last day. I would also like to thank everyone who assisted in the uniform shop during 2018.

Thank you

Janine Sherlock.

Appendix 4

Canteen report for AGM 2019 P&C meeting

I feel that it has been a fairly successful first year for me. I want to thank all the volunteers who help out each canteen day, the canteen could not operate without this valuable help. Thanks to Patty for being my sounding board this year and for coming to my rescue many times. Also, thank you to Vanessa for helping me get the help that I have needed and being so supportive.

The canteen is progressing towards meeting the NSW healthy canteen strategy with just a few items needing to be removed from the menu before we can submit.

I am looking forward to another great year ahead.

Thanks,

Jane – canteen manager

Appendix 5

MDFDGG Report 2018

The group started the year with the majority of our committee members returning (Anna Hobson, Therese Neville, Deb Flanagan, Shannon Curran and Vanessa Oliveri.) Thank you to Bel Wilson who was convenor for the year in 2017 and had been with the group for several years. We welcomed several new members – Janine Sherlock, Putu Barnett, Kirsten Dicks and Randa Kamand. Janine Sherlock took on the role of convenor with Shannon replacing Deb as Treasurer..

After a stocktake the committee resolved to purchase no new stock in 2018 due to a large amount of leftover stock (2,400 items) from the previous years. A website was established

featuring all of our products to give families a better idea of what was on offer. The Mother's Day stall was held on Thursday May 10th and was a successfully run event where we ended up selling around 1,500 gifts which were wrapped by our lovely group of volunteers. We served close to 600 students throughout the day and made a profit of approximately \$1,200. Our profit was reduced significantly this year for Mother's Day as many items were sold at a reduced price which reduces our overall profit margin however we felt it was important to shift some older stock which had been around for several years. With the Father's Day breakfast now being handled by the new Breakfast Committee the group ran their first ever Father's Day stall on Thursday August 30th. Stock was purchased and a website established. Due to volunteer fatigue from Spring Fair just 5 days prior and the Father's Day breakfast being held the following day the group decided to trial the use of paper gifts bags instead of gift wrap. This worked well on the day as we only required 2 parents at any given time to help and meant students did not spend as much time out of class however some of the students were disappointed about the lack of gift wrapping. The stall was a great success; we sold approximately 1,400 items on the day and made a profit of \$2,300. Due to the success on the day we would love to see the Fathers Stall become a permanent part of the school calendar.

Overall we feel that the group ran much more smoothly this year with 12 months experience on our side and we have looked at putting processes in place to make things easier in ensuing years or when existing members leave so that knowledge and information can be shared and passed on. We have set up running sheets, to do lists and weekly checklists for both stalls. The students really enjoy the stall and take great pleasure in picking out the right gifts for the special person in their lives.

The group would like to extend a huge thank you to the P&C for their support and to all of the amazing parents that have helped with both events throughout the year. We had approximately 25 volunteers at the Mother's Day stall that came in and very patiently wrapped over 1500 presents throughout the day and 10 volunteers at the Father's Day stall bagging and labelling gifts. . These events would not be possible without the continual support of our volunteers and also the support of students and families attending these events

Thank you.

Appendix 6

Report Title:	<i>Band Report P&C AGM 2019</i>
Date :	<i>19/3/19</i>
Prepared by:	<i>Robin Beard</i>

TWPS Band Convener Report 2019

The TWPS band program provides an extra curricula music education program to a large proportion of our student population and makes a significant contribution to school events and celebrations as well as the students themselves.

This year we had over 100 students participate in our program and our 4 bands have performed numerous times at school assemblies as well as Grandparents Day, Education week, Band/Bear Day,

Award and Presentations Day, Spring Fair, the Cracker Night at Ruddock Park and a combined local schools concert at Normanhurst West and Bunnings Christmas family night.

Our Festival Results have been excellent this year:

- *Gold awards to the Training, Junior and Stage and Silver for Senior at the School Band Festival.*
- *At Hornsby North Band Festival Distinctions were awarded to all our Bands*

For the second year running our Stage Band has successfully auditioned to perform at the 'Arts Alive Primary Choral Concerts in the Town Hall. However, in addition, this year Stage Band were also Successful in auditioning for the Arts Unit of NSW Acacia Concert at the Opera House.

This is now the third year in a row our Bands have been selected via audition for an Arts Unit Event, which is a credit to the students, Mr Bell and our program as a whole.

The Festival of Instrumental Music features musically diverse performances from more than 1000 public school students in Combined Recorders and String Ensembles, **supported by individual items from exceptionally talented vocalists, instrumental soloists and ensembles.** It's a credit to the all the students and everyone involved in the band program that our Band was selected to perform at this event. Well done everyone.

The program is run by a subcommittee of the P&C and once again this year we have had a dedicated and enthusiastic committee. I have to say it has been a great committee to work with, the success of our program is dependent on a large number of us volunteering our time; I'd like to thank all of our committee for making band a success at TWPS.

Firstly, my assistant convener, Nicole Ng, whom I could not do without as convener, Nicole continues to do mammoth amount of the organization of the band program, keeping everything running smoothly. Nicole regularly goes above and beyond for the students in band. I can't thank you enough Nicole.

Our Treasurer Niluka Chinniah, and assistant Treasurer Claudine Kimber (also a Training Band co-ordinator) who have kept track of all our financials and sent out all our invoices, paid all our tutors and prepared budgets as well as chasing people for payment of fees. Thankyou both and in particular to Niluka who steps down as treasurer after her third year in the role this year. We are all very appreciative of your hard work and advice over the years for the band program.

Instrument Co-ordinator, Michelle Patmore, Michelle has done a great job keeping track of our Instrument records for 2 years now, we have over 100 instruments and organizing the distribution, servicing and repairs of the instruments takes a lot of hands on work. Michelle is stepping down as instrument co-ordinator – thanks Michelle for all your hard work!

Tutor Co-ordinator, Debbie Viridi. Thanks for managing our tutor list. We are fortunate to have this capability as it not only makes it easier for us parents to get our children to lessons but it enables us to select our tutors and keep the standard high.

Band Camp is always a highlight and a lot of organization in the lead up to it. Thanks to our Band Camp coordinator, Yvonne Curran who did a great job this year. The two days of intense tutoring and rehearsals makes an amazing difference to the level of musicianship across all bands which continues through the rest of the year.

Thanks Secretaries Tina Faber and Erin Parris (Also Stage Band) who have kept us up to date with minutes and agendas this year.

Fundraising and Website co-ordinator, Lesley Ziegler – thanks for your efforts with our cake stalls this year which have brought in much needed funds.

Thanks to our Librarian Michelle Lee, who has kept our library of music undercontrol this year.

And our Band Co-ordinators who have done a great job this year, quietly and efficiently making sure we had parents at all rehearsals, organised the various performances generally kept everything on track, thanks to the:

- Training Band team, Aimi Forsyth, Claudine Kimber
- Junior Band's - Fiona Davies, Erin Bolger

- Caroline Dalziel and Lesley Ziegler for Senior Band and
- Erin Parris and Kirsty de Valance for Stage Band.

Thanks to Dave Bell for his dedication to our program, the level of musicianship in our students is a credit to him.

Andrew Hamblin our Junior Band conductor this year, thank you for all your efforts this year. We're pleased to have Andrew taking on our Training Band as well as Junior Band next year.

We have also had great support from both the P&C, who provided a grant of \$5000 and also the school who have worked with us very constructively this year. Mrs Mamo and Mrs Granville have always made themselves available and been able to assist us with any matters which we've reached out to them for.

2019 promises to be another good one for band. We have a 40+ students in our training band, including more students from years other than year 3, which is an encouraging sign. I've enjoyed working with all our committee this year and really appreciate all your efforts. With such an enthusiastic and dedicated group, I'm sure we'll have another good year in 2019.

Appendix 7

Green Thumbs Sub Committee Annual Report for P&C AGM 19th March 2019

This year has been an exciting and active time in the school garden that would not be possible without the assistance of the committee and many dedicated volunteers. Thank you to all those who have helped in the garden this year. We appreciate the help of each and every one of you and for giving up your valuable time.

We see the role of the Green Thumbs as providing infrastructure and support in the garden, rather than day to day management and planting. We would like to see the garden become a valuable learning resource used by many teachers and students next year and well in to the future. Thank you to the P&C for your financial support to keep the school garden growing. A special thanks also to Mrs Susan Liddle, one of the TWPS teaching staff who goes above and beyond to ensure our garden is integrated into school-wide activities.

In this report, we cover a number of areas that reflect our areas of focus as a Committee.

Planting Coordination

We introduced a new seed box and planting system so that classes could take the lead in growing their own crops. This was a successful initiative and it has been wonderful to see the children growing and eating their own produce, perhaps trying new vegetables that they might be reluctant to try at home.

Working Bees

We held several working bees throughout the year on February 24 (weekend) 18 May (Friday for kitchen garden), August 19 (weekend pre Spring Fair), 14 September (Friday mini-bee).

These were all well attended and ensure that our garden infrastructure is maintained and supported for the school's use.

In particular, the mini working bee on Friday 18 May helped rejuvenate the garden in the office courtyard, and this has become a great place for children to have garden to table experiences. An example was this year, when 2S students harvested basil from the garden and used the courtyard kitchen facilities to make yummy, healthy pesto pasta.

Garden clubs and holiday watering

watering roster. This ensured the garden got attention and thrived all year around. It was also a lovely opportunity to work with the students on the garden and build enthusiasm.

Infrastructure

We helped maintain the compost bins and provided materials for use in the garden such as watering cans. Unfortunately we have had to keep watering cans locked away as they have been misused as sandpit toys and broken.

Sustainability

Sustainability is a key philosophy that is linked to our school garden and we see it as our role to promote this in the school more broadly. This year we signed the school up to a recycling program for Oral Care Products, sponsored by Colgate. Thank you to Fiona Greenwood, Celia Norton and Narelle Bowly for volunteering to help us run this campaign. A collection point was set up on the veranda outside the canteen to collect used toothbrushes, toothpaste tubes etc that were sent for recycling. The program finished in October 2018 and approximately 6 x 2kg boxes of oral care products were collected and diverted from going to landfill, a fantastic achievement! Well done all!

This program will be running again in 2019 and comes with the opportunity for the school to win up to \$7000 towards the garden so we plan to participate again.

The Committee

The Green Thumbs Team meet approximately twice per year to make plans for and review activities.

At the beginning of the 2019 calendar year we were able to recruit a number of new members and divide jobs between members to keep our commitments manageable.

Our current general membership is as follows:

- Patty Correll (Outgoing Convener and Working Bee Coordinator)
- Amelia Courtney-Tennant (Garden Club Coordinator)
- Celia Norton (Terracycle Project)
- Emma Fenton (Sustainability Projects)
- Fiona Greenwood (Treasurer and Planting Coordinator)
- Ingrid Leese (- On leave from Committee until further notice)
- Melanie Winthorpe (Communications)
- Narelle Bowley (Sustainability Projects and Council Liaison)
- Stephanie Gouws (Garden Club Coordinator)
- Susan Liddle (Teacher Liaison)

UNFILLED POSITIONS: CONVENER AND SECRETARY.

As outgoing Convener, I would like to thank everyone for their support over the past five years. I would especially like to thank Ingrid Leese, Emma Fenton and Fiona Greenwood who have been my key partners in this venture over the past two years. It has been truly rewarding to see the garden go from just one lonely bed and a compost bin on a barren slope in 2013 to the thriving and inspiring part of our school that it has become. We now have eight raised garden beds, six for the school and two managed by the adjacent OOSH. It has become a place for art, sustainability and community.

The committee has overseen significant infrastructure including building an outdoor classroom and work table, installation of a rainwater tank, garden trough and shed, development of effective composting. Ultimately our success is shown through the bountiful garden produce grown including tomatoes, beans, herbs and much more. There have been many working bees, always with a great turnout and new faces, and always fun.

Highlights include giving jars of relish from our garden to the new families in our support unit, a crop swap working bee and supplying lettuce and even a rock melon to the school canteen. However the biggest reward is always to see the students learning in and enjoying this very special place.

True to its motto:

YOUNG MINDS GROW IN THIS GARDEN