



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C Meeting Minutes Tuesday 19th March 2019

Meeting Held: TWPS Library, Giblett Ave, Thornleigh

1. Opening	Chairperson P&C President Vanessa Erickson called meeting to order at 8.31pm
2. Apologies	Emma Fenton, Matt Dalziel, Amanda Long, Leigh Bornstein
3. 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 Flannigan, Cathy Carlton, Louise Lawrenson, Amelia (Made) Riddle Chantal Mamo (Principal), Julie Granville (Deputy Principal)
4. Previous minutes	Motion - Jo Phillips: To accept minutes of 4 December 2019. Seconded - Vanessa Oliveri. Carried Motion - Julie Tanger: To accept minutes of 12 February 2019. Seconded - Vanessa Oliveri. Carried Motion - Nicki Fishwick: That previous minutes that had not included attendee lists not be amended. Seconded - Musette Healey. Carried.
5. Business Arising from Previous Minutes	
Correspondence from P&C Facebook/newsletter	Vanessa has been given access to School-stream. Advice has been circulated about ensuring P&C Facebook appears on feeds. Action: Use School-stream to provide additional Communication for P&C (Vanessa Erickson)
Canteen Back up (update)	3 parents have been trained in canteen so that they can provide backup as needed should Jane need to be absent. These are Julie Tanger, Shannon Curran and Lisa Gordon. The Committee thanked them for volunteering to do this.
Mothers Day / Fathers Day Breakfast	Previous discussion was had to decide whether the breakfasts for Mothers Day and Fathers Day will continue. Mel Barter and Amie Forsythe have agreed to run the group and seek volunteers. Action: Advertise for volunteers to assist with MD and FD breakfasts. (Mel Barter and Amie Forsythe)
Term Deposit	Martina noted that correspondence from the bank goes to the school and does not flag for attention of P&C. Therefore it sometimes does not reach the P&C Treasurer. Action: Alert school office staff that they may receive correspondence from the Commonwealth Bank that should be directed to the P&C. (Chantal Mamo).

	<p>Martina has spoken with the bank about the P&Cs term deposit. We can draw down and re-invest if we wish.</p> <p>A five month investment would raise the interest rate considerably (from 1.5% to 2.4%).</p> <p>Proposal for expenditure: Use the banked P&C funds to make up for any shortfall in fundraising this year so that we can still meet school's support requests.</p> <p>Motion - Vanessa Erickson: To invest current P&C funds in a higher interest term deposit for five months and then when mature, use to make up any shortfall in the budget if fundraising for the year is not sufficient.</p> <p>Seconded - Amelia M Riddle. Carried</p>
6. Correspondence	Only MDFDGG emails which have been passed on to the team.
7. Principal's Report - Chantal Mamo	<p>Appendix 1 Full Report</p> <p>Principles Budget wish list:</p> <ol style="list-style-type: none"> 1. Teacher classroom budget (\$150 per annum) to continue please. 2. The school will take over the Learning Support Teacher wage. This will be a 6 day per week position (multiple staff). Louise Carrol (years k-2) and Robyn Batson (years 3-6) 3. New requests: <ul style="list-style-type: none"> • Synthetic Grass to area between library and OOSH building. Currently dirt, propose to lay synthetic grass. Estimated \$25k. • Laptops x 30. Estimated \$25k. • Complete Stage 3 of sound system to extend to demountables on oval and other areas not well covered by PA system. Estimated \$24k. <p>These requests put on notice for vote at subsequent meeting .</p> <p>TWOOSH have been approached about contributing to Stage 3 of PA so that they will be included in the PA infrastructure. They have offered \$2000 towards this cost.</p> <p>Motion – Vanessa Erickson: The P&C accept the offer of \$2000 from OOSH. Seconded - Julie Tanger and Michelle Christopher. Carried.</p> <p>Action: Invoice TWOOSH for \$2000 (Vanessa Erickson).</p> <p>Action: Confirm if TWOOSH will have internal speakers that can be isolated (Vanessa Erickson and Matt Dalziel).</p>
8. Reports – P&C Subcommittees	
President and Fundraising - Vanessa Erickson	Appendix 2 Full report Also noting that the Hornsby Advocate did a story on our Buddy Bench.
Treasurer – Martina Miller	Appendix 3 Full Report: Budget, Canteen and Uniform Shop statements. Action: Uniform Shops and Canteen to donate to P&C from surplus funds as able (Jane Barnwell and Janine Sherlock). Action: Learning and Support Teacher will be removed from budget (Martina Miller)
Uniform shop – Janine Sherlock	Appendix 4 Full report
Canteen – Jane Barnwell	Appendix 5 Full report
MDFDGG – Janine Sherlock	Appendix 6 Full Report
Band – Robin Beard	Appendix 7 Full report
Green Thumbs - Patty Correll	See AGM Report Great Working Bee on 3 May with a big turn-out. All tasks finished in about 2 hours with garden beds cleared, composted and mulched and a

	lot of maintenance completed across the area. Autumn planting has already commenced.
9. Agenda Items	
School readers	Correspondence from Jo Phillips read requesting for new readers, especially extension readers for years 1-2. Action: Will be looked into by TWPS staff (Chantal Mamo and Julie Granville)
Return and Earn Bin	P&C have invited Mrs Leanne Browne to discuss Recycle Club: Postponed until next meeting as Mrs Browne couldn't make it.
Sponsorship update	Changes in our approach to sponsorship required: Removal of sponsorships in weekly TWPS newsletter to align with Departmental Policy. Sponsorship can still be recorded for P&C driven events and fundraising activities such as the Spring Fair.
10 General Business	Please share any photos and posts on the P&C Facebook page about the election day BBQ.
11 Closing	Closed at 9.47pm
12 Next Meeting 14th May 2019	

Appendix 1

Principal's report placeholder

Appendix 2

Presidents & Fundraising Report – 19th March 2019

Welcome to the 2nd meeting of 2019. From the discussion at the last meeting regarding Communications on FB, I discussed with Chantal about the P&C having access to School Stream so I could post information directly rather than asking Julie to post on my behalf. I now have access to this and hopefully this additional communications line has been well received within the community. I have also sent out various information regarding best way to ensure that any P&C FB posts are at the top of a news feed.

Thank you to Musette Healy who has taken on board the major organisation of the State Election Day BBQ for me. Thank you to Band for their indepth information regarding the last Election Day BBQ also. This was a great source of information for the team and we can now build on this information. Musette and I have had numerous conversations about Saturday and I believe it will be the best one yet. I am beyond thrilled that the school community has jumped onboard with the volunteer roster for our first fundraiser of the year. We asked for 130 volunteers and almost all spots are full. There are a few end of day spots that need filling - especially pack down - so please if you have not already signed up, please do so! Big thanks also to Janine who has done the rosters again - having our own campus sign up and building on these are starting to prove priceless as we can use templates created and we can get these rosters out quicker. The Executive also did an offline vote last week regarding purchasing a P&C First Aid kit, a small fire extinguisher and fire blanket for our BBQ events. The executive approved these costs of \$180 for the First Aid Kit, \$40 for a fire extinguisher and \$25 for a fire blanket. Id also like to thank Bunnings Warehouse Thornleigh who has donated the second of 3 BBQs to the P&C. The BBQ is valued at \$300 which is fantastic as one of our existing BBQ was literally falling apart. Thank you also to Stacey Fishwick & Trevor Long who picked it up in the pouring rain yesterday and assembled it for us ready to

go on Saturday! Trevor did an awesome time lapse video of the BBQ being built for a bit of fun. Please check it out on FB and give it a thumbs up!

Jo & I have been working with Chantal on a Calendar of P&C events to release to the school community this week. We are hoping this calendar of events will help families plan for volunteering this year. Obviously planning the calendar has taken time because we need to confirm opportunities and work with current school availability dates that are not always confirmed beginning of the year. We can confirm that the calendar of events are now ready to share (talk about fundraising). The first being Easter Egg Raffle. This is a new idea that we are keen to try. This will be rolled out next week in time for Easter Hat Parade. Details will be sent home next week.

The P&C will also continue to support the SRC Biggest Morning Tea fundraising event for Cancer Council and Bean Everywhere Coffee have again agreed to come and supply FREE coffees for parents on the day for a donation - please bring your own coffee cup!

We have also included a Family Photo Fundraiser this year in Term 3. This is a 100% profit fundraiser - thank you Jo for sourcing this. Details will be released in Term 2 regarding this fundraiser.

I have been working with Leanne Browne & Emily Lundstrom on the Environmental/ Recycle Club 'Return & Earn' program. I am also working with them both on an Expressions of Interest Grant from Julian Lessors office for Communities Environment Program. Leanne has injured her knee so is unable to attend this evening to present the program so more information on this will be presented at the next P&C meeting.

As discussed last meeting there was indepth discussion and ongoing concern not having a Canteen back up in place for Jane. We have since trained 3 parents as back up canteen coordinators in the event of Jane being unwell or unavailable. Thank you to Julie Tanger, Lisa Gordon and Shannon Curran for agreeing to be on call for this in the unlikely event of anything happening.

I have met with Chantal regarding Budgets for 2019 as discussed with her report. More discussions on budgets will happen at the next meeting once I can sit down the the Treasurer to better plan income & outgoings for this year.

Trivia Night. What an absolute hoot! We had 150 people attend our parent social night & I hope everyone had a great time. Big shout out to Patty Correll and her set up and pack down team. It was great to see everyone get into the 80's spirit on the night - thank you!

It was exciting that Hornsby Advocate agreed to run a story on our Buddy Bench this month. Congratulations Class of 2018 4D and Nicole Dowd.

P&C Volunteer of the Year Nomination. I wanted to say THANK YOU again to the committee for your nomination. Brad and I had an interesting evening at the awards night - a few funny stories which I won't go into now. Although I did not take home the winners prize, I was very humbled by the nomination and to be recognised amongst some amazing Volunteers in NSW. Thank you Amanda as I know you were the driving force behind that nomination.

Which brings me to my final point. I wanted to personally thank each of the outgoing Executive Members this year. Patty Correll, Susie Parry, Martina Miller, Deb Flanagan & Amanda Long for your incredible hard work as VPs, Treasurer, Assistant Treasurer & Secretary It is not easy volunteering. You have all put in a lot of time sweat and sometimes tears and all the effort has contributed to excellent outcomes for our P&C and I am truly

grateful. Thank you to the committee for your nomination this evening of 2019 P&C President

Thank you all

Vanessa

Vanessa

Appendix 3

Treasurer's report

Current P&C Bank Balances at 11/03/19:	
MFDGG	\$ 14,890.93
P&C Main	\$ 15,047.31
Band	\$ 28,389.80
Canteen	\$ 32,653.11
GreenThumbs	\$ 4,676.59
Uniform	\$ 10,588.69
	\$ 106,246.43
Term Deposit 09/02/19	\$ 65,219.94
Grand Total:	\$ 171,466.37

2018 Budget vs Actual	Budget	Actual to 10th March 2019	
Income			
P & C Subscriptions	30,000	12,488	Based on last years subs of \$29k
Interest Received	150		
Commission on Student Banking	1,000	595	
Canteen Donation	10,000		Has cash available for transfer
Uniform Shop Donation			
Misc	200	179	
Total Income	41,350	13,262	
Fundraising			
Mufti Days	4,000		
Trivia Night	4,000		
Movie Night	45,000		Aim for \$20k profit????
Election BBQ - State	8,000		
Election BBQ - Federal	8,000		
Mothers Day Breakfast	4,000		Net Profit \$2k
Cookbook	500		154 left @ \$10 each. Sold 54 already.
Mothers/Fathers Day Gift Group Acct	4,000		Net profit
Total Fundraising	77,500	0	
Total Income	118,850	13,262	
Expenses			
School Submissions			
Learning & Support teacher	43,000		
Multi-Lit	250		part of Learning and Support
Class Budget	3,900		26 classes now @ \$150
Buddy Bench	0	1,802	Fundraising from last year
			List from Mrs Mamo
			List from Mrs Mamo

			List from Mrs Mamo
			List from Mrs Mamo
			List from Mrs Mamo
			List from Mrs Mamo
			List from Mrs Mamo
Contingency	0		
Total TWPS Submissions	47,150	1,802	
Fundraising			
Trivia Night	2,500	4,011	
Movie Night	25,000	1,628	Securing cinema + screen
Mothers Day Breakfast	2,000		
Fathers Day Breakfast	1,500		Based on FY17
Misc	1,000		
Total Fundraising	32,000	5,639	
Other Expenses			
Misc Expenses	1,100		
Bank Expenses	600	39	
Stationery	330		
Telephone & Fax	350	105	
Accounting software - xero	810	372	
Audit	3,000	30	
Insurance	2,000		
Total Other Expenses	8,190	546	
Donations/Other Submissions			
Band Grant for equipment and Expenses	5,000		
Greenthumbs	3,500		
Wakakirri	1,000	500	
Teachers Lunch	300		
Sports Final Costs	500		
Year 6 Farewell	500	500	
Total Donations	10,800	1,000	
Total Expenses	98,140	8,987	
Net Surplus / (Deficit)	20,710	4,276	

Uniform Account	
Income and Expenditure Statement	
	Actual to 11th Mar 2019
Income	
Flexischools	11,125
EFT	14,103
Cash	1,811
Interest Income	0
Total Income	27,039
Expenses	
Bank Fees	324
Kindy Fittings	0
Expense Reimbursements	506
Wages	9,129
PAYG & Superannuation	378
Refunds	0
Stationery	0
Repairs to shop	384

Payment to P&C Main Acct	0
Total Other Expenses	10,720
Suppliers	
Active socks	0
Battalion School Supplies	0
<u>Cowan and Lewis</u>	
- Short sleeve blouse	1,980
- Short sleeved shirt	1,100
- Summer dresses	1,320
<u>LW Reid</u>	
- Pants (girls)	919
- boys formal shorts	330
- Shorts + Skorts	1,674
- Tracksuit pants	540
<u>Spartan School Supplies</u>	
- Anklet socks	
- Backpacks	3,546
- Chair/Library Bags	768
- Hats	2,744
- Polar Fleece	363
Total Supplier payments	15,284
Total Expenses	26,004
Net Surplus / (Deficit)	1,035

Canteen Account	
Income and Expenditure Statement 2019	
	Actual to 11th March 2019
Income	
Flexischools	16,563
Interest	0
Lunches	3,003
Spring Fair	0
Total Income	19,566
Expenses	
Wages	3,807
Superannuation and PAYG	0
Misc Expenses	0
Pest Control	165
Stationery	0
Telephone & Fax	120
Donation to P&C Main Account	0
Repair to Fridge	0
Total Other Expenses	4,092
Suppliers	
Bakery	1,255
Big Mouth Foods - Sushi	700
Boss Hogs Hot Dogs	0
Cash Purchases - reimbursed	696
Evafresh	972
Islander Food Service	11,348
J B Metro	386
Metro Ice Cream	0
Nippys Milk	0
Streets Ice Cream	0
Sushi 2U	0

Total Supplier payments	15,357
Total Expenses	19,450
Net Surplus / (Deficit)	117

Appendix 4

Uniform Shop Report – P&C 19 March 2019

The uniform shop is still currently operating out of the library, I am hopeful that we can move back down to the shop location towards the end of Term 1 and be fully relocated back for Term 2. The good news is there has been no further flooding with the recent rain. I am currently working on the transition between summer and winter uniform and due to the limited space in the library I am not able to have all uniform options available for sale. During March I have the winter options available for pre-order via Flexischools for delivery in April, or in person during shop hours..

I will be posting details of the what makes up out uniform items on our Facebook page over the coming days in response to questions I am receiving from new families regarding what the winter uniform requirement is, I am hoping to have something for the newsletter next week.

I have been trying to email shop receipts where possible, this is being received quite well. We have managed to disconnect the unused phone line in the shop.

In the last month I have had a couple of issues with items being delivered not as ordered with issues with the printing, these are being resolved by the supplier and will hopefully not impact on sales greatly.

Due to the limited space in the currently location I have delayed calling out for volunteers until I am back in the shop. However, if anyone is interested in helping please let me know.

Thanks

Janine Sherlock

Appendix 5

Canteen report for March P&C meeting

The canteen walls have been painted and they make the whole canteen look a lot fresher. The roster of volunteers is looking great so far this year.

I had a training session with Julie, Shannon and Lisa this week in case I cannot work for whatever reason and it went well. I would suggest though that if I am away that perhaps 2 of them cover me at the same time as there is a lot to remember when you don't do it every week. I have done up a run sheet and am in the process of writing more detailed instructions.

Thanks,

Jane – canteen manager

Appendix 6

MDFDGG P & C Report Term 1, Week 8, 19 March 2019

The group have spent the last few weeks organising stock for our upcoming Mothers Day stall which will be held in Term 2 on Thursday, May 9th.

Current left over stock was approximately 700 items to the the value of \$1,400. As no new stock was ordered in the previous year much of this stock is now at least 2 years old or older so the decision was made to sell much of this stock at cost price this year to make way for newer items.

The group have been looking at various suppliers but are somewhat restricted due to cost, we had had some suggestions to look at fair trade products for example but it's difficult to find items within our budget (sell price no greater than \$10.00) Together as a group we suggested items in many categories and ordered what was within our budget. From previous years experience we are finding that the practical items that appeal to parents are not always what the children purchase, often they prefer the quirky, fun items. We have also found in previous years we had too many different items (over 100) so we have aimed for fewer choices this year which will hopefully make gift selection easier for the students.

We have ordered 36 new stock items from 3 different suppliers. Total spent was \$3,382 on 1,200 items.

Total value of stock on hand : \$4,782.00

Items : 68 (32 from previous years, 14 of which we have less than 10 items in stock)

Quantity : 1,900

At the previous 2 years stalls we have sold approximately 1,500 items so this gives us a buffer of a few hundred items and ensures that all classes throughout the day have a good selection of gifts.

Thanks to our pricing guns purchased last year all stock has already been quickly priced ready for stall day and our website is nearly finished. We will spend the next few weeks finalising arrangements for the stall.

Appendix 7

Report Title:	<i>Band Report</i>
Date :	<i>March 2019</i>

Prepared by:	<i>Robin Beard</i>

Band Update.

Workshop Weekend for Junior and Senior Band was held this weekend just past. The students who attended benefitted from an afternoon of tutorials with specialist tutors and rehearsals with their conductors. It was a positive day and went very fast. Stage Band will have a Workshop on 30th March for Stage Band, 1pm-5pm.

Band Camp planning underway (May 23-24).

Band Meeting next week.