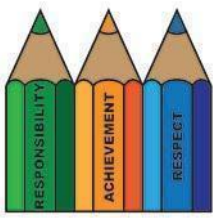


TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 6th of August 2019 Meeting Held: TWPS Library Giblett Ave Thornleigh

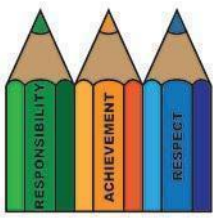
	Chairperson P&C President Vanessa Erickson calls meeting to order at 7:39pm
1. Apologies	Louise Lawrenson, Joanne McAdam, Amelia Riddle, Kath Biro, Nicci Fishwick, Nicole Thompson, Deb Flanagan, Michelle Christopher, Emma Fenton
2. Attendees	Vanessa Erickson, Musette Healy, Cathy Carlton, Janine Sherlock, Sarah Allen, Julie Granville, Julie Tanger, Robin Beard, Leigh Bornstein, Kylie Booth, Vanessa Oliveri, Shirley Lou
3. Opening	Vanessa Erickson
4. Acceptance of previous minutes	Action: Minutes accepted and passed as true reflection Passed: Cathy Carlton Second: Robin Beard
5. Business Arising from Previous Minutes	End of financial year review date - there have been some complications but things are progressing. Hold over to next meeting
	Defence force drive - Jo and Vanessa have been in touch with post office, awaiting dates. Need to set up sign up, there will be a very specific list of items capped at 100 items of each type. Kindy letters very well received, Kevin will drop off 120 Christmas cards for Kindy to write in. Will keep everyone up to date when drive kicks off
	Vizy mates - went live for purchase this term from the uniform shop. Great for safety, will promote heavily to Kindy 2020 \$25 per set. P&C get \$5 donated per set. A few other local schools are getting involved.
	Band insurance updates - Vanessa, Robin, Claudine, Made, Margaret met to clarify details around who owns assets. Instruments owned by school purchased up to 2016. After 2017 purchased instruments belong to P&C. School will donate all instruments to P&C and will Transfer all instruments to P&C and removed from school asset register. All instruments need to be added to P&C asset register. Insurance costs to be investigated and presented at band meeting next week. More details to come.
7. Correspondence	From Nathan Tilbury - TWPS shared footpath. Vanessa Erickson has been speaking to Hornsby council for last 12 months regarding footpaths around the school, Council aware of issue and a shared path is proposed along to Quarter Sessions Rd to connect with Giblett Ave. Currently prioritised as medium for now but is subject to review and adoption by council as part of the "walking and cycling strategy"
8. Principals Report – Julie Granville (R)	Appendix 1 – Full Report. Julie also did a slide presentation on Teacher Mentoring Program.
9. Sub committee Reports	
President Report- Vanessa Erickson	Appendix 2 – Full Report



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Treasurer Report- Xuan Lou	Appendix 3- Term deposit still an issue so cash flow is limited. Still enquiring with Bank. Income on track with budget. Fundraising on track and \$3000 more income than budget. Expenses \$11000 under budget. Other expenses currently under budget. Overall surplus \$1700. Discussed that due to being under budget for the upgrade of the outdoor areas adjustment could be made to the budget for the laptops to allow us to purchase 30 as the price has increased since the quote was obtained. Decision made to increase laptop purchase to 30 laptops utilising the excess funds from the outdoor areas. Passed: Shirley Lou Second: Musette Healey. Vanessa to advise Margaret to purchase the additional laptops to make the total purchased to 30.
Uniform Shop – Janine Sherlock	Appendix 4 – Full Report
Canteen - Jane Barnwell	Appendix 5 – Full Report
MDFGG – Shannon Curran	Appendix 6 – Full Report
Band - Robin Beard	Appendix 7 – Full Report
Green Thumbs - Emma Fenton	Appendix 8 – Full Report
Fundraising- Joanne McAdam	Appendix 9- Full Report
10. Agenda Items	None
10. General Business	Canteen - New freezer is required. Seal is broken and cannot be replaced. Issue from Health Inspection. Jane got 3 quotes and her preference is for the cheapest one via appliances online. They will deliver and take old one away. Still under budget from other upgrades. VOTE: Approved: Shirley. Seconded: Janine. Jane will organise purchase asap.
	Green Thumbs - estimate for wicking beds approx \$900. \$1000 in Green thumbs budget Fiona has an expense of \$100. Spend approved Shirley, seconded Cathy Vanessa Oliveri - School banking - need someone to take up the role of school banking coordinator for 2020. Vanessa Erickson to liaise with Lyndal regarding what is involved and will do a push for some coordinators for next year. Important that this program continues to run.
11. Closing	Meeting closed 9:02pm.
12. Next Meeting	10th September 2019



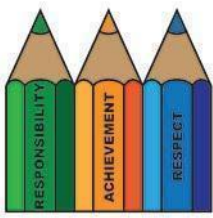
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Appendix 1 – Principals Report

P&C Principals' Report Term 3 Week 3

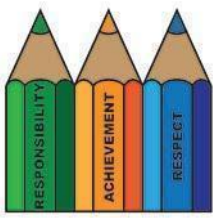
Item	Details
End of Term 2 Events	<p>NAIDOC week a wonderful celebration and link with elder Uncle Neil. He gifted a series of resources for the school library</p> <p>Kindy 100n day – fantastic celebration and milestone for our students</p> <p>PHHS Music links, morning workshop senior band.</p> <p>Dance performance at the Opera House</p> <p>Semester One reports – summary reports available at front office. I thank the teachers for the work put in to creating the reports to reflect students learning, progress and areas to develop.</p>
School Holidays grounds works	<p>Artificial grass areas</p> <p>Soft fall in Support Unit and surround of sandpit area</p> <p>Drainage near bush paths / staffroom door</p> <p>Drainage near uniform shop and hall</p>
Instructional Leadership and Coaching	<p>Term 3 Model of Instructional Leadership.</p> <p>Julie to share overview of Instructional Leadership and the model at TWPS.</p>
Welcome to new staff	<p>Melanie Donohoe on 2A, Robyn Barwell on 3B Julia Spence on K-2 Sport RFF</p>
Technology	<p>Update of roll out 2019 – new set of lap tops. Some older sets throughout the school not reliable. Currently carrying out stocktake and looking at current usage.</p>
Education Week	<p>Always a special event on our school calendar. Thank you to our 4 bands, 2 choirs, drama and dance groups for your performances, along with our teachers and conductors so</p>



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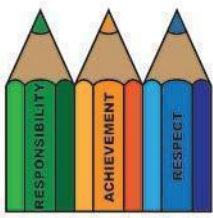
	<p>much preparation goes into an event like this. Sharing our learning is always a highlight.</p>
Term 3 Building works	<p>Thornleigh West has received funding for an upgrade to our roofing. This is significant and will commence later this term. There will be some disruption as we need to coordinate the work and classrooms. The project will result in most of our school having new roofing and an aesthetic lift.</p> <p>Updates and changes will be communicated.</p>
Expectations	<p>Hats, eating areas, morning lines, playground games and expectations. School expectations respect, responsibility and achievement.</p>
Term 3 events	<p>In 11 days of school ... 7 days of excursions / incursions./ 2 performances, 2 carnivals, public speaking competition, KO competition,</p> <p>This term highlights include: WAKA, swim scheme Year 2,, drama performances, zone carnivals, .. much more</p> <p>Congratulations to dance group, being asked to perform at state dance festival – such recognition and wonderful acknowledgement.</p> <p>Open evening next Thursday – all welcome thanks to P&C sausage sizzle. We love to share learning.</p>
Communication	<p>Newsletter / app/ notes / ed smart</p> <p>End of term 3 Parent / teacher interviews. Please do book in. A valuable time to check in with a term of the schooling year to work on goals.</p>
Elite sports achievement	<p>Joseph took part in the School Sports Australia Swimming Championships.</p> <p>He won 1st place in the 11yrs boys 200m Individual Medley, 100m freestyle, 100m breaststroke, 100m butterfly, 50m freestyle, 50m breaststroke, 50m butterfly and 4x50m medley relay. He placed second in the 11yrs 100m backstroke, 50m backstroke and the 4x50m freestyle relay. He went in 11 events and got a medal in every single one of them.</p>



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	<p>He also broke a record in the 11yrs 100m butterfly made in 2015.</p>
<p>News Crew</p>	<p>Mrs Davis has been working with senior students, volunteering as our 'news crew'. Students have written and published the 'Thornleigh Times' a semester 1 publication, reflecting and reporting on the semester events. Copies shared with P&C and also available at the front office.</p>
<p>Enrolments</p>	<p>Kindy 2020 is fast approaching and enrolments are now being accepted.</p>
<p>Follow up from previous P&C</p>	<p>Newsletter items have been discussed at executive and whole staff meetings. Teachers, coaches and leaders of key events are encouraged to write articles for the newsletter to celebrate student achievement and success in a timely manner.</p>



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Appendix 2 - President's Report

Welcome to the 5th meeting of 2019. As always Term 3 starts with a huge BANG - so many events coming up and lots of behind the scenes work. Firstly welcome to Ms Allen - our relieving Deputy Principal. It is lovely to see you back to your 'home' TWPS.

Term 2 ended well with a fantastic successful Pizza Mufti Day. Big thanks to Jo Phillips who worked on a brilliant schedule to ensure that all the pizzas were cooked as per the class orders - so much time was spent to ensure that the students didn't have to wait too long for their pizzas. It was great to have The Pizza Boys back who did an incredible job of cooking well over 1000 slices of pizza.

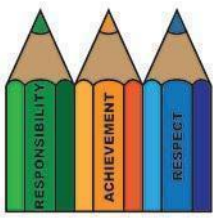
Movie Night is still on the agenda and will ramp up this term. I will be putting a call out for helpers to run some specific stalls - thank you to those who have already indicated that they can help me with the Silent Auction - thanks Kirsty De Vallance and Simone Raison. Of course we'd love more helpers - please come see me if you'd like to be involved. It is all online and I promise it is easy! I AM looking for someone to run Raffle this year. The raffle is a major part of our fundraising - especially this year. PLEASE if you can help - or a few of you can help as a team please come and see me. This is priority.

To be true to the stance of less work for parents, the fundraising team have decided to outsource ALL dinner food options for Movie Night. Although there will be a sign up for stalls, the sign up options will be open to the entire school and not allocated to classes as we will still need volunteers - however taking the food options off the school agenda will ensure that parents aren't overloaded on the day.

We are still signing up Sponsors which is fabulous. Welcome to Westleigh Village - continued GOLD Sponsors, Young Engineers - continued SILVER sponsors of the Lego Competition. We are still in discussions with a few other businesses. If you know anyone that might like to be involved, please get them to contact me!

The Breakfast club have been working on Father's Day Bfast and tickets are selling fast - 180 tickets for 8am and 153 for 7am session have been sold so far - please don't miss out on your preferred time slot. Tickets close 16th August 5pm sharp.

The MDFDGG have been working on the Father's Day Stall. More details on their website and gift list will be released soon. The Stage 3 of the PA is almost close to being finalised. This will be a fantastic addition to our school especially for Movie Night!



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As you have all no doubt seen, the upgraded outdoor areas are now completed - outside the library and opp TWOOSH. Both spaces look amazing and it is so great to see great new spaces for the kids to enjoy.

Margaret has ordered the new laptops. Unfort since the quoted period earlier this year, the laptop price have increased by \$100 each - so Margaret has ordered 24 (instead of the 30 budgeted for) to keep within the approved P&C budget.

Thank you to Jane in Canteen who has signed us up to the Fruit & Vege Canteen Competition. Details went out to all families via email today.

An Expressions of Interest for a family Gingerbread making event in December went out via FB last week - the response was well and truly a YES so that has been booked in. Pre orders will need to be finalised mid October so details will be released on Flexischools soon.

Thank you to families who signed up to donate a wonderful morning tea at the Education Assembly yesterday. As always families jump in and help! Thank you also to those on the Executive who have put their hand up to cook the sausage sizzle for Open Night next Thursday evening. A sign up will be sent around for some helpers to help serve in the evening - if you can volunteer for just 30mins that would be great.

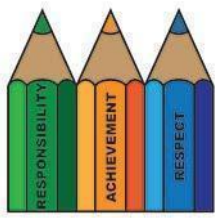
I have invited Ross Warren to come along in week 8 for a Meet the principal Q&A session. This is open to all parents of course. It will be a great option for Year 6 families to meet Ross informally for those who are sending their students to PHHS.

Lastly, a reminder about school safety. Jena from TWOOSH has contacted me regarding many families before and after school not adhering to road rules and has seen many near misses. There is a continued issue at both morning and afternoon at drop off and pick up - the rangers have been around the past few weeks, including the police. Please choose safety over convenience.

Please keep an eye on FB as lots of messages go out during this busy Term. Thank you all and have a great Term!

Vanessa

Appendix 3 - Treasurer's Report

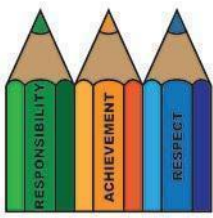


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Actual Vs Budget Comparison Jul-19	YTD Act	YTD Bud	Var
Income			
P & C Subscriptions	28,824	16,336	12,488
Interest Received	-	-	-
Commission on Student Banking	1,085	588	502
Canteen Donation	-	-	-
Uniform Shop Donation	-	-	-
MDFDGG Donation	5,000	5,000	-
Term Deposit	-	15,000	(15,000)
TWOOSH Contribution to PA	2,000	2,000	-
Total Income	36,909	38,919	(2,010)
Fundraising (Forecasted)			
Trivia Night	150	-	150
Easter Raffle	2,865	2,800	65
Mufti Day Term 2	(400)	1,000	(1,400)
Mufti Day Term 3	-	-	-
Movie Night	5,605	5,000	605
Election BBQ - State	4,867	5,450	(583)
Election BBQ - Federal	7,419	5,000	2,419
Mothers Day Breakfast	1,476	1,000	476
Fathers Day Breakfast	-	1,000	(1,000)
Photo Shoot Fundraiser	-	-	-
Misc	(3,781)	501	(4,282)
Total Fundraising	18,202	21,751	(3,549)
Total Income	55,111	60,670	(5,560)
Expenses			
School Submissions			
Multi-Lit	(218)	(250)	32
Canteen Equipment Upgrade	-	-	-
Class Budget	-	(400)	400
Soft fall Silver Seats/Sandpit area	(23,824)	(35,000)	11,176
Laptops	-	(6,000)	6,000
Smart TVs	-	(5,000)	5,000
PA System - Stage 3	(22,000)	(23,000)	1,000
Defib	(1,980)	(2,000)	20
Contingency	-	(1,875)	1,875
Total TWPS Submissions	(48,022)	(73,525)	25,503
Other Expenses			
Misc Expenses	(1,664)	(642)	(1,022)
Bank Expenses	(159)	(350)	191
Stationery	-	(193)	193
Telephone & Fax	(105)	(204)	99
Accounting software - xero	-	(473)	473
Audit	(3,080)	(3,000)	(80)
Insurance	-	(664)	664
Band Equipment Insurance	-	(3,000)	3,000
Total Other Expenses	(5,008)	(8,525)	3,517
Donations/Other Submissions			
Band Grant for equipment and Expenses	-	-	-
Greenthumbs	-	-	-
Wakakiri	(500)	-	(500)
Teachers Lunch	-	-	-
Sports Final Costs	-	-	-
Year 6 Farewell	128	-	128
Staff Room - Milk/Tea/Coffee	-	(583)	583
Total Donations	(372)	(583)	211
Total Expenses	(53,402)	(82,633)	29,231
Net Surplus / (Deficit)	1,709	(21,963)	23,671

Appendix 4 - Uniform Shop



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Firstly I would like to say a huge thank you to Shannon and Kate for helping me out in the shop at the end of last term while I was away, their help was greatly appreciated.

Term 3 has started relatively quietly as we expected. I will be using this term to work through what is required for Kindy Orientation as well as finalising pricing requirements for 2020.

Summer Stock orders are well underway and I expect deliveries in early term 4. We will be introducing a new sports skort for the girls in term 4 which includes the school logo to align them with the sports shorts, these will be available on presale at the end of Term 3.

Appendix 5- Canteen Report

The dishwasher was installed and is amazing. One of the freezers needs replacing as the seal is gone and the seal cannot be replaced, this was picked up by the health inspector.

The Eat Fresh campaign starts this week, I will report next meeting if it has been well received by the students.

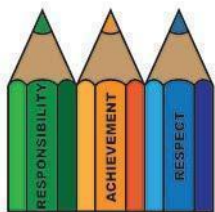
Appendix 6- MDFDGG

The group have spent the past few weeks in preparation for the upcoming Father's Day stall. Stock was ordered at the end of last term and delivered in week 1. We have over 30 new items plus some leftover stock from last year. This year we have gone with more joke, fun style gifts. We are finding that gifts that are practical and functional do not seem to sell very well and the children find the fun items more appealing. All items have now been priced and packaged and a website featuring photos and pricing is now live.

This year the stall will be held on Tuesday (August 27) rather than Thursday due to a conflict with Wakakiri.

We will be returning to individual gift wrapping rather than paper bags which we trialled last year. Feedback was that parents preferred the items to be gift wrapped. As we have no conflict with Spring Fair and volunteer fatigue we will be putting a call out for wrapping volunteers over the next week.

Appendix 7- Band Report



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TWPS P&C

Report Title:	<i>Band Report</i>
Date :	<i>August 2019</i>
Prepared by:	<i>Robin Beard</i>

Band Update.

Instruments – will provide an update on instrument ownership / insurance.

Stage Band performed at the Sydney Opera House at the Jacaranda Concert on 31st July, part of the Festival of Instrumental Music. A great honour for all the students and the school. A great reward for all the hard work by the students, parents and Mr Bell. Stage Band also performed recently at the Cracker Night at Ruddock Park.

All bands performed at the Education week and will be taking part in the School Band Festival on Sunday 11th, at Chatswood this year. Times in Week 2-3 Newsletter.

We're planning recruitment for 2020, 'Have a Go' day will be 31st Oct and information night on 4th Nov.

Appendix 8- Green Thumbs Report

Garden Club is on a Tuesday lunchtime and there is a Sign Up link in the Facebook Group to help out if you are interested in coming in.

The teachers also have planting boxes so be sure to ask your child if their class is planting and ask the teacher if they need any extra help.

Mrs Liddle has asked us to look into converting some of our existing garden beds to Wicking Beds so that they are more drought tolerant and are more economical in terms of water use.

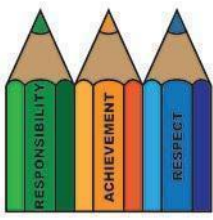
Fiona Greenwood is helping her to do up some costings to make sure it's within our budget for the year.

We will also need to get the water tank pump repaired again, this has been done in the past so we are hoping to find out if it's the same issue and what can be done to stop it breaking again.

We would be delighted to help with the Movie Night Fundraising by running a Plant Stall and many of our members are already planting seedlings for it. We'll coordinate our efforts through our Facebook Group.

Overall the Garden is growing well.

Appendix 9- Fundraising Report



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We finished term 2 with the pizza mufti day. With some tweaks to the schedule the pizza day ran more smoothly this year, the kids enjoyed pizza and we raised a total of \$1409.

Coming up is the Father's day gift stall and breakfast with many thanks to the MDFDGG and the Breakfast team. We will be finishing this term with another mufti day with a special lunch. The Coon toastie truck will be coming to school. Other than \$100 to hire the truck and manager for the day Coon will supply us with the ingredients ensuring that each cheese toastie sold will secure us a good profit. It is also sure to be a great day.

This term the fundraising team will also be working on planning for Movie Night, Family Photo Day and Christmas Gingerbread House afternoon.