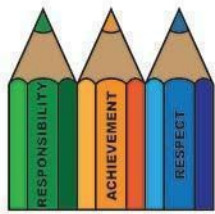


# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 3rd of December 2019 Meeting Held: TWPS School Library Giblett Ave Thornleigh

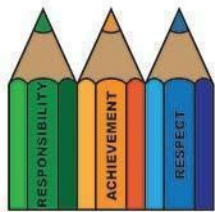
|  |  |
|--|--|
|  | Chairperson P&C President Vanessa Erickson calls the meeting to order at 7.40pm  |
| <b>1. Apologies</b>                              | Michelle Christopher, Kylie Booth, Cathy Carlton, Emma Fenton, Jane Barnwell and Lisa Pang   |
| <b>2. Attendees</b>                              | Vanessa Erickson, Louise Lawrenson, Musette Healy, Joanne McAdam, Julie Tanger, Janine Sherlock, Leigh Bornstein, Robin Beard, Shirley Lou, Amelia Riddle, Kerith Massey, Chantal Mamo, Julie Granville, Kate McGettigan, Fiona Greenwood, Deb Flanagan, Vanessa Oliveri   |
| <b>3. Opening</b>                                | Vanessa Erickson   |
| <b>4. Acceptance of previous minutes</b>         | Action: Minutes from previous meeting accepted and passed as true reflection<br><br>Passed: Julie Tanger<br>Second: Amelia Riddle  |
| <b>5. Business Arising from Previous Minutes</b> | <b>P&amp;C Dungeon Clean Out-</b><br>Just prior to Movie Night the P&C purchased 12 new tables to use for school and P&C events. Vanessa spoke to Paul and we are hoping to get rid of the remaining old tables that are stored in the Hall as they are just too heavy. Would be good to look at replacing these next year. The dungeon has remained clean post Movie Night. |
| <b>7. Correspondence</b>                         | Hornsby Council - Correspondence regarding all of the parking changes in streets surrounding the school. These have been explained to parents in the newsletter. Hornsby Council will notify the school when this will come into effect.   |
| <b>8. Principals Report – Chantal Mamo</b>       | Appendix 1 – Full Report.  |
| <b>9. Sub committee Reports</b>                  |  |
| President Report - Vanessa Erickson              | Appendix 2 – Full Report   |
| Treasurer Report - Xuan Lou                      | Appendix 3 - Full Report   |



# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 3rd of December 2019 Meeting Held: TWPS School Library Giblett Ave Thornleigh

|                                |  |
|--------------------------------|--|
| Uniform Shop - Janine Sherlock | Appendix 4 – Full Report<br>Proposed Changed Hours for 2020<br>Passed: Musette Healy<br>Seconded: Joanne McAdam  |
| Canteen - Jane Barnwell        | Appendix 5 – Full Report<br>Proposed keeping Paid Canteen Helper on a Friday in 2020<br>Passed: Julie Tanger<br>Seconded: Deb Flanagan   |
| MDFDGG – Janine Sherlock       | 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  |
| <b>10. Agenda Items</b>        | <p><b>Movie Night Debrief</b><br/>Vanessa discussed Movie Night and talked about what went well and what didn't. Overall happy with how it went. Movie Night was about a year off for the parents, but realistically, it was a lot of work. Very frustrating with chasing for Rides purchases (especially as when MN was discussed it was all about the rides) we had to meet a minimum order to break even. We made it only just. Chasing for sign ups which was more of a challenge than expected as parents could choose this year with what stall they participated in v's Spring Fair where you are allocated a stall. Discussion on perhaps stall allocation is actually better and easier.</p> <p><b>Fundraising 2020 Discussion:</b><br/>Vanessa been thinking about plans for 2020 and discussed the issues with Volunteer Fatigue and over the past 5 years, she felt that this has been the toughest. More and more parents are both working, finding it very hard to get different / new parents to sign up. Always the same people. Quite stressful constantly seeking helpers - no event can run without help. Last year as President and thinking about streamlining for incoming president so not overwhelming. Suggest for 2020: No Spring Fair / No Movie Night. A real full break from huge commitment from parents and may put the zest back for Spring Fair for 2021. Lots of discussion regarding other fun options for kids if no</p> |



## TWPS P&C

# THORNLEIGH WEST PUBLIC SCHOOL

## P&C Meeting Minutes

### Tuesday 3rd of December 2019

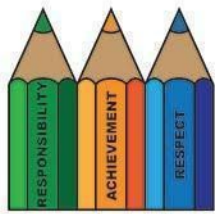
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh

Spring Fair. Rides discussed. Vanessa said her preference for MN this year was no rides as it is so time consuming and stressful to meet targets. Based on last year's discussion about MN parents passionate about rides. It was really stressful meeting the target to break even on rides this year. Numbers for rides tickets was about 200 tickets down from previous years. We only just made the break even point with constant reminders. Discussed Colour Run as major fundraiser - relatively easy to run. Kids absolutely loved it last time. So did parents. Discussed doing it independent of company and getting rid of prizes. Just more junk for parents to deal with. Team discussed seeking prize per year group for most money raised (this is always well rec'd by students for raffle) and overall Class Party. To run in conjunction with Olympics in July. Vanessa & Jo will look into online sponsor options. Vanessa & Jo to look into online sponsorship - will chat to Flexischools to see if we can do it via them as their fees are the lowest compared to some other online sponsorship portals and parents are familiar with Flexischools. Discussed school will run a night Disco again for kids as successful this year. Raising money for StoryDogs. Discussed keeping Mufti Days.

Suggest: Keep Mufti Days in Term 1/2/3 only. Term 4 is just so busy and everyone tired. Too many things going on. Keep Easter Raffle as easy to do. Suggest: 2020 to be "Focus on Farmers". A good time to really discuss empathy and compassion with TWPS students and raise money for those who are struggling in the busy. Recommend: Bush Dance Fundraiser for Farmers in Term 1 - Chantal would like to do this as the school has been allocated a regional school in Cowra. Raise money via a Bush Dance Sat Night event. Adult only event as BYO drinks. Prizes some fun games. Ticketed. Chantal has a team of teachers ready to be involved. Vanessa has booked a date and band (March 21st) and has negotiated a reduced rate with band as a fundraiser however is seeking a parent team to work with Chantal & teachers.

Vanessa would like to step back from events in 2020 and take on a background mentor /advice role and really encourage others to come and help. It is a great opportunity to get involved and it is fun planning an event. Jo to take on full role of Fundraising with mentor from Vanessa. Discussed that we have really spent a lot of money and the school has really updated alot of items the past 3 years. There are always things to do however big ticket items are done and are visual to families which is what Vanessa was passionate about these past 3 years (outdoor spaces /PA/Technology) Money Suggestion: Bush Dance profit donate to Farmers. All Mufti Day money raised be donated to the Farmers. Discussed Colour Run in conjunction with Olympics as the school major fundraiser for 2020 in July. Other fundraising for school: P&C Contributions to go to school. Jo would like to run a Stationery Drive over Term 2/ Term3 for our Cowra school. Has been in discussion with Thornleigh Post office regarding items at cost price and them posting to Cowra at no cost. More on this in the new year. More discussion about ensuring we are still allocating money to our students.

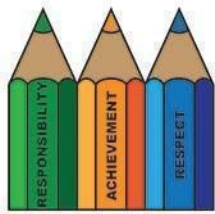
Vanessa believes that colour run and P&c Contributions together with Mothers Day/Fathers Day stalls / breakfasts, canteen contribution and potentially another gingerbread event (decision to be



# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 3rd of December 2019 Meeting Held: TWPS School Library Giblett Ave Thornleigh

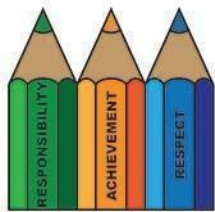
|                                    |   |
|------------------------------------|---|
|                                    | <p>made after 1st event in 2 weeks) we would still raise at least \$50k. Only suggesting that Bush dance / mufti days / stationery drive be allocated to Farmers. Lots of agreement on this. Agreed that first meeting of 2020 will vote on No Spring Fair / No Movie Night. Need to keep in mind Colour Run in July and SF potentially in August (including Fathers Day &amp; Waka) so we have a lot of calendar clashes to consider. Vanessa suggested that if someone wanted to take on the SF role then they are welcome but believes it is a good time to have a good break.</p> <p>Will release a Calendar of events beginning of year - so parents have details and dates to save.</p> <p>Additional Discussion: Attendees were in support of Vanessa's proposal. Musette raised questions regarding Bush dance and would it be as well attended being adults only rather than a family activity considering that families would then need to consider babysitting costs when thinking about attending and this could potentially impact numbers. Other questions raised included would these initiatives get the support of parents when their kids are not those that are benefiting. Thoughts were that this may be the case for some people however the thought was that we can teach our children some important lessons through discussions and by role modelling. Idea reinforced that not all fundraising for the year would be focused on the farmers, there would still be some for the school ensuring we can still support students and there are reserves available if necessary.</p> <p>Action: Main fundraising for 2020 will involve a Bush dance (Fundraiser for Farmers) and Colour Run in conjunction with Olympics (School Fundraiser). Vanessa to put a SAVE THE DATE out on Facebook for Bush Dance before end of year and do a poll to parents regarding ticket pricing options for this fundraiser for the Farmers. Plus a call out for team of helpers for event.<br/>Passed: Deb Flanagan<br/>Second: Louise Lawrenson</p> <p><b>President role 2020</b><br/>Vanessa discussed that this is her last full year as President as coming into 3 years. Will be President until March AGM it would be good for someone to think about taking on the role next year so she can be there to shadow them through it while she still has three years left at the school.</p> |
| <p><b>10. General Business</b></p> | <ul style="list-style-type: none"> <li>● Auditors have offered \$1000 to the P&amp;C to help with purchase of an item. Vanessa contacted and suggested new fridge for Hall Kitchen as the current one is old / missing shelving. Has looked up APpliances OnLine as they will deliver, take the old one away. Vanessa to coordinate with Paul for best delivery access down side. Auditors will pay direct. Vanessa to contact Auditors to coordinate.</li> <li>● Environment Committee - would like to put feelers out for Enviro Committee for 2020. Work with teachers re: recycling. Currently Vanessa liaising with Robyn Barnwell and Emily</li> </ul>  |



## TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

|                 |  |
|-----------------|--|
|                 | <p>L re: bin pick ups. Bins have been moved from Year 3 block as stinking/bugs. Vanessa contacted RedCycle about possibility of getting another 2 bins. Vanessa looking into lockable storage area for Bins unfortunately cans get stolen as they are seen as cash.</p> <ul style="list-style-type: none"><li>• Environment Club - Choose itunes Voucher Winner. Musette Healy did via Random App and RONAN WILSON was the winner.</li></ul> |
| 11.Closing      | Meeting closed 9.31pm  |
| 12.Next Meeting | February 11th 2020   |



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

### Appendix 1 – Principals Report

## **Principals Report - Term 4 Week 8**

### **Band**

Thank you to the team who organised a great “Have a Go” session for our Year 2 students. Many students are keen to join the band. Thank you to Nicole Ng and Robin Beard who have led the band the last few years. Each year it gets stronger. Thank you Aimi Forsyth for stepping up in the band coordinators role.

### **Kindergarten 2020 Transition**

This was well attended. We have 80 students enrolled for next year. This program is great for the students to get to know the school environment while parents make connections with the school and each other. Thank you to the panel who helped, band and the Year 5 buddies.

### **Basketball Girls State**

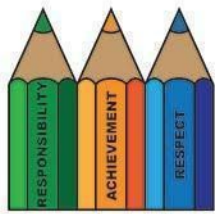
The girls did themselves and the school proud, coming third overall in the entire state. They displayed an excellent attitude, never giving up no matter the circumstances and always displayed a high level of sportswomanship both when winning and in defeat. Well done and congratulations on all you have achieved this year!

### **Bushfire Update**

We have a detailed plan in place. Currently working on clearing Quarter Sessions Road area from the scrub. Fire pump is with public works (sit above assets) for approval the quote was \$2500. Once approved the contractor will be able to fix.

### **Instructional Rounds**

We welcomed our network off schools a few weeks ago. The problem of practice was: How well do the qualities of the tasks deepen thinking and learning? Does the task: - challenge students to move beyond their current level of understanding and skill in the reasoning of the discipline? - encourage students to generate



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

and articulate original ideas, explanations, solutions, responses or findings? - promote students' understanding of big ideas? and - ensure deep understanding and thinking?

We received some authentic data and future directions.

### **Count Us In**

As a whole school teachers used the Count Us In for music programs. The whole school singing was lovely.

### **Movie Night**

Thank you to Vanessa and the amazing team for a fantastic night! It was great to see the sense of community. From stalls to performances it was excellent – thank you.

### **Remembrance Day**

Thank you to Mrs Granville and the school leaders for a special Remembrance Day. Students displayed great respect.

### **2020**

The executive team are working on the strategic plan and staffing for 2020. It is a busy time of the year. Families will not know their child's teacher prior. There will be changes to a few things in 2020.

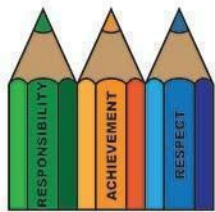
### **Kindergarten Robotics**

Kindergarten are currently involved in the robotics program. It is amazing to see their growth and engagement in the learning.

### **Cyber Safety**

Tomorrow is the first workshop for parents. We have 67 registered and 80 for the evening session. This is excellent – thank you. We hope in 2020 we will look at engaging parents in learning more eg how to support your child at home with literacy and numeracy.

### **Mass Meeting**



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

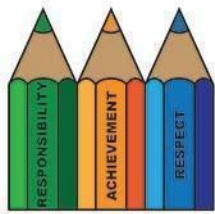
The Teachers Federation has called a mass meeting Thursday 5 December. There will be minimal supervision until 11.25am.

### **Teacher professional learning**

Looking at doing a Saturday and two twilight lessons in lieu of 17 – 18 December. This needs to be documented in P & C minutes.

Thank you for your support in 2019! We look forward to 2020.





## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 2 - President's Report**

#### **President's Report – 3rd December 2019**

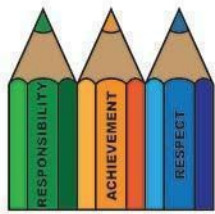
Welcome to the 8th and final meeting of 2019. We made it! WOW what a great year it has been! This term has felt like it has been forever however the year has gone by in a blink of an eye! I won't recap our full year of activity however I'd like to take this opportunity to really thank some key people behind the scenes for our Major Fundraiser this year - Movie Night

Honestly it could not happen without the amazing support of so many fantastic people in our school - I really want to formally thank those who went above and beyond helping pull this event together so please bear with me as I believe it is important to formally acknowledge this amazing team!

Jo Phillips. Jo has been amazing at her first official fundraising convenor. Thank you Jo you have been amazing and fun and so easy to work beside and you are a passionate fundraiser! My Fundraising Soulmate! Thank you for all your admin work on Movie Night and especially the Hall Entertainment which was fantastic and of course your unwavering help and support on the day - you are an absolute star and powerhouse! You are going to be the newest TWPS fundraising star I know it!

Musette Healy. Musette is such a great back up advisor for me and her wealth of knowledge for events and calming nature was fantastic - she was also a powerhouse on the day and didn't stop running! Thank you Musette for just saying YES when I needed anything.

Shirley Lou & Made Riddle - Thank you both so much! Both Shirley survived their first major event as the new treasury team this year - they were absolute machines on the day and then backing up this week with end of financial year - all I can say is THANK YOU ladies and for all your incredible hard work, putting up with my late whatsapp messages/texts/emails to make sure this event was on track and getting information out of my head.



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

Cathy Carlton. Cathy was such an incredible behind the scenes master! From dropping posters to Sponsors, from letterbox dropping to being here all day on the Friday before the event in helping set up the Hall. Cathy also was a machine on the day with early set up with the crew and also packing down the hall and running so many errands in between.

Deb Flanagan. Deb just gets in and goes. She was a great help with Treasury this year and also for the crew on the actual day of Movie Night. Thank you deb for always saying YES I can do it.

Louise Lawrenon. Louise really rounded up the troops and got stuff done! Thanks Louise I know you really love my long reports ;)

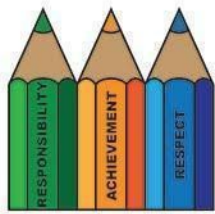
Janine Sherlock. Janine is just so great at doing what ever needs to be done right then and there. She set up our amazing Sign Up system and all that back end admin work is time consuming.

James Axisa. Big shout out to James who took 2 days off work to drive to Rozelle to pick up our Art easels and then take them back on the following Monday. Your time and help was amazing!

Leigh Bornstein. Leigh just gets stuff done - from Banners, the hanging banners to taking banners down to printing and everything in between - thanks Leigh!! And also a thanks to Steve Bowllly who helped put up the giant banner at St Agathas and took it back down over the weekend.

Kim Richards. Kim and I worked for months on the marketing materials for Facebook, the competitions and the event program and again worked through my many MANY revisions!

Simon Raison & Kirsty De Vallance. What an amazing Silent Auction Team - they absolutely smashed it with over 220 donations valued at over \$20k for silent auction - we haven't QUITE hit the \$10k mark online but we are super close! Thank you both so much for just getting in there and doing it. They were the dream team and just got it done! I know the team - especially Simone has spent hours and hours contacting businesses and getting Silent Auction live! The Silent Auction was a major contributor to our event profits.



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

Mel Barter. Thank you Mel for taking on Raffle this year. Mel distributed, collected tickets, kept records and counted money and did all the class winner calculations and kept a super tight spreadsheet. I know Mel again Raffle was a major contributor to our event profits.

Amber Moyes. Amber put her hand up to run the Cake Stall again and it was amazing with the Cake Stall being the biggest amount raised on the day in profit. Of course Cake Stall can't happen without the amazing TWPS parents caking and baking and donating to the stall - so thank you everyone!

Janelle Behrens. Janelle is our Choc Toss queen! She wrangled almost 500 blocks of chocolate and the queues were insane - I am sure the most popular stall amongst the kids! Thank you Janelle.

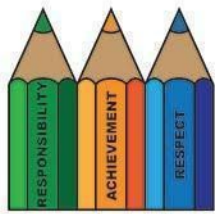
Emma Fenton & GT Group. Big thanks to the team for planting, growing and displaying such a great range of plants on the day. The team were hit hard with plant loss during the extreme heat but still managed to have a huge stall of plants on sale. Thanks team

Matt Dalziel. Matt is our superstar Sound Crew. He ran the Hall Entertainment on the day including doing a major sound reccy with me the day prior to ensure that we weren't going to have any power surges! Thank you Matt for always being available to help!

Trevor Long. Trev is our ultimate MC. Second year in a row he flew in from Korea that morning to make it back in time for Movie Night. He spruiked and talked up all areas of Movie Night for us and got everyone spending and we really appreciate his time he gives up being MC for us!

Nicole Ng. Again the Band were impeccably organised as always and Nicole did a great job with the Snr Band performance.

Kate McGettigan who put her hand up to LetterBox Drop the left over flyers.



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

Mrs Mamo & Mrs Granville. What a duo! Thank you BOTH for answering my tireless emails and just agreeing to anything that the team needed! There were some sleepless nights with library roofs coming off the week before Movie night but as with all events it always just works out! And Mrs Mamo THANK YOU for being such a good sport and getting into the Dunk Tank! Of course it was supposed to be 38d that day and the weather turned and it was freezing! You were a STAR! Mrs Granville what a deadset target throw you have! I hope everyone saw the video on FB of Mrs G dunking Mrs Mamo into the tank! It is hilarious!

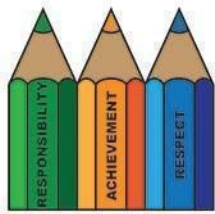
Miss Lundstrom. A massive shout out to Emily who literally walked around ALL day with the environment club kids and collected cans and bottles for our recycle program. At one point I saw her head in a bin with a stick....she is AMAZING!

Mr Jack Watkins. Thank you to Jack for being our MC for the Hall Entertainment program! He was entertaining and kept the show going. PLUS not to mention Mr Watkins was our FIRST dunker of the day in the tank!

Teachers of TWPS. A big thank you to ALL teachers at TWPS. This year was the first Class Painting 'challenge' and although greeted with a little apprehension, they all got on board and we were so lucky to have such incredible paintings by all classes that raised so much money for our school.

TWPS Office Staff especially Margaret Gordon. The office staff I am sure are sick of me popping up at the window in the office! They go absolutely above and beyond for me and the P&C from collecting lollies, competitions, raffle tickets, storing gingerbread houses and chocolate to distributing non pick up Silent Auction items, and printing printing printing and of course more. Margaret is absolutely AMAZING and I just can't thank her enough!

Lisa Dula / Katie Hokin & Aimi Forsyth. THANK YOU Lisa & Katie for pinning up our amazing creativing writing & colouring in competitions. They looked amazing across the back hall! Thank you also to Aimi Forsyth who came in and helped with Lego Displays and setting up the Class Paintings!!!



## TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

MASSIVE thanks to the incredible Sponsors that sponsor our school. Sponsorship means that costs for this event are covered and we can make a decent profit. It costs about \$15k to put on Movie Night (more for Spring Fair) so Sponsorship is so important for our fundraising dollars! I'd like to officially thank them all individually: Ray White - our Platinum Sponsors for the 5th year in a row. Dion, Nathan and the team are great advocates of our school. Thank you Ray White! Gold Sponsors: Westleigh Villages, Scooda Brand Merchandising, Jazzy Photography, Di Jones & Soames Real Estate. Silver Sponsors: Mint Fresh IGA, Normanhurst Vet, Aquabliss, F45 Training Westleigh, Young Engineers. Bronze Sponsors: JSW Plumbing, Deskhub, Dentist @ Westleigh, Mathnasium & Northpoint Bookkeeping. Our event is a huge community event and it is always so great to get emails from Businesses asking if they can Sponsor.

LASTLY \_ Thank you TWPS Parents. I know I pushed and pushed on FB and Email and Stream about rides tickets, cakes, Lollies, and volunteering on the day and I am always amazed at how these events come together with so many being involved. It really is a HUGE team effort. These events do not just happen - the reality is, is that it is 12 months of everyone working together to make it happen. THANK YOU to everyone who volunteered on the day, baked a cake, made some lollies, bought a silent auction item, bought ride armbands, let their child enter a competition - it all makes it worthwhile to see everyone having a great day!

SO....I know everyone is busting for the final figure. I'd like to say that the last Movie Night we ran 5 years ago made a profit of \$18k. We budgeted for \$20k and we made a profit JUST shy of \$30k - about \$29500 - unfort the bank fees and paypal fees took out the last \$500 but beside that I am BEYOND happy to be involved in this event and it is \$29500 more than we had the day before Movie Night.

I know the stall teams are keen to know what their final profit raised from Movie night is also: I will upload all this on FB:

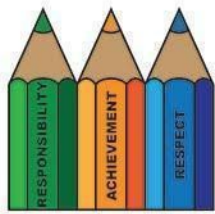
Cake Stall \$1608.85

Lolly Stall \$610.70

Choc Toss \$1010.70

Farm Friends \$425.35

Little Builders \$248.20

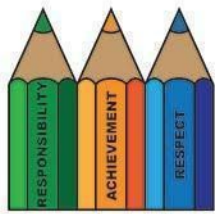


## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

9D Cinema \$563.00  
Dunk Tank \$773.85  
Garden Stall \$570.00  
Info Stall \$8.00  
Gamer Stall \$285.00  
Raffle Sales on the day \$194.00  
Fairy Floss \$562.00  
Lego Guessing Comp \$60  
Gates \$1380.35  
Rides \$2759.00  
Competition Entries \$387.00  
Raffle \$  
Silent Auction \$

I also wanted to just make a special note to some very amazing & inspiring Year 4 students that organised a meeting with me proposing to run a stall at Movie Night for Charity. I met with Amelia Moyes, Ava Arizabel, Jasmine Dula, Martha MacFarlane, Madeline Ireland and Diya Shrana and they presented an amazing initiative of running a Book Stall at Movie Night to raise money for Stewart House. I fully supported their idea and gave them some event advice. The girls collected donations, made signs and had a clear plan on how they wanted to run their stall. The stall looked amazing on the day and I loved their team T-Shirts! They arranged for 2 local businesses to donate toward their efforts - Ramakers Architects would match dollar for dollar what they raised and Westleigh Mezze Bar donated \$250. I am so happy to announce that the girls raised an absolute amazing amount of \$1100 to Stewart House Charity. The money was made up from \$425 raised on the day, matched by Ramakers Architects and \$250 from Westleigh Mezze Bar. They are all entrepreneurs in the making and it was so great to see them working on the day of Movie Night together and what an amazing amount to donate to a worthwhile cause.



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

Finally, there are some End of Era Thank You's that need to be mentioned. These parents have made big and well noted contributions to the P&C and School over the past 7+ years while they have been at TWPS. These people are all amazing parents who contribute so much behind the scenes and they will be very missed.

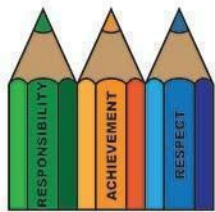
Lyndall Staff. Lyndall has run School Banking forever and she is leaving TWPS with her last child, end of this year. Thank you Lyndall for your amazing efforts for School Banking! Lyndall has passed the baton on to the new team and they are all systems go for 2020.

Lesley Zeigler. Lesley is also leaving TWPS end of 2019 with her last child. Lesley has contributed and done so many amazing jobs for the P&C and Band over the past 7 years from class parent many times, to Band Coordinator, to chief Website uploader and has also done some work on this year's Year 6 Farewell. Thank you for all your hard work Lesley.

Kerith Massey. Kerith has been a fantastic advocate and supporter of the P&C throughout her many years at TWPS. From helping in uniform shop, many spring fairs, walkathons, movie night, class parent and also the up and coming year 6 farewell (her 3rd!) She has done many favours behind the scenes and was the first person to say Hello to me when we started at TWPS 5 years ago!

Kirsty De Vallance. Kirsty also has been a huge asset to Band and the P&C over many years being involved in many Spring Fairs with FacePainting and fundraising. Again Kirsty was a huge part in the Silent Auction for Movie Night and also the up and coming Year 6 Farewell.

As we come to the end of another year, this will be my last full year as P&C President - till the AGM in March. I wanted to say THANK You to everyone for your trust in me (and for listening to my long reports!) I have loved being on the committee and working with the school to ensure that the vision of our school comes to life. I am so proud of the achievements of the P&C the past 3 years and am so grateful that my kids are able to attend such a wonderful school. I often get asked - why do you do it? I do it for my kids.



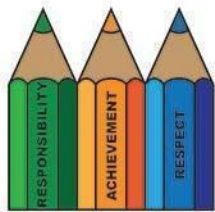
## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

Thanks all. Happy Xmas - take a well earned break and I look forward to seeing everyone in Feb for Meeting 1 on 11th Feb

VANESSA





## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 3 - Treasurer's Report**

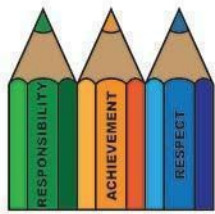
## Treasury Report FY19

1. Financial matters update

- a. Thanks for Deb, Janelle, Claudine and Lisa's help with the Movie Night Treasury duty.
- b. Financial Year End Preparation completed.

- Thanks Claudine to sort out all the band asset list over the last couple of months. We have successfully capitalised \$124k of Band Asset. A regular depreciation started from Nov 19'
- Thanks for Jannie performed a stock take on 27<sup>th</sup> November. The Uniform Shop Inventory revolution has completed. Uniform shop holds \$77,624 of inventory on hand at 30<sup>th</sup> November.
- All year end accruals are completed.
- We have completed the full bookkeeping in Xero. This is the first year that we will be audit with the system record.
- Term deposit – rolled over into 3 months Term deposit mature on 6<sup>th</sup> Feb 2020.

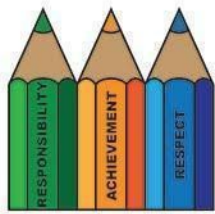
2. Financial Reports FY 19 - see below



# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 3rd of December 2019 Meeting Held: TWPS School Library Giblett Ave Thornleigh

| Actual Vs Budget Comparison Nov-19    | YTD Act         | YTD Bud          | Var            | Comments   |
|---------------------------------------|-----------------|------------------|----------------|--|
| <b>Income</b>                         |                 |                  |                |  |
| P & C Subscriptions                   | 28,824          | 30,000           | (1,176)        | Including 2H18 Subscription \$12.5k  |
| Interest Received                     | -               | 480              | (480)          |  |
| Commission on Student Banking         | 1,395           | 917              | 478            |  |
| Canteen Donation                      | 10,000          | 15,500           | (5,500)        |  |
| Uniform Shop Donation                 | -               | 5,000            | (5,000)        | No contribution this year  |
| MDFDGG Donation                       | 13,000          | 5,000            | 8,000          | Extra contribution   |
| Term Deposit                          | 15,000          | 15,000           | -              |  |
| TWOOSH Contribution to PA             | 2,000           | 2,000            | -              |  |
| <b>Total Income</b>                   | <b>70,219</b>   | <b>73,897</b>    | <b>(3,678)</b> |  |
| <b>Fundraising (Forecasted)</b>       |                 |                  |                |  |
| Trivia Night                          | 150             | -                | 150            |  |
| Easter Raffle                         | 2,865           | 2,800            | 65             |  |
| MuftiDayTerm2                         | (180)           | 1,000            | (1,180)        |  |
| MuftiDayTerm3                         | 407             | 1,000            | (593)          |  |
| Movie Night                           | 26,395          | 20,000           | 6,395          |  |
| Election BBQ - State                  | 4,867           | 5,450            | (583)          |  |
| Election BBQ - Federal                | 6,742           | 5,000            | 1,742          |  |
| Mothers Day Breakfast                 | 1,216           | 1,000            | 216            |  |
| Fathers Day Breakfast                 | 1,412           | 1,000            | 412            |  |
| Photo Shoot Fundraiser                | 1,285           | 500              | 785            | Timing   |
| Misc                                  | (5,694)         | 835              | (6,529)        | 1. Two payments related to 2018 fund raising activities \$2.5k<br>2. Vizymates \$1k<br>3. Gingerbread House expense \$2k |
| <b>Total Fundraising</b>              | <b>39,467</b>   | <b>38,585</b>    | <b>882</b>     |  |
| <b>Total Income</b>                   | <b>109,686</b>  | <b>112,482</b>   | <b>(2,796)</b> |  |
| <b>Expenses</b>                       |                 |                  |                |  |
| <b>School Submissions</b>             |                 |                  |                |  |
| Multi-Lit                             | (218)           | (250)            | 32             |  |
| Canteen Equipment Upgrade             | -               | (5,500)          | 5,500          | Offset with Canteen contribution   |
| Class Budget                          | -               | (2,000)          | 2,000          |  |
| Soft fall Silver Seats/Sandpit area   | (23,824)        | (35,000)         | 11,176         | Saving - to be reallocated to Laptops  |
| Laptops                               | (20,250)        | (14,000)         | (6,250)        |  |
| Smart TVs                             | (9,818)         | (10,000)         | 182            |  |
| PA System - Stage 3                   | (24,999)        | (23,000)         | (1,999)        |  |
| Defib                                 | (1,980)         | (2,000)          | 20             |  |
| Contingency                           | (2,550)         | (4,375)          | 1,825          | \$150 cash per teacher   |
| <b>Total TWPS Submissions</b>         | <b>(83,639)</b> | <b>(96,125)</b>  | <b>12,486</b>  |  |
| <b>Other Expenses</b>                 |                 |                  |                |  |
| Misc Expenses                         | (1,454)         | (1,008)          | (446)          | Skip bin   |
| Bank Expenses                         | (236)           | (550)            | 314            |  |
| Stationery                            | -               | (303)            | 303            |  |
| Telephone & Fax                       | (105)           | (321)            | 216            |  |
| Accounting software - xero            | (645)           | (743)            | 98             |  |
| Audit                                 | (3,080)         | (3,000)          | (80)           |  |
| Insurance                             | (1,767)         | (1,852)          | 85             |  |
| Band Equipment Insurance              | -               | (3,000)          | 3,000          | Paid from Band account   |
| <b>Total Other Expenses</b>           | <b>(7,287)</b>  | <b>(10,776)</b>  | <b>3,489</b>   |  |
| <b>Donations/Other Submissions</b>    |                 |                  |                |  |
| Band Grant for equipment and Expenses | (5,000)         | (5,000)          | -              |  |
| Greenthumbs                           | -               | (1,000)          | 1,000          |  |
| Wakakiri                              | (1,500)         | (1,000)          | (500)          |  |
| Teachers Lunch                        | (611)           | (500)            | (111)          |  |
| Sports Final Costs                    | -               | (500)            | 500            |  |
| Year 6 Farewell                       | (312)           | (500)            | 188            |  |
| Staff Room - Milk/Tea/Coffee          | -               | (917)            | 917            |  |
| <b>Total Donations</b>                | <b>(7,423)</b>  | <b>(9,417)</b>   | <b>1,993</b>   |  |
| <b>Total Expenses</b>                 | <b>(98,349)</b> | <b>(116,318)</b> | <b>17,968</b>  |  |
| <b>Net Surplus / (Deficit)</b>        | <b>11,336</b>   | <b>(3,836)</b>   | <b>15,172</b>  |  |

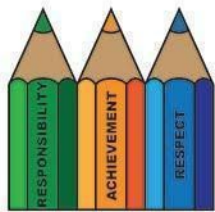


# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 3rd of December 2019 Meeting Held: TWPS School Library Giblett Ave Thornleigh

### b. Total TWPS Bank Accounts Summary

| TWPS P&C<br>P&L FY 2019           | Main<br>Account  | Canteen<br>Account | Uniform<br>Shop<br>Account | Band<br>Account | MDFDGG<br>Account | Green<br>Thumbs<br>Account | Term<br>Deposit | Total            |
|-----------------------------------|------------------|--------------------|----------------------------|-----------------|-------------------|----------------------------|-----------------|------------------|
| <b>Opening Balance \$</b>         | <b>11,053</b>    | <b>32,577</b>      | <b>9,815</b>               | <b>42,160</b>   | <b>14,891</b>     | <b>4,677</b>               | <b>64,974</b>   | <b>180,146</b>   |
| <b>Income \$</b>                  | <b>172,806</b>   | <b>107,391</b>     | <b>93,515</b>              | <b>90,049</b>   | <b>12,202</b>     | <b>-</b>                   | <b>796</b>      | <b>476,759</b>   |
| Main Account Income               | 172,806          | -                  | -                          | -               | -                 | -                          | -               | 172,806          |
| Canteen Income                    | -                | 107,391            | -                          | -               | -                 | -                          | -               | 107,391          |
| Uniform Shop Income               | -                | -                  | 93,515                     | -               | -                 | -                          | -               | 93,515           |
| Band Income                       | -                | -                  | -                          | 90,049          | -                 | -                          | -               | 90,049           |
| MDFDGG Income                     | -                | -                  | -                          | -               | 12,202            | -                          | -               | 12,202           |
| Green Thumbs Income               | -                | -                  | -                          | -               | -                 | -                          | -               | -                |
| Term Deposit Income               | -                | -                  | -                          | -               | -                 | -                          | 796             | 796              |
| <b>Expense \$</b>                 | <b>(161,470)</b> | <b>(109,730)</b>   | <b>(99,987)</b>            | <b>(98,771)</b> | <b>(20,748)</b>   | <b>(989)</b>               | <b>(15,000)</b> | <b>(506,695)</b> |
| Main Account Expense              | (161,470)        | -                  | -                          | -               | -                 | -                          | -               | (161,470)        |
| Canteen Expense                   | -                | (109,730)          | -                          | -               | -                 | -                          | -               | (109,730)        |
| Uniform Shop Expense              | -                | -                  | (99,987)                   | -               | -                 | -                          | -               | (99,987)         |
| Band Expense                      | -                | -                  | -                          | (98,771)        | -                 | -                          | -               | (98,771)         |
| MDFDGG Expense                    | -                | -                  | -                          | -               | (20,748)          | -                          | -               | (20,748)         |
| Green Thumbs Expense              | -                | -                  | -                          | -               | -                 | (989)                      | -               | (989)            |
| Term Deposit Expense              | -                | -                  | -                          | -               | -                 | -                          | (15,000)        | (15,000)         |
| <b>Net Surplus / (Deficit) \$</b> | <b>11,336</b>    | <b>(2,339)</b>     | <b>(6,472)</b>             | <b>(8,722)</b>  | <b>(8,546)</b>    | <b>(989)</b>               | <b>(14,204)</b> | <b>(29,936)</b>  |
| <b>Closing Balance \$</b>         | <b>22,389</b>    | <b>30,238</b>      | <b>3,343</b>               | <b>33,438</b>   | <b>6,344</b>      | <b>3,688</b>               | <b>50,770</b>   | <b>150,210</b>   |



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 4 - Uniform Shop**

#### **Uniform Shop Report – P&C 3 December 2019.**

Shop Sales during term 4 have been fairly quiet with the exception of the kindy open days, especially the afternoons. There are still a few Kindy appointments open and available in December and I will be adding a limited number of fittings during the best start week. Last day for Flexischools orders this year is Friday 13<sup>th</sup> December, with orders currently being available again from 28<sup>th</sup> January.

As the shop has been relatively quiet during opening hours, I am looking at changing the opening hours for 2020. Due to most sales occurring through Flexischools, I am currently looking at cutting back the 'shop' opening times to only 3 hours per week (with some additional hours during peak times during term 1 and term 2).

My thoughts for 2020 are:

**Tuesdays and Thursday Mornings 8:30 – 9:30**

**Wednesday Afternoons 2:30 – 3:30**

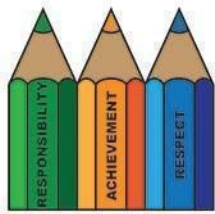
**Flexischools Deliveries: Wednesday and Friday.**

Any additional hours and fitting appointments during the peak times be advised via the Facebook page, P&C Facebook page, school stream and the newsletter where appropriate.

I am currently putting together the schedule for opening for the start of Term 1 2020 and this will be advised once complete.

Thanks

Janine Sherlock



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 5- Canteen Report**

Canteen report for December P&C meeting

The trial of an extra paid helper on Friday has been fantastic and I would like to continue it next year. I believe the canteen can afford to have the extra help and still be able to make a donation to the P&C of around \$10,000. Without the paid help we would need to appoint someone as canteen roster coordinator to find some people to help each Friday (and Wednesday/Thursday).

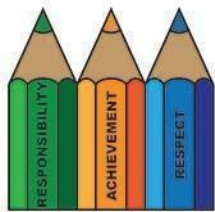
I will be having a look at prices over the holidays and adjusting those that need to be to keep in line with the increase of cost of goods.

With only 2 weeks left of trading left this year (last day being Friday the 13<sup>th</sup>) I will be starting to run down stock. Therefore, some items will not be available for ordering next week.

I plan on doing a canteen clean on the morning of Monday 16<sup>th</sup> December if anyone would like to help out.

Thanks,

Jane – canteen manager



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 6- MDFDGG**

MDFDGG – P&C 3 December 2019.

Term 4 is a quiet time for MDFDGG

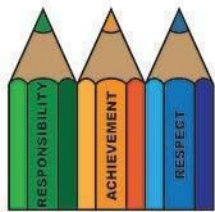
We attended the Kindy Transition P&C day where we have a few people indicate interest in joining the group next year, thanks Deb for being our point of contact for this.

We have just made another donation to the P&C. This time the donation was for \$8000.

We will start meeting again in the first few weeks of Term 1 to start planning for the Mothers Day Stall event 2020.

Thanks

Janine Sherlock



## TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

### Appendix 7- Band Report

|                      |                      |
|----------------------|----------------------|
| <b>Report Title:</b> | <i>Band Report</i>   |
| <b>Date :</b>        | <i>December 2019</i> |
| <b>Prepared by:</b>  | <i>Robin Beard</i>   |

Instruments – Have been insured. Policy is in place, Claudine has been instrumental in setting this up, many thanks to her. Claudine is currently in the process of adding the instruments to the Asset register in Zero.

Hornsby North Band Festival results were OK. *Junior Band earned a Credit, with Training and Senior band awarded Distinctions, Stage Band were awarded a High Distinction.*

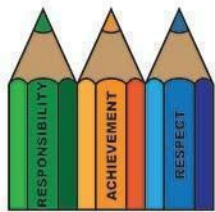
After Instrument Try Out Day, Parent Information Evening we are now sending out Offers for 2020. Currently we have over 50 students looking to start in Training Band 2020.

End of year Concert is coming up, 8<sup>th</sup> December. Stage Band have a couple of performances in December, Carols at Headen Park and Bunnings Family Fun night.

We held our AGM last week and voted in a new committee for next year.

We would really like to find a Co-convenor for Aimi Forsyth, who has taken on the Convenor role. Other positions we don't have filled are Fundraising, Librarian, and Assistant Treasurer.

| Position | Person Nominated |
|----------|------------------|
| Convenor | Aimi Forsyth     |



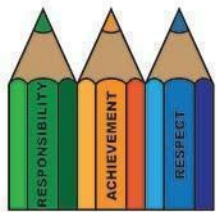
# TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

|                        |                                  |
|------------------------|----------------------------------|
| Co-Convenor            | Open                             |
| Treasurer              | Claudine Kimber                  |
| Asst Treasurer         | Open                             |
| Secretary              | Caroline Dalziel                 |
| Tutor Coordinator      | Yvonne Curren                    |
| Instrument Coordinator | Meaghan Tchepak                  |
| Librarian              | Open                             |
| Band Camp              | Yvonne Curren                    |
| Fundraising            | Open                             |
| TB Coordinator         | Erin Bolger<br>Mel Croft         |
| JB Coord               | Caroline Dalziel<br>Liz Harnwell |
| SCB Coord              | Gail Law<br>Liz Harnwell         |
| Stage Coord            | Rob Luszczynski<br>Erin Parris   |

I was disappointed that we had no-new parents from next years Training Band at the meeting, but happy to see some new faces from our existing bands.

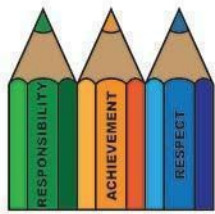




## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

**We're organising a Workshop weekends in March next year, 14<sup>th</sup> and 28<sup>th</sup>.**



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 3rd of December 2019**  
**Meeting Held: TWPS School Library**  
**Giblett Ave Thornleigh**

### **Appendix 8- Green Thumbs Report**

Green Thumbs Sub Committee Report  
3rd December 2019

Hi,

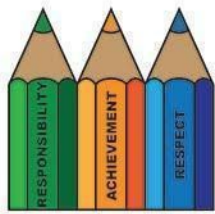
Firstly, I'd like to extend a hearty thanks to our Green Thumbs committee for a great 2019, I'd especially like to thank Fiona Greenwood, Melanie Winthorpe, Amelia Clementson, Patty Correll and Ingrid Leese for all their help and enthusiasm over the year to keep the Green Thumbs a lovely part of Thornleigh West, aiming to care for our students' social, educational and environmental wellbeing. We have had a great year, so thank you all.

Our new wicking beds are proving their worth in our hot weather and with level 2 water restrictions being imminent and the crops are growing well. We would love to convert another couple of the beds in 2020 but our main priority at the moment is to get the rainwater tank fixed so that we may continue to use tank water on our crops and allowing us to educate the students on being water-wise. We have reached out to a friendly plumber and hopefully can find a way to cheaply have it fixed.

### **Movie Night Wrap Up**

Many thanks to all our planters who helped us with pots for sale and a big thank you to Vanessa for personally reaching out to a few garden centres on our behalf when we lost a significant portion of our plants in the recent heat wave. Unfortunately, the Movie Night was not as successful as we had hoped, bringing in only approximately 2/3 of our total from the Federal Election stall with a lot more effort and organising having gone into the Movie Night stall. I think this was in part to the Movie Night not appealing to the local community -outside the school community- as much as a Spring Fair does and also that people weren't equipped to carry plants home during the stall time. We definitely missed our local oldies shopping big early in the morning and were left with quite an amount of plants leftover and heavily discounted at the end of the day. We replanted what we could in our own garden and donated some to our friends in TWOOSH who were appreciative and keen to do the same.

As a result, moving forward it would be our team's recommendation that for future Movie Nights we do not run a garden stall and allow our team to put their efforts into helping the other stalls as it will be more



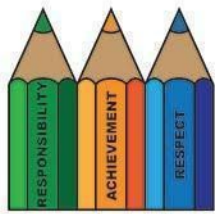
## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

profitable all round. That being said we greatly appreciated all the help and plants we had and our team had a most enjoyable presence at the Movie Night.

Lastly, a thank you and acknowledgement to Azita Gogani who having seen our stall has since donated lots of valuable cacti and succulents to the team for fundraising. We have re-potted these and will mind them over the summer and sell them on in the new year to raise some money for the P&C.

Many thanks, / Emma Fenton / Green Thumbs Convener



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
Tuesday 3rd of December 2019  
Meeting Held: TWPS School Library  
Giblett Ave Thornleigh**

### **Appendix 9- Fundraising Report**

#### **Fundraising report December 2019**

As Vanessa has already reported on our very successful Movie Night Fundraising I'll report just on our last fundraising event of the year.

We have our gingerbread house fundraising event on Sunday 15th December. This is sure to be a fun family Christmas event. We have 35 families attending with a total 118 people. The gingerbread houses have come from Gingerbread Folk and are sure to be delicious.

We also had a large number of families who were unable to attend the event uptake our 'take home' gingerbread kits so that they are able to assemble and decorate at home.

In total we sold 75 gingerbread kits and have raised approximately \$800 from this event.