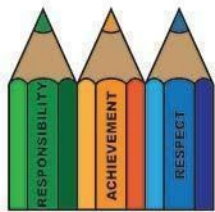


TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 25th of February 2020 Meeting Held: TWPS School Library Giblett Ave Thornleigh

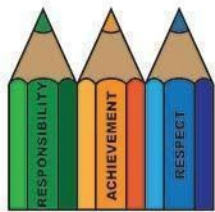
	Chairperson P&C President Vanessa Erickson calls the meeting to order at 7.34pm
1. Apologies	Janine Sherlock, Amelia Riddle, Kylie Booth, Janelle Behrens
2. Attendees	Louise Lawrenson, Lisa Pang, Kate McGettigan, Nicci Fishwick, Kath Brio, Cathy Carlton, Kellie Lean, Fiona Greenwood, Emma Fenton, Joanne McAdam, Shirley Lou, Vanessa Erickson, Julie Tanger, Vanessa Oliveri, Mel Hogan, Musette Healey, Deb Flanagan, Chantal Mamo, Julie Granville, Nicole Thompson
3. Opening	Vanessa Erickson
4. Acceptance of previous minutes	Action: Minutes from previous meeting accepted and passed as true reflection Passed: Musette Healy Second: Julie Tanger
5. Business Arising from Previous Minutes	<p style="text-align: center;">Bush Dance Fundraiser Events Team - Call for Parent Helper Team</p> <p>Vanessa hopes to get all of the information about the Bush Dance out to the parents this week via the Facebook page. Chantal will also advertise in the newsletter. Jo will be calling out for more volunteers to form a team to help coordinate the bush dance. This will involve setting up on the Friday prior and pack up on Sunday after the Bush Dance. More information to be sent out in the next week.</p> <p style="text-align: center;">New Environment Team for 2020 - Call for interested parents</p> <p>Discussion about the new environment committee. Chantal explained that Kristen Robinson is the new teacher taking over the environment committee and they have their first meeting next week. There was discussion around the 10cent collection bins and how they are getting contaminated from the weekends when other groups are using the school grounds. There were suggestions around having the bins locked up over the weekends and looking into a cage or padlocks.</p>



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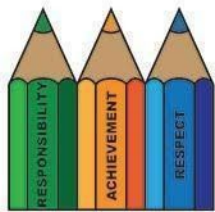
	<p>Action: Chantal will take this to the environment committee and see what suggestions they come up with.</p> <p>Fundraising 2020</p> <p>It was proposed to pull back on fundraising this year. Lots of parents now both work so very hard to commit things during the day. Also there is a lot of parent burn out. Vanessa proposes to keep Term 4 clear of any fundraising as it is such a busy time of year for everyone. 2020 is focusing on raising money for the farmers and a school in Ivanhoe just outside of Cowra. The major fundraiser this year will be the Colour Run in July.</p> <p>Action: Vanessa proposed that there will be no Spring Fair or Movie Night in 2020. - All in favour.</p> <p>New Fridge for Hall Kitchen - update</p> <p>Hold over until next meeting as we have no update.</p>
<p>7. Correspondence</p>	<p>Greg Rowell- regarding Pedestrian crossing on Quarter Sessions Road. We discussed this and Vanessa explained how she is in constant correspondence with the council and the police. They have all been out to look at the particular crossing and at this stage it is not utilised enough to warrant a paid crossing supervisor. Chantal was asked if teachers could do this as a duty and she explained that they are not able to do this as they are not covered by insurance and the DET have directed them not to. The council have said they have not got enough money to update this crossing as it's not a priority. Council have contacted Mr Matt Keans office to see if they will split costs. It was suggested that everyone contact via a template letter to Mr Kean office & council - perhaps the only way anything can be done. See attached Appendix 10</p>
<p>8. Principals Report – Chantal Mamo</p>	<p>Appendix 1 – Full Report.</p>



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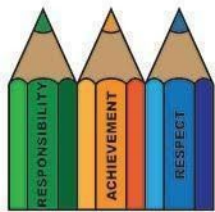
9.Sub committee Reports	
President Report - Vanessa Erickson	Appendix 2 – Full Report
Treasurer Report - Xuan Lou	Appendix 3 - Full Report
Uniform Shop - Janine Sherlock	Appendix 4 – Full Report
Canteen - Jane Barnwell	Appendix 5 – Full Report
MDFDGG – Janine Sherlock	Appendix 6 - Full Report
Band -	Appendix 7 – Full Report
Green Thumbs - Emma Fenton	Appendix 8 – Full Report
Fundraising- Joanne McAdam	Appendix 9- Full Report
9. Agenda Items	<p>PSSA Shirts for all participating Students - Kath Biro</p> <p>Kath spoke about PSSA Jerseys. She wondered if it could be considered that all children have a shirt to show they represent the school when going off to PSSA.</p> <p>Chantal responded saying that they have a huge stock of these and that she will look into it to see what stock they have and if they need to buy more. She will be in touch with Kath Biro to follow this up.</p>



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	<p>More organised activities for K-2 Students - Veronica Kennedy</p> <p>Correspondence came from Veronica about having organised activities</p> <p>Julie Granville advised that there are specific activities for each year group such as fungineers, giant chess, buddy bench and the library is open. There is a schedule. Julie will send to Vanessa to promote on FB so parents can remind and encourage students to find friends and join in the activities</p>
10. General Business	<p>Vanessa proposes that we move the AGM to the 31st of March 2020 due to the power outages. All in agreeance.</p> <p>Cathy Carlton questioned the path at the back gate and if there was a way to stop the amount of water running off the path. Chantal said she would investigate this further.</p>
11.Closing	Meeting closed 8.51pm
12.Next Meeting	March 31st 2020



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Appendix 1 – Principals Report

Principal Report P & C Meeting

Term 1 Week 5

Thank you - 2020 started off well with all students and teachers settled into teaching and learning. The power outage was challenging and we thank everyone for your amazing support.

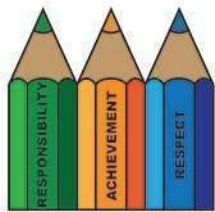
The teachers appreciated the pizza lunch and a cold drink. I admire their resilience and team work during these conditions.

Staff Changes in 2020

- Lost a class due to decrease in numbers we farewelled Ms Loke
- Mr Watkins on PE
- Welcome Ms Kolarik in the support unit
- Ms Allen successful EOI AP for 2020
- Mrs Boon on sick leave this was not predicted

Staff Development day

Staff attended a Saturday professional learning. You Can Do It was the focus. Focused on explicitly teaching confidence, resilience, getting along, organisation and persistence. These lessons are taught K – 6 on a continuum. Parent workshops to come.



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School Grounds update

- **Had no GA**
- **New pin boards**
- **Band room being refurbished**
- **Concrete path**
- **Painting Block E**

Grants

- **Sustainable grant \$13,000**
- **Julian Leaser \$10,000 school to add to upgrade entry into block E**

Story Dogs

- **Three dogs working with 18 students to build reading skills. This program has been an asset to TWPS. Thank you to Mrs Fernside who initiated this program. We will be having a disco later on the year to support this program.**

Environment Captains – new initiative

At the environment club, we do a variety of fun activities. In the Kitchen Garden, you will have the opportunity to:

- **Plan and look after vegetables and herbs**
- **Harvest fruit and vegetables from the kitchen garden**
- **Cook and eat delicious food from the kitchen garden at harvest time**
- **Observe creepy crawlies and bees in the garden**
- **Expand your eco consciousness**



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- **Make a positive impact on your friends, families, school. Your community and the planet**
- **Develop school recycling initiatives**
- **Learn about and promote organic gardening and sustainable**
- **Develop leadership skills by support other students learning**
- **Support TWPS outdoor learning projects**
- **Participate in other environmental initiatives within and outside TWPS**
- **Make announcements at assemblies**
- **Be a leader**

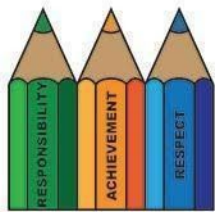
Projects:

- **Mural to promote the environment**
- **Vertical garden**
- **Recycled art**
- **Excursion to reverse garbage**
- **Support the P & C initiatives**
- **Write in the school newsletter**
- **Share learning beyond TWPS**

As Captain it is your responsibility to:

Attend timetabled enviro captain meetings

Empty the recycling bin in your classroom



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Take turns to discuss, plan and rehearse assembly announcements

Return and Earn ambassadors

Maintain the vegetable garden: weeding, planting, watering, fertilising, eradicating pests

Initiate recycling programs eg Envision bottle tops

Encourage your class to turn off lights/fans when not in use

Brainstorm environmental initiatives for the environment captain to explore

PHHS STEM

- **Three teachers working with an academic partner and PHHS team to learn more about STEM.**
- **Great initiative partnering with our local high school**
- **Teachers receive professional learning from experts in the field**

Communication

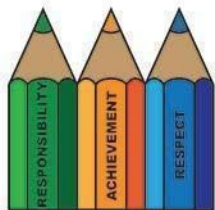
- **Meet and greet the change in communication has been shared**
- **No direct email to the teacher**
- **See departments handout**

Meet and Greet

- **Thanks to the teachers who stayed back after hours to share class routines and plans for 2020.**
- **Feedback was positive**

Swimming Carnival

- **Thank you Ms Part for organising a great event**
- **Mrs Gordon and Mrs Edwards organised much behind the scenes**



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PSSA

- Teams have been selected great to have years 3 and 4 involved.
- Two teachers and limited numbers will always result in some children disappointed. A great teachable moment in resilience

Waka

- Organisation is happening getting ready for Term 2

Planning days

- All teaching teams have had stage planning days
- Professional learning and planning together the term ahead.
- These occur twice a term

External Validation

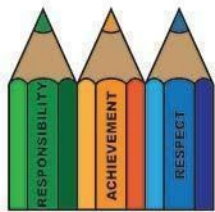
- This is in June
- Evidence annotated for this process

Up and Coming Events

- Matilda the musical PHHS
- Parent workshops – You Can Do It
- School photos
- Bush dance and \$5 for farmer
- Harmony Day

Budget

- Air conditioning 3YC
- Quote \$4,200



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Appendix 2 - President's Report

President's Report – 25th February 2020

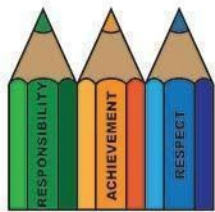
Welcome to the 1st meeting of 2020 - a few weeks later than originally planned!

The year has started well. The Calendar of Events has been finalised and will be shared with the school community tomorrow (pass copy around).

I think this year will be a great year and will give everyone a good break but there are still lots of opportunities for everyone to be involved with different events.

This year it is our 2020 Vision and proposal that we FOCUS ON FARMERS. This initiative will raise as much money as possible for drought affected areas as possible. Fundraising will be Via FIVER for a FARMER Mufti Day, Bush Dance and a Stationery Drive over Terms 2&3. I have met with the MDFDGG and they are onboard with sourcing Mothers Day Stall items from 'Buy from the Bush'. This will also address key feedback from 2019 stall about items that were not sustainable or too 'throw away'. Thank you to the team for taking on this for 2020. I hope it is successful.

BUSH DANCE: the details will be final this week but the date is confirmed for 21st March. We encourage everyone to come along. It will be a ticketed event and the price will be \$75/ head. This price includes: Unlimited pizza by The Pizza Boys (same company we use for mufti day), Swamp Dinkins Bush Band, and a sizeable donation to



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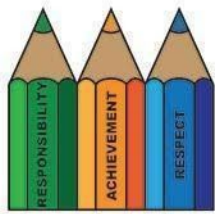
'Drought' Angels' and Ivanhoe. It will be a BYO event and strictly 18+. Thank you to Chantal and the teachers for really pushing this initiative forward. I think this event will be a great school/p&c collaboration. We are calling for a set up crew on Friday 20th March to set up the Hall for Decorations. I will also need a few people to help with set up of some tables prior to the doors opening. I will put another call out on FB but PLEASE put your hand up to help! We are excited to announce that Natarsha Belling will be MC on the night. Encourage your friends and family to come along to attend. There will be a silent auction on the night - good old pen and paper style with some great prizes up for grabs, a Raffle Hamper and some lucky door prizes. It will be a brilliant night and we are looking forward to as many parents/carers to come along as possible!

Jo has been working on our usual Mufti Day events this year and we have also started on Colour Run ideas. We are looking forward to another great year for the P&C.

Thank you to the executive who backed my proposal during the recent extended power outage with providing the teachers with a Pizza Lunch and Cold Drinks. It was just a very small token of thank you to the teachers who were working in difficult conditions.

Next meeting - AGM where all positions will be declared vacant. I encourage everyone to come along.

Vanessa



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Appendix 3 - Treasurer's Report

Treasury Report FY20

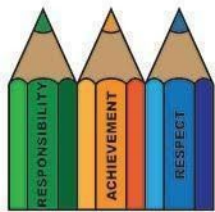
1. Financial matters update

- a. Audit for FY 2019 Financial Report is still in progress.
- b. Term deposit – rolled back into monthly term. 3months interest earned \$172.76.
- c. Load N Go Visa Card Policy Approval
- d. Insurance Claim for the Canteen inventory is in process. \$100 excess is required.

2. Total TWPS Bank Accounts Summary

TWPS P&C P&L FY 2020	Main Account	Canteen Account	Uniform Shop Account	Band Account	MDFDGG Account	Green Thumbs Account	Term Deposit	Total
Opening Balance \$	22,389	30,238	3,343	33,438	6,344	3,688	50,770	150,210
Total Income	106	1,678	23,122	250	-	-	173	25,329
Total Cost of Sales	(53)	(8,755)	(6,876)	(1,968)	-	-	-	(17,652)
Total Operating Expenses	(121)	(2,722)	(4,623)	-	-	-	-	(7,466)
Current FY Net Surplus / (Deficit) \$	(68)	(9,799)	11,623	(1,718)	-	-	173	7,677
Closing Balance \$	22,322	20,438	14,966	31,720	6,344	3,688	50,943	157,887

Load N Go Visa Card Policy



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1. Background

TWPS P&C holds a post office Load N Go Visa card (refers as LNG card in the policy) since 2018. The card was primarily used to pay for the system subscription (eg. Xero). Since August 2019, considering the amount of cash that members had to put in for fundraising event, P&C started to actively manage LNG card for fundraising purpose.

2. Purpose & Scope

This policy outlines the requirements that apply to all transactions paid out of the LNG card.

3. Policy outline

3.1 Request for top up

Fund Raising teams work out the top up equipment based on quotes from vendors. The request will need to be send to P&C President for approval.

3.2 Top Up approved

P&C President approves and forwards the request to Treasury for top up.

3.3 Top Up Occurred & Card Picked up

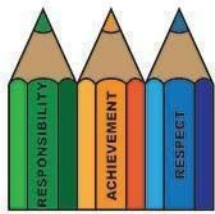
Treasury transfers cash based on the top up request into LNG card. Fund Raising teams pick up the card from Treasury. Treasury will reconcile the top up transactions into LNG clearing account (11210).

3.4 Expenses Occurred

Fund Raising teams use the LNG card to pay for expenses relates to fundraising events.

3.5 Card Returned with Receipts / Invoices

The LNG card need to be returned to Treasury after the fund-raising events. Fund raising teams are required to send all receipts and invoices back to Treasury via email.

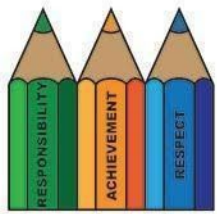


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3.6 Reconciliation

Treasury reconciles all receipts and invoices with transactions downloaded from LNG card. Any unknown transactions will be followed up with fundraising team and P&C President. All known transactions will be cleared against the LNG clearing account (11210).



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Appendix 4 - Uniform Shop

Uniform Shop Report – P&C 25th February 2020.

The start of 2020 has been quite busy for the shop. We were quite fortunate that during the two big storms we have had there was no flooding of the shop.

As discussed in the last meeting, I have now implemented the change of hours for the shop and I am currently open during the following times:

Tuesdays and Thursday Mornings 8:30 – 9:30

Wednesday Afternoons 2:30 – 3:30

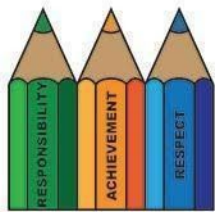
Flexischools Deliveries: Wednesday and Friday.

The additional opening hours that I had for the start of Term were not utilised as much as expected, with most people coming in during the 'normal' opening hours. This is something that I will take on board when planning for 2021.

Winter stock is available for purchase on Flexischools, some stock levels may be low or unavailable. I am planning my winter stock orders now and will be placing orders in the next few weeks so that stock is available from the end of Term 1 or start of Term 2.

Thanks

Janine Sherlock



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Appendix 5- Canteen Report

Canteen report for February P&C meeting

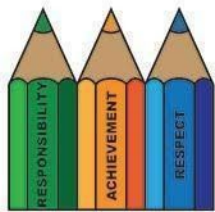
The canteen lost a fair bit of stock when the power went out for 4 days. However, hopefully this can be covered by insurance. When the power went out for the second time the school organised a generator for me. THANK YOU!! It can keep 3 freezers going and most of the frozen stock can fit into 3 freezers.

The roster is looking pretty good. There is at least 1 volunteer every day. No one has volunteered to pick the bread up on Thursdays for me.

The year 6 helpers are settling in well.

Thanks,

Jane – canteen manager



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Appendix 6- MDFDGG

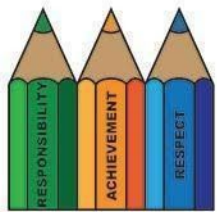
MDFDGG P & C Report – 25 February 2020

The MDFDGG had our first meeting for 2020 last Friday (21st February) where we welcomed two new members.

For our stalls for 2020 we have decided to follow theme #BuyFromTheBush, which is in line with the P&C's fundraising focus this year. We are currently looking at sourcing all new Mother's Day items from small or home businesses from regional areas. As well as the new stock we are purchasing, we also have a total of 851 items remaining in stock from previous stalls, these will also be included in the 2020 as clearance items. We are hoping to complete our purchases within the next 2 weeks.

Our next meeting is on Friday 28th Feb, if you are interested in joining the group, please let us know by emailing mdfdgg@gmail.com

Thanks – Janine Sherlock



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Appendix 7- Band Report

Report Title: *Band Report*

Date : *February 2020*

Prepared by: *Aimi Forsyth*

Band Update.

We filled the remaining vacant positions at our last meeting. Carolyn Delapierre is Assistant Convenor, Chris Lupton librarian, Jennifer Park Assistant treasurer and Niluka Chinniah fundraising co-ordinator.

Instrument Handout day was held at the end of January and went smoothly. Thanks to our Instrument Co-ordinator Meghan Tchepak for putting everything together.

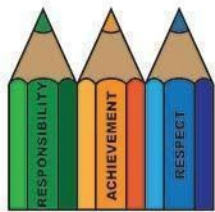
Training Band has commenced with 42 students. One student from the support unit was initially keen to join but has withdrawn. Most of last years TB have continued into JCB (35 kids). There are 32 kids in senior band and 15 in Stage band.

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

Band Workshop weekends are happening again 14th March (Senior and Junior) and 28th March for Stage Band, 1pm-5pm.

Band Camp planning underway (May 28-29).

Band Meetings this year are on Thursday in week 2 and 7 of term



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Appendix 8- Green Thumbs Report

Green Thumbs Sub Committee Report 25th February 2020

Hi,

Welcome back to a simultaneously scorched and sodden Garden!

Thanks to the Greenwoods and Fentons for coming in over the holidays to clear out the garden and chop down the weeds that had grown up with the last burst of rain in January.

We harvested lots of green tomatoes and have made up some chutney which we will gift to our new Support Unit Families as we have done in previous years. We look forward to welcoming in our new friends to grow and thrive at Thornleigh West just as our plants do in the garden.

We have 4 beds cleared and ready for planting this term and the Mrs Liddle has the seed kits if any classes want to start gardening.

We are excited about the new planter boxes outside 1CM and looking forward to our Year 1s being able to do some gardening there.

Our Lunchtime Garden Club will be starting soon once we ascertain the best day for parent helpers to come into the garden. *query – do our parent volunteers need a WWC or similar?

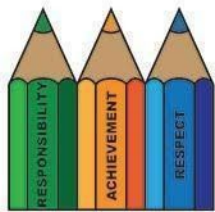
We will be mindful in our activities to make sure that we are being as drought conscious as possible and will be investigating other ways to water the garden efficiently.

There's not much else to report as we start this year at TWPS.

Many thanks,

Emma Fenton

Green Thumbs Convener



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Appendix 9- Fundraising Report

Fundraising Report February 2020

This year TWPS is focusing on fundraising for our rural Australians who are currently doing it tough in drought conditions and we are having a year of “Fundraising for the farmer”.

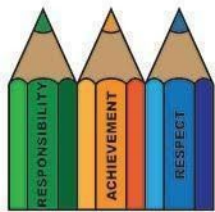
The fundraising year begins with a mufti day “fiver for a farmer” where we will welcome kids to dress up in their best farmer gear or just mufti if they wish.

Following this fundraiser will be our Bush Dance on Saturday 21st March. We will require some helpers for set-up on Friday 20th March. All proceeds from the Bush Dance and its associated fundraising on the night will be donated to our rural Australians.

The annual Easter Egg Raffle is also planned, remembering last year we were able to collect enough eggs for 56 prizes. This was also a good fundraiser last year raising over \$2800.

Later in the year we will have our regular mufti day lunches, Colour run, stationery drive for farmers, gingerbread house kits and mothers and fathers day stalls more information to come!

Looking forward to our great fundraising initiatives for Term 1!



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Appendix 10 - Correspondance

Dear School and P and C,

This is just an FYI and is not a request for you to do anything.

I am once again harping on the pedestrian crossing on quarter session road, where drivers are not paying attention to the road and pedestrians. Sorry - it's an issue of mine :)

I am forwarding you a letter that I have just written to Councillors (the three local), and Matt Kean.

It is just to once again report to you too many near misses at this location, and bad inattentive driving. It has an impact on the safety of our kids and it can't continue like this.

I'll wait and see if either councillors or Matt Kean are interested enough to do something about it.

There are too many near misses on this crossing, and I have had enough - clearly :)

regards,
Greg Rowell

----- Forwarded message -----

From: Greg Rowell <rowellgregory@gmail.com>

Date: Wed, 5 Feb 2020 at 09:48

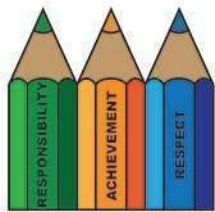
Subject: Dangerous pedestrian crossing beside thornleigh west public school

To: Robert Browne <rbrowne@hornsby.nsw.gov.au>, <jnicita@hornsby.nsw.gov.au>, <jmcintosh@hornsby.nsw.gov.au>

Dear councillors,

In November 2017 I wrote to you regarding a pedestrian crossing outside of the Thornleigh West Public School on Quarter Sessions road. I raised my concern about the number of inattentive drivers who were driving through the crossing without noticing pedestrians – either waiting at the crossing, or crossing at the time the drivers drove through.

I acknowledge and understand council's response, and your current funding issues, particularly during this bushfire crisis.



TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Minutes
Tuesday 25th of February 2020
Meeting Held: TWPS School Library
Giblett Ave Thornleigh**

However, I have had enough and am not going to allow this to continue.

Throughout last year, I constantly approach drivers who had driven through the pedestrian crossing. Sometimes they drove through while I, often with my son at my side, waited for drivers to see us, but I also had drivers drive through while I was walking across the crossing.

I raised this matter with the school several times during 2017 and 2018 in writing to get them to mention this matter in their newsletter. The P and C (I believe) eventually put up a very large yellow sign for students to be vigilant at the entrance (which I think has since fallen off)

This morning I was crossing with my son, I was 1/3 of the way across the crossing, when an inattentive driver drove straight through. When I approached the person, they admitted to being focussed on where they were going to park, rather than the road and their surroundings.

This appears to be the reason why people drive right through the crossing without care.

Also this morning, I noticed several cars stopped in the no stopping zone just past the crossing – which demonstrates a lack of care and focus on the road at this school.

Late last year a driver was talking on his mobile phone while driving through the crossing – I was again 1/3 of the way across the crossing. When I approached this person, he seemed rather unconcerned, which demonstrates clearly what we are dealing with here.

This hazardous situation has to stop before someone is killed!!!

I understand that your research seems to suggest that that not enough people use that crossing. I understand your constraint. However, if one of our children is killed, will that be good enough proof to you that this is a dangerous crossing before you do something!

I apologise for my sarcasm, but I am VERY fearful that a death is likely on this crossing and this section of road, and something needs to be done about it as a matter of urgency.

... and nobody seems to be listening – hence my frustration.

Based on my conversations with other parents, this inattentive “near miss” is all too frequent, and we don’t need a casualty!

I would appreciate another URGENT look at this crossing before someone is killed.

I will also be raising this with Minister Matt Kean, as this matter has gone on for too long. I also believe that this situation needs to be addressed from multiple angles.

Sincerely,

Greg Rowell