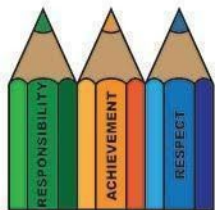


**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 16th of June 2020**  
**Meeting Held: Via Google Meet**

# TWPS P&C

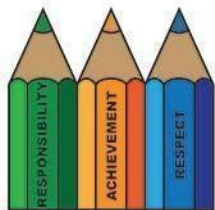
|  |   |
|--|---|
|  | Chairperson P&C President Vanessa Erickson calls the meeting to order at 7.40pm   |
| <b>1. Apologies</b>                              | Julie Tanger, Nicci Fishwick, Vanessa Oliveri, Jane Barnwell,   |
| <b>2. Attendees</b>                              | Louise Lawrenson, Lisa Pang, Cathy Carlton, Emma Fenton, Joanne McAdam, Shirley Lou, Vanessa Erickson, Musette Healey, Deb Flanagan, Chantal Mamo, Julie Granville, Simone Raison, Amelia Riddle, Ingrid Chan, Claudine Kimber, Annu Hans, Meera Seemampillai, Janine Sherlock, Carolyn Delapierre, Lin Zang, Amanda Long, Aimi Forsyth   |
| <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>All Passed as true reflection (using google forms)  |
| <b>5. Business Arising from Previous Minutes</b> | <p><b>5.1 PSSA Shirts (Update)</b></p> <p>Chantal discussed that these have been getting sorted by the sports teachers- but it is not a priority for 2020 and will be included into the budget for 2021 as they need to purchase about 30 more and this will cost over \$2000.</p> <p><b>5.2 Back Path (Update)</b></p> <p>Chantal discussed this and explained that the DET will not approve a covered pathway. So they are currently looking into implementing some temporary measures. This includes some new wooden platforms out the front of the classrooms, a new fence between TWOOSH and the basketball court and also looking at a new drain to stop the water and mud pooling at the one spot in front of the classrooms.</p> <p><b>5.3 Qtr Sessions Road Crossing (Update)</b></p> <p>Nothing has changed since the last meeting. Concerns are with Hornsby</p> |



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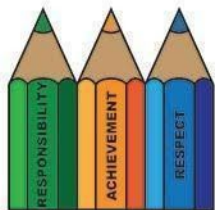
|  |  |
|--|--|
|  | Council.   |
| <b>7. Correspondence</b>                   | 4.1 P&C Federation (Virtual Meeting Constitution change)<br><br>Vanessa explained these changes from the P&C Federation.   |
| <b>8. Principals Report – Chantal Mamo</b> | Appendix 1 – Full Report.  |
| <b>9. Sub committee Reports</b>            |  |
| President Report - Vanessa Erickson        | Appendix 2 – Full Report   |
| Treasurer Report - Xuan Lou                | Appendix 3 - Full Report   |
| Uniform Shop - Janine Sherlock             | Appendix 4 – Full Report   |
| Canteen - Jane Barnwell                    | Appendix 5 – Full Report<br><br>Vanessa also discussed allowing a helper on Fridays to help Jane in the canteen. Chantal has approved this and wants to do what she can to help Jane. All present in favour. |
| MDFDGG – Janine Sherlock                   | Appendix 6 - Full Report   |
| Band - Aimi                                | Appendix 7 – Full Report   |
| Green Thumbs - Emma                        | Appendix 8 – Full Report   |



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# TWPS P&C

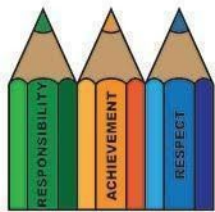
|                             |   |
|-----------------------------|---|
| Fenton                      |   |
| Fundraising- Joanne McAdam  | Appendix 9- Full Report   |
| <b>9. Agenda Items</b>      | <p><b>Green Thumbs - request for budget</b></p> <p>Chantal explained that they have received an environmental grant and has said that some of that money could be used for the Green thumbs. Emma will be in contact with Mrs Robinson who is organising where this money is going.</p>   |
| <b>10. General Business</b> | <p><b>PSSA sport-</b></p> <p>Chantal is not sure when it will be returning. She will keep parents in the loop when she knows. At this stage maybe Term 4. But there are no contact sports for the remainder of the year.</p> <p><b>Water Fountains -</b></p> <p>Chantal has requested one or two water fountains to be installed into the school grounds for the children to fill up their water bottles- especially during covid times as they are not able to use their bubblers. Approx cost - \$2500 per one</p> <p><b>New Books for Classrooms -</b></p> <p>Chantal has requested that we buy some new books for every classroom to build up their classroom libraries. Approx cost - \$10,000</p> <p><b>New Defibrillator in the Hall -</b></p> |



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|                 |  |
|-----------------|--|
|                 | Buy a new defibrillator for the school hall so that we have two on the school site. Approx cost - \$2000 |
| 11.Closing      | Meeting closed at 9.09pm   |
| 12.Next Meeting | 4th August 2020  |



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### Appendix 1 - Principal's Report

#### **Thank you**

Thank you for everyone support the last few months. TWPS school community has been so supportive. The transition back to school has gone well.

#### **Reports**

There will be a modified report sent home Term 3 Week 4. Interviews via phone or Zoom will be organised for Term 3 Weeks 5-6.

#### **COVID Update**

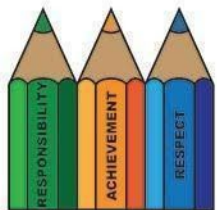
Non- essential adults are still not permitted on school grounds or at school events – this includes parents/carers.

Activities allowed:

- Library access
- Canteen (paid workers)
- Uniform shop orders online
- School sporting activities that are non-contact
- Use of Oakleigh Oval
- Construction and maintenance providers
- School assemblies are limited to 15 minutes with no external visitors. We will continue having virtual assembly every fortnight
- Choir within school

#### **Term 3**

- Debating



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- SRE/SEE volunteers. The time will be changed to an afternoon session 2.20 – 2.50pm to ensure prime learning time is utilised in the morning
- P & C meetings – strong preference for online where possible
- Parent/teacher meetings via phone or online
- Parent/Carer school pick up and drop off arrangements will continue. K – 2 will be at Oakleigh Oval from 3pm

### **Under Consideration**

- School camps
- Excursions
- Parent attendance at assemblies and other school events
- Parent volunteers
- School based activities that involve large gathering of adults are not permitted

### **Invoices**

There will be no charges to families this year. Only Stage 3 camp if this goes ahead.

### **Uniforms**

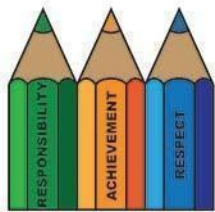
Transitioned to winter. Thank you Janine for your hard work. Some families are struggling financially. We can help with student assistance.

### **Education Week**

Education week will be delivered virtually. Term 3 Week 3 keep an eye out for this event via Zoom.

### **School Improvements**

- Support unit toilet block
- Play equipment additions
- Block E grant refurbished the kitchen area floor to be completed in the holiday



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## **TWPS P&C**

- Band room has been sealed

### **PSSA**

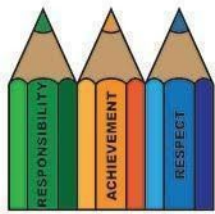
- No carnivals
- No winter competition
- Summer will resume Term 3 week 6
- No athletics these skills taught through PE lessons

### **Assemblies**

Will be held virtually.

### **Teacher Professional Learning**

- CPR this term
- Culture of thinking with Simon Brooks
- Some in house learning on reading



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

Welcome to our first ever virtual meeting and only meeting 2 of 2020 - just a few weeks or rather MONTHS later than originally planned!

WOW what an insane ride 2020 has been so far. Bush fires, blackouts and now Covid 19.

Our last meeting was on 25th February which seems so long ago. Thank you to everyone for your patience regarding meetings. We were about to embark on an exciting calendar of events starting with our Bush Dance for the farmers in March and since then the year has been a washout! Thank you to those who paid their P&C Contributions Semester 1 fee. A total of just over \$10k collected and has definitely helped our bottom line this year.

Thank you to the MDFDGG who were ready to go with their Buy from the Bush initiative. At least next year will be an easy event for the team.

Jo will discuss our calendar of events and fundraising in her report.

**BUSH DANCE:** we initially thought we could postpone the Bush Dance to November this year however after discussions with Chantal we think the best option is to postpone til March 2021. This will give families time to regroup, restrictions to be hopefully lifted and may give everyone a sense of calm over the current situation. We also don't want to be asking families for money this year - many have been financially impacted by Covid. We will plan for a great event in the new year. Watch this Space!

Obviously because of the situation we have found ourselves in I am still the President in caretaker mode as our AGM did not proceed in March. I am happy to continue this role of course until we can meet face to face. The constitution from the federation has been updated





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to allow for virtual meetings however not for AGMs. For tonight's meeting I want to thank Made' for taking down any voting notes required and to Lou for keeping an eye online for our record keeping. Made will be updating voting live online via Google Form. Please fill it in straight away so we can update our minutes. This is a first for us so please work with us as we work out best practice for this new way.

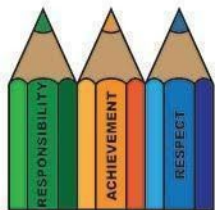
Just a reminder that only financial members can vote. If you would like to become a financial member please email Louise and she can set you up after you pay your membership fee.

During the past few months I just wanted to say a HUGE thank you and acknowledge Shirley in particular. Shirley has been an absolute star in ensuring we are in a great financial position during a pandemic! Who would have thought! We had a lot of issues with the ATO during school holidays. However Shirley spent countless hours on the phone to them - and I mean 2+ hours on hold almost daily trying to sort out some old BAS issues relating to the P&C accounts from many many years ago and trying to link accounts. Thank you so so much Shirley you have been totally amazing!!

I wanted to give our exceptional teachers a huge shout out. Our teachers have been incredible during such a crazy year. Our kids have been so lucky to have such dedicated teachers to embrace such a huge challenge. I also wanted to thank the school community for supporting the past few years with updating technology. This meant that the school was about to distribute the ipads and laptops to families to use and I know personally it was absolutely amazing to have.

A few weeks ago TWOOSH invited me along to their AGM online. Thank you to Jena and the team for the invitation. The TWOOSH committee is always ready to welcome new members.

Last week I applied for a Community State Gove Grant. In conjunction with Chantals ideas and some amazing concepts by Amber Moyes we have put in an application for an upgrade to the old AV room to be redesigned into the Lego Style Creative Room. Not all students are sport



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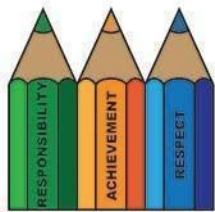
focused and it would be an amazing space where students can collaborate on creative lego and robotic challenges. Fingers crossed this grant comes through as this would be an amazing room for Thornleigh West Students.

I wanted to say thank you to the class parents this year for sharing our Facebook posts and important updates and messages with their classes either via email or on class pages.

I look forward to our next meeting, which will probably be Virtually also. Perhaps this new way of meeting will encourage more people to come along.

Thank you everyone. As always, any questions please feel free to give me a call or send an email.

*Vanessa*

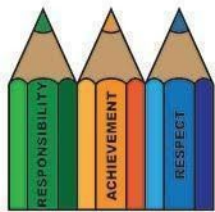


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### **Appendix 3 - Treasurer's Report**

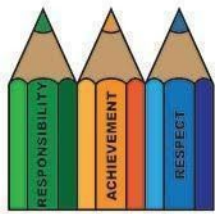
1. Financial matters update
  - a. Audit for FY 2019 Financial Report is signed off.
  - b. Thanks for the support from Vanessa and Madé for sorting out a lot of the financial issues and getting the government grants during the pandemic. Also, thanks Janine's prompt respond regards to the cashflow forecast and active negotiations with suppliers.
  - c. 1H2020 Financial update
  - d. Term deposit – rolled back into monthly term. Any interest in roll into longer term?
  
2. Total TWPS Bank Accounts Summary
  
  
3. High level Cashflow forecast



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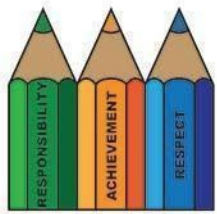
| Actual Cash basis Jun-20               | YTD Act       |
|--|---------------|
| <b><u>Income</u></b>                   |               |
| P & C Subscriptions                    | 22,045        |
| Interest Received                      | -             |
| Commission on Student Banking          | 385           |
| Canteen Donation                       | -             |
| Uniform Shop Donation                  | -             |
| MDFDGG Donation                        | -             |
| Term Deposit                           | -             |
| TWOOSH Contribution to PA              | -             |
| <b>Total Income</b>                    | <b>22,430</b> |
| <b><u>Fundraising (Forecasted)</u></b> |               |
| Trivia Night                           | -             |
| Easter Raffle                          | -             |
| MuftiDayTerm2                          | -             |
| MuftiDayTerm3                          | -             |
| Movie Night                            | 4,367         |
| Election BBQ - State                   | -             |
| Election BBQ - Federal                 | -             |
| Mothers Day Breakfast                  | -             |
| Fathers Day Breakfast                  | -             |
| Bush Dance                             | (1,384)       |
| Return & Earn                          | 134           |
| Misc                                   | 12,217        |
| <b>Total Fundraising</b>               | <b>15,333</b> |
| <b>Total Income</b>                    | <b>37,763</b> |



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## TWPS P&C

|                                       |                |
|---------------------------------------|----------------|
| <b>Expenses</b>                       |                |
| <b>School Submissions</b>             |                |
| Multi-Lit                             | (341)          |
| Canteen Equipment Upgrade             | -              |
| Class Budget                          | -              |
| Soft fall Silver Seats/Sandpit area   | -              |
| Laptops                               | -              |
| Smart TVs                             | -              |
| PA System - Stage 3                   | -              |
| Defib                                 | -              |
| Contingency                           | -              |
| <b>Total TWPS Submissions</b>         | <b>(341)</b>   |
| <b>Other Expenses</b>                 |                |
| Misc Expenses                         | -              |
| Bank Expenses                         | (119)          |
| Stationery                            | -              |
| Telephone & Fax                       | -              |
| Accounting software - xero            | (629)          |
| Audit                                 | -              |
| Insurance                             | -              |
| Band Equipment Insurance              | -              |
| <b>Total Other Expenses</b>           | <b>(748)</b>   |
| <b>Donations/Other Submissions</b>    |                |
| Band Grant for equipment and Expenses | -              |
| Greenthumbs                           | -              |
| Wakakirri                             | -              |
| Teachers Lunch                        | -              |
| Sports Final Costs                    | -              |
| Year 6 Farewell                       | -              |
| Staff Room - Milk/Tea/Coffee          | -              |
| <b>Total Donations</b>                | <b>-</b>       |
| <b>Total Expenses</b>                 | <b>(1,089)</b> |
| <b>Net Surplus / (Deficit)</b>        | <b>36,673</b>  |



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### **Appendix 4: Uniform Shop**

#### **Uniform Shop Report – P&C 16 June 2020.**

It has definitely been a different first half of the year!

The shop became non-operational just as the winter stock was arriving. At the time with no cashflow many of the supplier invoices were not able to be covered. I was able to get extensions from suppliers for all of the winter stock and I am now in a position where I am able to start paying for the items that were delivered. I am really appreciative to Shirley who has also helped with some cash flow issues during the shut down period, which we are now coming into a position to rectify.

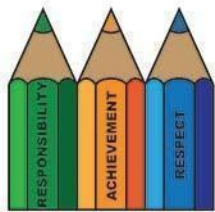
Since we have reopened it has been really busy – as of last Week I have processed over 380 orders which included 337 Flexischools orders, the remainder was made up of backorders.

We are still operating on a Thursday only delivery, but as of this week we are scheduling return and exchanges. At the moment these are by appointment only so that I keep it manageable as I will be outside of school grounds and won't have access to the shop during these times. I am expecting a number of people will take advantage of this.

I am keeping a close watch on stock levels as I am trying to minimise excess stock levels and only ordering items as needed where I can.

The stock level for the formal winter shirts and blouses are not able to be restocked, once these are sold out I am unable to get additional stock until next year. The only item I have sold out of is the size 10 winter blouse. Tunics have a 5-6 week lead time, so if I need to order any more they won't arrive until Term 3.

I have just placed my indent orders for 2021 stock, I am at this time unsure if there is any knock on effect of COVID19 in regard to these orders being fulfilled. I have been made aware



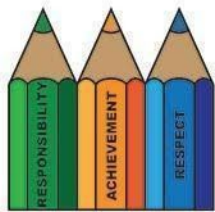
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that the pricing for the formal uniform pieces have increased in price, so unfortunately I will need to increase prices next year. I will be preparing the 2021 price list over the coming weeks, it will also take into account the price increases from other suppliers.

This year we also need to make a decision of the current backpack. The current stock item will continue to be available however purchasing has changed to indent only with a minimum of 100 as of 2021, with supply timeframe will be 5-6 months from ordering. I had shown Chantal and alternative last year that was the same price, but my supply of the current design was sufficient for 2020. I currently have a total of approximately 90 backpacks available with a 50/50 mix of sizes which should cover the Kindy intake of 2021 – however for any shortfall for 2021 and ongoing for 2022 we will need to make the decision to either do large indent orders or change the style. Thank you!

Janine



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### **Appendix 5: Canteen Report**

The canteen has been open again for two weeks and so far Wednesday and Thursday I am managing on my own fine with the reduced menu. The Fridays have been very busy and I have been pushed to get all the hot food out in time for lunch even with the reduced menu. We are still only having online orders at the moment but looking to open up for ice block sales via vouchers later this week.

Thanks,

Jane – canteen manager

### **Appendix 6: MDFDGG**

MDFDGG Report – P&C 16 June 2020.

Before all the isolation requirements the MDFDGG completed all the ordering for the 2020 Mothers Day stall and the deliveries were coming in.

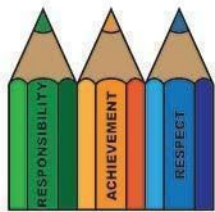
Unfortunately with the stall being cancelled we have not done anything since. All the items are non-perishable so we will be using the stock for future stalls.

At this stage we are not actively planning any future events.

Thanks

Janine Sherlock (on behalf of the MDFDGG team).





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### Appendix 7: Band Report

Band report      June 2020

Like all activities, we have obviously faced huge challenges due to Covid-19. I'm proud of how quickly we were able to roll out an online band program. We were proactive in implementing distancing and hygiene procedures which allowed us to remain running until schools closed. We then only missed 1 week of rehearsal time before commencing Zoom rehearsals for all bands – a huge change for our conductors who have done a fantastic job keeping the kids engaged and are putting in huge amounts of work behind the scenes to ensure that they can deliver enjoyable rehearsals each week. Junior and senior bands have been split into sectionals to allow more playing time whilst TB and stage band remain as a group. We developed online safety guidelines for all tutors and continue to have a parent supervisor for each rehearsal to ensure child safety. Thank you to Yvonne Curran for setting up google classroom for each band which the conductors use to upload sheet music, videos and practice tasks.

The return to school posed a further challenge as band remained online. We changed the Zoom rehearsal times to allow kids sufficient to get to or from school. In week 6, we arranged for a teacher's aid to supervise band kids who attend OOSH during rehearsal time. Thank-you to Mrs Mamo for helping arrange this, giving us access to a classroom and device. Nicole Reid has been supervising some training band, junior band woodwind and senior band woodwind kids which those families have really appreciated.

We are still working out what term 3 will look like for band but are aiming to have band back rehearsing together with suitable hygiene and distancing measures in place. Whilst the conductors are looking forward to resuming face-to-face teaching, I think they are going to miss the ability to "mute all"!

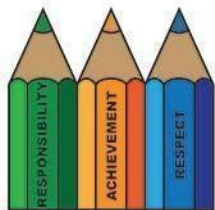


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### **Treasurer Note**

Due to Covid19 changes, there was a need to update our budget. Our activities will now be reduced to band rehearsals only for the remainder of the year. With band camp cancellation and fundraising activities being on hold, the band expenses have been reduced to bare minimum, conductor costs, insurance and instrument repairs and maintenance. A decision to cover the costs of a teachers aid was to keep up the student participation numbers within our program which we would benefit financially from in years to come. Our latest calculations factoring a 5% decline in student numbers for the next 6 months and the costs of a teachers aid for 3 sessions over term 3, bring the band to a loss of \$7000. In past years the band was faced with financial stress when a large number of students left the band mid year. It was decided to increase our reserves over the years to cover any sudden financial strains. This year we are faced with a unique financial challenge, however we are in a position to cover this year's financial losses with the band reserves.



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### Appendix 8: Green Thumbs Report

#### **Green Thumbs Sub Committee Report** **16<sup>th</sup> June 2020**

Hi,

Due to access restrictions, we don't actually know how the garden is growing but my girls tell me it's green! We obviously haven't been able to run Garden Club or tend to the veggie patches and compost but hopefully we can in Term 3 depending on how restrictions go.

Kirsten Robinson has chatted to us about a gardening grant the school has received and we have suggested that we convert another one of our garden beds into a wicking bed to help further our aim of being as sustainable as possible and ahead of another summer of possibly more drought. She also has plans for some Garden Beds in the Quad if they can be made too. Many thanks to Fiona Greenwood for doing the research and writing up the proposals.

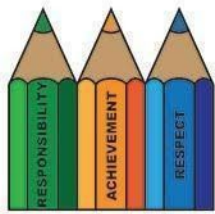
If there is any budget allocated to the Green Thumbs this year, we would like to take the opportunity to fund the conversion of one more bed at the same time as we will have a few economies of scale and labour. The approximate cost is \$400 per bed. If there is no budget that is fine, we're thankful that with the school's funding it will bring us up to 3 out of 5 possible beds converted.

Thanks to Vanessa for liaising directly with TWPS about getting the Rainwater Tank fixed through the school with the appropriate resources. This has been out of action for quite some time and again in line with our sustainability aims it would be good to have it back in use again.

We will need to ensure in future that neither TWPS or TWOOSH or anyone else place anything on top of the tank as we believe this has led to it not working properly.

That's about it for now and we can't wait to get our hands dirty again and dig for worms!

Many thanks,  
Emma Fenton  
Green Thumbs Convener



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
**Tuesday 16th of June 2020**  
**Meeting Held: Via Google Meet**

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

This year's fundraising has been obviously impacted by covid. In term 1 we had the fiver for a farmer mufti day which we made \$2432. We also had a scaled back easter raffle as it was all due to happen when covid hit and schools were moved to online learning. We were still able to distribute some prizes. Thanks to all the parents who contributed eggs and bought raffle tickets. So as Vanessa said earlier in this meeting we are going to be moving all of our fundraising events which include the colour run and mufti lunches to next year. In the current circumstances these are impossible to run and it ends up being an extra burden for parents financially as well which at this point in time we want to avoid. We are thinking of having a fun sports themed mufti day in term 3 with no contributions required from families so it's just for fun.