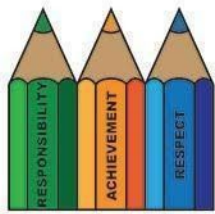


# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 11th of August 2020 Meeting Held: via Googlemeet

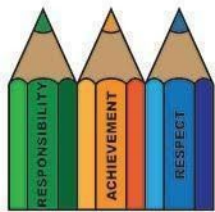
	Chairperson P&C President Vanessa Erickson starts the meeting at 7.48pm
<b>1. Apologies</b>	Joanne McAdam, Musette Healy,
<b>2. Attendees</b>	Vanessa Erickson. Louise Lawrenson, Chantal Mamo, Julie Granville, Meera Seemampillai, Cathy Carlton, Janine Sherlock, Kellie Lean, Fiona McKibbin, Emma Fenton, Amelia Riddle, Melinda Julius, Shirley Lou, Vanessa Oliveri, Claudine Kimber, Melanie Winthorpe, Deb Flanagan
<b>3. Opening</b>	Vanessa Erickson
<b>4. Acceptance of previous minutes</b>	Action: Minutes from previous meeting accepted and passed as true reflection  Passed: Emma Fenton Second: Cathay Carlton
<b>5. Business Arising from Previous Minutes</b>	<b>5.1</b> Qtr Sessions Road Crossing: Update - Thanks to Matt Kean, NSW Transport has allocated a full time crossing supervisor to this crossing after many complaints about the safety of this crossing. Was such great news. They are advertising now and hoping to appoint someone soon.
<b>7. Correspondence</b>	
<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	Appendix 3 - Full Report



# TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL**  
**P&C Meeting Minutes**  
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**August 2020**  
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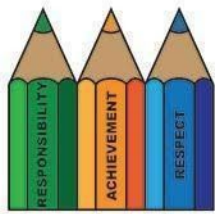
Lou	
Uniform Shop - Janine Sherlock	Appendix 4 – Full Report
Canteen - Jane Barnwell	Appendix 5 – Full Report
MDFDGG – Janine Sherlock	No report for this meeting
Band -	Appendix 6 – Full Report
Green Thumbs - Emma Fenton	Appendix 7 – Full Report
Fundraising- Joanne McAdam	Appendix 8- Full Report
<b>9. Agenda Items</b>	
<ul style="list-style-type: none"> <li>2020 Budget Approvals - See Appendix 9 for Budget Breakdown</li> </ul>	<p>Shirley and Vanessa presented the proposed budget to the P and C. It has been a tough year with covid and no fundraising. Because of previous years of excellent fundraising and budgeting we are in a position to still financially support the school with some spending for 2020 - although not as much as previous years it is important that we are using the funds raised and families are seeing that contribution this year.</p> <p>All income/expenses/submissions were read and discussed item by item. No questions.          Motion to pass Budget:</p> <p>Passed: Amelia Riddle</p>



# TWPS P&C

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	Second: Janine Sherlock
<b>10. General Business</b>	NIL
11.Closing	Meeting closed 9:01pm
12.Next Meeting	TBA *Discussion on week 8 or 9 to take into account late meeting this term and other Executive that are on other committees with potential timing clashes. Decided would be announced on FB on decision on date



## TWPS P&C

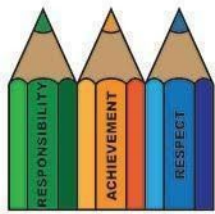
**THORNLEIGH WEST PUBLIC SCHOOL**  
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### Principals Report - Appendix 1

# Principal Report

### Term 3 Week 4

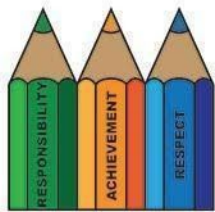
<b><u>Staff Development Day</u></b>	Via Zoom Kathy Rushton from PETTA and Sydney university EAL/D
<b><u>SRE/SEE</u></b>	Started last week Many questions why they are allowed onsite. Policy and mandatory. Changed time
<b><u>Tess Muscat</u></b>	Congratulations MRs Muscat had a baby girl – Sophia. She is doing well. Lisette Carey has joined 2BE we welcome her to TWPS
<b><u>External Validation</u></b>	Due 10 September Thank you Julie Granville for pulling this together. It is a massive task. WE have assessed ourselves against the School Excellence Framework. Some excelling areas: sustaining & growing, delivering.
<b><u>Leadership Institute</u></b>	Working with the Leadership Institute which is an honour. Working with may world renowned researchers. Three mentees who are aspiring principals.



# TWPS P&C

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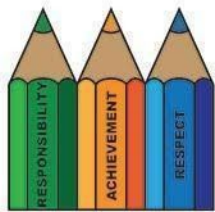
<p><b><u>COVID</u></b></p>	<p>Hygiene          Keep children at home          Washing hands          Water bottles          Touch points cleaned throughout the day          Parents outside the gate – social distance</p>
<p><b><u>New printers and photocopier</u></b></p>	<p>Old ones were starting to cause issues. IT is the simple things that help our office and teaching staff.</p>
<p><b><u>PJ Day</u></b></p>	<p>Thank you to SRC for organising \$626 raised for Cancer Cancel August is their campaign.</p>
<p><b><u>Aspiring Leaders</u></b></p>	<p>Building capacity in others is vital. Great group of aspiring leaders who attend afternoon sessions. Nicole Dow was a guest speaker sharing her leadership journey.</p>
<p><b><u>Reports and Interviews</u></b></p>	<p>Teachers have completed reports these will go home on Friday. They will look and read a little differently. Parent teacher interviews via zoom please book yourself in and be conscious of the time limit.</p> <p>Trial three way interviews</p>
<p><b><u>Communication</u></b></p>	<p>Remember the CT is the first port of call then the AP, DP and P</p>



# TWPS P&C

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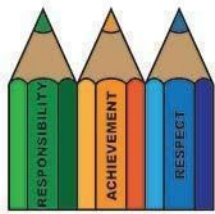
<b><u>K – 2 pick up</u></b>	Oakleigh will stay. Council is spraying the oval
<b><u>Education Week</u></b>	WE missed having everyone onsite Learning together Video
<b><u>Classroom Teacher job</u></b>	Last 3 years employed 15 ew permanent staff. Last one! Cull Friday and interview next week. 2 week appeal period. Start 2021
<b><u>Virtual Assembly</u></b>	Every 2 weeks 15 minutes Awards presented Prefects conduct
<b><u>Public Speaking</u></b>	Stage 2 speeches were very impressive. Stage 3 is next week. Students are confident
<b><u>Band</u></b>	Returned School is providing supervision need to limit people onsite
<b><u>Kindergarten 2021</u></b>	Enrol now I need to sort staffing Enrol electronically via website Kindergarten transition on hold
<b><u>CPR</u></b>	Staff have completed via Zoom



# TWPS P&C

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<b><u>2021 – 2024</u></b>	Starting to reflect and start New processes and massive changes involved
<b><u>Principals Reward</u></b>	Outdoors couple of wrapped treats and read a story with the children
<b><u>Newsletter</u></b>	Odd weeks
<b><u>PSSA</u></b>	Returning week 5 Things may change due to COVID and changes



## **TWPS P&C**

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

#### **Report – 11th August 2020**

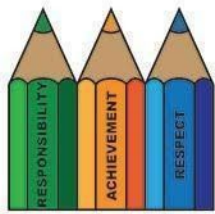
Welcome everyone this evening and thank you for your patience while we had to reschedule our meeting from last week to tonight.

Not a lot has been happening for the P&C since the last meeting. Shirley, Made and myself have been working on finalising the Budget that was presented earlier - thank you to them both for their detailed contribution and processes. I think it is great we can still spend some money this year on some useful items for the school - even though not as much as usual.

A big THANK YOU to our local MP Matt Kean for the announcement regarding the Qtr Sessions Road crossing attendant. This crossing has been a big school community and local community problem and the news of an appointed 'Lollipop person' being allocated to this crossing is wonderful news. I know NSW Transport placed the advertisement quickly. We will announce on FB when that position starts and we have someone on that crossing at all times.

As mentioned earlier this year, we had put a deposit on the Gingerbread House Kits for a Xmas Fundraiser and it was decided that this fundraiser will proceed. The fundraising team led by Jo has kindly offered the benefits of this fundraiser to go to Band. I spoke with Niluka yesterday regarding this. The Band will advertise the kits for sale to Band families first end of Term 3 and the P&C will promote to the wider school community beginning of Term 4. It will be open to





## **TWPS P&C**

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Guests also so please get behind this fundraiser for Band and let friends, family and neighbours know!

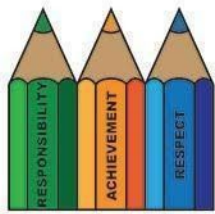
Since all the 'fun' activities for students have been cancelled this year we thought it would be a great option to have a special lunch order day this term! We are holding a Hot Dog & Pancake Day on Friday 4th September. This special lunchtime order will replace the usual menu on offer - details will be promoted as soon as the ordering information is available on Flexischools.

We hope the students will love this special lunch order option! Thank you Jane for organising this!

We are absolutely loving the new murals organised by Mrs Mamo at school. They have brightened up some old walls! It's a shame we can't be onsite to see them up close but i have heard the kids love them!

We Celebrated Principals Day last week. Thank you Chantal for your amazing leadership of our school. We all feel very lucky to have you as our Principal. It's not easy making tough decisions. We hope you turned off the email and enjoyed a few glasses of bubbles that night!

We are always happy for local businesses to approach us regarding fundraising opportunities. Local cafe Devoured has spoken to Lou regarding Fathers Day Vouchers. For every \$10 voucher purchased they will donate \$2 back to our school. Louise has kindly organised this opportunity and will sell the vouchers after school at Oakleigh oval - I will discuss details with Louise further and promote on FB.

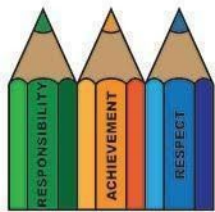


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Thank you everyone. As always, any questions please feel free to give me a call or send an email if you have any questions.

Vanessa



**TWPS P&C**

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**Treasury Report - Appendix 3**

**Treasury Report Aug 2020**

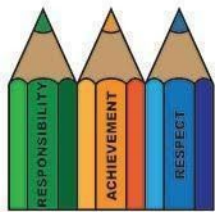
1. Financial matters update (TABLE 1 BELOW)
  - a. Term deposit rolled into 6 month which will mature in Feb 2021.
  - b. Aug 20 YTD Financial update
2. Total TWPS Bank Accounts Summary (TABLE 2 BELOW)
3. High level Cashflow forecast per proposed budget (TABLE 3 BELOW)



# **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
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**Table 1**

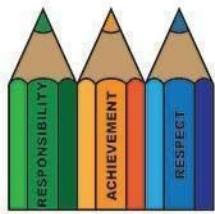


# TWPS P&C

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Actual Cash basis Aug-20	YTD Act
<b><u>Income</u></b>	
P & C Subscriptions	22,045
Commission on Student Banking	505
Government Grant	15,000
<b>Total Income</b>	<b>37,550</b>
<b><u>Fundraising (Forecasted)</u></b>	
Movie Night	4,307
Bush Dance	(1,384)
Return & Earn	134
Misc	774
<b>Total Fundraising</b>	<b>3,830</b>
<b>Total Income</b>	<b>41,379</b>
<b><u>Expenses</u></b>	
<b>School Submissions</b>	
Multi-Lit	(341)
<b>Total TWPS Submissions</b>	<b>(341)</b>
<b>Other Expenses</b>	
Bank Expenses	(131)
Insurance	(1,859)
<b>Total Other Expenses</b>	<b>(8,098)</b>
<b>Total Donations</b>	<b>(94)</b>
<b>Total Expenses</b>	<b>(8,533)</b>
<b>Net Surplus / (Deficit)</b>	<b>32,847</b>

Table 2



# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 11th of August 2020 Meeting Held: via Googlemeet

TWPS P&C P&L YTD Aug 2020	Band Account	Canteen Account	Main Account	MDFDGG Account	Uniform Shop Account	Green Thumbs Account	Term Deposit	Total
Opening Balance \$	33,438	30,238	22,389	6,344	3,343	3,688	50,770	150,210
Income \$	36,323	49,145	52,331	-	76,393	-	266	214,458
Expense \$	(36,758)	(62,989)	(8,533)	(2,939)	(63,382)	(106)	-	(174,706)
Net Surplus / (Deficit) \$	(435)	(13,844)	43,798	(2,939)	13,011	(106)	266	39,751
Closing Balance \$	33,003	16,393	66,187	3,406	16,354	3,582	51,037	189,961

**Table 3**

**Cash Balance Aug 20** **66,187**

**Income**

Canteen Donation 5,000

Government Grant 5,000

**Total Forecast income** **10,000**

**Expense**

School Submission (24,291)

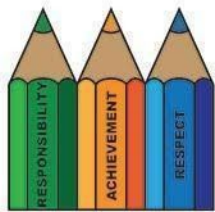
Donations/Other Submissions (10,500)

Other Expenses (620)

**Total Forecast Expense** **(35,411)**

**Available Cash Balance Dec 20** **40,776**

**Uniform Shop Report - Appendix 4**



## **TWPS P&C**

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Term 3 should be a little quieter in regard to sales volume, and we will continue with online ordering. Refunds and Exchanges will also continue to be by appointment only. If parents need assistance with ordering, they are welcome to email me with their requests.

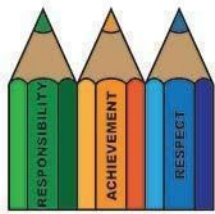
I have (and will be) making further items available on Flexischools over the next couple of weeks. The recent Flexischools upgrade required me to re-do a number of items in the catalogue and so I am waiting on clarification from them on some bug fixes before I go too far ahead with this.

Last term I notified of price increases from all my suppliers, some have been quite significant, especially in relation to the increases we have seen in the previous couple of years. Last year I made very minimal price increases and the majority of items retained their prices from at least 2018. I am now in a position where I need to increase prices for Term 4 to cover costs; the increases will be effective from 1<sup>st</sup> October and have been arrived at after consultations with Shirley and Vanessa. I will continue reviewing pricing throughout the year as I am not sure how the current situation will impact on future supply costs and availability. At this stage, the increases should allow us to maintain the new pricing until the end of Term 3 2021 and I will keep the committee informed of any increases prior to that.

I am currently working on updating Flexischools to allow Kindy 2021 parents to make purchases online as I am not anticipating having fittings occur during term 4, I am considering the possibility of virtual appointments for parents that have questions.. Although I am concentrating on Kindy at the moment, I would like this to be also available to all new families starting at the school.

Thanks

Janine Sherlock



## **TWPS P&C**

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

The canteen has been quite busy this term. I have kept the reduced menu, limiting time consuming items so that I can get it all done by lunch time on my own on Wednesday and Thursday. The Friday help has been fabulous and I couldn't do it without that help.

The ice blocks available via flexischools are working well and I am able to get through the queue of kids quite quickly. I do not think that I will be offering cash sales for the rest of this term.

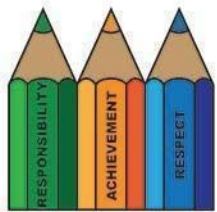
Plans are well underway for a pancake and hotdog day on Friday 4<sup>th</sup> September. Pancakes are being supplied by McDonalds at a reduced rate. I will need the teachers to hand out the orders from the canteen bags that day as there will not be spares in case any are misplaced by the kids (which seems to happen quite often).

Thanks,

Jane – canteen manager

### **Band Report - Appendix 6**



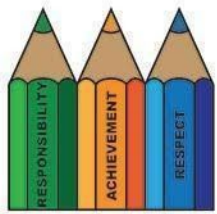


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- 1) Settling into our new Term 3 Routine
  - Thankyou to Mrs Mamo for agreeing to cover the costs of the Teachers aide-enabling band to be onsite in Term 3. The conductors and children were thrilled to get together in person and start playing again.
  - We will continue to work through teething issues with parent drop offs and pick-ups over the coming weeks.
- 2) Online Performances – ASBOF is running an Online event in 2020, the conductors are looking at JB, SCB and Stage Band performing.
- 3) Assemblies, we are always looking at safe ways our bands can perform, we would be interested in performing for school assemblies, live Zoom performances will not work due to sound issues. Pre-recorded performances showcase via Zoom would be possible. This would give the bands something to work towards. We may also deliver the Christmas Concert in the same way.
- 4) Toilet Block sealing has been completed: the room is now waterproofed. Instrument Co-ordinator has raised the state of the floor after waterproofing with Mrs Mamo. We have asked for the contractors to come back and clean the render left on the tiled floor. Shelving of the room was not included. This is now a cost to the band. We will require shelving secured to the wall. We will need to look into options that are practical safe and not at a huge expense to the band. Perhaps this can be completed in the Christmas Holidays.
- 5) Band Insurance & Trailer – We have decided to sell the trailer, and will not insure or renew the rego. This will occur over the coming months, freeing up space in the storage area for the school. If required we will hire a van to move equipment for band camp next year.
- 6) Invoices, we usually invoice band for T3&4 in early term 2. This year it is decided to split the invoicing up due to the constant changes facing band. Term 3 invoicing will be sent out shortly, providing a small discount to parents for Term 2 disruptions.

### **Green Thumbs Report - Appendix 7**



## **TWPS P&C**

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### **Green Thumbs Sub Committee Report 11<sup>th</sup> August 2020**

Over the holidays with special permission, the Greenwoods and the Fentons had a little working bee to clear out the overgrown veggie beds, top them with mulch and prep them for Term 3/Spring planting. Unfortunately we did come across a huge amount of litter in the beds and in around the fence line, it would be great to remind everyone to thoughtfully dispose of their rubbish after recess and lunch, or even better to reduce the amount of packaging sent in.

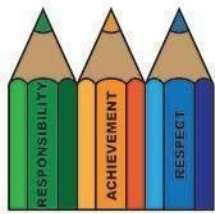
Many thanks to Fiona Greenwood for topping up the Seed Kits and liaising with Susan Liddle to provide these to the teachers so that they can use them as a resource at school.

Thanks also to Fiona, TWPS Green Thumbs was successful in our grant application to the Sydney Edible Garden Trail. We are still finding out what exactly we will receive but are hoping there will be enough funds to convert another one of the existing garden beds to a Wicking Bed at the same time as the school convert one. Our overall aim is to have the garden as drought proof as possible so it can still be used to produce crops and be used as a relevant teaching tool.

There are also some great classroom projects online on how to make mini Wicking Beds out of milk containers which we have sent over to the Environment Committee.

Overall, the garden is reported to be doing well. We would love to be back in running Garden Club some day!

Many thanks,  
Emma Fenton  
Green Thumbs Convener



# TWPS P&C

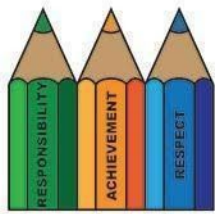
## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 11th of August 2020 Meeting Held: via Googlemeet

### Fundraising Report - Appendix 8

The gingerbread house fundraiser in Term 4 has been handed over to the band.

### Budget Proposal - Appendix 9

Budget	FY20 Bud	Comments
<b>Income</b>		
P & C Subscriptions	11,093	1H20 Subscription only
Interest Received	200	Feb Term Deposit Interest
Commission on Student Banking	505	Income already received
Canteen Donation	5,000	Reduced contribution due to COVID19
Uniform Shop Donation	-	- This will now be obsolete going forward
MDFDGG Donation	-	- COVID impact
<b>Total Income</b>	<b>16,798</b>	
<b>Fundraising (Forecasted)</b>		
Easter Raffle	618	
<b>Total Fundraising</b>	<b>618</b>	
<b>Other Income</b>		
Government Grant	20,000	Government cashflow boost
<b>Total Other Income</b>	<b>20,000</b>	
<b>Total Income</b>	<b>37,416</b>	
<b>Expenses</b>		
<b>School Submissions</b>		
Multi-Lit	(341)	
Class Budget	(3,250)	27 classes @ \$150 each deduct \$800 cash on hand
Library Book upgrade	(10,000)	
Air Con replacement	(4,200)	
Water Bubler	(2,500)	



# TWPS P&C

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Air Con replacement	(4,200)	
Water Bubbler	(2,500)	
Defib in Hall	(2,000)	As recommended by HealthCorp
Contingency	(2,000)	*Cash if needed for Emergencies especially Canteen
<b>Total TWPS Submissions</b>	<b>(24,291)</b>	
<b>Other Expenses</b>		
Misc Expenses	(1,100)	
Bank Expenses	(600)	
Accounting software - xero	(780)	
Audit	(3,168)	Payment for prior year audi
Insurance	(1,859)	Including Workers Comp
<b>Total Other Expenses</b>	<b>(7,507)</b>	
<b>Donations/Other Submissions</b>		
Greenthumbs	(1,000)	
Band	(2,000)	
Uniform Shop Cashflow	(5,000)	
Teachers Lunch/World Teachers Day	(500)	
Year 6 Farewell	(500)	Was used in 2019 - we paid for the hire of an item for the farewell plus \$80 for lollies
Staff Room - Milk/Tea/Coffee	(1,500)	currently canteen arranges and comes out of canteen costs of approx \$1k however bc of COVID
<b>Total Donations</b>	<b>(10,500)</b>	
<b>Total Expenses</b>	<b>(42,298)</b>	
<b>Net Surplus / (Deficit)</b>	<b>(4,882)</b>	



**TWPS P&C**

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