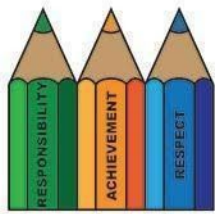


TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 27th of October 2020 Meeting Held: via Googlemeet

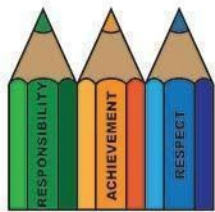
	Chairperson P&C President Vanessa Erickson starts the meeting at 7:38pm
1. Apologies	Joanne McAdam, Jane Barnwell, Deb Flanagan, Vanessa Oliveri,
2. Attendees	Vanessa Erickson. Louise Lawrenson, Chantal Mamo, Julie Granville, Meera Seemampillai, Cathy Carlton, Janine Sherlock, Fiona McKibbin, Emma Fenton, Amelia Riddle, Musette Healey, Shirley Lou, Claudine Kimber, Carolyn Roberts, Nicci Fishwick, Fiona Chard, Belinda Tasker, Julie Tanger, Amanda Long, Kellie Lean, Sharon Low, Nicole Jones
3. Opening	Vanessa Erickson
4. Acceptance of previous minutes	Action: Minutes from previous meeting accepted and passed as true reflection: Passed: Meera Seemampillai Second: Janine Sherlock
5. Business Arising from Previous Minutes	5.1 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. Action: This position has been filled and is going well.
7. Correspondence	None received
8. Principals Report – Chantal Mamo	Appendix 1 – Full Report.
9. Sub committee Reports	
President Report - Vanessa Erickson	Appendix 2 – Full Report



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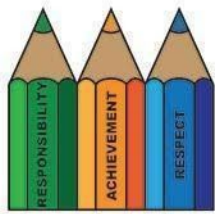
Treasurer Report - Xuan Lou	Appendix 3 - Full Report
Uniform Shop - Janine Sherlock	Appendix 4 – Full Report
Canteen - Jane Barnwell	Appendix 5 – Full Report (Read by Louise Lawrenson)
MDFDGG – Janine Sherlock	No report for this meeting
Band - Aimi Forsyth and Claudine Kimber	<p>Appendix 6 – Full Report</p> <p>Band Budget for 2021 Approval.</p> <p>Discussed that P&C contribution needs to be passed at next Budget meeting but budget looks great. Vanessa thanks Claudine & Aimi for hard work in getting through the year. Vanessa and Aimi will meet re: Band Conductors renewal Contracts with Eployisure.</p> <p>Motion passed for Budget to be approved:</p> <p>Passed: Emma Fenton</p> <p>Second: Louise Lawrenson</p>
Green Thumbs - Emma Fenton	Appendix 7 – Full Report
Fundraising- Joanne McAdam	Appendix 8- Full Report (Read by Louise Lawrenson)
9. Agenda Items	



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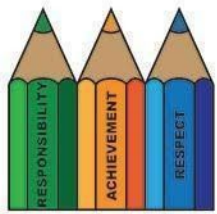
<ul style="list-style-type: none"> • Learning Support (Belinda Tasker) 	<p>Learning Support - Belinda Tasker emailed the P and C asking about the funding for a Learning Support Teacher and how it works. Chantal replied to this and explained how it works. 2021 funding for this has not been confirmed yet. School is working on 21-24 school plan</p>
<ul style="list-style-type: none"> • AGM Update and discussion - Vanessa 	<p>AGM will be on December 1st as Financials must be presented from 2019. Federation has advised can do virtually but online voting only and everyone will need to repay their membership fee again. It's only a short tenure - to March 2021 until we have the AGM again and membership fees will be due again. Must have minimum signatory office bearers to be voted in December. Other roles can be voted til March when we can revert back to normal scheduling.</p> <p>Note: Vanessa will be standing down in March 2021 and encourages someone to come forward to take on the President role. She has 2 more years at TWPS so ideal for additional background support for the role while Vanessa is still at TWPS. Opportunity to learn and meet new friends. Rewarding experience. Please contact directly for discussion and any questions.</p> <p>Jo will be standing down as Fundraising Convenor and a call out for someone to take on Fundraising Convenor role. Next year's Fundraising will be leaning toward online fundraising - lots of ideas but need someone who can roll with it - a great organiser and passion to get involved. Lots of fun and rewarding.</p> <p>Action: Vanessa proposed that membership fee increases to \$1.00 and that we pay the membership fee via flexischools.</p> <p>Passed: Janine Sherlock</p> <p>Second: Emma Fenton</p>



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<p>10. General Business</p>	<p>Teachers Gifts - Confirmation that if Class Parents were to arrange end of year gift for the teacher that there is a Max amount of \$10/\$15 and that it is noted that while asking for any contribution to a gift of any kind it should be voluntary. Work with teachers as some may prefer donation to favourite charity or cause.</p> <p>Class Parties - No sharing of food bc of Covid. P&C will work with Canteen to offer Class Party Packs for families to buy via flexischools. More details to come in the following weeks.</p> <p>Vanessa will email Class Parents with an update on the above. Chantal will advise Teachers of Class Party Packs.</p> <p>Covering of library books - questions about new library books not being covered in contact. Librarian has chosen not to do this - has chosen a lot of hard cover books. Students pick at contact. Chantal advised that Librarian is passionate about teaching students about caring for books. Not a huge amount of books are in bad condition. Older books with contact covering cannot be recycled because of contact.</p>
<p>11.Closing</p>	<p>Meeting closed at 9.01pm</p>
<p>12.Next Meeting</p>	<p>1st December: AGM followed by General Meeting</p>



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Appendix 1: Principals Report

Reports

All reports were delivered in a new format. Due to COVID less content was covered and no 5 point scale required. Zoom parent meetings were well received and will be an option moving forward.

Assembly

We have been meeting virtually every 2 weeks. More regular basis. This week we can go back to assembly together but only for 15 minutes. No singing etc..

COVID updates:

No parents onsite this is not my rule it is the DoE. Some parents have been comparing schools etc.. I am following the guidelines. Hygiene is still paramount. Band, tutors, karate, cricket, Aunty Margaret and TWOOSH

External Validation

This was complete; we received a few excelling in some areas. A few sustaining and growing and some delivering. This information will help us create our new plan 2021 - 2024

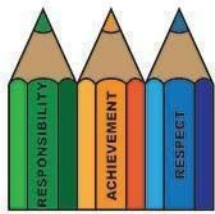
PJ Day & Crazy Hair Day

Thank you Mrs Binet for organising PJ and crazy hair day. The students had lots of fund raising close to \$500 for both occasions.

Learning Overviews

Every 5 weeks the teachers are preparing learning overviews. These are the big ideas that are being taught in class. It is a good way to discuss on a more regular basis your child's learning.

Pancake/Hotdog day



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Thank you Jane!

Cricket clinic

Great to have free clinic- thanks to Australian sports association. Years 3/4 enjoyed these days.

Principals reward

Large group this term. Read some picture books and had a treat.

Camp

Unable to go ahead in Canberra due to COVID. Alternative Bobbin Head and Basin. Long day sessions for the Year 6 students.

Stage planning

All teams have been implementing learning sprints focus on reading:

Book Week

Fun! All the students were exposed to the books that made the list and received awards. Grade book parade worked well. Thank you Mrs Robinson and Ms Hoffman the teacher librarians for organising this.

Bushfire

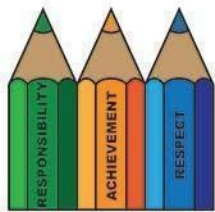
Preparing for bushfire season. Rehearsal, cleaned up Quarter Sessions Road and met WHS

Ysafe

Online safety is an issue at TWPS. Students have their own phones from Year 4 and some with social media. At school this can be hard to navigate. School paid for in class workshops to support students in making the right decision. Parent's workshop was well attended – thank you

Kindergarten transition

We have developed a wonderful website thank you to MS Davis . Video posts, school tour and students activities. Students will come onsite 2 days parents drop and run.



TWPS P&C

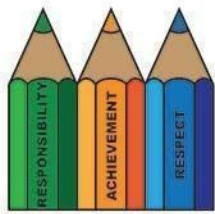
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Incursion S1 science

Incursion 10 – 12 November to address syllabus outcomes.

End of year

At this stage we have been asked to plan presentation day to be online. Planning on having this professionally filmed



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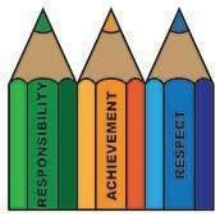
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Appendix 2 - President Report

Welcome everyone - thank you for dialling in tonight and thank you for your patience while we are still running meetings online. Welcome to new members and parents. Due to the lack of any events last term the executive team agreed that we would only run one meeting last term. This term we will revert back to our 2 meetings. The next meeting will be week 8 and will also be our 2020 AGM - more on that later.

Our last meeting was our Budget meeting where items were voted on. I am pleased to say that most items have now been organised. \$10k of new books were ordered and delivered to the library, the new water bottle refill station was ordered and installed near the oval, the new Defib was ordered and has been installed in the hall, Air Conditioning replacement was paid for. I want to especially thank the families of previous years that have worked hard on raising fundraising money. We have been fortunate that we have always had a strong fundraising ethos that has allowed us to support the school during one of the toughest years ever! I am hopeful that the current and incoming families take this on board for the years to come and look forward to seeing the TWPS fundraising schedule of events back on track! They may still look a little different but the team is in planning mode!

Since the year has been quiet, it has allowed me to 'get the house in order'. Meaning that the Treasury and myself really looked at processes and the requirements of the P&C as a business. The P&C is a business. We have employees and we have responsibilities yet the committee is run by volunteers. None of whom take the responsibility lightly. This is the core reason why since the last meeting the executive voted to engage the company Employsure. They are partnering with us to ensure that our legal responsibilities are met when it comes to contracts for contractors and employees. Employsure will be taking over the contract requirements for the Band Conductors and Employees. Having Employsure on board will ensure that we are doing the right thing by our



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contractors and employees and the P&C and the P&C is supported with these important business decisions. This additional cost will become a cost of running the P&C and will be on the budget.

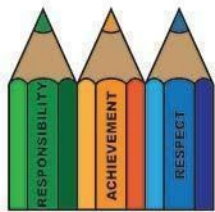
This term we have seen the new Qtr Sessions Road crossing attendant start. It is a great additional safety measure for students and families crossing that pedestrian crossing. This does not mean that there is no responsibility when it comes to driving near this crossing. It is imperative that as families we abide by the law and ensure we are keeping everyone safe. Please be careful at drop off and pick up times. I am still noticing a lot of speeding and ignoring road rules. There are heavy fines if caught.

The Gingerbread House Kit Fundraiser for Band is live and still available to order via Flexischools. Please support and buy one or a few. Although there is no onsite making event this year consider organising one at home with a group of friends! As of 6pm tonight there have been 91 kits ordered which is fantastic. Last orders are 16th November so still lots of time!! Tell your friends and family. Orders can be placed by guests via flexischools.

Thank you to Jane in Canteen and Janine in Uniform Shop both have worked like horses these past months! We are happy that our regular Volunteers can now come and help on Canteen days especially.

Unfortunately there is no P&C Mini Expo for the 2021 incoming Kindy Families this year however the P&C have contributed their sub committee information that has been added to the Kindy Virtual Welcome. The video looks great. This VIRTUAL introduction is still a welcoming and informative tool.

Hot Dog & Pancake Day on 4th September was a huge hit! Ben said it was the best day of his life! We are planning another special order day in the next few weeks! Watch this space. Today we rec'd notification on the latest Return & Earn collection. 893 containers collected. \$89.30 into account. Well done to students for continuing to recycle. Next year option for P&C to allocate these funds for Students to use for a possible project (toward new mural?)



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Last term we celebrated SASS week last term - thank you to Niccis Biccis who baked some gorgeous cookies as a thank you gift from the P&C.

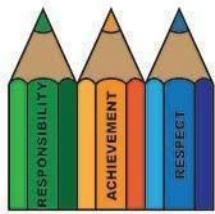
This Friday we celebrate World Teachers Day. The P&C fundraising team have arranged for Coffee Van to come and supply teachers with a well deserved caffeine hit at lunch time! Thank you teachers for all you do! It has been an incredibly tough year and we hope you enjoy your coffee!

We would like to support TWPS Family businesses this year and have been collating a TWPS Family Shopping List to distribute to families. Businesses have been added in accordance to being emailed to me. I am sure there are many more family businesses - please send me your details asap so the list can be finalised and distributed in the coming weeks.

Please mark your diaries for December 1st for the next meeting.

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

Vanessa

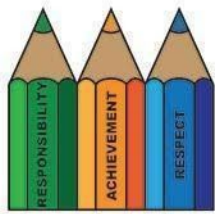


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Appendix 3 - Treasurer

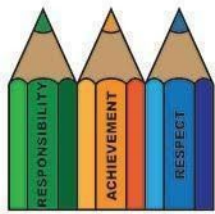
Financial Report YTD October



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	YTD Act	YTD Bud	YTD Var
Income			
P & C Subscriptions	11,093	11,093	-
Commission on Student Banking	-	505	(505)
Government Grant	23,000	20,000	3,000
Total Income	34,093	31,798	2,295
Fundraising (Forecasted)			
Trivia Night	-	-	-
Easter Raffle	892	618	274
Bush Dance	(1,132)	-	(1,132)
Return & Earn	134	-	134
School Banking	505	-	505
Misc Income	840	-	840
Total Fundraising	1,238	618	620
Total Income	35,331	32,416	2,915
Expenses			
School Submissions			
Multi-Lit	(341)	(341)	0
Class Budget	-	(2,979)	2,979
Library Book upgrade	-	(10,000)	10,000
Air Con replacement	(3,818)	(4,200)	382
Water Bubbler	(2,500)	(2,500)	-
Defib in Hall	(2,750)	(2,000)	(750)
Contingency	-	(2,000)	2,000
Total TWPS Submissions	(9,409)	(24,020)	14,611



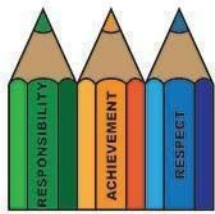
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Other Expenses			
Misc Expenses	(505)	(1,008)	503
Bank Expenses	(57)	(550)	493
Accounting software - xero	(715)	(715)	-
Audit	(3,168)	(3,168)	-
Consultant	(930)	(930)	-
Insurance	(1,225)	(1,859)	634
Total Other Expenses	(6,599)	(8,230)	1,631
Donations/Other Submissions			
Teachers Lunch/World Teachers Day	-	(500)	500
Year 6 Farewell	-	(500)	500
Staff Room - Milk/Tea/Coffee	(336)	(1,375)	1,039
Total Donations	(336)	(2,375)	2,039
Total Expenses	(16,344)	(34,625)	18,281
Net Surplus / (Deficit)	18,987	(2,209)	21,197

Total TWPS Bank Accounts Summary

TWPS P&C P&L YTD Aug 2020	Band Account	Canteen Account	Green Thumbs Account	Main Account	MDFDGG Account	Uniform Shop Account	Term Deposit	Total
Opening Balance \$	33,438	30,238	3,688	22,389	6,344	3,343	50,770	150,210
Income \$	47,697	86,661	500	36,364	-	98,897	237	270,355
Expense \$	(37,548)	(73,530)	(106)	(17,376)	(2,939)	(77,965)	-	(209,463)
Net Surplus / (Deficit) \$	10,149	13,130	394	18,988	(2,939)	20,932	237	60,892
Closing Balance \$	43,587	43,368	4,082	41,377	3,406	24,275	51,007	211,102

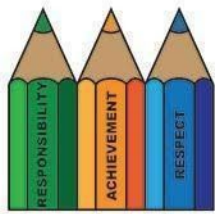


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High level Cashflow forecast per proposed budget

Cash Balance Oct 20	41,377
Income	
Canteen Donation	5,000
Total Forecast income	5,000
Expense	
School Submission	(14,195)
Donations/Other Submissions	(10,164)
Other Expenses	(207)
Total Forecast Expense	(24,566)
Avaiable Cash Balance Dec 20	21,811



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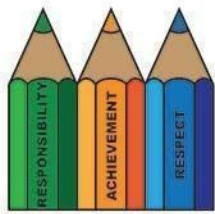
Appendix 4 - Uniform Shop Report

Term 4 has seen the transition to summer uniform. I am currently out of size 16 boys summer shirts due to an order miscommunication during early lockdown and a higher number of orders during summer transition than expected. I have however been able to raise a special order with the supplier so should have an order of shirts arriving early term 1 2021. Other than that we are fully stocked and have additional orders expected in mid-November.

Due to kindy fittings being on hold this year I have introduced online consultations instead. So far I have 12 bookings starting from 4th November. I have opened a Kindy 2021 category on Flexischools where I am offering pre-configured packs of uniform items in an attempt to make purchasing easier. On the larger packs I have made a layby option available with a (roughly) 50% deposit and the order processed when the final payment is made; this has been a little bit complicated to set up on Flexischools so is currently only available on selected packs. I can also offer layby if an order is placed during a consultation or via email. Pickup of orders will be organised via appointment similar to the current returns and exchanges arrangement.

I also have a clearance category on Flexischools where I will be adding stock items at reduced prices to clear. I am working on a preloved catalogue also, which I will be hoping to add to Flexischools over the coming weeks. These will be purely as a first come first serve basis.

Looking towards 2021 I am still unsure how we will be operating; more information will be provided towards the end of the year.



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Appendix 5 - Canteen Report

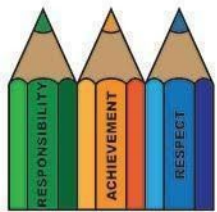
The canteen has gotten off to a busy start in term 4. We had a large amount of orders on the Friday of week 1. It coincided with a visit from the health inspector. The health inspector was very pleased with the cleanliness of the canteen. However due to the large volume of orders it was noted on the report that the canteen does not have enough oven capacity to cope with the number of orders. Therefore, I will be looking at increasing the oven capacity for next year. We currently have 1 gas oven that heats very unevenly and needs to be kicked to get the fan going in the morning, so I will be looking to replace this with a double turbo fan oven. It was also noted that there is a crack in the roof of the main fridge (this has been there from before I started working in the canteen). The cracked roof either needs to be replaced or a new fridge purchased.

We welcome back some volunteers in the canteen this term. Also the year 6 helpers are back at lunch times. We also started to accept cash sales again. The online voucher through flexischools system is still very popular and makes serving at lunch time very fast.

The pancake/hot dog day last term was a success with 471 orders. It was a very busy day!! I think that later this term we will do a donut day.

I am in the process of organising a “birthday bucket” which is a container of quelch iceblocks that parents can order through the canteen for a child’s birthday (on canteen days only) that will be delivered to the child’s class for lunch time.

I will be on leave for weeks 2 and 3 of term 4 and Julie Tanger will be running the canteen in my absence.



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Appendix 6 - Band Report

After a brief return to face to face rehearsals in term 3, band stopped again in week 5. We surveyed parents to check the desire for weekly Zoom rehearsals, we required 40% uptake for it to be viable. We ended up with 60% of training band and senior bands, 45% of junior band and 90% of stage band electing to participate in Zoom rehearsals. The remainder “paused” band and did not pay fees for that time. A reduced “Zoom band fee” was charged to those families participating in the online rehearsals. We were able to recommence face to face band rehearsals at the beginning of term 4 and have returned to normal scheduling. Mrs Mamo has very kindly arranged for learning support officers to be present during band rehearsals as parents are not allowed onsite to provide band supervision. Kelly and Nicole have been fantastic in that role.

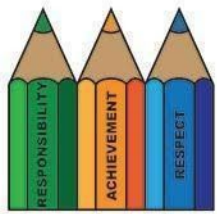
The traditional “blow test” for 2021 training band will be modified this year. One class at a time will go to the hall where Mr Bell and Mr Hamblin will demonstrate all the instruments and let the children pick them up and try the keys. They are planning some simple exercises/tests they can do to help ascertain which instrument might be suitable for each child. We will run a Zoom band information session in place of the usual band info night in the hall.

Stage band rehearsals will also be different. All year 4 and 5 children currently in Stage band will not need to re-audition, they will retain their place. Children wishing to try out for stage band will perform at an existing band rehearsal. Information will be sent out about this process soon.

We are hoping we will be able to run an end-of-year concert in some format for band families, possibly in the amphitheatre. We will continue to liaise with Mrs Mamo regrading this.

Band Treasurer Summary

Overall we would like to put in a fee increase for Junior Band, Senior Band and Stage band over a 3-year period so that fees cover band costs. However, given our current financial climate this will be put off for 12 months and reviewed at the next budget. There will be no increase in band fees in 2021.



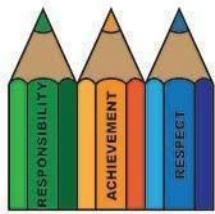
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Budget Assumptions:

- *Band numbers reduced; based on year 2 numbers and current band numbers;
- *Stage band reduces rehearsal times by 15 mins (Savings \$1200) equivalent to a \$70 price increase p.a. for stage band students;
- *No Workshops in March, Savings \$3500;
- *New instrument purchases of \$3500 cancelled for 2021;
- *Fundraising required \$3500;
- *P&C & School Financial support required \$5000;
- *Reduction in performance costs for 2021 as we have a credit for 2020 cancellations;
- *Band Camp overnight fee to increase by \$5 to cover increase in costs projected; and
- *No fee increase, deficit of \$2800 to be approved by P&C and absorbed by cash flow reserves, current bank balance \$40K.

Thankyou to the P & C for your ongoing support of the band program.



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Appendix 7 - Green Thumbs Report

We wanted to use this opportunity to confirm officially that we might re-start our Garden Club on Tuesday lunchtimes at school? Are we allowed 2 parent helpers per session and do they just need to sign in at the office?

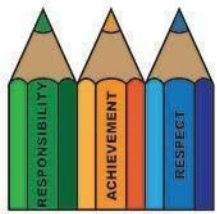
The Green Thumbs and children are keen to get their hands dirty and tidy up and plant the garden for summer, so we'd love to be back in if appropriate.

As mentioned previously thanks to Fiona Greenwood, TWPS Green Thumbs was successful in our grant application to the Sydney Edible Garden Trail. We have received enough funds to convert another one of the existing garden beds to a Wicking Bed, with the additional 2 planned for conversion this term – one from the School and one from GT, this means we will have fully converted the garden ahead of summer. Our overall aim was 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. We should also have some funding from the grant for some seeds and mulch.

If it is ok with the school, we plan to convert the beds over the weekend of the 21/22nd November and will ask for some volunteers to help in a Covid safe manner?

We are currently looking towards 2021 and a change in the Green Thumbs committee, I will be stepping down as convenor and would love someone to take over with the rest of the committee. Please reach out if you are keen!

Many thanks to all involved with the School Garden, we have a great resource for students and teachers alike, but an extra special mention to Patty Correll, who is about to leave TWPS, for all of her and her family's help over the years. The garden would be no-where near as good as it is without her help and enthusiasm.



TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL
P&C Meeting Minutes
Tuesday 27th of
October 2020
Meeting Held: via Googlemeet**

Appendix 8 - Fundraising Report

This year has presented us with limited opportunities for fundraising, however we were able to hold two events last term.

1. Devoured café vouchers – Thanks to Louise Lawrenson for the idea, for organising, promoting and selling the vouchers. Devoured café donated 20% of each voucher to the school. A total of 154 vouchers were sold with \$308 raised for the school.
2. McDonalds Pancakes/Hot Dog Day – This was well received by all the kids and a total of 471 orders were made with a total of \$1784 raised for the school! Thanks so much to Jane in the canteen for organising this along with her helpers Lisa and Julie. Special mention also to Deb and Anna who did the Maccas run and pick up!

Our term 4 fundraiser is the Christmas Gingerbread House sale. Band have been busy organising this fundraiser, orders close on flexischools on 16th November at 5pm for pick up in December. This is sure to be a great fundraiser again as it was last year.