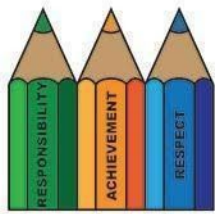


THORNLEIGH WEST PUBLIC SCHOOL
P&C AGM Meeting Minutes
Tuesday 1st of December 2020
Meeting Held: via Googlemeet

TWPS P&C

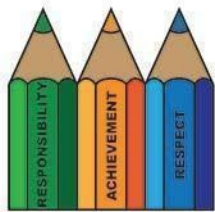
	Chairperson P&C President Vanessa Erickson starts the meeting at 7:05pm
1. Apologies	Aimi Forsyth, Shirley Lou, Claudine Kimber
2. Attendees	Vanessa Erickson. Louise Lawrenson, Chantal Mamo, Julie Granville, Meera Seemampillai, Cathy Carlton, Janine Sherlock, Emma Fenton, Amelia Riddle, Musette Healey, Nicci Fishwick, Belinda Tasker, Nicole Jones, Leonie Garforth, Deb Flanagan, Fiona Chard, Fiona McKibbin, Kylie Booth, Amanda Long, Kim Barry, Carolyn Roberts
3. Opening	Vanessa Erickson
4. Annual Sub Committee Reports	
President Report - Vanessa Erickson	Appendix 1 – Full Report
Treasurer Report - Shirley Lou (Read by Amelia Riddle)	Appendix 2 - Full Report
Uniform Shop - Janine Sherlock	Appendix 3 – Full Report
Canteen - Jane Barnwell	Appendix 4 – Full Report (Read by Louise Lawrenson)
MDFDGG – Janine Sherlock	Appendix 5- Full Report
Band -	Appendix 6 – Full Report



THORNLEIGH WEST PUBLIC SCHOOL
P&C AGM Meeting Minutes
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TWPS P&C

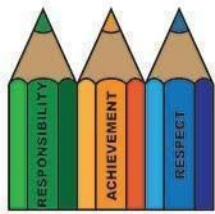
Green Thumbs - Emma Fenton	Appendix 7 – Full Report
Fundraising- Joanne McAdam	Appendix 8- Full Report (Read by Louise Lawrenson)
5. Voting for P & C Executive and Sub-committee Positions (short tenure to March 2021)	
President	Vanessa Erickson nominated by Musette Healey Seconded by Deb Flanagan Vanessa Erickson accepted this position as Caretaker til March 2021
Vice President (2)	Vanessa Erickson nominated Musette Healey and Deb Flanagan Seconded by Louise Lawrenson Musette Healey and Deb Flanagan accepted this position
Treasurer and Assistant Treasurer	Vanessa Erickson nominated Shirley Lou for Treasurer and Amelia Riddle for Assistant Treasurer Seconded by Musette Healey Shirley Lou and Amelia Riddle accepted these positions
Secretary and Assistant Secretary	Vanessa Erickson nominated Louise Lawrenson for Secretary Seconded by Deb Flanagan Louise Lawrenson accepted this position
Executive Members (6)	Cathy Carlton Kylie Booth Belinda Tasker Leonie Garforth Meera Seemampillai



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	Emma Fenton Nicci Fishwick
Fundraising Convenor	Vanessa Erikson nominated Musette Healey Seconded by Emma Fenton Musette Healey accepted this position
MDFGG	Deb Flanagan nominated Janine Sherlock Seconded by Vanessa Erikson Janine Sherlock accepted this position
Green Thumbs Convenor	Musette Healey nominated Emma Fenton Seconded by Vanessa Erikson Emma Fenton accepted this position
TWPS Band Convenor	Aimi Forsyth Vanessa Erikson Called for any objections to this nomination Seconded by Musette Healey Aimi has accepted this position
Closing	Meeting closed at 7.56pm



TWPS P&C

**THORNLEIGH WEST PUBLIC SCHOOL
P&C AGM Meeting Minutes
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Appendix 1: President Report

The Thornleigh West Public School P & C consists of a dedicated team of parents and caregivers who give freely of their time to, amongst other things, fundraise via interesting and exciting events to help the school provide our children with the best possible learning opportunities and equipment

I have been honoured and proud to be President of TWPS P&C Committee these past years and big thanks must go to the 2019 executive committee who are also just as committed to ensuring we can support the school with vital funds needed to ensure our children have the very best.

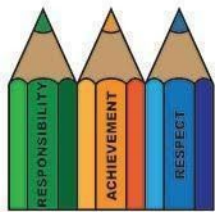
2019 was certainly a busy year with many activities and achievements.

The P&C Fundraising team expertly led by Jo Phillips kickstarted the year with our first Easter Raffle, & 2 huge election day BBQs - which was a wonderful opportunity to showcase our amazing school to the wider community. Jo also organised the ever popular Pizza Day and our first event with the Coon Toastie truck onsite - both proving very popular with Students.

Our Mothers Day Fathers Day Gift group organised a day of fantastic shopping for students to purchase gifts to celebrate our Mums Dads and special persons at TWPS and The Breakfast Club organised incredible Breakfasts for Mothers Day & Fathers Day serving a total of over 400 meals per event to families. Both teams did an incredible job as always. Thank you all for your commitment to ensuring success of these popular events.

Our major Fundraiser of the year of course was Movie Night. It was a great day/night event with a huge team of amazing volunteers that worked hard to create a great event!

Without the commitment of this incredible school community, we would not be able to run these events and every cent we raise via fundraising goes back to support our school and our children.



TWPS P&C

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Thank you to each and every one of you for supporting these initiatives and events throughout the year.

In 2019 the P&C paid for and purchased:

30 new Laptops

2 Smart TVs

Final & Stage 3 of the PA system connecting Year 1 block, OOSH & the oval

2 new upgraded outdoor spaces (in front of the library & near the sand pit)

Defib on site (admin block)

Plus...Monetary support for

TWPS Band

Green Thumbs

Wakakirri & Year 6 farewell

Plus a per teacher class contribution

In total the P&C spent \$94k with money raised via our 2019 Fundraising efforts, contributions via OOSH and the P&C Voluntary donations on school fees. A massive Thank You to those who paid this contribution, it really does help us plan and pay for these big ticket items.

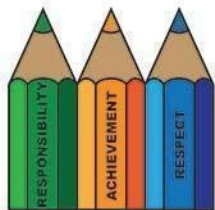
2019 was a great year - Thank you to our amazing teachers of TWPS, the always accommodating and hard working office staff, our Canteen Manager Jane, Uniform Shop Manager Janine and of course our amazing Principal Mrs Mamo & Deputy Principal Mrs Granville. It was testament to Mrs Mamos incredible leadership that she was seconded to Berowra early 2019. I am sure everyone will agree that we are glad to have her back.



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TWPS P&C

Appendix 2: Treasurer's Report



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Appendix 3: Uniform Shop Report

UNIFORM SHOP REPORT – AGM 01 December 2020

After the flooding in November 2018, the uniform shop had new lino flooring installed and we were able to move all our stock back into the shop and reopen for Term 2 2019.

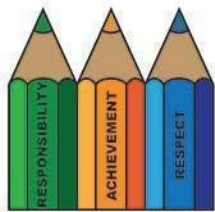
During 2019

- I continued to implement the POS system and incorporated barcoding and scanning of products to ensure that we were able to have a more robust inventory control and ordering system for our stock.
- we changed the style of the sport skort to be more in line with the style and pricing of the unisex sport shorts, this has been well received. We also introduced knee high navy socks as a sales item for winter uniforms, although they are a unisex item, they were primarily introduced as an alternative to the tights for girls to wear
- After a raft of EFTPOS issues early in 2019, we were finally able to get a replacement unit which hasn't had the network connectivity issues that the previous unit did. This unit has remained stable to date.

A huge thank you to the P&C for assisting me and helping with the cashflow issues as well as supporting the change in process that had to be made this year. I would also like to thank Kate McGettigan, Anna Hobson, Shannon Curran and Julie Tanger for their assistance that they have provided.

Thank you

Janine Sherlock.



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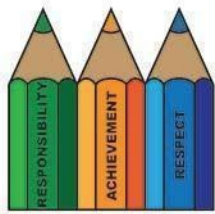
Appendix 4: Canteen Report

2019 was a successful year for the canteen and 2020 has been a bit of hard work, but the finish line is in sight. I want to thank all the volunteers who helped out when they could, the canteen is certainly much more pleasant when there is help. Thank you to Vanessa for being so supportive this year and last.

The canteen is donating \$5,000 to the P&C this year.

Thanks

Jane



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL P&C AGM Meeting Minutes Tuesday 1st of December 2020 Meeting Held: via Googlemeet

Appendix 5: MDFDGG Report

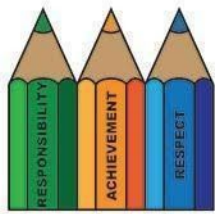
The group started the year with the majority of our committee members returning (Anna Hobson, Therese Neville, Deb Flanagan, Shannon Curran, Kirsten Dicks, Janine Sherlock, Putu Barnett, Randa Kamand, and Vanessa Oliveri.) Janine Sherlock continued in the role of convenor with Shannon Curran also continuing as Treasurer.

With much of our older stock finally sold the group was able to purchase new items for both stalls this year and a website was established featuring all of our products to give families a better idea of what was on offer. This year we aimed at purchasing more high-quality gifts rather than junky gimmicky items, so some gifts were at a higher price point this year meaning less profit however less unsold stock.

The Mother's Day stall was held on Thursday, May 9th, and was a successfully run event where we ended up selling around 1,370 gifts which were wrapped by our lovely group of volunteers. We served close to 600 students throughout the day. Takings for the day were \$6450 less expenses of \$4540 (cost of goods, wrapping paper, stationery, website costs, etc) leaving us with a profit of \$1,909.00.

Due to a clash with Wakakiri performances the stall for Father's Day 2019 was moved from our regular Thursday to a Tuesday in late August. This resulted in a much higher number of students requiring IOUs (43 in total compared to 18 for Mother's Day) however thankfully nearly all of them were paid for and collected the following day. The stall was a great success; we sold approximately 1,400 items on the day. Takings for the day were \$5475 less expenses of \$3566 leaving us with a profit of \$2,280. Due to volunteer fatigue with Spring Fair and Father's Day breakfast, in 2018 we used gift bags as an alternative to having volunteers wrapping gifts however the feedback from families was that they preferred the individual wrapping, so we returned to this option for 2019.

Once again with the continued experience of the committee, we feel that things ran very smoothly in 2019 and we are continuing to put processes in place to make things easier in the ensuing years or when existing members leave so that knowledge and information can be shared and passed on. We have set up running sheets, to-do lists, and weekly checklists for both stalls. The students really enjoy the stall and take great pleasure in picking out the right gifts for the special person in their lives. The group would like to extend a huge thank you to the P&C for their support and to all of the amazing parents that have helped with both events throughout the year. We had many volunteers at both stalls that came in and very patiently wrapped over 1500 presents throughout the day. These events would not be possible without the continual support of our volunteers and also the support of students, teaching staff, and families attending these events.



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Appendix 6: Band Report

Report Title:	<i>Band Report P&C AGM 2020</i>
Date :	<i>29/11/20</i>
Prepared by:	<i>Aimi Forsyth</i>

[TWPS Band Convener Report 2020](#)

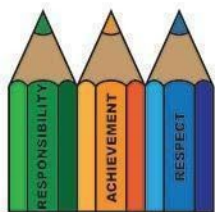
Unsurprisingly we had a large number of resignations over the course of the year. We assume those that have remained are pretty committed and likely to remain in band long-term.

There will be no increase in any band fees for 2021. Conductors wages also frozen.

It has been a challenging year for band and I would like to acknowledge and thank our committee members and conductors for their dedication, flexibility and hard work in constantly adapting to each change in circumstance. Mrs Mamo continues to be very supportive of the band program and I would like to thank her for her input. Also thank you to Vanessa for her support and assistance.

We held our election meeting and filled most but not all of our usual roles. Aimi Forsyth and Carolyn Delapierre will continue as Convenors and Claudine Kimber will continue as Treasurer (pending confirmation at the P & C AGM). We have a number of committee members stepping down as their children leave the school so need to recruit some more volunteers. I would like to thank Erin Parris, Rob Luszczynski, Meaghan Tchepak who are all leaving the band committee.

Convenor	Aimi Forsyth
Co-Convenor	Carolyn Delapierre

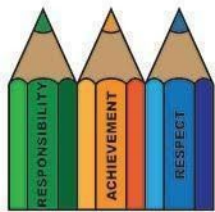


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Treasurer	Claudine Kimber
Assistant Treasurer	Jennifer Park
Tutor Co-ordinator	Yvonne Curren
Instrument Co-ordinator	Chris Lupton
Assistant Instrument Co-ordinator	Vacant
Secretary	Vacant

Training Band Co-ordinator	Vacant
Assistant Training Band Co-ordinator	Vacant
Junior Band Co-ordinator	Erin Bolger
Assistant Junior Band Co-ordinator	Mel Crofts
Senior Band Co-ordinator	Gail Law
Senior Band Co-ordinator	Vacant
Stage Band Co-ordinator	Liz Harnwell
Assistant Stage Band Co-ordinator	Vacant
Fundraising	Niluka Chinniah
Band Camp	Yvonne Curren

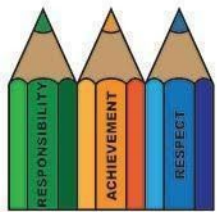


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If anyone would like to join the Band Committee, please e-mail us twps2011@gmail.com

We will end the year positively with some small end-of-year performances for each band in week 8, as well as performances by Senior and Stage band at Presentation Day. We will wait to see how the band program looks in 2021 but I am confident we will adapt to whatever that may be.



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Appendix 7: Green Thumbs Report

**Green Thumbs Sub Committee AGM Report
1st December 2020**

We had a great year in the garden and had some great achievements and saw our plants grow, us become more sustainable and have some great Fundraising success at the Election Days and Movie Night! This would not have been possible without the assistance of the committee and many dedicated volunteers. We appreciate the help of each and every one of you and for giving up your valuable time.

The overall aim of the Green Thumbs is to provide infrastructure and support in the garden and aid the teachers to work with the students on planting and learning through experience. To this end we have converted 2 of the beds to be drought-proof Wicking Beds, we ensured that the Compost facilities are maintained and thanks to the Community Recycling Centre in Sefton Road, we received 10 Compost Caddies for distribution to the classrooms.

We also provided the necessary planting kits to the teachers with a guide on where and when best to plant. We would like to see the garden continue to be a valuable learning resource, used by many teachers and students, and we would love to work more closely with TWPS in 2020.

We had some successful Potting and Working Bees this year keeping the Garden in good shape and well maintained.

A big thanks to the P&C for your financial support to keep the school garden growing. A special thanks also to Mrs Susan Liddle, TWPS teacher, who helps with communicating the Garden News to the staff. And to all our Green Thumbs, a very big thank you.

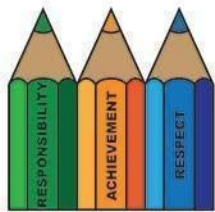
Committee Members

Convenor: Emma Fenton

Treasurer: Fiona Greenwood

Secretary: Melanie Winthorpe

Members: Amelia Clementson, Celia Norton, Narelle Bowly, Stephenie Gouws, and Patty Correll



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Appendix 8: Fundraising Report

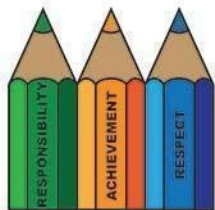
2019 was a busy year with many dedicated volunteers generously giving their time to assist with many successful fundraising events. I want to take this opportunity on behalf of the P&C to thank each and every student, parent, carer, grandparent, TWPS staff member and local business who contributed this year to raising funds for the direct benefit for the children of Thornleigh West Public School.

Fundraising Events in 2019

- Easter Raffle – With thanks to parents' donations, 56 easter egg hampers were distributed as prizes at the annual Easter Hat Parade – Total Net Profit \$2800
- Federal and State Elections – TWPS P&C jumped at the opportunity to raise some funds during these two events. Election BBQ and cake stalls were organised by Musette Healy and Amber Moyes
 - Federal Election Total Net Profit \$7945
 - State Election Total Net Profit \$5450
- Mufti Day Lunches – We held three mufti day lunches, pizza boys and Coon cheese toasties.
 - Coon Toasties – 450 cheese toasties were prepared and served by a group of 8 dedicated mums. Total Net Profit \$1652
 - Pizza Boys Total Net Profit \$1409
- Digital Flashbacks Photography Session – TWPS families were treated to some precious family photo shoots in October 2019. Total Net Profit \$1325
- Movie Night was held in November and was a very enjoyable and profitable night for TWPS Families. Total Net Profit \$29500
- Christmas Gingerbread House Making – 75 kits were sold with an event at school that was enjoyed by 35 families as well as take home gingerbread kits. Total Net Profit \$800

FUNDRAISING FOR OTHERS:

- Biggest Morning Tea – with generous donations of delicious treats TWPS raised \$1431.25 for the Cancer Council



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- School disco – The SRC organised two fun discos raising \$1708 for Story Dogs Association

Other 2019 Fundraising

- Mothers Day/Fathers Day stall – please see Mothers Day/Fathers Day Gift Group report
- Mothers Day/Fathers Day Breakfast – please see Mothers Day/Fathers Day Breakfast Group report

As outgoing fundraising convenor I want to thank each and every member of the P&C who have rallied behind me taking on this role and assisted in any way that they can. What started with organising mufti day lunches grew into something a little bit bigger! Most importantly are all the volunteers who so generously gave their time to events I coordinated with Vanessa, without this assistance the fundraising would not have been as successful as it was in 2019. I lastly want to thank Vanessa Erickson, our amazing president who coaxed me into this role by promising full support which she always so generously has given me. I have thoroughly enjoyed this time working so closely with you Vanessa. I remain passionate about fundraising for the children of TWPS and will enjoy continuing to volunteer for events as they arise.