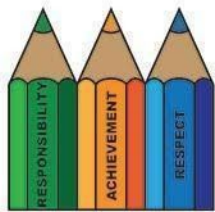


# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 16th of February 2021 Meeting Held: TWPS School Library Giblett Ave Thornleigh

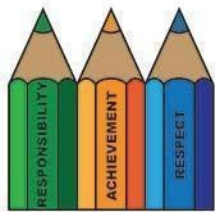
	Chairperson P&C Vice President Musette Healey calls the meeting to order at 7.02pm
<b>1. Apologies</b>	Meera Seemampillai, Deb Flanagan, Aimi Forsyth, Vanessa Erickson, Joanne Mc Adam, Made Riddle, Belinda Tasker
<b>2. Attendees</b>	Musette Healey, Mark Fay, Fiona Greenwood, Kylie Booth, Cathy Carlton, Julie Granville, Chantal Mamo, Janine Sherlock, Sarah Allen, Leonie Garforth, Claudine Kimber, Emma Fenton, Shirley Lou, Kellie Lean, Carolyn Roberts, Nicole Jones, Nicci Fishwick, Katie Bennet, Steph Banks, Lynette Smith, Brooke Roser, Lauren Gliddon, Fiona Collison, Alice Eller, Donna Breslin, Matt McQuilty, Melanie Winthorpe, Janu Sirimanne, Mike Pola, Fiona Pola, Hannah Buckley - Duong, Greg Chard
<b>3. Opening</b>	Musette Healey
<b>4. Acceptance of previous minutes</b>	Action: Minutes from previous meeting on 1st December & AGM accepted and passed as true reflection  Passed: Cathy Carlton Second: Shirley Lou
<b>5. Business Arising from Previous Minutes</b>	<ul style="list-style-type: none"> <li>Fundraising 2021 (Calendar of Events and Plans for 2021)  <b>Action-</b> Musette will cover this in her fundraising report. See appendix 8</li> <li>2021 P&amp;C Meetings (Start time / Face to Face &amp; Online options)  <b>Action</b> - to assess prior to each meeting depending on the NSW Health guidelines.. Will also confirm 7.30pm starting time.</li> </ul>



# TWPS P&C

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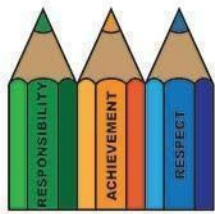
7. Correspondence	None
8. Principals Report – Chantal Mamo	Appendix 1 – Full Report.
9. Sub committee Reports	
President Report - Vanessa Erickson	Appendix 2 – Full Report
Treasurer Report - Xuan Lou	Appendix 3 - Full Report  <b>Motion:</b> To hold on to the term deposit and wait until after the AGM and the budget is set to then change it.  Voted- All voted unanimously in agreement.
Uniform Shop - Janine Sherlock	Appendix 4 – Full Report
Canteen - Jane Barnwell	Appendix 5 – Full Report
MDFDGG – Janine Sherlock	No report
Band - Aimi Forsyth	Appendix 6 – Full Report
Green Thumbs - Emma Fenton	Appendix 7 – Full Report
Fundraising- Musette Healey	Appendix 8- Full Report
10. Agenda Items	<ul style="list-style-type: none"> <li>● Covid Safe Plan - to be added to Policies</li> </ul> This was sent out to parents prior to the meeting to read. It follows the NSW Health guidelines.



## TWPS P&C

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	<p>The policy can be found on the website for people to see and the P &amp; C is now a registered Covid Safe Business.</p> <ul style="list-style-type: none"><li>• Learning &amp; Support - Belinda Tasker - Chantal reposed to all of Belinda's Questions in her Principals report. See Appendix 1.</li></ul>
<b>10. General Business</b>	<ul style="list-style-type: none"><li>• Emails to the school - we don't always know if these emails are read at the office - could there be a reply to parents so we know the emails are received.</li></ul> <p><b>Action:</b> Chantal to discuss this with the office staff to get this to happen.</p>
11.Closing	Meeting closed 7.57pm
12.Next Meeting	23rd March - AGM and General Meeting



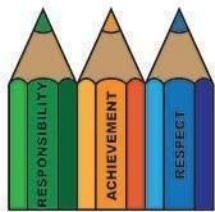
## TWPS P&C

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### Appendix 1 – Principals Report

Term 1 Week 4

<b>Welcome 2021</b>	Thank you or your support in making the start to 2021 go smoothly. All students are settled and happy. Learning is well underway.
<b>Fence</b>	Security fence is going in this will ensure inclusion for our support unit students, safety of all students and less vandalism. It will be a pin code to get in to and out with cameras.
<b>COVID</b>	No parents onsite COVID test required if flu like symptoms even is allergies. Shouldn't return until symptoms go. If allergies take time then a GP report is required. Stage cohorts. School activities: band choir dance drama sport



## TWPS P&C

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### COVID literacy/numeracy support

**What will be the program used for reading support by Mrs Carrol this year? Is it based on a structured phonics program, as supported by the NSW Education Minister Sarah Mitchell, or is it one based on a balanced literacy/whole language approach?**

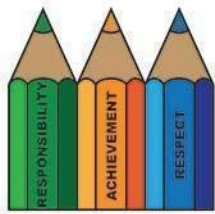
- NSW curriculum will be used for planning and assessing
- Phonics will be explicitly and systematically taught. The school has three minilit kits these will be integrated into the program
- Small group instruction 2 – 5 students
- 4 days 30 minutes per day
- Linked to the classroom program during literacy groups
- 10 – 20 week program starting Term 1 week 6

**If the school has no specific program, would the school and P&C consider investigating the option of investing in an evidence-based structured phonics program such as Mini Lit, which is recommended by many primary school reading experts and academics and is widely used across many NSW schools?**

See above

Reading will focus on student needs this maybe phonemic awareness, fluency, vocab building or comprehension. Rich quality texts, decodable text and guided readers will be used.

**Will parents who have children identified as being in need of attending reading support classes with Mrs Carrol this year be informed that their child will be going?**



## TWPS P&C

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Yes

**Will the parents of children attending reading support classes with Mrs Carrol be given access to assessments of their child to see if they are making progress or not?**

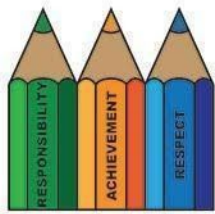
DoE and school based assessments will be used. All student will be tracked using the Planning Literacy and Numeracy 2 platform. DoE will be checking in on this data to ensure progress

Mrs Carroll or classroom teacher will touch base twice a term

Hoping to conduct a parent workshop to share how they can help with reading at home

Progress will be via the classroom teachers and Mr Carroll at pivotal times sharing assessments, goals and progress.

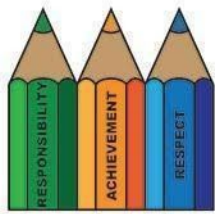




## TWPS P&C

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We received just under 2 days allocation for 2021.  
Add this to the existing lit/num funding = 4 days  
Mrs Carroll  
Mode will be small group instruction 2 – 5 students  
10 – 20 weeks  
DoE assessments and tracking on PLAN2 Planning literacy  
ad numeracy  
Program will be based on NSW curriculum. Assessments,  
lit/num session based on the needs of small group  
Won't be purchasing as program such as Minilit as program  
needs to be linked to the classroom program. WE have kits  
we use a combination.  
4 sessions 30 minutes  
Parents will be informed  
Officially doesn't start week 6  
Progress via the CT and Mrs Carroll at pivotal times sharing  
assessments and goals  
Parents meeting to support reading at home  
Reading will focus on student needs this maybe phonemic  
awareness, fluency, vocab building or comprehension  
Rich quality texts, decodable texts and guided reading text  
will be used

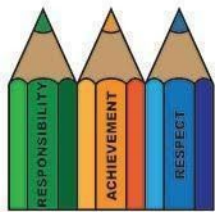


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<b>SRC/Environment captains</b>	Students have been elected and will be presented their badges on Tuesday at virtual assembly. Thank you Miss Stewart for leading SRC and Mrs Barwell for Environment club
<b>Leadership camp</b>	Band captains, house captains and prefects headed to Gibbergong for leadership camp. Developing these skills is vital. Thank you Miss Singh to taking them on this adventure.
<b>New teachers</b>	Mr Atterton 6A Mrs Carey Literacy numeracy 3 – 6 Miss Davidson 1D Mr Cottrell AP Ms Reese PE
<b>Swimming carnival</b>	Next Monday 175 competitive swimmers PLC Pymble COVID plan hard to have parents so volunteers only. Risk assessments and why don't take the whole school
<b>SRE/SEE</b>	Remain in the afternoons 2.30 – 3pm Will start next week Thank you to Mrs Granville this is massive organisation.
<b>Invoice</b>	These are coming Things are itemised No charges in 2020 so we will need all the support we can get in 2021





## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
P&C Meeting Minutes  
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### Appendix 2 - President's Report

## **President's Report – 16th Feb 2021**

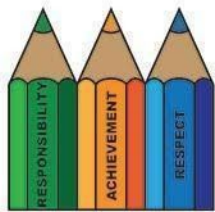
Welcome everyone to our first meeting of the year and our first back face to face in 12 months. Apologies I am unable to be here this evening. Thank you Musette for chairing and facilitating tonight.

Welcome to all new members and parents. Reminder: our next meeting is 23rd March and will be the AGM. If you would like voting rights please pay your financial membership prior to the next meeting. You can pay via Flexischools.

There is not a lot to report as this is the first meeting of the year. Shirley has been working on audit. It is a lot of work and I really appreciate your time Shirley. I have put in an EOI via Julian Lesser's office for the Stronger Community Program. If we are successful, we will be advised and will put in a full application to apply. We will find out after 25th February.

Musette and I have worked on a fundraising plan but in order it to be successful we need lots of volunteers. Please Reach out and help. After 2020 having no fundraising we are looking forward to 2021 and some fun events for students & families to enjoy

*Vanessa*



## **TWPS P&C**

**THORNLEIGH WEST PUBLIC SCHOOL  
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### Appendix 3 - Treasurer's Report

## **Treasury Report Feb 2021**

It has only been a couple of weeks into the first term of the new year, we don't have many transactions yet. Therefore, I have provided the complete FY2020 reports below. Before I get into the number, I want to send out my sincerely appreciations to a couple of members. Firstly, I want to thank Made for her dedication to Treasury, who kept payroll, banking and many the other treasury tasks running smoothly throughout the whole year. Also, I want to thank Janine, Jane and Claudine's help to keep their accounts in order and providing all financial information as required. Finally, I want to thank Vanessa for her endless support for all Treasury matters. Apologize that these appreciations came in a bit late since I missed the AGM and last meeting of 2020.

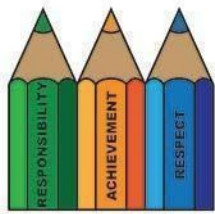
### **FY 20 Financial update**

All the number displayed below are still subject to audit. Full sets of financial reports had been sent to our auditor for review. We are expecting to receive the audit report early March before the 2021 AGM.

- A. P&L for Main Fundraising Account \*See following
- B. Balance Sheet including all sub-committees \* See followin
- C. Term deposit update

On 5<sup>th</sup> Feb 21, \$51,161.31 term deposit was matured with 6 months terms.  
This had earned P&C an interest income of \$154.28.

Considering the current interest rate is at record low and 2021 budget is still in progress. We recommend not to enter any fixed term for another 3 months until the budget is finalised.



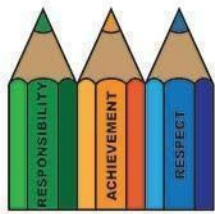
# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 16th of February 2021 Meeting Held: TWPS School Library Giblett Ave Thornleigh

### 2020 Actual vs Budget

Dec-20

	YTD Act	YTD Bud	YTD Var
<b>Income</b>			
P & C Subscriptions	11,093	11,093	-
Interest Received	273	200	73
Commission on Student Banking	505	505	-
Canteen Donation	5,000	5,000	-
Government Grant	20,000	20,000	-
<b>Total Income</b>	<b>36,871</b>	<b>36,798</b>	<b>73</b>
<b>Fundraising (Forecasted)</b>			
Easter Raffle	892	618	274
Bush Dance	(832)	-	(832)
Ginger Bread House	(2,729)	-	(2,729)
Return & Earn	218	-	218
Misc Income	1,059	-	1,059
<b>Total Fundraising</b>	<b>(1,393)</b>	<b>618</b>	<b>(2,011)</b>
<b>Total Income</b>	<b>35,478</b>	<b>37,416</b>	<b>(1,938)</b>
<b>Expenses</b>			
<b>School Submissions</b>			
Multi-Lit	(341)	(341)	0
Class Budget	(3,365)	(3,250)	(115)
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
<b>Total TWPS Submissions</b>	<b>(22,774)</b>	<b>(24,291)</b>	<b>1,517</b>
<b>Other Expenses</b>			
Misc Expenses	(560)	(1,100)	540
Bank Expenses	(197)	(600)	403
Accounting software - xero	(780)	(780)	-
Audit	(3,168)	(3,168)	-
Consultant	(1,859)	(930)	(930)
Insurance	(1,956)	(1,859)	(97)
<b>Total Other Expenses</b>	<b>(8,520)</b>	<b>(8,437)</b>	<b>(83)</b>
<b>Donations/Other Submissions</b>			
Greenthumbs	(1,000)	(1,000)	-
Band	(2,000)	(2,000)	-
Uniform Shop Cashflow	(5,000)	(5,000)	-
Teachers Lunch/World Teachers Day	(383)	(500)	117
Year 6 Farewell	(490)	(500)	10
Staff Room - Milk/Tea/Coffee	(406)	(1,500)	1,094
<b>Total Donations</b>	<b>(9,278)</b>	<b>(10,500)</b>	<b>1,222</b>
<b>Total Expenses</b>	<b>(40,572)</b>	<b>(43,228)</b>	<b>2,655</b>
<b>Net Surplus / (Deficit)</b>	<b>(5,094)</b>	<b>(5,812)</b>	<b>718</b>



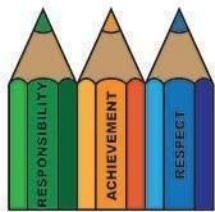
# TWPS P&C

## THORNLEIGH WEST PUBLIC SCHOOL P&C Meeting Minutes Tuesday 16th of February 2021 Meeting Held: TWPS School Library Giblett Ave Thornleigh

### Balance Sheet

Thornleigh West Public School Parents & Citizens Association  
As at 30 November 2020

	30 Nov 2020	30 Nov 2019	Movement
<b>Assets</b>			
<b>Bank</b>			
Band Account	\$41,573	\$33,438	\$8,136
Canteen Account	\$40,888	\$30,238	\$10,651
Green Thumb Account	\$4,129	\$3,688	\$441
Infants School Club Account	\$3,406	\$6,344	-\$2,939
Main Account	\$35,899	\$22,389	\$13,509
Term Deposit	\$51,007	\$50,770	\$237
Uniform Shop Account	\$23,948	\$3,343	\$20,605
<b>Total Bank</b>	<b>\$200,851</b>	<b>\$150,210</b>	<b>\$50,641</b>
<b>Current Assets (Largely Uniform Shop Inventory)</b>	<b>\$68,554</b>	<b>\$98,066</b>	<b>-\$29,512</b>
<b>Fixed Assets (Largely Band Instruments)</b>	<b>\$127,890</b>	<b>\$126,365</b>	<b>\$1,525</b>
<b>Total Assets</b>	<b>\$397,295</b>	<b>\$374,641</b>	<b>\$22,654</b>
<b>Liabilities</b>			
Accounts Payable - Uniform Shop	\$10,359	\$20,915	-\$10,556
Other Expenses (largely Employee and contractor related)	\$11,189	\$3,267	\$7,922
<b>Total Liabilities</b>	<b>\$21,548</b>	<b>\$27,449</b>	<b>\$633</b>
<b>Net Assets</b>	<b>\$375,748</b>	<b>\$347,192</b>	<b>\$22,021</b>



## **TWPS P&C**

# **THORNLEIGH WEST PUBLIC SCHOOL**

## **P&C Meeting Minutes**

### **Tuesday 16th of February 2021**

**Meeting Held: TWPS School Library**  
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### **Appendix 4 - Uniform Shop**

The new year has gone smoothly with the majority of sales being made through Flexischools. The shop has returned to normal opening hours and the number of people purchasing directly from the shop is significantly less than this time last year and previous years.

I have added a pickup/delivery option on Flexischools to allow parents a choice between their children being responsible for orders or for them to pick up orders during shop hours.

I have had some stock issues related to shipping delays due to COVID, we were lucky that we didn't experience these issues last year. However, most of our affected orders are now starting to arrive.

I am looking ahead to winter and 2022 order earlier this year knowing that these stock delays may continue throughout the year.

Thanks, Janine Sherlock

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

We have had a busier than usual start to the year. The volunteer roster is looking fairly good with only 2 days a month without volunteer help.

Flexischools has had issues on both Fridays this term, which has caused a bit of annoyance (for me and for parents). It is suggested that parents place their order on Thursday night, although Flexischools have said they do not expect there to be another issue.

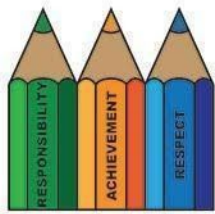
I am in the process of getting figures together for a few upgrades that the canteen requires for oven space and refrigeration.

Birthday buckets have been received well and so far we have had 14 orders placed this term.

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

- All bands have commenced face to face rehearsals
- 2021 Conductors contracts have been issued
- We have experienced a significant drop in student numbers with a lot of resignations over the course of 2020. At the start of 2020 we had 113 children enrolled in band. This year it is 83. This will obviously affect our financial position.





## TWPS P&C

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

Not much to report, the garden grew well over summer we believe, but we have stayed off site so not sure what is cropping now.

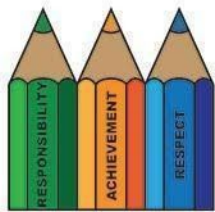
We have a Working Bee planned for Sunday the 28<sup>th</sup> February to convert the last Wicking Bed and do a bit of a tidy up (*– will we be allowed access to the school to do this, do we need a key and what records should we keep/check-ins etc?*)

We are keen to get Garden Club set back up soon but before we can we need some more volunteers to join the Green Thumbs to ensure that we have a set schedule of volunteers and details for admin and Covid purposes. Only those listed and registered with school (with a WWC) and rostered at specific times will be able to attend.

We also need a new Convenor, Secretary and Treasurer as Fiona and I will be stepping down in March from the committee. If anyone is interested, please let me know and we can chat more. There is a brief run down of the roles and responsibilities in the Green Thumbs Facebook Group and a few extra roles that we would like filled as many hands make light work.

We are keen to liaise with the Garden Teacher and the Environment Club Teacher when those roles have been assigned so that we can all plan together on how to get the best out of the school garden for the students.

Thanks



**TWPS P&C**

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**Appendix 8- Fundraising Report**

Plans for 2021 fundraising are well underway. There will be no Spring fair this year due to the uncertainty of the current situation and the required lead up time. We are currently planning a number of smaller events however we will require volunteers to ensure these events can proceed, many of them can be arranged via email with a small time investment.

Our major fundraiser will be a Colour run with a prize per year and Tshirts/sunglasses for each student. We are also currently looking at sponsorship for this event. Other events will include Krispy Kreme Donuts and Gingerbread house kits, Special lunch orders days including Macca's pancake day, pizza day, Footy grand final hot dog day and fairy bread day; Mothers day and fathers day stalls.

The other big event for the year will centre around the TWPS 60th Anniversary with an anniversary tree and family picnic event, restrictions permitting. However, we will kick off the year with our Easter egg raffle. Please consider volunteering to assist with these fundraisers as many hands make light work.