

TWPS P&C

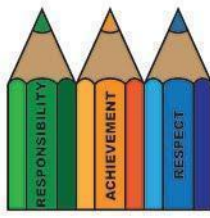
THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

Meeting Held: School Library

	Chairperson P&C President Vanessa Erickson starts the meeting at 8.46pm
1. Apologies	Claudine Kimber, Kylie Booth, Fiona Pola, Katie Bennett, Vanessa Oliveri
2. Attendees	Vanessa Erickson, Musette Healey, Louise Lawrenson, Chantal Mamo, Julie Granville, Joanne McAdam, Belinda Tasker, Amanda Long, Toni Mitchell, Anita Geen, Emma Fenton, Janine Sherlock, Xuan (Shirley) Lou, Cathy Carlton, Carolyn Roberts, Nicole Jones, Nicci Fishwick, Fiona Chard, Gregory Chard, Deb Flanagan, Fiona Collison, Fiona Greenwood, Kellie Lean, Melanie Winthorpe, Brooke Roser, Peter Tos, Meera Seemampillai, Christine Cunningham, Carolyn Delapierre, Michelle Koo, Amelia Clementson
3. Opening	Vanessa Erickson
4. Annual Sub Committee Reports	
President Report - Vanessa Erickson	Appendix 1 – Full Report
Treasurer Report - Xuan (Shirley) Lou	Appendix 2 - Full Report Action: Vanessa to pass a motion to use the same auditor for 2021 budget Passed: Deb Flanagan Second: Amanda Long All in favour
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 - No report Submitted
Green Thumbs - Emma Fenton	Appendix 7 – Full Report
Fundraising- Musette Healey	Appendix 8- Full Report



TWPS P&C

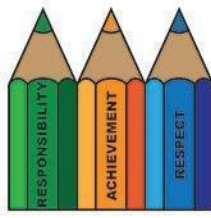
THORNLEIGH WEST PUBLIC SCHOOL

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<p>5. Voting for P & C Executive and Sub-committee Positions</p>	<p>Chantal Mamo declared all positions vacant. Discussed role & responsibilities prior to voting.</p>
<p>President</p>	<p>Janine Sherlock nominated Musette Healey seconded by Xuan (Shirley) Lou</p> <p>Louise Lawrenson nominated Meera Seemampillai seconded by Joanne McAdam</p> <p>After these two nominations and before Voting Xuan (Shirley) Lou then expressed her views in regards to Snr Executive role positions having knowledge and experience on the P&C and the benefit that she has gained from that in managing Treasury during her tenure and especially during Covid (particularly difficult). Xuan (Shirley) suggested this would be a strength to consider for the President role.</p> <p>After Xuan (Shirley) spoke, Leonie Garfoth requested that Meera be given the opportunity to present why she would be the right candidate for President.</p> <p>Meera presented.</p> <p>Written vote conducted with financial members present. Meera was successful in the vote for President.</p> <p>Meera accepted this position</p>
<p>Vice President</p>	<p>VP 1: Vanessa Erickson nominated Deb Flanagan Seconded by Emma Fenton</p> <p>Deb Flanagan accepted this position</p> <p>VP: 2: Vacant</p>
<p>Treasurer and Assistant Treasurer</p>	<p>Louise Lawrenson nominated Xuan (Shirley) Lou for Treasurer Seconded by Deb Flanagan</p> <p>Fiona Chard nominated Gregory Chard for Assistant Treasurer Seconded by Louise Lawrenson</p> <p>Both Xuan (Shirley) Lou and Gregory Chard accepted these positions</p>



TWPS P&C

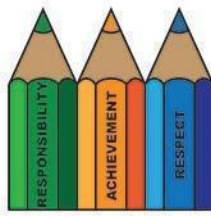
THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

Meeting Held: School Library

Secretary and Assistant Secretary	Deb Flanagan nominated Louise Lawrenson for Secretary Seconded by: Musette Healey Louise Lawrenson accepted this position Assistant Secretary: Position Vacant
Executive Members (6)	Nicci Fishwick Emma Fenton Leonie Garforth Belinda Tasker Cathy Carlton Melanie Winthorpe
Fundraising Convenor	Brooke Roser nominated by Vanessa Erickson Seconded by Louise Lawrenson Brooke Roser accepted this position
MDFGG	MDFDGG Convenor: Position Vacant
Green Thumbs Convenor	Emma Fenton nominated Melanie Winthorpe Seconded by Louise Lawrenson Melanie Winthorpe accepted this position
TWPS Band Convenor	Aimi Forsyth has accepted the band position. Nominated : Deb Flanagan Second: Janine Sherlock
Closing	Meeting closed at approx: 9.45pm



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

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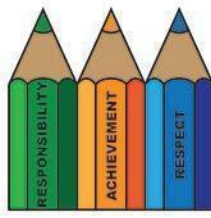
Appendix 1: Presidents Report

PRESIDENT: AGM REPORT - 23rd March 2021

The Thornleigh West Public School P&C role is to promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation and to assist in providing facilities and equipment for the school and to promote the recreation and welfare of the students at our school.

I would like to say a huge thank you to the Executive Team consisting of Musette & Deb as VP, Louise as Secretary and the Treasury 'dream team' - Shirley & Made that has worked very closely with me these past 12 months on P&C matters. Although 2020 was the 'year that wasn't' the Treasury team especially worked behind the scenes during a very difficult year to ensure that our Association was in the best financial position as possible. Many many hours on hold to the ATO to understand the Job Keeper program to ensure our employees were able to keep their positions. I have been honoured to work with Shirley & Made - thank you for your amazing contributions. Thank you must also go to the subcommittee convenors for their dedication. Janine Sherlock / MDFFDGG, Jo Phillips / Fundraising, Aimi Forsyth / Band - I know 2020 was an extremely challenging year for Band and Emma Fenton / Green Thumbs.

We have been so fortunate over the past 4 years that our school families and community have been incredibly supportive and active in raising funds for our school. We have been able to spend the money raised on tangible items that benefit all students at TWPS. When Covid hit in March 2020 the P&C were thrilled that the school was able to support over 400 families with lending the P&C purchased laptops and ipads so students could continue their learning at home. We are incredibly proud that our fundraising efforts have been able to support TWPS families directly and this would not have been possible without the commitment to the P&C fundraising initiatives to benefit all students. A big thank you must go to all families that have continuously paid for their



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

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P&C Contributions over the years. Your contributions make these kind of actions possible.

During 2020, the P&C committed to supporting the school so our children have the very best. Despite all fundraising opportunities being cancelled we were still able spend approx \$25k on upgrades / additional items for the school.

In 2020 we were able to support with the additional items:

\$10k toward new books in the library. \$2700 towards purchasing a second Defib for the hall - which means we now have 2 at our school.

We also purchased, together with the school, a new water bottle station installed on the oval to ensure students are hydrated while playing sport at a cost of \$5500

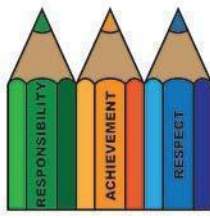
Upgrading broken air conditioning in the Year 2 classrooms at a cost of \$4500

We also contributed a total of \$4000 to the class teacher budget.

We also made contributions to our School Bands and Year 6 Farewell. I am incredibly proud of the upgrades I see around our amazing school because of the hard work of everyone on the P&C Committee.

It was indeed a crazy year and I am hopeful that with easing of restrictions that we are able to come together as a Community at the end of the year at the planned 'Community Picnic Event'. Fingers crossed.

I would like to say THANK YOU to our incredible teachers of TWPS, they go above and beyond - more than us as parents will ever really know. Thank you to the always accommodating and hard working office staff who always support the P&C with fundraisers adding extra work to their already busy days and especially a big Thank you to Margaret, who is always available. Thank you to our Canteen Manager Jane, Uniform Shop Manager Janine, and our incredible leaders: Deputy Principal Mrs Granville and our amazing Principal Mrs Chantal Mamo.



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

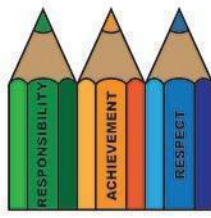
Meeting Held: School Library

I have been honoured and proud to be President of TWPS P&C Committee these past years. It has been a wonderful, enriching & positive experience for me. I have met new people that I would never have met during my tenure as President, have learnt so much and have been a part of an amazing school community.

Thank you to all those who have supported me during this journey and what a journey it has been. I have loved being a part of this school community.

I wish the new President and Executive Team all the very best for the coming year.

Vanessa



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

Meeting Held: School Library

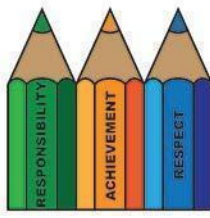
Appendix 2: Auditor/Treasury Report:

Auditor had signed the financial statements for FY 2020. Below are the Balance Sheet, Profit & Loss Statement and Cash Flow statement.

THORNLEIGH WEST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION
ABN 56 931 440 493

STATEMENT OF FINANCIAL POSITION
AS AT 30 NOVEMBER 2020

	2020	2019
CURRENT ASSETS		
Cash and cash equivalents		
Cash at Bank	149,844	99,440
Term Deposits	<u>51,007</u>	<u>50,770</u>
	<u>200,851</u>	<u>150,210</u>
Accounts receivable and other debtors		
Accounts Receivable	636	10,951
Other Debtors	<u>7,500</u>	<u>6,037</u>
	<u>8,136</u>	<u>16,988</u>
Inventories		
Uniform Shop stock	57,714	77,625
Other current assets		
Prepayments	<u>2,704</u>	<u>3,453</u>
TOTAL CURRENT ASSETS	<u>269,405</u>	<u>248,276</u>
NON-CURRENT ASSETS		
Plant, Furniture & Equipment		
Band Instruments - At Cost	125,083	123,558
Less: Accumulated Depreciation	<u>(16,678)</u>	<u>(1,274)</u>
	<u>108,405</u>	<u>122,284</u>
Canteen Equipment - At Cost	4,472	4,472
Less: Accumulated Depreciation	<u>(1,213)</u>	<u>(391)</u>
	<u>3,259</u>	<u>4,081</u>
Computer Equipment - At Cost	1,308	1,308
Less: Accumulated Depreciation	<u>(1,308)</u>	<u>(1,308)</u>
	<u>-</u>	<u>-</u>
TOTAL NON-CURRENT ASSETS	<u>111,664</u>	<u>126,365</u>
TOTAL ASSETS	<u>381,069</u>	<u>374,641</u>



TWPS P&C

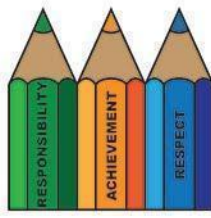
THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

Meeting Held: School Library

CURRENT LIABILITIES		
Accounts payable and other payables		
Accounts payable	10,359	20,915
Accruals	9,935	1,285
Wages payable	20	-
PAYG Withholding payable	442	420
Superannuation payable	<u>792</u>	<u>1,562</u>
TOTAL CURRENT LIABILITIES	<u>21,548</u>	<u>24,182</u>
TOTAL LIABILITIES	<u>21,548</u>	<u>24,182</u>
NET ASSETS	<u>\$359,521</u>	<u>\$350,459</u>
EQUITY		
Members' Funds	<u>359,521</u>	<u>350,459</u>
TOTAL EQUITY	<u>\$359,521</u>	<u>\$350,459</u>



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

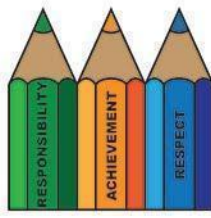
Tuesday: 23rd March 2021

Meeting Held: School Library

THORNLEIGH WEST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION
ABN 56 931 440 493

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 NOVEMBER 2020

	2020	2019
INCOME		
Net Surplus/(Deficit) from Canteen	(2,083)	12,204
Net Surplus/(Deficit) from Uniform Shop	(14,993)	57,456
Net Surplus/(Deficit) from Band Committee	(15,613)	110,515
Net Surplus/(Deficit) from Infants School Club Account	(2,910)	9,571
Net (Deficit) from Green Thumb Account	(559)	(803)
Subscriptions	20	12,520
Commission on Student Banking	505	1,395
Donations - miscellaneous	1,384	416
Fundraising Income	1,042	84,703
Grants Received	-	-
Insurance Claim	1,233	-
Interest Received	237	796
Miscellaneous Income	365	7,019
	<u>(31,372)</u>	<u>295,792</u>
Cash Flow Boost	20,000	-
JobKeeper	49,500	-
	<u>38,128</u>	<u>295,792</u>
Less:		
EXPENDITURE		
Bank Fees	532	1,616
Accounting Software & Bookkeeping	780	1,087
Audit Fees	3,168	3,080
Consultants	1,859	-
Fundraising Expenses	4,942	42,706
Insurance	2,056	976
Miscellaneous Expenses	622	1,389
Repairs & Maintenance	-	736
Subscriptions	943	409
Teacher's Lunch & Refreshments	1,020	-
Telephone and Internet	895	565
Wages	-	-
	<u>16,817</u>	<u>52,564</u>
OPERATING SURPLUS FOR THE YEAR	21,311	243,228
Less: Contribution to School	<u>(12,249)</u>	<u>(63,697)</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	<u>\$ 9,062</u>	<u>\$179,531</u>

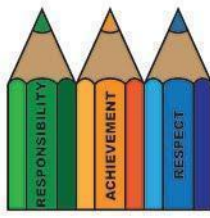


TWPS P&C
THORNLEIGH WEST PUBLIC SCHOOL
P&C AGM Meeting Minutes
Tuesday: 23rd March 2021
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THORNLEIGH WEST PUBLIC SCHOOL PARENTS & CITIZENS' ASSOCIATION
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 NOVEMBER 2020

	Note	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from families and the School		309,378	502,513
Interest Received		237	796
Payments to the School		12,249	(63,697)
Payments to suppliers and families		<u>(245,200)</u>	<u>(341,518)</u>
Net cash (used in) / generated from operating activities	2(b)	<u>76,664</u>	<u>98,094</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for Plant & Equipment		<u>(1,525)</u>	<u>(128,030)</u>
Net cash used in investing activities		<u>(1,525)</u>	<u>(128,030)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash used in financing activities		<u>-</u>	<u>-</u>
Net Increase / (Decrease) in Cash Held		50,641	(29,936)
Cash at Beginning of Financial Year		<u>150,210</u>	<u>180,146</u>
CASH AT THE END OF THE FINANCIAL YEAR	2(a)	<u>\$200,851</u>	<u>\$150,210</u>



TWPS P&C
THORNLEIGH WEST PUBLIC SCHOOL
P&C AGM Meeting Minutes
Tuesday: 23rd March 2021
Meeting Held: School Library

Appendix 3: Uniform Shop:

UNIFORM SHOP REPORT – AGM 2020 – 23 March 2021

- During Term 4 2019 and the start of 2020 I reorganised Flexischools delivery days and also shop opening hours.

We started 2020 well, followed by a week shut due to the bushfires and illness followed up closely by COVID 19 shut-down.

The COVID pandemic placed an initial strain on the uniform shop in regard to cashflow as it occurred at a time when all our winter stock was being delivered. All our suppliers were very generous in placing our invoices on hold, especially during the initial lock down period. The way we have operated since the end of May has been dramatically different, but surprisingly is working very well. We reverted to sales via Flexischools only initially, and slowly introduced off-site returns and exchanges. Due to the POS system I was able to process orders easily and quickly at home and have easy access to stock levels. I was also able to process special orders and have payments made by direct debit as and when required.

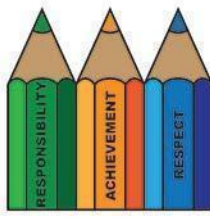
Stock availability during 2020 remained good for most items, however there were a number of delivery delays of some of our custom uniform items where a normal 3 month delivery is being estimated at 4-5 months. This may still impact coming into 2021. We have also experienced supplier price increases during the last 2 years which has resulted price increases which became affecting 1st October.

Kindy Orientation was also different as I was not able to offer fittings. Although I was unsure how online consultations would work, they have actually worked out quiet well and I will be considering keeping this format available for the future. I have been able to provide Kindy 2021 parents with the options of ordering direct from me or via Flexischools with a variety of payment methods.

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 during 2020. 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.



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

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Appendix 4: Canteen Report:

Canteen report for AGM 2021 P&C meeting

I would like to just thank the school for their support over the last year and a big thank you to all the P&C who have supported the canteen this last year (what a crazy year it was), especially Vanessa who has been amazing. Lastly thanks to the volunteers who give up their time to help, the canteen is certainly much more pleasant when they are around.

Thanks,
Jane – canteen

Appendix 5: MDFDGG Report:

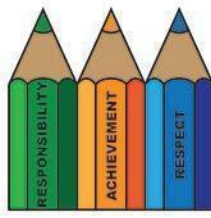
MDFDGG REPORT – AGM 2020 – 23 March 2021

Unfortunately, things ground to a halt for us in 2020. We got off to a great start and we had decided on a 'Back to The Bush' theme for our stall. We have purchased some beautiful homemade gifts from some small independent businesses in regional areas of Australia which we currently have stored away for the return of the Mother's Day stall in (hopefully) 2022.

Appendix 6: Band Report:

No report submitted

Appendix 7: Green Thumbs Report:



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

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Last year was quieter than usual in the garden, but we still had some great achievements and saw our plants grow! 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 all the beds to be drought-proof Wicking Beds, we ensure that the Compost facilities are maintained, and provide 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 the Environment Club and Captains at TWPS in making 2021 as environmental and sustainable as possible.

We were unable to hold as many Working Bees last year as planned due to Covid restrictions, so we have a list of maintenance jobs that we will try to get to over the next term and holidays.

A big thanks to the P&C and TWPS for your financial support to convert 2 of the beds. 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:

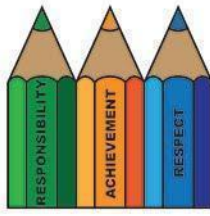
Amelia Courtney-Tennent

Stephenie Gouws

Patty Correll

It has been a pleasure to serve as the Green Thumbs Convenor over the last few years and as I step down, I wish the new committee the best of luck with it.

Emma Fenton



TWPS P&C

THORNLEIGH WEST PUBLIC SCHOOL

P&C AGM Meeting Minutes

Tuesday: 23rd March 2021

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Appendix 8: Fundraising Report:

2020 was a very different year for the P&C in terms of Fundraising. Due to COVID all events and opportunities were cancelled.

The P&C were lucky to be able to still run a few events:

Easter Raffle

Fiver for a Farmer: Mufti Day for the Farmers

Sport Mufti Day

PJ Mufti Day

Maccas & Hot Dog Day

Fairy Bread Day

Class Party Packs

Devoured Vouchers for Fathers Day (thank you to Lou Lawrensen for organising)

Odeon Cinema Hornsby - Ice Cream Day

Thank you to Jo McAdam for all her hard work during a difficult year for everyone.