



**THORNLEIGH-WEST PUBLIC SCHOOL
P&C Meeting Agenda
Tuesday 2 August 2011**

1.0 Opening and Apologies

Meeting held at TWPS Library, Thornleigh. Opened at 8.06 pm.

Attendees: Dana Logiudice, Kelly Belcastro, Gordon Dracup, Helen Roberts, Veryan McAllister, Paul Miller (PM) (Principal), Finbar O'Doherty (Deputy Principal), Anne Bassett, Janda Tanner, Delvene Bee, Margaret Cother, Laurelle Knight, Jenny Chaplin, Lesley Ziegler.

Apologies: Lisa Patchett, Michelle Wood, Karen Edmond,

2.0 Minutes of the Meeting – 14 June 2011 confirmed

Proposed: Helen Roberts Seconded: Laurelle Knight

Please note that Margaret Cother has not received previously any email of minutes

3.0 Business Arising from Previous Minutes

Week 6 (PM) to advise parents re cut off of uniform in Wednesday Weekly, end of term and first week of new term. Margaret Cother commented that this is not written anywhere, uniform is meant to be interchangeable.

PM: Use discretion to choose.

4.0 Correspondence

In:

4.1 Dana – new P&C journal, fundraising information.

4.2 Helen letter of resignation

Out:

4.3 Letter to Scuttle – ending agreement, bank chq, then agreement is terminated.

5.0 Principal's Report

Upcoming Events:

Festival Choir rehearsal	3 rd August
Education Week Open Day 2011	4 th August
Wakarri School Performance	5 th August
Festival of Instrumental Music – recorder	8 th August
Celebration Concert rehearsal	10 th August
Canteen Fun Day	11 th August
Farm to Plate Year 2	15 th August
UNSW Maths Competition	16 th August
Wakakirri – Sydney Entertainment Centre	18 th August
“Hairspray” cast visit	19 th August

Other

5.1 Creative Arts Term

- Wonderful term of Creative Arts opportunities
- Festival of Instrumental Music – recorder
- Dance Group – Hills Performing Arts
- Festival Choir
- Celebration Concert

- Funk Band – Sydney Town Hall
- Wakakirri
- J-Rock
- (+Hills Net Public Speaking & Premiers' Spelling Bee)
- Following Wakakirri – cast of Hairspray (leads) visiting to sing and talk to students

5.2 **Mandarin Lessons**

- 6N trialling Mandarin by VC this term.
- Met the teacher last week (Mr Laurence Yu)
- Small number of schools trialling in NSR
- PHHS also trialling delivery of Mandarin by VC in 2011

5.3 **50th Celebrations – 5th November**

- Committee met earlier today to draft outline for celebrations
- 5th Nov 11-3pm Open classrooms 11-2
- Entertainment spread throughout the day
- Library open – book sales and donations
- Official ceremony 1.30-2pm

5.4 **Enrolments**

- Currently working on enrolments for 2012
- We are anticipating 4 kinder classes
- Please ensure enrolment forms are submitted for siblings

6.0 **Other Reports – from P&C Subcommittees**

6.1 **President – Dana Logiudice**

Has nothing exciting to report, relaxing now the canteen is handed over, uniform shop under control. Now Spring fair to focus on.

6.2 **Treasurer – Stuart Bidwell**

In Stuart's absence – Gordon Dracap
Still owe the school money for white boards, support teachers. All accounts healthy. He is looking forward to spring fair being on budget.
No financial reports tabled.

6.3 **Uniform shop – Helen Roberts**

- Committee formed - Includes Jo Nickson, Jo Pearson Treasurer, Judy Reilly, Chloe Lorrente, Helen Roberts, Lesley Ziegler
- Each person is taking a task covering treasurer (who will close the books for 2009, 2010 and get them audited asap); investigation of Flexischools on-line ordering (aiming to launch term 1,2012); new Kindy students fitted; pre-loved items and new supplier sourcing.
- Letter was sent to Scuttle on 22nd July 2011 advising them that we will no longer be using them as our uniform supplier. Paid the final bill of \$8,200 with this letter after paying over \$19K in June. A term of the letter was that we will not seek legal remedy to our difficulties and they accept the termination of the contract if they banked this \$8K. They have done so on 28th July so that ceases all obligations to Scuttle.
- We have placed orders for the girls dresses and boys short sleeve shirts – delivery is expected early November.
- We now have a very good supplier for boy trousers who will also be the supplier for boy's shorts.

- We are finalising the logo for the polar fleece – same embroidery as that of the shirts.
- We are currently working with our supplier for track pants, winter tunic, polo top and sloppy joe.
- We will be selling the discounted lines (i.e. winter skirt, girls s/s blouse, l/s polo top, girls shorts, & sloppy joe) at 415 per item commencing now. This is to be fair to parents so they get some wear out of the item and also so that we can re-coup some of the costs already outlaid for this stock.
- We are continuing to work out strategies to get a return on the stock we currently hold whilst integrating the new stock and therefore cheaper prices into the range.
- Financial snapshot:

Cash in bank:	\$30,264.86
Outstanding debt to suppliers	\$ 528.00
Pre loved cheques to be cashed	\$ 666.50
Balance of cash	\$29,070.36

Sales 14/6/11 – 02/08/11 \$ 5,647.52

Janda Tanner – Neridah Jeffrey wants to put the price up of the kindy kits from \$42 to \$47

6.4 Canteen – Karen Edmond

A big thank you to the P&C for employing me, and a big thank you to the lovely volunteers at TWPS for making me feel so welcome. I have introduced a couple of new dishes (macaroni cheese, rice with sauce flavouring) and have more in mind. We also now have gluten free wraps on hand (at extra cost).

Flexischools is up and running with no problems so far. It will be great if we are totally on line for lunch orders by the start of 2012.

The financial situation of the canteen as at 30th June is:

Total in bank	\$14,983.47
Stock on Hand	\$ 2,138.33
Total	\$17,121.80

Accounts not paid: \$7,091.43

Subtotal: \$10,020.37

Balance in bank as at 4th January \$10,965.17
 With a total of \$927.70 accounts carried forward...
 \$10,037.47

Assuming opening stock to about \$500.00
 Opening balance then \$10,537.47

French day made \$800

Canteen committee met, only dana and Karen there, reforming again Friday after spring fair – 2pm.

Action:

Need to qualify amount not paid – is it supplier or parents

6.5 MDFDGG – Dana Logiudice

Father's Day Breakfast will have the same menu as last year; gifts have been bought, putting the call out for volunteers.

6.6 BASC – Laurelle Knight

Coordinator's Report- August 2011	
ISSUE	COMMENTS / ACTION
Enrolments/Attendance	Attendance for the month has been steady with an average of 198 children attending BSC per week and 398 attending ASC per week. We now are at full occupancy for Tuesday afternoons (105 children).
Staffing & Professional Development	<p>On Tuesday 19th July all staff undertook Anaphylaxis training conducted by The Children's Hospital.</p> <p>On Thursday 21st July, David and Trysten attended a free Community Coaching Course run by the Australian Sports Commission. This course is essential to our participation in the Active After School Communities program.</p> <p>Sadly, one of our staff members Karen Lawson-Smith handed in her resignation at the end of Term 2 (to pursue her social work career) and left us last week. Karen was a valued member of staff and will be greatly missed by all the Staff, Children and Parents.</p> <p>Lisa and Loryl have been contacting potential new staff members from the many resume's that have been handed in over the last couple of months. We hope to have a new staff member on board in the next two weeks (awaiting police checks).</p>
National Standards/Regulations	No new developments.
Program	<p>We had 21 children attend on the Staff Development Day on 18th July. The Children had a wonderful day with many activities available. The children especially enjoyed the Minute to win it games competition.</p> <p>Active After School Communities Program will commence this week with Tennis on Tuesday and Touch football on Wednesday.</p>
Equipment/Maintenance	During the holidays the staff

	<p>completed a working bee so that cleaning and maintenance could be completed.</p> <p>We have received the term 3 equipment grant from the Australian Sports Commission to run the Active After School program. With this grant we have purchased a new Tennis kit(3 mini tennis nets, 15 racquets and 30 tennis balls) and Touch football equipment (20 balls, 60 sash belts and 2 mesh bag carriers).</p> <p>We have also purchased \$600 worth of new toys, games and books which the children chose from catalogues.</p>
Administration	Lisa is currently drafting a Vacation Care survey which she endeavours to be distributed to the school community in coming weeks.
COORDINATOR'S SIGNATURE: Lisa Whittaker	DATE: 2 nd August 2011

Finbar O'Doherty, asked Laurelle to thank to Boz for his help at the school athletics day.

6.7 Fundraising

6.7.1 General – Janda Tanner

Nothing to report

6.7.2 Spring Fair – Helen Roberts

- Collection dates have been advised for White Elephant, Book Stall, and Smash Em Up.
- Brown bags have been distributed to all families – due back Wed 17th August
- Raffle tickets have been distributed to all families – due back Friday 12th August
- Armband flyer is in this week's W/Wkly. 3 different payment options are available. They need to be ordered by Friday 19th august
- Colouring-in Comp – info advised in last week's W/Wkly. Entries due Wed 24th August
- Art Comp – information in this week's W/Wkly
- Cake Boxes – will be distributed in 2 weeks, information re competitions in this week's W/Wkly
- All Stall equipment worked out & items borrowed or hired from Ava Party Hire.
- No mufti day on fri before the spring fair

6.7.3 50th Anniversary Celebrations – Janda Tanner

Open day open to general community and ex-students. Committee met today. Funding needed for cake; banners will be placed in 4 locations. There will be Coffee shop and food

Cake will be cut and served at 1.30pm

Viewing the cake. Will look at show casing it more than what happened with the school cake. Cake will cost \$800. Need to work out funding.

Pavers, selling them on the day, can have family name on it.
Putting \$15 on top of cost price. \$35 ea. Still working out where to put the pavers – needs to be visible and suitable.
Need to work out the labour.
In the hall at spring fair will have slide show on, on flyers (program) at entry advertise the event – open day to the public.

Anne Bassett: Why feed everyone cake, why \$800 on cake? Is there not another way to do it?. PM & Janda Tanner: Picture on cake was good and worth the effort as it is the 50th Anniversary.

Gordon – suggested that kids make the banners

Action:

Janda to give detailed costing's to Gordon, Gordon: if spring fair is good then shouldn't be too bad.

6.8 Band – Anne Bassett

Financials

See following pages.

TWPS 50th Anniversary Song “Strive to Achieve”

There has been considerable discussion on the most efficient way to fund the band orchestration of the new song. Initially, the Band Committee endorsed the “adopt a Bar” proposal, subject to agreement by the school. It is now considered more feasible to stage a music day fundraiser in conjunction with the performance of “Hairspray” on 19th August – gold coin donation should cover the \$800 orchestration fee. We are very fortunate that David Bell has agreed to charge almost half the commercial fee. Without orchestration job is only half done, keeps the song alive over time. Bands can play it, school owns it. The band committee are hoping to have the orchestration available to senior band at Spring Fair.

Performances Term 3

Assembly 2nd August

Education Week Open Day 4th August – all 4 bands will perform at the Open Day Concert.

Assembly 9th August: Senior Band

NSW 50th Annual School Band's Festival (UNSW) 21st August: all bands are registered

Spring Fair 27th August: all bands

Assembly 30th August: Training Band

Band Bear Day 8th September: Senior Band

Primary Proms Kakadu Concert 19th September: Funk Band

Band Camp

Band Camp was held on 16-17th June at the Salvation Army Conference Centre at Collaroy; 84 students attended. Feedback from students, tutors, parent volunteers and attending teachers has been extremely positive. It is likely that this venue will be used again in 2012. Financially, we broke even.

Instrument Servicing

All hire instruments and any “store” instruments that have been used during 2010/2011 were serviced during the July school holidays. The total cost of the service and repairs (70 instruments) was \$5,866.

Helen Roberts stated – spring fair are not having mufti day as they feel it is asking too much of parents with a mufti day, father's day, spring fair, and then mufti day in September.

PM & Anne Bassett believe that the "hairspray" cast visit is a unique opportunity to make the most of. To have mufti day combined with Hair Spray visit to cover the costs of the song be orchestrated, it is for the school not the band committee. Aug 19th.

Motion for vote:

"That a fundraiser takes place in conjunction with "hairspray" visit to pay for the orchestration costs of the school song."

Proposed: Anne Bassett Second: Gordon

Finbar O'Doherty said that we must not use "crazy hair day" as conflicts with Stewart house.

THORNLEIGH WEST PUBLIC SCHOOL BAND
BAND METTING JULY 2011

TREASURER'S REPORT

TOTAL of Bank Accounts at 22 July 2011 is \$ **9029.73**

Cash flow as at 22 JULY 2011 was negative \$3560.06

Attached are reports detailing:

Income and Expenditure for the period to 22 JULY 2011

Balance Sheet as at 22 JULY 2011

Note: Band camp Fees = \$15,330 approximately
Band camp costs including Buss= \$15,019

THORNLEIGH WEST PUBLIC SCHOOL BAND

INCOME STATEMENT FOR THE MONTH ENDING 22 July 2011

<u>Income as at 22 July 2011</u>	\$
Band Fees	1,890
Music Books	-
Band Bags	-
Band Camp Fees	-
Interest	59
P & C Grant	-
Prize Money	-
CDs	-
Fundraising	-
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	1,949
<u>Expenditure as at 22 July 2011</u>	
SB,JB,TB Band Master	
Funk Band Master	924
Band Master Special Perf	625
Tutors instrument Hand Out	-
Instruments	-
Instrument hire reversal	-
Music Books	-
Band reading Day	-
Band Bags	-
New Music	-
Music Books	-
Servicing	-
Repairs	-
Fisteddfods/Festivals	-
Bus Hire	1,600
Band Camp	2,360
Trailer	-
Stationery	-
Miscellaneous	-
Music Stands	-
Recordings	-
Audition Costs	-
Band Concert expenses	-
Band Certificates	-
Fundraising Expenses	-
CDs	-
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	5,509

Net cash Flow		<u>- 3,560</u>
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Bank Account Balances @ 22 July 2011

Cheque Account		9,030
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Total funds available @ 22 July 2011		<u>9,030</u>
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BALANCE SHEET AT 22 July 2011

Assets @ 22 July 2011

Cash at Bank		9,030
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Short Term Deposit		-
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Debtors		3,300
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Music @ 25% DMV	(Last updated as 30/06/2011)	3,054
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Total Assets		<u>15,384</u>
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Liabilities @ 22 July 2011

Unpresented cheques	255398	<u>100</u>	100
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Band Equity			<u>15,284</u>
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6.9 Hall – Janda Tanner

Council coming off ownership, still working on council for this to formally take place.

Paul has rung them, not their highest priority.

Anne Bassett asked re granting usage of hall, the band master wants to change rehearsal time. When does the allocation get done? School has first priority, contracts 12 months ahead of time, get to front of the queue, Anne to see Paul in office re requirements.

Helen Roberts asked re the key to meeting room and wants to change lock for uniform shop. Some past people have expected it.

Action:

Paul needs to check with council re this. Janda Tanner volunteered to follow this up

6.10 Catering – Michele Wood

No report tabled. Michelle not present.

7.0 Agenda Items

7.1 Fundraising – Woolworths Earn & Learn Program

The P & C have decided to go with this program as it to benefit the school.

There is a box in office for receipts, you don't need to provide the whole receipt – promotion runs until 19th Sept. Currently we are at 302 points, a white board is 11,000pts. Please get all family and friends onto it, double points this week.

7.2 Development of P&C website

Gordon. This came to the P & C as a request from a parent – Normanhurst West has one too. It is a separate P& C website, school are not responsible for content, and P&C will be. We are a separate entity; it also means that we are not asking the school for website updates. It is a two way type of web site, people can post comments, like a blog, Committees can each have a section Can have calendar – one central place and elicit feedback from parents, parents can subscribe to the site to have information emailed info, don't have to browse. It makes us responsible for our own content.

Cost free until 35 users, then \$35 a year, then \$30 to remove adverts. Storage is 5 GB

Motion:

To implement the P&C website and set it up

Proposed: Gordon Dracup Seconded: Janda Tanner

All agreed

8.0 General Business

8.1 Election of Secretary

Helen resigned in writing as feels she would be better utilised in the role of Uniform Shop Convenor.

Delvene Bee has nominated for the role. She has a child in Kindy – KW

Motion:

Proposed: Dana Logiudice Seconded: Veryan McAllister

Vote: all yes for Delvene to step into the role.

8.2 From the Floor

Helen Roberts:

Hand rail by Quarter Sessions Rd nearest to the cage is broken. It is dangerous. Finbar advised that this is council responsibility as it is on the footpath.

Action:

Finbar O'Doherty to advise council to repair the broken railing.

Veryan McAllister:

Asked for clarification from PM re the school policy on swapping and sharing of lunches, is it ok? PM – “no” Veryan stated that parents have reported this occurring in year's 2, 5, 6 and teacher said it was ok to swap.

Action:

Finbar and Paul to reiterate policy to students and teachers.

Finbar O'Doherty:

Flexi schools – parents need to make it clear to child that they have an order.
Cut off is 9.30am.

Action:

Gordon Dracup to investigate having a reminder in the system to notify/ prompt the parents.

Karen can print labels to the kindy classes.

Pin to notice board outside the canteen. Teacher tells the children to check the list to see if their name is on it if they have no lunch.

Action:

KarenEdmond to put pin board outside the canteen with the list.

Question was asked “What if you forget to order online”, child can still present brown paper bag or still get a lunch.

Lesley Zeigler:

Do we have parent involved working bees, other than church ones?

Finabar O’Doherty said yes in the past, but they have had very poor turnout.

9.0 Closing 9.55pm

10.0 Next Meeting – 8pm, Tuesday 6 September 2011