

## THORNLEIGH WEST PUBLIC SCHOOL

### MINUTES P&C MEETING

12<sup>th</sup> May, 2009

Meeting Opened: 8.10pm

Present: As per attendance sheet

Apologies: Susannah Knowles, Karyn Dakin, Janda Tanner

Correspondence: P&C Association ENews

Minutes of last meeting: Accepted by Nadia Mahon, Seconded Tammy Drew

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

Telephone Book - Apologies for errors with Spring Fair email address. It should read [twpsspringfair2009@gmail.com](mailto:twpsspringfair2009@gmail.com). For other fundraising please contact Janda Tanner on her mobile phone number 0403 821 137. Janda is also the representative for the Hall Committee.

Northern Sydney Regional P&C Council Meeting - John Khoo gave a brief outline of the meeting which included a presentation by the DET Asset Management Unit Team. They outlined very broadly what their spending plans are but had no answer as to how the money was to be divided up. Local councils will be initiating school canteen spot checks. Next meeting is June 29<sup>th</sup> if you are interested in attending.

P&C Association Information booklet - needs to be updated for distribution to new Kindergarten students at orientation. Please send updates as they are completed.

#### **REPORTS**

##### **PRINCIPAL'S REPORT - Tabled by Phillip Wills**

NAPLAN tests for years 3 & 5 were today (language conventions and writing). On Thursday will be Reading and Numeracy tests. Results from the tests help the school in determining targets for 2010, looking at where deficits are and providing learning support for this. Results also compare students' growth from year 3 to year 5. It is expected that children will improve at least one skill band. Results from these NAPLAN tests will be published in a League Table - this will only include raw data and not information about improvements from year 3 to 5. Results will be compared with schools in equitable socio-economic areas.

Peer Support program training took place last week. Next Monday all children from Year 1 to Year 5 will be involved in the Peer Support program which will be lead by year 6 students. The theme is Harmony.

Kindergarten 2010 Information Nights is Tuesday 19<sup>th</sup> May. Currently there are 15 enrolments. Expecting about 80.

Open Day is Tuesday 26<sup>th</sup>. Events have been compacted into a morning session to work in with parents who take time off to attend. Rooms will be open from 9.15am - 10am. Kindergarten will dance from 9.50 until 10am. The concert in the hall will begin at 10.15am and go until about 11.15am. This year we will be treated to a performance by Mrs Fitzgerald's Year 2 recorder group.

Grounds - Elliot Kennedy is leading the group. A very successful working bee was held last weekend with about 20 parents turning up over the 4 hours. All garden beds in the Kindy Area were weeded and tidied up in preparation for plantings later in the year. There is another working bee scheduled for late Term 3. The School's Environmental Management Group (comprising Mr. Nowland and Mrs. Liddle) will allocate each class responsibility for an area of the school to look after. In the longer term we are looking to repair and build areas at the front of the school and replace the cage in the Kindy playground with something more suitable. This is with view to the School's upcoming 50<sup>th</sup> anniversary.

BER Proposal - P21 - Money for Primary Schools - schools with over 400 students have been allocated over \$2-3 million dollars each. A proposal from the department includes demolishing the 4A and BASC building, extending the hall (including relocation of the stage to the other end of hall) and incorporating a COLA and a new canteen. The building housing 2B and 2C will be demolished and replaced with a 2 storey, 4 classroom building facing perpendicular to its current position. Mr. Wills has responded with the following points - We have a great working stage already in hall and do not want to relocate. Moving the canteen will create access problems and also has implications for OH&S if it will also be used for community purposes. Building a 2 storey building on the year 2 site is great although if turned around will block vehicle access to the hall and create supervision problems.

Mr Wills said that although the BASC is not a core dept business it is nevertheless a very important part of the school's enrolment planning and very much needed by the school community. He proposed that we keep the BASC building and have the P&C lease it back to After School Care for minimal rent. This would involve the P&C being responsible for all maintenance, power, water etc. Phillip is trying to find out more about the history of the building. A lot of money has already been put into the building over the last few years by Before & After School Care, including \$90,000 over the Christmas Holidays and \$50-6000 for cupboards and drainage etc. So what is that point of destroying it? How exactly will leaseback work? Not sure. But at least ¼ to 1/3 of the school's students are involved with BASC so very important. The possibility of having fund raising specifically targeting BASC was raised also.

A COLA would be better served over the area outside the hall where the planters are and leaving the canteen in its current position is preferable. Turn 2 storey building to face the playground. The meeting with Asset Management was only this afternoon so there is no outcome from the discussions yet, except to say that the proposal was accepted in principle.

Summary or proposed amendments to DET's initial proposal

- Build COLA on SIDE of hall
- Redo all concrete on side of hall - remove planters
- Refurbish hall kitchen
- 'Turn' 4 classroom double storey block
- Leaseback of BASC building (Block H) to P&C

## School Pride Requests

- Carpets in 5 classrooms in E block
- Basketball court resurface
- Refurbish cricket nets
- New external speaker and amplifier system
- 4 IWBs
- Guttering on Blocks A, B, E, J, K
- Painting of all railings + mesh - Blocks C and E
- Minor roof maintenance

## If funds remain

- All blinds in classrooms repaired/replaced
- Classroom intercom system

The refurbishment of the toilet block near the hall is part of a different upgrade and will include new urinals, systems, and sealed windows. Portable toilets will be used when refurbishment begins.

Toilets in the Kindy area will also be updated at some time with normal sized toilets and replacing the sealed fibro doors.

All contractors coming onto school property for work will have had a police check and wear identification.

Canteen Proposal - the canteen needs to update due to Health and Safety issues. These include OH&S problems, flammable materials too close to stove, the open shelving system and old chipboard. TAFE have offered to update the kitchen as part of a practical component of the shop fitting course. This is overseen by Tony Murphy. The job will be done for material costs only. It is estimated to cost around \$15,000 for a job worth about \$40-50,000. If council were to inspect the canteen as is, it would be very clean but not up to specifications. Refurbishment of the canteen is not included in the BER proposals and financial support is needed from the P&C. Work would be done over the July holidays and in Week1 of Term 3.

*Motion* - that the P&C donate \$15, 000 towards refurbishment of the canteen

*Proposed* - Ross Knight

*Seconded* - Meagan Williamson

## PRESIDENT'S REPORT - Janice Khoo

The P&C Annual Meeting is on 31<sup>st</sup> August. Please Janice if you would like to attend.

## TREASURER'S REPORT - Tammy Drew

Two-thirds of P&C contributions have been received. No funds have been asked for by the school as yet. Grounds committee will hopefully not require any funds. No major changes have been made to the budget. Mr Wills has requested 4 IWBs as part of the School Pride scheme. The funds previously allocated to these will cover most of the funds required for canteen refurbishment.

\$17, 846 is in the Term Deposit.

\$22, 000 has been budgeted as profit from the Spring Fair.

## UNIFORM REPORT

Suzie has pneumonia and is unable to be at the shop. Volunteers are opening the shop on Tuesday mornings only at this stage.

Pre-loved garments are occasionally unfit for sale so a "Sales Form" will be signed by sellers when they are presenting items to the shop. This states clearly that items unfit for sale will either be returned to the seller or passed on to other parties such as charity, school sick bay or they will be disposed of.

## CANTEEN REPORT - Kylie Duncan

Canteen committee consists of the following members:

- Kylie Duncan - Convenor
- Tracey Chessari - Member
- AnneMarie Hoek - Member
- Karen Dakin - Member
- Suzi Knowles - Canteen Manager (ex-officio)
- Phillip Wills - Principal (ex-officio)
- Positions of Treasurer and Secretary remain vacant

Financially the canteen is barely breaking even. Hopefully sales will increase with new weekly specials.

The canteen's new name is "THE MUNCH BOX".

Survey Feedback - Unfortunately very few people responded, 29 out of 370 families. 34% of respondents were canteen volunteers. Conclusions from this sample are:

- Those who use the canteen are happy with the current service;
- There is no information on how to encourage non-users of the canteen;
- Given that the majority of respondents are already canteen users, it may be inferred that non-users are not interested;
- The canteen currently meets or exceeds the expectations of its users.

To try to find out more about the thoughts of the school community there will be a section on the canteen included in the School Satisfaction Survey distributed in Term 3.

Re: gluten-free products. 76% of respondents were not interested in adding any gluten-free products to the menu. Food handling procedures mean it would be difficult to provide a true "gluten-free" canteen.

## **FUNDRAISING**

### **Spring Fair - Julie Birrell/Jenny Young**

Brown paper bags will be used again this year for gathering donations for stall gifts and prizes.

### **MDFDGG - Dana Logiudice**

There was a great turnout of volunteers for the Mother's Day stall which made sales and wrapping very efficient. There has been a lot of positive feedback about the day which was well organized and offered a good range of gifts. The stall made about \$2000 profit which will be used to fund that Fathers' Day breakfast and a small donation to the P&C later in the year.

## **AGENDA ITEMS**

*Health Inspections of School Canteens by local Councils* - We have not had any inspections in the last 5 years. It is predicted that 1 in 8 canteens per year will be inspected. Thorough cleaning is ongoing with a once a term clean from floor to ceiling also done. Mr Wills suggested this could be done by contractors. Records of cleaning are being kept.

## **GENERAL BUSINESS**

None

Meeting closed: 9.30pm

Next Meeting: Tuesday 16<sup>th</sup> June, 2009