**Date:** 25/02/2025

**Start:** 6pm

**End:** 8.15pm

**Meeting Minutes**

**Attendees:** Nive C (President), Shanna A (Vice President), Shannon B (Treasurer)

Members: Christina H, Helen C, Micaela Wright, Tracy B, Adam Lewis (School Principal)

Mark McConville (Toronto High Principal)

**Apologies:** Kylie R, Jess S, Erin H, Vanessa L.

**Acknowledgement of Country:** Nive

**Acknowledgement of previous minutes:**

Forward: Shannon

Second: Shanna

**Chair:** Nive

**Minutes:** Tracy B

Toronto High School Principal Mark McConville addressed the meeting, giving overview of THS performance results and comparison to other schools, his philosophy as principal, discussed out of area enrolments.

Mark will provide a short video with this information to TPS to post on TPS Facebook/Dojo so a wider audience can access. Short Q&A with meeting attendants.

Mr Lewis gave an introduction and acknowledged TPS successes, explained his personal philosophy to teaching/leading the school,

* ALL CHILDREN CAN LEARN
* SCHOOLS ARE THE PLACE FOR TRANSFORMATION

In 2025 his focus as Principal will be,

* Uniforms - slow burn, starting soon and ramping up by Term 3
* Attendance - each term a letter will be sent home to parent/carer highlighting attendance but considerate of student’s circumstances.
* Explicate teaching background - supporting staff in literacy and numeracy.

Mr Lewis stated he welcomes conversation with any parent/carer around these focuses any time.

Brief discussion around some upcoming expenses in relation to the TPS Hall A/C and Grass Tree projects currently underway. Asked about possibility of P&C contributing to costs, more details to come. TPS Principal outlined these costs are not required to go to tender and P&C can explore community support options and potential grant applications. Available grants discussed.

**Treasurer Report:** Shannon

Canteen - $7026.43

P and C - $29781.36

Petty cash - $260.84

FTD - $30,000 (matured by $299.18)

Uniform - $9987.26

Shannon will vacate Treasurer role at the next AGM (date tba) and seeks expression of interest now, to aid in handover.

The role is open to all members as well as potential members.

P&C welcome anyone to express interest and/or trial the position, work with Shannon now for smooth transition.

Experience is not required; the new treasurer will be supported by all P&C and TPS to learn role.

**General Business**

Nive – All P&C positions will be up for nomination at the next AGM.

AGM will be scheduled when the auditor has completed the annual audit, expectation is this will be done by May 2025.

Christina - expressed interest in secretary position, which is currently vacant, asked about role requirements. P&C members discussed, and Christina agreed to take next minutes and will take on some secretary duties when possible until AGM. Christina accepted to trial the position ongoing.

Shanna - suggested P&C post on Facebook outlining the roles available and position description, minimum requirements, explain that roles can be shared, role can be made own by person filling the position.

**Fundraising** – Tracy

Federal Election coming up, no date set but expected in early April.

Tracy keen to run a BBQ if TPS is voting location but will be on holiday early April, can support other P&C and School Community Members to prepare if others can run on the day. TBA when Election is called.

Pie Drive website and order forms are already set up from past events, suggested running a pie drive ASAP as little effort involved and reasonable profits made previously. As no fundraisers run early in the year this could be good timing. Members agreed, Tracy to organise over the next two weeks. Assistance to pack orders is needed, please contact Tracy to express interest in helping for an hour or so on the day.

Easter Raffle is historically the most popular and profitable fundraising event of the year and is coming up.

Tracy will not be available during two weeks prior, will approach Jess to oversee packing of hampers and raffle ticket booklets prepared.

Asked members to be available to assist packing, confirmed out of uniform day (students donate eggs towards

raffle and wear out of uniform) Friday 4th April 2025.

Raffle to be drawn at Easter Showcase on 11th April 2025.

Raffle tickets to be sent home by 14/3/25 and returned 4/4/25.

Shanna will purchase some gift bags for raffle.

Tracy applied to Newcastle Knights for signed jersey and match day passes, to run a digital raffle with broader reach and aim to raise more funds than local only prizes.

Knights responded and offered one family match day pass.

Helen to pursue obtaining a jersey through alternate pathway. TBA

Shannon – suggested,

* Outlining goals for fundraising events by next meeting to decide on which events are aimed to provide a service to TPS (not run for profit) and to decide on where efforts to be focused to maximise funds raised.
* Plan ahead to avoid burnout from time consuming events which have not historically been very profitable.
* Advertise set events at the beginning of the year to set expectation for the TPS community.

Members discussed and agreed to post suggestions to a “working calendar” in P&C group chat to be set and finalised at next P&C meeting.

Some discussion of usual annual events.

Shanna – requested school events calendar, TPS Principal to obtain and provide to P&C.

Tracy- presented questions on behalf of a parent unable to attend. These were:

* TPS communications coming out later than last year in particular the first newsletter
* Dojo posts regarding “what’s on” for the week ahead were also posted later than they were last year
* No communication around homework from class teacher – has it stopped, or will it continue and if so, when?

All points acknowledged by Principal who will follow up with appropriate staff and the respond directly to parent. Brief discussion by P&C members noting that after some years experience as a TPS parent these things are learnt but the transition from Kindergarten to Year 1 was particularly difficult to prepare for as parents don’t have any communication prior to school starting with what to expect, what equipment and supplies requirements and what is routine at start of the year.

Feedback taken onboard by TPS Principal.

Shanna- Kiss and Ride is slow, issue of cars banking on Bay St continues, dangerous driving behaviour continues with some parents/carers still making U-Turn in front of school and using driveways of homes opposite, this also affecting kiss and ride hold up.

Discussion around what could be contributing, Principal to investigate further with aim to improve timing and safety.

Tracy – proposed requesting gift cards from Woolworths for volunteer raffle again, also requesting gift cards from Coles now to utilize for supplies and prizes throughout the year.

Proposed that requesting early and ‘one time only’ for the year was very successful last year.

Members agreed, Tracy will draft letters of request at earliest convenience.

**Next Meeting Scheduled** – week 9, 25/3/2025 – 6pm