



P&C

Date: 20/08/2024

Start: 18:05

End: 20:09

Meeting Minutes

Attendees: Erin (Secretary), Shanna (Vice President) , Nive (President), Shannon (Treasurer) Kim (Principal) Christine, Kylie, Tracey, Giacomo ,

Chair: Shanna A Vice President

Minutes: Erin H Secretary

Acknowledgement of Country: Tracey

Acknowledgement of Previous Minutes: Erin H

Principal Report: Kim Witt

School Planning:

- We have submitted our projected enrolments for 2025. At this time, our numbers align with 8 mainstream classes, but if we have families leave it could drop to 7. We would then pay for our 8th class from our flexible funding. Our ideal position is to be entitled to 8 classes and pay for the 9th. This enables us to group students effectively to meet needs and have room for our school to grow.
- Attendance is still an area of focus: there has been considerable sickness around, and our message is still 'if you are well enough to be at school, we need you here'. Attendance is of particular concern in our 5/6 classes. I have also received feedback from the community regarding our attendance rewards each Friday. This feedback pertains to children who are sick one day and then miss out on Friday, we need to support children with the messages we give them in this regard.

Current Programs:

- Noella Mackenzie returns next week. Classroom teachers will be sharing their writing lessons with her for feedback on practice. TPS has also facilitated a network preschool initiative to prepare children for school. Noella will be presenting to preschool parents and teachers in the early education sector as part of her visit. This project has been facilitated by Megan Evans and the results are very impressive. Many of the preschools are keen to continue next year without our support.



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- Check-in Assessments will be taking place later this term. All primary students complete the assessment each year in numeracy and reading. Year 6 also completed a writing assessment. We can access the results very soon after the assessments, making these assessments a valuable tool to monitor student progress.
- The Got it Program will be running in term 4. K-2 parents and teachers have completed surveys for students. A small group of students will be selected to participate in the program with their parents. The goal of the program is to develop social and emotional skills. There is scope for parents of students not selected for the program to receive additional support or referrals from the Got it Team.
- Coast Wide therapies have been working in our school during Term 2 and 3 this year. Teachers and students have received additional support to address needs presenting in the classroom. A parent session is available tomorrow to upskill parents. Teachers have also received PL to build their capabilities identifying and addressing student needs to support student engagement.
- Catherine Attard Mathematics Initiative – We are continuing our work with Professor Attard. Our initial focus is to build teacher engagement and enjoyment of mathematics through rich tasks. We will then be focusing on our dialogical pedagogies – what we say to students to facilitate greater engagement and mathematical learning. Our project will be ongoing in 2025.
- Students in Year 6 will participate in a Year 6-7 Transition program ‘Moving up without falling down’. We have formed a Toronto Learning Community working party to focus on the ways we can ensure successful transitions from Year 6 to Year 7. There are many variables and complexities in this space, but our focus is to improve our existing structures to ensure that we are enabling success.
- Mitch Tambo will be performing for our school in Week 9. He will also conduct a yarning circle with our Pondee kids. He will also be providing 2 hours of PL for our teaching staff after school.
- Staff are participating in High Potential and Gifted Education Professional Learning. The focus is to develop greater understanding of how to identify students with potential across the four domains: Social and Emotional, Creative, Physical and Intellectual. This is a priority in Public Education.

Staffing:

- Miss Kelly taking three weeks leave this term – Rachael Robinson will be replacing Miss Kelly
- Nikki Wilson will be taking 2 weeks leave – Tanya Murphy will be replacing Mrs. Wilson



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Upcoming events:

- This Friday, Book Week parade and Open Classrooms
- 30 August, Fathers' Day Breakfast
- 2 September, Responsible Pet presentation K-2
- 3 September, Under 9's Knights Knockout
- 4 September, Northern NSW Football Fives
- 5-6 September, Stage 2 Sydney excursion
- 11 September, Stage 2 Boys Friendship Day
- 16-27 September, Swim school

Treasurer Report: Shannon

Current Accounts:

Canteen Account - \$5,125.16

Renovations - \$31,626.02

P&C Account - \$23,659.16

Uniform Shop - \$628.24

New Bank accounts with Newcastle Permanent.

The P&C elected at this year's AGM to change current banking with Westpac to Newcastle Permanent. The following accounts will need to be opened:

1 x Fixed Term Deposit, 2 to sign. Highest rate on offer at time of opening, view only internet banking access Signatories- Nive Clarke, Shanna Ali, Erin Hines, Shannon Burns

3 x Club Accounts, 2 to sign, Full internet banking access Signatories- Nive Clarke, Shanna Ali, Erin Hines, Shannon Burns

1 x Club Account, 1 to sign Signatories- Nive Clarke, Shanna Ali, Erin Hines, Shannon Burns, Full internet banking access



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Authorized User- Yasmin Every-Burns, View only internet banking access, visa debit card

Fixed Term will replace current “Canteen Renovation” account to maximize interest earning

3 x club accounts will be for Uniforms, P&C General account and Canteen General account

1 x club account will be for Canteen Petty Cash, canteen supervisor will have visa debit card access to make purchases for canteen only.

Previous Discussions regarding Canteen Account has since been resolved, currently in credit with a supplier due to overpaying.

General Business

Uniforms – Kylie

Uniforms sales have been low recently nil concerns.

Sports Uniforms – Raised discussion about removing current Sports uniform due to quality complaints and moving to a 5-day week uniform. Due to current high stock of Sports uniforms Discussion will need to be ongoing to consider practicality and costs. Kylie and P&C Members to explore quotes and other designs and obtain samples for future considerations.

Gala and out of School Athletic and Zone Day uniforms also discussed and request review of current singlets and kits provided on these days to initiate a new style in 2025 as well as marketing products such as Gazebo, Tablecloths and signage. Members to also investigate further and ongoing discussion for future meetings.

Current Gala and Zone uniforms have limited sizes for current students and request made to TPS to obtain more variety of sizes in future. Kim Witt to review.

Upcoming Fundraising – Nive and Tracey

Father’s Day Raffle and Stall 30th August

Raffle Tickets sent out last week for Raffle drawing on the 30th August. There has been no current expenditure on prizes for this year as all prizes have been donated. Special thanks to Shane’s Seafood in Carey Bay, GW Meats Toronto, Olivia Ping and Ray White Toronto, KFC Toronto, Dominos Toronto and Subway Toronto and Nive (President).

Discussions had about how Raffle will be drawn on the day.



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Additional Raffle tickets will be sold at Book Week 23rd August and Walk in sales through the Office. GW Meats Butcher is also selling tickets at their store and raywhite and shanes seafood also hold tickets for community purchases.

Currently have Parents and community volunteers for father's day stall set up. Nive Organizing.

Shannon reported everything is in boxes and ready for the Father's Day stall P&C members took home to wrap for easier selling on the day. Shannon also discussed that on one item of Father's Day stock there is an image of alcohol beverage (beer) and members discussed pros and cons and moved to sell on day.

BBQ Christmas Concert

Previous Sausage Sizzle stall holders Menshed and Rotary Club have notified TPS they will not be available this year for Christmas Concert, Discussions held about P&C running sausage sizzle. Discussions had that it is difficult on this day as most P&C members wish to be present at this event with their children rather than running this. Members discussed the success of the easier alternative of selling Grazing Boxes or premade food items to sell before the concert. Ongoing Discussions to be had.

Election BBQ-

Currently TPS is not stated as a Polling site on website. Member Tracey discussed holding a TPS P&C BBQ at Toronto Community Hub on 14/09/2024. Need to approach Community Hub for further organization. P&C Members to organize further in the Facebook group chat.

Advertising for Fundraisers-

Erin (secretary) Discussed with current members that she now has access to a teams Canva Account which creates the items for newsletters, social media and marketing projects etc., discussed with members that if they wish to create items in future happy for the help and to just send items to Erin to upload on social media in future.

Oosh Survey- Kylie

Kylie to facilitate with oosh organization to collect a survey Kim happy to provide surveys out to parents and families.



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Business Arising

Canteen Home Made Meals – Tracey

Tracey raised that more home cooked meals to be investigated within the canteen menu to provide nutritious meals and more profit into canteen, ongoing problem discussed that at the moment there is not enough volunteers or space, and further review will need to be had.

Tracey proposed that Yasmin (Canteen Supervisor) to slowly be given an increase in hours per week, to be used for meal prep on non-canteen days to freeze meals. Tracey Discussed the profit and loss of homecooked items such as Bolognese and Butter Chicken products sold vs prepacked supplier products such as Lasagna and Macaroni.

P&C to discuss further with Yasmin and TPS Staff and review current P&L of Canteen over 6 months. Kim Witt reported that future plans are in discussion of class cooking sessions to use the canteen with support of Yasmin once a week. Which could allow Yasmin in the canteen an additional day. To be discussed further.

Giacomo (P&C Member) expressed his farewell as his child and family are relocating to another school.

Next Meeting Schedule: Week 9 term 4
