

Manly West Primary School  
P&C AGM 2018 Meeting Minutes

**Meeting Date:** 27th March 2018

**Time:** 7.30pm

**Location:** School Library

**Attendees:** Ben Goodland, Guy Holley, Helen Yardley, James Neal, Jessica Kirknam, Jo Ann Plowman, Jo Day, Kirsty Mackay Fisher, Megan Harries, Melina Rohan, Michelle Lewis, Rebecca Sutherland, Sarah Falzarano, Suzanne Cairns, Ruth Galloway, Fiona Gooland, Alison Garcia, Louise Fletcher, Gayle Graham, Sally Gee, Mark Adams, Lucinda Beaman, Cassie Matheson, Judy Home, Vicky Stokes, Tony Falzarano, Aaron Baldman, Cathy Bradburn, Orlainn Sheill, David Ford, Anna Manchie, Maik O'Keeffe and Sarah Bickford

**Apologies:** Darren Wickham, Clinton Aver and Angie Penn

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## 1. Welcome: Apologies, Acceptance of previous minutes

- Welcome
- Apologies
- Previous March 2017 AGM minutes acceptance - Approved

## 2. President's Report – Ben Goodland

### Introduction

Manly West Public School Parents & Citizens' Association (P&C) is an energetic parent group which is dedicated to supporting Manly West Public School, Julie Organ the School Principal and teaching staff in providing a quality education with enhanced and improved outcomes in all learning areas for all children.

The Manly West P&C Association partners with the school to provide key resources and tools to ensure the effective delivery of the Department of Education school curriculum. The relationship between the school and the P&C is positive and we work collaboratively to achieve the best outcomes to support the children's educational and learning needs.

The below report covers the period from March 2017 during which time I have served as President for the P&C.

## General

This year the P&C provided in excess of **\$100,000** to the school. This donation included:

- Assisting the school to fund the **new solar panels** which have been installed on the hall roof. This initiative is normalising green energy for our children and also assisting the school with their energy offset with an aim to be able to introduce further air conditioning in classrooms once the school current electrical capacity issue is resolved.
- Funds have also been allocated to major projects including the installation of a **large shade shelter and the enhancement of BASC outdoor area**.

During this reporting year the P&C has also focussed on **administrative processes** to ensure the continued success and smooth running of the P&C especially in the areas of BASC, Canteen and Band. **Employment contracts for P&C staff** have been reviewed and updated which has been a huge task. I would like to thank everyone who has been involved in this process.

On behalf of the P&C I would like to thank all of our staff for their dedication care and help they provide to our children throughout the year particularly Sarah Peters and her staff at BASC, Ruth McDougall for Payroll, Natalya Hansen in the uniform shop, Shona McKenzie and Yvette Gooley in the canteen, Suzanne Cairns the general P&C admin assistant, Nicole Macnicol with the band and Angela Penn in the Kitchen Garden.

I have been extremely lucky to have such a supportive and professional executive committee. I would like to thank you all for your hard work and commitment to the school throughout the last year. Thank you to Megan Harris, Tracey Martin, Michelle Lewis, Clint Alver, Melina Rowan, Jo Day, Jessica Kirkham, Bec Sutherland and Kimble Mann who I have worked closely with on a number of projects, your support over the past 12 months has been invaluable.

I would like to thank everyone on our sub committees, you all do such an important role keeping things running smoothly and it is very much appreciated. Special thanks to the following:

Finance Committee chair: Darren Wickham

BASC chair: Sarah Falzarano

BASC Treasurer: Guy Holley

BASC Secretary: Melina Rowan

Canteen chair: Audrey Watson (followed by Melina Rowan)

## Fundraising

Manly West P&C have organised some amazing events over the reporting period. These events have all been well received by the community.

## **Carnival**

The committee put on the biggest and best edition of the Manly West Carnival so far. It was a fun and exciting day for both adults and children. I am still amazed at the number of volunteers and amount of planning that went into it. Thank you to everyone involved for making it so successful. The number of volunteers was mind blowing there are too many people to thank individually in this report, but please know the day could not have been as successful as it was without you. I must make special thanks to Kirsten Highnam, Kate Grant, Helen Yardley and Tracey Martin for heading up the carnival committee. This year the carnival raised an amazing \$63,000.

I would also like to make special mention and thanks to our Events and Fundraising co-ordinator (who is also the P&C Vice President), Tracey Martin. Tracey takes the lead on the social calendar and always delivers outstanding, fun and inclusive events.

## **Final words**

There will be some change on the executive committee as a number of positions are being vacated, I would like to personally thank Michelle Lewis, Bec Sutherland and Kimbyl Mann for their work on the executive this year, their contributions have been invaluable.

We are very lucky at Manly West with the participation of the whole community it is fabulous to see so many people giving up their time for so many activities to support our children, thank you to everyone that has volunteered in the Canteen, the Kitchen Garden, the uniform shop and those that support the classroom based activities.

I would like to thank you to our Principal Julie Organ and your staff, thank you for your support in working with the entire P&C community. It has been a steep learning curve for me and I am extremely grateful for your support and approach dealing with any issues that have arisen. To all the Manly West families your contribution is highly valued and appreciated.

I am proud to be part of this school and would like to take this moment to encourage all parents to become involved in the Manly West Public School P&C. There is a wealth of experience in our parent and carer community and by working together and sharing our expertise we can provide the best school experience for all of the children that attend the school. You can make a real difference in your children's education.

I have enjoyed the past 18 months as President of the Manly West P&C; however, I will be vacating the position and making way for a new president. I would like to send the incoming president and executive committee my best wishes for the future.

Ben Goodland  
P&C President

2017 was an outstanding year with incredible highs in so many Academic, Sporting, Creative Arts and Student Welfare opportunities. It culminated with a number of significant events at the end of the year. These included the Year 6 Farewell Night, the School Spectacular featuring our Choir, the Christmas Concert for our four Bands, the Combined Scripture and Thank You Morning Tea, the Dance Expos for Kindergarten and Years 3 and 4 students, the Leadership and Gaming Project Expo for Year 5, the Great Aussie Bush Camp, the Kinder Graduation, Year 1 and 2 Presentation and the 3-6 Sports Assembly.

In 2017, we enjoyed the major fundraising event –the Manly West Carnival and it was a great success. Thanks so much to every student, staff member, parent, caregiver, grandparent, community member and business that supported us. The money raised is ear marked for a new COLA in the future. Thank you to the P&C for their support with Maths, English, Library, solar panelling, enrichment, Bushlink and Stephanie Alexander Kitchen Garden initiatives. Thank you to Mr. Ben Goodland, the P&C President, the P&C executive, the Finance, Band, Uniform, Canteen, BASC and Enrichment committees for all the work that they have achieved, especially this year in the area of employment and pay scales. This was a major P&C achievement for 2017 with a huge amount of behind the scenes workload. Thanks to the P&C and BASC committee, we are also currently updating the K-2 BASC with new painting and a bathroom upgrade. Thanks Megan as representative today of the P&C.

This year, we continued to strengthen the new Science Technology, Engineering and Maths (STEM) activities. Computer coding is now embedded as a Year 4 -6 program not only with coding but with a Minecraft Pilot program with  $\frac{3}{4}$  R and KG enjoying the benefits of this. As well, Year 5 students with the expertise of Mr. Richards, used coding for gaming based on a leadership program using research about a relevant influential person for the students, who overcame challenges in their life to become inspirational to others. This is a new initiative, which incorporates Resilience under the banner of Student Welfare, Creative and Critical Thinking and Technology and one that we will continue in the future in Years 5 and 6 as well as supporting the already successful Robotics programs. The Library has been totally revamped by Mrs. Swick and Mrs. Bourke with modern furniture, browser bins, research posters, new computers and last week a new computer lab. This has been an exciting new initiative requiring months of preparation. The Stephanie Alexander Kitchen Garden has also been enhanced this year and is integrated across K-6 but particularly in the Stage 2 class groups. Thank you to Angie Penn and Beth Dowdle and the incredible amount of volunteers in our garden linking this program to Science and Technology, Creative Arts and Student Wellbeing Syllabus documents. The Kindergarten students recently beautified the Literacy and Numeracy area with age appropriate imaginative and creative gardening to inspire learning and an enjoyment of the outdoors.

Music in our school has also been strengthened across all classes from Year 1 -6 with Mrs. Esparraga and Mrs. Dowdle. This was extended to all students and is in addition to the Band Program where all four bands won GOLD this year. Thank you to Penny Coucill for her incredibly high expectations passed on to our students.

We embrace a wide variety of diverse programs. These include the School Spectacular, the Amber Krilitch Dance program, Arts North Dance, Drama and Music Festivals, the Choral Festival, the Maths Olympiad, the Premier's Debating, Bear Pit Public Speaking and Spelling competitions, the Band Eisteddfods and Festivals and the large number of events for students to excel in sports at Local, Regional, State and National levels including skiing. Manly West PS also increased the grants from Sporting Australia to extend the range of sports and skills for students for home sport programs and the PDHPE Social Skills program for K-4 students has been a great success.

We have completed 2015-2017 strategic school plan and have reached all our milestones including reaching high expected growth in the NAPLAN results for Year 3-Year 7 students.

We worked tirelessly over the last two years on Visible Learning for students. The students have shared common language with Learning Intentions and Success Criteria, traffic light system for feedback and using the concept of the Learning Pit for understanding how to handle challenging work in a more positive and engaging manner. We have continued to focus on Literacy and Maths as well as the new syllabus areas. The evidence of success was demonstrated in our NAPLAN and PLAN data and this year, we already achieved the Premier's Priority of increasing the number of students in the top 2 bands by 8% by 2019.

We embedded a professional learning culture of collaboration, communication and Instructional Leadership across K-6 using expertise of teachers with mentoring, coaching and providing explicit teaching assistance to colleagues. Enrichment and Learning support programs have also expanded this year with more data based interventions. Evidence of improvement surrounding this strategic direction came in the form of teacher accreditations, leadership programs, collection of data of extensive programs offered, student surveys, focus groups and student interview.

Leadership programs such as the Student Representative Council (SRC) are gaining a higher profile in our school and having an infectious impact. Our students are tackling environmental issues and supporting charities both locally and globally such as Kenya Aid, Bear Cottage and Stewart House. The recent interviews with the 2018 Year 6 Prefect Team gave us an incredible insight into the level of understanding that our students have of MW expectations, resilience, the love of our school and the opportunities offered. They commented on the generosity and uniqueness of our teachers, the fact that they feel safe in our school, they can take risks in our school and that MW has a culture that embraces diversity and differences and one where mistakes, can be made however the students are encouraged to learn and grow from them within a safe environment.

Partnerships and transparency are a strong part of our culture and philosophy and we welcome with open arms parents, caregivers, grandparents, volunteers and community members to assist and support our students and staff. Our students are being actively encouraged to develop learning goals, to gain feedback from teachers and to use student voice with their teachers and all the partners are encouraged to support them with their aspirations, challenges and achievements.

We say good-bye and thank you to all the Year 6 parents who are leaving MW in 2017. Some of the Year 6 parents have been involved with the school for up to 16 years and we thank them for their contributions. Thank you to any of the families, who are leaving our school in 2017 and please know that you are always welcome to return as ex students, parents and staff.

On behalf of Manly West, I would like to thank all Year 6 students who exhibit excellent role model attributes as Buddies for Kindergarten students this year at school. We acknowledge the Year 6 Prefect Team led by Zev, Zoe, Ciarra and Matthew for their outstanding commitment to their roles. We also appreciate the wonderful passion and work of the House Captains and House Vice-Captains, SRC, Multicultural Leaders, Band Leaders, Library Monitors, Class Captains, Sound Monitors, Dance and Choir Leaders, Chicken Wranglers, Playground Monitors, PBEL Leaders and all the Year 6 students who stepped in to so many roles over the years in the school. This also included assisting with the major community events, such as the MW Carnival this year. We enjoyed a beautiful graduation night at the Manly Golf Club with over 200 parents in attendance. Thank you to Mrs. Cath Williams for the fabulous venue and organisation.

Thank you to our incredible staff and school community led by the P&C to support our students in 2017.

Mrs. Julie Organ  
Principal Manly West PS.

Julie reported that the hold up with the instillation of the solar panelling is due to the roof on Boyle Street Building being too slippery and alternative measures need to be put in place before the solar panelling can be installed.

DOE has approved the Amphitheatre which will be a feature between of the Year 6 building and the BASC and will be available to BASC and school times. Julie recognised the help the Megan Harris had put in many hours to finalise this projects.

A new programme for coding has been introduced to the school and K-2 now take part in Movements classes which has been able to happen due to a reduction in Library to ½ hour.

Julie announced that due to discussion starting at a General meeting of the P&C the staff had undertaken a review of spelling and have introduced "Soundwaves" to the school.

#### 4. Finance Chair and Treasurer's Report for Year ending 31<sup>st</sup> December 2017

During 2017 we had an amazing response in the lead up to the Carnival from sponsors and volunteers with a lovely community feel on the day. I want to thank all the volunteers that offered their time during these events to make it a success. We also thank the school and community for your support with a social Melbourne Cup, Easter morning Tea & Trivia night event. The \$63k profit in 2018 will be directed in pursuing the Shade Shelter initiative inside the school and government guidelines, with possible construction starting in 2019.

This year we had a successful application for a \$500 Tree Levy Grant from the NSW Teacher's Federation, which provided more native scrubs and trees around the shelter and at the back of the Oval. We were also awarded a \$20,000 Grant towards the Shade shelter construction by Northern Beaches Council. We want to thank the NSWTF and the Council for their support of local schools.

##### **The P&C provided to the school in 2017 in the following way:**

Enrichment Teaching	\$20,000
Library, Literacy & Numeracy	\$30,000
Solar Panelling	\$20,000
Internal upgrade of BASC Building	\$27,000
Water Tank	\$5,300

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<b>Total</b>	<b><u>\$101,000</u></b>
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##### **The P&C received the following from our Sub-committees:**

Canteen	\$3,000
Uniform Shop	\$7,000

BASC (upgrade)	\$27,000
<b>Total</b>	<b><u>\$42,000</u></b>

A big thank you to Darren Wickham, who is retiring from his position as Finance Lead, after several years of service at Manly West. Darren has ensured we had a stable and consistent finance approach over the years.

Michelle Lewis  
Treasurer

Michelle reported the following Documents to the attendees of the AGM

## MW P&C Budget 2018

Operating Budget vs Actual 2017		2017 Budget	2017 Actual	
	No of students	\$ Value/ student		
Reserves as at 1/01/2017			\$208,481	
<b><u>INCOME</u></b>				
Canteen Contributions		3,000	3,000	3,000
Uniform Shop Contributions		7,000	7,000	10,000
Fundraising Activities less expenses		72,000	54,634	10,000
Donations and Gift Income	- Includes \$27000 from BASC		40,300	
P&C Parent Contributions		50,000	33,199	30,000
Grant - Painting		15,000		
Enrichment		-	2,114	2,200
Kitchen Garden Levy Income			18,375	18,375
Interest			217	220
Other income	Humphreys News rebate		1,686	1,700
Total Income		147,000	160,525	75,495
<b><u>EXPENSES</u></b>				
Legal Fees	*	1,000	1,275	
Audit		2,970	2,270	2,970
P&C Functions		2,500	1,477	2,000
Wages	Admin, Bookeeping, Payroll incl wcomp	22,000	21,970	20,202
Employsure Expenses	2017 \$615 x 3 terms June 17	-	1,845	2,600
Grants Band & Yr 6 Function	\$1000 each	2,334	2,044	2,000
General/Other & Gift exps	Carys donation	-	1,000	
Insurance		2,538	2,000	2,500
Workshops	Enrichment committee events	5,000	2,369	2,200
Bushlink		-	5,775	5,800
Kitchen Garden	Wages & expenses	200	11,471	12,874
Stationery & Postage		-	566	500
Technology MYOB/Skoolbag App		-	1,873	1,750
Gifts		500	150	500
Bank Fees		-	468	200
P&C Donations School enrichment programs		-		30,000
Gen Rep&Maint- Water tank install & BASC upgrade toilet & Painting *			30,126	
Shade Shelter		10,000		
		49,042	86,679	86,096
Deficit/Surplus		97,958	73,847	- 10,601
<b><u>Expenditure for School</u></b>				
Literacy,numeracy & library - From Parent contributions			33,199	30,000
Solar Panelling 17 - From cash reserves			20,000	
Enrichment - Balance from Reserves			16,801	
			70,000	30,000
Total to School				30,000
Remaining funds in Building Fund				
Cash Reserves P&C				
Building Account			10803.40	
General Account			5926.00	
Carnival Account(fundraising)			206602.00	
Less Liabilites			-11004.00	
Total Cash Reserves as at 31 December 2017	Estimate		212327.40	
Add Operating Surplus/(Deficit) 2018				\$ (10,601.00)
Less Donations from reserves				
Expected Surplus as at 31 December 2018				\$ 201,726.40

\* BASC \$ 27,000.00  
Water Tank \$ 3,126.00

# **Manly West Primary School**

Parents and Citizens Association

ABN 44 655 008 062

## **Financial Statements**

**For the year ended 31 December 2017**

**Gerard M Hughes – CPA  
34 Ingham Ave  
Five Dock NSW 2046  
Mobile 0419 039 808**

**Manly West Primary School**  
Parents and Citizens Association

**Financial Statements**

**For the year ended 31 December 2017**

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**MANLY WEST PRIMARY SCHOOL**  
**Parents & Citizens Association**

**ABN 44 655 008 062**

**STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31 2017**

	Yr 2017	Yr 2016
<b>CURRENT ASSETS</b>		
<b>Cash</b>		
Main Account (P & C)	5,927	32,942
Canteen	12,526	20,753
Uniform	52,420	37,434
Carnival/Fundraising	206,602	169,833
Building Fund	10,803	13,796
Band	18,287	18,486
Before & After School Care	449,539	448,207
<b>Total Cash</b>	<u>756,104</u>	<u>741,451</u>
<b>Other Assets</b>		
Uniform Inventory	45,392	37,654
Band Prepayment	1,400	0
<b>TOTAL ASSETS</b>	<u>802,896</u>	<u>779,105</u>
<b>Less CURRENT LIABILITIES</b>		
P & C General	11,005	8,090
Canteen	3,308	8,254
Uniform	1,816	0
Before & After School Care	249,841	220,926
<b>Total Liabilities</b>	<u>265,970</u>	<u>237,270</u>
<b>NET ASSETS</b>	<u>536,926</u>	<u>541,835</u>
<b>EQUITY</b>		
Retained Earnings	<u>536,926</u>	<u>541,835</u>

**MANLY WEST PRIMARY SCHOOL**  
**Parents & Citizens Association**

**ABN 44 655 008 062**

**CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR 12 MONTHS ENDED DECEMBER 31 2017**

	Yr 2017	Yr 2016
<b>INFLOWS</b>		
Bank Interest	5,974	5,503
Parent Contributions	33,199	0
Fundraising	87,741	43,932
Fees - BASC	695,517	690,358
Government Fee Relief	219,627	253,295
Sales - Band	172,272	171,159
Sales - Canteen	242,682	227,433
Sales - Uniforms	131,281	126,142
<b>Total Inflows</b>	1,588,293	1,517,822
<b>OUTFLOWS</b>		
Bank Fees	2,491	2,091
Capital Costs - BASC	2,479	109,994
Food - BASC	38,445	34,545
Enrichment - BASC	52,086	0
Sundry - BASC	27,919	31,456
Insurance	2,000	2,538
Purchases - Band	61,480	49,249
Purchases - Canteen	141,167	127,636
Purchases - Uniforms	90,450	100,279
Gardening Costs	3,125	18,315
Sundry Administration	29,398	21,467
Wages & Other Costs - P & C	34,621	9,148
Wages & Other Costs - BASC	772,414	711,731
Wages & Other Costs - Band	109,123	100,221
Wages & Other Costs - Canteen	92,856	90,485
Wages & Other Costs - Uniforms	10,199	9,010
<b>Total Outflows</b>	1,470,253	1,418,165
<b>Net Surplus</b>	<b>\$118,040</b>	<b>\$99,657</b>

**MANLY WEST PRIMARY SCHOOL**  
Parents & Citizens Association

ABN 44 655 008 062

**FINANCIAL REPORT FOR 12 MONTHS ENDED DECEMBER 31 2017**

<b>Account / Activity</b>	<b>Provn Inc/(Dec)</b>	<b>Profit/(Loss)</b>	<b>Donation to School</b>	<b>Transfer P &amp; C</b>	<b>Cash on Hand 31/12/2017</b>	<b>Cash on Hand 31/12/2016</b>
P & C General	2,916	63,846	(97,000)	37,000	223,332	216,570
Band	618	(818)			18,287	18,487
Canteen	(4,946)	(281)		(3,000)	12,526	20,753
Uniform	(7,939)	29,925		(7,000)	52,420	37,434
Before & After School Care	28,914	22,479	(25,950)	(27,000)	250,772	252,329
BASC Term Deposit		2,889			198,767	195,878
BASC - Total	28,914	25,368	(25,950)	(27,000)	449,539	448,207
<b>Closing Cash P &amp; C</b>	<b>19,563</b>	<b>118,040</b>	<b>(122,950)</b>	<b>0</b>	<b>756,104</b>	<b>741,451</b>

Gerard Hughes – Certified Practicing Accountant

**Independent Audit**  
*for the Committee of the*  
**Manly West Primary School P & C Association**

**SCOPE**

I have audited the financial report, being a special purpose financial report of **MANLY WEST PRIMARY SCHOOL P & C ASSOCIATION** for the year ended 31<sup>st</sup> December 2017. The committee is responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the committee.

The financial report has been prepared for the Committee. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the committee or for any purpose than for which it was prepared.

My audit was conducted in accordance with the Australian Auditing Standards. The procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion on whether, in all material respects, the financial report is presented fairly in accordance with the predominantly cash basis of accounting whereby revenue is recorded when it is received, expenses are recorded when they are paid, and no material assets or liabilities, other than cash, bank balances and payroll provisions, are recorded.

Accounting Standards and other professional reporting requirements (UIG Consensus Views) are not applicable to the predominately cash basis of accounting adopted by Manly West Primary School P & C Association.

The audit opinion expressed in this report has been formed on the above basis.

**QUALIFICATIONS**

As is common for organisations of this type, it is not practicable for Manly West P & C Association to maintain an effective system of internal control over donations, canteen and uniform sales and other fundraising activities until their initial entry into accounting records. Accordingly my audit in relations to these areas was limited to the amounts recorded.

**QUALIFIED AUDIT OPINION**

In my opinion, except for the affect of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly in accordance with the predominately cash basis of accounting as described above, the payments and receipts of **MANLY WEST PRIMARY SCHOOL P & C ASSOCIATION** for the year ended 31<sup>st</sup> December 2017 and its cash and bank balances at that date.



Gerard Hughes CPA #710863

26/2/18.  
Date

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## 5. Nominations & Voting for Office Bearers, Sub-committee co-ordinators & Members 2018/17

All positions become vacant at an AGM and the following positions are available:

<b>Position</b>	<b>Nomination</b>	<b>Nominated by</b>	<b>Seconded by</b>
<b>President</b>	Melina Rohan	Ben Goodland	Megan Harris
<b>Vice President</b>	Tracey Martin	Ben Goodland	Megan Harris
<b>Vice President</b>	Ben Goodland	Melina Rohan	Megan Harris
<b>Secretary</b>	Jo Day	Ben Goodland	Megan Harris
<b>Treasurer</b>	Tony Falzarano	Ben Goodland	Megan Harris
<b>Executive 1</b>	Megan Harris	Ben Goodland	Melina Rohan
<b>Executive 2</b>	Jessica Kirknam	Ben Goodland	Megan Harris
<b>Executive 3</b>	Ruth Galloway	Ben Goodland	Megan Harris
<b>Executive 4</b>	Maike O'Keeffe	Ben Goodland	Megan Harris
<b>Executive 5</b>	Gayle Graham	Ben Goodland	Megan Harris
<b>Executive 6</b>	Mark Adams	Ben Goodland	Megan Harris
<b>Finance Chair</b>	Vacant		
<b>Finance Rep #1</b>	Vacant		
<b>Finance Rep #2</b>	Vacant		
<b>Events &amp; Fundraising Co-Ord</b>	Tracey Martin	Ben Goodland	Megan Harris
<b>Events &amp; Fundraising Rep #1</b>	Vacant		
<b>Events &amp; Fundraising Rep #2</b>	Vacant		
<b>Events &amp; Fundraising Rep #3</b>	Vacant		
<b>Uniform Co-Ord</b>	Ruth Galloway	Ben Goodland	Megan Harris
<b>Uniform Rep #1</b>	Anna Manchie	Ben Goodland	Megan Harris
<b>Uniform Rep #2</b>	Vacant		
<b>Uniform Rep #3</b>	Vacant		
<b>Canteen Co-Ord</b>	Megan Harris	Ben Goodland	Melina Rohan
<b>Canteen Rep #1</b>	Vacant		
<b>Canteen Rep #2</b>	Vacant		
<b>Canteen Rep #3</b>	Vacant		

<b>Environment Co-Ord</b>	Jessica Kirknam	Ben Goodland	Megan Harris
<b>Environment Rep #1</b>	Anna Manchie	Ben Goodland	Megan Harris
<b>Environment Rep #2</b>	Ruth Galloway	Ben Goodland	Megan Harris
<b>Environment Rep #3</b>	Vacant		
<b>Enrichment Co-Ord</b>	Vacant		
<b>Enrichment Rep #1</b>	Vacant		
<b>Enrichment Rep #2</b>	Vacant		
<b>Enrichment Rep #3</b>	Vacant		
<b>Traffic Co-Ord</b>	David Ford	Ben Goodland	Megan Harris
<b>Traffic Rep #1</b>	Megan Harris	Ben Goodland	Melina Rohan
<b>Traffic Rep #2</b>	Sally Gee	Ben Goodland	Megan Harris
<b>Traffic Rep #3</b>	Vacant		
<b>BASC Chair</b>	Sarah Falzarano	Ben Goodland	Megan Harris
<b>BASC Treasurer</b>	Guy Holley	Ben Goodland	Megan Harris
<b>BASC Secretary</b>	Lucinda Beaman	Ben Goodland	Megan Harris
<b>BASC Rep #1</b>	Gayle Graham	Ben Goodland	Megan Harris
<b>BASC Rep #2</b>	Vacant		
<b>BASC Rep #3</b>	Vacant		
<b>Band Co-Ord</b>	Bec Sutherland	Ben Goodland	Megan Harris
<b>Band Rep #1</b>	Jo day	Ben Goodland	Megan Harris
<b>Band Rep #2</b>	Vacant		
<b>Band Rep #3</b>	Vacant		
<b>Kitchen Garden Co-Ord</b>	Anna Manchie	Ben Goodland	Megan Harris
<b>Kitchen Garden Rep #1</b>	Vacant		
<b>Kitchen Garden Rep #2</b>	Vacant		
<b>Kitchen Garden Rep #3</b>	Vacant		
<b>Carnival Co-Ord</b>	Vacant		
<b>Carnival Rep #1</b>	Vacant		
<b>Carnival Rep #2</b>	Vacant		
<b>Carnival Rep #3</b>	Vacant		
<b>Class Parent Co-Ord</b>	Bec Sutherland	Ben Goodland	Megan Harris

**Action point – Advertise all vacant post**

## 6. Any Other Business

### **Meeting Closed:**

AGM 2019 is scheduled for Tuesday 26th March 2019