Manly West Bands

Meeting information

13 October 2020

In attendance: Penny Coucill, Band Director and Nicole Macnicol, Band Coordinator

Note: this meeting was held at an earlier time than usual due to the planning required for Term 4. It was agreed not to then also hold another general committee meeting for this term.

News and updates

Due to Covid restrictions the band program was suspended in Term 3.

Parents were refunded one term's worth of fees

During this time Penny offered a percussion program which was well received

All bands returned to full time rehearsals for Term 4

All sectional and private tutorials for Manly West students have returned for Term 4

What's ahead

Dates have been set and approved for Term 4:

Wednesday 28 October: Band Information Night, 6.30pm - Run via Zoom.

Monday 16-Thursday 19th November: Recording for the NSW Band Festival. The recording will be shared with parents and carers.

Thursday 19 November: Training Band Auditions from 9.20am

Friday 20 November: IB, CB and PB Auditions from 9.20am

Thursday 3 December: 3-6 Presentation Day:

- Performance Band to potentially perform.
- Instrument Return to Hall after presentation (IB, CB and PB) for HIRED instruments
- Pizza Lunch: Lunch time - this year we will be handing out individually wrapped goodies (not pizza!)

Tuesday 8 December: 1-2 Presentation Day:

- Training Band to potentially perform
- Instrument Return to Hall after presentation (TB) for all HIRED instruments and all Accent on Achievement books

Friday 11 December: Instruments to be collected for servicing

Volunteer update

Emma King is our Band Convenor.

Additional committee members are Suzanne Cairns and Karen Peterson.

Budget tracking

167 invoices were issued at the beginning of term 4. As of 9 November, 40 are outstanding for payment.

Approval of 2021 Scholarship Student

We have identified Tyah Rubes – currently in Concert Band as a deserving student for the 2021 Band Scholarship as provided by the P&C. Tyah is a beautiful flute player who has demonstrated an ongoing and constant commitment to band. Her family is suffering some financial hardship. Penny would love to see her be able to continue with the band program. We would also like to ask that the P&C support her in payment of her invoice for Term 4 2020 as the student who was receiving the scholarship for 2020 decided to withdraw from the program. Thanks for your consideration.

Motion to support the Student Scholarship

Before & After School Care Committee

Meeting information

The Committee met by Zoom on 27 October 2020. In attendance were Sarah Falzarano (Convener), Elton Passini, Jo Plowman, Tim Stubbs, Deb Beverley, Tony Falzarano (TF). They were joined by BASC staff members: Sarah Peters (SP), Ruth McDougall (RM) and Anne Quattroville. Apologies were received from Jessica Olivier and Lauren Di Benedetto.

News and updates

Rating & Assessment inspection – BASC was visited by the NSW Department of Education in September 2020 for its periodic Rating & Assessment review. It has now received the final report which was overwhelmingly positive - particularly regarding the areas of Relationships with Children, Staffing Arrangements and Collaborative Partnerships with Families and Communities. Huge congratulations to Sarah Peters and her whole team on this outstanding recognition of the quality care they provide for the children.

Sun Protection Policy – BASC has finalised its Sun Protection Policy which Sarah Peters will now lodge with Cancer Council to become a 'SunSmart' service.

Enrolments – the centre now has all rooms available to it following completion of the building works in the school which had necessitated the re-assignment of the Toone Room and the STEAM Room for alternative purposes meaning that they had been unavailable to BASC.

Wait list data is provided below. Encouragingly, current wait lists for each session are nil for all before school sessions and for Friday after school.

	BSC		ASC		
	Wait list	Active	Wait List	Active	Next offer goes to an enrolment received
Mon	0	0	90	6	August 2019 (12 til Kindy 2020)
Tue	0	0	86	2	Kindy 2020
Wed	0	0	82	3	Kindy 2020
Thur	0	0	92	4	Sept 2019 (8 til Kindy 2020)
Fri	0	0	0	0	

Kindy 2021 enrolments are now being received; BASC anticipates being able to offer morning sessions to these children soon:

	M	T	W	Th	F
BSC	52	58	58	57	53
ASC	61	68	66	65	58

What's ahead

Catering – currently, casual staff are preparing after school care catering however once attendances reach the 210 capacity this will not be sustainable ongoing. Sarah and the team continue to consider longer term options for evolving the catering for the centre with expanded numbers and will bring recommendations to the Committee in 2021.

APPROVED PROJECT: Year 2 Room veranda shade blinds – two quotes have been received and a third is expected soon. Once received, Sarah Peters will make a recommendation for installation.

APPROVED PROJECT: Year 2 Room interconnecting doors – quotes for this project will be sought once shade blinds have been finalised.

APPROVED PROJECT: Amphitheatre shade – progress on this project is pending further discussion with the School.

Volunteer update

N/A – paid staff only.

Budget tracking

The Committee reviewed the Finance Report for 2020 showing actual results through to Term 3 2020 showing an aggregate $226k surplus of income over expenditure, which represents a $32k positive variance to budget.

2021 fees will remain unchanged from current fees for Term 1, pending submission of a draft 2021 budget to the Term 1 meeting. It was noted that the strong operating surplus in 2020 would be able to support a modest deficit result in 2021 if required.

New project submission

N/A – no new projects for submission

Canteen Committee Report Term 4 2020 – As of 1 Nov 2020

Meeting information

Held 29th Oct 2020 2.30pm in School Canteen

News and updates

- The canteen committee voted to adopt the Northern Beaches Council Swap for Good School Canteen Action Plan (see attached)
- Canteen is supportive of a yellow bin to gather drinks containers from the school to be returned to the Return and Earn machines and profits returned to the P&C.

What's ahead

- The Canteen Committee will be working though the Action Plan and will consult with the Kitchen Garden and Environment Committees.
- Straws and water bottles have already been removed from the canteen and Bio cups are used for the slushies. So focus will be on the sushi containers.
- Canteen staff have a compostable box option ready to go. Just awaiting the go ahead from School and P&C.

Volunteer update

- For Term 4 we have 159 vacancies.
- 111 to fill from first Nov to end of term 4. – Current period
- We have a system to ensure last minutes vacancies are filled by a volunteer.
- Canteen continues to use whatapp for canteen volunteers to communicate – working well.
- Promotion of this in the school newsletter, within the P&C Membership or class parent network would be of benefit to the canteen. https://chat.whatsapp.com/Dk778ubNBuI1m6SuVSfVqW

Budget tracking

- Work on the Budget for the 2021 period has commenced.
- Canteen would like to start an asset register to help with budgeting.
- Can Finance Committee confirm if this document is already in existence for the canteen?

New project submission

- Northern Beaches Council Swap for Good School Canteen Action Plan

Motion to support the project implementation

- Northern Beaches Council Swap for Good School Canteen Action Plan

Environment Committee

Meeting information

Date: **10th November, 2020**

Committee Members: **Ali Devlin**

News and updates

LABELLING DAY - LOST PROPERTY AWARENESS PROGRAM

The P&C, the school exec and the students are working collaboratively on ways to reduce the piles of lost property items.

Tracey Martin, P&C President has been leading this campaign on behalf of the Environment Committee. Tracey presented to the SRC in Terms 3 and Term 4.

An awareness program was implemented to support this project and included:

- SRC meetings
- School assemblies
- Newsletter content.

Term 3 Labelling Day

The P&C supported the Term 3 Labelling Day with laundry markers for each classroom and focussed on school uniform clothing items only. The result was a big reduction in unclaimed school uniform items at the end of Term – only 20 unclaimed items, these were donated to the uniform shop for resale as second-hand items.

The future . . .

- Labelling days will take place in Week 3 of each Term. Future labelling days will include all uniform items and accessories such as library bags, school bags, drink bottles and even toys and sports balls etc. Lunch boxes are tricky as they are often rotated due to contents.
- Note the 2020 Term 4 labelling day did not take place due to the Count Me In assembly.

KITCHEN GARDEN NEWS

Several schools have been interested in our Kitchen Garden and are looking into repeating this at their sites.

NEW IDEAS AND INITIATIVES

Plan to have a Zoom Call with several school in our Local Government Area on environment initiatives that we could look to learn from and potentially look to implement.

What's ahead

1. **"Lost Tupperware"**

Following on from Labelling Day, we are looking into ways to deal with lost property plastic items. As discussed in the Environment meeting (October,2020) – Identify if BASC can lend us their dishwasher over lunch and use the kitchen after high peak to clean Tupperware and see if we can look to "sell it back to parents at the end of term ahead of the new term. Funds to go back into Enviro budget for other initiatives.

Volunteers will be required to assist with this program."

Motion: That the members of the Manly West P&C Association support the "Sell it back to parents" program at the end of each term.

2. SCHOOL CANTEEN to sign up to the SWAP FOR GOOD Campaign

Through Northern Beaches Council is a priority - this will provide a valuable resource on how to become more Sustainable with structured action plans.

a. "Canteens receive tailored action plans that guide canteen managers/school staff through the steps needed for positive change. To assist in **sustainable operations and procurement**, Swap for Good includes a Sustainable Suppliers List. The list consists of companies that provide reusable items and systems as well as suppliers that stock sustainable materials."
b. Though the above initiative we can then work out what the first priority for the Canteen is for our school for 2021

3. WASTE FREE WEDNESDAYS

The P&Cs Environment Committee is working with the school to implement Waste Free Wednesdays in 2021.

A detailed plan will be prepared with the school and an awareness campaign will be implemented for all students, teachers and parents.

Motion: That the members of the Manly West P&C Association support the introduction of Waste Free Wednesdays in 2021.

For more information, contact Ali Devlin, Environment Coordinator.

Events and Fundraising

Term 4, 2020 Report

News and updates

COVID IMPACT ON EVENTS AND FUNDRAISING

The restrictions set by the NSW Government and NSW Department of Education prevented all parent events to take place in 2021.

The approximate lost earning from these events is between $15k - $20k.

CANCELLED EVENTS

Two proposed events in Term 1 and early Term 2 were cancelled:

- Easter Morning Tea and the
- Mother's and Carer's Day Stall.

Planning had commenced for both events and items have been purchased. These items are now in storage for the 2021 events.

Many thanks to Tracey Martin and Nicole Macnicol for their efforts in planning these events.

FUNDRAISING ACTIVITIES FOR 2020

The following fundraising activities continued throughout 2020.

1. **Entertainment™ Book Memberships**
   Sales Coordinator: Tracey Martin
   Online orders www.entbook.com.au/2y00428

2. **THRIVE! The KG Cookbook**
   Sales Coordinators: Carolyn Miles, Jessica Kirkham, Angie Penn and Tracey Martin
   Online sales through Flexischools and instore at the Uniform shop

3. **The Athlete's Foot – School Rewards Program**
   Coordinator – Tracey Martin

Fundraising figures for these activities will be available at the end of Term 4.

- **Please note that** Nicole Hale, contacted the P&C about new fundraising opportunities via email on 14 August 2020. This was noted in the Term 3 report, however, no concepts or plans were received.

FUNDRAISING IN 2021

The Executive briefly spoke about opportunities for 2021 and we are still waiting on instructions from the Department of Education and the Government.

For more information please contact Tracey Martin.

School Zone Safety and Awareness

Term 4, 2020

News and updates

In the absence of a Traffic Sub-Committee the P&C Executive has continued to work with Northern Beaches Council on school zone safety and awareness programs.

This included:

- Assisting the school with promoting the Northern Beaches Council School Zone Safety survey. 187 comments were received. They are now being reviewed for the ongoing planning in the area. Newsletter only.
  (Term 3 Week 9 through Term 4 Week 2)

- Promoted Road Safety Week 2020 – 15-22 November. Newsletter and P&C website (Term 4 Week 6)

Future programs will be promoted as needed.

For more information contact Tracey Martin.

Uniform Sub-committee

Meeting information

Meeting held on Thursday 29th October, 10am

Malibu Grill Café, Stocklands, Balgowlah

Present:-

Tracey Martin – P&C President

Alison Gracia – Uniform Subcommittee Convenor

Ashleigh Searle – Uniform shop manager

News and updates

1) Blue school blouses have been made using better quality material. Logo just needs to be darker
2) White band shirts were discussed with reference to lowing the price and the supplier has been in discussions regarding this. Proposal to have blue and white shirts at $27. To be raised with Exec and Finance committee
3) Culottes – local supplier has provided a sample as current supplier does not always deliver on time. Uniform shop manager is undertaking more research on this
4) Tagging system, Rag Tag, for clothing was discussed but general feeling is that it is too costly to implement and maintain. Labelling day is of more interest
5) Clothing recycling for uniform not fit for re-sale is not to be advertised, just something the uniform shop manager will deal with when necessary

What's ahead

1) Selling raincoats in the uniform shop is being considered. Maybe trial with SRC early next year? Raincoats to be displayed in the uniform shop to gauge interest
2) Skorts – Should these be brought back as part of the girl's official uniform? To be raised with Exec committee and determine whether it needs to be an item for discussion at GM and then voted on
3) Electrical upgrade for air con etc in the uniform shop. What is the current status please Exec committee?

Volunteer update

Volunteer numbers have dropped therefore ways to encourage more people was discussed. President to use sign up to ask previous volunteers to add more dates and an item will be included in the school newsletter encouraging new people

Budget tracking

Healthy bank balance for the uniform shop currently

Meeting concluded 1132