
Agenda: P&C General Meeting – Term T3 2019

Meeting Date: Tuesday, 10th September 2019

Location and Time: Manly West Public School Library at 7.30pm

1. Welcome and formal opening of meeting

Opening of meeting at 7.40pm

2. Apologies

Jo Holly

3. Minutes of the previous meeting

Review and approve the minutes of [General Meeting held on 4th June 2019](#)
Approved by Karen Peterson and Kathy Hobbs

4. Business arising from the previous meeting minutes

Action Point 1 - Ben to follow up with James Griffin regarding the promise of funds for the canteen and classrooms at Manly West. - See Principals Report - Closed

Action point 2 - Audrey to email Julie re outstanding issues.

Julie confirmed that Narelle Franklin is the point of contact for all cleaning issues within the school including the canteen. Please inform her if any issues arise. Julie confirmed that the school will pay for the installation of a new air conditioner and maintenance of the units.

Action Point 3 - Ben to investigate point of sale cash register for Uniform Shop. -

Currently set up and awaiting activation which take longer as we are a Not for Profit.

5. Correspondence

None

6. Reports

1. PRINCIPAL'S REPORT - SEPTEMBER 2019

Presentation on Visible Learning using PowerPoint. Julie presented Learning Intentions, Success Criteria, Feedback and a broad understanding of Visible Learning and its relevance.

Professional learning - Manly West PS 2018-2020 School Plan has three Strategic Directions –Literacy and Numeracy Foundations and Building Teacher Capacity for 21st Century Learners. The third direction is Building Student Capacity in partnership with the school community developing all the wellbeing, sustainability and extra-curricular programs to support this direction.

In Third Term, we continue to build a strong Literacy and Numeracy focus for professional learning. Our teachers are working on Building Numeracy Leadership K-6 which is a project that deepens the mathematical teaching and learning for our students. Our teachers are currently re writing the scope and sequence for our students. The recent parent workshops have reflected this research-based mathematical thinking and we will continue to update parents. We have 2 Instructional Leaders in K-2 that assist our teachers with expertise for support in Literacy and Numeracy.

The other major Literacy 18 month focus has been the Focus on Reading K-6, where students learn about the Super Six Strategies of Comprehension. Four of our primary teachers have led this initiative and modelled explicit lessons in each others' classrooms.

This term, under the banner of Student Welfare, our teachers have completed 2 sessions of Mindfulness training for formal implementation in 2020. Teachers and students are experimenting with The Smiling Mind App which was the recommended program with Federal Government.

At the end of the year, our staff will not be at school on Friday 20th Dec as will have completed the equivalent of professional learning training with Mindfulness and CPR training over 3rd Term.

James Griffin Funding - The Year 2 classrooms will have extension of learning areas with covered verandahs. The entrance to the canteen will also be renovated. The architect will be coming tomorrow to start the process.

School will pay for replacement of air conditioners in all buildings including canteen and maintenance with Frost company.

School funded project - The school is funding a new staff room kitchen and bathroom. These rooms are in need of renovation.

Architect for both verandahs and staff room.

Library Mural has been postponed till after Carnival.

AMU funding - Manly West PS is currently eligible for Electrical Upgrade in 2019. The AMU are visiting tomorrow to look at the site in car park.

P&C: Stephanie Alexander Kitchen Garden - Congratulations and thank you to the team of parents/staff led by Carolyn Miles, Ange Penn, Beth Dowdle and Joanne Holley, Margaret Pratt for the beautiful production of the Manly West Kitchen Garden Cookbook using the Stephanie Alexander Kitchen Garden and our students as the inspiration. Ange Penn, Mrs Dowdle, Mrs Holley and Mrs Pratt, were presented with a copy of the Thrive book from the school with gratitude. Our students benefit socially and academically from our beautiful garden.

P&C BASC Building - The school has contributed fencing, cement area, lighting, fire hydrants and mulching with Bushlink and will purchase trees for the back of building as well.

Term 3 activities

- Parents' partnership: Drama Festival, Arts Alive and Choral Festival for Bands and Choir, 3-6 and K-2 Athletics Carnivals, Snowsports Interschool Championships, Education Week, Book Character Parade, Dancing for Grades K and Years 3 and 4, Musica Viva, Book Performances and three Parent Maths workshops K-6.
- Excursions: Coding for Year 4, Excursions for Kinder, Year 6 and Year 2 and 3, Year 1 and 2 have hot shots and /or Mackellar foundations as well as SISA for Kinders.
- Premier's Debating, Spelling, reading and sport challenges.
- Students in 3-6 Bear Pit Public Speaking.
- Year 6 Social Media Talk Police Liason officers
- Year 5 leadership program with Mr Richards.

Year 5 students will be assessed on General capabilities this term as part of a project with ACARA and Victorian Government initiated by Principal, Mrs Coombes and Mrs Johnson.

NAPLAN results are now available for staff to check. I will be able to give more details next term. Premier's Priority of students in top two bands increasing by 8% by 2019. MW have met target. We now have 65.9% of students in top two bands.

Carnival - Thank you to the P&C with Carnival this term. We have been impacted minimally with learning and we appreciate the enormous workload happening behind the scenes with the Carnival Committee.

Thank you

Julie Organ

Principal

Question to Julie from floor re providing social media workshop for younger years? Julie confirmed that cyber safety is spoken about to the younger children during various events during the year. Including the [Healthy Harold Education](#) in Term 1. The teaches talk with the students at an appropriate level during the terms. Tracey also confirmed the P&C held a Cyber Safety event in 2018, this is scheduled to be held again in 2020.

2. PRESIDENT'S REPORT

New [P&C Federation T3 magazine](#) is available online.

Manly West P&C attended an afternoon tea alongside other local P&C members. It was a great opportunity to meet other local schools and talk about common issues and fixes.

P&C Contribution is at 40K which is an increase from the 30K at the end of T2. All contributions are used to support the school which education needs.

MW P&C has passed on the 3% increase on award. Anyone above award received the relevant increase.

An opening ceremony is planned for T4.

Tracey is working with the school to update the starter pack for kindergarten 2020.

President, Environment Committee and Canteen representatives all attended the [Swap for Good](#) event held at Harbord Diggers.

New [SPONSORSHIP AND COMMERCIAL ARRANGEMENTS – SCHOOL-BASED ACTIVITIES](#) has come into place and has implication on the P&C arrangements for events and sponsorship.

3. TREASURER REPORT

Overall Financials - Each of the main financial sections of the P&C are doing well and continue to be in line with budget.

BASC Expansion - The Department of Education Asset Management Unit signed off on the new building at the end of June. The P&C therefore paid the 20% balance of the installation costs to ATCO, the building suppliers.

Final approval from the NSW Early Childhood Education and Care Directorate for the additional 40 BASC spaces for each morning and afternoon was received on 26 July 2019.

The amendment to the licence agreement for BASC to reflect the additional 40 BASC spaces have been completed.

The NSW Government introduced a [\\$50 million Before and After School Care Infrastructure Fund](#) on 1 July 2019, as part of its commitment to making before and after school care available to parents of all primary school students in government schools by 2021. Services approved to support government schools can apply for grants of up to \$30,000.

The P&C intends to apply for this grant in full given it has spent almost \$200,000 increasing its capacity. Given that most of our expenditure was made prior to 1 July 2019, we are seeking the support of James Griffin to allow us to claim the maximum \$30,000 amount in respect of our new building notwithstanding that most of our expenditure occurred prior to 1 July 2019.

School Contributions - The school has received P&C contributions of around \$30,000 which is over 75% of our \$40,000 target for the year. These funds are used to assist with building upgrades, works and maintenance.

COLA Update - The P&C has paid the school the final instalment (\$15,231) of its contribution to the cost of the COLA. The final cost of the COLA was \$230,231, of which \$165,231 was paid by the P&C and \$65,000 was paid by the school.

Solar Refund - The P&C has received a refund of \$10,092 from the originally contributed \$20,000 to this project. This refund was used to fund the P&C our costs for the COLA.

New Cash Register for the Uniform Shop - The P&C has purchased a new Square POS system (including cash register) and an iPad for the Uniform Shop. This system is being set up for the P&C by Ben Goodland. Ben has completed most of the implementation and we are now awaiting all our details being approved. We have been told the approval process will take about 5 weeks (as we are a registered charity).

4. FINANCE COMMITTEE REPORT - SEE TREASURER'S REPORT.

5. BEFORE AND AFTER SCHOOL CARE (BASC) COMMITTEE REPORT

BASC Expansion - The approval for 210 children at both before and after school sessions was received on 24 July 2019 – huge congratulations to all who contributed to this wonderful outcome! The additional spots will be offered progressively throughout Term 3. This is not always a quick process as parents often require a number of days to consider their current arrangements and whether they want to take the permanent spot or move to the 'Inactive list'. Meanwhile, casual spots will be offered with available capacity.

The STEAM Room continues to be used as an activity-based room, with a different theme each week – children from any room can volunteer to attend based on whether the activity appeals to them. The room has attracted a lot of interest so far and provides older children with opportunities to be 'helpers' and develop leadership skills.

The two new BASC rooms have been fitted out and are now fully functional. They look fantastic – parents are encouraged to have a look inside! These rooms will house Year 2 students, which will provide for expansion for Kindy and Year 1 student numbers in what was the previous the K-2 Room. BASC thanks Julie Organ for organizing the concrete footpad at the bottom of the stairs, the lighting and the fencing around the two new rooms and thanks to Phil Perks for installing bag hooks.

Enrolments and waiting lists - As at 6 August, the following provides a summary of the waitlist for each session together with a comparison to the Term 1 and Term 2 positions as at the date of the BASC Committee meetings:

	BEFORE SCHOOL				AFTER SCHOOL			
	Term 3	Term 2	Term 1	Mvmt T1-T3	Term 3	Term 2	Term 1	Mvmt T1-T3
Mon	45	104	137	92	119	167	197	78
Tue	66	131	173	107	125	193	225	100
Wed	46	95	135	89	101	158	210	109
Thur	27	78	124	97	120	179	230	110
Fri	21	74	113	92	75	132	162	87

The above reflects the position just as the new demountable spots began to be allocated and as such primarily shows the impact of the 20 STEAM Room spots. As can be seen, the movement substantially exceeds the actual increase in capacity. This is incredibly encouraging and we look forward to further significant movement as offers are made for the new spots. Most excitingly, we are beginning to be able to offer 2019 Kindy children before school spaces for all days.

As mentioned above, a number of parents are opting to move their children to the 'Inactive' list rather than take spots immediately. This means the 'Inactive' list is now as big as or sometimes larger than the waitlist for each session. Once the new demountable spots have been fully allocated and all lists stabilize the BASC Committee will work with Sarah Peters to consider whether the 'Inactive' list is still required and if so, how best to manage it.

Finances - The Term 2 operating result was a deficit of \$6,591 which was a slight improvement against budget (deficit of \$8,830). When combined with the Term 1 operating surplus of \$6,175

this brings the year to date result to break even. Revenue for the first half of the year is \$531k which is \$19k below budget, with expenditure also of \$531k which is \$22k below budget.

It is anticipated that, with permanent spots taking a little longer than anticipated to fill, revenue is likely to be down compared to budget in Term 3. This will likely be largely offset by cost savings but BASC management are monitoring the position closely and liaising with the BASC Treasurer and Chair and the P&C Treasurer as necessary.

Centre administration and staffing

- The staffing restructure following expansion has now been completed, including:
 - Anne Quatroville is now Assistant Coordinator, Seniors (Years 3-6 incl STEAM Room)
 - Lauren Di Benedetto has been appointed Assistant Coordinator, Juniors (K-2)
 - Natalie and Daniel have been appointed as Room Leaders for K-1 and Yr2 respectively.
 - Zak has been appointed Senior Educator to the STEAM Room.
- A Catering Manager has been appointed. Sarah Peters is working closely with Canteen staff to set up processes and procedures for both services to work side by side to everyone's satisfaction. Once these are bedded in this will be a tremendous outcome in terms of optimal utilization of P&C equipment and resources.
- Permanent staff still continue to work with P&C Executive representatives to finalise employment contracts following all contracts being reviewed by EmploySure.

Meeting dates - The next BASC Committee meeting will be held on Tuesday 29 October 2019 at 6:30pm in Year 3/4 BASC.

Sarah Falzarano, BASC Chairperson

6. CANTEEN COMMITTEE REPORT / CANTEEN MANAGERS' REPORT

OPERATION - Preparations for term 3 went well and involved: updating the volunteer roster, cleaning, cooking and restocking, achieved by staff, volunteers and our professional cleaners.

During the holiday the canteen was professionally cleaned. A photo of the scraps found under the movable benches was sent to Julie Organ, Tony Falzarano to follow up with our contracted cleaners. This is an ongoing issue. We suspect the school contracted cleaners may not be allocating sufficient time to clean the canteen properly or the scope of cleaning required may be unclear.

Can we please be provided with an update of what is being done to resolve this issue?

VOLUNTEERS - We are always on the lookout for more volunteers. SignUp is working well and the addition of What's App is also working in emergency situations. Paid staff had to be used slightly more in Term 2 due to unnotified no-show of volunteers on the day they were rostered. This was primarily due to sickness.

PHYSICAL ENVIRONMENT - As discussed in our last report we would like to have at least the 2 freezers on separate fuse boxes to minimise loss should one malfunction. There has been no progress advised on this.

We were inspected by the Northern Beaches Council in May. We have retained our 5-star rating which means we have achieved the highest expected level of compliance with hygiene and food safety standards.

OUTSTANDING ISSUES FOR LAST MEETING

- School contracted cleaners as above.

FINANCIAL

- The Coles account is working well, as is the canteen credit card.

ADDITIONAL ISSUES TO BE DISCUSSED - Outstanding issues – Recycling? Hopefully by the end of 2019 school year this will become a reality. In the meantime we are always working on ideas to reduce plastic in the Canteen. We are trialling silicone baking sheets as a replacement for non-recyclable baking paper. We are also collecting soft plastics and bottles for paid recycling. A staff member is dropping these off for us but they are a year 6 parent so will lose them at the end of the year. A school parent roster of some sort may need to be implemented, especially if the school in general commences soft plastic recycling.

BASC SHARING CANTEEN - Food preparation position has been filled and commenced in the week 19/08/19. A few issues need to be ironed out -

- access for cleaner to clean canteen
- fridge space for storage for BASC food

GRANT OFFER - We would appreciate an update on the grant that was announced by James Griffin to upgrade the Canteen. At this stage our main requirement would be a walk-in dry storage space, walk-in cool room and a further freezer. If this grant is formalised it would be shared by both the Canteen and BASC.

MENU - The [Fresh Kids Campaign](#) which rewards children for eating fresh fruit and vegetables is a huge success to date! In the first week of offer, the canteen sold out of carrots and apples. There is additional curriculum material available for promotion within classrooms.

7. FUNDRAISING AND EVENTS COMMITTEE REPORT

Comedy Night

Coordinators: Tracey Martin and Simone Bilgic
Saturday, 29 June 2019 -Balgowlah RSL

HUGE thanks to Tahir Bilgic comedian, host and MW dad for his inspiration to bring the Comedy Fest to MW and to Tracey Martin for making the event a reality.

Many thanks to our event volunteers, Simone Bilgic, Tom Hutton, Christine Cammack, Christine Heard and Jon Corney for their help in making the night a huge success.

We must also thank our event sponsors—Balgowlah RSL and Cunninghams Real Estate— and our raffle sponsors The Athlete's Foot, Entertainment Club, Craig Cook's Meats, 7 Miles Coffee and the P&C.

The positive feedback was overwhelming for this event.

Plans are currently underway to hold the MW Comedy Fest in Term 2 2020.

Sold out event - 215 tickets sold. Profit - \$7,120.

Contact: Tracey Martin by phone 0408 884 959 or email events@manlywestpandc.org.au

Entertainment™ Book Memberships

April through December 2019

Sales Coordinator: Tracey Martin

- Online orders www.entbook.com.au/2y00428
- Cash sales: pick up a form at the display books outside the office.
- Orders since last report: 13 digital memberships + 3 voucher books
- Orders to date: 22 digital orders + 7 voucher books.

Contact Tracey Martin by phone 0408 884 959 or email tracey.mwpc@hotmail.com

Earn and Learn Program

Coordinators: Helen Yardley, Kathy Hobbs, Emma King and Tracey Martin

Until 25th June

Thank you so much to everyone who supported the recent Woolworths program and donated Earn and Learn stickers to Manly West. Your generous donations contributed to 60,540 stickers.

Manly West chose to donate 10,000 stickers to Tingha Park which is a rural school with just 55 pupils, around 26km from Inverell.

The equipment will arrive in Term 4.

Contact Helen Yardley by phone 0414 628 203 or email helenyardley@yahoo.com.au

THRIVE! The KG Cookbook

Coordinators: Carolyn Miles, Jan Beacham, Jessica Kirkham and Tracey Martin

Now until sold

THRIVE books have been delivered and look absolutely AMAZING! Huge thanks to Carolyn Miles who produced the book and trialled every recipe before it was included.

- Pre-sales were \$30 and books are now selling at \$40.
- The final cash sales took place on collection day on Friday, 23rd August.
- Books not collected were taken to classrooms to be taken home with children whose Flexischools account was used.

THRIVE will also be sold at the MW Carnival.

- Number of books ordered: 350
- Number of books sold: 311
- Profit around \$900 with books to sell at Carnival
- Additional income from sponsorship/advertisements = \$1,400
- Total profit to date = \$2,300

Contact: carolynjmiles@gmail.com

P&C Sponsors and Donors - We continue to seek sponsors for our events, activities and programs. Prior to securing sponsorship please ensure you check with the P&C Exec Committee to ensure we keep our sponsorship programs consistent. New policy documentation from the DoE impacts the types of sponsorships we can offer.

WHAT'S ON IN 2019... 2019 Events Calendar

Term 3

Weeks 1	Entertainment Books	Until December
Week 2	Carnival Launch mufti day – chocolate donation	Thursday, 1 August
Week 5	THRIVE, The KG cookbook deliveries commence	Friday, 23 August
Week 6	Father's and Carer's Day Stall	will not proceed due to Carnival
Week 7	Carnival Wristbands on sale – Flexischools	September 3-17
Week 8	Carnival Wristbands on sale – playground	September 16 - 20
Week 9	Carnival	Saturday, 21 September

Term 4

Week 4	Melbourne Cup	Tuesday, 5 November
TBA	Enrichment Program for students	TBA

For more information about P&C Events and Fundraising activities, please contact Tracey Martin or email events@manlywestpandc.org.au

8. UNIFORM COMMITTEE REPORT

All going well at the Uniform Shop !

Tasks completed during 2019

- Stocktake at end of Term 2 - 2019
- Approx 279 Uniform online orders fulfilled via Flexischools in Term 2

In progress Term 3

- Ben / Tony setting up new Square Cash Register / CC system
- Square hardware has arrived
- Still waiting for Telstra iPad

To Do

- Stocktake when iPad arrives to be uploaded into Square system

Continuing to promote the use of Flexischools for uniform purchases - continuing to deliver all orders within 48 hours.

Information

- We have 10 volunteers to assist weekly, 1 shift (approx 2 hours) per term
- Approx half orders received via Flexischools per week
- No Uniform items have been changed

Should you have any queries, please contact me.

Kind Regards

Natalya Hansson

Ph 0403 806 339

Email uniform@manlywestpandc.org.au

9. BAND COMMITTEE REPORT

Band Membership - As at August 15 there are 178 students enrolled in the Band program.

Training	73 (79 in Jan 2019)
Intermediate	33 (34 in Jan 2019)
Concert	30 (33 in Jan 2019)
Performance	42 (43 in Jan 2019)

Budget for 2019 & Semester Payments - All invoices were paid and up to date the end of the financial year.

We have now issued invoices for Semester 2 which are due for payment no later than 31 August. Invoices have included excursion costs where known.

Costs for bookkeeper and administrator were slightly up in Semester 1 due to the introduction of the "Creative Kids Voucher" (which has been gratefully received by parents) – however this should balance off with Term 3 being less intensive as many vouchers have been claimed.

Reporting on Events for Term 2, 2019

27-28 May, Band Camp - One of our most successful camps ever in terms of logistics, food (thank goodness), great behaviour from the kids and general smooth execution of both days. We have nominated 25-26 May 2020. Dates to be confirmed with Julie.

12 June, Charlie and The Chocolate Factory, Performance Band - Great production – greatly enjoyed by the students. Penny has purchased some of the music which Performance Band have been learning since.

Friday 14 and 21 June, Northern Beaches Instrumental Festival - Really wonderful performances from all of our bands. Only disappointment was in some of the parents as they did not stay for the duration of their time slot which is not respectful to other performers.

Monday 5 August, Performance Band, Town Hall – Arts Alive Choral Festival: -Penny was very proud of the Performance Band – amazing performance all round.

Upcoming Performances:

Wednesday 21 August, Intermediate Band, Education Week, Manly West 10.30am

Sunday 8 September, UNSW Bands Festival, All Bands

12.20 pm - Training Band	3.10 pm - Concert Band
1.30 pm - Intermediate Band	4.45 pm - Performance Band

Unfortunately, we have had a huge number of people away for this date – but fortunately some helpers from other bands are assisting on the day. Note for 2020 to make our dates earlier.

Saturday 14 September, Concert Band, NSSWE Spring Festival, Concourse Chatswood 7.00pm

Tuesday 17 September, Performance Band, Primary Proms – Town Hall: 7.00-8.30pm

Scheduled Meetings for Band Committee 2019 - Term 4: Monday 21 October, 6.30pm Library

10. ENVIRONMENT COMMITTEE REPORT

At our meeting a couple of weeks back, the agenda was primarily focused on sustainability initiatives at the Carnival. The items discussed included:

1. Confirmation of options for compostable foodware
2. Potential sponsorship/donation options
3. Tracey's outside tap/bubbler audit, and options for offering water refills on the day of the carnival
4. Waste station format and signage
5. Staffing of the waste station (to be led by volunteers from the environment committee)
6. Waste patrols on the day (to be led by volunteers from the environment committee)
7. Set up and clear up before/after the event (to be led by volunteers from the environment committee)

The discussion was led by Jess Kirkham, who has since led liaison with the Carnival committee and has agreed actions related to the points above.

My understanding is that the compostable packaging is now confirmed, as is the set up of the waste station. My employers, Edge Environment, have agreed to make a donation in support of compostable materials, and the committee is currently in the process of recruiting volunteers for the waste station/patrols.

Various other minor items were discussed on the day, but most were in relation to ideas that won't be picked up until after the Carnival is successfully delivered.

11. TRAFFIC COMMITTEE REPORT - NOTHING TO REPORT

12. ENRICHMENT COMMITTEE REPORT - NOTHING TO REPORT

13. CARNIVAL COMMITTEE REPORT

The Carnival is being held on Saturday September 21st, 10am to 4pm. The local authorities such as Council and Police have been informed. We will be making a letterbox drop in the week before the Carnival to local residents advising of potential noise, traffic, parking and pedestrian activity in the area.

The Risk Management report has been drafted and we are just chasing a few final details dependent on 3rd Party Operators before it is ready to present. The Infrastructure team has completed the infrastructure requirements for all stalls and Oliver Hire will be the company to supply the equipment that we are unable to source from the school community. They have supplied Carnival in the past, are local and know the school grounds, policies and safety concerns.

The P&C Finance Committee has agreed not to take out any additional insurance for the Carnival rides. If the rides are unable to operate due to inclement weather, we have negotiated a 24 month credit for use at the next Carnival in 2021. Planet Entertainment's standard timeframe is a 12 month credit.

Flexischools will again be used as the primary means for the school community to pre-purchase their Manly West Loot and Ride wristbands. There will also be the opportunity to purchase in the playground during the week prior to Carnival as well as on Carnival Day. There will be EFTPOS facilities.

The majority of the prizes for the Year 6 operated Side Show Alley have been purchased with only the “big ticket” prizes (about 10 items) still to be sourced. The number of prizes purchased was based on the winning odds provided by Planet Entertainment and the number of plays that were made at the side shows last carnival (total takings divided by cost of play).

Internal and External Comms have been ramping up activity this term and we will see a lot more activity and promotion in the weeks leading up to the Carnival. Class Parents have been disseminating Carnival information to their classes and are in the process of filling rosters for their stalls.

Sponsorship is great this year and the support from businesses in our local community has been fantastic.

See you on the 21st!

Cheers Karen

14. SUN SMART REP REPORT

Manly West has now been re-registered as a [SunSmart School](#) with the Cancer Council.

Laura Worley SunSmart Rep Ph 0421107082

7. GENERAL BUSINESS

8. CLOSE

The Next Meeting is scheduled for 19th November 2019 at 7.30pm in the School Library.

Meeting closed at 10.05pm