

- Agenda: P&C General Meeting – Term 2
- Meeting Date: 5th June 2018
- Location and Time: Manly West Public School Library at 7.30pm
- In attendance: Melina Rohan, Tracey Martin, Joanne Day, Suzanne Cairns, Rebecca Sutherland, Sarah Falzarano, Tony Falzarono, Kate Grant, Liv Pennie, Joanne Holley, Megan Harries, Cheryl Bowring, Gayle Graham, Helen Yardley, Julie Organ, Wendy Mwanga, Mrs McClean, Mrs Wyles
- Apologies: Jessica Kirkham and Mark Adams

1. Previous Minutes

Review and approve minutes of General Meeting held on **27th March 2017**
Moved as true and correct by J. Day, seconded by R. Sutherland.

2. Business Arising

Nil

3. Correspondence

Nil

4.1 PRINCIPALS - TERM 4 REPORT

The 2017 ASR-tabled at meeting

This document is on the Manly West PS website under Our School and Planning and Reporting tabs using the link below. The Principal will outline some major points from the document at the P&C meeting.

<http://www.manlywest-p.schools.nsw.edu.au/our-school/annual-school-report>

2018-2020 MW Strategic Plan

The 2018-2020 strategic plan is also on the website in this section. Our 3 strategic goals

- Strong Foundations in Literacy and Numeracy
- Strong Quality Teacher Foundations for 21st Century Learners
- Strong Foundations in Building Student and Teacher Capacity and Wellbeing in partnership with the Community

2018 Vision Statement:

Strong foundations, high expectations and staff and student confidence in all curriculum areas is enhanced and refined at Manly West PS in a respectful, supportive, engaging and challenging learning environment that incorporates school wide collective responsibility so that all students reach their full learning potential as healthy, active, local and global citizens who contribute to their school, community and society.

The shift of using data and analysing data to inform our teaching and using a systematic approach for our students to use feedback is a major change to the practice at Manly West PS. This will be a focus for the 2018 –2020 school plan.

Professional Learning

The staff are attending specific professional learning to support the strategic plans at our school in 2018. Manly West this year is a self-funded Early Action for Success school and we are currently collecting data with our students and organising learning interventions tailored to student needs. There is also a Building Numeracy Leadership program, Effective Reading program and Focus on Reading 3-6.

We are also working on Visible Learning, which is a research-based program of transparent learning that encourages students to talk about their learning and give feedback to their teachers about their learning. We are encouraging our students to become Visible Learners.

The staff and students are also learning about the general capabilities which is incorporated into the Australian Curriculum with a particular focus on Creative and Critical thinking.

Year 5 and 6 new initiative programs

The Year 5 and 6 students have two new programs introduced this year. The two Instructional Lead teachers are Mrs Sara Lind and Mr Jimmy Richards. The General Capabilities in particular Critical Thinking and Creative Thinking are being taught through two different programs. The Year 5 project is linked to the book *Mechanica* and the Year 6 coding and gaming is linked to *The Lost Thing*. The students are really enjoying these programs and are able to articulate their learning beautifully.

Asset Management Unit (AMU)

2 projects –funded by Department of Education:

Later in June – security windows grills will be placed on A block-Kinder and Year 1 rooms for safety.

A new electricity substation is being designed to increase electricity capacity for MW site.

We have three community-funded projects in the system and I would like to thank the P&C members and BASC committee members who are assisting me with these projects.

- Tenders are coming on Wednesday 6th June for the Outdoor BASC Amphitheatre and Kitchen Garden Area. The school is subsidising the extra cost of \$15000, as it will also assist with the establishment of a dedicated outdoor Kitchen Garden classroom.
- The solar panelling has picked up some momentum this week with meetings with AMU and Solgen working together to resolve the issue of the installation safety on A block.
- Initial discussions regarding the COLA for the playground have occurred with Principal and AMU. They have worked out a design and the cost will be \$264000. This will cover a large part of the asphalt area near the hall and oval above the basketball and handball courts in the 3-6 playground area.

Thank you P&C

We had the first open day for 2019 Kindergarten students today. Thank you Mrs Mwanga and all the parents, students and staff who assisted us in welcoming new families to MW School Community. Thank you particularly to Rebecca Sutherland who spoke on behalf of the P&C. Thank you to Megan Harries who represented the P&C for the ANZAC Day service at the beginning of the term. Thank you to Tracey Martin and Nicole Macnicol for their outstanding work, leading the team for the Mother's and Carer's Day Stall.

Thank you Nicole Macnicol for the organisation of Band Camp 2018.

Thank you Helen Yardley for the organisation of the Coles Sport for Schools program.

Thank you Joanne Holley, Ange Penn and Beth Dowdle for the enormous work being undertaken with the Kitchen Garden.

Mrs Julie Organ
Principal

- Tabled annual school report for 2017-18.

Highlighted within the school report her own report, the P & C President report, previous year's school captains report and the SRC report. Mrs Organ was keen to reiterate the importance of children's role.

Also discussed in detail by Julie Organ the major change to staff practice of 'Visible Learning Practice'. There was a parent question regarding the many changes being implemented since the Gonski Report and concern that the parent body don't have a good understanding of the many changes.

Julie suggested that once the staff and students had the ideas imbedded there would be opportunity to help educate parents and carers.

- There was also discussion about the COLA. The recent change to the design was noted particularly in the context of the \$20 000 grant that requires the P&C to provide approvals and consents by 31 July.

Julie Organ spoke at length about the significant additional benefits for the school if a hard cover design was adopted.

It was agreed that the P&C Executive would engage in negotiations with the school in relation to the amount that it could contribute to the COLA given the new request for additional funding. It was agreed that this would need to be done in a timely manner to ensure that grant was not lost.

4.2 PRESIDENT REPORT

Melina Rohan advised that she had recently attended afternoon tea at Parliament House with other P&C Presidents from the area and that this provided a great opportunity to share different experiences and common problems.

There were common themes discussed among the presidents including managing the school 'kiss and drop zone' and the pooling of resources and knowledge around 'How to' apply for grants effectively. NSW Premier also addressed the gathering.

Melina Rohan advised that this is the first General Meeting since the new P&C Executive, co-ordinators and sub-committee members were elected in March.

It is also great to report that the sub-committees have met already and are setting their plans for the year. The energy and enthusiasm of the parents and staff is very encouraging.

Key items that haven't been reported are:

- An eSafety talk by Dr Kristy Goodwin has been scheduled for 22 October
- Interrelate has been booked for 20 June
- An end to end review of the Manly West P&C website has been completed
- The P&C Executive have agreed to look for ways to support the Son Ky Children Star Orphanage
- The P&C Executive recommends the formation of an ad hoc sub-committee to examine and consider the potential for BASC to be extended following the visit from James Griffin at the last meeting

P&C activities such as canteen, uniform, kitchen garden, band and events are always on the lookout for volunteers. You can sign up by visiting www.manlywestpandc.org.au/volunteer.

4.3 FINANCE –REPORT

Manly West Primary School P&C Finance Report

Term 1 2018

Canteen

Term 1 sales have been in line with previous years but are below the 2018 budget.

The wages are over budget and generally seem to be higher this year.

Shona and Yvette will be organising a price increase for term 3.

The canteen staff were trying to brain storm some ways of creating new menu items with higher margins and prep sessions – this option would increase our wages so it is not likely we can continue. A few further costings will be done.

Uniform shop

The uniform shop has purchased a lot of stock for winter and so is reflected in myob and the stocktake which shows a trading profit of \$11382 and an increase in stock of \$8341.

Overall the uniform shop is under budget slightly but I believe we are on track to make this up over the coming months.

Band

The band has invoiced on a semester basis and with Nicole's management we now only have \$500 outstanding or the semester and the band camp and this is almost sorted. This is an outstanding result compared to the last few years.

Currently they have a large Bank balance as they have received all income for two terms, but this will be paid out during this term when the band camp expenses and the term 2 expenses are paid.

Please find attached P&L report for Term 1.

P&C

The P&C has had a lot of expenses during Term 1 including myob annual software fee, Annual Audit accounting fees & Admin/Bookkeeping wages. The position for the P&C for Term 1 is a net loss of \$ 6525 shown on the P&L. This loss includes expenses from the fundraising for Mothers day stall that was held on the 11th May and the money banked was \$7393.60 so a profit of approximately \$3300 was made.

The P&C Contributions through the school account have now been added to the school bytes payment system and the parents have to untick the item if they don't want to pay it so we should see an increase in the contributions this year. This is evident already as we have received \$15641, this is already half of what we received in 2017 a total of \$33,000

We have also just issued in term 2 the school's 2nd invoice for the Kitchen Garden levy for ½ the Semester 1 \$4912 which we should receive by the Mid June 2018. This will cover the Kitchen garden wages.

Gabrielle Davis 22.5.18

MANLY WEST SCHOOL CANTEEN TERM 1 2018

20/05/18

No. Special Days During Term 1

TRADING STATEMENT

SALES - Counter		\$23,914.75
- OnLine (net of Commission)		\$34,338.10
Plus Outstanding Sales Receipts		\$474.40
Less Goods Sold with Zero Markup		-\$1,385.38
Less Prev. O/S Receipts		\$0.00
		<u>\$57,341.87</u>

Less	COST OF GOODS	
	Opening Stock	\$1,531.11
	Plus Purchases	\$31,819.79
	Plus Unpaid Invoices	\$128.81
	Plus Opening Petty Cash	\$213.48
	<u>Total Available Stock</u>	<u>\$33,693.19</u>

	Less Closing Stock	\$1,592.00
	Less Goods Sold with Zero Markup	-\$1,385.38
	Less Prev. Unpaid Invoices	\$0.00
	Less Closing Petty Cash	\$387.55
	Less Volunteer Lunches	\$421.40
	**** Less IOU Lunches unpaid 31.12 @cost	\$0.00
	Less Wastage	\$113.00
	<u>Total Stock Adjustments</u>	<u>\$1,128.57</u>

	Total Cost of Goods Sold	\$32,564.62
	<u>GROSS PROFIT of Goods Sold</u>	<u>\$24,777.25</u>

	Total Cost of Goods Sold With Markup	\$32,564.62
	<u>Markup Percentage</u>	<u>76.09%</u>

	Other Income	\$3.65
	Staff Cost Accrued & Sundries Paid	\$22,743.61
	Bookkeeping costs	\$2,688.00
	Other operating expenses	\$1,095.49

	<u>TOTAL NET PROFIT Including ALL Expenses (Excluding Capital Items and P&C Transfers)</u>	<u>-\$1,746.20</u>
	Total Cost of Goods Sold With Markup	\$32,564.62
	<u>Markup Percentage</u>	<u>-5.36%</u>

MANLY WEST PUBLIC SCHOOL UNIFORM SHOP

**Term 1 2018
BANK RECONCILIATION**

FY 1 January 2018 - 31st December 2018
T1.1.118-284.18

22/05/2018

WESTPAC BANK ACCOUNT

Cash Book Balance @ 31.12.17
Add Receipts - Sales EFTPOS
- Sales Cash or Chq
- Flexi-schools online ordering
- Interest
- Miscellaneous

Cash Book Balance B/F
Donation from Reserves

Less Payments - Stock
- Staff Cost Paid
- Online Sales Cost
- Stationery exps
- Bank Fees
- Capital Expenditure
- Donation to P & C Reserves

Cash Book Yr to Date

Statement Balance @ 28.4.18
Less Unpresented Chqs

#

Cash Book Balance B/F

Less unpaid Stock Invoices

\$44,664.01

Notes :

Sales are up on budget
Sales costs up on budget in prep for winter sales

Cash Book Yr to Date	Accrual Adj. 31/10/16	Yrly Accrual Budget	Diff	YTD % Budget	Actual Term 1	Budget Term 1	Variance
\$50,758	\$0	\$37,435	\$7,000		\$41,253.45	\$33,476.75	-\$7,776.70
\$50,758	\$0	\$30,435			\$14	\$14	-\$14.31
\$41,253		\$133,907	-\$92,654	31%			
\$36,167	\$89,791	\$89,791	-\$63,624	36%	\$36,167.47	\$24,947.75	-\$11,219.72
\$3,278	\$10,779	\$10,779	-\$7,501	30%	\$3,278.16	\$2,694.75	-\$583.41
\$778	\$2,700	\$2,700	-\$1,922	29%	\$777.64	\$675.00	-\$102.64
\$91	\$200	\$200	-\$109	45%	\$90.60	\$50.00	-\$40.60
\$47	\$200	\$200	-\$153	23%	\$46.75	\$50.00	-\$3.25
\$0	\$3,000	\$3,000	-\$3,000	0%	\$0.00	\$750.00	\$750.00
\$7,000.00	\$0	\$0	\$7,000.00	0%	\$0.00	\$750.00	\$750.00
\$44,665.14	\$0	\$47,672	-\$23,330		\$907.14	\$4,309.25	\$3,402.11
		\$45,392	\$8,341				
		\$53,733	-\$14,989				

Increase in sales

Sales costs up on budget in prep for winter sales

Manlywest P&C Band
 c/o Manly West Public School
 Griffiths St
 Balgowlah NSW, 2093

Term 1 .1.18-30.4.18

Band Budget 2018

Actual Band Figures 2018

	Semester 1		
	Actual	Budget	Variance
Income			
Band Joining Fees	\$4,350.00	\$4,350.00	\$ 75.00
Term Fees - Training Band	\$29,415.00	\$14,707.50	\$ 2,437.50
Term Fees - Inter.Conc.Perf	\$78,750.00	\$40,320.00	\$ (1,525.00)
Instrument Hire	\$15,860.00	\$7,930.00	\$ (390.00)
Percussion Fee	\$700.00	\$700.00	\$ 35.00
Band Excursion	\$6,000.00	\$3,000.00	\$ (144.00)
Band Camp - All Bands	\$38,150.00	\$38,150.00	\$ 770.00
Total Income	\$173,225.00	\$109,157.50	\$ 1,258.50
Cost Of Sales			
Flexischool Fees	\$900.00	\$450.00	\$ 165.92
Instrument Repair, Cleaning&Servi	\$12,000.00	\$12,000.00	\$ (2,857.44)
Instrument replacement	\$2,000.00	\$1,000.00	\$ 400.98
Music purchases	\$600.00	\$300.00	\$ 147.35
Event & Workshop Fees and buse:	\$6,500.00	\$3,250.00	\$ 960.00
Band Camp Venue hire	\$24,500.00	\$24,500.00	\$ (23,096.00)
Band Camp Exps/buses	\$3,500.00	\$3,500.00	\$ (2,880.00)
Contractors - Band Camp	\$9,800.00	\$9,800.00	\$ (27,159.19)
Total Cost Of Sales	\$59,800.00	\$54,800.00	\$ (36,959.19)
Gross Profit	\$113,425.00	\$54,357.50	
Expenses			
Software Subscriptions	\$1,430.00	\$715.00	\$ (715.00)
Stationery/printing	\$300.00	\$150.00	\$ (49.00)
Pizza Lunch	\$500.00	\$250.00	\$ (250.00)
Wages & Salaries Bookkeeper	\$8,416.00	\$4,208.00	\$ (2,020.55)
Wages & Salaries co-ordinator	\$10,230.00	\$5,115.00	\$ (2,896.00)
Contractors Fees and super	\$90,000.00	\$45,000.00	\$ (21,162.33)
Total Expenses	\$110,876.00	\$64,795.50	\$ 32,287.14
Other Income			
Interest	\$40.00	\$20.00	\$ 4.14
Total Other Income	\$40.00		
Net Profit/(Loss)	\$2,549.00	\$4,337.50	

Notes
 Budget figures for income and expenses are based on the actual budget amount for the semester eg. Band camp

INCOME & EXPENDITURE VS BUDGET FOR MANLY WEST BASC FOR 2018

29/05/2018

1 January - 29 April 2018

Note: The Budget Expenditure by Term is generally a simple split. In practice, the timing of spending may be different from that shown.

	YTD Actual	Budget 2018	YTD Actual - Budget	Term 1 Actual	Term 1 Budget
WORKING CAPITAL FUND					
Income					
Total Billing		\$955,131	-\$704,628		\$250,057
CCB & CCR	\$69,034			\$69,034	
Fees Paid In Period	\$181,469			\$181,469	
Interest	\$578	\$4,000	-\$3,422	\$578	\$580
Donations	\$24		\$24	\$24	
	\$251,105	\$959,131	-\$708,027	\$251,105	\$250,637
Expenditure					
Payroll incl Workers' Comp, LSL, Super & Holiday Pay Liabilities	\$215,762	\$824,600	-\$608,838	\$215,762	\$220,800
Advertising - Staff	\$0	\$1,000	-\$1,000		
Bank & iPay Charges	\$2,410	\$8,800	-\$6,390	\$2,410	\$2,514
Children's Crafts, Games & Activities	\$644	\$12,000	-\$11,356	\$644	\$700
Children's Enrichment Program	\$10,259	\$42,000	-\$31,741	\$10,259	\$10,500
Employment Advice & Insurance	\$2,460	\$10,000	-\$7,540	\$2,460	\$2,500
General Equipment	\$1,481	\$4,000	-\$2,519	\$1,481	\$1,500
Groceries	\$9,452	\$45,300	-\$35,848	\$9,452	\$11,315
Membership & Software Support	\$2,334	\$5,300	-\$2,966	\$2,334	\$2,300
Miscellaneous	\$22	\$1,200	-\$1,178	\$22	\$100
Printing, Stationery & Postage	\$354	\$2,800	-\$2,446	\$354	\$400
Quality Framework	\$719	\$2,000	-\$1,281	\$719	\$500
Repairs & Maintenance	\$350	\$2,500	-\$2,150	\$350	\$625
Staff Expenses including Training & Team Meetings	\$2,280	\$5,500	-\$3,220	\$2,280	\$2,300
Staff Uniform & Equipment	\$300	\$3,000	-\$2,700	\$300	\$300
Telephone/Internet	\$1,398	\$3,500	-\$2,102	\$1,398	\$875
CAPEX Expenditure	\$0	\$4,000	-\$4,000		\$0
	\$250,224	\$977,500	-\$727,276	\$250,224	\$257,229
NET SURPLUS	\$880	-\$18,369	\$19,249	\$880	-\$6,592
SURPLUS BROUGHT FORWARD	\$90,000	\$90,000		\$90,000	\$90,000
T/F from Building & Equipment Fund #	\$0	\$18,369			
ACCUM SURPLUS #	\$90,880	\$90,000		\$90,880	\$83,408
BUILDING & EQUIPMENT FUND					
Security System & Cabling for New BASC	\$0	tba			
Rental Licence Agreement ^	\$0	tba			
	\$0	\$0	\$0	\$0	\$0
SURPLUS BROUGHT FORWARD	\$109,698	\$109,698		\$109,698	\$109,698
T/F from Working Capital Fund	\$0	-\$18,369	\$18,369		
ACCUM SURPLUS	\$109,698	\$91,329	\$18,369	\$109,698	\$109,698
OVERALL SURPLUS	\$880	\$0	\$880		
TOTAL ACCUMULATED RESERVE	\$200,579	\$181,330	\$19,249	\$200,579	\$193,107
Approved Wishlist Expenditure from Past Reserves					
Painting of K-2 Room *	\$0	\$1,700	-\$1,700		
Outdoor Learning Area / Landscaping	\$6,350	\$80,000	-\$73,650	\$6,350	\$6,350
Essential Maintenance of Old BASC Room - Kitchen Upgrade & Dishwasher	\$0	\$28,510	-\$28,510		
Training	\$0	\$11,150	-\$11,150		
Display Boards	\$1,795	\$10,000	-\$8,205	\$1,795	\$2,000
BASC Website	\$0	\$6,000	-\$6,000		
Defibrillator	\$0	\$3,000	-\$3,000		
Technology	\$3,514	\$5,415	-\$1,902	\$3,514	\$3,500
Childrens Resources & Enrichment	\$0	\$3,408	-\$3,408		
	\$11,659	\$149,184	-\$137,525	\$11,659	\$11,850
PROVISION BROUGHT FORWARD	\$149,184	\$149,184		\$149,184	\$149,184
PROVISION FOR APPROVED EXPENDITURE	\$137,525	\$0	\$137,525	\$137,525	\$137,334

NOTES

- # The Equity for Cash Flow purposes in our Working Capital Fund needs to be \$90K
- * An amount of \$1,700 is still owing for the Painting of Building and will be paid if the school bank account is debited by Asset Management
- ^ A Licence Agreement may be required this year between the Education Department and the P&C for BASC usage.

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Manly West Primary School P and C

Griffiths Street
Balgowlah NSW 2093

Profit & Loss Statement

1/01/2018 To 29/04/2018

ABN: 44 655 008 062

Email: kggdavis@bigpond.com

Income		
Donation/Gift Income	\$7,000.00	
Income From Fundraising Events	\$1,488.85	
Kitchen Garden Levy	\$4,912.60	
Other Income	\$3,200.00	
Total Income		\$16,601.45
Cost Of Sales		
Cost Of Sales	\$104.30	
Fundraising Costs	\$6,634.06	
Total Cost Of Sales		\$6,738.36
Gross Profit		\$9,863.09
Expenses		
General Expenses	\$135.43	
Accounting Fees	\$2,270.00	
Bank Fees	-\$378.11	
Donations/Scholarship	\$666.00	
Fundraising Expenses	\$387.77	
Grounds Maintenance	\$550.00	
Computer Expenses	\$853.08	
Stationery	\$111.34	
Sundry	\$325.08	
Payroll Expenses		
Wages & Salaries P&C Book	\$2,912.56	
Wages & Salaries P&C Admin	\$2,899.84	
Wages & Salaries Garden Exp	\$3,991.50	
Work Cover Premiums	\$211.92	
Other Payroll Exps Employpsure	\$615.00	
Superannuation P&C Exp	\$892.11	
Total Payroll Expenses		\$11,522.93
Total Expenses		\$16,443.52
Operating Profit		-\$6,580.43
Other Income		
Interest Income	\$54.50	
Total Other Income		\$54.50
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$6,525.93

This report includes Year-End Adjustments.

Page 1 of 1

4.4 BEFORE AND AFTER SCHOOL CARE – REPORT Manly West BASC Report Term 2 2018

Term 2 pupil free day - 80 children booked in for the pupil free day at the beginning of term 2 (capacity = 90). This service will again be offered for the term 3 pupil free day on 23 July 2018. Plans for this are well advanced and availability will be advertised in week 7.

Outdoor area/Maintenance

Outdoor space between K-2 and 3-4 BASC - Quotes for the works have been received and accepted by the school and by NSW Department of Education. Total project costs will be approx. \$15,000 higher than the \$80,000 set aside by BASC; the additional amount will be funded by the school as the scope of works was expanded by the school. Timing for when these works will be undertaken is currently to be confirmed.

Security for 3-4 BASC - Sarah Peters is currently investigating options for installing security to the 3-4 BASC room.

Equipment - The Committee approved the purchase of **additional iPads** for use by the children and of a **defibrillator** for the centre. Both these items had been provided for in prior year results.

Enrolments and waiting lists - **There** continues to be good movement on the before and after school session wait lists with newly vacant sessions being offered weekly. Tuesday sessions continue to have the longest wait times, and Friday sessions the shortest.

Following on from the attendance of James Griffin at the P&C term 1 general meeting, there has been no further communication in respect of potential initiatives to address longer term capacity issues. We will provide updates as they arise.

In the meantime, the BASC Committee reiterated its preference that new families to the school be provided with as much advance warning as possible in respect of the capacity constraints that the service operates under. This would allow incoming families to have more time to get the necessary alternative care arrangements in place. To this end, Melina Rohan undertook to update the letter drafted between Ben Goodland and Julie Organ with her name as P&C President and discuss with Julie the appropriate occasions for this to be distributed.

Finances - Term 1 income was in line with budget at \$251,000. Expenditure was marginally below budget (\$250k vs \$257k) mainly as a result of staffing costs.

The cost of display boards in the K-2 was less than anticipated; these funds will be held over to help fund the replacement of the kitchen facilities in K-2 BASC.

Melina Rohan advised that the P&C are undertaking a review of the IT requirements of the P&C and that BASC may be required to contribute to this project. Funding for these costs will be reviewed once the quantum is known.

BASC has been advised that the Department of Education intends to begin charging the service for use of Department premises. The amount has not yet been advised but will also be incorporated into the centre's operating budget once it is.

Centre administration and staffing - Sarah Peters departed on long service leave on 25 May 2018 and will be away until the end of term 2. Additional staffing has been put in place to ensure adequate cover in Sarah's absence.

- An additional member of staff has been rostered on in the K-2 room (above the already greater than required student-staff ratios) to respond to the enrollment of some children with additional needs. This arrangement will be in place for term 2 as the children settle in and will be re-assessed at the beginning of term 3.
- Permanent staff continue to work with P&C Executive representatives to finalise employment contracts following all contracts being reviewed by EmploySure.
- The Year 5/6 room leader, Annette, has accepted the offer of permanent employment. This will be actioned once all outstanding contract issues have been resolved.
- Paid flu vaccinations were offered to BASC staff (along with other P&C employees) – to date, there has been low take-up but the offer was noted and appreciated.
- The changes in Child Care Subsidy Registration (effective 2 July 2018) have been widely broadcast to parents to ensure they are ready for the new regime.

Meeting dates - Our next meeting will be held on Tuesday 7 August 2018 at 6:30 in Year 3/4 BASC.

Sarah Falzarano
BASC Chairperson

- BASC requiring new secretary as current secretary has resigned due to illness.

4.5 CANTEEN -REPORT

Volunteers - The canteen still requires more volunteers each week, it's ongoing problem finding volunteers to help fill the vacancies.

Currently the canteen using the free version of the Sign Up which can be annoying with all the advertisements which appear on the app. It's been approved for the canteen to purchase a subscription to Sign Up which will remove the advertisements on e-mails making it easier for parents and carers to sign up and volunteer.

IOU - There's been a significant increase in the number of children coming to school without fruit break or lunch. This has become very time consuming discussing with each child the reason why they do not have any fruit or lunch with them. Parents need to pay any outstanding IOU's because it's impacting on the Canteen finances, it's increased dramatically this year compared to last year. If you receive an IOU please pay the amount via Flexischools or directly to the canteen.

Menu New Items - The Canteen introduced the following items to the menu:

- Cheese toasted sandwiches before school
- Homemade bacon & cheese muffins
- Salad boxes
- Beef stroganoff pasta
- Super Burger
- Vegetarian Felafel – vegan
- Vegetarian rice paper roll
- Pasta Bolognese
- Arrowroot Biscuits – gluten free, vegan
- Orange Mess Monkeys – burger flavour
- Purple Mess Monkeys – pizza flavour
- Bouncy Ball
- Garlic bread
- Super green smoothies
- Rice cups
- Cheese & cracker snacks

Birthdays - You need to pre-order a few days before the birthday and the canteen offers Sara Lee chocolate cake which is cut to cater for the class for \$35.00 or Quelch Ice Blocks 50c each.

Thank You - The P & C Committee would like to thank the staff and the volunteers for all the hard work they do regularly to make the Canteen a success.

- Tabled report.
- Thank you to the school community for volunteering however we need more volunteers.
- Discussions occurred in the canteen committee meeting regarding IOU's and how best to recoup the money owed from the IOU's. Current discussion around emailing as the best option at present.

4.6 FUNDRAISING AND EVENTS -REPORT

- Tabled Report
- Discussed the need to start planning for next years' carnival and putting together the Carnival Organising Committee
- President thanked Tracey Martin for all of her time and effort in Fundraising.

4.7 UNIFORM -REPORT

All going well at the Uniform Shop !

- Tasks completed during Feb 2018
- Stocktake at end of Term 1 - 2018
- Nearly 300 Uniform orders fulfilled via Flexischools in Term 1 To Do
- Stocktake at the end of Term 2 Continuing to promote use of Flexischools for uniform purchases - continuing to deliver all orders within 48 hours Information
- We have 15 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 mwuniform@gmail.com

- Tabled report.

R. Sutherland thanked Natalya Hanson for all of her quiet dedication and hard work in the Uniform Shop.

4.8 BAND COMMITTEE -REPORT

Band Membership

As at 30 May there are 176 (181 in Jan) members in the program in each of the following Bands:

Training	57 (62 in Jan 2018)
Intermediate	37 (35 in Jan 2018)
Concert	37 (38 in Jan 2018)
Performance	45 (46 in Jan 2018)

My School Music Administration - We have had some ongoing difficulties with this company and their communication which are being resolved.

Instrument Register Administration - This is all up to date and a copy of the register has been given to Julie Organ and the admin staff for insurance purposes.

There will be need to spend more money on repairs for 2018 end of year.

Budget for 2018 & Fee Payments - All Band Semester fees have been paid (with the exception of \$130). All camp fees are paid also.

Reporting on Events for Term 1, 2018

- March 23, Training Band, Assembly Performance
- April 5, Performance Band, Northern Beaches Symphonic Winds Concert:
- May 3, Performance Band, Mamma Mia Excursion: Awesome musical. Kids loved it and behaved very well.
- May 22-23, All Bands Band Camp Sydney Academy of Sport
- 24 May, Performance Band, SKYPE with Ian Krauner from Anastasia on Broadway
- Upcoming Events
- June 7, Performance Band - Police Band Workshop and performance students years 2-6
- June 15 and 22 All Bands, Northern Beaches Instrumental Festival
- August 12, All Bands, UNSW Bands Competition

Band Buddies 2018- The Band Mentor program is going well, students are assisting at rehearsals, have received their mentor pins and will receive a commendation in their school reports.

Phil and Music Stands: Kelleigh Matthews has kindly offered to drive with Phil to bring the music

Meetings for Band Committee

- Term 3: Monday 6 August 6.30pm
- Term 4: Monday 8 October 6.30pm
- Tabled Report

4.9 ENVIRONMENT COMMITTEE-REPORT

GROUNDS / BUILDING IMPROVEMENTS

New COLA project: Julie Organ met with representative from DET on Wednesday 16/7/2018 to consult re final COLA design and timeline to completion. OUTCOMES as reported by Julie Organ: "We are using the model of Manly Village COLA however it would have a proper roof and would extend from the basketball courts across to the handball courts on the asphalt near the oval and hall. It would also have power connected for possible assemblies in the future. At this stage, he is now going off and working out design etc. and will contact me with any further details".

Solar Panels: Solar panels are partly installed. Delay in completion due to dispute between contractor (SOLGEN) and DET. Julie Organ is the contact person regarding the resolution of this dispute. It is intended that power from Solar Panels will be used by the school following update of the school electrical board. Timeline of this update is not known at the time of this report. It is also understood that excess energy produced by the panels will be "fed back to the grid". It is unclear whether the dollar savings on energy bills that this generates will be recuperated by the school.

Landscaping project outside new BASC: As advised by Melina Rohan, further action is to P&C Executive, School leadership and Dept Education. For discussion at next P&C Executive meeting.

School Environment Management Plan: Most recent SEMP completed by Nicola Wilson and Julie Organ in 2017 and updated by Julie Organ in 2018. This SEMP was discussed at the recent Environment sub-committee meeting to identify areas of priority in the next 3-years (coinciding with action attached the school 3-year plan). Areas of consensus thus far: reduction of waste, more efficient recycling practices, infrastructure needs of the Kitchen Garden.

PROVIDING ENVIRONMENTAL AWARENESS TO STUDENTS

Kitchen Garden (Full report not available) - Outcomes from the Environment Sub Committee meeting: Angie and Beth raised the following main difficulties experienced by the KG:

1. no proximal classroom space for teaching/food preparation (kitchen), therefore teaching significantly impacted by weather conditions and noise from daily school community activity; additional resources required to set up and pack away food prep materials for students; food prep materials inconsistently available (no permanent kitchen).
2. Damage to the garden – mainly deliberate picking of plants during and outside school hours / damage from children running through the garden. Actions were minuted regarding each of these concerns with progress to be reported at next SubCommittee meeting.

Opportunities for education of students re renewable energy resources:

It is understood that following the completion of solar panel installation, SOLGEN may be able to provide education opportunities to students regarding the use of this renewable resource. An action to follow this up is with the Environment Sub-Committee.

REVENUE / FUNDRAISING: Proposal for Return and Earn fundraising submitted to P&C Executive and reviewed at the Environment Sub Committee Meeting – see attached. Questions raised at Environmental SC meeting included: waste audit not performed to determine what relevant waste exists in the school; concerns related to transportation, sorting, storage and submission of wheelie-bin contents by volunteers; possible difficulties with children disposing of crushed / non-emptied / non-accepted containers; cost / income comparison unclear as waste audit not yet completed; can alternative processes under the Return and Earn program yield comparable returns with less resources (e.g., becoming a Return and Earn Donation Partner and associated communications at school / wider community locations).

Feedback from Julie Organ/school staff is that the program as proposed will “add administrative work and are not sustainable”. Therefore staff would be unlikely to be involved at all. Furthermore, Julie has advised that “it is best for the ideas to go through the SRC for Sue and the students to talk through”.

Proposal submitted for Manly West Kitchen Garden Cookbook – discussed at the Environment SC meeting and proposal submitted by Carolyn Miles for consideration by the P&C Executive. Please see attached.

- Tabled Report.
- Not discussed as many items under the Environment Committee were already addressed by J Organ in the Principals Report.
- Return and Earn Program had also been raised as a recycling and fundraising opportunity however Mrs J Organ has requested at this time the school is not in a position to help set up this opportunity. It was agreed that the P & C could register as a charity and then individuals can nominate the return of cash to go to the P & C.

4.10 TRAFFIC COMMITTEE

The inaugural meeting of the Traffic Committee was held on the 9th of May in the New BASC room. In attendance were David Ford, Melina Rohan, Cassie Matheson, Megan Harries, and Sally Gee.

The committee discussed in length various issues in regard to the traffic situation around the school. In particular

1. The operation of the kiss and drop and student safety before and after school.
2. The parking situation, boats and trailers parked around the school restricting the ability of parents to pick up and drop off children.

The committee resolved to initially gain some data during this term on the problems of the K and D and traffic infringements occurring around the school and to put together an education plan to help inform parents of the dangers from these infringements. The committee will also reach out to council, state government and law enforcement for resources and look at any grants that are available to help with the education process.

The committee will meet again before the end of term to analyse the data and discuss an action plan.

David Ford,
Traffic Committee Chair

- Sally Whitehead tabled report
- Since the inaugural meeting on 9th May a Local Area Command Officer has attended the school during drop off and pick up times and ticketing those breaching laws around the kiss and drop zone.
- This officer also attending Northern Beaches Council Meeting tonight and will raise current issues the school is experiencing in regards to kiss and drop zone.
- Ideas discussed re engaging children in the education of their parents and carers.

4.11 ENRICHMENT COMMITTEE - NOTHING TO REPORT

- Currently no committee.
- Potential candidates to head committee discussed.

4.12 CARNIVAL COMMITTEE REPORT - NOTHING TO REPORT

- We are still looking for a carnival co-ordinator for 2018 to help prepare for 2019. This will involve setting a date and booking rides.

4. AGENDA ITEMS

Nil

4. GENERAL BUSINESS

Nil

5. CLOSING

Meeting closed at 21:25. Next Meeting is scheduled for Tuesday, 11th Sep at 7.30pm in the School Library.