



# 2019 Annual Report

Manly West Parents and Citizen's Association

*Manly West Parents and Citizen's Association  
supporting our school, our students, and our school community*

---

The 2019 Annual Report is provided to the community of the Manly West Parents and Citizen's Association as an account of the P&Cs operations and achievements throughout the financial year January 2019 December 2019.

---

Manly West Parents and Citizen's Association  
Griffiths Street, Balgowlah NSW 2093  
[www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)  
[www.manlywestpandc.org.au/contact-1](http://www.manlywestpandc.org.au/contact-1)  
9948 2257

## P&C PRESIDENT'S REPORT

---

It was an honour to be voted in as President in March 2019 after holding several positions on the P&C over the previous five years.

The Manly West Parents and Citizen's Association (P&C) is comprised of an executive committee, eight subcommittees, a finance committee, and two specialist program representatives. We rely heavily on our wonderful volunteers who support us on a regular basis. The P&C also employs a further 70 staff to help us deliver our services to the school community.

The P&C is a not-for-profit organisation. Our reporting period is from January to December each year. The services we provide support the school, the students, and our school community. Our profits allow us to expand our services to meet demand and improve facilities and resources at the school.

In 2019, there were many great projects realised - some rather visible with others being quietly achieved behind the scenes. None of these could have been possible without our dedicated and inspired teams.

I would like to thank our Executive Committee members – Ben Goodland, Gayle Graham, Maike O'Keefe, Tony Falzarano, Ken Douglas-Hill, Ruth Galloway, Richard Griffiths, Kirsten Highnam, Jess Kirkham and Vicky Stokes – for always turning up and presenting fabulous ideas at our meetings.

Many thanks also to all our sub-committee coordinators and their teams for looking at ways to support our services, initiatives, and programs.

And most importantly thank you to our members, our volunteers and our staff for their dedication and commitment.

My heartfelt thanks to everyone who extended their 2019 commitment through to September 2020 to manage the implications that COVID-19 had on the P&C and our services. As our reporting period aligns with our financial period (January to December) these projects, initiatives and changes will be reported in the 2020 Annual Report.

The P&C is immensely proud of our achievements and we look forward to realising more projects next year.



Tracey Martin  
2019 P&C President

# Our People

## Executive

President:	Tracey Martin
Vice Presidents:	Ben Goodland Gayle Graham
Secretary:	Maike O'Keefe
Treasurer:	Tony Falzarano
Executive Members:	Ken Douglas-Hill Ruth Galloway Richard Griffiths Kirsten Highnam Jessica Kirkham Vicky Stokes

## Subcommittees

### CLASS PARENT COORDINATOR

Kate Grant

### SUN SMART REPRESENTATIVE

Laura Worley

#### BAND

Rebecca Sutherland (Coordinator)  
Kirsten Highnam  
Emma King

#### BEFORE AND AFTER SCHOOL CARE (BASC)

Sarah Falzarano (Coordinator)  
Guy Holley (Treasurer)  
Elton Passini (Secretary)  
Deb Beverley  
Pip Hill  
Tim Stubbs

#### CANTEEN

Audrey Watson (Coordinator)  
Sarah Bickford  
Lucinda Bratby  
Meredith Dundas  
Helen Yardley

#### ENRICHMENT

Audrey Watson (Coordinator)  
Emma King  
Kate Mooney  
Rebecca Sutherland

#### EVENTS/FUNDRAISING/CARNIVAL

Karen Petersen (Coordinator)  
Vicky Stokes  
Crystal Allen  
Jenny Dean  
Fiona Goodland  
Kirsten Highnam  
Kathy Hobbs  
Tracey Martin  
Michelle Terry

#### FINANCE

Vacant (Chair)  
Tony Falzarano (P&C Treasurer)  
Guy Holley (BASC Treasurer)  
Meredith Dundas  
Karen Petersen

#### TRAFFIC

David Ford (Coordinator)  
Amy Jackson

#### UNIFORM

Vicky Stokes (Coordinator)  
Lucinda Bratby  
Ashleigh Searle

## Members

63 financial members

## Our Services

The P&C operates a wide range of services that support our school community.

These include:

- Band
- Before and After School Care
- Canteen
- Enrichment
- Environment/Kitchen Garden
- Events and Fundraising
- Sun Safety
- Traffic
- Uniform

We also have a **Class Parent Coordinator** to help keep everyone informed.

An overview of our service successes and challenges for 2019 appear on the following pages.

Information about our services can be found on the P&C website

Visit us at [www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)

## Band

---

The Manly West Band program had approximately 180 students enrolled between the four bands during 2019. The Training Band saw one of its biggest intake years and only lost approximately 10% of musicians going into the beginning of 2020.

The bands performed at several music festivals and the Performance Band were selected to take part in the Primary Proms Festival for 2019. During the year there were various workshops and school performances as well. The musicians attended a two-day Band Camp at The Academy of Sport and Recreation in Narrabeen which was an intensive eight hours of musical development over two days. The Performance Band were rewarded for their musical efforts during their time at Manly West with an excursion to see the musical Charlie and the Chocolate Factory at the Capitol Theatre.

The COVID-19 restrictions proved challenging for the band program however they successfully moved to an online platform.

The COVID 19 restrictions provided new challenges for the Band program as the platform moved online - providing rehearsals, sectionals, and private tutorials through Zoom. The program was also supported using Smart Music and communications through both Google Classroom and My School Music.

Many thanks to the band subcommittee for supporting the band program. Special mention to Penny Coucill, Band Director, Nicole Macnicol, Band Coordinator, and the band tutors for inspiring all our band students. We also would like to thank our supportive parent community without whom the program would not be as successful.

## Before and After School Care

---

The Before and After school team worked tirelessly to finalise the BASC expansion program to meet demand. The program has seen a major reduction in the wait list, and for some sessions, the wait list was reduced to zero.

The team was invited to meet with representatives from the office of our state member, James Griffin MP to share their experience of the centre expansion to assist the NSW government's before and after school care initiative.

Special mention to Sarah Falzarano, BASC sub-committee coordinator, Tony Falzarano, P&C Treasurer, Sarah Peters, BASC Centre Manager and Julie Organ, MWPS Principal and Phil Perks MWPS General Assistant.

## Canteen

---

The canteen is a member of the Healthy Kids Association and many of the menu items are prepared in the canteen by our staff. Any external items are sourced mainly from local business and must comply with a minimum 3.5 star nutrition rating in order to be offered to the students. The canteen introduces many new items throughout the year to keep the menu interesting and provide variety for both recess and lunch purchase.

The canteen invested in a new computer and upgraded technology, which helped with streamlining the Flexischools ordering system. As a result, IOU's are now able to be paid via Flexischools making payment easier for working parents.

We also purchased new freezers, repaired fridges and the dishwasher and rewired the electrics so frozen products would not spoil in the event of a power outage - which happened twice.

The canteen targeted environmental waste and plastic reduction, by minimising the use of plastic wrap, eliminating plastic water bottles for sale, introducing biodegradable forks, spoons, cups, and containers.

Volunteer numbers were initially low last year therefore paid casuals were required to maintain canteen operations and cover the shortfall. Volunteer numbers are starting to pick up again and maintaining 4 volunteers per day is essential to smooth canteen operations.

Many thanks to Audrey Watson, canteen coordinator, Shona McKenzie and Yvette Gooley, canteen managers and their team. But the largest thanks go to all the volunteer parents and carers, as we could not keep the canteen open 5 days per week without your help!

## Class Parents

---

Class parents are an integral part of the school community and we thank you for taking on this vital role.

Class Parents act as the vital liaison between the classroom teacher and the parents and carers of students and pass on important information to the class from the P&C.

Many thanks to Kate Grant, class parent representative for supporting our class parents and providing guidance and inspiration so graciously.

## Events and Fundraising

---

The P&C takes pride in helping build a stronger school community through their events and fundraising programs. The money raised will support future projects identified by the P&C and the school.

This year the team coordinated The Kindy Parents Cocktail Party, The Easter Morning Tea, Mothers' and Carers' Day stall, the MW Comedy Fest and the Pick-Up.

We also sold The Entertainment Book memberships, partnered with The Athletes Foot school's rewards program, and introduced the MW Kitchen Garden Cookbook **Thrive** and the Band Christmas raffle.

The Woolworths **Earn and Learn** program was extremely well supported by the school community. We received 40,860 stickers to exchange for sporting equipment. We also donated 10,000 stickers to Tingha Park Primary School – a rural school with only 55 students.

There are just so many people to thank here including Tracey Martin, Nicole Macnicol, Marie Claire Johnson, Tahir and Simon Bilgic, Tom Hutton, Jess Kirkham, Carolyn Miles, Helen Yardley, Kathy Hobbs, Emma King, Lesly Hamlin and all of our sponsors too.

### Carnival

2019 was Carnival year and we introduced a few different processes this year and called on additional sponsors to support us. Under the new leadership, Karen Petersen led a wonderful team of volunteers to bring this colourful and exciting event to Manly West once again. Special mention to Kirsten Highnam, Tracey Martin and Fiona Goodland who formed the carnival committee. This was Kirsten's third carnival and we thank her for her dedication to this incredible fundraising event.

Many thanks to all the carnival subcommittees, the class parents, and the hundreds of volunteers for bringing this event together. No carnival could take place without the full support of the school and we would like to thank Julie Organ and the MW Executive, office staff, teachers and Phil Perks for their support and most importantly we must thank the parents, the students and the wider community for supporting this wonderful event.

### P&C Contributions

We raised \$40,579.00 in parent contributions this year. The money raised will fund air conditioning units as part of the Cooler Classrooms initiative. We would like to thank the parents for contributing to this fund.

## Enrichment

---

Interrelate talks were held again in 2019. The interest in these talks has grown significantly over the years and they are now held on an annual basis.

There are two sessions to cater for the different age groups and topics: *Where did I come from?* and *Preparing for Puberty?*

Tickets were sold through TryBooking at the cost price charged by Interrelate. The hall was at near capacity with more than 90 family tickets sold.

The feedback was very positive, and the talks will be scheduled again for 2020.

Many thanks to the team who coordinated these talks – Tracey Martin, Audrey Watson and Kate Mooney.

## Environment/Kitchen Garden

---

The team had a busy year with several highly successful projects being completed including introducing the War on Waste program throughout a number of curriculum activities, conducting a water audit of the school playground and providing a recommendation to the school on areas for improvement and upgrade, facilitating a Working Bee for the bicentennial garden area bordering the Toone Room and Year 6 classrooms and maintaining the Kitchen Garden and associated areas.

They also introduced a new environmental and sustainability program for the MW Carnival which gained praise from the Federal Member for Warringah, Zali Steggall MP and interest from other local P&Cs to adopt similar processes at their school events.

The kitchen garden team also produced the highly successful MW Kitchen Garden Cookbook **Thrive** to provide additional financial support for KG projects and resources.

The P&C continues to engage Bushlink to assist with the maintenance of school grounds.

Many thanks to Jess Kirkham, Alexandra Gaunt, Richard Griffiths, Ken Douglas-Hill, Sarah Bickford, Angie Penn, Joanne Holley, Carolyn Miles and Lesly Hamlin.



## Sun Safety

---

The Sun Safety representative, Laura Worley worked with the school to update our sun safety policy to ensure that MW continues to comply with the requirements to remain a 'sun safe school'.

## Traffic

---

The P&C worked with the student representative council (SRC) on the 2019/2020 Kiss and Drop zone project. When the feedback was received, the P&C then worked in partnership with Northern Beaches Council to install new signs and rollout the awareness campaign for the school zones awareness program.

In the absence of the Traffic Committee at this time, the project was coordinated by the P&C Executive. Many thanks to the SRC members, Susan Maclean, SRC Coordinator, Tracey Martin and Suzanne Cairns for their work on this project.

## Uniform

---

The Uniform shop has a new manager, a new supplier, and a new point of sale (POS) system. We would like to thank Natalya Hansson for seven years of service and welcome Ashleigh Searle to the team.

Many thanks to Vicky Stokes, uniform coordinator, the members of the uniform sub-committee, and Natalya and Ashleigh for making these transitions so seamless. Special thanks to Ben Goodland for procuring and installing the new POS system.

## Our Finances

Please refer to the 2019 Audit Report prepared by:

**Gerard M Hughes, CPA**

34 Ingham Avenue

Five Dock NSW 2046

Phone: 0419 039 808

## Contact Us

Manly West Parents and Citizens Association

Griffiths Street

Balgowlah NSW 2093

[www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)

[www.manlywestpandc.org.au/contact-1](http://www.manlywestpandc.org.au/contact-1)

9948 2257