



P&C General Meeting

Term 2 – 1 June 2021

Supporting our school, our students, and our school community

Meeting: General Meeting

Meeting Date and Time: Tuesday, 1 June 2021 from 8:30 pm

Location: MWPS New Science Room and via Zoom
Meeting ID: 613 7580 7173 Passcode: 189150

AGENDA

8:30pm	Meeting open	Incoming President
8:32pm	Conflict of Interest Declaration	
8:33pm	Attendance and Apologies	
8:34pm	Welcome to new members	
8:36pm	Minutes of 2020 Term 4 General Meeting	All
	<i>Motion 1:</i> That the MW P&C Association's Minutes of the 2020 Term 4 General Meeting be received and adopted.	
8:40pm	Review of Open Action Items from 2020Term 4 General Meeting	Owners
	<i>Motion 2:</i> That the MW P&C Association's 2020 Term 4 General Meeting Action Items have been received.	
8:45pm	Review of the Term 2, 2021 Committee Reports	Owners
	<i>Motion 4:</i> That the MW P&C Association's Term 2, 2021 General Meeting reports have been received	
8:47pm	MWPS Principal's Report	Julie Organ
8:57pm	President's Report.	Incoming President
9:07pm	Treasurer's Report	
9:10pm	Sub-Committee Reports	Convenor
9:15pm	• Band	
9:20pm	• BASC	
9:25pm	• Canteen	
9:30pm	• Environment	
9:35pm	• Events and Fundraising	
9:40pm	• School Zone Safety Awareness	

9:45pm	<ul style="list-style-type: none">• Sun Smart	
9:50pm	<ul style="list-style-type: none">• Uniform	
9:55pm	Nominations for “Casual Vacancies”	Presiding Officer
10:10pm	Correspondence	
10:12pm	Other Business	
10:15pm	Meeting close	

General Meeting Reports are available on the P&C website

Next Meeting: Term 3 2021 – Tuesday, 24 August 2021

2021 Term 2 - Reports

President's Report

2021 Incoming President to provide verbal report

Principal's Report

Julie Organ, Principal Report to provide verbal report

Finance Report

Incoming Treasurer to provide verbal report.

Manly West Bands

Band Membership:

As of 25 May 2021 there are 190 students enrolled in the Band Program:

Training Band (TB): 63 (64 in Jan 2021 – one moved to IB)

Intermediate Band (IB): 43 (41 in Jan 2021)

Concert Band (CB): 44 (44 in Jan 2021)

Performance Band (PB): 40 (40 in Jan 2021)

Semester Fees Structure:

TB Joining Fee: \$75

TB Semester Fee: \$295

Instrument Hire: \$135

Other Band Semester fee: \$350

Percussion Fee: \$35

TB Band Camp: \$145 (includes buses, 4 hours of music tuition, morning tea, lunch, 2 hours of recreation and facility fee entry)

IB, CB, PB Band Camp: \$265 (includes overnight stay with 1 breakfast, 2 lunches, 1 dinner and 2 morning teas, 8 hours of music tuition, 2 hours of recreation each day and overnight accommodation)

PB Performance Excursion: \$90

Note: Band Camp fees, together with Performance Band's excursion were invoiced with Semester 1 fees. This was well received, and most parents paid invoices in full. Overall, it was more streamlined. For the few needing more assistance we provided payment plans. All charges run at an almost zero profit margin.

Scholarship Recipient for 2021:

Thanks to the P&C for providing support to Chloe and Phoebe Edwards (twins in IB). They are very grateful for the support.

Fee Payments update:

All fees have been paid.

2021 Events Reporting:

We kicked off the year with Performance Band performing at Mackellar Girls High School on March 30, the first external school performance since Covid-19 restrictions. That was followed by an excursion for Performance Band to see Frozen, the Musical in April.

Band Camp followed, with 190 musicians, 3 conductors (including Penny), 18 tutors, and many wonderful volunteers and teachers who supported the students throughout. It was a huge success, with very positive feedback. Thanks to students, teachers, parents/carers, volunteers, school staff, volunteers, Penny and the Band Committee for all their support.

Going forward we have the following performance opportunities organised for our program including: Northern Beaches Music Festival – 4 June for TB, IB and CB and then the Gala Performance for PB on 6 June, NSSWE Winter Festival for IB on 19 July, UNSW Music Festival for all bands on 19 August.

In planning we have the NSSWE Spring Festival for CB and PB, Northern Beaches Symphonic Winds Festival in September, together with opportunities to audition for Primary Proms and the Opera House, Arranounbai for TB and IB and then our end of year concerts to be discussed.

BAND MENTORS & CAPTAINS:

Badges have arrived – hand out date TBC.

BAND HANDBOOK:

Needs revising – Nicole Macnicol to complete this term.

DUKE OF EDINBURGH - BAND MENTORS:

Penny reported that we have X-students: Eabha Lloyd, Eve Dowse, Cameron Thomas and Patrick Day working with Penny as part of their Duke of Edinburgh experience in High School.

PROPOSED DATES FOR SUB COMMITTEE MEETINGS:

Term 3: Tuesday 27 July, 6.30pm, in the Library

Term 4: Tuesday 12 October, 6.30pm in the library

Nicole Macnicol
Band Coordinator

Before & After School Care Committee

Meeting information

The Committee met by in person on 4 May 2021. In attendance were Sarah Falzarano (Convener), Elton Passini (Secretary), Jo Plowman, Tim Stubbs, and Jessica Olivier. They were joined by BASC staff members: Sarah Peters (SP), Ruth McDougall (RM – on Zoom), Anne Quattroville and Lauren Di Benedetto.

News and updates

Enrolments –

Inactive Waitlist Policy – The BASC Committee reviewed the current policy and resolved that it continued to serve the purpose for which it was introduced (i.e. provide incentive for families to relinquish sessions without falling to the bottom of the waitlist, thereby freeing up sessions for use by other families) and should therefore remain in place.

Enrolments

	BEFORE SCHOOL		AFTER SCHOOL	
	Waitlist	Inactive	Waitlist	Inactive
Mon	-	198	110	155
Tue	-	182	114	176
Wed	-	191	86	172
Thur	-	179	102	175
Fri	-	207	-	202

BEFORE SCHOOL CARE ('BSC') - there is now no waitlist for before school sessions – the first time this has happened in many years! BASC will commence advertisement of casual spots available from Week 4, Term 2.

AFTER SCHOOL CARE ('ASC') – there is no waitlist for Friday ASC, but the waitlist for Mon-Thur is an average of 103 place. There are currently approximately 30 permanent spots pending confirmation and subject to responses, Sarah Peters will continue to make offers until all 210 places have been filled.

What's ahead

APPROVED PROJECT: Year 2 Room veranda shade blinds – the Committee gave BASC management final approval to proceed with this project at a cost of \$5,500 and using a local company.

APPROVED PROJECT: Year 2 Room interconnecting doors – quotes for this project will be sought ahead of the Term 3 Committee meeting for discussion.

APPROVED PROJECT: Amphitheatre shade – progress on this project is pending as the school is awaiting a response from the Department of Education.

Catering – casual staff continue to prepare after school care catering in the facilities currently available in the various BASC rooms. This is not ideal in the long-run however Sarah and the team understand the whole-of-school context within which an improvement to BASC catering facilities must be considered. **See new project submission below.**

Capacity – while school community demand for BSC has now been met, there remains significant unmet demand for ASC for Mon-Thur each week. This continues to place families under strain. Recent feedback from a parent to the Department of Education has triggered involvement of the

team set up to deliver the NSW Government's pledge to provide out-of-hours school care for all children. BASC Management and the Committee will work with the school and the Department to explore options. **See new project submission below.**

Volunteer update

N/A – paid staff only.

Budget tracking

The Committee reviewed the Finance Report showing actual results for Term 1, 2021 showing an \$28k deficit of income over expenditure, representing a \$13k positive variance to budget. While Term 1 income was \$22k lower than budget, this was offset by staffing costs being \$23k lower than budget. The positive variance to budget was therefore due to savings across a number of overhead lines, some of which are timing differences only.

Management indicated to the Committee that revenue is likely to be lower than budget for Term 2 but that this would again be offset by lower staff costs, meaning that the net budgeted result would not deteriorate.

New project submission

New catering facilities to service expanded BASC enrolments – BASC to be involved in any opportunity for creation of new catering facilities (e.g. expansion/renovation of school hall).

Opportunity for **further expansion of ASC** to meet remaining demand – the following are options that can be explored to provide additional ASC places:

- In consultation with Mrs Organ, pursue within-school options, e.g. rooms that might be available (e.g. new art/science room, library, etc.), subject to application to the Early Childhood Education & Care Directorate for the appropriate licence.
- Work with Department of Education BASC team (Mr Rodney Porto) who have undertaken to look in to possible solutions; initial suggestions from them include:
 - Provision of bus service to alternate local service providers with capacity; and
 - Eligibility for a 'BASC hub' (<https://www.smh.com.au/education/demountable-after-school-care-hubs-rolled-out-to-create-more-places-for-students-20210215-p572ov.html>)
- Explore feasibility of refurbishment of Hall to include a partition that could enable concomitant use of Band and BASC. Consider it being part of a broader project that includes the Hall and the Kitchen

Sarah Falzarano
BASC Convenor

Canteen Committee Report

Verbal report

Kate Mooney
Canteen Coordinator

Environment Committee

Waste-Free-Wednesday (WFW)

In collaboration with the school, SRC and Canteen we successfully launched Waste-Free-Wednesday on 21st April (Week 1, Term 2).

What:

- School landfill bins go on holiday (are not unavailable for use) for Recess and Lunch every Wednesday in Term 2.
- Environment Committee, in collaboration with P&C President and school, generate weekly communications for the school community (newsletter / emails / social media) to promote WFW and to assist families with reducing landfill waste in lunch boxes.
- Waste that comes to school in lunch boxes returns home in children's lunch boxes where it can be sorted and avoid landfill.
- 5 x Student Waste Warriors and 1 x Parent Volunteer set up a Waste Sorting Station next to school canteen (under COLA) each Wednesday (Recess and Lunch).
- Waste Warriors and Parent Volunteer run the Waste Station and assist all school students to sort waste from canteen into 5 streams:
 - i) PAPER / CARDBOARD
 - ii) SOFT PLASTICS
 - iii) RETURN AND EARN
 - iv) COMPOST/ORGANICS
 - v) LANDFILL
- Waste Warriors and Environment Committee engage in STEM activities to gather measurements and other data regarding the impact of the WFW initiative.
- Environment committee and PV support the Canteen where possible to engage with Swap For Good program through Northern Beaches Council to reduce landfill waste generated by canteen/support recycling. For example, obtaining green

Progress report:

- Waste Free Wednesday has been promoted through the school newsletter, emails to parents, teacher reminders to students and social media posts.
- Students from across the Primary classes have signed on as Waste Warriors (weekly duty on Waste Station)
- Environment Committee members have attended each Wednesday (Recess and Lunch) to refine the process for the set-up/operation/data gathering at the Waste Station in order to handover to the student Waste Warriors.
- Waste Free Wednesday has been well received by students and staff
- Data on weights and volumes of waste streams has been collected to be shared with the school community in collaboration with teachers and students.

Thank you to the Canteen for their engagement with the Northern Beaches Council Swap for Good program to reduce landfill waste from the canteen, including trialing: replacement of single-serve soy, barbecue and tomato sauce sachets with large sauce bottles, reusable green cups (kindly donated by Green Caffein) for slushies and ice cups, and reusable containers for vegie sticks. Further changes are planned, please refer to the canteen report for more information.

Also many thanks to the school staff and the P&C Executive for their support of Waste Free Wednesday, especially Ms. Beth Dowdle and Ms. Sue McLean through the children's environment committee and SRC.

We look forward to updating you with WFW data at the conclusion of Term 2.

Lost property

- It was agreed that labelling is the best way to reduce the amount of lost property on school grounds. With the assistance of the P&C President, communications have been sent to parents reminding them to label everything with both name and 2021 class.
- The Term 2 Labelling Day – teachers assist students to label their belongings with essential details – will be held Wed 19th May 2021.

Container Sale

Motion 11: *Term 4 2020 - That the members of the Manly West P&C Association support the "Sell it Back to Parents" program at the end of each school term.*

Moved: Ali Devlin

Seconded: Sarah Bickford

Carried

- As agreed at the P&C meeting in Term 4 2020, un-labelled lunchboxes and drink bottles collected from lost property and cleaned by parent volunteer – Sarah Bickford. This will support WFW, allowing parents to buy new containers for package-free lunches, and raise funds for the environmental initiatives. The stall has been delayed due to COVID restrictions and WFW focus, but is due to be launched at the end of Term 2.
- The school community will be informed through a communications campaign to be rolled out in collaboration with school, SRC and P&C Executive in second half of Term 2.
- Environment Committee to work with school to establish a storage place for cleaned containers ready for sale at the end of each Term.

Sustainable School Events

The Environment Committee will work with the P&C Executive to establish a sustainable events policy, so that events held on school grounds can move toward being waste free. A recent small, but important, step in this direction was the morning tea provided to the Mother's Day stall volunteers by the P&C making use of:

- washable mugs (replacing single-use cups)
- Water dispensers and green keep-cups from the canteen (replacing single-use, plastic water bottles)
- Wooden or washable stirrers

Report provided by the MW Environment Committee and helpers: Ali Devlin, Sarah Bickford, Jessica Kirkham, Angie Penn.

Events and Fundraising

Kindergarten Parent Cocktails

The KPC were postponed due to COVID-19 restrictions and was held in Term 2 Week 5 on 21 May 2021. This is a social event only – there is no fundraising component to this event. A record attendance of 168 tickets sold.

Sponsors: Manly Golf Club and Cunninghams Real Estate.

Many thanks to Tracey Martin for coordinating this event over the past four years and to Marina Daillecourt, Stephanie Donohoe and Michelle Lewis for their help with this event.

Mother's Day Stall

Amount raised: \$5102.

The Mother's Day stall was held on Friday, 7 May 2021.

This was an optional fundraising event. Many thanks to Nicole Macnicol, Tracey Martin, Marina Daillecourt and Stephanie Donohoe for coordinating this event and to all the 44 volunteers who helped on the day.

Manly West tea towels

Continue to be sold in the uniform shop and via Flexischools

Thrive – The Manly West Kitchen Garden Cookbook

Continue to be sold in the uniform shop and via Flexischools

Several were sold at the Mother's Day stall.

Entertainment Memberships

Continue to periodically sell. New membership is one-year from date of purchase.

The Athlete's Foot – Program

The P&C is again partnering with The Athlete's Foot – \$5 donated to the school for every pair of school or sports shoes purchased.

Additional events planned for 2021

Term 3 - Father's Day Stall – Marina Daillecourt and Stephanie Donohoe

Term 4 - Interrelate – TBA

Others as recommended by the incoming Events and Fundraising Committee.

Tracey Martin

School Zone Safety and Awareness

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.

New signs are available from the Northern Beaches Council and will be discussed by incoming committee members.

Tracey Martin

Uniform Sub-committee

The uniform shop is on track, delivering revenue to date of almost \$30k largely the same as in 2020. Popular items sold this term have been our blue polo shirts and our bucket hats. The shop has sold out of size 6 & 8 blue polos. Ashleigh has had to order a local top-up for the polos with our supplier. This will be delivered ASAP to see us through to winter.

1. There is a huge demand for our old girls' sports skorts from both parents and students. They are even being auctioned for charity on the local Manly West community page. We would like P&C members to vote at the next general meeting to bring them back. If votes are in favor, Ashleigh will find a supplier and get them in for next summer.
2. Information regarding what items of secondhand uniforms the shop currently accepts will be provided in the newsletter once a term. We would like to educate the parents on the type of quality donations that will be acceptable for resale. We have full two large boxes of clothes that are not fit for re-sale in the last few months as parents clear their children's wardrobes out. It takes time to sort and wash these items that are dropped weekly.
3. Where second hand items are assessed, Ashleigh has arranged with Felicity from Sustainable School Wear to collect these items once a term. These items will be recycled in a sustainable way at a cost. Pre-approval and discussions had taken place late last year with Tracey.
4. The air-conditioning unit has now been installed and working really well. We would like to thank the P&C and school for arranging this to be done before the start of this school year.
5. Raincoats are now available for the SRC students to sample and provide any feedback as to whether it is worth the uniform shop re-stocking them. A sample is hanging in the uniform shop to gain feedback from parents too.

What's ahead

1. Possible new fabric trial for polo shirts – Proposal to move from current 100% cotton to a cotton lining and "polyester" outer layer called Pollyface cotton. Pros are that polos would retain their bright colours, have less shrinkage and last longer. 100% cotton can often lose colour after numerous washes, can rip easily and can form holes quicker due to being a natural product. Supplier willing to provide samples for SRC to trial if required.
2. Requesting feedback from the school and the P&C regarding the roll out of Kindy packs at orientation. Can improvements be made?

Volunteer update

Volunteer numbers have declined. Less than half the positions available had been filled in Jan and Feb. With it being a very busy time for the shop it is essential that we try encourage more volunteers to help out. Ashleigh has had the same two volunteers each week. A few more parents will make a world of difference. Next term Ashleigh would like to add an extra morning shift for volunteers to help out on delivering the Flexischool orders. With the change of season, we expect the orders to increase again at the start of term two.

Alison Gracia
Uniform Convenor