

- Agenda:** P&C General Meeting – Term 4
- Meeting Date:** 21th Nov 2017
- Location and Time:** Manly West Public School Library at 7.30pm
- In attendance:** Julie Organ, Wendy Mwanga, Kath Wass, Ben Goodland, Megan Harris, Rebecca Sutherland, Kimbly Mann Clinton Alver, Jo Sommers, Helen Yardley, Kirstin Highman, Aurdry Watson, Shara Peters and New Member Ruth Galloway
- Apologies:** Michelle Lewis, Angie Penn, Jo Sommers, Kate Grant, Tracy Martin

1. Previous Minutes

Review and approve minutes of General Meeting held on **22th Aug 2017 - Approved**

2. Business Arising

3. Correspondence

3 e-mails received

4. Reports

4.1 PRINCIPALS - TERM 4 REPORT - JULIE ORGAN

- Table and discussion of the updated Manly West Student Welfare Policy; this policy is now on website.
- Thank you to Bec Sutherland for her assistance as P&C representative on a teacher panel currently being organised for a permanent teaching position in 2018. Isabelle Higgins is a new targeted Graduate teacher who has also been appointed for 2018. These positions became vacant because of resignations from Claire Nash and Amanda Latham.

- Thank you to the Manly West Community led by Kirsten Highnam, Kate Grant, Tracey Martin and Helen Yardley for an outstanding Manly West Carnival. It was organised to an incredibly high professional standard and the school staff would like to thank the P&C for this wonderful event.
- Thank you to Mrs. Tracey Martin and team for her recent organisation of the Melbourne Cup Family Event and the excellent organisation of the hall kitchen.
- Thank you to the P&C for \$50000 which has been used for Literacy, Numeracy, Library and Enrichment programs and resources.
- Because of the assistance by P&C with these resources, we have been able to refurbish our library, re surface our basketball court, purchase more computers and install a new light and sound system in our school in readiness for the Music Production next year.
- Thank you for the support with Bushlink –highly successful program for our students.
- Music will continue as a specialist subject with Virginia Esparraga –very fortunate to have her expertise for all students in the school. As well, the choir students attended the Opera House, Town Hall and will be performing at the School Spectacular this weekend.
- Congratulations to Penny Coucill and the Band -4 gold this year for the second year in a row and the Concert Band won the Battle of the Bands,. This has been an outstanding year for all the bands and Penny received a special letter from the Member for Manly, James Griffin acknowledging her commitment and achievements at our school. Thank you to the Band Committee.
- Thank you to the Canteen, Uniform and BASC committees –they assist us every day with events. We regularly communicate to keep each other informed and for functions to run smoothly such as the recent Kinder Orientation.
- A special mention to all the Year 6 students, parents and caregivers who will be leaving our school in 2017-they have been a wonderful support in a myriad of ways and we will thank them tomorrow night at the Graduation officially. We also thank the Year 4-6 students this week who managed the elections of the new Prefect Body for 2018 with the highest regard for each other and for our school expectations.

School Plan -2018-2020

We are just completing our 2015-2017 Plan evaluations and reports and beginning to organise the strategic directions for the 2018-2020 Plan. We have used many of the surveys, interviews and focus groups completed in April and May 2017 from students, staff and parents about Visible Learning as part of the feedback for our future planning. High expectations for staff mean a high-quality learning environment for our students. Our recent NAPLAN results, reflected the high standards set, the importance of explicit teaching, the use of interventions based on data, our very pro-active Learning Support Committee and the outstanding professional learning offered to our staff.

Maintenance Work with Asset Management Unit (AMU)

We have some very slow movement on the AMU works. We had a recent meeting for the K-2 BASC finalising the bathroom and painting work. The solar panels installation has been delayed with cabling work. The BASC outdoor will now have a design drawn up in readiness for the quotes. The paperwork is in for the COLA but they will complete the other works before this one is started.

Special Programs this semester

Computer coding is being embedded at Manly West in Years 4-6. This year, we introduced a new program with gaming with Mr. Richards with Year 5. This has been very successful program and will continue with Year 6 next year. This fits in well with Critical and Creative Thinking Capabilities as well as the new Science and Technology syllabus. There will be a Parent Expo at the end of term to highlight the skills of our students.

There will be two Dance Expo events for our students in Kinder and Years 3 and 4 in the coming weeks as well. We still have a number of Presentation and Graduation Ceremonies in the next few weeks.

Year 4 students have participated in the Stephanie Alexander Kitchen Garden program this semester and kinder students were also exposed to some gardening skills recently with the new pots and boots in the Literacy and Numeracy Area. Thank you to Mrs. Dowdle and Angie Penn and team for their wonderful expertise. Bushlink has been, once again, a successful program and just today eight classes were involved in this inclusive activity.

Sport in Schools Australia, PSSA, the combined Student Welfare program and the Bounce back programs are proving to be an excellent support to assist our students with their sport and wellbeing needs. Thank you to all the teachers led by Christy McMaster, who offer the PSSA options for our students. We can only participate at such high standards because of the high expectations and generous time given by staff for outstanding training sessions.

Some items of interest

- Next year, the ordering of stationery will change. Kinder and Year 1 will still have the order done by schools, but Years 2-6 will be given a list at the end of the year and they can be individually purchased.
- Text books ordering will remain the same.
- Homework was an issue recently at a P&C meeting particularly with the spelling. We have investigated a number of programs and there will be a new program from Years 1-6 called Sound Waves which encourages much more differentiation.
- There is a review of the Bathurst Camp for 2018. The History syllabus has changed significantly. We cut the camp down this year to one overnight but we are looking at alternatives to this excursion next year.

Mrs. Julie Organ
Principal

4.2 FINANCE – TERM 4 REPORT

Created: 17/08/2017 9:10 PM

Manly West Primary School P and C

Profit & Loss Statement

1/01/2017 To 14/07/2017

Griffiths Street
Balgowlah NSW 2093

ABN: 44 655 008 062
Email: kggdavis@bigpond.com

Income		
Parent Contribution Income	\$1,125.00	
Donation/Gift Income	\$9,000.00	
Income From Fundraising Events	\$14,505.15	
Enrichment Committee Events	\$2,114.10	
P&C Membership Fees	\$45.30	
Kitchen Garden Levy	\$9,375.00	
Other Income	\$1,640.83	
Total Income		\$37,805.38
Cost Of Sales		
Fundraising Costs	\$10,816.71	
Fundraising Exps Carnival	\$1,760.00	
Enrichment Event Costs	\$374.00	
Total Cost Of Sales		\$12,950.71
Gross Profit		\$24,854.67
Expenses		
General Expenses	\$802.50	
Accounting Fees	\$2,270.00	
Bank Fees	\$224.34	
Donations/Scholarship	\$1,577.00	
Legal Fees	\$1,275.00	
Fundraising Expenses	\$16.23	
General Repairs & Maintenance	\$2,589.40	
Grounds Maintenance	\$2,200.00	
Grounds Kitchen Garden	\$412.06	
Computer Expenses	\$1,042.72	
Stationery	\$448.85	
Sundry	\$105.07	
Workshop Expenses	\$1,813.64	
Payroll Expenses		
Wages & Salaries P&C Exp	\$8,235.26	
Wages & Salaries Garden Exp	\$5,084.88	
Wages & Salaries Canteen Exp	\$1,242.41	
LSL Provision	\$459.76	
Other Payroll Expenses	\$615.00	
Superannuation P&C Exp	\$1,207.46	
Superannuation Canteen Exp	\$118.03	
Total Payroll Expenses		\$16,962.80
Total Expenses		\$31,739.61
Operating Profit		-\$6,884.94
Other Income		
Interest Income	\$105.62	
Total Other Income		\$105.62
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$6,779.32

This report includes Year-End Adjustments.

Balance Sheet

As of 14/07/2017

ABN: 44 655 008 062

Email: kggdavis@bigpond.com

Assets		
Current Assets		
Bank Accounts		
P&C General Westpac	\$5,208.48	
P&C Fundraising Westpac	\$174,284.19	
P&C Building Fund Westpac	\$1,426.68	
Total Bank Accounts		\$180,919.35
Clearing Accounts		
Uniform,Canteen,Band Payroll	-\$1,066.41	
P&C Payroll Funds Owed to BASC	-\$102.42	
Total Clearing Accounts		-\$1,168.83
Other Current Assets		
Trade Debtors	\$7,500.00	
Total Other Current Assets		\$7,500.00
Total Current Assets		\$187,250.52
Total Assets		\$187,250.52
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$0.14	
GST Paid	-\$2,052.97	
Total GST Liabilities		-\$2,052.83
Payroll Liabilities		
PAYG Withholding Payable	\$184.00	
Super P&C Funds Owed to BASC	\$15.24	
Super Liability Canteen	\$168.03	
Payroll LSL Provision	\$459.76	
Total Payroll Liabilities		\$827.03
Other Current Liabilities		
Trade Creditors	\$4,749.84	
Customer Deposits	\$600.00	
Total Other Current Liabilities		\$5,349.84
Total Current Liabilities		\$4,124.04
Total Liabilities		\$4,124.04
Net Assets		\$183,126.48
Equity		
Suspense Account		-\$75.50
Retained Earnings		\$143,299.50
Current Year Surplus/Deficit		-\$6,779.32
Historical Balancing		\$46,681.80
Total Equity		\$183,126.48

This report includes Year-End Adjustments.

4.3 BEFORE AND AFTER SCHOOL CARE - TERM 4 REPORT

2018 Fees - After 4 years of nil fee increases, an increase in session fees will be phased in over two years. In 2018 Before School sessions will increase from \$11.50 to \$12.00 and After School sessions will increase from \$18.50 to \$19.40. These increases reflect the cost of the enrichment program that is implemented by the center for the benefit of the children, particularly those that attend multiple sessions each week. They also reflect an increase in required staffing ratios to ensure the center provides the right level of care to a number of children with special needs. Even after these increases, it is noteworthy that Manly West BASC is cheaper than many of the similar services in the area.

2018 new enrolments - Enrolments for next year are again very high (80 received as of 24.10.17). The letter explaining the situation in respect of waiting periods for access to BASC was distributed at the Kindy Parent Information evening, providing parents with sufficient information and time to make necessary arrangements for the new year.

New payment system - BASC are in the process of introducing a new direct debit payment system from 2018 (tried in Term 4 2017) to provide ease of payment for parents and address non-payment by some families. All BASC users are required to register for this new payment system before their 2018 session will be confirmed.

Waiting Lists and strategies to address demand - BASC staff continue to offer permanent places to children on the waiting list as they become available. Waiting lists are constantly moving but are longest for after school care and on Tuesday and Thursday.

The Inactive Positions on the Waiting List Policy is proving helpful in managing wait lists with several families opting to make use of it. In addition, the practice of offering casual placements where absences are known continues to be valued by parents on the waiting list. Please remember to record in the communication book if your child will be away for a session so BASC can help families needing additional days.

Outdoor area/Maintenance - K-2 BASC decking - Work has commenced on the replacement of the decking outside the K-2 BASC Room. We understand this work will be completed at nil cost to the P&C as it was considered a risk to students.

K-2 upgrade - The scope and cost of works for the replacement of the bathroom facilities and repainting of the K-2 BASC Room have been agreed. We are hopeful that the works will be undertaken during the summer holiday break.

Outdoor space between K-2 and 3-4 BASC - Project Techniques Pty Limited has been engaged to prepare the design drawings and specification to allow the Department of Education to call tenders for builders to carry out the works on a Design and Construct (D&C) basis.

[Note: all the above works are being funded out of past reserves].

Meeting dates - There are no more BASC Committee meetings for 2017. Our next meeting will be held on Tuesday 13 February 2018 at 6:30 in 3-4 BASC. Everyone is welcome – please come along and get involved!

Sarah Falzarano
BASC Chairperson

Sarah Peters – BASC Nominated Supervisor, highlighted that all possible solutions to cutting the waitlist at BASC have and will be investigated at percent BASC cater for 150 children in the morning and afternoon. It was noted that the P&C letter explaining waiting list in BASC has been received well and has done its job in early communications.

4.4 CANTEEN – TERM 4 REPORT

Canteen Structure

There have been several conversations going between Shona, Audrey, Melina and Suzie with regards to the structure of the canteen, decisions made such as pricing changes and opinions on foods items.

We all believe some clarity needs to be provided with regards to a mission statement for the canteen i.e. Is the focus on providing students with healthy lunches, snacks and drinks or is it in making a designated profit in order to fund the P&C?

If it is a combination of the two, then we need clarity as to what that profit amount is (as either a percentage or dollar value) which would give clear direction and mandate for how the canteen operates. Currently there is a lot of knee-jerk reaction decisions being made and no communication to the broader community to obtain consensus before they are made.

In addition, there needs to be clear objectives set as well as a designated committee who determine who makes those decisions, who is responsible for analysing suppliers, cost/breakeven analysis as well as operational forecasting for budgets.

Price increases:

The committee has approved a recent price increase and this has changed some of the buying behaviour of students as a result. The sweet treats such as ice blocks/quelches and fresh baked treats increased from 50c to \$1.00.

There are 3 main reasons why this has occurred:

1. Because we have been informed by Gabrielle (who conducts our accounts) that the canteen is losing money;
2. The price of butter has increased sharply as there is a global shortage; and
3. The canteen considered those items as “treats” and non-essential lunch time food therefore were the first to be considered for the price increase. All healthy alternatives (such as pineapple rings) remain at the same price.

This has had a lot of negative feedback from our students and we are currently trying to find healthier alternatives as well as 50c items for those children who don't receive much to spend in the canteen.

A large proportion of the canteen budget is spent on wages to ensure we have a stable team to work in set shifts each week. This could be negated if we enlisted more volunteers however we still have cancellations either on the day or when Shona/Rachel are trying to confirm numbers, which puts a lot of strain on those who are there, to get all lunches and items prepared to schedule.

Currently there is some analysis being conducted by Suzie, Shona, Mel and Audrey to identify where the canteen appears to be going backwards, as all food items have a large mark-up and should be (at a bare minimum), covering costs and making a small profit to get put back to the P&C fund. This is the first year we have gone backwards!!

We have also made a big push into making food items in-house such as butter chicken which will make a difference in the profit margin on these items. For example the butter chicken should have an immediate \$40 added to the bottom line each week, by making it in-house. Again this needs man-power to achieve.....

Staffing:

Shona McKenzie is proposing to cut back her hours and drop Friday therefore there is a position vacant for the manager's slot on this day. If no current staff take this up, it will be advertised to the broader school community.

Rachel Kassel has resigned from the school canteen and will not be returning in 2018. Therefore, openings for Wednesday, Thursday and Friday manager shifts will result. Renata has indicated she would take Wednesday manager's position therefore we would still need an assistant. Jen Bradley has also indicated interest for one of the positions.

After school Friday - currently there are discussions between the P&C and canteen for split shifts for Friday. If this all goes through, volunteers will be requested to staff after school purchases and lock up canteen afterwards. (3:00pm-4:00pm) This will be a servicing only role with no food preparation, resulting in additional profit for the canteen by selling slushies and quelches etc. after school.

New Menu Items:

- Taco bowl will more than likely come in next year once the bolognese production starts back in-house.
- Meat Pies are back until end of year as an interim item.
- Sugar free milk to also come in next year, as a smaller size is being produced specifically to fit the primary school market. This will also maintain our profit margin without having to increase prices.

4.5 FUNDRAISING AND EVENTS – TERM 4 REPORT

ENTERTAINMENT™ BOOKS

The Entertainment Book memberships are still available to purchase. The sale of the Entertainment Book Memberships is not a great fundraiser initiative but it provides a service for the school community. There were 34 memberships sold, the majority of these were the online version. We will consider selling them again in 2018 and if so we will start to promote in Term 1 in preparation for the launch of the new books in April. **PROFIT: \$476.00**

The sale of the Entertainment Book Memberships was an initiative of the 2017 P&C Executive and was coordinated by Tracey Martin.

MELBOURNE CUP PICK UP – TUESDAY, 7 NOVEMBER.

- The Pick Up is a free event hosted by the P&C to help build and maintain strong networks within our school community; it was an event for everyone. There is no fundraising activity associated with this event.
- This was a themed event and the hall was decorated with racing carnival colours. Light refreshments were served and the Melbourne Cup race was shown live on the big screen in the hall.

- Around 73 adults and 12 pre-schoolers attended the event this year. The atmosphere in the hall was that of excitement and fun. There was a lot of interaction and chatting amongst the attendees.
- Julie Organ attended the event and declared the event to be a success.
- The post-event report and photo collage appeared in the newsletter on Wednesday, 8 November 2017.
- Many thanks to our event sponsors: Club Totem and Catering Northern Beaches.
- Many thanks to the volunteers who helped on the day - Suzanne Cairns, Susan Marr, Cassie Mathieson, Millie Yiend, Fiona Singleton - and a special mention to Tom Hutton for the fabulous posters and the P&C website support.
- The Pick Up will be included on the P&C events and fundraising calendar for 2018.
- This event was coordinated by Tracey Martin.

VOLUNTEERS

The P&C has had difficulty in sourcing volunteers for every event held this year. Last year the decision was approved to allocate year groups to each event and source volunteers through the class parents.

At the class parents meeting in May this plan, along with the event allocation, was discussed. There was strong support from the class parents knowing they would be only allocated one event each year (MW Carnival excluded of course). Unfortunately, this process was not successful, despite being the process applied to other local primary schools. Many events were left to the P&C Exec to execute or opened up to other year groups to ask for assistance.

A full review of the event coordination process will take place prior to any future P&C events and/or fundraising activity being confirmed.

WHAT'S ON NEXT?

Ten events/activities are planned for 2018. Some of these are social events to build a strong school community whilst others are fundraising events.

1. Kindy Cocktails – Term 1 Week 5 (social)
2. Easter Morning Tea (social)
3. Entertainment Books (fundraising)
4. Mother's and Carers Stall (depending on NAPLAN) (fundraising)
5. Art Auction Program – Class Coordinators Briefings and support (May through August)
6. Student Mufti Day – launch of the Art Auction program
7. Student Art Exhibition -part of the Art Auction activity (social)
8. Art Auction Event (fundraising)
9. A fun event for the kids
10. Melbourne Cup Pick Up (social).

Note: These events will be subject to the event coordination process review.

Audrey Watson – Canteen Co-Ord highlighted the issues surrounding communications within the canteen, p and C and newly appointed Canteen Committee which she was unaware existed. Unfortunately canteen will be losing and number of staff in 2018 including out much loved canteen Manager, Rachel.

Afternoon in canteen continue to be an issues regarding staffing and an additional volunteer base of 2 people is required to eliviate this issue.

Action - Suzanne to add 2 more spots to the sign up page to recruit volunteers.

4.6 UNIFORM – TERM 4 REPORT

Business as usual at Uniform Shop !!

Continuing to promote 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

Tasks completed by Sept 2017

- Stock take at end of Term 3 - 2017
- Continuing to streamline uniform stock items held (resizing old stock)
- Organising secondhand items donated by parents
- Getting ready for Kindy Orientation 2017

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

4.7 BAND COMMITTEE – TERM 4 REPORT

Band Membership - As at 16 October 2017 there were 174 Band members.

Training Band: 51	(59 in January)
Intermediate Band: 42	(45 in January)
Concert Band: 36	(37 in January)
Performance Band: 45	(46 in January)

Semester 2 Invoices & Excursions:

- Semester 2 Invoices have been paid in full apart from Jacob Matthews who is outstanding for \$155.
- There are still a number of outstanding invoices for the Arranounbai and Schools Showcase excursions which Nicole is chasing.

Term 3 Band Events:

UNSW Band Festival: 4 GOLD!!!! Well done to Penny, the tutors and the students. We received these awards despite many, many kids being absent due to illness. Also a big THANK YOU to Penny for turning up – she was very sick and to Ben who was prepared to conduct on the day!

Friday 8 Sept 2017, NSSWE Music Festival: Performance Band did an amazing job performing in a professional setting at the Concourse in Chatswood.

Sunday 10 September, Battle of the Bands: Concert Band again did Manly West proud! We tied for first place. \$500 was received as the prize for this. It was agreed by the Band Committee to service the Timpanis and possibly purchase some new music.

Wednesday 13 September, My Fair Lady: Performance Band celebration. From all accounts a massive success.

THANKS: A short note to thank the wonderful tutors who supported and assisted Penny in taking some of the rehearsals and tutorials in Term 3 due to illness. THANKS!

Term 4 Band Events:

16 October: Band photos

31 October: P&C Finance Meeting, 7.30pm

31 October: Schools Showcase at Warringah Mall for Performance Band and Concert Band. Performance time is 12.00-12.45pm
The Performance and Concert Bands played in very windy conditions but still did a fabulous job of entertaining the crowd and representing our school.

1 November: Year 2 Band Information Night

For the first time this year we had the Performance Band play at the Band Information Night. This was very successful and it was great to see all the eager young faces for next year. The outgoing students who spoke about their instruments and experience of Band did an amazing job and everyone had different perspectives to offer which was lovely.

1 November onwards: New registrations for Band open
Registrations are now open to new students. We have had a few teething problems with the new version of MSM however these have now been resolved.

13 November: Arranounbai Christmas Concert, Training and Intermediate Bands
Volunteers have been organised and the children are excited about performing.

20-21 November: TB, IB and CB auditions for 2018 Band placement. 9.00am-1.00pm
The children have been given a list of their audition requirements. This day will also be used to check the condition of hired instruments and instrument tags before instrument return in December.

20 November: Final week of Sectional Tutorials for 2017

- 24 November:** Year 2 Blow Tests
- 28 November:** All Bands Christmas Concert, 6.30pm in the Hall, Penny to organise trophies.
- 30 November:** Intermediate Band to play at the Northern Beaches Symphonic Winds Concert, 7.00pm, children to arrive at 6.30pm. This is not an adjudicated event, it is a concert. Intermediate Band will be joined by the Eleanora Public School and also the Symphonic Winds will play and will be conducted by Penny, great opportunity to hear this amazing band play.
- 1 December:** Year 3-6 Presentation Day, Performance Band to perform
- 1 December:** Instrument return to Hall for all Bands except Training Band
- 5 December:** Year 1-2 Presentation Day, Training Band to perform
- 5 December:** Instrument return for Training Band. Book return for ALL Training Band
- 6 or 7 December:** Instrument collection for service
- Outstanding dates:** Pizza Lunch
- Instrument Register:** This will be updated by Nicole for end of year return. All instruments will be checked for ID Tags, and any new ones will be issued if necessary before they go for service.
- Store Room Clean Up:** This has now been done.
- Ordering for Term 4:** The Music Stands we discussed purchasing in Term have now been purchased.
- Farewell:** On behalf of the Band Committee we would like to extend a huge THANK YOU and FAREWELL to Nat Ball and Rachel McCallum for your commitment to the Band Committee and the Band program in general. We wish you and your children all the best in the next chapter.

It was confirmed that no one else is leaving next year. We need to recruit some new people for the Band Committee.

Band Fees - For 2017 Semester Band Fees were:

Training Band:	Once off Joining Fee:	\$75
	Semester Fees:	\$265
	Instrument Hire:	\$130
	Band Camp:	\$96
	Private Lessons:	\$15-40
IB, CB & PB:	Semester Fees:	\$315
	Instrument Hire:	\$130
	Band Camp:	\$262
	Private Lessons:	\$15-40

The Band Committee agreed that they would like to increase costs of band \$10 per Semester. For all Bands there is an excursion in Term 4 – TB and IB: Arranounbai; CB and PB: Schools Showcase at Warringah Mall. This year the bus fare was \$12 per child which has been collected as a separate invoice. This is an administrative waste of resources, so was hoping to build this into band fees and give a little buffer to the Band of approx. \$8 per child.

Enrolment for 2018 and Re-Enrolment:

- Nicole has amended MSM for first time registration and re-registration.
- Enrolments will commence from Nov 1.
- Re-enrolments for 2018 will commence after the auditions

Recipient of Scholarship for 2018: We have a nomination from the school – Ava Nicholson from 5F. The Band Committee has approved this. Could we have approval from the executive?

Band Buddies: Discussed formalising the Band Buddies program which would commence next year. Toward the end of the year Penny will talk to the kids about this. Kids will be asked if they would like to commit to assisting the incoming training band as mentors – learning how to set up the hall, instruments, assisting Penny, teaching the kids basic playing skills and how to read music. This will be recognised by the school. The kids will have it in their school report and also be given a badge. Badges have been ordered by Helen. This has been approved by Julie.

Meetings for Band Committee 2018 - To be determined based on P&C Finance Meetings.

Rebecca Sutherland tabled the band report and highlighted a number of current BAND committee members will leave in 2018 replacements needed.

4.8 ENVIRONMENT COMMITTEE- TERM 4 REPORT

- Solar paneling project underway.
- Many parents and students with ideas for small environmental projects.

Julie Organ proposed a meeting with Environmental Committee/interested parties* to establish a 3-year plan (2018-2020) for environmental projects/making the school as environmentally friendly as possible. This meeting would include review/inclusion of the environmental management plan proposed by the student Environment Committee under Nicola Wilson. Following this, a regular meeting (2 per Term) with environment committee/interested parties and Julie to review the plan/projects. Initial meeting date with Julie Organ yet to be established (post carnival madness!).

* Beth Dowdle and Angie Penn (Kitchen Garden) / Audrey (Canteen) / Nicola Wilson (Student Environment Committee).

Jessica Kirkman, Environmental Co-Ord tabled the Environment report. Julie highlighted that the Environmental Committee was in its infancy but was hopeful of achieving great things in 2018 although the P&C have not had an environmental committee for some time environmental initiatives have still being happening within the school as there are a number of proactive staff members and children within the school, it was believed that good environmental practices started with the children themselves. Multiple lunch boxes left on site from children are constant issues for staff and perhaps the environmental committee can come up with an initiative to sort this. Ruth suggested branded aluminium boxes could be a solution.

4.9 KITCHEN GARDEN- TERM 3/4 REPORT

Spring is very busy in the garden!

There have been very few interruptions this term so the Year 4's have been in the garden every second week doing jobs (turning compost, planting seeds or seedlings, watering with worm juice or seasoil, pruning, raking the chook house, making compost, learning how to propagate plants, clearing/digging in garden beds, making signs, feeding plants with compost etc.). They do different jobs each visit to ensure they get experience with the variety of work in a garden. They normally do a Science lesson with Beth Dowdle every alternate week, some of which is also taught in the Kitchen Garden.

We have also done a lot of harvesting and tasting with Year 4 this term. So far, we've harvested a big crop of broad beans which I made into broad bean dip, the beetroot which Beth made into beetroot hummus, and the red cabbage I made into coleslaw. They've also tasted "salad of the imagination" (a salad made of whatever is in season) and a lemon balm & mint drink. The children help with preparation where possible and rate the food we prepare and eat together. Everyone is encouraged to try everything (allergies excepting) and most kids do.

Year 2 students and teachers came to the garden for two lessons late in term 3 to supplement their Science Unit "Watch it grow, see it change" - spring is the perfect time to observe change in a garden! They planted sunflower seeds and bean seedlings. I'm just arranging for them to come back late in Term 4 for a lesson on "The water cycle".

I did a Spring Working Bee in the K-2 Literacy & Numeracy area with parent help in September, and just last week I worked with each Kindy class and their teacher plus some parents, to plant the area with flowers and scented plants. Each class planted flowers/plants in their colour e.g. K Yellow planted sunflower seed and daisies. Bunnings Balgowlah donated 4 large pots and some potting mix towards this project. We also planted rusted watering cans and old gumboots with herbs and flowers and hung them along the fence. The children have been shown how to look after their plants and I've also taught them how to collect their scraps from fruit break to feed the worms in the worm farms (donated by NB Council). The children also decorated some flags which I've died the class colour and I'm going to make into bunting.

Regards,

Angie Penn, Kitchen Garden Program Specialist

The kitchen garden is moving along extremely well and Angie Penn has done a wonderful job of flowing on from Holly, the Literacy and Numeracy area is looking great and the kindergarten children love the interaction. It was noted that the kitchen garden area was utilised out with teaching times with a number of children within the school using it as an area of play.

4.10 TRAFFIC COMMITTEE- TERM 4 REPORT - NO REPORT TABLED

4.11 ENRICHMENT COMMITTEE - TERM 4 REPORT

NOTHING TO REPORT

4.12 CARNIVAL COMMITTEE - MANLY WEST CARNIVAL 2017

The Carnival was held on Saturday 16th September, from 10 till 4pm. It was a successful day, with profits in the vicinity of \$62,000 (see Carnival Operators section below). Overall the Carnival ran well and on the day, there was a terrific sense of community. There were some new stalls, such as the 9D Cinema and the Photo Booth. Neither of these made much profit, after the cost to hire, but the photo booth was supported by a sponsor and both provided alternative entertainment to the rides. We also had some “not for profit” activities, such as a Storytellers corner, a craft stall and Flash Mob. An additional new stall, the Kitchen Garden Stall, was run by Joanne Holley and 2W and was very successful, showing a profit of \$1,514. The food was diversified from the usual BBQ stall, with additional options of a Mexican Cantina and roving sushi sellers. In addition, the Carnival offered rides and inflatables, as per tradition.

Sponsors

The Carnival Committee would like to extend thanks, on behalf of the P&C, to our sponsors:

Platinum Sponsor: Cunninghams Real Estate (\$7,500).

Gold Sponsors: Club Totem (\$3,000), Handler Meat (meat products to the value of \$3000).

Silver Sponsors: Balgowlah Automotive (\$1,000), Virgin Active (paid for the hire of the photo booth, plus residual donation to the value of \$1,000), FourDaughters.com (\$1,000).

Bronze Sponsors: donations, goods or services were also received from the following businesses: Bunnings, Harbord Growers, I Love Pizza Balgowlah, Stagden, Catering Northern Beaches, Dan Murphy's, Harris Farm Markets, Sydney Fresh Seafood, Harry Hartog Bookseller, Humphreys, Pulp Creative Paper, Streets, Royal Copenhagen Ice-cream, InSynergy and Fairlight Cellars.

Certificates of appreciation and letters of thanks have been sent to all our sponsors.

Class Stalls

Each class of the school ran a stall; the average profit per stall was \$1,619, with the White Elephant making the highest profit of \$4,037. Please see stall accounts to follow. Stall profits have been communicated to each class parent.

Final Stall Totals

Name	Profit
High striker	\$335
Laughing Clowns	\$1,865
Tin Can Alley	\$1,250
Face Painting	\$759
Crazy Hair	\$468
Fairy Floss	\$2,106
Books	\$2,171
Lucky Dip	\$1,837
Lolly Booth	\$1,410
Craft Corner	\$214
White Elephant	\$4,037
Pony Rides	\$1,219
Chocolate Game	\$1,363
Kitchen Garden	\$1,514

Ice Cream	\$2,098
Gourmet Food	\$1,788
Adult Hookey	\$1,836
Kids Hookey	\$2,591
Fast Food	\$2,945
Mexican Cantina	\$2,595
Concierge	\$24
Boys Tombola	\$2,749
Girls Tombola	\$3,225
9D Cinema	\$276
Sushi & Paella	\$1,424
BBQ	\$3,264
Photo Booth	\$521
Café	\$1,080

Feedback

The Carnival was widely viewed as a successful and enjoyable day. After the Carnival, we ran a survey which showed that the rides and the Tombola were the favourite activities. This corresponds with the profits made, with the two Tombola stalls taking a combined income of \$6,114 and the income from the rides was \$39,792.

Other positive, recurring themes from the survey were the community atmosphere and the freedom for bigger kids to explore with friends.

The majority of suggestions for improvement from the survey were focussed on the quantity of food – the BBQ needed several top-ups and the sushi and cakes also sold out very early. Of course, cakes are donations and an unknown quantity. Other suggestions for improvement included improved pricing strategy – the varying prices for stalls, food and additional activities such as the 9D Cinema and Pony rides were found to be a little confusing.

Carnival Operators

The Committee and the survey respondents felt that the service provided by the Carnival Operators was not of sufficient quality to invite them to provide the rides for the Carnival in 2019. At a high level, the issues can be summarised as:

- Late arrival of Fairy Floss machine (delivered after repeated calls)
- Late arrival of sideshow alley prizes (delivered after repeated calls)
- Refusal to accept wristbands for access to rides in the last hour/ half hour of the Carnival
- Rides were old and there were perceived safety issues.

The P&C and the Committee feel that these issues are sufficient to warrant a discount on the residual payment owed to the Carnival Operators. These negotiations are ongoing and as such, a final total for the Carnival cannot yet be announced.

Knowledge Management

All stall guides and more detailed planning documents will be loaded onto the P&C Google drive for future Carnival Committees.

Conclusion

The Carnival Committee would like to thank all the parents, carers, relatives, staff, community members, sponsors and kids who made the Manly West Carnival such a great day.

Helen Yardley ran thou the highlights of the Carnival 2017 and it was believed to be a roaring success. Questionnaires circulated after the event had captured a snapshot of the feeling toward the carnival 2017 and most were happy with the event and highlighted the capacity for the older children to wander the event in safety as one of the highlights. The event was reported to have made 63K to 65K but final figures are yet to be finalised as discussions with the Carnival Operators are still undergoing.

4. AGENDA ITEMS

4.1. Vote to relaunch Events and Fundraising Committee – Passed

5. GENERAL BUSINESS

6. CLOSING

The Next Meeting is proposed for Tuesday, 27th March at 7.30pm in the School Library.

Meeting Closed at 9.30pm.