



# 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 Zoom Meeting ID: 613 7580 7173 Passcode: 189150

## MINUTES

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### 1. Meeting opened at 8:30pm

### 2. Conflict of interest

None declared

### 3. Attendance and Apologies

Members: Tony Falzarano (president), Helen Yardley (vice president), Jamie Murrell (vice president) Ken Douglas Hill (exec), Merdith Dundas (exec), Karen Petersen (exec), Clare Abbot, Jane Allen, Sarah Bickford, Kirsty Brown, Celia Butcher, Kelly Courtnall, Jo Day, Ali Devlin, Stephanie Donohoe, Sarah Falzarano, Luisa Fryday, Mark Gilbert, Megan Gilbert, Ben Goodland, Yvette Gooley Alison Gracia, Gayle Graham, Kate Grant, Anna Head, Emma King, Jessica Kirkham, Steph Lidbury, Faye Marden, Tracey Martin, Kate Mooney, Jamie Murrell, Kylie Pintos-Oliver, Angie Penn, Liv Pennie, Jo-ann Plowman, Rebecca Power Ashleigh Searle, Marc Stears, Vicky Stokes, Chiara Valente, Denisa Valera Hanike and Holly Vaughan

MWPS Executive: Julie Organ (principal), Amber Fuller (vice principal), Wendy Mwanga (vice principal) and Jenni Milburn (vice principal).

Apologies: Suzanne Cairns

### 4. Welcome to new members

Tony Falzarano, incoming president welcomed all new members to the P&C.

Ben Goodland nominated presiding officer for voting of motions and the filling of casual vacancies.

### 5. Minutes of 2020 Term 4 General Meeting

**Motion 1:** *That the MW P&C Association's Minutes of the 2020 Term 4 General Meeting be received and adopted.*

This motion was not tabled as there was insufficient time for members to review this document.

**Outcome: Held over**

**Action:** *To present the Minutes of the 2020 Term 4 General Meeting and associated Motion at the Term 3 General Meeting*

## 6. Review of Open Action Items from 2020 Term 4 General Meeting

Refer Motion 8 from the 2020 Term 4 General Meeting

### **Finance Manager position**

Applications now closed. Interviewed two strong candidates. Successful candidate will commence soon.

Refer Motion 10 from the 2020 Term 4 General Meeting

### **Swap for Good**

Canteen has joined the Northern Beaches Council's Swap for Good program which has reduced the use of single use plastics in the canteen.

Recent changes include:

- Single Use plastic cups no longer used in the canteen.
- Single Use sauces no longer used in the canteen
- Clingwrap almost gone – still on sushi rolls.
- Ice blocks in transition and introducing new Yog-pops
- New reusable containers introduced

Refer Motion 12 from the 2020 Term 4 General Meeting

### **Waste-free Wednesdays**

Waste-free Wednesday began in Week 1 of Term 2 and has had a great response.

- Landfill significantly reduced on Wednesdays
- Return and Earn of plastic bottles has raised approx. \$25 per week which will be used to support sustainability programs.
- Additional talks to students at assemblies
- Praised the student Waste Warriors
- Still more to do to reduce plastic wrapping waste throughout the P&C and the school.

**Motion 2:** *That the MW P&C Association's 2020 Term 4 General Meeting Action Items have been received.*

This motion was not tabled as there was insufficient time for members to review this document.

### **Outcome: Held over**

*Action: To present the Minutes of the 2020 Term 4 General Meeting and associated Motion at the Term 3 General Meeting*

## 7. President's Report

Report presented by Incoming President, Tony Falzarano

No new items discussed

## 8. MWPS Principal's Report

Report presented by Julie Organ - refer to Appendix for full report

Summary of topics included:

- Situational Analysis –Semester 2 2020 in readiness for School Plan 2021.
- School Plan 2021 -2024 Focus on Reading and Numeracy; Creative and Critical Thinking; Novice to Master with writing; Positive Behaviour Engaging Learners; Attendance and Parent Engagement.
- Annual School Report - Annual School Report 2020 was tabled and distributed to P&C members.
- External Validation –Panel this Thursday 3<sup>rd</sup> June; Learning Teaching and Leading against a School Leadership Framework.

- Novice to Master –Visible Learning using Solo Taxonomy research and increasing student knowledge
- Thank you to Manly West Staff for the unprecedented and relentless volume of work of major documents for the DOE expected in Semester 2, 2020 and Semester 1 2021. The staff have been able to produce all the above documents required and as well, continue the excellent learning, teaching and leading of the school.
- Manly West Vision 2021-2024
- P&C Parent Contribution Expenditure: air-conditioning, technology and chair
- Thank you to P&C led By Mrs Tracey Martin for Kindergarten Parent Evening and general support this year after transition from COVID-19, in 2020.
- Congratulations to Life Membership – Tracey Martin and Ben Goodland
- 100-year anniversary of MWPS.
- Congratulations to Tony Falzarano for his succession in 2021 as President of the P&C. We will look forward to working with Tony in the coming year.
- Thank you to the P&C community for their enormous support of the Staff and Students and School Community.

#### **9. Treasurer’s Report**

Report presented by outgoing treasurer Tony Falzarano - refer to Appendix for P&C Approved budget for 2021.

Summary:

P&C is tracking well against budget in Terms 1 and 2

#### **10. Sub-Committee Reports – Refer to Appendix for full reports**

##### **BAND**

Report presented by Emma King - refer to Appendix for full report

Summary of topics included:

- Band membership
- Semester fee structure
- Fee payment update
- 2021 performances, events, and reporting
- Band mentors and captains
- Bank handbook
- Duke of Edinburgh – band mentors
- Proposed dates for 2021 sub-committee meetings

##### **BASC**

Report presented by Sarah Falzarano – refer to Appendix for full report

Summary of topics included:

- Inactive waitlist policy
- Enrolments
- Approved projects
- Catering
- BASC Capacity
- Budget tracking
- New project submissions

## **CANTEEN**

Report presented by Kate Mooney – verbal report only

- Canteen is collecting plastic bottles every day.
- Kate asked the P&C President for clarification on whether the canteen needs to be a profit centre or a sustainable service. Tony explained that the canteen needs to be a bit of both so they can cover operating costs and have money in reserves to cover unforeseen costs such as equipment maintenance or replacement.
- Need for additional volunteers in the Canteen. Sign-up on the P&C website/volunteers.

## **ENVIRONMENT**

Report presented by Ali Devlin – refer to Appendix for full report

Summary of topics included:

- Waste-free Wednesdays
- Lost property
- Container sale
- Sustainable school events

## **KITCHEN GARDEN**

Report presented by Angie Penn – verbal report only

Need for additional volunteers in the Kitchen Garden. Sign-up on the volunteers page on the P&C website.

## **EVENTS AND FUNDRAISING**

Report presented by Tracey Martin – refer to Appendix for full report

Summary of topics included:

- Kindergarten Parent Cocktail Party
- Mother's Day Stall
- MW tea towels
- Thrive – MW Kitchen Garden Cookbook
- Entertainment Memberships
- The Athlete's Foot school reward program
- Planned events for 2021

## **SCHOOL ZONE SAFETY AWARENESS**

Report presented by Tracey Martin – refer to Appendix for full report

Summary of topics:

- New signage

## **SUN SAFETY**

No report tabled

## **UNIFORM**

Report presented by Alison Gracia – refer to Appendix for full report

Summary of topics included:

- Review of uniform options
- Second-hand uniforms
- Uniform shop air-conditioning
- New fabric for polo shirts
- Kindergarten packs
- Volunteers

**11. Review of the Term 2, 2021 Committee Reports**

**Motion 3:** *That the MW P&C Association’s Term 2, 2021 General Meeting reports have been received*

Moved: Gayle Graham

Seconded: Kate Grant

Carried

**12. Nominations for “Casual Vacancies” – Casual vacancy positions can be filled at any P&C General or Annual General Meeting.**

Elections were held for 2021 P&C Positions — See Appendix for the complete list of 2021 P&C elected positions and results.

Congratulations to the following new position holders:

Executive: Joanne Day

Band: Joanne Day (member)

Enrichment: Jane Allen (member)

Events and Fundraising: Stephanie Donohoe (convenor), Marina Daillecourt, Jamie Murrell, Liv Penny, Kate Raynor, Vicky Stokes, Holly Vaughan

Uniform: Jane Allen (member)

Class Parent Rep: Luisa Fryday.

**13. Correspondence**

Nil

**14. Other Business**

**Volunteer Drive**

- Volunteer numbers are down across all P&C service centres.
- What can be done to increase numbers? Perhaps a class roster each week to cover all regular volunteer positions across canteen, kitchen garden and uniform shop.
- There are 34 classes at MWPS.

**Action:** P&C Exec to discuss with the school and all relevant sub-committees to coordinate new volunteer drive campaign. Exec to work with the P&C communications officer to promote awareness.

**P&C Information Day**

- It was noted that not everyone in the school community understands the functions of the P&C and what is involved.
- Recommendation made to hold a P&C Day at school to promote the committees and gain new members.
- P&C Day is tabled for the first Wednesday of March each year. Consideration could be given to hold this information day then. Refer to [P&C Federation Quick Reference Guide – P&C Day](#)

**Action:** P&C Exec to discuss with the school and all relevant sub-committees to consider introducing a P&C information day. Exec to work with the P&C communications officer to promote awareness.

### **Use of existing P&C funds**

Tony spoke about the planned expenditure of the P&C funds and explained about recent discussion held at the finance meeting regarding big picture plans that included the Hall upgrade, new playground equipment and new seating.

Julie explained that Manly West has some of the best facilities in the area. Projects for 2021 include:

- Water on the oval – to meet with Justin Walker from Asset Management Unit next week.
- K-2 toilets total refurbishment
- Chicken coup upgrade
- Year 6 students to dedicate seat to the Carys.

Other big expenditure is the maintenance of the trees for safety reasons. Arborist and maintenance costs around \$20k each year.

### **Graffiti at MWPS**

School was recently vandalised and a lot of graffiti appeared on the outside of the uniform shop, sports room and fete room. General Assistants have been working all week to remove it.

Julie Organ reported that MW has recently installed a number of new security cameras and also encouraged parents to report any unusual behaviour on school grounds outside of school hours to the school security – the number appears on the LED noticeboard.

15. Meeting closed at 10:10

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**General Meeting Reports** are available on the P&C website

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

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The 2021 Term 2 General Meeting Minutes will be presented for approval at the 2021 Term 3 General Meeting scheduled for 24 September 2021.

## **The Minutes of the Term 2 General Meeting held on 1 June 2021 have been confirmed and passed**

Once approved and ratified by the members attending the AGM,  
these draft minutes will be known as approved minutes

Confirmed (attendee): \_\_\_\_\_

Approved: (President) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

- Appendix 1: Referenced Documents – page 7
- Appendix 2: Term 2 Reports – page 8
- Appendix 3: Election results for 2021 casual vacancies – page 19

### Appendix 1

## Referenced Documents

Links to the documents in the minutes of the 2021 T2 General Meeting appear below.

Also available on the P&C website [www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)

- [2020 Term 4 General Meeting Minutes](#) – held 1 December 2020
- [2021 Term 2 General Meeting Agenda](#)
- [Approved Budget](#) – Financial Year January to December 2021 approved at AGM
- [P&C Constitution](#)
- [P&C Rules and By-Laws](#)

Also available on the P&C Federation website <https://www.pandc.org.au/faqs/>

- [P&C Federation Quick Reference Guide – P&C Day](#)

## 2021 Term 2 - Reports

### President's Report

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2021 Incoming President to provide verbal report

### Principal's Report

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MWPS Principal's Report

- 1) The Principal and Exec Team talked about each of the following points regarding the first semester 2021.
  - Situational Analysis –Semester 2 2020 in readiness for School Plan 2021.
  - School Plan 2021 -2024 Focus on Reading and Numeracy; Creative and Critical Thinking; Novice to Master with writing; Positive Behaviour Engaging Learners; Attendance and Parent Engagement.
  - Annual School Report - Annual School Report 2020 was tabled and distributed to P&C members.
  - External Validation –Panel this Thursday 3<sup>rd</sup> June; Learning Teaching and Leading against a School Leadership Framework.
  - Novice to Master –Visible Learning using Solo Taxonomy research and increasing student knowledge;
  - Thank you to Manly West Staff for the unprecedented and relentless volume of work of major documents for the DOE expected in Semester 2, 2020 and Semester 1 2021. The staff have been able to produce all the above documents required and as well, continue the excellent learning, teaching and leading of the school.
  - Manly West Vision 2021-2024

All students reach their full potential to succeed academically and thrive as healthy, active, critical and creative thinkers and local and global life-long learners who connect and contribute to their school community and society.

#### **Why:**

We want a student centred vision that enables our Manly West students to reach their full potential.

#### **How:**

This vision is promoted in a respectful, supportive and challenging learning environment that incorporates school wide collective responsibility in partnership with staff, students, parents and caregivers.

#### **We will focus on:**

Strong foundations and high expectations particularly in Literacy and Numeracy.

Teaching and learning confidence of staff and students continually being enhanced and refined.



Effective Visible Learning practices, high impact Professional Learning and close learning partnerships with parents.

2) Thank you P&C

- \$40000 technology –New Computers which support us with NAPLAN computers across the school. This was our first time doing NAPLAN online.
- \$40000 – Air conditioning approximately \$4500 per room – waiting for Asset Management Unit from Department of Education to give the go ahead for installation.
- \$6000- Chair for student- explained that we have a student who passed away in Year 2 and her current class is Year 6. We will organise a chair and sign for her at MW.
- Thank you to P&C led By Mrs Tracey Martin for Kindergarten Parent Evening and general support this year after transition from COVID-19, in 2020.

3) Congratulations to Tracey Martin on her Life Membership and Ben Goodland for his Life Membership of P&C. We are very grateful to both these life members for the extraordinary contributions to the P&C over many years. They have both streamlined many of the P&C services. As volunteers of the P&C which is a \$2million business, they worked an incredible number of hours behind the scenes including updating Employee contracts for the BASC, Canteen, Band and Uniform businesses. They also led P&C major events and were responsible for contributing towards the new BASC buildings to increase the number of places available for parents. There are also a myriad of other responsibilities that both Ben and Tracey have taken on including the Communications to parents and the community and overseeing of all the P&C Committees and the school community.

4) In 2022, we will be celebrating our 100-year anniversary. We would like to have the P&C Events Team supporting us as well as any members who would like to be on the Committee. We will start a Centenary Committee in the second semester to organise the events for 2022. Please contact the Principal for queries.

5) Congratulations to Tony Falzarano for his succession in 2021 as President of the P&C. We will look forward to working with Tony in the coming year.

Thank you to the P&C community for their enormous support of the Staff and Students and School Community.

Julie Organ  
Principal  
Manly West PS

## Finance Report

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Tony Falzarano made mention to the [2021 Proposed Budgets](#) presented at the Annual General Meeting

### **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

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### 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

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
<b>Mon</b>	-	198	<b>110</b>	155
<b>Tue</b>	-	182	<b>114</b>	176
<b>Wed</b>	-	191	<b>86</b>	172
<b>Thur</b>	-	179	<b>102</b>	175
<b>Fri</b>	-	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

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### Verbal report

Kate Mooney  
Canteen Coordinator

## Environment Committee

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### Waste-Free-Wednesday (WFW)

In collaboration with the school, SRC and Canteen we successfully launched Waste-Free-Wednesday on 21<sup>st</sup> 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 19<sup>th</sup> 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**

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### **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  
Several were sold at the Mother's Day stall.

### **Thrive – The Manly West Kitchen Garden Cookbook**

Continue to be sold in the uniform shop and via Flexischools

### **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

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### 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

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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 favour, Ashleigh will find a supplier and get them in for next summer.
2. Information regarding what items of second-hand 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 filled 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 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 Flexischools orders. With the change of season, we expect the orders to increase again at the start of term two.

Alison Gracia  
Uniform Convenor

## Election results for 2021 P&C Casual Vacancies

Casual Vacancy positions can be filled at any P&C General or Annual General Meeting.

### 2021 P&C Nominations – Term 2 General Meeting

Committee	Position	Nominee	Seconded	Outcome
<b>OFFICE BEARERS</b>	Treasurer			Casual Vacancy
<b>EXECUTIVE</b>	Executive 5	Joanne Day	Kate Mooney	Carried
	Executive 6			Casual Vacancy
<b>BAND</b>	Member 2	Joanne Day	Gayle Graham	Carried
	Member 3			Casual Vacancy
	Member 4			Casual Vacancy
<b>BASC</b>	Secretary			Casual Vacancy
	Member 4			Casual Vacancy
<b>CANTEEN</b>	Member 1			Casual Vacancy
	Member 2			Casual Vacancy
	Member 3			Casual Vacancy
	Member 4			Casual Vacancy
<b>FINANCE</b>	Convenor			Casual Vacancy
	Member 6			Casual Vacancy
<b>UNIFORM</b>	Member 1	Jane Allen	Kate Mooney	Carried
	Member 2			Casual Vacancy
	Member 3			Casual Vacancy
<b>ENRICHMENT</b>	Convenor			Casual Vacancy
	Member 2	Jane Allen	Kate Mooney	Carried
	Member 3			Casual Vacancy
	Member 4			Casual Vacancy
<b>EVENTS AND FUNDRAISING</b>	Convenor	Stephanie Donohoe	Tracey Martin	Carried
	Member 1	Marina Daillecourt	Stephanie Donohoe	Carried
	Member 2	Jamie Murell	Sarah Bickford	Carried
	Member 3	Live Penny	Sarah Bickford	Carried
	Member 4	Kate Raynor	Jamie Murrell	Carried
	Member 5	Vicky Stokes	Jessica Kirkham	Carried
	Member 4	Holly Vaughan	Jamie Murrell	Carried

<b>ENVIRONMENT AND KITCHEN GARDEN</b>	Member 4			Casual vacancy
<b>GOVERNANCE</b>	Member 2			Casual Vacancy
	Member 3			Casual Vacancy
	Member 4			Casual Vacancy
<b>SCHOOL ZONE SAFETY</b>	Convenor			Casual Vacancy
	Member 1			Casual Vacancy
	Member 2			Casual Vacancy
	Member 3			Casual Vacancy
	Member 4			Casual Vacancy

**Additional ad-hoc sub-committees will be formed as needed**