

Meeting	2019 Term 1 2019
Meeting Date	Tuesday 26th March 2019
Time and Location	7:30pm at School Library, Manly West Public School.

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- 1. Welcome and Opening of Meeting - meeting opened at 7.40pm**
 - 2. Minutes of Previous Meeting**

[AGM Meeting held on 27 March 2018.](#) - Approved by Helen Yardley and David Ford

- 3. Manly West P&C Outgoing President Report 2019**

The Manly West P&C Association has had a very busy and successful year.

Our year was characterised by the delivery of major projects that have been planned and developed over a number of years, starting new projects, a steady commitment to the ongoing delivery of important services to the school community and recognition for some of the amazing services the P&C provides.

The New COLA - The Manly West community has been raising funds for a new COLA for a number of years.

This project came to fruition this year with the delivery of a light and airy COLA over the basketball courts over the summer holidays at a cost of a projected \$250 000.

This new facility provides sun shelter, significantly reducing the heat of the bitumen and the school, as well as rain protection. It also permits a whole of school assembly (weather permitting).

This project wouldn't have been possible without additional funds being contributed by the school and the NSW Government's Stronger Communities Programme.

Providing More Before and After School Care - Important steps have been made this year to address the significant before and after school care shortages that we have at our school.

At a Special Meeting on 17 December 2018 our association resolved to fund two new demountables that would extend our BASC offering by 40 places. It was also confirmed that the

school was able to provide us with access to the STEAM room in 2019 which would permit another 20 places to be offered morning and afternoon.

These initiatives will mean that the P&C will be able to extend its BASC offering from 150 places to 210 places.

This is a very significant project that would not have been possible without the time and effort of Tony Falzarano, Guy Holley, Sarah Falzarano, Sarah Peters, Anne Quattroville and Julie Orgen.

This is an exceptional result and will go some way to addressing the shortages that place so much financial and other hardship on our school community.

Band, Canteen and Kitchen Garden Receive Well Deserved Recognition - This year all our bands, under the expert guidance of Penny Coucill, took out gold at all levels. In addition to this amazing achievement our canteen and kitchen gardens have also received well deserved recognition.

Uniform - This year the uniform committee successfully reviewed the girls winter uniform. These changes will see a reduction of costs for parents with girls, if they avail themselves of the changes, as well as move the girls uniform towards a more unisex option. The existing uniform options remain unchanged and continue to be available to girls if they wish.

A very big thank you to Natalya who does such a great job of running our uniform shop.

Traffic - With Kiss and Drop regularly being a pain point for the community the Traffic Committee has done an excellent job of organising the Safety Drive education program for kindy parents at the beginning of this year. In addition, the Traffic Committee has reviewed the streets around the school and have resolved that the Northern Beaches Council should conduct a review of the current signage. I have been pleased to send correspondence to the Northern Beaches Council on this matter. A very big thank you to David Ford for his efforts in this important area.

Environment - The Environment Committee has gone from strength to strength this year and has done an excellent job of supporting the Kitchen Garden which is very ably managed by Angie Penn and Beth Dowdle. In addition the Environment Committee has overseen the outdoor landscaping project in front of the year 4 and 5 rooms and establishment of an outdoor classroom at a cost of \$80,000. Our thanks to the school for its support on this important project.

A Giant Thank You - There is hardly a day where a child at Manly West won't use some of the excellent services and facilities that the Manly West P&C has provided.

All those who are involved in the P&C currently, or have been involved in previous years, should feel justifiably proud of the very significant contribution that the P&C makes to the school and by extension to the lives of Manly West children.

This is only possible as a result of the dedication and commitment of both our volunteers and our excellent staff.

There are too many people to thank everyone but I do want to say a very special thank you to the 2018 P&C Executive office bearers Tony Falzarano, Tracey Martin, Ben Goodland and Megan Harries. I would also like to thank the entire 2018 P&C Executive for their time, commitment and good counsel.

Special thanks also go to all our staff, including Suzanne Cairns, Gabriel Davis and Ruth McDougall.

Melina Rohan
2018 Manly West P&C President

4. Treasurer's Report including the Audit Report.

From Finance perspective, the P&C had another busy year in 2018, with the focus being on completing a number of major projects and looking at expansion options for BASC.

Covered Outdoor Learning Area (COLA) Project – \$150,000 P&C contribution in 2018 - The P&C has been raising funds for this project over a number of years as parent and student feedback was that the school needed a lot more shaded outdoor area to protect students from too much sun exposure. The COLA was completed in January this year and the feedback from students, teachers, BASC staff and parents has been overwhelmingly positive.

The total budgeted cost of the COLA was \$265,000, of which \$200,000 was to be funded by the P&C and \$65,000 by the school. The P&C payment was to be spread over 3 years, with \$150,000 in 2018 and \$25,000 in 2019 and \$25,000 in 2020. We were very pleased to hear from Julie Organ a few weeks ago that the Department of Finance advised that the actual cost came in at \$224,231 (\$34,769 below budget!). Julie also advised that the savings would be passed back to the P&C. As a result, the P&C only needs to contribute \$15,231 in 2019 to finalise its contribution to the project.

The P&C would like to thank the NSW Government for a \$20,000 grant that was received this project under its 2017 Community Building Partnership program.

Installation of Solar Panelling – \$20,000 P&C contribution in 2017 - This was another multi-year project that was completed last year through a combination of school and P&C funding. Solar panelling was installed on the school hall and was to be installed on the Kindergarten building. However, due to issues with the pitch of the roof on the kindergarten building the solar panelling on that roof could not be completed. As a result, the contractor is refunding part of the costs paid for this project. The P&C will get a refund of \$8,467 from the \$20,000 contribution it paid in 2017. This refund will be received in the next month or so and will be used to pay part of P&C's remaining balance due for the COLA, reducing the balance to be paid from P&C reserves to \$6,784.

BASC Playground Update - \$80,000 P&C contribution in 2018 - This project was also completed in 2018 and involved upgrading the "dead" area between the old BASC building, the new BASC building and the Years 3-4 classrooms. The P&C paid \$80,000 to the school from BASC reserves in 2018 to fund this project.

BASC Expansion - \$199,322 P&C Budgeted Provision in 2019 - As mentioned by Melina Rohan in her President's Report, this project was a major focus of the P&C in 2018. After extensive discussions between the P&C, Julie Organ, representatives from the Department of Education Asset Management Unit & BASC Management, a solution was found whereby the P&C could

purchase 2 new demountable buildings for \$164,166 and have them installed between the school hall and the cricket nets to provide an additional 40 BASC spaces.

The P&C agreed to this purchase using BASC Reserves at a Special Meeting in December last year. The P&C also agreed that any unallocated BASC Reserves at the end of 2018 could be used to fund the out of scope work such as connecting the electricals to the school, internal furniture and equipment and a contingency margin. The total allocated from BASC reserves for this project in the 2019 budget is \$199,322.

Other Financial Contributors in 2018 - As can be seen from the attached audited Financial Statements for the year ended 31 December 2018, the P&C is still in a very healthy financial position at the end of 2018, despite the payment of \$230,000 during the year for major projects. Net assets at the end of the year were \$520,664 (compared to \$536,926 at the start of the year).

Major contributors to the strong financial position included:

- BASC – \$55,510;
- Parent Contributions - \$37,225;
- Uniform – \$31,961;
- State Government Grant for COLA – \$20,000;
- Kitchen Garden Levy - \$18,375;
- Fundraising – \$15,688; and
- Canteen - \$8,769

It is also worth noting that total BASC fees including the Government Fee Relief was \$962,722. Of this amount \$784,039 was expended on salaries and other employee related expenses and \$116,969 on other costs.

Budgets for 2019 - The budgets for 2019 are also attached. Note that the 2019 budget for BASC includes allowance for an additional 20 spaces from the start of Term 2 and a further 40 additional spaces from the start of Term 3. Expenses also include the new BASC lease fee and the increased costs expected due to the additional spaces to be offered in Terms 2 and 3.

Audit Report -

<https://drive.google.com/file/d/0B6GnNCRFbdIFWkRYcGhGRWlnY051UW9HbkU0b0RDYXlxaVhr/view?usp=sharing>

MW P&C Budget 2019

Operating Budget vs Actual 2018		2017 Budget	2018 Budget	2018 Actual	2019 Budget
	No of students				
				\$ Value/ student	
Reserves as at 1/01/2018				\$208,481	
INCOME					
Canteen Contributions		3,000	3,000	5,000	5,000
Uniform Shop Contributions		7,000	10,000	15,000	12,000
Fundraising Activities less expenses		72,000	10,000	14,027	50,000
Donations and Gift Income				300	
P&C Parent Contributions		50,000	30,000	37,225	35,000
Grant -		15,000	-	20,000	
Enrichment		-	2,200	4,368	2,200
Kitchen Garden Levy Income			18,375	18,375	18,375
Interest			220	218	220
Other Income	Entertainment book, member, return&earn		1,700	1,107	1,700
Total Income		147,000	75,495	115,619	124,495
EXPENSES					
Legal Fees		1,000	-	-	
Audit		2,970	2,970	2,270	2,270
P&C Functions		2,500	2,000	451	2,000
Wages	Admin, Bookkeeping, Payroll incl wcomp	22,000	20,202	22,386	20,750
Employment Expenses		-	2,600	1,685	2,600
Grants Band & Yr 6 Function	\$1000 each	2,334	2,000	2,106	2,000
General/Other & Gift exps	Carys donation	-	-	-	
Insurance		2,538	2,500	1,404	2,000
Workshops	Enrichment committee events	5,000	2,200	4,114	2,200
Bushlink		-	5,800	4,730	5,800
Kitchen Garden	Wages & expenses	200	12,874	15,538	17,627
Stationery & Postage		-	500	653	700
Technology MYOB/Skoolbag App		-	1,750	853	1,000
Gifts		500	500	1,180	1,000
Bank Fees		-	200	398	200
P&C Donations School enrichment programs		-	30,000		30,000
Gen Rep&Maint- Water tank install & BASC upgrade toilet & Painting *				-	
Shade Shelter		10,000	-	150,000	
		49,042	86,096	206,972	90,147
Deficit/Surplus		97,958	- 10,601	- 91,353	34,348
Expenditure for School					
Literacy, numeracy & library - From Parent contributions			33,199		30,000
Solar Panelling 17 - From cash reserves			20,000		
Enrichment - Balance from Reserves			16,801		
			70,000		30,000
Total to School					30,000
Remaining funds in Building Fund					
Cash Reserves P&C					
Building Account				817.62	
General Account				41962.30	
Carnival Account(fundraising)				90227.60	
Less Liabilities				-11394.78	
Total Cash Reserves as at 31 December 2018	Estimate			121612.74	
Add Operating Surplus/(Deficit) 2019					\$ 34,348.00
Less Donations from reserves					
Expected Surplus as at 31 December 2019					\$ 155,960.74

MANLY WEST BASC BUDGET 2019

		TOTAL Budget 2019	Budget 2018	Actual 2018
Actual Equity as at 31/12/2018		\$255,209	\$199,698	\$199,698
Less Working Capital		-\$100,000	-\$90,000	-\$90,000
		\$155,209	\$109,698	\$109,698
Income				
BSC		\$466,983	\$356,388	}
ASC		\$771,268	\$590,943	
PFDs		\$10,030	\$7,800	
Non Notification Fees etc	<i>New</i>	\$3,700		\$3,120
Interest		\$1,500	\$4,000	\$4,426
Donations				\$24
Total Income		\$1,253,481	\$959,131	\$967,149
Expenditure				
Wages and on Costs				
Gross Wages, Super, Workers' Comp, LSL & Sick Leave Liabilities, Laundry Allowance		\$1,026,700	\$824,600	\$779,783
Staff Uniform		\$2,100	\$3,000	\$300
Staff Expenses including Training & Team Meetings		\$7,000	\$5,500	\$3,956
		\$1,035,800	\$833,100	\$784,039
Consumables				
Groceries	<i>Allow for a different way of providing</i>	\$55,870	\$45,300	\$39,398
Children's Craft, Activities, Games & Equipment		\$15,400	\$12,000	\$8,416
Enrichment Program		\$43,167	\$42,000	\$31,878
		\$114,437	\$99,300	\$79,692
Administration				
Printing, Stationery & Postage		\$3,453	\$2,800	\$2,005
Advertising		\$1,400	\$1,000	\$0
Bank & Ipay Charges	<i>based on 2018 experience (58% c/c)</i>	\$11,717	\$8,800	\$8,838
BASC Insurance Cover	<i>New</i>	\$2,600		\$2,424
Employment Advice & Insurance	<i>Reduced cost over 3 yr contract</i>	\$6,300	\$10,000	\$6,740
Software & Support incl Payroll/Rostering		\$6,537	\$5,300	\$5,043
Telephone & Internet		\$6,167	\$3,500	\$4,600
Rental Licence Agreement	<i>New</i>	\$40,347		\$0
		\$78,520	\$31,400	\$29,650
Other Expenditure				
Capital Expenditure		\$5,600	\$4,000	\$494
General Equipment	<i>cpi</i>	\$5,740	\$4,000	\$4,000
National Quality Framework	<i>incl tablets for electronic sign-in</i>	\$7,000	\$2,000	\$1,838
Miscellaneous		\$1,680	\$1,200	\$845
Minor Repairs & Maintenance	<i>(2018 does not incl aircon m'nce)</i>	\$3,083	\$2,500	\$450
		\$23,103	\$13,700	\$7,627
Total Expenditure		\$1,251,860	\$977,500	\$901,008
Net Income (Deficit)		\$1,621	-\$18,369	\$66,141
Major Capital Works				
New Building incl Delivery & Stairs		\$164,116		
Fit-Out of New Building incl cupboards, blinds, furniture & equipment		\$25,000		
Contingency		\$10,206		
Total allocated from reserves		\$199,322		

Vote Taken to endorse the Budget for 2019 - Passed by majority

5. Election of Officers and Executive

At our annual general meeting all Officer and other positions become vacant and then be filled by nomination, and where necessary by ballot of members. All nominees shall be members of the association.

President - Provides leadership, chairs all general and executive committee meetings of the association. Acts as a spokesperson for the association, reports to Parents and Citizens Association meetings about the activities of the P&C, supervises the functions of other office bearers. Ensures adequate and efficient communication exists between the members of the association and the members of the school board, encouraging parents to participate.

Position	Nomination	Nominated By	Seconded By
President	Tracey Martin	Tony F	Sharah F

Vice President - Steps into the role of the President should they be unavailable and undertakes tasks to reduce the workload of the President. The Vice President needs to: be familiar with the operation of the P&C, be acquainted with the duties of President and understand meeting rules and procedure.

Position	Nomination	Nominated By	Seconded By
Vice President 1	Ben Goodland	Ben Goodland	Melina
Vice President 2	Gayle Graham	Gayle Graham	Tracey Martin

Secretary - Draws up, in consultation with President, the meeting agendas, keeps full and correct Minutes of the P&C's proceedings, acts upon decisions as directed by the meeting, attends to the correspondence of the association, looks after the association's documents, maintains a register of financial and ex-officio members if applicable.

Position	Nomination	Nominated By	Seconded By
Secretary	Melina	Melina	

Treasurer - Responsible for all funds received and expended by the association. Prepares regular reports to P&C meetings. Holds ultimate responsibility for all funds, including all subcommittee accounts.

Position	Nomination	Nominated By	Seconded By
Treasurer	Tony Falzarano	Gayle Graham	Gayle Graham

Executive Committee - Attends quarterly executive meetings to decide direction of the P&C and vote on any matters required. The executive is responsible for executing resolutions made at association meetings and reports back to the members. Gathers information for policy submissions.

Position	Nomination	Nominated By	Seconded By
Executive 1	Ken Douglas	Ken Douglas	Tony Falzarano
Executive 2	Ruth Galloway	Vicky Stokes	Kate Grant
Executive 3	Jessica Kirkham	Jessica Kirkham	Tracey Matin
Executive 4	Richard Griffiths	Richard Griffiths	Frank Mathison
Executive 5	Vicky Stocks	Vicky Stocks	Karen Petersen
Executive 6	Kirsten Highnam	Kirsten Highnam	Kate Grant

Finance Committee - Manage the funds of the association and its subcommittees. Monitor the expenditure of P&C funds given to the school. Advise the school on P&C financial matters as required.

Position	Nomination	Nominated By	Seconded By
Finance Chair	Melina Rohan	Melina Rohan	Kate Grant
Finance Rep #1	Karen Petersen	Karen Petersen	Kate Grant
Finance Rep #2	Meredith Dundas	Meredith Dundas	Kate Grant

Events Committee Co-ordinates fundraising events (and fun events!) to provide the necessary funds to the P&C in order to achieve budget commitments.

Position	Nomination	Nominated By	Seconded By
Events & Fundraising Co-Ord	Meredith Dundas	Meredith Dundas	Kate Grant
Events & Fundraising Rep #1	Michelle Terry	Michelle Terry	Kate Grant
Events & Fundraising Rep #2	Jenny Dean	Jenny Dean	Kate Grant
Events & Fundraising Rep #3	Vicky Stokes	Vicky Stokes	Kate Grant

Uniform Committee - Assist the Uniform Shop in the provision of new and used school uniforms and accessories for sale to parents and reviews and makes recommendations on uniform policy.

Position	Nomination	Nominated By	Seconded By
Uniform Co-Ord	Vicky Stokes	Vicky Stokes	Kate Grant
Uniform Rep #1	Ashley Searle	Ashley Searle	Kate Grant
Uniform Rep #2	Lucinda Bratby	Lucinda Bratby	Kate Grant
Uniform Rep #3			

Canteen Committee - Oversees the overall running of the school canteen and implements the canteen policy. Ensures the canteen maintains a healthy menu and organises special days / events for the school community.

Position	Nomination	Nominated By	Seconded By
Canteen Co-Ord	Audrey Watson	Audrey Watson	Kate Grant
Canteen Rep #1	Helen Yardley	Helen Yardley	Kate Grant
Canteen Rep #2	Meredith Dundas	Meredith Dundas	Kate Grant
Canteen Rep #3	Sarah Bickford	Sarah Bickford	Kate Grant
Canteen Rep #3	Lucinda Bratby	Lucinda Bratby	Kate Grant

Environment Committee - Co-ordinates and supports projects that improve the ecology and quality of the school grounds, reduce the school's impact on the environment and raise awareness of the importance of caring for the environment.

Position	Nomination	Nominated By	Seconded By
Environment Co-Ord	Richard Griffiths	Richard Griffiths	Kate Grant
Environment Rep #1	Jessica Kirkham	Jessica Kirkham	Tracey Martin
Environment Rep #2	Jo Holle	Jo Holle	Kate Grant
Environment Rep #3	Ken Dundas-Hill	Ken Dundas-Hill	Kate Grant

ENRICHMENT COMMITTEE - Enrichment Committee organise fun learning experiences that can't readily be included in the school curriculum.

Position	Nomination	Nominated By	Seconded By
Enrichment Co-Ord	Audrey Watson	Audrey Watson	Kate Grant
Enrichment Rep #1	Bec Sutherland	Bec Sutherland	Kate Grant
Enrichment Rep #2	Kate Mooney	Kate Mooney	Kate Grant
Enrichment Rep #3	Emma King	Emma King	Kate Grant

TRAFFIC COMMITTEE – Reach agreement with the school community re traffic safety. Consult with the local council to determine if the school environment is suitable and develop policies and procedures to administer initiatives.

Position	Nomination	Nominated By	Seconded By
Traffic Co-Ord	David Ford	David Ford	Audrey Watson
Traffic Rep #1	Amy Jackson	Amy Jackson	Audrey Watson
Traffic Rep #2			
Traffic Rep #3			

BASC (Before and After School Care) COMMITTEE - Works in conjunction with the BASC staff to co-ordinate before and after school care for students.

Position	Nomination	Nominated By	Seconded By
BASC Chair	Sarah Falzarano	Sarah Falzarano	Kate Grant
BASC Treasurer	Guy Holly	Sarah Falzarano	Kate Grant
BASC Secretary	Elton	Sarah Falzarano	Kate Grant
BASC Rep #1	Deb	Sarah Falzarano	Kate Grant
BASC Rep #2	Tim	Sarah Falzarano	Kate Grant
BASC Rep #3			

Band Committee Works in conjunction with the music/band director to administer the four school bands. The school band program is from year 3 onwards.

Position	Nomination	Nominated By	Seconded By
Band Co-Ord	Bec Sutherland	Bec Sutherland	Kate Grant
Band Rep #1	Emma King	Emma King	Kate Grant
Band Rep #2	Kirsten Highnam	Kirsten Highnam	Kate Grant
Band Rep #3			

Kitchen Garden - to assist the kitchen Garden in the provision of our outdoor classroom for use by teachers and students from K-6, as well as being a tool for teaching sustainability and environmental education..

Position	Nomination	Nominated By	Seconded By
Kitchen Garden Co-Ord			
Kitchen Garden Rep #1			
Kitchen Garden Rep #2			
Kitchen Garden Rep #3			

Carnival Committee - Coordinate the two yearly school carnival. Including sourcing of rides and management of the event.

Position	Nomination	Nominated By	Seconded By
Carnival Co-Ord			
Carnival Rep #1	Kathy Hobbs	Kathy Hobbs	Kate Grant
Carnival Rep #2			
Carnival Rep #3			

Class Parent Co-Ord - Communicates to the school class parents community for the P&C

Position	Nomination	Nominated By	Seconded By
Class Parent Co-Ord	Kate Grant	Kate Grant	Bec Sutherland

Sun Smart Representative - to develop and implement a sun protection policy that minimises student and staff over-exposure to UV radiation, and reduces the risk of skin cancer.

Position	Nomination	Nominated By	Seconded By
Sun Smart Rep	Laura Worley		Helen Yardley

6. **Appointment of the Auditor** - No Change

7. **Membership Fees** - No change

8. **By-Law Changes** - Passed

Current

4) **Annual General Meeting** The annual general meeting of the association shall be held in **November** of each year, in conjunction with and preceding the ordinary general meeting for that month. As the financial year finishes **31 October** the audited accounts presented at the AGM will be from the previous year. Management accounts for the year just finished will also be presented. The agenda of the annual general meeting shall include setting the membership fee of the association for the ensuing year.

Change too -

4) **Annual General Meeting** The annual general meeting of the association shall be held in **March** of each year, in conjunction with and preceding the ordinary general meeting for that month. As the financial year finishes **31 December** the audited accounts presented at the AGM will be from the previous year. Management accounts for the year just finished will also be presented. The agenda of the annual general meeting shall include setting the membership fee of the association for the ensuing year.

The Next Meeting AGM is proposed for 24 March 2020 at 7.30pm in the School Library.

Meeting Closed at 9.10 pm