



# Manly West Primary School P&C Annual General Meeting 2014 Minutes

<b>Meeting Date:</b>	25 November 2014
<b>Time:</b>	7.30pm
<b>Location:</b>	School Library
<b>Attendees:</b>	PLEASE ENSURE YOU SIGN ATTENDANCE SHEET AT FRONT DESK
<b>Apologies:</b>	Fred Kelly, Siobhan Chaston, Gretchen Hart, Megan Harries, Helen Yardley, Bec Sutherland, Val Macdonald

## 1. Welcome, Apologies, Acceptance of previous minutes

- Welcome
- Apologies
- Previous 2013 AGM minutes acceptance moved by Deb Stewart seconded by Amanda Farrar

## 2. President's Report - Catherine Williams

### **Manly West P & C President's Report 2014**

Welcome to the final meeting for the 2014 P & C Committee. It's been another wonderful year at Manly West and I'd like to start with a huge thank you, not only to all the committee and sub-committee members, but also to all the parents, family members and friends who contributed and supported the P&C – your support made all of our achievements in 2014 possible.

It takes a very dedicated team to accomplish what we have this past year and it has all been made possible by working in partnership with the school. In 2014 the P & C returned over \$300,000.00 to the school in various programs and projects, including a 'brand new' school oval, new play ground equipment and the refit of the Mac Computer Room.

The start of the New Year saw the arrival of a brand spanking new BASC facility, fully funded by BASC funds accumulated over the past few years. This has provided much needed additional spaces and, whilst there are still families on the wait list, it has certainly helped to cater for the ever increasing demand for care outside of school hours. The BASC committee should be applauded for their efforts in seeing this project through to fruition – and to Sarah, Anne and Ruth, thank you for ensuring such a smooth transition for staff and families.

Congratulations and thanks to Fiona Pearse and her small army of volunteers for delivering such an array of fantastic events for the whole school community this year. The fundraising committee raised more than \$44,000.00, a huge achievement in a non-carnival year, and managed to ensure that a lot of fun was had whilst fundraising....that in itself is quite an achievement!

Thanks to Isobel and Shona who do an unbelievable job in the canteen, their hard work and dedication does not go unnoticed. We have worked together this year to formalise an agreement



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that sees them move into Permanent Part-time employment, rather than casual, providing important job security and peace of mind. A big thank you to Heather Bray, Canteen Coordinator, and the Canteen Committee for their assistance throughout the year. Without such dedicated staff and volunteers we wouldn't be able to operate a canteen in which all the profits are directed back into the school for the benefit of all students.

Natalya Hansson took over the reins in the Uniform Shop this year and has done an outstanding job. We are very fortunate to have this facility onsite and now with the addition of the girls' summer dresses, it is really a 'one stop shop' for Manly West families.

The Enrichment Committee, as always, provided something brilliantly different to the usual academic or sporting activities for the children. The Whizz Kids' weekend was a huge success with its writing and art workshops, plus the creation of some of the maddest student scientists Manly West has ever seen. Thank you to Anita Tymkiw and Annabelle Lukin for their dedication to these activities that make the children's school experience just that bit more 'awesome' in the true sense of the word!

The Environment committee has overseen extensive replanting and mulching around the school, particularly near the new Oval. Their working bees are productive both for physically getting the job done and socially, as teachers, parents and children work side by side – win win! Thank you to Amanda Farrar and Catherine Kiss for all their work and for and keeping our ties with Bushlink strong, another fantastic leaning opportunity for Manly West students. The Kitchen Garden team, led by Holly Docker, has provided an amazing outdoor classroom for our children, plus free veggies for the Canteen and, for a small price, for MW families– very entrepreneurial!

Our Band program continues to go from strength to strength with some amazing achievements in 2014. We thank the Band Committee for all their hard work and commitment to the musicians of the future, and to Penny Coucill, thank you for your leadership - we are incredibly grateful for your amazing contribution to the Manly West Band program over the past decade....yes, 10 years this year...extraordinary!

I would like to thank our new Principal, Mrs Julie Organ who has started her time here at Manly West in the best possible way, by being fully involved in all aspects of our school and we look forward to the future with her at the helm. Thank you also to Deputy Principals Adrienne Bruce and Wendy Mwanga, executive staff, teachers and office staff for all the ongoing support they give to the P & C and more importantly to the students of Manly West.

In closing, 2014 has been a wonderful year, full of activities, fundraising and some good old fashioned hard work! All of this has led to the improvements you see around you and those not so noticeable. I am very sad to be stepping down – but when I look back on all the many things we have achieved together. I feel privileged to have been involved and very proud of everything we have accomplished over the past few years. I wish the incoming P&C committee all the very best for 2015 and beyond.

Cath Williams



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### 3. Principal's Report - Julie Organ

2014 has been a very successful year for partnerships with students, staff, parents and the wider school community. These partnerships have enabled Manly West PS to have increased facilities and resources and enhance the programs and opportunities being already offered to our students. The new multi-purpose oval and playground equipment have been wonderful additions to the school playground. The new BASC building this year has also accommodated many of our families who were previously on waiting lists to access BASC. The refurbished library annexe now called 'Lapland' with new laptops, furnishings and painting has allowed more classes to access technology for projects.

We have been also been supported by the P&C with extra initiatives such as the Kitchen Garden, resources to support the new English and Maths syllabus and library books that encourage quality literature in our classrooms. The Band program is an outstanding one that has increased to four bands with 75 students in the Training Band in 2014. This is Penny Coucill's 10th year with the school and this program is an outstanding asset for Manly West PS students. There was also a partnership established with the Painters' Art Gallery in Manly which will continue to lead to many extra benefits for Manly West PS.

I would like to acknowledge and thank Mrs Adrienne Bruce as Acting Principal, Mrs Wendy Mwangi as Deputy Principal and Mrs Sue McLean as Relieving Deputy Principal for their roles in the first semester of 2014 and the final term in 2013. Manly West PS is one of the 229 schools in NSW piloting the Local Schools Local Decisions Reform organised by the Department of Education and Communities and this presented some challenges at a school level in 2014 that have been managed very well by a team effort with the above mentioned Executive and the Office staff led by Mrs Kay Parker and supported by the P&C Executive led by Mrs Catherine Williams.

This year has also been significant with special programs such as the Drama Production 'Manly West through History' as well as the partnership with teachers and parents which culminated in an Art Auction Evening at Manly Golf Club. The students have also been involved in a number of Creative Arts opportunities such as Arts North Dance and Drama Festivals, School Spectacular, the Choral Festival at the Opera House, the Multicultural and Bear Pit Competition and the Premier's Debating and Spelling competitions.

Manly West PS is a school with a variety of sporting opportunities offered to cater for all our students' needs. This year we entered and were able to compete at National level in the Skiing and Cross Country competitions for the first time and also enjoyed the local, Regional and State Swimming, Cross Country and Athletics Carnivals with parents supporting all these events.

The students have also experienced a myriad of related excursions and camps linked to their units of work across K-6 in 2014. A number of enrichment programs have been incorporated into the school across grades K-6, including the workshops led by parents in third term. The TENS and TOWN program have also been an important resource used for all classes from K-4 with the new Maths Syllabus and parent workshops were organised to assist all K-6 parents with their knowledge of the new syllabus and problem solving strategies.



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In 2014, Manly West PS benefited by joining the Accreditation Mentoring Pilot Program, with three other schools from the Northern Beaches Learning Alliance (NBLA) schools. Mrs Kerry McConnaghy supported our Early Career Teachers all year with their Professional Learning and Accreditation. She has been an outstanding resource for the school with the Greater Teacher Inspired Learning Reform and her excellent knowledge of the new English syllabus.

I would like to thank the school community for their wonderful and warm welcome to me in Semester Two of 2014. I have experienced first-hand, the very supportive culture at Manly West PS. We have now started the new Strategic Planning for 2015-2017 with consultation through surveys and focus groups for students, staff and parents, and this will lead to a common vision and a plan for the next three years. I would particularly like to thank the Executive and staff led by Mrs Bruce and Mrs Mwanga. I would also like to acknowledge the outstanding contributions by Mrs Cath Williams as P&C president over the last four years which has culminated in the school benefiting from nearly \$300,000 this year alone with projects across the school. I thank Cath on behalf of the school community and congratulate her and all the P&C sub committees for their enormous contribution to Manly West PS.

#### 4. Treasurer's Report - Gretchen (Reggie) Hart

- Independent Audit for 2013 tabled by Darran Wickham, Finance Chair.

<u>Manly West P &amp; C Association</u>				
<u>OPERATING BUDGET 2014 VS ACTUAL</u>				
	<u>From cash reserves</u>	<u>From Operating Surplus</u>	<u>Total</u>	<u>Actual</u>
<b><u>INCOME</u></b>				
Canteen Contribution	\$2,000	\$10,000	\$12,000	\$20,000
Uniform Shop Contribution	\$8,000	\$3,000	\$11,000	\$11,000
BASC Donation		\$0	\$0	\$50,000
Fundraising Activities		\$40,000	\$40,000	\$44,814
P & C Parent Contributions		\$55,000	\$55,000	\$62,900
Number of Students				
Contribution \$ Amount				
Recovery Rate				
<b>Total Income</b>			<b><u>\$118,000</u></b>	<b><u>\$188,714</u></b>
<b><u>EXPENSES</u></b>				
Band Contribution 195 students x \$50/student			\$9,750	\$8,400
Year 6 Donation 100 students x \$10/student			\$1,000	\$600
Insurance and Audit			\$5,200	\$4,157
P & C Functions			\$2,000	\$5,537
Grounds Maintenance			\$6,000	\$5,973
KLAs			\$30,000	\$30,000
Flexible Staffing			\$20,000	\$20,000
Playground equipment			\$35,000	\$34,660
<b>Total Expenses</b>			<b><u>\$108,950</u></b>	<b><u>\$109,328</u></b>
<b>Deficit / Surplus</b>			<b><u>\$9,050</u></b>	<b><u>\$79,386</u></b>



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<b>Manly West P and C Association</b>			
<b>Operating Budget 2015</b>			
<b>INCOME</b>	<b>From Cash Reserves</b>	<b>From Operating Surplus</b>	<b>Total</b>
Canteen Contribution		10,000	10,000
Uniform Shop Contribution	9,000	1,000	10,000
BASC Contribution	30,000		30,000
Fundraising Activities		40,000	40,000
P and C Parent Contributions		55,000	55,000
Number of Students			
Contribution \$ Amount			
Recovery Rate			
<b>Total Income</b>			<b>145,000</b>
 <b>EXPENSES</b>			
Band Contribution 195 students x \$50 per student			9,750
Yr 6 Donation (111 students x \$10)			1,110
Insurance and Audit			6,000
MYOB (2 licenses x \$840 pa)			1,680
Bookkeeping			2,000
Miscellaneous Employee expenses			650
Bushlink			4,000
Kitchen Garden			2,000
P and C Functions			3,000
Grounds Maintenance			6,000
<b>Total Expenses</b>			<b>36,190</b>
<b>Surplus / (Deficit)</b>			<b>108,810</b>
 <b>Capital Spending Budget 2015</b>			
Cash Reserves 31 October 2014			
Building Account			32,302
General Account			19,935
Carnival (Fundraising) account			72,441
<b>Total Cash Reserves 31 Oct 2014</b>			<b>124,678</b>
Add: Operating def/sur 2015 Budget			108,810
<b>Available Reserves</b>			<b>233,488</b>
 <b><u>Earmarked Expenditure</u></b>			
KLAs			25,000
Flexible Staffing			20,000
Toilets			10,000
Music Resources			5,000
Artworks/ Murals			10,000
Oval - shade trees			10,000
Technology			30,000
Defibrillator			1,000
Band Scholarship			1,000
Bag Hooks			2,000
<b>Total Earmarked Expenditure</b>			<b>114,000</b>
Surplus as at 31 October 2015 *			119,488

\* This surplus is based on the \$40k fundraising target being met.



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- Each P&C sub-committee contributed to the strong overall performance of the P&C.
- The Canteen donated \$20,000 to the P&C
- The Uniform Shop donated \$11,000 to the P&C
- BASC donated \$50,000 from accumulated funds to the P&C for grounds spending including playground equipment
- P&C contributions from all parents totalled \$62,900
- P&C contributed the following amounts to the school:
  - Flexible Staffing \$20,000
  - KLAs (Key Learning Areas) \$30,000
  - Band \$8,400
  - Yr 6 Farewell \$600
  - Oval \$180,000
  - Playground Equipment \$34,660
  - PC Lab \$22,395 (library fund)
- Fundraising activities were a success with the following net profit of \$44,814 achieved:
  - Mothers Day stall and Morning Tea \$5,704
  - Trivia Night \$7,176
  - Art Auction \$31,152
  - Movie Night \$782

### 5. Nomination & Voting for Office Bearers, Sub-committee co-ordinators & Members 2015

Outgoing President, Cath Williams, was warmly thanked for her amazing contribution to the school by staff and all the P&C.

All positions become vacant at an AGM and the following positions were filled:

Position	Nomination	Nominated by	Seconded by
<b>President</b>	Fred Kelly	Fred Kelly	Isobel Carter
<b>Vice President</b>	Kirsten Highnam	Kirsten Highnam	Denise Quinn
<b>Vice President (on term rotation)</b>	Rebecca Sutherland	Rebecca Sutherland	Kate Grant
<b>Secretary</b>	Kate Grant	Kate Grant	Kirsten Highnam
<b>Treasurer</b>	Reggie Hart	Darren Wickham	Deb Stewart
<b>Executive 1</b>	Helen Yardley	Helen Yardley	Kate Grant



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<b>Executive 2</b>	Siobhan Chaston	Siobhan Chaston	Kate Grant
<b>Executive 3</b>	Sara-Jane Bush	Sara-Jane Bush	Joanna Downer
<b>Executive 4</b>	Kirsten Pedersen-Jones	Kirsten Pedersen-Jones	Louise Fletcher
<b>Executive 5</b>	Amanda Hugman	Amanda Hugman	Kirsten Pedersen-Jones
<b>Executive 6</b>	Sarah Bickford	Sarah Bickford	Louise Fletcher
<b>Finance Chair</b>	Darren Wickham	Darren Wickham	Cam Mills
<b>Events/Fundraising/Carnival Co-ord</b>	<i>vacant</i>		
<b>Band Co-ord</b>	Rachel Macullum Annie Tufts	Rachel Macullum Annie Tufts	Denise Quinn
<b>Canteen Co-ord</b>	Heather Robertson	Heather Robertson	Cath Williams
<b>Environment Co-ord</b>	<i>vacant</i>		
<b>Enrichment Co-ord</b>	Anita Tymkiw Annabelle Lukin	Anita Tymkiw Annabelle Lukin	Annabelle Lukin Anita Tymkiw
<b>Traffic Co-Ord</b>	Joanna Downer	Joanna Downer	Deb Stewart
<b>BASC Chair</b>	Megan Harries	Megan Harries	Cath Williams
<b>BASC Treasurer</b>	Guy Holley	Guy Holley	Megan Harries
<b>BASC Secretary</b>	<i>Tbc by Megan Harries</i>		Megan Harries
<b>P&amp;C Finance Rep</b>	Sara Jane Bush	Sara Jane Bush	Amanda Farrar
<b>P&amp;C Finance Rep</b>	<i>vacant</i>		
<b>Class Parent Co-ordinator</b>	<i>vacant</i>		

### 6. General Business

Two beautiful pieces of artwork created by Manly West students, in collaboration with artist Ceasius Kakius, were presented to Mrs Organ. These had been generously purchased by the Ballesty family for the school at the Art Auction. Mrs Organ thanked the Ballestys for this very kind gift.

Meeting closed 8.53pm

AGM 2015 is scheduled for Tues November 24<sup>th</sup> 2015