

A yellow circular logo with the text "MANLY WEST P+C" written in blue, stacked vertically.

MANLY  
WEST  
P+C

# 2020 Annual Report

Manly West Parents and Citizens' Association

*Manly West Parents and Citizens' Association  
supporting our school, our students, and our school community*

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The 2020 Annual Report is provided to the community of the Manly West Parents and Citizens' Association as an account of the P&Cs operations and achievements throughout the financial year January 2020 December 2020.

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*The Manly West Parents and Citizens' Association*

*We strive to build a strong sense of school community*

*Enhance all students whole-school experience*

*Encourage parent involvement in all that we do.*

Our aim is to bring parents, citizens, students, and the school together to provide quality services and provide funding to procure and maintain equipment, facilities, and resources.

We are a not-for-profit and we rely on volunteers to ensure our services meet the needs of the school community.



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## P&C PRESIDENT'S REPORT

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Our year started with such promise and hope of great achievements and despite the restrictions we realised more than we could ever imagined.

Our teams became stronger and more committed to delivering quality services. Our executive, and sub-committees worked closely with our staff and we rallied together to achieve quality outcomes.

When restrictions impacted our services, we reviewed our processes, adapted to change, and implemented exciting new initiatives and programs.

Our Annual General Meeting was delayed and many of our team members extended their stay in positions to ensure we continued to deliver our services. We are indebted to these volunteers for their support during this ever-changing year.

We also welcomed several new volunteers to our committees, resulting in new initiatives and programs commencing in Terms 3&4.

We would like to thank Mrs Julie Organ, MWPS Principal and the school for their support; without them none of our services or programs would be possible.

### **Our Year in Review**

#### **Business Processes**

The P&C Executive prioritised the P&C business processes throughout 2020, including:

**MANAGING CHANGE** – Our teams worked closely with the school and the Department of Education to ensure we met the ever-changing directives. As restrictions changed, we continued to adapt and reinvent our services to ensure we continued to support our school community.

**REVIEWING PROCESSES** - Our need to adapt and change highlighted several areas where the P&C can improve financial and administrative processes. As a result, the P&C will appoint a Finance Manager in 2021 and will undertake a governance review across all our services.

**IMPROVING COMMUNICATIONS** – We consolidated our information in the school's newsletter, made better use of the P&C website and provided greater support to our 2021 Kindergarten parents. These changes allowed us to raise awareness throughout the school community of the services we provide.

Our new communication initiatives were identified and praised by many including our local MP, Mr James Griffith, local member for Manly, for how well we implemented government policies into our practices.

**SUPPORTING OUR STAFF** –The P&C formed an ad hoc sub-committee to support our staff during the change. We improved communication and provided additional support to our teams. In some areas we reduced staff during the quiet times but were able to offer many new rostered shifts as restrictions eased and demand increased.

**FINANCIAL ASSISTANCE** – The P&C was fortunate to qualify for government assistance through the Cash Flow Boost and childcare subsidies, we were also able to claim the JobKeeper allowance on behalf of staff. These subsidies and allowances enabled us to continue to operate during difficult times and remain profitable.

**OUR STAFF** – We would like to acknowledge all our staff for their commitment to our services in 2020. We are grateful to have such a dedicated and flexible workforce that was able to have the insight to adapt their service delivery to ensure our P&C service centres remained open to support our school community.

**OUR VOLUNTEERS** – Our volunteers are vital to the success of the P&C. A huge thank you to all the volunteers who have joined a committee, supported our teams, and helped in our service centres.

A special mention to our Sub-Committee Coordinators and their teams for looking at ways to support our services, initiatives, and programs.

**OUR EXECUTIVE** – Our Executive went over and above this year to support our service centres, review our business operations and processes and identify way to improve them. It was a mammoth effort by a very dedicated and committed team. The outcomes will enhance the P&C services and make our community more aware of the services we provide.

A huge thank you to those who left us during the year, and a big welcome to those who joined us. Our Executive Committee members are all volunteers – Tracey Martin (President), Tony Falzarano (Treasurer), Ben Goodland (Vice President), Gayle Graham (Vice President) and executive team members Kirsten Highnam\*, Ken Douglass Hill\* Meredith Dundas, Richard Griffiths and Karen Peterson. (\* retired)

The P&C is very proud of our achievements, more so this year than ever before. And to think, this is just a ***very short list*** of the things we have achieved. There were many more programs, initiatives, and activities carried out by our teams and our volunteers this year that allowed us to continue to provide quality services and prepare us for the delivery of new programs in 2021.

Tracey Martin  
2020 P&C President

## Manly West Public School's Principal Report

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Congratulations to our students for being so resilient, engaged and flexible in 2020 despite the COVID-19 Pandemic and associated restrictions. Our students definitely needed to draw on their positive Growth Mindset and Resilience and used the Learning Pit as a strategy for understanding how to handle challenging work and unprecedented challenging times in a positive and engaging manner.

In 2020, our teachers continued to focus on developing their skills as high quality teachers by completing a vast amount of professional learning in particular with Literacy and Numeracy. Teachers, students and parents became technologically upskilled out of necessity with Remote Learning. We supported our students to engage with the Frameworks of Teaching and supplemented them with home-learning using Zoom and Google classrooms. Our teachers also participated in professional learning including Visible Learning, Building Numeracy Leadership, Focus on Reading, Writing and Technology. We aspired to provide Manly West students with highly engaging teaching programs that gave every student the opportunity to reach their potential.

Our students and teachers continued the Visible Learning journey in 2020. Through student Interviews and Learning Triads, students reported to us that Learning Intentions and Success Criteria for each lesson supported their learning. Our students believed that both peer and teacher feedback improved their learning. Our students believed that it was helpful to know where they are with their learning at a point in time and they wanted to know their next steps in learning. Our students also believed that it was helpful if they know what a good writing work sample looks like. We will be working on the Novice to Master approach in 2021 to support our students with this expectation from them.

Leadership programs, such as the Student Representative Council (SRC) in 2020 continued successfully, increasing the awareness of our students to care for our environment and to take on social justice issues. Our students also supported charities both locally and globally such as Kenya Aid, Bear Cottage and Stewart House. The Year 6 students raised \$1000 for Kenya Aid at the Year 6 Pedlars' Parade event. The SRC also gave the approval for a new cricket pitch and water station to be installed on the oval. This should happen in 2021. We continued to green our school to provide more shaded areas for our students.

I would like to commend the Captains, Lyla Collins and Oliver Newton and, the Vice Captains, Mischa Cooray and Paddy Furlong, the Prefects, House and Vice House Captains, Library Monitors, the SRC, Multicultural Representatives, Sound Monitors, Flag Bearers, Playground Monitors and Band Leaders. I would also like to acknowledge all Year 6 students for their incredible leadership and commitment displayed across a variety of settings. Of course, this includes the considerable care and attention that they provided to the Kindergarten students with the adapted Kindergarten Buddies 2020 program.

With COVID-19, 2020 was like no other year and by the end of Term 1, it was starting to look rather gloomy, especially for our Year 6 students looking forward to the special Year 6 memories and for kindergarten students and parents who were not able to experience the visits to classrooms. However, by Week 5 of Term 2 we were all back, with some very different distancing rules and guidelines for every activity. Alas, we were not able to manage any of the camps but apart from that, we soon began to make adjustments for all activities including Crazy Hair Day, virtual assemblies, moderated Athletics, and Cross Country Carnivals, and the Year 5 and 6 Dance, Music and Drama Showcase.

In the meantime, building work continued throughout Term 2 and 3 and it was a celebration when Years 2-6 students were invited each week to the new Science and Art Room for a variety of Science, Art and Kitchen Garden lessons. This has been an amazing addition to the school and it is exciting that it was built in time for our 2020 Year 6 students to enjoy. The Staff kitchen and toilets were also completed in 2020 and the concreting surrounds of the Canteen were approved and will be completed in 2021.

Partnerships and transparency are a strong part of our culture and philosophy and we thank our parents and caregivers for patience and cooperation with the restricted guidelines in 2020. Thank you to the P&C led by Mrs Tracey Martin for all the encouragement and support and thank you everyone for a positive year despite the COVID-19 challenges. We look forward to embracing and welcoming students, staff and parents on site in 2021.

Mrs Julie Organ  
Principal  
Manly West PS

# Our People

## Executive

President:	Tracey Martin
Vice Presidents:	Ben Goodland Gayle Graham
Secretary:	vacant
Treasurer:	Tony Falzarano
Executive Members:	Meredith Dundas Ken Douglas-Hill Karen Petersen

## Sub-committees

### CLASS PARENT COORDINATOR

Kate Grant

### SUN SMART REPRESENTATIVE

Meredith Dundas

### BAND

Emma King (Convenor)  
Suzanne Cairns  
Karen Petersen

### ENVIRONMENT / KITCHEN GARDEN

Ali Devlin (Convenor)  
Sarah Bickford  
Jessica Kirkham

### BEFORE AND AFTER SCHOOL CARE

#### (BASC)

Sarah Falzarano (Convenor)  
Jo-ann Plowman (Treasurer))  
Deb Beverley  
Jess Olivier  
Tim Stubbs

### FINANCE

Anna Head (Convenor)  
Tracey Martin (P&C President)  
Tony Falzarano (P&C Treasurer)  
Jo-ann Plowman (BASC Treasurer)  
Karen Petersen

### CANTEEN

Kate Mooney (Convenor)  
Suzanne Cairns  
Ian Stephenson

### UNIFORM

Alison Gracia (Convenor)

## Members

34 financial members



# Our Services

The P&C provides a number of key services to our school community, including revenue generating business streams and a number of volunteer sub-committees.

## **Our Service Centres**

- Band
- Before and After School Care
- Canteen
- Uniform

## **Our Special Interest Sub-committees**

- Enrichment
- Environment/Kitchen Garden
- Events and Fundraising
- Sun Safety
- School Zone Safety

We also have a **Class Parent Coordinator** to help keep everyone informed.

An overview of our service successes and challenges for 2020 appear on the following pages.

Information about our services can be found on the P&C website

Visit us at [www.manlywestpandc.org.au](http://www.manlywestpandc.org.au)

## Band

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The band program used new technologies and implemented new activities to keep the program alive during lock down and extended COVID restrictions. The outcomes were wonderful, and the results proven in recent performances and competition entries.

The program was offered online for rehearsals, sectionals, and private tutorials. Students continued to practice, and although some did leave, the overall standard of playing remained extremely high.

Toward the end of the year, rehearsals resumed on-site, with a variety of safety protocols in place. All bands were able to enter the UNSW Bands Competition via recording. They won 3 Gold and 1 Silver. This was an outstanding result and a real morale booster for students, tutors, Penny Coucill, our Band Director and parents alike. The year finished with one concert from the outgoing Performance Band, celebrating their 4-year musical journey at Manly West.

A testament to the strength of the program however was the continued high enrolment numbers - at the end of 2020 there were 190 children across the 4 bands ready to start in 2021. 65 of these were the Training Band. Penny Coucill, our Band Director, has been with Manly West for over 18 years and continues to lead the successful program.

Many thanks to Penny Coucill, Band Director, Nicole Macnicol, Band Coordinator, Virginia Esperraga, Band Liaison, the many tutors, and the band sub-committee members led by Emma King.

## Before and After School Care

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Our Before and After School Care centre remained opened and adapted their programs to provide quality, fun and engaging activities for their children in their care.

Just as the 2019 BASC expansion was fully implemented, their rooms fell eerily silent with the closure of the school at the end of Term 1 2020.

Despite the absence of children, BASC was able to retain a number of our valued staff during COVID thanks to the various subsidies provided by the Government. This meant that, when the time came, we were able to welcome students back to familiar rooms with familiar carers - an important point of continuity in what otherwise was a very disrupted year.

While demand for BASC was lower as parents adapted to working-from-home, they continued to provide much needed care for many families. The lower demand for places was helpful as they worked flexibly with the school - temporarily handing back two of their regular rooms while building works were underway on the school grounds.

During COVID, staff developed 'Virtual BASC' – an external program available to children that were unable to attend, enabling BASC to remain connected to families during a difficult time.

BASC staff adapted their processes and procedures to ensure the children, their families and their carers remain COVID-safe - while making sure that BASC continued to be a fun, welcoming and safe place for the students.

Highlights for the year include Bushfire relief fundraising and letters from the children to thank the Rural Fire Service; successful implementation of 'Emergency Week' each term and 'OOSH Educators Day', where the children made a video to show their appreciation of the work the Educators do at BASC.

In September 2020, BASC excelled in their **Rating and Assessment review** conducted by the Department of Education. The final report was overwhelmingly positive – particularly in the areas of Relationships with Children, Staffing Arrangements and Collaborative Partnerships with Families and Communities.

Sarah Peters and her whole team are to be congratulated on this outstanding recognition of the quality care they provide for our children.

Many thanks to the BASC management team and the wonderful staff, ably led by Sarah Peters, for their dedication and expertise which ensures that we have a best-practice and in-demand centre.

Our BASC Centre is supported by strong and active sub-committee headed by Sarah Falzarano.

After many years of service, we farewelled two long standing committee members, Guy Holley and Deb Beverley, who we thank very much for all that they have contributed over the years.

## Canteen

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Our Canteen went through a number of transitions during the year, but they continued to provide lunch orders to students even through the difficult times. Although our shutters closed for an entire term, we were able to put in safe practices to continue to fulfil Flexischools lunch orders for all but three weeks when the restrictions forced us to close. During this time, the BASC staff supported students without food.

The canteen also installed a new oven to cope with the increased demand for hot food items at lunch time and were thrilled to reopen their shutters in Term 3 and enjoyed the interaction with students again.

Many thanks to our Canteen Managers Shone McKenzie and Yvette Gooley and our canteen coordinators, Audrey Watson\* and Kate Mooney. (\* retired.)

## Uniform

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Our Uniform Shop doors closed for a while, but we never stopped selling uniforms. The changeover from summer to winter uniform was made successful through adapted processes and delivery methods. The new EFTPOS system has streamlined sales processes and helped identify purchasing trends throughout the year and has assisted with predicting further sales.

In Term 4 the team held special opening days and introduced bundled packs making it easier for the 2021 Kindy intake.

Many thanks to Ashleigh Searle, Uniform Shop Manager, for her dedication during her first year in and to Vicky Stokes\* and Alison Gracia our Uniform Shop Coordinators. (\* retired)

## Class Parents

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Class parents are an integral part of the school community and we thank you for taking on this vital role.

Class Parents act as the vital liaison between the classroom teacher and the parents and carers of students and pass on important information to the class from the P&C.

Many thanks to Kate Grant, class parent representative for supporting our class parents and providing guidance and inspiration so graciously.

Class parents are an integral part of the school community and we thank all our volunteers for taking on this vital role. Many thanks to Kate Grant, class parent representative for supporting our class parents and providing guidance and inspiration so graciously.

## Enrichment Programs and Parent Talks

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The P&C presented two enrichment programs in Term 4 – Interrelate for students and their parents, and Student Wellbeing with Dr Michael Carr-Gregg a special presentation for parents. The presentations were very well received, and the content was very relevant to the intended audiences.

The P&C funded these presentations as we trialled the new online platforms. We had full capacity attendance (with wait lists) at both presentations and received strong support to hold more presentations in the future.

## Environment and Kitchen Garden

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The Environment Committee continued to focus on sustainability in 2020.

The **Environment Committee** continued to work with the school and the Student Representative Council to identify ways to better manage lost property which has seen a reduction in unclaimed items and the installation of the new bubbler and drink bottle refill station on the oval which is now being coordinated by the Department of Education's Asset Management Unit.

They are also working on new projects including, Waste Free Wednesdays. This has been a focus of the environment committee for many years, and the team has now developed a workable project plan and will roll it out in 2021. The team is working with several P&C service centres and the school to ensure the program is a success.

Many thanks to the environment committee members - Ken Douglas-Hill\*, Ali Devlin, Sarah Bickford and Jessica Kirkham. (\* retired)

The **Kitchen Garden** is used widely across the school for outdoor lessons and predominantly for the Year 3&4 Kitchen Garden program. The award-winning garden is maintained by P&C staff and volunteers to ensure it was always ready for use when needed.

Many thanks to Angie Penn, kitchen garden maintenance officer, and the team of volunteers who work in the garden throughout the year. In December 2020, Angie moved from the P&C and joined the MWPS staff team.

## Events and Fundraising

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Our events and fundraising programs were significantly impacted throughout 2020, however we were able to deliver a few of our planned activities.

The Kindergarten Parent Cocktails was held in Term 1. (social event only – no fundraising component). This event had overwhelming support from the school community and it was a fantastic opportunity for the parents to meet new families. We would like to thank the school for their support in delivering this event and our sponsors, Cunninghams Real Estate and Manly Golf Club. Many thanks to the event team – Tracey Martin, Christine Cammack, Karen Petersen and Peter Hokins.

Our fundraising initiatives included the sale of THRIVE - the MW Kitchen Garden cookbook, Manly West Tea Towels, Entertainment Club Memberships and The Athlete's Foot for the School Rewards Program.

## P&C Contributions

We raised \$40,579.00 in parent contributions this year. The money raised will fund air conditioning units as part of the Cooler Classrooms initiative. We would like to thank the parents for contributing to this fund.

## Finance Committee

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This committee meets once a term to review budgets, check our financial tracking, provide support to each of our service centres and offers guidance to the Executive team. The committee works closely with the school Principal and Business Manager to ensure transparency of all our finances and budgets. Many thanks to Anna Head, Finance Committee Convenor, and the entire team for their extraordinary effort during the year.

## School Zone Safety

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Two new projects were facilitated by the P&C Executive to support our community in 2020.

New Kiss and Drop Signs and School Zone Safety banners were installed to assist parents and students during school drop off and pick up times. The new highly visible signs, along with updated communication through the newsletter and the website have assisted with the flow of traffic through the Kiss and Drop zones.

We also partnered with the school and the Northern Beaches Council to improve local area road safety through the School Zone Safety Survey. The results will be reviewed, and recommendations will be presented in early 2021.

## Sun Safety

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The Sun Safety representative works with the school to update our sun safety policy to ensure that Manly West continues to comply with the requirements to remain a 'sun safe school'. The BASC has also applied for Sun Smart status. Many thanks to Meredith Dundas, our Sun Safety Representative.

## Our Finances

Please refer to the 2020 Audit Report prepared by:

**Gerard M Hughes, CPA**

34 Ingham Avenue

Five Dock NSW 2046

Phone: 0419 039 808

## Our Life Members

2020

**Ben Goodland\* Outstanding Achievement Award**

(President and Vice President 2017-2021)

Tracey Martin (Executive, Vice President and President 2015-2021)

2019

**Kirsten Highnam\* Outstanding Achievement Award**

Kate Grant

Guy Holley

Joanne Holley

Marie-Clare Johnson

Rebecca Sutherland

Audrey Watson

Helen Yardley

2018

Megan Harries

2015

Catherine Williams (President 2011-2015)

Sarah Dowse

Darren Wickham

## Contact Us

Manly West Parents and Citizens' Association

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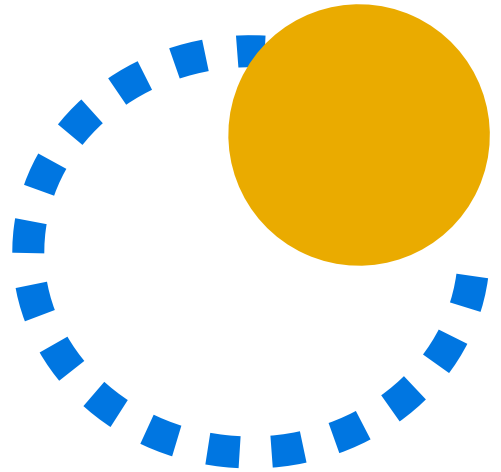
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## Proudly Supporting our School

The MW P&C is a not-for-profit organisation.

