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| Meeting Date: | 29th March 2016 |
| Time: | 7.00pm |
| Location: | School Library |
| Attendees: | As recorded on the attendance sheet |
| Apologies: | Anita Tymkiw, Guy Holley |

1. Welcome: Apologies, Acceptance of previous minutes

- Welcome
- Apologies
- Previous November 2015 AGM accepted by Kate Grant and seconded by Helen Yardley.

2. President's Report - Fred Kelly

Leading into my second year as President of Manly West P&C it has definitely been extremely busy - especially leading into this AGM. The reason for this special meeting and AGM was to align the financial and school year so that they run consecutively over a calendar year. This will ultimately help the P&C move forward in a positive direction so that its main aim and focus is that of the welfare of the children and to provide better facilities for the school and our children.

As the P&C is in a strong and healthy financial position the aim of the P&C for the rest of 2016 is to provide more social and fun functions for both the parents and students alike and not to concentrate on fundraising activities. The P&C fundraising and social coordinator Tracey Martin has outlined a number of great activities for 2016. These activities include the welcome morning tea at the Easter hat parade, the art auction and trivia night, Mother's day and Carers stall and Melbourne cup live in the hall. I would like to thank Tracey for her help and commitment to the school she has done and continues to do an amazing job for the benefit of our children.

On behalf of the P&C I would like to thank all of our dedicated staff for their care and support of our children that has continued this year and will continue throughout the year from Sarah and her staff at BASC, Natalya in the uniform shop and Shona in the canteen. I would like to welcome Rachel to the canteen and Holly (the kitchen garden) who is now employed by the P&C.

I would like to thank the executive, committees and sub-committee members for their support and commitment to the school and thank them for their support for the rest of 2016. I would especially like to thank the following for doing a tremendous last year and who are continuing on in senior roles within the P&C executive this year. Kirsten Highnam (2015 P&C vice president and 2016 P&C secretary), Kate Grant (Retiring P&C Secretary, 2016 P&C vice president). Kate did an amazing job as secretary for the P&C over a period of 3 years

and the school community should be very thankful for her amazing performance in that role. Finally but not least I would like to thank Helen Yardley (Sponsorship and 2016 P&C vice president).

The P&C provided funding to repaint and refurbish the old BASC building which was completed over the Christmas holidays. The P&C has provided funding for the following projects which are in line to be completed this year. We will be looking at redeveloping the area between the two story year 5 classrooms and the old BASC building providing a softer shaded quiet area for use as an outdoor teaching and lunch area. We are providing funding for more computers and books within the school, the Kindergarten boys toilets are currently being refurbished, a water tank for the kitchen garden, upgrade to the air conditioning system in the old BASC building. We are exploring the possibility of providing an electronic sign replacing the old manual sign on the round-about for the school.

We are also looking at providing more shaded areas around the school particularly between the new hall and canteen area but due to the cost these projects may be a few years away. The P&C successfully applied and received a \$20,000 grant from the state government which be utilised in helping to provide more community friendly areas within the school.

All of the staff contracts have been reviewed and this process is almost complete which will ensure that the P&C is following the best practices of current employment law to protect both our staff and the P&C. As a result I would like to thank Frances Thomas again for her tireless work in making this occur.

Finally I would like to thank the school Principal Mrs. Julie Organ, the deputy Principals Mrs. Adrienne Bruce and Mrs. Wendy Mwanga all of the staff and the teachers for doing a fantastic job for the start of 2016 and all success for the rest of the year. I wish all the students at Manly West all the best for the year and I hope they all have a fun and successful 2016.

Fred Kelly

Manly West P&C President

3. Principal's Report AGM October 2015 March 2016 - Julie Organ

The P&C completed the year with the Bi-Annual Manly West Carnival event which was an outstanding success. The Manly West School community is very appreciative of the amazing support and generosity that the P&C led by Mr Fred Kelly, offers to our school. The P&C provided resources for Literacy, Math's, Music, Library and Technology. They also provided funds for the upgrade of the K-2 Girls' toilets and in 2016 - K-2 Boys toilets.

By March 2016, we have already renovated the K-2 Boys' toilets and the painting of the K-2 BASC building has been completed with P&C fundraising funds from 2015. Also the P&C assisted with funds for the deposit for the Art Mural in front of the flagpole, which is currently being completed. The P&C also organised the Woolworths Earn and Learn program and with these points, a large amount of Mathematics equipment was purchased for K-6 classes and gardening supplies were purchased for the Stephanie Alexander Kitchen Garden. In Term 2 2016, we will update all the Year 6 computers with the funds being given by the P&C and begin to replace the older interactive whiteboards with touch screens.

Manly West increased to 880 students with 34 classes formed this year. We will have another demountable organised by the end of Term 1 to accommodate the actual enrolments. This will be installed at the end of the Year 3 classrooms. We used the science room upstairs in Boyle St for the seventh Kindergarten class. We have still been able to keep the 2 rooms dedicated to technology. We will continue to focus on decreasing the number of interruptions to academic programs this year and organise well planned excursions and

incursions directly related to programs and units of work. *Julie reported that the new demountable has the potential to be used as an extra classroom in 2017 should numbers require. If the number of enrolments were to drop then the Department could remove the demountable from the school. This year the room is intended to provide space for all the activities outside class room lesson including enrichment, religious education and ethics.*

Julie also reported that she was in the process of obtaining three quotes from the Asset Management Unit of the Department for painting the exterior of the main school building. It is hoped that the painting should be finished by the end of July 2016.

The Manly West PS Strategic Planning for 2015-2017 is now in its second year and the P&C community is well aware of our 3 strategic directions.

The 3 strategic directions are:

- Quality Teaching
- Building Leadership and Student and Staff capacity and
- Transparent Whole School Culture

Quality Teaching:

In 2016, we will be introducing Visible Learning in Mathematics and Writing to assist students to have more knowledge and ownership of their learning. These two curriculum areas will have a focus in 2016. History and Geography are two new syllabus documents under the HSIE syllabus that will be introduced this year. Our professional learning will focus on Quality Teaching and Higher Order thinking for our students. We will hold School Development Teacher Professional Learning sessions on Saturday 2nd April and another on Tuesday 26th April. These sessions will incorporate Visible Learning and Quality Teaching.

We will be supporting the Writing Competition led by the P&C in the first semester. We will also incorporate the Art works into our curriculum for the Art Auction.

Building Leadership and Student and Staff capacity

The Student Wellbeing Framework is a DoE reform that will be introduced this year. We will continue to focus on The Positive Behaviour for Engaging Learners (PBEL) which will be further strengthened by the Bounce Back program and will start in Term 2. There will also be a Bounce Back parent Workshop presented by the school counsellor Mrs. Cliona Mulloy in Term 2. The Every Student, Every School reform is an important direction and we are continuing to develop systems to assist all students with their learning.

Transparent Whole School Culture

We continue with project based learning being offered for students to encourage problem solving, collaboration and inquiry based learning. We have already introduced new opportunities for our Year 4 students. They have just completed and attended the Design Make and Innovate Expo. This was highly successful for our students and many of our ex-students were involved as mentors. The Year 4 students will begin computer coding in Term 2 which is another new initiative. Year 5 and 6 students are offered many opportunities with this type of learning.

Parents and teachers have almost completed the Social Skills interviews this term. This is the first part of our Assessment and Reporting for year 1-6. The Kindergarten parents have already received their Best Start Report in March as well.

Thank you to all our parents, caregivers, students and the wider community for supporting Manly West staff with our continuing 2015-2017 plan and vision.

4. Finance Chair and Treasurer's Report for Year ending 31st December 2015

4.1 Finance Committee Report – 1 November 2015 to 31 December 2015

For the Finance Committee, changing the financial year is about as exciting as it gets. Aligning the financial statements and budgets with the school year will help planning and also mean that the reports will more meaningfully reflect what happened over the period.

Due to the change of the financial year – this report only covers a 2 month period. So this report is on 2/12ths of its usual size.

The financial statements for the 14 month period will be given in the Treasurer's report. The budget approved at the November 2015 AGM will continue to apply in 2016 with any additional expenditure in the period 1 November 2016 to 31 December 2016 to be approved at a general P&C meeting prior to 1 November 2016.

Some highlights in the 2 month period:

- The financial statements as at 31 October 2015 have been audited with a clean bill of health.
- The audit of the extended period financial statements (as at 31 December 2015) has been performed also with a clean bill of health
- Not much else (December is a quiet time for P&C finances)

As always I'd like to thank to the Finance Committee (for a great 2 months) and in particular to Michelle Lewis who has been wonderful as our new Treasurer.

Darren Wickham
Chair – Finance Committee

4.2 Treasurer Report for Year ending 31 December 2015

The school carnival together with several exciting fundraising opportunities, such as Trivia night and the Dance-athon, made this year a huge success. This would not have been possible without the tireless contributions and volunteering from the parents of Manly West.

We have been able to support the school as well to enhance and maintain the facilities we have. A great addition was the further development of the Kitchen garden and Bushlink supporting us in maintaining the new garden.

Contributions was received from various sub-committees as follows:

| | |
|----------------|----------|
| Canteen - | \$10,000 |
| Uniform Shop - | \$10,000 |
| BASC - | \$30,000 |

The school has received donations to further enrich and aid our children in their day to day learning:

| | |
|---------------------|----------|
| Technology - | \$20,000 |
| Enrichment - | \$15,000 |
| Music resource - | \$ 5,000 |
| Defibrillator - | \$ 3,000 |
| K-2 Girls toilets - | \$11,000 |
| Art mural - | \$ 5,000 |

The planned distribution of funds is set out in the Budget for 2016.

I would like to thank each and every one for their commitment to the school goals in their bid to provide the best education for our kids.

Julie gave a special thank you to Helen Yardley for involving Manly West in the Woolworth's Earn and Learn point's scheme. 33,000 stickers were collected at Woolworths going towards the purchase of a large number of math's games and gardening equipment for the school. Helen noted that Manly West had been one of the most successful schools in the state at collecting points under this scheme.

2. Nominations & Voting for Office Bearers, Sub-committee co-ordinators & Members 2016/17

All positions become vacant at an AGM and the following positions are available:

| Position | Nomination | Nominated by | Seconded by |
|--|-----------------------------------|-----------------------------------|--------------------|
| President | Fred Kelly | Fred Kelly | Kate Grant |
| Vice President | Kate Grant | Kate Grant | Helen Yardley |
| Vice President | Helen Yardley | Helen Yardley | Kirsten Highnam |
| Secretary | Kirsten Highnam | Kirsten Highnam | Michelle Lewis |
| Treasurer | Michelle Lewis | Michelle Lewis | Rebecca Sutherland |
| Executive 1 | Rebecca Sutherland | Rebecca Sutherland | Sarah Bickford |
| Executive 2 | Sarah Bickford | Sarah Bickford | Clinton Alver |
| Executive 3 | Clinton Alver | Clinton Alver | Ben Goodland |
| Executive 4 | Ben Goodland | Ben Goodland | Megan Harries |
| Executive 5 | Megan Harries | Megan Harries | Darren Wickham |
| Executive 6 | Tracey Martin | Helen Yardley | Kate Grant |
| Finance Chair | Darren Wickham | Darren Wickham | Tracey Martin |
| Events/Fundraising/Car nival Co-ord | Tracey Martin | Tracey Martin | Wendy Beard |
| Band Co-ord | Wendy Beard & Natalie Mitchell | Wendy Beard & Natalie Mitchell | Natalya Hansson |

| Position | Nomination | Nominated by | Seconded by |
|----------------------------------|----------------------|----------------------|----------------------|
| Uniform Shop Manager | Natalya Hansson | Natalya Hansson | Marie-Claire Johnson |
| Canteen Co-ord | Marie-Claire Johnson | Marie-Claire Johnson | Anita Tymkiw |
| Environment Co-ord | | | |
| Enrichment Co-ord | Anita Tymkiw | Anita Tymkiw | Megan Harries |
| Traffic Co-Ord | | | |
| BASC Chair | Megan Harries | Megan Harries | |
| BASC Treasurer | Guy Holley | Guy Holley | Deb Beverley |
| BASC Secretary | Deb Beverley | Deb Beverley | Sal Elsey |
| P&C Finance Rep | Sal Elsey | Sal Elsey | Rebecca Sutherland |
| Class Parent Co-ordinator | Rebecca Sutherland | Rebecca Sutherland | Fred Kelly |

3. General Business

3.1 Presentation from Cassie Matheson about her Neighbourhood BASC Proposal

Cassie Matheson presented her proposal for a Neighbourhood Before and After School Care scheme to the meeting.

The proposal Cassie put forward was as follows:

THE ISSUE

Manly West is suffering a serious shortage of before and after school care. Demand will remain while ever families require two working parents to meet the costs of living.

THE SOLUTION

Our solution is to build a network of home based carers around Manly West. Home based carers:

- can care for up to 7 children (including their own);
- transport the children to and from school and provide a safe and friendly home environment before and after school;
- require a current first aid certificate, a working with children check, experience caring for kids and **no** formal childcare qualifications;
- require approval from the NSW Government Department of Education and Communities' Early Childhood Education and Care Directorate; and
- benefit from an at-home income and sense of community.

OUR SERVICE

Neighbourhood Before and After School Care will assist Manly West in attracting local carer candidates and guide the candidates through the government approval process. [Cassie explained that this included directing them to set up their ABN, public liability insurance and prepare them for their government inspections.]

Cassie explained that this would be run under State not National legislation guidelines. The monitoring of the duty of care would be through NSW Government inspection and approval processes and specific concerns could be the subject of the service agreement between the carer and parents.

Once approved, carers, upload their individual profiles to our website for registered parents to view and request interviews.

After parents and carers have committed to the agreed terms of service, the website serves as a booking and payment system to ensure a seamless transaction.

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APPROVED, QUALITY CARE

The quality of care provided is monitored by:

- NSW Department of Education and Communities Early Childhood Education and Care Directorate, which issues carer licenses through an approval process;
- Carers, who sign a service agreement with parents, committing to uphold practices outlined in the Children (Education and Care Services) Supplementary Provisions Regulation 2012 and Act 2011; and
- Parents, who sign a service agreement with carers, committing to report any breach of these practices to the NSW Department of Education and Communities.

HOW CAN MANLY WEST HELP

To ensure the swift implementation of this initiative, we ask for Manly West's help in the following ways:

- Distribution of a Neighbourhood Before and After School Care brochure to all Manly West families, calling for carer candidates;
- Contact with all currently waitlisted families encouraging them to register their care requirements at www.beforeandafterschool.com.au; and
- Financial assistance - we propose Manly West offers a short-term loan of 4585 to the first 10 carers who commence the government approval process¹.

Proposed loan support from Manly West:

- Loan for government fees to 10 carers @ \$585 p/carer = \$5,850
Support from Neighbourhood Before and After School Care:
- Carer Application Support Fee for 10 carers @ \$95 p/carer waived = \$950

Bec Sutherland asked Cassie whether this proposal has been used another schools. Cassie confirmed she had not seen it in other schools to date.

Clinton Alver asked what the cost of the care would be to parents. Cassie suggested that the price would be same as the BASC charges but that there would be no rebate for parents as is available through BASC.

Julie asked if this scheme would be directed to parents on the BASC waitlist. Cassie confirmed it would be. Julie asked what would happen with picking up kindergarten students who may be let out a little earlier than the other students. Cassie responded that this arrangement would have to be negotiated between parent and carer. Julie was concerned that if parents and carers are making private arrangements, the teachers won't know what those plans are and more work would need to be done to ensure there were agreed pick up points that the teachers would know about. Julie noted that she would like to run the proposal past the Legal Department to see what concerns or comments they had on the scheme.

¹ Carer candidates are required to pay upfront government fees of \$585 when applying to be a home based carer. These fees, along with other necessary start up costs (up to \$500) may deter some prospective carers.

3.2 Approval of current Annual Subscription Fee of \$1 to join the P&C Association

It was agreed that the current Annual Subscription Fee of \$1 remain unchanged for the remainder of the 2016/2017 P&C Financial Year.

4. AOB

- 4.1** Kate Grant reminded everyone that thank you drinks for all volunteers are being held at Club Totem on Friday 1st April from 6.30pm.
- 4.2** Julie raised the new style of Term Account fee invoices being generated by the Department of Education. The P&C levy has been removed from the main body of the invoice and is an add on item in very small letters. Fred noted that this would have a significant impact on the contributions raised from the parent body. Julie suggested that the school may be able to investigate if this can be changed.
- 4.3 Meeting Closed:**
- 4.4** AGM for 2017 is scheduled for Tuesday 28th March 2017