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Agenda: P&C General Meeting – Term T1 2019

Meeting Date: 26th March 2019

Location and Time: Manly West Public School Library at directly after AGM

### 1. Welcome and formal opening of meeting

Tracey Martin our incoming P&C president opened the meeting at 9.10pm and welcomed everyone thanking all the wonderful people who put there hand up for a position in 2019. Highlighting the importance of all the school community having a voice and the collaboration between the school and the P&C.

### 2. Apologies

Jessica Kirkham, Angie Penn, Megan Harris, Mark Adams, Ruth Galloway and Guy Holly.

### 3. Minutes of the previous meeting

Review and approve minutes of [General Meeting held on 20 Nov 2018](#) -  
**Approved by Sarah Falzarano and Kathy Hobbs**

Review and approve minutes of [Special Meeting held on 17th Dec 2018](#) -  
**Approved by Sarah Falzarano and Kathy Hobbs**

### 4. Business arising from the previous meeting minutes

None

### 5. Correspondence

1. [Let James Griffin](#) - Funding for Canteen and Classrooms

Tracey handed the floor to Melina for clarification as she received the correspondence. Let to P&C and the school we are advised that the canteen will be upgraded as well as an upgrade of existing classrooms and clearing of all existing maintenance items. Julie confirmed that statewide the NSW Gov is going to clear maintenance items within the

school system. Wishlist Kitchen for the Kitchen Garden Programme this may be within the upgrade. It's not clear what this funding will look like but its very positive.

2. [Let Harry Thompson](#) - Alliance Française at Manly West Public School - **Closed**
3. [Motion from James Griffin](#) - Manly West Band
4. Let from LAURA WORLEY - [Request to Optimize the Use of Shade](#)

## 6. Reports

### 1. PRINCIPALS REPORT

The 2018 Annual School Report was tabled as a document that summarises the incredible 2018 Manly West achievements and acts as 2018 AGM Principal Report. This will be uploaded to Manly West website in Term 2.

Also I would like to take this opportunity to thank the outgoing Year 6 families. This particular Year 6 parent body formed a group of parents who helped facilitate the New BASC, Oval, Amphitheatre and upgrade of the K-2 BASC, provided funds for Solar panelling and were involved in the P&C changeover to a business with a large budget.

Thank you to the Life members from this particular 2018 Year 6 parent group –Cath Williams, Megan Harries, Kerry King, Darren Wickham, Sarah Dowse and their families.

Thank you to Melina Rohan for her work in 2018 as P&C President.

2018 was the year of 'Manly West on Broadway' which was an outstanding production. Thanks to Christie McMaster, Nicole Tinsley, Bonnie Cleary and of course our amazing Dance Teacher Amber Krilitch.

Thank you to Helen Simpson who retired in November 2018 from Manly West PS Admin after 27 years working at Manly West PS.

#### **Principal Report 2019 P&C 26<sup>th</sup> March General Meeting**

Congratulations to Tracey Martin as President of P&C 2019 and her newly formed P&C Executive.

- Solar panels –DoE sending refund - \$12,000 for School and \$8000 for P&C. Signed off March 3<sup>rd</sup> 2019.
- COLA has been signed off after completion in January 2019. Thank you to P&C for their contribution. The school also contributed \$60,000 and the Grant \$20,000. I have just been informed by the Finance and Administration section of the DoE that Manly West PS will be reimbursed \$34,769 as the COLA did not in the end cost \$265000 but instead cost \$23,0231. By my calculations, the P&C does not now owe the school \$50,000 in 2019 for the final balance of COLA but instead only needs to reimburse the school \$15,231.
- The Before and After School Lease has been signed by DoE.
- Principal currently managing After School Care location of new building with Tony and after school care staff and Asset Management Unit.
- P&C contributions DGR \$16,000 as of 26<sup>th</sup> March, 2019.

All students have settled in new classroom settings with their new teachers. 35 classes-an extra class in 2019. Parent information meetings were completed in Week 5 and grade newsletters were sent out to parents. Parent Interviews will be completed at the end of Term 1.

I will be Acting Principal for 3 weeks at Harbord as their current Relieving Principal is unwell. Mrs Wendy Mwanga will be Relieving Principal at Manly West.

Mrs Julie Organ Principal Manly West PS.

A question re the solar paneling was from the floor. Julie confirmed the monitor has just been installed and the children have yet to use it.

It was confirmed that the NEW BASC building will have air conditioning but the schools electrical systems can not cope with any more units.

## 2. PRESIDENT'S REPORT

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 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

**3. TREASURER REPORT**

### MW P&C Budget 2019

Operating Budget vs Actual 2018	2017 Budget	2018 Budget	2018 Actual	2019 Budget
Reserves as at 1/01/2018			\$208,481	
<b>INCOME</b>				
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		1,700	1,107	1,700
Total Income	147,000	75,495	115,619	124,495
<b>EXPENSES</b>				
Legal Fees	1,000	-	-	
Audit	2,970	2,970	2,270	2,270
P&C Functions	2,500	2,000	451	2,000
Wages	22,000	20,202	22,386	20,750
Employment Expenses	-	2,600	1,685	2,600
Grants Band & Yr 6 Function	2,334	2,000	2,106	2,000
General/Other & Gift exps	-	-	-	
Insurance	2,538	2,500	1,404	2,000
Workshops	5,000	2,200	4,114	2,200
Bushlink	-	5,800	4,730	5,800
Kitchen Garden	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	
Total Expenses	49,042	86,096	206,972	90,147
Deficit/Surplus	97,958	- 10,601	- 91,353	34,348
<b>Expenditure for School</b>				
Literacy, numeracy & library - From Parent contributions		33,199		30,000
Solar Paneling 17 - From cash reserves		20,000		
Enrichment - Balance from Reserves		16,801		
Total to School		70,000		30,000
<b>Remaining funds in Building Fund</b>				
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
<b>Notes:</b>				
<b>Actual Equity as at 31/12/2018</b>	/Actual 2017	\$255,209	\$199,698	\$199,698
<b>Less Working Capital</b>		-\$100,000	-\$90,000	-\$90,000
		<b>\$155,209</b>	<b>\$109,698</b>	<b>\$109,698</b>
<b>Income</b>				
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
<b>Total Income</b>		<b>\$1,253,481</b>	<b>\$959,131</b>	<b>\$967,149</b>
<b>Expenditure</b>				
<b>Wages and on Costs</b>				
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
		<b>\$1,035,800</b>	<b>\$833,100</b>	<b>\$784,039</b>
<b>Consumables</b>				
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
		<b>\$114,437</b>	<b>\$99,300</b>	<b>\$79,692</b>
<b>Administration</b>				
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
		<b>\$78,520</b>	<b>\$31,400</b>	<b>\$29,650</b>
<b>Other Expenditure</b>				
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
		<b>\$23,103</b>	<b>\$13,700</b>	<b>\$7,627</b>
<b>Total Expenditure</b>		<b>\$1,251,860</b>	<b>\$977,500</b>	<b>\$901,008</b>
<b>Net Income (Deficit)</b>		<b>\$1,621</b>	<b>-\$18,369</b>	<b>\$66,141</b>
<b>Major Capital Works</b>				
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		<b>\$199,322</b>		

It was suggested that the savings from the Cola and the Solar panels be redirected to put shade over the new amphitheater.

Action - Investigate additional shading BASC Amphitheater, Year2, Year 6 and canteen line up.

#### 4. FINANCE COMMITTEE - SEE TREASURER'S REPORT

#### 5. BEFORE AND AFTER SCHOOL CARE (BASC) COMMITTEE

**BASC lease** – The Department of Education mandated last year that all Out of School Hours (OOSH) facilities had to have a lease with the Department in respect of the buildings that they use on school premises. BASC is an OOSH and signed its agreement at the end of last year. This agreement requires BASC to pay the School a rental fee based on the number of BASC spaces provided. This lease fee is a new fee for BASC and, as a result, BASC fees were increased slightly at the start of the year.

**BASC Capacity Issues** – BASC is pleased to report that approval has finally been received from the Department of Early Childhood Education & Care Directorate (ECECD) for the use of the STEAM room that Julie has made available to BASC. This approval will allow BASC to offer an additional 20 spaces every day for both morning and afternoon places from the beginning of Term 2. Unfortunately, this approval process took a lot longer than expected as ECECD kept asking for additional piecemeal information from BASC. BASC management and the committee would like to thank Melina for escalating this issue with James Griffin at the start of this month as approval was finally granted last week.

Good progress has also been made on the purchase of two new demountable buildings by the P&C to facilitate the addition of an additional estimated 40 spaces. The P&C signed the agreement and paid the deposit for the new buildings at the beginning of the term. ATCO (the suppliers) are aiming to complete the delivery and installation during the holidays at the end of term. BASC management will then need to update the lease with the Department of Education, submit the application to ECECD for approval of the additional spaces, find additional staff and organise a program for the new rooms. This process is expected to take most of term 2 with parents to be offered the additional spaces from the beginning of Term 3.

The BASC committee and BASC management continue to be acutely aware of the stress that many parents are under due to the lack of spaces available for Manly West students. This issue affects a number of schools in our area and we are hopeful the strategies outlined above (which will add 300 morning places and 300 afternoon places over a week) will help alleviate that stress. The BASC Committee and management continually review waitlist management and additional strategies to optimise the allocation of centre spaces. One important way that the whole school community can assist in this is to provide early notification of absences. In this way, BASC management can offer much needed casual spots to families – often a lifeline to parents who have not yet been allocated a permanent spot.

The introduction of the inactive category last year was another strategy that has seen some additional spaces being released. Under this policy, parents that have spaces that they do not need to use for a period of time (e.g. if their child has a sporting, music or other commitment on a particular morning or afternoon) can transfer their child to “inactive” for that particular session so that someone of the waiting list can use that session. The incentive to the parent is that do



not go to the bottom of the waiting list for that session as they get priority for that session when they need it again.

**Staffing** – There has been a number of new BASC staff added this year and a number of those staff will be available to work additional shifts once the 20 new spaces are available at the beginning of term 2. BASC management will continue to interview people over the coming months to ensure that there are sufficient staff available to when the 40 additional places become available at the start of term 3.

**Security** – the new and old BASC building were connected to the school's security system during the long holiday break. This change means that the buildings are alarmed at night, which improves the security of the assets within the buildings.

**New Sign-in Procedure** – the new government mandated online sign-in procedure was implemented at the start of this year. This new procedure has been working well and there have been no major issues. BASC management would like to thank all parents for their transition to the new system.

**Food Preparation** – BASC management have also been in discussion with Canteen management about using the Canteen facilities to prepare food for children in the afternoon session. Currently this food preparation is carried out in the old BASC building. However, in order to maximise the spaces available for students, it has been decided to make use of the Canteen facilities for this purpose. BASC will engage a dedicated member of staff to prepare the food in the better equipped Canteen space, working around Canteen requirements.

#### Key Points

- new spaces coming to BASC in Term 2 utilising the STEAM ROOM
- instillation of new demountables are coming as we work with the relevant authorities

#### Questions regarding why BASC don't offer Vacation Care

Action Point - BASC Committee to investigate Vacation Care

Action Point - Add the [Care Provider finder](#) to the P&C website

Action Point - Make the options for Vacation care more prevalent on the Newsletter and P&C website.

## 6. CANTEEN COMMITTEE

**OPERATION** - Preparations for term 1 went well and involved:

- updated menu including Flexischools,
- preparing a new volunteer roster,
- cleaning, cooking and restocking,
- achieved by staff, volunteers and professional cleaners.

During the holiday the canteen has been professionally cleaned, and pest control has been carried out. Despite this at the start of term 1 we did notice a lot of cockroach activity. Additional pest spraying has been done by Phil. At the moment it seems more under control but we will keep an eye on this.

**VOLUNTEERS** - We are constantly trying to recruit more volunteers with success. Various parents of children starting Kindy this year have joined us. Volunteers can use our signup to fill a shift just visit the Manly West P&C volunteer webpage.

**PHYSICAL ENVIRONMENT** - We would like to have at least the 2 freezers on separate fuses to minimise loss should one not function.

As proposed in our capital wishlist it may be time to replace the old air conditioner as it is making wheezing noises and is much less efficient than the newer one. Winter would be a good time.

Outstanding issue from last meeting:

**Daily cleaner** – we have been informed by company supervisor the daily school cleaners should clean sink, cupboard / fridge tops, floors, especially under benches. Up until now only the visible floor surface has been cleaned. Can we get clarification on this please.

Gabrielle – did you receive an overview / specifications of what they are supposed to be cleaning?

**FINANCIAL** - Coles account has been set up, the canteen credit card can be used for payment (to be able to have orders delivered to the canteen). This is needed as, partly due to the new Healthy menu, we are buying more items which can not be ordered from the current supplier (Manly Freezers).

Gabrielle's report on 2018 financial performance.

## **ADDITIONAL ISSUES TO BE DISCUSSED**

**OUTSTANDING ISSUES** – when will school introduce plastic recycling? Hopefully in 2019 this will become reality. In the meantime we are always working on ideas to reduce plastic in the Canteen.

**LUNCHBOXES** - We see lots of children over lunchtime who mention their lunch was eaten by a bird (Ibis). The issue of lunch boxes being left open and often in the sun has been addressed with Ms Organ. It would be good to re-address as it is still a problem. We suggest, for health and safety reasons, all lunch boxes are brought back inside after recess. Often they are left outside in the sun until lunch time. This is a serious food safety hazard.

**MONDAY CANTEEN POSITION** - Sadly Audrey W is leaving the canteen this position has been advertised and a decision has been made to appoint Nicola Bird. She will start on 4 March.

**SHELTER FOR THE CHILDREN** - On very hot days we have not made the children line up out in the full sun. They tend to hide in the shade of the veranda. This does create a crush. Is there a possibility of a shade sail or small sun shelter which could cover the line up area?

**OUR MENU** - We have recently had our menu approved under the NSW Healthy Kids Association guidelines. Many changes in what is available have already been made as we did not restock items which we knew would not be compliant. The final small changes came into effect on 18 February.

We continue however to look at items which we can add and ideas for winter dishes which will be acceptable.

## **7. FUNDRAISING AND EVENTS Prepared by Tracey Martin, Events and Fundraising Coordinator.**

### **Kindergarten Parents Cocktails- 1 March 2019 -Manly Golf Club Event coordinator: Tracey Martin**

The Kindergarten Parents Cocktails is a social event exclusive to the parents of students starting in Kindergarten in 2019.

It was a fabulous night of meeting and mingling. Over 170 attended the event which was held on the Terrace at the Manly Golf Club.

Many thanks to Julie Organ, Wendy Mwanga and the MW office staff for being so supportive of this event.

Additional thanks to Wendy Mwanga, Rebecca Sutherland and Kirsten Highnam for welcoming the guests on the night and to Tom Hutton for preparing such wonderful artwork. Thanks also to the team at the Golf Club for looking after us so well.

Our event sponsors were Cunninghams Real Estate and Manly Golf Club.

Whilst the Kindergarten Parents Cocktails is a social event it did make a small profit due to the high number of attendees.

Profit: \$165.00.

### **P&C Morning Tea - 10 April 2019 - School Hall Event coordinator: Tracey Martin and P&C Exec.**

The P&C Morning Tea will be held on the morning of the K-2 Easter Hat Parade.

An Easter themed morning tea will be provided free of charge. Manly West tea towels and tickets to an Easter themed raffle will be sold at the event.

We have secured two sponsors for this event - Bakers Delight (hot cross buns and mini finger buns for preschoolers) and Stockland Balgowlah (additional food items and support with raffle prizes).

Everyone is welcome!

Volunteers will be needed to assist with sales on the day and will be sourced through class parents and the school's newsletter.

### **Entertainment™ Book Memberships -Official Launch Date: 2 April 2019 Early Bird Sales: now available**

## **Sales Coordinator: Tracey Martin**

Entertainment Memberships are open to the school community and to the general public.

Early bird sales are now available. The official launch is on 2 April and sales will continue until December 2019.

Online orders [www.entbook.com.au/2y00428](http://www.entbook.com.au/2y00428)

Cash sales: pick up a form at the display books outside the office.

**Return and Earn** - The Return and Earn fundraising program has been reviewed and, at this stage, will not be renewed in 2019. The initiative to return and earn will continue for parents and children to participate in the program.

Many thanks to Melina Rohan, Suzanne Cairns and Tracey Martin for their commitment to this program.

**P&C Contributions** - This year's P&C Contributions will support the Building Fund. The fund assists with building upgrades, maintenance and new builds. The P&C has previously helped to fund upgrades to the oval, refurbishment of the K-2 toilet block and building the new COLA.

- Semester One accounts have been issued.
- Figures current as at 11am, Monday, 25 March 2019.
- Total Contributions: \$16,853.50
- Number of families paid: 217

**P&C Federation Journal article** - The follow-up P&C Federation journal article on the fundraising programs at MW is in progress. Stay tuned for publication details soon.

**P&C Sponsors and Donors** - Several sponsors have already been secured for events and fundraising programs this year. Our sponsors are extremely important to us and help us deliver exciting, fun and cost-effective social events and fundraising programs to our school community.

Please remember to let them know that you are from Manly West next time you visit.

- Manly Golf Club – two events.
- Cunninghams Real Estate - three events and the school newsletter first page banner.
- The Athlete's Foot have partnered with a number of schools, including MWPS and will donate \$5 back to the school for each pair of school and sport shoes purchased at their Brookvale, Mosman and Warriewood stores. The program runs all year long. The first donation this year was presented at the 3-6 assembly on Thursday, 14 March and was for \$1,020. The next donation will be in Term 4.
- Stockland Balgowlah and Bakers Delight will sponsor the Easter Morning Tea.

## CARNIVAL

### **We need more volunteers! Without Volunteers the Carnival cannot take place.**

We now have a finance committee, but we need a lot more parent volunteers to deliver the carnival.

The call for volunteers started on 12 September 2018 and continues through the newsletter and the shortly through the new class parent network.

Volunteers still needed for:

- Carnival Coordinator
- Carnival Committee (up to six members)
- Sub-Committees
  - Advertising (external)
  - Advertising (school community)
  - Class parent liaison (class stalls etc.)
  - Compliance / Safety
  - Entertainment
  - Food / Catering
  - Infrastructure – External
  - Infrastructure – Internal (School)
  - Sponsorship

### **WHAT'S ON IN 2019. . . 2019 Events Calendar**

#### **Term 1**

Week 5	Kindy Cocktails	Friday, 1 March 2018 - completed
Week 9	Entertainment Book Membership launch	Tuesday, 2 April 2019
Week 10	Easter Morning Tea	Wednesday, 10 April 2019

#### **Term 2**

Week 3	Mother's and Carer's Day stall	Friday, 10 May
Week 7	Interrelate	Wednesday, 12 June
Week 9	Comedy Night (Balgowlah RSL)	Saturday, 28 June

#### **Term 3**

TBA	Carnival Launch mufti day – chocolate donation	
Week 7	Carnival	Saturday, 7 September TBC

#### **Term 4**

Week 4	Melbourne Cup	Tuesday, 5 November
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For more information about P&C Events and Fundraising activities and Sponsorship Management, please contact Tracey Martin by phone 0408 884 959 or email [events@manlywestpandc.org.au](mailto:events@manlywestpandc.org.au)

## 8. UNIFORM COMMITTEE

All going well at the Uniform Shop !

### Tasks completed during 2019

- Stocktake at end of Term 4 - 2018
- Approx 175 Uniform online orders fulfilled via Flexischools in Term 1 to date
- Trying to sell any “non compulsory” uniform shop items purchased prior to 2014 (Eg chair bags, visors, scarfs) - stock of these items will no longer be held/ purchased at MW

### In progress Term 1

- Ordering for Kindy Orientation 2019

### To Do

- Stocktake at the end of Term 1
- Continuing to promote the use of Flexischools for uniform purchases - continuing to deliver all orders within 48 hours

### Information

- We have 10 volunteers to assist weekly, 1 shift (approx 2 hours) per term
- volunteers can use our signup to fill a shift just visit the P&C volunteer page.
- Approx half orders received via Flexischools per week
- No Uniform items have been changed

Should you have any queries, please contact me

Kind Regards

Natalya Hansson Ph 0403 806 339 Email [uniform@manlywestpandc.org.au](mailto:uniform@manlywestpandc.org.au)

A question was asked why the old style sports clots have been removed from the Uniform. It was reported that this was a cost saving as carrying so many options in the store was expensive.

A request to put better images of the options on the website from the floor.



## 9. BAND COMMITTEE

**Band Membership** - As at 11 February there are 189 students enrolled in the Band program. 174 end of last year and 181 in Jan last year.

- Training 79 (62 in Jan 2018)
- Intermediate 34 (35 in Jan 2018)
- Concert 33 (38 in Jan 2018)
- Performance 43 (46 in Jan 2018)

**Budget for 2019 & Fee Payments** - As at the end of last year the band program had spent over budget by approx. \$4,500. Our overall loss was \$600. In discussions with Gabby Davis we agree that the program is not sustainable running at a loss even though we do have some cash at bank.

We have increased Band Fees by \$10 per Semester this year for all bands.

### **Upcoming Dates 2019:**

8 April, Intermediate Band Performance at NSSWE Autumn Festival, Forest High School

9 April, School Photos

27-28 May, Band Camp - Costs and budgets to be determined.

12 June, Charlie and The Chocolate Factory, Performance Band. Invoices for this were issued as part of Semester 1 fees

**Band Mentor Program** - At present we have 22 students who have volunteered to assist Penny with Training Band. Discuss when they should receive their pins.

**Creative Kids Voucher – Application for Manly West Bands** - Manly West Bands would like to say a big THANK YOU to Tony Falzarano and Gabby Davis for assisting in the processing of our Creative Kids Supplier application. We have been approved for this which means that families can receive a \$100 rebate per year on their band fees.

### **Scheduled Meetings for Band Committee 2019**

Term 2: Monday 6 May, 6.30pm Library

Term 3: Monday 5 August, 6.30pm Library

Term 4: Monday 21 October, 6.30pm Library

**Band are now a creative kids provide and you can now use your \$100 voucher to offset the cost.**

## 10. ENVIRONMENT COMMITTEE

### GROUNDS / BUILDING IMPROVEMENTS

**Amphitheater outside new BASC** - Amphitheatre construction is complete, as is planting / greening of the area. All is looking fantastic and well used by school and BASC. Julie Organ is looking into improving the shade options for this area in summer (planting or the infrastructure). School can help to fund.

Shade trees along fences at bottom of oval (adjacent to houses on Balgowlah Rd) – Environment SubCommittee meeting attendees continue to investigate types of trees that will tolerate the conditions in the area. Any planting of the area would likely be delayed until after the MW Carnival 2019 in order to assess the impact of the carnival on this section of the grounds (including impact on potential irrigation systems)

**COLA** - Construction was completed in the January school holidays, including insulation. Completed COLA has met AMU standards. Water runoff goes to stormwater.

**Solar Panels** - Julie Organ reports that this is a very delayed project. Works are complete however not yet signed off with Department of Education due to conflict with contractor. The panels came with a data-monitoring unit, however this is not yet utilised. This is the next step for teaching students.

### PROVIDING ENVIRONMENTAL AWARENESS TO STUDENTS

Environment SubCommittee plan to focus on Waste Reduction at Manly West in 2019, including:

- A meeting was held on Wed 27<sup>th</sup> February including Ms. Julie Organ (Principal), canteen staff, P&C Environment Subcommittee and school staff (Science, SRC and Student Environment Committee) and a representative from the Coastal Environment Center to look at waste audit
- Ongoing and improving waste reduction practices and projects at Manly West – led by the students and aiming for powerful cultural change.
- Liaison with school/students regarding waste audit opportunities – particularly through the KG
- Across-the-board focus on school and P&C events being waste-wise – developing/implementing processes for events to reduce waste (including working closely with MW Carnival committee)
- Solar Panels data-monitoring unit – not well utilized. Environment Committee could work with Julie to get this off the ground.

## REVENUE / FUNDRAISING

**Manly West Kitchen Garden Cookbook** - The Cookbook will raise awareness of the wonderful Stephanie Alexander Kitchen Garden program at Manly West and raise money for the P&C to contribute back to the Kitchen Garden and school community.

- Calls for recipes published in MW newsletter in Term 1 / MW noticeboard / Facebook.
- Photography well underway.
- Illustrations and hand-written recipes will be collected through KG activities/staff.
- Deadline for recipe submissions – end Term 1.
- School community pre-orders open in April-May 2019 via Flexischools – advertised as above.
- Potential to run class/school community competitions for most books ordered.
- Printing in June – August ready for MW carnival and Christmas gifts.
- Additional print runs can be placed as needed.
- Base price of MW Kitchen Garden Cookbook - \$30.

**Community and government grants for 2019** - Some subcommittee members investigating these. Previous grant use e.g., new water tank purchase for KG.

**Kitchen Garden stall at MW Carnival.** - May take up opportunity for free advertising in Gardening Australia magazine.

## 11. KITCHEN GARDEN COMMITTEE

It's been a busy term in the Kitchen Garden. Year 3 started coming to classes in Week 2. There are 4 classes on Wednesday's and 1 class on Thursday's.

The first semester is a lot of garden orientation, the children learn about the tools they will be using (rakes, garden forks, hand trowels etc), where everything is stored and how to use them safely and they get their wheelbarrow licence.

The children have lessons from me on worm farming and how to make compost; they learn why we compost food scraps and what we use it for (to feed the soil which in turn feeds the plants). They start to regularly do 'jobs' in the garden, like making compost, aerating compost, distributing compost, watering the plants with worm juice, raking up leaves to add to compost, weeding, mulching the pathways and garden beds, planting seeds and seedlings, cutting back annual plants, harvesting produce and raking the chook house. They learn how to look after the garden, feeding the plants with compost and worm juice.

We've harvested the olives growing in the garden which Anna Coade is helping by preserving for us. We haven't done this before so this is a new skill for us to learn.

Beth Dowdle teaches the science unit Living Things, perfect to teach in a garden. The children learn about pollination and seed and fruit formation. They learn that the worms and micro organisms in the compost are alive and that they help to break down the organic waste. They also learn how to identify insects in the garden that are either our friends (help by pollinating our plants or killing pests) or our foes (eat the plants).

Today we had a visit from Lara Dunford to talk about keeping European honey bees.

The weather has been difficult this term! We've had some very hot days in the garden and then the last 3 weeks we've had rain or storms on garden days.

I have regular help on Wednesday mornings from parent Jo Holley and grandparent Margaret Pratt, both are invaluable to the garden with help & advice they give me.

The children love tasting the garden produce! So far I've made and the children have tasted tomato and basil salad (basil from the garden), a lime & soda water drink (limes from the garden), beetroot hummus dip (lemon & beetroot from the garden) and baba ganoush dip (donated eggplants and lemon & garlic from the garden). A lot of children start every tasting session with "I don't like..." but what I find interesting is that if we can convince them to try whatever it is, they more often than not surprise themselves by liking it!

We've been taking photos of all our activities for the Manly West Kitchen Garden cookbook which Carolyn Miles is putting together.

I'm currently working on organising a team to come and help us conduct a waste audit in the school which Yr 3 & 4 will do. We are hoping to identify what goes in the bins at school and look to ways to reduce our waste and possibly avenues for recycling some of it.

I'm also working with Julie Organ on a possible relocation of the chicken coop.

Regards  
Angie Penn

## 12. TRAFFIC COMMITTEE

Dear Parents and Citizens

The Traffic Committee was reformed at last years AGM and made steady progress on the traffic and safety issues that continue to affect the school Community

David Ford, Melina Rohan, Cassie Matheson, Megan Harries, Sally Gee.

**Kiss and Drop Zone** - The committee resolved to initially gain some data during this term on the problems of the K and D and traffic infringements occurring around the school and to put together an education plan to help inform parents of the dangers from these infringements. The committee will also reach out to council, state government and law enforcement for resources.

Suzanne and David over a number of mornings and afternoons observed the operation of the Kiss and Drop Zones and the data provided some alarming insights. There was an average of 10 infringements of the rules per day in the period of 30 min before or 30 min after school per day.

The major issues were.

- Leaving vehicles unattended.
- Waiting more than 2m
- Not moving down to the end.
- Children leaving or entering the vehicle from the road side
- Stopping or parking in the no stopping zones next to the crossing or over the crossing.
- U-turn directly in the school zone or across the crossing.
- Reversing into a spare space.

**Education** - Suzanne Cairns organised the delivery and distribution of the [NSW Gov Roads Kindergarden Orientation Packs](#) to the new kindy parents this term along with a revised flyer on the kiss and drop. It was agreed that educating new parents on the operation of safety zones around the school would have the most effect.

However, the committee is aware that the infringements to the rules are occurring daily by drivers of students from all year groups. The flyer was also posted numerous times throughout the year in Mini Matters and is now available on the P and C website <https://www.manlywestpandc.org.au/parking-kiss-ride-zones>

**Enforcement** - The committee now has a good working relationship with council and police and has notified and ask for inspectors during regular intervals in the last year to help enforce the rules. While a number of parents have asked if we could form a volunteer group to monitor the K and D mornings and afternoons, following talks with Balgowlah Heights and Manly Vale public schools we understood that their efforts caused a lot of friction, abuse and ultimately did not fix the problem.

We are also concerned about the safety and welfare of our Parents, Volunteers and Employees operating outside school grounds. Those of us who have taken it upon ourselves to try to educate offending drivers have certainly already copped some disturbing abuse at times.

Parking infringements in School Zones now carry demerit points as well as fines.

<https://www.rms.nsw.gov.au/roads/safety-rules/demerits-offences/demerit-points/school-zone.html>

**Boats Trailers and Caravans** - During term 2 and 3 last year there were many boats and trailers parked on Griffith and Boyle and Hill St and even one in the kiss and drop for a number of weeks. The council was informed and started a process of booking and issuing defect notices to some of the unregistered vehicles. There was also an unauthorised campaign against some of the boat owners by unnamed persons that resulted in the boats on Griffith St being removed but we should be respectful of those boat owners and try not to cause any further friction with the school.

**Review of Parking Restrictions** - Following correspondence from the council directly to the School Principal on 16 November 2018. David and Melina met in February to draft a response in regard to changes to the current parking restrictions. (See attached correspondence) . The committee has also asked for a full RMS traffic review following.

Thank you to all committee members this year for your work in trying to improve student safety around the school!

David Ford, Traffic Co-Ord [traffic@manlywestpandc.org.au](mailto:traffic@manlywestpandc.org.au)

Traffic is working hard with council re the parking issues around the school which is constantly causing safety issues.

A concern was that people are not considerate and park taking up too much space.

A kindy parent praised the traffic committee for the safety drive which was handed out to the kindy classes in T1.

### 13. ENRICHMENT COMMITTEE - POSITION VACANT

### 14. CARNIVAL COMMITTEE - POSITION VACANT

## 7. GENERAL BUSINESS

Let from LAURA WORLEY - [Request to Optimize the Use of Shade](#)

Laura highlighted that Australia is a world leader in skin cancer and asked the school to consider changing the line up area for year 2 to utilise existing shading. Also can the school consider changing the times of sports so the children are not in the fully sun in the middle of the day.

The school confirmed that SYSA have been asked to take the children to the shaded areas when the sun is too hot. The children are also given regular breaks for water and heat issues. Children are reminded to apply sunscreen and drink water. The school provide sunscreen for use while in the school.



## 8. CLOSE

The Next Meeting is proposed for 4 June 2019 at 7.30pm in the School Library.