

Agenda: P&C General Meeting – Term T2 2019
Meeting Date: 4 June 2019
Location and Time: Manly West Public School Library at 7.30pm

1. Welcome and formal opening of meeting

2. Apologies

Vicky Stokes, David Ford and Bec Sutherland

Tracey Martin raised a vote to nominate Maike O'Keeffe as Secretary. Vote passed.

3. Minutes of the previous meeting

Review and approve the minutes of [General Meeting held on 26 Mar 2019](#)

Approved by Laura Worley and Gayle Graham

Review and approve the minutes of [AGM Meeting held on the 26th March 2019](#)

4. Business arising from the previous meeting minutes

None

5. Correspondence

None

6. Reports

1. PRINCIPALS REPORT

[Annual School report tabled and distributed to P&C Executive](#)

Professional learning - Manly West PS 2018-2020 School Plan has three Strategic Directions –Literacy and Numeracy Foundations and Building Teacher Capacity for 21st Century Learners. The third direction is Building Student Capacity in partnership with the school community developing all the wellbeing, sustainability and extra-curricular programs to support this direction. Research shows that excellent targeted professional learning is the best way to improve teacher quality so that our students reach their highest potential.

Currently, our teachers are focusing on a number of professional learning areas that are linked to our Strategic Plan 2018-2020. The Five Aspects of Literacy (Early Stage 1), Literacy and Numeracy Progressions (K-6), Positive Behaviour for Engaged Learners (PBEL K-6), Focus on Reading comprehension (3-6) Building Numeracy Leadership (K-6) and Visible Learning (K-6) are some of the top priority areas that Manly West teachers are working on this year.

A number of our teachers have attended PBEL and Behaviour where our expectations are communicated and evident across the school. Teachers and students in K-6 are encouraging Number Talks, which encourages a much deeper understanding of mathematics than previously expected. Teachers and students are using the six comprehension strategies with much deeper understanding of each strategy. At Manly West, we have Instructional Leaders who model explicit teaching skills for teachers, we promote teachers mentoring others and teachers observing each others' lessons to showcase best practice in teaching across the school. Thank you!

Thank you to the P&C Finance Committee and Executive working behind the scenes with the school on the completion of administration of the Before and After School Lease with the Department of Education and Manly West PS, the new Building for BASC, the COLA and the Solar Panelling completion.

Waste Audit - Thank you especially to Beth Dowdle, Ange Penn and Jess Kirkham for the organisation of the Waste Audit, which was held in Week 2 of Term 2. This was the result of the P&C and MWPS Environment Committees working together with the Council with the intention of decreasing the amount of waste in our school community. The waste audit is one of the many steps we have taken to reduce waste and now we will organise more projects linked to the audit over the next year.

The Kitchen Garden Program is expanding at Manly West and this is certainly our centre for best sustainability practices. The committees will continue to join forces to educate and communicate messages via our Student Representative Council. The Cook Book 'Thrive' is currently being organised as a fundraiser for the P&C. Thank you to all the members of the committee who are working on this publication in readiness for the launch in 3rd Term.

Bell system - As you would be aware, we now have a new digital bell system, that allows for lockdown and evacuation across the school. It also features the sun safety jig song to encourage our students to re-apply sunscreen. There were a few problems with the volume but this has now been adjusted. The students experienced a practice 'immediate threat lock down' on Monday at lunch time and we will continue to have drills so that students and teachers are

familiar with the bells. The Manly West Health and Safety Team organises and reviews these drills.

Band Camp - Thank you to everyone involved in the Band Camp including the Band Captains. It was a great success in 2019.

Mrs Julie Organ
Principal Report June 2019

2. PRESIDENT'S REPORT

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 and reminders have been sent.

Figures current as at 11am, Tuesday, 4 June 2019.

Total Contributions: \$23,769.75
Number of families paid: 323

Tracey reported that at the BASC meeting Megan Harris former Secretary had been presented with flowers for her outstanding work over the many years she has dedicated herself to the P&C.

Tracey highlights that if any members of the P&C needed guidance that she is always available and can be contacted by phone.

P&C contribution reminder will be sent in Semester 2 accounts. This is a voluntary contribution and supports the school. This contribution is also tax deductible.

3. TREASURER REPORT

Welcome to new members - The Finance subcommittee welcomed 4 new members following the AGM. Anna Head has taken on the role of Chair, Meredith Dundas and Karen Petersen have taken on the role of P&C Reps and Tracy Martin joined as the new P&C President.

Overall Financials - Each of the main financial sections of the P&C are doing well and are in line with budget.

BASC Expansion - The 2 new buildings for the BASC expansion were successfully installed over the school holidays. The P&C has paid for the buildings and 80% of the installation

costs. The final 20% of the installation costs will be paid once the Department of Education Asset Management Unit signs off on the building. The sign-off is due shortly.

BASC Management are reviewing the fit-out requirements for the building and are preparing the documentation required to obtain approval from the NSW Early Childhood Education and Care Directorate for an additional 40 BASC spaces for each morning and afternoon.

The Department of Education Asset Management Unit is currently amending the licence agreement for BASC to reflect the additional 40 BASC spaces that are expected to be available in Term 3. These amendments are required before the application for the additional 40 spaces can be submitted to the NSW Early Childhood Education and Care Directorate.

School Contributions - The school has received \$23,769.75 for the P&C contributions which is over 50% of our \$40,000 target for the year. These funds are used to assist with building upgrades, works and maintenance.

COLA Update - As mentioned at the AGM, the COLA was completed in January this year and the feedback from students, teachers, BASC staff and parents has been overwhelmingly positive.

The total budgeted cost of the COLA was \$265,000, of which \$200,000 was to be funded by the P&C and \$65,000 by the school. The P&C payment was to be spread over 3 years, with \$150,000 in 2018 and \$25,000 in 2019 and \$25,000 in 2020. However, as the actual cost came in at \$229,231 (\$34,769 below budget!). Julie also advised that the savings would be passed back to the P&C. As a result, the P&C only needs to contribute \$15,231 in 2019 to finalise its contribution to the project. This payment will be made later this year.

Solar Refund - Julie Organ has advised that the school has received a refund due to the scope of the solar program being reduced (as a result of the Kindergarten roof being too steep for the installation). The P&C originally contributed \$20,000 to this project and will receive a refund of around \$8,500. This refund will be used to fund part of our costs for the COLA.

Carnival - The Carnival committee has selected Planet Entertainment to supply carnival rides for the School Carnival and have selected a date of 21 September 2019 for the Carnival. Planet Entertainment will rent out the rides to the P&C at a fixed cost of \$20,530, with a 50% deposit (\$10,265) being required to secure the booking. In the past the cost of the carnival rides has been well in excess of this amount as the ride operators have taken 70%-80% of the ride proceeds. The P&C Finance and the Executive committees have approved the payment of the deposit.

4. FINANCE COMMITTEE - NO REPORT TABLED

5. BEFORE AND AFTER SCHOOL CARE (BASC) COMMITTEE

BASC Expansion - The STEAM Room was opened to BASC spots from Week 1, Term 2. This Room is being utilized as an activity based room, with a different theme each week – children from any room can volunteer to attend based on whether the activity appeals to them. The room has attracted a lot of interest so far and provides older children with opportunities to be ‘helpers’ and develop leadership skills. Two experienced Educators are implementing the program under guidance from Anne.

The 2 new rooms were delivered during the Autumn school holidays and already blend beautifully with the existing school infrastructure. A massive thanks to Phil Perks for all his hard work in facilitating the installation and to Tony Falzarano for being on hand and liaising with ATCO, the suppliers. The application process to have the additional 40 spaces registered with the relevant authorities has commenced and a detailed work plan is in place to ensure the space can be operational as soon as the registration is provided. This includes purchasing equipment, recruiting staff and planning a program of activities. At this stage we are on track for the spaces to be available from early Term 3, with the caveat that we are at the mercy of the bureaucracy for application assessment.

Enrolments and waiting lists - The 20 STEAM Room spots have had a significant impact on waiting lists already. As at 14 May, the following provides a summary of the waitlist for each session together with a comparison to the Term 1 position:

	BEFORE SCHOOL			AFTER SCHOOL		
	Term 2	Term 1	Mvmt	Term 2	Term 1	Mvmt
Mon	104	137	33	167	197	30
Tue	131	173	42	193	225	32
Wed	95	135	40	158	210	52
Thur	78	124	46	179	230	51
Fri	74	113	39	132	162	30

As can be seen – the movement exceeds the actual increase in capacity. This is incredibly encouraging and we look forward to further significant movement once the new rooms become available. Most excitingly, we are beginning to be able to offer 2019 Kindy children Thur/Fri before school spaces – the earliest we have been able to offer Kindy students any spots in a number of years!

The Committee continue to brainstorm potential ideas to encourage parents to surrender sessions that they do not need without fear of not being able to get them back when they need them. In addition, discussion has begun regarding possible aids to assist waiting list management in light of the significant expansion of the centre.

Finances - The Term 1 operating surplus was \$6,175 against a budget of \$5,618. Revenue was \$265,654 - slightly down against budget (\$4,200) due to the decision to suspend casual spots in the first few weeks of Term 1 as the new electronic sign-in system was introduced. This was compensated for by modest savings across a number of expenditure line items.

Due to the significant increase in operating costs as a result of the NSW Department of Education license agreement between BASC and the school for the use of the rooms occupied by BASC, there will be a small fee increase from the beginning of term 3. BSC rate will increase by \$0.30 to \$12.90 and ASC will increase by \$0.40 to \$20.80 Even after these increases we are still the cheapest care provider on the Northern Beaches, with BSC ranging from \$15.00-\$16.00 and ASC ranging from \$22.00-\$29.00 (and higher for casual spots – for which we charge the same as regular spots). These cost changes will be communicated to parents in Term 2.

Centre administration and staffing

- Electronic sign-in procedures were introduced in Term 1 with minimal disruption or difficulty.
- Discussions are underway with Canteen to transition food preparation out of the BASC rooms and a new role has been advertised.
- A number of students with additional needs have been referred to BASC by the school counsellor and as such staff-to-student ratios have been elevated in the relevant room.
- Permanent staff still continue to work with P&C Executive representatives to finalise employment contracts following all contracts being reviewed by EmploySure.

‘Thank you’ - The Committee gave special thanks to Megan Harries for her excellent contributions to the Committee over many years, noting that this would be her last meeting as a school parent.

Meeting dates - The next BASC Committee meeting will be held on Tuesday 6 August 2019 at 6:30pm in Year 3/4 BASC.

Sarah Falzarano BASC Chairperson

Sarah reported that the BASC Holiday Care would be deferred until demountable building is installed and running.

Tracey Martin commended the BASC staff on their use of the Steam Room which is helping with waitlist numbers.

Mention on the Liberal Election promise os every child would have a BASC space if needed. The only way to do this is to reduce space requirement legislation. Even the new schools being built are not being future proofed to provide the space required.

Action Point 1 - Ben To follow up with James Grithin re the promise of funds for the canteen and classrooms at Manly West.

6. CANTEEN COMMITTEE

OPERATIONS - Our biggest recurring issue to the school canteen is (still) lack of volunteers. Suggestions for making a class responsible each week to find volunteers has been raised.

In Balgowlah Heights, they request a class-year be responsible to come up with volunteers for the month.

Another suggestion is to put up a vacancy shingle at the front of the canteen as many parents who do drop off, can volunteer on the day if they can visually see the canteen requires assistance.

PROPOSED USE OF CANTEEN BY BASC - A meeting was held between Sarah, Shona, Yvette and Audrey to discuss the proposed use of the canteen by BASC after-hours. Due to the expansion of BASC numbers, and the time taken by current career personnel, BASC are looking at employing a dedicated food preparation manager for BASC attendees.

As there is currently no proper food preparation area, it was proposed that BASC would have access to the canteen from 2:30 pm each day. The only impediment would be Friday afternoon with after-school service however a designated area would be for the exclusive use by BASC, as service is front-of-counter with mainly cold products being served.

The other benefit to sharing resources would be sharing of costs for new equipment, fridges etc going forward.

MENU CHANGES - Due to winter, a couple of new items have been implemented into the menu such as chunky chicken pies on Monday (to replace chicken teriyaki sushi) as well as a larger and healthier (3.5 stars) hot cheese and feta roll (to replace the current cheese and spinach roll). Effective 27/05/19.

STUDENTS WITH NO LUNCH - An increasing number of children come to the canteen each day advise of having no lunch. Recently an average of 8-10 students arrive with no lunch or believe a lunch order has been submitted (but obviously not!). This takes the canteen approx. 3-5 mins per student to complete search on Flexischools, provide food and complete IOU, which then leads to chasing payments of IOU's at the end of term.

Several solutions have been discussed however there is no quick-fix without the mutual cooperation of the canteen, the school and the parents. Other schools have a standard vegemite or cheese sandwich provided as the default item but again, the follow up required for payment is burdensome.

SUPPLIERS REVIEW - Audrey will undergo a review of all current suppliers to ensure we are obtaining the best and healthiest products for our canteen as well as maximising margins. This will take time however a completed report will be provided to the Exec committee by the end of Term 3.

AIR CONDITIONER REPLACEMENT - The air conditioner in the canteen is starting to make noises and was only serviced last year, therefore, it is inevitable that it has come to the end of its natural life! Therefore, we seek approval for a replacement unit and given the current sales, savings can be made if we purchase an air conditioner outside of the Summer season. Audrey to investigate prices until approval has been granted by the P&C.

Outstanding issues 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.

Audrey will follow up on this item with school contacts to understand what is the current scope of the cleaners in the canteen and is enough time being allocated to effectively complete these tasks?

Audrey Watson - Canteen Coordinator
canteencoord@manlywestpandc.org.au

Action point 2 - Audrey to email Julie re outstanding issues.

7. FUNDRAISING AND EVENTS

Mother's and Carer's Day stall - 10 May 2019 - School Hall COLA
Event coordinators: Nicole Macnicol, Marie-Claire Johnston and Tracey Martin

The M&CD stall was well supported by the school community. The students had a fabulous time looking through the gifts and choosing their special items.

Many thanks to the school for their support with this event. Mrs Catherine Wyles organised the class roster, the teachers provided time for the students to decorate their gift bags in the classrooms and assisted with the stall queues and the office staff ensured all our publicity went out in a timely manner.

Thank you also to the following Year 6 students Audrey Costello, Coco Conway, Charlotte Blenkhorn, Amelie Carter and Octavia Williams who kept the roster on track and to Charlie Campbell and John Engeldaw who made the pack-down so easy.

A huge thanks to the volunteers helping with the stall. Many of the 40 volunteers used the sign- up register before the stall and others walked up and offered their help on the day.

Many thanks to Nicole Macnicol, Tracey Martin and Marie-Claire Johnston for organising the stall. This is Marie-Claire's fifth and final Mother's and Carer's Day stall at MWPS. She has been a wonderful asset to the team and we have been very fortunate to have her ongoing support for so many years.

PROFIT: \$5,635.00

Entertainment™ Book Memberships - April through December 2019
Sales Coordinator: Tracey Martin

Entertainment Memberships are open to the school community and the general public. There are two types of membership – Voucher Book and Digital (downloadable on up to 4 devices).

Early bird offers have now closed. Sales are likely to increase now that current membership has expired.

Next round of publicity to commence on Wednesday, 5 June

Online orders www.entbook.com.au/2y00428

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

Orders to date: 6 digital orders + 4 voucher books.

Contact Tracey Martin by phone 0408 884 959 or email tracey.mwpc@homtail.com

Return and Learn Program - Coordinators: Helen Yardley, Kathy Hobbs and Emma King
Now until 25th June

Manly West is participating in the Earn and Learn Program at Woolworths. Parents and community members can collect a sticker for every \$10 spent at Woolworths and place these stickers in the Manly West box at Woollies at Balgowlah, the Mall or outside the school office. Stickers have to be stuck on sticker sheets which hold 60 stickers. The program co-ordinators (and their children) manage this. We usually collect in excess of 30,000 stickers and have around 20,000 at the time of writing (31st May).

When the collection is finalised, a teacher representative from Manly West (appointed by Wendy Mwanga) chooses learning or play equipment for the school, up to the value of the number of stickers "earned".

Contact Helen Yardley by phone 0414 628 203 or email helenyardley@yahoo.com.au

THRIVE! The KG Cookbook - Coordinators: Jessica Kirkham, Carolyn Miles, Jan Beacham and Tracey Martin Now through mid-August

\$30 now available to order via Flexischools.

THRIVE is a beautiful, high quality, full colour book filled with recipes, inspiration, photos that will make a wonderful keepsake. Filled with over a 100 gorgeous recipes submitted by you our wonderful MW families and community including our famous kitchen garden gozleme recipe that our Year 3 lovelies get to make and cook every year.

The book costs \$30 and can be ordered via Flexischools

Incentives have been offered for the first 20 people who order two or more copies will receive a free MW tea towel.

Pre-Orders have been extended until Monday, 17th June. Books will arrive in mid-August.

Contact: carolynjmiles@gmail.com

Interrelate -Coordinators: Audrey Watson, Bec Sutherland, Emma King, Kate Mooney and Tracey Martin

The Interrelate Talks will take place in the hall on Wednesday, 12 June at 6pm and 7.30pm

The two sessions will discuss two different topics and cater for different age groups.

Session 1 – where did I come from, suitable for students in Year 3-6 and Session 2

Preparing for Puberty, suitable for students in years 5&6 or at parent/carer discretion.

The talks are run by the external company Interrelate and will be coordinated by the P&C Enrichment Team with help from Tracey Martin who ran the talks last year.

A family ticket costs \$32 for one session and \$37 for two sessions. Tickets are available on www.trybooking.com/BDALM

Contact Tracey Martin by phone 0408 884 959 or email events@manlywestpandc.org.au

Comedy Night Coordinators: Tracey Martin and Simone Bilgic Saturday, 29 June 2019
Balgowlah RSL

The MW Comedy Fest is a fundraising event and will feature three Australian renowned comedians. Raffle tickets will also be on sale.

Tickets for show only \$35 per person. Cheese platters can be pre-ordered. Ticket holders receive a 10% discount on all food purchases at the bistro and restaurant.

Tickets available on Trybooking www.trybooking.com/BCZWN

Sponsored by Balgowlah RSL and Cunninghams Real Estate.

Contact: Tracey Martin by phone 0408 884 959 or email events@manlywestpandc.org.au

P&C Sponsors and Donors

We continue to seek sponsors for our events, activities and programs. Prior to securing sponsorship please ensure you check with the P&C Exec Committee to ensure we keep our sponsorship programs consistent.

WHAT'S ON IN 2019...

2019 Events Calendar

Term 2

Week 1	Entertainment Books	Until December
Week 3	Mother's and Carer's Day stall	Friday, 10 May
Week 4	THRIVE, The KG Cookbook pre-orders commence	Until Monday, 10 May
Week 7	Interrelate	Wednesday, 12 June
Week 9	Comedy Night (Balgowlah RSL)	Saturday, 29 June

Term 3

TBA	THRIVE, The KG cookbook deliveries commence	mid-August
Week	Carnival Launch mufti day - chocolate donation	Thursday, 1 August
Week	Father's and Carer's Day Stall	TBC
Week 7	Carnival	Saturday, 21 September

Term 4

Week 4	Melbourne Cup	Tuesday, 5 November
TBA	Enrichment Program for students	TBA

For more information: P&C Events and Fundraising activities, please or email events@manlywestpandc.org.au

P&C Federation Journal article - The follow-up P&C Federation journal article on the fundraising programs at MW has been delayed. Stay tuned for publication details soon.

8. UNIFORM COMMITTEE

Tasks completed in Term 1

In process of swapping to Profile Apparel from Pickles

- All orders now through Profile Apparel
- Less stock required to be held by us
- We don't have to purchase all stock at end of year
- Better pricing
- More flexible in customer service
- School website updated to show correct girls uniform options
- Stocktake at the end of Term 1, completed for insurance purposes
- 50% uniform online orders fulfilled through Flexischools in Term 1

Term 2 to Date

- Extremely busy with orders, uniform change over
- Waiting for the weather to get colder for increase in sales (stockings, jumpers, long pants)
- Girls blouse is now showing the school emblem
- Band shirts are now showing the school emblem
- No cost increase for emblems on blouse/shirt

Information

- Income year to date (22/5/19): \$66,138
- 10 weekly volunteers 1 shift per term (2 hours)
- Expect 2 years for visual transition of new blouses/shirts
- Very positive feedback on culottes as year round options for girls uniform

Requests

- New cash register required
- Current system requires everything to be done three times - Enter into Cash Register, enter into EFTPOS machine then enter amounts into spreadsheets for Sales totals) This system also requires Natalya to do a manual stock count each term and in the past she has had to estimate stock requirements 6 months in advance - to place supplier orders.
- Air conditioning – have the electrics been upgraded? Is this planned?

Action Point 3 - Ben to investigate Point of le cash register for Uniform

9. BAND COMMITTEE

Band Membership - As at 6 May there are 186 students enrolled in the Band program.

Training	76 (79 in Jan 2019)
Intermediate	34 (34 in Jan 2019)
Concert	31 (33 in Jan 2019)
Performance	42 (43 in Jan 2019)

Budget for 2019 & Fee Payments - At Term 1's Band Committee meeting it was agreed to increase fees by \$10 per Semester. We have had no negative feedback from parents with regard to this.

Reporting on Events for Term 1, 2019

FRIDAY 5 APRIL, TRAINING BAND FIRST PERFORMANCE, K-2 ASSEMBLY - Penny was impressed with our new Training Band's first performance. They rocked the house with Hot Cross Buns and other festive tunes!

MONDAY 8 APRIL, INTERMEDIATE BAND PERFORMANCE, NSSWE AUTUMN SERIES - For the first time Manly West played at the NSSWE Autumn Series at Forest High School. Intermediate Band played very well and it was a great opportunity for them to see how other bands play as well.

TUESDAY 9 APRIL, GROUP PHOTOS - Photos are now available for parents to order. An email has been sent

THURSDAY 11 APRIL, BAND MENTOR BADGES & BAND CAPTAINS, 3-6 ASSEMBLY - Our wonderful BAND MENTORS were presented with their badges. This year we have about 30 students who assist Penny. Some are every week and others do it as they are able. School Reports will reflect this contribution.

Band Captains for 2019 are:

Performance Band: Emily Alver & Aiden King

Concert Band: Scarlett Macnicol & Cubby Evans

Intermediate Band: Leon Del Bene & Evelyn Williams

Training Band:

27-28 May, Band Camp - A huge success this year. It was agreed by Penny, teachers, Nicole and staff that this was the smoothest camp yet with great attitudes from the kids who were really engaged and well behaved, the teachers had a good night's sleep, the venue staff were on top of things and the food was great. All volunteers showed up to do their bit and everyone had a great time.

COMING UP - **12 June:** Charlie and The Chocolate Factory, Performance Band
14 & 21 June: Northern Beaches Instrumental Festival – all bands.
Information has been sent

Scheduled Meetings for Band Committee 2019

Term 3: Monday 5 August, 6.30pm Library

Term 4: Monday 21 October, 6.30pm Library

10. ENVIRONMENT COMMITTEE

Notes and Actions

- **Beautification of land at the bottom of the oval:** Jo and Ken to consider ideas. Initial action on Ken to source a copy of the asbestos capping map.
- **Cookbook:** all in hand at present. Orders due to go live next week. No action required from the committee.

Water station: all to explore opps for free install (inc. Suzanne's grant link).

UPDATE: Rich called Tracey about this and she suggested that there are already a good few taps, and that the committee might want to start with a quick audit of taps at bubbler areas, then look into a) adding taps where there are none and b) doing something to better signpost students as to where they can fill their bottles

Sustainable events: Rich to explore the idea of creating a simple sustainable events policy for the school.

Waste contract: Rich to get a copy and ask Edge colleagues to review existing waste contract to see if there are opps to improve.

Carnival waste: Jo and Jess to continue exploring opportunities to reduce the impact of carnival, including promoting reusable cups and bottles on carnival comms.

- Additional recycling facilities for the event (via Council)
- Discounts on food/drinks for those using reusable cups/containers
- Sale of MW branded keep cups
- Water station
- Boomerang bags

General promotion of reusable containers: Rich to ask if we could fund a dishwasher in the hall kitchen.

New BASC planting: Jo to explore opps to landscape around it. Could BASC provide budget?

Waste reduction (general): Ange to continue with students and teachers on waste reduction:

- Regular tips via newsletter and Facebook
- Addition of ideas in the cookbook?
- Info in Kindy starter pack?

COLA: Ken to explore opps for vines and other planting.

Heat island: Ken keen to look at further opps to reduce the heat island issues at the school.

Solar: Rich to check with Julie if it's now confirmed that the school benefits from the energy produced.

Solar: Rich to see whether Solar Choice could do a free audit on remaining opportunity. Also need to confirm whether solar was considered for the new BASC (mandatory under the Dept of Ed requirements?)

Waste audit: Ange to circulate the results of the waste audit for ongoing use in comms and initiative design.

Climate Emergency: Rich to explore what's involved in the school declaring a climate emergency, noting the need to communicate a positive story to students. Alternatives could include setting a science-based target, going carbon neutral, developing a school-wide sustainability strategy, etc.

Richard Griffiths environment@manlywestpandc.org.au

11. TRAFFIC COMMITTEE

The first meeting of the Traffic Committee was held on the 8th of May in the New Basc room. In attendance were Amy Jackson and David Ford.

The committee discussed at length various issues in regard to the traffic situation around the school.

I would like to officially welcome Amy onto the committee, who brings great skills and enthusiasm from the corporate safety environment and is passionate about the safety of our students.

The committee reviewed the past year's work

In particular:

- The operation of the "kiss and drop" zones and student safety before and after school.
- The communication of the "kiss and drop" zone rules to parents and carers - via Kindy handout, regular newsletters
- Rapport built with the council inspectors and the local police, reinforcing the need for their continued presence at the school throughout the year to assist the management of (amongst other things) the "kiss and drop" zone.
- Continued focus on the parking situation - specifically, boats and trailers parked around the school restricting the ability of parents to pick up and drop off children. A reply regarding council's review of the parking restrictions was written and sent by Melina Rohan in term 1.

The committee resolved to look into the following areas as a focus for 2019.

- Review the signage and communication of the "kiss and drop" and school zone rules.
- Follow up with council and Mrs Organ re council parking review and any further correspondence.
- Analyse ways measurable improvement has been made in the corporate environment to improve active safety behaviours and look to implement some of

those strategies to create awareness and behavioural change with respect to traffic issues.

- Improve communication about both the rules regarding school zones / Kiss and Drop and increase the understanding of parents of the risks and likely incidents that might occur from poor driving behaviour. The committee believes a greater understanding of how breaches in the rules could result in student injury would help to make parents think twice.

Highlighted the following concerns

- Parking across the pedestrian crossing or between the crossing and the K&D zone
- Not moving forward to allow others to come into the zone, which results in the need to reverse park into the zone (this also creates a blind spot for oncoming traffic and increases the risk a child could be struck on the crossing by a reversing vehicle or oncoming vehicle)
- Reverse parking - Child could be struck while walking around rear of vehicle.
- Getting into or out of a vehicle on the road side. - increasing the risk of a child being struck by reversing vehicle or sideswiped
- U-turns in school zone - this is occurring daily and is incredibly dangerous as its hard for children and our crossing attendants to predict this behaviour
- Phone use in school zone - this covers both drivers and people on their phones while waiting at the kiss and drop and unaware of what's going on in the zone.
- Leaving vehicle in kiss and drop - this shows a lack or respect, responsibility and concern for the needs of other parents / carers and, more fundamentally, for the safety of our school community.

The Committee would like to look into ways to communicate the ways accidents can occur because of the above behaviour and think it will strengthen the understanding of parents and carers as to why the rules are important and must be followed by everyone.

The Committee will meet again before the end of term to analyse to discuss an action plan. We still have two vacancies on the Traffic Committee if you would like to join please get in touch.

Kind regards

MW Traffic Committee David Ford traffic@manlywestpandc.org.au

12.ENRICHMENT COMMITTEE

13.CARNIVAL COMMITTEE

CARNIVAL – Confirmed for 10am to 4pm, Saturday September 21st, 2019

CARNIVAL Summary

There is now a strong Carnival Committee of over 30 people to set us up for success in 2019. The committee last met on Monday May 20th and agreed on which stalls we would have in 2019.

The Carnival Class Parent Meeting held on Wednesday May 22nd was attended by 34 Class Parents, the Class Parent Co-Ordinator and members of the Carnival Committee. An update was provided on the carnival timelines, carnival rides, sustainability and waste management considerations and support they would have access to as carnival activities ramp up. Stalls were then allocated to each class and some year groups broke into sub-groups to discuss their brief in more detail.

Planet Entertainment has been selected to provide the carnival rides this year. They are familiar with the school through an existing relationship with BASC and also have great reviews from other primary schools and were the ride operator at the Pittwater House Christmas Markets in December. The ride mix should suit pre-schoolers to teenagers with Dodgem Cars, a Four-sided Rock wall to climb up and abseil down, a selection of inflatable obstacle courses including the Toxic Big Baller Wipe-out, a Giant Candy Crush slide, 2 x mechanical surfboards and the Teacup ride and smaller inflatables. Planet Entertainment will also provide us with DIY Fairy Floss / Popcorn / Snow Cone carts and the DIY sideshows of Laughing Clowns, Milk Can Toss and the Duck Pond. We will need to source prizes for the sideshows.

Pony Rides were very popular at the last carnival and we are hoping to have them once again as an extra activity which will not be covered in the wristbands.

Yesterday (May 27th) we ran through the proposal with Julie Organ and she supports our choices of Carnival rides, stalls and the date of September 21st. Julie has also written into the school calendar August 1st as the date for the Mufti-Day / Chocolate Drive.

Last night (May 27th) the P&C Finance Committee approved the payment of the Carnival ride Operator, Planet Entertainment. Planet Entertainment require upfront payment to hire the rides and their operators for the day and the school keeps all the takings from wristbands and loot sales for rides. This is a different model to past operators who have required no hire payment, rather they gave the school a 20 to 30% "cut" of the total wristband and loot sales for rides. If we can sell as many wristbands as in 2017, the school stands to make a substantial profit from the rides (1200 wristbands = \$37k plus approx. \$10k in ride loot would equate to around \$27k profit). There is a risk in that in the event of adverse weather, the rides could not operate. This can be covered with an insurance premium or the option to postpone the event.

Next Steps/ Actions for the Carnival Co-Ordinator:

- Propose a high-level timeline of milestones to hit and engage the Sub-Committee Leads to plot activities that need to happen to achieve those milestones.
- Schedule a regular Carnival Committee meeting, potentially monthly at the Totem Club, where we can celebrate progress and understand where extra support is needed.
- Finalise locations of stalls / activities for Carnival
- Update and Distribute stall guides to Class Parents
- Source prizes for Sideshows and Lucky Dip with sustainability in mind

APPENDIX A – Carnival Team

Carnival Coordinator - Karen Petersen

Carnival Committee - Crystal Allen, Jenny Dean, Kirsten Highnam, Kathy Hobbs, Tracey Martin

Sub-Committees

Finance/ Compliance - Robert Graham-Smith, Sally Burnham, Genie Graham-Smith, Gayle Graham, Tony Falzarano

Safety Officers - Sunshine Estivo

Catering - Vicky Harris, Livio Kriletic (BBQ), Megan Harries (BBQ)

Infrastructure - Fiona Goodland, Julie Elder, Emma King, Kate Mooney, Sarah Beacham

Marketing and Promotions - Rachel Aboud, Amanda Farrar, Tom Hutton

Internal Communications - Tracey Martin, Kirsten Highnam

Sponsorship - Jenny Dean, Annaliese Broderick, Sera Kumeroa

Sustainability and Waste Management - Jess Kirkham, Alexandra Gaunt

Kitchen Garden / Plant Sale - Joanne Holley

We are still in need of:

- 1 further Safety Officer
- Entertainment sub-committee
- Decorating sub-committee

Team Members who are yet to join a sub-committee - Fiona Pogson, Meredith Dundas, Michelle Terry, Nicole Marks, Penny Karandonis, Vicky Stokes, Joy Engledew

APPENDIX B - Stalls

When considering which stalls to include in this year's carnival we looked at past success, in terms of fun and fundraising as well as sustainability. The stalls agreed on to be run by our classes are:

- “Substantial Food” stalls such as the BBQ, Mexican, Sushi, Paella etc. to be determined by Vicky Harris who is heading up the Catering Committee. In keeping with tradition, the Kindy classes will assist the Catering team.
- “Fun Food” stalls – Café / Bakery, Fairy Floss, Fresh Popcorn, Snow Cones, Ice-Cream, the Lolly Booth and Gourmet Food. (8 classes)
- Sideshows – prizes still to be worked out – no soft toys. Sideshows potentially Laughing Clowns, Milk Can Toss, Duck Pond (3 classes)

- White Elephant (potentially re-brand / re-name this stall) (2 classes)
- 2nd hand Books (2 classes)
- Tombola Girls / Boys (2 classes)
- Adults & Kids Hookey (2 classes)
- Lucky dip – prizes sourced from existing stock and supplemented (1 class)
- Chocolate Wheel / Chocolate Box (1 class)
- Kitchen Garden and Plant sale (1 class)
- Body Art, Temporary Tattoos and more (stick on gems, fake wounds etc.) (1 class)
- Craft Stall (activities to be decided) (1 or 2 classes)
- Adopt a Teddy (1 class)

MW Carnival, please contact Karen Petersen by phone 0408 275 542 or email carnival@manlywestpandc.org.au

Tracey thanked Karen for her hard work on getting the carnival up and running.

14.SUN SMART REP REPORT

Last week I submitted a request to the office to have SPF 15+ replaced with SPF 30+ on the Sun Protection Policy, which is part of the Manly West Student Welfare Policy. This will bring the school's Sun Protection policy in-line with the Cancer Council's recommendations and is a requirement prior to applying to register as a Sun Safe school.

Sun Safe School status elapses every three years, and MW is not currently registered.

I am due to meet with Julie Organ later this week to go through a few items and can report back afterwards.

Laura Worley
sunsmart@manlywestpandc.org.au

7. GENERAL BUSINESS

8. CLOSE

The Next Meeting is proposed for 10th September 2019 at 7.30pm in the School Library.

Meeting Closed at 9.20pm