



# Manly West Primary School P&C Annual General Meeting 2015 Minutes

<b>Meeting Date:</b>	24 November 2015
<b>Time:</b>	7.00pm
<b>Location:</b>	School Library
<b>Attendees:</b>	As recorded on attendance sheet
<b>Apologies:</b>	Reggie Hart, Siobhan Chaston, Sarah Bickford

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

- Welcome
- Apologies
- Previous 2014 AGM minutes accepted by Louise Fletcher and seconded by Kirsten Highnam.

## 2. President's Report – Fred Kelly

My first year as President of Manly West P&C has definitely been very challenging. Overall it has been very busy but also a very successful year.

The support the school receives from the community, the parents and carers and its students is amazing and this has contributed greatly to the success of 2015.

This year the school has seen a visit by the Premier Mike Baird, hosted a fantastic carnival and held a fun filled trivia night with many stories. We have seen our kids dance their way through the school year and I know after speaking to my two children that they have thoroughly enjoyed themselves at Manly West, from the sporting field to the classroom and then to their camps, and this culminated in the carnival this term.

On behalf of the P&C I would like to thank all of our dedicated staff for their care and support of our children throughout the year from Sarah and her staff at BASC, Natalya in the uniform shop and to Isobel and Shona in the canteen. I would especially like to thank Isobel for her service over the years that she has been at Manly West and I wish her and her family all the best for the future.

I would like to thank the executive, committees and sub-committee members for their support and commitment to the school throughout 2015. I would especially like to thank the following and their teams for stepping up and doing a tremendous job this year:

Kirsten Highnam - Carnival Co-ordinator  
Tracey Martin - Dance-a-thon Co-ordinator  
Kate Thomas - Trivia Night Co-ordinator  
Peter Manahan and Megan Harris - Carnival Food Co-ordinators



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Tim and Kerrie King - Carnival Finance  
Amanda Farrar and Tom Hutton - Carnival Marketing  
Helen Yardley - Carnival Sponsorship  
Deb Stewart - Year 6 co-coordinator

I would like to inform you of the results of our fundraising for 2015:

The Carnival turned over a whopping \$126,000 for the day up 36% on the 2013 figures and profit for the day was \$66,000 up 25% on the previous carnival. We were hoping to be more profitable but our costs increased due to protection of the oval and unforeseen costs which will be accounted for in the future. Even though there is a carnival bible that is passed on from year to year, we have learned some new valuable lessons that will be passed onto the carnival committee for 2017. I am sure that Kirsten, our carnival Co-ordinator for this year, will make sure that the new committee is well versed in what works best and is the most fun for our kids.

With regards to our other fundraisers it was the aim of the P&C to ensure that both the parents and the students had a "fun" fundraiser this year and from all reports that was the case. The Dance-a-thon and the Trivia night both raised approximately \$18,000 each for the school. As a result the current funds available to the P&C for use in 2016 are \$200,000 there is also \$114,000 in the BASC Term Deposit accounts that is available to be used for improvements at BASC and at the school. However we will not be using all of the funds as the P&C believe it is beneficial to have surplus funds available for emergencies if they should happen to arise.

This year it was decided by the P&C executive that each of the P&C departments, and of course the school, should be asked for a "wish list"; that is what they would like to have the P&C do for them in 2016. The main reason for this change in procedure was to provide each of the departments a chance to let us know what they required and to also be a more transparent P&C.

Each of the following departments Canteen, BASC, Kitchen Garden and the school provided such a list and the Executive, along with Julie Organ, made the decision to follow the "wish lists" for next year. The executive believes that this has created a more transparent outcome with regards to the allocation of P&C resources. The P&C has decided, with the help of the committees and Julie Organ, to disperse the P&C funds in the following manner:

### **BASC**

Outdoor Learning Area \$62,000 funded by BASC Term Deposit (TD)  
Repairs to K-2 Building total cost to be finalised funded by BASC building fund and TD  
Toone room computers and iPad's \$14,000 to be funded by BASC TD

### **Canteen**

Vacuum sealer \$300 funded by P&C Carnival  
Sandwich Grill \$300 funded by P&C Carnival  
Professional cleaning of Canteen each Term \$2100 funded by P&C Carnival

### **Kitchen Garden**

Water Tank \$2,000 funded by P&C Carnival  
Casual/Permanent Employee \$14,000 Funded by BASC and P&C Carnival  
Bush link and Plant provisions \$8,500 Funded by NSW Government Grant

### **Whole School**



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Enrichment \$20,000 Funded by Grant and P&C Carnival  
Technology \$50,000 funded by P&C Carnival  
K-2 Boys toilets upgrade and painting \$11,000 Dance-a-thon  
Literacy \$30,000 funded by Trivia night the Dance-a-thon and the P&C consolidated funds  
Furniture \$5,000 funded by P&C Consolidated funds.

Total funds planned to be provided by the P&C and BASC to the school for 2016 is approximately \$255,000. However this figure may fluctuate after the final quotes for all the work to be carried out are received.

Also this year the P&C has undertaken a review of all of the staff contracts to 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 for her tireless work in helping make this a reality.

In 2016 the P&C will be taking over the financial operations of the Manly West Bands. I would like to thank Rachel and Annie and the Band committee and our retiring Treasurer Reggie Hart for helping to make this occur. It has been a real challenge but it has come to fruition and we are looking forward to the bands having another great and successful year in 2016 and beyond. 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 in educating and looking after our children in 2015. I would especially like to thank Jaquie Daddo, Joy Milner, Helen Simpson, Narelle Franklin and Phil Perks for all of their support and assistance throughout the year.

This was my son Tom's final year at Manly West Public School. I know he has thoroughly enjoyed all of his schooling and he will miss the school and the great friends he has made here and I want to thank the school for nurturing him through the years.

Fred Kelly  
Manly West P&C President



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### Finance Chair and Treasurer's Report for Year ending 31 October 2015

The Manly West P&C is big business; with more than \$1m in revenue and more than 15 employees – this is a serious enterprise!

For this reason, the P&C has a dedicated Finance Committee. The role of the Finance subcommittee is to:

- a) manage the funds of the association and its subcommittees
- b) monitor the expenditure of P&C funds given to the school
- c) advise the school on P&C financial matters as required

The 2016 budget and year-end financial information is given in the Treasurer's report.

Some highlights of 2015 that are music to any accountant (or actuary's) ears:

- This year we expanded our bookkeeping team (reflecting the growth and complexity of the P&C);
- We implemented a general ledger for the P&C on MYOB; and
- The finances for 2015 will now be audited (with the audit report available in January 16). The audit for 2014 was completed and is attached.

Finally I'd like to thank to the Finance Committee for a great year in particular to Reggie for doing a simply outstanding job as Treasurer. I'd also thank Michelle Lewis for stepping in as acting treasurer in recent months.

Happy Financial New Year!

Darren Wickham, Chair – Finance Committee

*Independent Audit for 2014 tabled by Darren Wickham, Finance Chair.*

*Independent Audit for 2015 will be carried out by Gerald Hughes CPA.*

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 from the various sub-committees were as follows:

Canteen - \$10,000

Uniform Shop - \$10,000

BASC - \$30,000

The school received donations for the following from the P&C in 2015 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 year ended with a bumper income of \$156,572 which will contribute to the school on an even greater scale next year. The planned distributions 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.

Michelle Lewis - Acting Treasurer



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

2015 has been another successful year for partnerships with students, staff, parents and the wider school community. Manly West students benefited first hand from the fundraising that has been organized by the P&C this year including the Trivia Night, the Dance-a-thon and the Manly West PS Carnival. The school has been able to purchase \$25,000 worth of quality teaching texts, readers and maths equipment for all classes and access teachers to support enrichment and learning difficulties. The computer lab has brand new computers, the K-2 girls' toilets have been refurbished, the grounds have been enhanced with new furniture and garden areas, the Stephanie Alexander Kitchen Garden has been supported and we now have a defibrillator for the sick bay for the whole school community to access if needed. We would like to thank the P&C for supporting so many of our school programs this year. On behalf of the students and staff, I would like to thank the P&C community led by the President Mr Fred Kelly for the amazing whole school support that has been evident this year and for all these wonderful resources.

The Manly West PS Strategic Planning for 2015-2017 is now well underway with the support of the Melbourne Declaration of Young People and the Excellence Framework documents. This planning came about after a major focus on consultation through surveys and focus groups with students, staff and parents. At the end of 2014, the P&C led by Mrs Deb Stewart, worked collaboratively with the School Executive and parents to create an authentic parent document to assist the school with the strategic planning for the school 2015-2017.

#### **The 3 strategic directions are:**

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

#### **Quality Teaching:**

The staff worked tirelessly this year on the new syllabus documents particularly English and Mathematics. They will continue with Science, History and Geography in 2016. The staff set quality teaching goals across all grades, increased their knowledge of the Continuum in Literacy and Numeracy, promoted Super Six comprehension strategies across the grades, incorporated 21<sup>st</sup> Century skills such as creativity, collaboration, critical thinking and communication into many of the teaching and learning programs and started conceptual programming. Increasing the skills of teachers has direct benefits for all students.

#### **Building Leadership and Student and Staff capacity**

We have incorporated mentor and coaching with staff and encouraged a learning culture using the new Australian Professional Standards of Teaching using the Department of Education reforms. These reforms are being implemented to enhance student learning. The Positive Behaviour for Engaging Learners (PBEL) has been further strengthened with more teachers being trained in this area and students receiving consistent positive messages. Further building of student capacity continues through such programs as the Student Representative Council and other student leadership programs throughout K-6. The Learning Support Team worked hard to promote an



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explicit approach to catering for all students. In 2015, teachers have focused on four levels of adjustments for students to assist their learning as a major focus area.

### **Transparent Whole School Culture**

This strategic direction is not just about good communication between all the stakeholders but rather the promotion of partnerships which includes a school wide collective responsibility. Students are becoming increasingly aware as local and global citizens through many of our programs such as the Stephanie Alexander Kitchen Garden, Leadership, SRC and Project Penguin projects. The students are being encouraged to make goals about their learning, to gain feedback from teachers and to be included in their assessment and reporting processes. The teachers are also being encouraged to share best teaching practice amongst colleagues to improve teaching practices to enhance student learning. We have supported parents through parent workshops and encouraged parents to assist with learning in the classrooms and beyond.

This year, students have experienced a diverse cross section of special programs such as Arts North Dance, Drama and Music Festivals, the Choral Festival at the Town Hall, the Multicultural and Bear Pit Competition, the Maths Olympiad, the Premier's Debating and Spelling competitions, the Band Eisteddfods and Festivals and the amazing number of events for students to excel in sports at Local, Regional State and National levels. Manly West PS also utilised the grants from Sporting Australia to extend the range of sports and skills for all students in 2015. The students have also experienced a wide range of related excursions and camps linked to their units of work across K-6 in 2015. A number of enrichment programs as well as TENS Maths program and Literacy and Maths Continuum programs have been significant programs to improve student outcomes in 2015.

### **Our School Vision 2015-2017 is:**

Quality teaching and learning is provided at Manly West PS in a respectful, supportive, engaging and challenging learning environment that incorporates school wide collective responsibility so that all students reach their full learning potential as healthy, active, local and global citizens who contribute to their school, community and society.

Thank you to all our parents, caregivers, students and the wider community for supporting the Manly West staff with this school vision in 2015.

Julie Organ  
Principal



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### 4. Nomination & Voting for Office Bearers, Sub-committee co-ordinators & Members 2016

Position	Nomination	Nominated by	Seconded by
<b>President</b>	Fred Kelly	Fred Kelly	Bec Sutherland
<b>Vice President</b>	Helen Yardley	Helen Yardley	Bec Sutherland
<b>Vice President</b>	Kate Grant	Kate Grant	Kirsten Highnam
<b>Secretary</b>	Kirsten Highnam	Kirsten Highnam	Kate Grant
<b>Treasurer</b>	Michelle Lewis	Michelle Lewis	Darren Wickham
<b>Executive 1</b>	Rebecca Sutherland	Rebecca Sutherland	Helen Yardley
<b>Executive 2</b>	Sarah Bickford	Sarah Bickford	Kate Grant
<b>Executive 3</b>	Clinton Alver	Clinton Alver	Kate Grant
<b>Executive 4</b>	Ben Goodland	Ben Goodland	Helen Yardley
<b>Executive 5</b>	Megan Harries	Megan Harries	Frances Thomas
<b>Executive 6</b>	Band Rep – tbc		
<b>Finance Chair</b>	Darren Wickham	Darren Wickham	Guy Holley
<b>Events/Fundraising/Carnival Co-ord</b>	Tracey Martin	Tracey Martin	Kirsten Highnam
<b>Band Co-ord</b>	Wendy Beard and Natalie Ball	Wendy Beard and Natalie Ball	Rachel Macullum
<b>Uniform Shop Manager</b>	Natalya Hansson		
<b>Canteen Co-ord</b>	Marie-Claire Johnson	Marie-Claire Johnson	Kate Grant
<b>Environment Co-ord</b>	<i>vacant</i>		
<b>Enrichment Co-ord</b>	Anita Tymkiw	Anita Tymkiw	Louise Fletcher
<b>Traffic Co-Ord</b>	<i>vacant</i>		
<b>BASC Chair</b>	Megan Harries	Megan Harries	Megan Harries
<b>BASC Treasurer</b>	Guy Holley	Guy Holley	Megan Harries
<b>BASC Secretary</b>	Deb Beverley	Deb Beverley	Guy Holley
<b>P&amp;C Finance Rep</b>	Sal Elsey	Sal Elsey	Kirsten Highnam
<b>Class Parent Co-ordinator</b>	Bec Sutherland	Bec Sutherland	Kate Grant

### 5. General Business

- Kate Grant was thanked by Bec Sutherland for her work as Secretary over the last three years and help in recruiting to the P&C.
- Kerry King raised the issue of stocktaking in the Uniform shop and that this be carried out by a third party. Any stocktake will indeed be overseen by an objective party.

**The meeting was closed at 7.45pm**

AGM 2016 is scheduled for Tuesday November 22nd 2016