



P&C General Meeting - MINUTES

Term 2 – 14 June 2022, 7pm

Supporting our school, our students, and our school community

7.00pm	<p>Meeting open</p> <p>Meeting opened 7.03pm</p>	President
7.01pm	<p>Conflict of Interest Declaration</p> <p>None</p>	
7.02pm	<p>Attendance and Apologies</p> <p>Attendance [Financial] - Tony Falzarano (P), Marina Daillecourt (VP), Corinne Schmitt (T), Michelle Terry (S), Sarah Falzarano, Alison Gracia, Luisa Fryday, Vicky Stokes, Stephanie Donohoe, Ashleigh Searle, Elissa Baillie</p> <p>Attendance [Non-Financial] - Rebecca Smith, Katherine Jones, Anna Atad, Katie Schultz, Pip Hill, Russell Barry, Julie Organ, Amber Fuller, Jenny Milburn, Wendy Mwanga.</p> <p>Apologies - Gayle Graham, Jessica Herмосilla, Sarah Bickford, Tracey Martin, Liv Penny, Di Nash, Kate RM, Bec Coulson</p>	
7.03pm	<p>Welcome to new members</p>	
7.04pm	<p>Minutes of 2022 Term 1 General Meeting</p> <p>Motion 1: <i>That the Minutes of the Meeting be adopted</i></p> <p>Motion moved by Sarah Falzarano, seconded by Corinne Schmitt</p>	All
7.06pm	<p>Review of Open Action Items from 2022 Term 1 General Meeting</p> <p>Motion 2: <i>That the Term 1 General Meeting Action Items have been reviewed. Action items were reviewed.</i></p> <p>Motion 3: <i>That approval be given to implement Shopify for the Uniform Shop. Motion approved (11 votes)</i></p>	Owners
7.15pm	<p>MWPS Principal's Report</p> <p>Julie thanked the Centenary Committee for all the work that has been done in pulling together the fantastic events to date; and the planning that is taking place for future events.</p> <p>All parents have been given an opportunity to attend a centenary cocktail event, with the Gala event to be held on 6 Aug.</p> <p>All kids will be given a Centenary coin as a gift.</p> <p>All students are involved in celebrating the School's Centenary. They are currently researching a decade, creating a slide of history of the decades. This work will eventually be collated into a history wall that parents will be able to view during Education Week next term.</p>	Julie Organ

	<p>The MW School Production will be held in T3 Wk9.</p> <p>Singing with Sam McCourt (Music) - Year 6's and Kindy's doing a performance this week.</p> <p>Asset Management Update:</p> <ul style="list-style-type: none"> ● K-2 toilets completed, however entrance for the girls toilets need painting, lighting. ● Amphitheater has been completed. ● Whole school plan for landscaping - assistance is being given by one of the MW parent's who is a Landscape Designer. Once plans are finalised, this will be presented to the SRC for comment/feedback. P&C fundraising towards installing new equipment in the playground as part of the wider landscape design. ● Discussion taking place with DoE Asset Management to lift the pathway in front of the main Griffith St entrance so the 'Buy a Brick' bricks can be installed. <p>Staffing Update:</p> <ul style="list-style-type: none"> ● Simone Pikea - appointed permanent ● Janelle Barber - starting T3 (permanent) <p>Reports will be distributed in Week 9. Staff are working hard on a new curriculum that is going to be rolled out next year.</p> <p><i>ACTION - Amber Fuller and Jenny Milburn to present an overview of the curriculum, novice to master assessment tool and visible learning at the Term 4 P&C.</i></p> <p>Julie highlighted the immense workload for teachers which goes beyond the classroom. For example, increased professional learning and mandatory training that's expected on top of their usual commitments.</p> <p>Julie thanked Luisa Fryday for working with School to improve communication.</p> <p>On behalf of the School Community, the P&C would like to thank all the teachers and support staff at Manly West for their unwavering commitment to our kids and all the hard work they do.</p> <p>Julie thanked the Events Team for all their work on the various events which have been a huge success.</p>	
7.30pm	President's Report	Tony Falzarano
7.40pm	<p>Treasurer's Report</p> <p><i>Motion 4: P&C Donation of \$3k to contribute to the school's fund for disadvantaged families. Motion passed.</i></p> <p>For the full Treasurer's Report, please visit the website.</p> <p>The Canteen is very much in need of a Canteen Convenor. More information about the role will be available shortly.</p> <p><i>Motion 5: P&C Donation of \$21,725 to the school, to cover the additional cost of finishing off the entrance to the newly renovated K-2 girls' toilets, and the back of the boys' & girls' toilets. Motion passed.</i></p>	Corinne Schmitt

7.50pm	<p>Sub-Committee Reports/Updates The Term 2, 2022 Committee Reports are taken as read. This is an opportunity to ask questions to the sub-committee coordinators.</p> <p>Motion 6: That the Term 2, 2022 General Meeting reports have been received. Motion carried.</p> <p>Environment Committee - advised the Organic Markets on a Saturday are no longer taking place. The Committee is looking at alternatives, and will liaise with the School on what is permissible and what is not. They are to contact Sandra or Joy in the office to look at Community Agreements that may affect what can/can't be held at the school.</p>	Owners
8.00pm	<p>Other business: Centenary Update</p> <p><i>The P&C would like to formally thank Tracey Martin for doing an amazing job in pulling the Centenary exhibition together.</i></p> <p><u>Events to come:</u> Manly West Teachers vs. Manly Village soccer competition. 11 teachers on the field. Grahams Reserve - Friday arvo, buy a picnic mat.</p> <p>Centenary Family Picnic - Term 4.</p> <p>Education Week - Week 5. Memorabilia displays will be available at the Gala event as well. Alumni school tours to be organised.</p> <p>Review of Sports House Names Update Topic was originally raised a few years ago. Julie outlined the process that will be taken to work out if new Sports House names should be considered:</p> <ul style="list-style-type: none"> ● Amber Fuller will be the lead on this project ● An initial survey will be conducted of SRC, parents and staff to ascertain if there is a need for change ● As part of the survey, people will have an opportunity to make suggestions on themes of the names (eg. local flora/fauna, beaches etc.) ● Further consultation will be undertaken with the SRC and students will be educated on the original background of the current names and the reasons for contemplating a change ● This process will be used as an educational experience for the students ● Staff were encouraged to look at what other schools have done ● If Aboriginal names are in the mix for consideration, the consultative process will take longer as the AECG will need to be consulted. <p>Update on communication between school & parents Julie, Marina and Luisa have been working on process flow charts to help parents understand the most effective way to approach the school if you have concerns about different issues. The systems are in place, this is about improving the processes to achieve better outcomes for parents.</p>	<p>Marina Dallicourt</p> <p>Julie Organ</p> <p>Julie/Marina/ Luisa</p>

	<p>Visitors to the P&C Meeting raised the issue about some of the quality of comms that are sent from the School. Julie explained that all comms are peer-reviewed, however mistakes will still be made as so much is done on the run due to the busyness of the School.</p> <p>Discussion around the possibility of having an intern in the office to cross check comms, however not feasible as they would need to understand the working of the School.</p> <p>Suggestion to use the Class Parent network more to help get comms to the families; and have ‘Town Hall’ type P&C meetings which will encourage more people to come to meetings as that will assist with getting information out to families. Luisa, Marina and School Exec received the feedback and will consider ways to continually improve.</p> <p>School Newsletter – P&C updates responsibility and access. <i>ACTION - Michelle Terry to email Joy / Amber to get Sway access.</i> <i>ACTION - Michelle Terry to advertise for a volunteer to assist with weekly newsletter.</i></p> <p>Volunteer sign up – needs to be in one agreed spot for all P&C groups – so parents aren’t directed to 5 different sign up methods. There are currently many different sign up systems for the different P&C groups. One sign up system is required. <i>ACTION - a volunteer is needed to run this small project and come back with recommendations.</i></p> <p>Collection\Management of funds (cash) documentation + tap facilities for fundraising\events – shared service Tighter process needed. Tony is preparing a first draft in consultation with Corinne. <i>ACTION - Tony & Finance Committee to provide recommendations.</i></p> <p>Appointment of a GM One of the recommendations in last year’s governance report was the appointment of a GM. The employment of a GM is obviously a considerable HR cost. The P&C needs to be clear on the strategic direction they want to take, and what they are looking to achieve by bringing a GM on board. E.g. If the board’s vision was to increase in size and become a more complex organisation, then a GM would be an option to be looked at. In the current set-up, the expense of this headcount would be too significant, and a cost / benefit analysis difficult to quantify. The P&C is therefore not pursuing this option at the moment.</p>	<p>Corinne Schmitt</p>
<p>8.10pm</p>	<p>Nominations for “Casual Vacancies”</p> <p>Stephanie Donohoe nominated Di Nash and Bec Coulson for the events team. As Di and Bec were apologies, nomination forms will be emailed to the Secretary in due course.</p> <p>Tony Falzarano nominated Elissa Baillie to the Executive and BASC Committee.</p>	<p>Tony Falzarano</p>

8.12pm	<p>Correspondence Correspondence has been received from Hello Manly around the use of the Hop, Skip and Jump bus by Manly West students.</p> <p>Julie was hesitant to send an email from them to all parents, however will add the link to 'save the hop, skip and jump bus' at the end of the Newsletter in the 'community noticeboard' section.</p>	Michelle Terry
8.15pm	<p>Meeting close</p> <p>Meeting closed - 8.55pm</p>	Tony Falzarano

ACTIONS:

ITEM	UPDATE
Amber Fuller and Jenny Milburn to present an overview of the curriculum, novice to master assessment tool and visible learning at the Term 4 P&C.	
Michelle Terry to email Joy / Amber to get Sway access.	Completed
Michelle Terry to advertise for a volunteer to assist with the weekly newsletter.	Lucy Kane has been pulling together the weekly P&C updates for the newsletter
There are currently many different sign up systems for volunteering for the different P&C groups. One sign up system is required. A volunteer is needed to run this small project.	
<p>Collection\Management of funds (cash) documentation + tap facilities for fundraising\events – shared service</p> <p>Tighter process needed. Tony is preparing a first draft in consultation with Corinne.</p>	

General Meeting Reports are available on the P&C website

Next Meeting: Term 3 2022
