



**MANLY VALE PUBLIC SCHOOL  
Parents & Citizen Association**

**MINUTES OF GENERAL MEETING  
Tuesday 20th February 2024**

Principal	Tina Lee
President	
Vice President	Chris Nicholls (interim)
Vice President	John Gillings (interim)
Secretary	Xara Roznerski (interim)
Treasurer	Peter Weatherston (interim)

**Attendance:**

Kaisa Nieminen, Stacy Wright, Peter Weatherston, Hamish Bell, Anna Green, Matt Lutze, Karen Murgatroyd, Jane Norris, Terri Eves, John Gillings, Andres Prada, Holly Fellowes, Paul McBride, Chris Nicholls, Tracy van Vuuren, Kate Williams, Becky McGowan, Xara Roznerski

**Chair:** John Gillings

**APOLOGIES**

Amy Hansen

**Minutes of the General Meeting held on 28/11/2023**

Approval of Minutes                      Motioned: Tina Lee                      Seconded: Holly Fellowes

**Action Arising from Previous Meeting:**

- Tina to follow up on shelf for Wendie *(still to follow up)*
- Peter to talk with Tina about potential reader reimbursement *(held over again)*
- To discuss 2024 spending priorities *(being discussed in principal's report)*

**Correspondence In and Out: N/A**

**MEMBERSHIP:**

The new year requires a payment of \$1 to be a member of the P&C for 2023 and the ability to vote at the AGM and future meetings. The following have paid:

Kaisa Nieminen, Peter Weatherston, Hamish Bell, Anna Green, Matt Lutze, Karen Murgatroyd, Jane Norris, Terri Eves, Olivier Roznerski, John Gillings, Sharyn Gillings, Andres Prada, Chris Nicholls, Tracy van Vuuren, Kate Williams, Becky McGowan, Xara Roznerski, Amy Hansen

## **REPORTS:**

### **Principal:**

Welcome back to 2024. I trust you all had a wonderful holiday and enjoyed time with your families and friends. This week we have welcomed 76 Kindergarten students (4 classes) and only 6 new students to the area. We 564 have made 25 classes this year

All students were placed in their 2024 classes on the first day of school Thursday 1 February and most students seem happy and settled in their new classrooms. Please remember that all students take a while to settle into their new surrounds and it is important to be positive about change and support your children during this transition time.

Northern Sydney Local Health District have shared a video series titled Supporting the Transition to School. The video series aims to provide practical ideas to help parents, carers, early childhood educators and teachers to support a positive start to school. The videos and accompanying flyers can be found here.

### **Welcome new teachers:**

Clair Philps - EALD teacher for 2024

### **Executive Team:**

We have some new Executive team members this year including Mrs Sarah Birrell who will take up the role of Assistant Principal Curriculum and Support. Sarah has been a dedicated teacher on all grades and stage at Manly Vale Public school and was successful in securing this promotion through a merit selection process. We look forward to Mrs Birrell working with teachers and in classrooms to support the implementation of the new syllabus.

### **Other Executive members are:**

Mrs Tina Lee- Principal

Mrs Sharon Oscroft – Deputy Principal

Mrs Cadence Abrahams- Kindergarten

Mrs Carol Speight- Stage 1

Mrs Melinda Ward/ Mrs Catherine Nelson- Stage 2

Mrs Nicole Blackband- Stage 3

### **Library**

Mrs Lisa Morrison will still be relieving as our teacher/librarian (Mondays and Tuesdays) and Mrs Alison Webster will be librarian from Wednesdays through to Fridays.

All classes visit the library once a week for borrowing, and the library is timetabled to open at lunchtimes for specific grades.

### **Learning and Support**

Our learning and Support team meet every alternate Tuesday. Mrs Kate Stacey will oversee the Learning and support team this year with the assistance of myself and Mrs Oscroft. Mrs Lisa cash will be doing Learning and support on a Friday morning. All referrals to learning and Support must be done through the classroom teacher.

Mrs Clair Philps will be looking after our EALD students on a Thursday and Friday.

### **Year 6 Camp- 7 February- 9 February**

Our Year 6 students went to the Great Aussie Bush Camp. This camp is a great opportunity for Year 6 to bond as a grade and prepare for school leadership.

### Dates

Naplan. Test will be online. Adjustments for learning difficulties are only provided to give equitable access to the test e.g. rest breaks or extra time. They are due this week.

NAP - Public demonstration site

High School Information night- Monday 26 February 5.30pm

May have the Stage 3 Parent Information night afterwards. 6.15pm?

Parent Teacher interviews- week 10 and 11

This is an opportunity for parents to have a one on one with your child's class teacher. Booking times will be sent out next week.

Class Coordinator – meeting Wednesday 28 February 2024

### Finance/Fundraising 2024

Thank you for the new equipment purchased last year. We do have some resourcing priorities for 2024 with the implementation of the new syllabus, replacement of technology, Learning and Support for 3-6 putting resources into new classrooms.

#### Predicted expenditure:

Oval resurfacing and aeration- \$4600 + ? for further turfing of front playground. *approved*

Hospitality- \$500 *approved*

English and Maths resources for new syllabus- \$20000 *carried over*

New iPad and laptops- \$40000- to be purchased at the end of the year. \$5000 already saved from 2023. Replacement due to Windows 11 update. *To be discussed*

Band instruments- \$4000 *approved*

PSSA singlets and rep outfits for zone carnivals-? *Not required until 2025*

Playground equipment for K-2 playground- \$2000 *not discussed*

Science- \$10000 *carried over*

Student Welfare- \$10000- signage *wanting a more accurate quote*

Library- \$10000 *not discussed*

### President:

Position Vacant

### OSHC:

Welcome to 2024! We are expanding and that means we can hire someone new to develop the education department. There is no waitlist which is amazing and all the kids are settling in well! We have been able to bring in extracurricular programs to help parents and stimulate the kids more which have been a hit and loving hearing feedback from parents

### Treasurer:

Main sources of income:

- Canteen
- Uniform shop
- Café Owl
- Fundraising events

### Highlights

Our income was **446k in 2023**. A **25% increase** on the prior year.

It was **356k in 2022**.

We made **41k of donations to the school in 2023**, whereas we made **125k donations to the school in 2022**.

Outside of this, in 2023, we **committed and approved a donation of 50k to a future IT fund** to help replace devices over the coming years.

In summary

- **At 31 December, we have 178k in the bank (excluding Band- 35k).**
- We have set aside **50k** from last year for a **future IT fund**
- So we have **128k** remaining
- We plan to maintain a target cash buffer of **50k**.
- **This means we have 80k available to spend now.**

Expected income in 2024

Biggest fundraising year ever last year - **80k (47k in 2022)**

Assuming similar fundraising event schedule, we can reasonably plan for **70k in 2024**.

**Café owl** - contributed a net **25k in 2023** and can reasonably plan for **\$20k in 2024**

**So we probably have 150k - 170k to spend this year (80k + 70k + 20k).**

We should aim to spend the funds that we have available, rather than saving this.

The future IT fund is to replace devices and other tech. Computers are expected to reach the end of their useful life in the next few years and we will need to replace all or some of these.

We committed 50k last year and said we'd consider committing this every year.

Need to agree on how to spend our money - Tina should provide her spending priorities.

Draft 2023 income statement below:

	2023	2022
	\$	\$
<b>Income</b>		
Band Income	57,868	48,850
Canteen	169,756	145,636
Uniform Shop	85,558	96,675
Café Owl	44,367	17,431
Fundraising	88,606	48,257
<b>Total Income</b>	<b>446,155</b>	<b>356,849</b>
<b>Cost of Sales</b>		
Canteen supplies	91,429	78,275
Uniform shop stock	67,618	77,418
Café Owl expenses	19,069	7,013
<b>Total Cost of Sales</b>	<b>178,116</b>	<b>162,706</b>
<b>Gross Profit</b>	<b>268,039</b>	<b>194,143</b>
<b>Other Income</b>		
Grant Income	-	350
Interest Income	683	166
Other Income	48	17
<b>Total Other Income</b>	<b>731</b>	<b>533</b>
<b>Expenses</b>		
Employee costs	77,166	88,086
Band Expenses	64,216	35,922
Donations to MVPS	41,072	125,757
Depreciation	-	4,024
Professional Fees	-	3,311
Bank Fees	7,975	5,031
Insurance	5,225	1,836
Fundraising Costs	4,447	1,342
Other Expenses	682	1,623
Interest Expense	-	1,428
Subscriptions & Membership Fees	167	773
<b>Total Expenses</b>	<b>200,949</b>	<b>269,133</b>
<b>Net Profit</b>	<b>67,821</b>	<b>(74,457)</b>

### **Canteen:**

Year has started slowly but is picking up

Applying for menu approval, just waiting to email it off

Need to review allergy practices... open to ideas? would people consider a wrist band or badge on hat? optional but might be good for parents who are concerned. Due to more anaphylactic kids and younger kids. *Tina to look into what anaphylactic parents would like*

Tina to go to SRC to talk about the super kid adjustment. Wanting to put it up to \$1.50. Canteen happy to do that or make a sign that has the eligible superkid treats. *Tina to take back to SRC to see if putting eligibility sign works for them for updating superkid value*

### **Uniform Shop:**

Non attendance

### **Band:**

Non attendance

### **Cafe Owl:**

Cafe Owl wondering about the key situation. DoE asked for Tina to collect all the keys from everyone and unfortunately Cafe Owl has lost access to the keys to the building. CO to go to the office to sign keys out for now.

### **Class Coordinator Update:**

Not much to report. As soon as the class lists are finalised, Tina and I can do a Class Coordinator meeting to welcome the new class coordinators.

The first event of the year is The Mother's Day Stall & Raffle. Kindy coordinators will be contacted mid March to inform them it's a kindy led event, general information about the event itself and that volunteers are needed.

Otherwise, the year will flow with the normal P&C events that have worked well in the past, skip-a-thon, cupcake stall at athletics carnival, Father's Day Breakfast & Parent Social Night.

Looking for confirmation from the executive committee the P&C events for the year ahead and the dates for each event. I know some event dates are obvious, but particularly the Trivia/Social Night, Skip-a-thon & Sports Carnival Cake Stall event dates.

If continuing with the same events from last year, I have listed them below;

**Mother's Day Stall** 10th May 2024 confirmed

(allocated to kindy parents)

**Skip-a-thon**

(allocated to year 6 parents)

**Cupcake Stall** at Athletics Carnival

(allocated to year 5 parents)

**Father's Day Breakfast**

(allocated to year 1 & 2 parents)

**Parent Social Night (Trivia Night)** Amy and Tina to let 3 & 4 co ordinator's know we need someone. Potentially headhunt at AGM

(allocated to year 3 & 4 parents)

### **Neurodiverse Parent Support Group:**

Non Attendance

### Other Business:

- Discussion around pedestrian crossings and looking into lollipop people. Year 2 chat.  
**Refer back to audit by council last year**
- <https://www.northernbeaches.nsw.gov.au/council/grants/eco-schools-grant-program-guidelines>  
**Unfortunately, it's unlikely there will be a teacher to follow up with that**
- Chess club  
**Tina to ask stage 1 to see if anyone is interested in taking it. It looks like it may not be possible (update, Miss Webster took this on! Legend)**
- Confirm Mother's day stall, Fri 10th May okay  
**Amy and Tina to let 3 & 4 co ordinator's know we need someone for trivia night. Potentially headhunt at AGM**
- Holly Swim
  - Include a 25m race for the 8 year olds to help build their confidence.
  - Include some novelty races in the smaller outdoor pool (I believe Balgowlah Heights PS does this) just for fun.
  - Allow for some time where kids can have a quick dip in the pool to cool down if they haven't swum in a race.
  - Invite parents to help out to reduce burden on staff.

**Tina has heard the feedback and will take it into consideration and look into options for next year**
- 5G dongle **(carried over to next meeting. cafe owl okay. waiting for Wendy)**

### Spending Priorities:

#### 2024

- Technology/laptop and Ipad replacements \$50,000 minimum for the end of 2024 **(to be discussed)**
- Science resources (no levy for parents of fees) \$15,000 **(carried over)**
- English resources and texts to support new curriculum - \$15,000 **(carried over)**
- Maths resources - \$10,000 **(carried over)**
- Hospitality - \$800 **(voted on)**
- Playground equipment balls, creation of a quiet area near cafe owl, games etc - \$5,000 **(not discussed)**

### Voted on tonight:

- Rolled over \$500 Hospitality **voted on to continue to 2025**
- Rolled over \$5000 Band contribution **voted on to continue to 2025**

Mtg closed at:

8:50pm

**Next Meeting**

**AGM:**

**19th March 2024 7pm**

### Actions:

- Tina to follow up on shelf for Wendie *(still to follow up)*
- Peter to talk with Tina about potential reader reimbursement *(to follow up)*
- Discuss spending priorities not discussed
- Discuss highlighted class coordinator report
- Tina to take back to SRC to see if putting eligibility sign works for them for updating superkid value
- Tina to look into what anaphylactic parents would like in terms of safeguarding the kids.

