



**MANLY VALE PUBLIC SCHOOL**  
**P&C GENERAL MEETING**  
Tuesday 14th May 2019 at 7pm

**PRESENT**

<b>President</b>	James Fewtrell
<b>Secretary</b>	Karen Murgatroyd
<b>Treasurer</b>	Tony Sherlock
<b>Principal</b>	Tina Lee

John Gillings, Chris Nicolls, Lee Meredith, Kate Williams, Kaisa Nieminen, Heather Peel, Kristen Te Pania, Wendie McDougal, Denise Fisher, Naida Entwistle, Sharon Fewtrell, Shae McDougall, Gabrielle Adams

**Apologies:** Helen Gay, Kerry Smallman, David Tribe, Caroline Sylvester-Smith, Jay Zmijewski, Shay Gillings, Kristen Welsh, Leonie Scholtens, Maura McGee

**Minutes of the last meeting:**

Approval of Minutes

**Motioned:** John Gillings **Seconded:** James Fewtrell

**Action and Business Arising from Previous Minutes:**

Size 4 & 6 winter tunics are available in the shop and now available to order online.

Quotes for the sound system – see Principle Report.

A commercial dishwasher for the canteen has been selected and order process has begun.

**Membership**

Membership paid by:

Lee Meredith

Heather Peel

**Correspondence In & Out:**

Nil

**OSHC**

**Staff**

The Centre Co-ordinator and Nominated Supervisor is Shae McDougall who is supported by the Assistant Co-ordinator and Certified Supervisor Zoe Hormovas. Our permanent educators are Mathew Shuster, Suman Kumari, Taylor Hudson. Moira Peddie, additionally, there is a team of casual Educators Mitchell Weir, James Anthony, Benjamin Argue, Jack Young, Annabelle Jacobs, Andrea Velevska, Zanda Stoddr, Jade Speight, Zipporah Christie, Sadiq Aydid, Elenor Roberts, Dominic Do Lorezzo Charlie Morgan.

All the staff receive regular training opportunities which are offered both internally and through external agencies such as TAFE NSW, Lady Gowrie and Network. Staff are also required to complete mandatory training in First Aid, Child Protection, Epipen, Asthma and Allergies Management. First aid and Anaphylaxis, Accounts and incident trauma and emergencies

## **Enrolments**

Our current average enrolment numbers in the morning sessions are 60 and in the afternoon, an average of 120. Waiting list status update we have increased our licence from 113 to 150 children so we no longer have a waiting list but are full on most days due to capped numbers.

The April Vacation Care program was well attended with an average of 50 bookings each day. Highlights of the program identified by children, staff and parents were bush walking day and movie day. Scavenger hunt.

Regulations relating to health and medical records under the National Law require health and allergy details of all enrolled children are updated regularly for all staff to ensure currency of information and the appropriate response. Please update your children's details via the My Family Lounge parent portal.

All welfare and safety issues are reported to the relevant agencies and discussed with school personnel as required, with proper respect for confidentiality and privacy laws. A comprehensive Incident Register is maintained by staff and copies of Incident reports are provided to families for signature.

Kindergarten Orientation and planning is in underway for term 3 & 4 orientation sessions.

## **Programs**

Each term Centre staff and management together create goals which seek to develop and improve the service. These always include aspects of the program and a broad aim to continually offer child centered and interesting activities for all children attending. Term 1 and 2 Centre Goals have recently been evaluated in light of our regular Centre audits and the completion of program and NQF meetings with all staff. Goals are also generated through the formulation of the Quality Improvement Plan. This is continually in progress and reflects improvements identified at management level, as well as in the staff team and by individuals. There are always improvements and development underway in all aspects of the service operation. Please see a copy of our QIP at the sign in desk.

Centre journals demonstrate the types of activities which children are engaged in, as well as a providing a record of events and detailed evaluations completed by staff and children. Staff are increasingly engaged in critical reflection practices which promote a more detailed understanding of their own teaching and children's learning within the program. Twice a year, staff also review the program from a planning and process perspective to ensure that all staff have input and any feedback is taken into consideration.

In term 2, we are spotlighting **participation amongst our older children**. We acknowledge that by the upper primary year's children are often expressing a lack of interest in attending the OSHC program, as they witness some friends going home from school independently and see so many younger children at the Centre. They feel they do not really belong there anymore. Foreseeing these potential issues, we capitalize on our older children's established relationships and recognition of emerging interests to ensure our program reflects their interests and needs. Obtaining their buy in to planning and program execution is vital.

We consider the style of the group, trends, available space and past experiences. We typically gather information and test ideas during children's meetings. Sometimes, the approach may be to set up a dedicated space, home to age appropriate toys and games. Peers are more important as older children seek personal and emotional independence. Friendships assist a sense of belonging and connectedness, a space to 'hang out' supports this. Supervision remains necessary but Educators balance a need for freedom while monitoring interactions to ensure courteous and appropriate behaviors. We are utilizing the space of the hall for cooking club and parachute fun with 9+. Club also happening down there.

Sport, teamwork and physical activity are perennial necessities for wellbeing within this group on the verge of adolescence. OSHC provides another opportunity for helping children build coping and emotional management skills and the role of sport in helping improve concentration and manage stressors and anxieties is well documented.

Sometimes, a more formal approach is required to get the best out of the group and encourage engagement. Leadership roles or the creation of 9+ 'contracts' set the tone for encouraging responsibility and building quality relationships within the service. Rewards for commitment can include an end of term 9+ activity or a planned outing.

Examples of our focus include the introduction of more leadership roles and responsibility driven engagement. In our Centre this includes the older children running activities such as craft and sport. Further teaching the children skills such as sharing and cooking.

A Weekly Summary also sent by email to all families each Friday- this contains program news and information, children's feedback and our weekly menu.

A Menu Survey was attached to the April/May Newsletter. The menu is reviewed and changed seasonally to reflect seasonal availability of food as well as to ensure there is suitable food for the cooler and warmer months. Dietary and dental recommendations fact sheets have also recently been issued to families.

### **National Quality Framework**

The Regulatory body (ECED) conduct Assessment and Ratings (A&R) visits at every approved Children's Service on a rolling basis. Our recent A&R visit was very successful. We will rely on all Educators to demonstrate their understanding of the National Quality Framework and how their daily practice, as well as all supporting documentation, evidences this.

Staff and managers continue with the processes of self-study, evaluation and the development of a Quality Improvement Plan in accordance with the Regulations. Notable changes to our operations which affect children and/or families are relayed via notices and Newsletters.

Our 2019 Policy Edition was published in January and will be continually updated as we are advised about additional requirements and changes under the NQF.

### **Community**

To broaden children's awareness of community issues the program includes acknowledgement, discussion and sometimes celebration of a variety of cultural, environmental and health related events. Throughout 2019 we are focusing on developing Mental Wellbeing.

During term 2, children may be participating in a range of activities relating to NAIDOC week, Australia's Biggest Morning Tea, World Environment Day, National Reconciliation week and Simply Sharing Week. We appreciate any input from families into these events.

Community Visitors who will be coming to the center this term Romina Arraya- Herrea who will come in and talk to the children about what having a newborn is like.

The Community meeting for Term 2 **held today the 14.5.19.**

Feedback/actions from previous meeting/surveys/suggestions, we are getting a lot of questions regarding why the kitchen has not yet be put in to the centre. Also, the bathrooms parents feel they are unsafe with the number of children that are being locked inside and requiring educators to go in and unlock the doors.

Happy sheets received have been in relation to the program and how their children are enjoying the new centre staff and service.

Parent Health and Safety Survey has been issued to families during this term.

### **Policy review**

This term, staff and families will be reviewing and invited to give feedback on the following aspects of Primary OSHCare Policy

- Centre Philosophy/ Statement of Principals
- Nutrition and Food Handling
- Absent missing Children
- Program
- Staff interactions with children
- Individual Health management including Asthma, Diabetes and Allergies
- Immunisation
- Management and Governance
- Security
- Storage
- Building and Equipment Repairs and Maintenance
- Resources and Equipment
- Indoor and Outdoor environment
- Staff Supervision of Children
- Daily Routines
- Anti-Bias, Diversity, Gender Equity and Inclusion
- Waiting List
- Policy & Procedure Development and Review

### **Communications**

The following emails/notices/correspondence has recently been issued to families. We have a new regional manager. Gabrielle Adams. Shae McDougall is currently the acting coordinator with Zoe Hormovas as the assistant.

We rely on families to provide their most current contact details and to notify us if they are not receiving this information consistently.

*Prepared by Suzanne Blythin*

### **Principal:**

Thank you to all the parent community for their support of the “Adopt a Farmer” charity. As a school, we raised over \$1100 for the charity. The best part was dressing up in flannies and our boot scooting dance routine at assembly that day. The kids really loved the experience.

Mother’s Day Stall- Last Friday-

Well done Lee Meredith and Kristen Welsh for organising a wonderful Mother’s Day stall. The children loved buying their mums a present and the stall raised \$3500 with the raffle raising \$5000.

Thank you to Leonie Scholtens for her organisation of the raffle.

It was a very exciting morning for all who participated and a fabulous fundraiser for all.

Dance-

We have year 5 students doing Dancesport on Mondays with Brad Humphreys- Australian champion.

Our k-2 students doing dance with Miss Vanessa- concert will be Wednesday 3 June.

Years 3 and 4 will do Hip Hop with Ms Vanessa next term

Year 6 will do popular dances, which lead up to their farewell at the end of the year.

NAPLAN-

We are currently in the midst of the NAPLAN tests. NAPLAN is a national assessment used by school to see areas of strength and weakness, and align school targets and goals for the year to come. Detailed analysis of NAPLAN helps us to target our Gifted and talented students and develop them in identified areas.

It also helps us identify students that require support. Funding for assistance is also based on NAPLAN data.

Last year we did our NAPLAN online. We are one of only 2 schools on the Northern Beaches to do this. It was difficult but the trial was successful at the time. Our data can’t be compared to local schools. It was difficult for analysis to take place.

What was terrific though is we were able to pin point areas of strength and weakness and see students performing way above grade and stage expectations.

The data is collected immediately and we are able to put in programs immediately to address any issues. Today some schools have reported glitches in the systems and outages. We did not experience this probably because of the Wi-Fi we have installed in our new school.

Hall Sound System quotes-

I have tried to get another quote for the sound system in the hall from Keepad interactive.

“Where your P and C pays for the installation by raising their own purchase order, they are able to obtain as many quotes off DoE contract. Should the P and C hand over the funds to the school, then we are obligated to obtain quotes from DoE approved vendors.”

Keepad Interactive is another vendor on DoE Contract that can provide the level of integration we require for your hall. Joe Nigem can be contacted on 9390 9000 or at [jnigem@keepad.com](mailto:jnigem@keepad.com) where a second DoE approved vendor quote is required.

As always, before any work can commence, AMU endorsement is required by submitting a request via AMS on the Web.

Please let me know if I can be of further assistance when meeting with the vendors to obtain a quote.

Canteen concerns-

Robyn spoke to me today to ask about volunteers and back up for the canteen both paid and unpaid. I said I would email around her plea for volunteers but also ask P & C to provide some back up staff for Kerry and Robyn. They suggested Mrs McGowan as she works there regularly and is available and also Helen. We would need WWCC if they are to be paid and the necessary paperwork in order to pay them.

**Action:** Helen to speak with Beccy McGowan regarding paid back up for the canteen.

Walk safely to school day- This Friday

We encourage all students to walk to school and use this as a healthy alternative for future.

Construction

1. Most defects completed over the holidays
2. All the garden area out the back was planted. It is to be an access road.
3. Oval will start next week.
4. Offices began this week.
5. Larger stage is to be built. We will be getting a temporary fix until after the K-2 Dance concert.
6. Tom Hazell from bush care wants to plant the seedlings he saved in the nature area. I am trying to get that addressed with the landscape architect.

Teacher position -

Teacher position advertised tomorrow. It is an open merit position. Some of our temporary staff will be going for the position. Dan Putelli is the parent representative on the panel. Mrs Sarah Humpherys had a baby boy Hugo on Mother's day. All very exciting. Glad she finished work when she did.

School Tour- June 11 at 10am. This is for all new enrolments or interested families.

Kindy Open day Monday 29 July- Term 3 week 2

P & C follow up- website

Thank you Wendy for the uniform shop policy. It is now on the website.

Does the P & C and band want to have information on the website?

Canteen- Healthy Canteen explanation? Denise?

Uniform shop- have their devices. Apps have been put on them.

Band

Junior Band visit to preschool next Tuesday 21 May.

Discussion regarding P & C's support of the School Band in the future. We need to perhaps financially support the band to reduce fees and therefore encourage more students to join.

**President:**

Thanks to our fundraising team, the Mother's Day event was a huge success.

Thank you to Ian Hills on providing such a comprehensive manual on the running of Café Owl.

**Treasurer:**

Attached is the updated P&C treasurers report as at 13 May 2019.

**Cash summary:**

Cash available for disbursement is c.\$68k inclusive of \$9,300 raised from last weeks mothers day stall and raffle.

**Uniform shop software.**

Uniform software selection looks done, with Neto preferred vendor.

Next steps is managing transition to new website and getting stock onto Neto.

**MANLY VALE PUBLIC SCHOOL P&C Inc.  
TREASURER'S REPORT  
13-May-19**

	13-May-19	8-Apr-19	7-Mar-19
MVPS P&C Transaction/Fund Raising A/c	11,518.49	1,182.61	16,471.49
MVPS P&C cash reserve bonus A/c	56,546.70	56,497.57	33,466.67
<b>Cash available for disbursement</b>	<b>68,065.19</b>	<b>57,680.18</b>	<b>49,938.16</b>
<b>Operational Bank Accounts</b>			
Canteen A/c	4,203.30	2,669.08	2,362.58
Canteen debit card A/c	225.45	232.00	590.65
Uniform shop A/c	14,447.50	12,973.93	21,317.55
<b>Cash float in operational accounts</b>	<b>18,876.25</b>	<b>15,875.01</b>	<b>24,270.78</b>
<b>Cash for disbursements + cash float</b>	<b>86,941.44</b>	<b>73,555.19</b>	<b>74,208.94</b>
Band A/c	16,819.72	17,029.89	8,890.87
<b>Total cash across all MVPS bank accounts</b>	<b>103,761.16</b>	<b>90,585.08</b>	<b>83,099.81</b>
<b>Other P&amp;C assets</b>			
Uniform shop stock- estimated (unaudited)	50,000	55,000	55,000
<b>Receivables &amp; Payables</b>			
Receivable from School for Sydney Refrigeration	297	297	
	297	297	0
<b>P&amp;C activities that raised funds in 2019</b>			
Donation from uniform shop to P&C (8 Apr 19)	10,000	10,000	
Mothers day raffle (10 May 19)	5,406		
Mothers day stall (10 May 19)	3,889		
	19,295	10,000	

**Uniform Shop:**

Ipads arrived, thank you. Sales expected to drop off this term before the return to summer uniform.

**Fundraising:**

Subject: Mother's Day raffle - Summary

Congratulations to the following winners of the Mother's Day raffle:

1st prize - Hugo's voucher - Kathryn Stevens (mum to Will 4T)

2nd prize - Endota Spa Voucher - Lenka Marcalova (friend of Azaan in Kindergarten)

3rd Prize - Raffles House of Beauty voucher - Kristen Te Pania (mum to Pipi 5BC & Rueben 2S)  
4th prize - Hamper from Select Pharmacy- Susan Kennedy (Tilly 2D)  
5th prize - hair care products from Snip Into - Athena Kelsey (mum to Thomas 5R)  
6th prize - hair care products from Snip Into - Lesley Cook (Sean 1GF)  
7th prize - wine (from Dan Murphy's) & chocolates - Sam W Smith (Leah T KL)

All the above prizes were donated so a huge thank you to the local businesses above for their generosity and support. We ended up with more prizes than we anticipated!

In terms of funds raised:

Total Raffle ticket sales \$5,427.95  
Less: Printing costs \$427.90  
NET PROFIT \$5,000.05

Thank you to all those who bought raffle tickets & supported our school.  
The spellathon will be our next event – date tbc.

**Communication:**

All going well, the teachers have started following the process and using these channels to communicate. There have been a few hiccups but generally running smoothly.

**Items for Other Business:**

Meeting close 8.30pm  
**Next Meeting – Tuesday 11<sup>th</sup> June at 7pm**

**Items to Action:**

Action: Helen to speak with Beccy McGowan regarding paid back up for the canteen.