



MANLY VALE PUBLIC SCHOOL
P&C GENERAL MEETING
Tuesday 11th August 2020 at 7pm via ZOOM

PRESENT

President	James Fewtrell
Vice President	Helen Gay
Treasurer	Tony Sherlock
Secretary	Karen Murgatroyd
Principal	Tina Lee

Kerry Smallman, Wendie McDougal, John Gillings, Kate Williams, Kaisa Niemanen, Caroline Sylvester-Smith, Chris Nicholls, Helena Edgerton, Penny Bjorkman

Apologies: Kristen TePania, Anna Green, Phil Daffy, Justi Northcott

Minutes of the last General Meeting held on 10:03:20

Approval of Minutes **Motioned:** Helen Gay **Seconded:** Tina Lee

Action and Business Arising from Previous Minutes:

None

Correspondence In & Out:

Nil

Principal:

What a year it's been. Transitioning to a whole new way of teaching and communicating with our students and school community. There have been some challenges but also, it's been a year for reflecting and evaluating what we now need to do to move on from here. We basically went from teaching face to face to online learning overnight. As a school we were lucky to have the technology and the training from last year to support all the teachers in their teaching of students remotely.

NAPLAN online cancelled

We can't say we were hugely disappointed but as we still need data to rank and report on our students we are participating in some Check in assessments in Literacy and Numeracy in Year 5 in weeks 5 and 6 of this term (17 August- 4 September). Year 3 will also do some online check in assessments in week 9 of this term 14 September – 18 September. We need this data to evaluate our current school plan 2018-2020 and set targets for our next school plan 2020-2023 (4-year plan).

Interviews at the end of Term 2

The 10-minute social distancing interviews were a great success for the teachers. Even though it was a huge ask for teacher to conduct these interviews after an extremely busy term and writing reports (short versions) they enjoyed touching base with parents and

talking about students at home learning experiences and listening to parents. I would like to get some feedback on the interview format/ reporting format? There will Remote Learning, I think many parents discovered a lot about their own children during this time. Some families loved it but others found it extremely challenging trying to juggle work, school their children all of differing ages and abilities. Our high needs students all came to school during the online learning phase and our Teacher's aides didn't have one day off during this time. Pete, Mary, Justine, Jayne and Steph were amazing in their commitment to the school and to our vulnerable students during this time.

Online learning- what did it look like?

We had approximately 60 students at school each day. They were all schooled in grade classes and teachers were rostered in a 3- phase cycle- 1. Planning for future lessons, 2. Marking and planning from home, 3. Face to face teaching at school. All teachers were able to have at least 2 days a week at home. Priority was given to teachers with young children at home and try and allow them to stay at home with their own children.

Teachers found it very tiring planning alternate lessons, marking work and providing feedback, attending Zoom meetings and then Face to Face teaching as well. I know parents found it challenging as well and my days were spent supporting those families who reached out for assistance. Laptops were loaned but major problems were:

1. Lack of data on home internet to engage with the online
2. Older siblings became the priority over our primary age students
3. Parents juggling work and home-schooling
4. Sharing devices and internet
5. Differentiating of lessons was difficult for parents to cope with
6. Converting hands on learning (primary school) to online activities that could be easily taught.
7. Lack of control of cyber safety and inappropriate use of the technology

Data shows that the students who came to school, during that time did achieve more growth and better results than those learning from home. Primary aged students need that face to face instruction and a teacher to differentiate and personally assist students in these early years to engage with the curriculum. Kindergarten students were the most difficult group to cater for as a lot of their work is personalised and hands on. Online learning was very difficult for these students.

Positive outcomes from Online learning and COVID guidelines

1. Teachers and students were upskilled in digital literacy overnight. 3 years of professional learning done overnight.
2. We learnt to do things differently. Meetings and unnecessary activities that waste so much time are being evaluated.
3. Positive experiences for parents and students at home. Some families really enjoyed their quality time together.
4. Anxiety and school avoidance for some of our students lessened. A more positive approach to schooling was adapted.
5. The building works went ahead without interruption. School looks amazing and is finished. Defects list is in operation.

6. Hygiene and cleanliness- the school has never been cleaner and it is wonderful to have such a clean workplace. There is no shortage of sanitiser, wipes and paper towel.
7. Less staff absenteeism- colds and flu are much less. Even on our return to school staff are not as sick as they have been during these winter months. The cleanliness and the fact that students are sent home with symptoms means that the school is a healthier place.

Filming of events

We are currently filming events so parents have the opportunity to see what is happening at school. Band performances, assemblies, Kindergarten Orientation program have been put on film. The virtual school tour is on the website for all to view.

Catchment Changes- Tuesday 11 August

Today the boundaries for Manly Vale PS will be extended to make a bigger drawing area for the school. These changes will be "Soft" boundary changes until 2023 where parents have the opportunity to stay at their current school until then and enrol siblings in that school if that suits. After 2023 it will be a firm boundary change and out of area students will not be accepted in their current local schools.

Manly West PS and Manly Vale PS will have a more flexible arrangement with some areas of the current Manly West catchment being allowed to attend Manly West or Manly Vale PS. It is predicted that the estimated growth of the school won't exceed 900 students which is less than capacity. All real estate agents and Early childhood centres were notified today of the new boundaries.

Tell Them from Me surveys

A parent's survey will be sent home this week and can I encourage you all to complete the survey to inform decision making for the future school plan.

School Improvement Plan (SIP) 2021-2024

The new school plan will have 3 Strategic Directions and will be based on a situational analysis of the school using the School Excellence framework. The directions will be school-determined targets to improve student's achievement. These targets will be determined in consultation with all stakeholders (students, teachers, parents and community members). The next few months surveys, workshops (maybe virtual), analysis and evaluation of data and evidence will form a Situational Analysis of our school, and improvement measures we will need to put in place for the school plan 2021-2024. The P & C, School Council and Parent workshops (hopefully) will allow for consultation and discussion on our school's directions for the next 4 years.

We have external validation in 2022 to evaluate what we have achieved according to the School Excellence Framework.

Pick up and Drop off

The pickup and drop off of students at the front gate have proved to be a lot more settling for students and teachers. Lessons are starting on time in the mornings and there is less tears and anxiety around the separation from parents.

This quick turn around in transitioning students to and from school has also assisted with traffic congestion and parking.

Traffic and parking changes

The school's surrounding streets have changed traffic and parking conditions. This has caused our local neighbours a lot of stress and they are unable to park outside their houses for extended periods of time even on the weekend. Along with Parents parking across driveways and leaving their cars for extended times in limited parking zones the neighbours are petitioning to the council. The Rangers have been around and booked parents but the message needs to go out regularly that parents need to be aware of our neighbours and their ability to get in and out of their properties and park next to their homes. I have put these changed conditions in the newsletter weekly. Please spread the word.

Fire alarms and school alarms

If you hear the alarms please ring school security or 000. There has been issues with these alarms e.g. Faulty smoke detectors, children pushing the emergency buttons, we ask for you to please call for assistance if you hear the alarms go off as they do not feed back to the fire department or the police station automatically.

Athletics carnival- Friday 14 August

Will be run this Friday. No parents allowed to attend. There is no zone or regional carnivals but school records will be kept. K-2 will have a fun carnival back at school.

Dancesport, K-2 dance and gym

All have been able to go ahead. Parents struggling with fees but the lack of excursions and outings have assisted parents. All excursions for Term 3 including the Stage 3 camp has been cancelled. Such a shame for our Stage 3 students and we are trying to find an alternative fun day for next term.

Kindergarten Orientation 2020

First session was due on Monday week 10. Not sure how this will look at this stage but we are preparing to run the Parent Information session as an online video for Questions and Answers with Sharon and myself. We are hoping the new Kindergarten students will be able to visit classrooms next term at least.

Wendie has an alternative plan for the uniform shop where parents get to see sizes displayed in the front office and order online. Wendie and her team to fill orders on Monday 26 October and distribute that day with allowances for exchanging items.

On Your Soapbox Finals

K-2 Wednesday 9 September

3-6 Wednesday 16 September

The event will be filmed for parents.

OOSH Tender

We are currently in the process of putting our OOSH licence up for tender. We haven't actually changed our provider in the whole time I have been at the school

Primaryoshcare currently hold the licence but the tender will go ahead later this term John Gillings is the parent representative on this tender panel and please feel free to talk to John if you have any concerns or things you would like raised during this tender process. Sharon (DP) and I are also on the panel. If there anything the P & C would like considered during this process?

Expenditure

Some considerations for expenditure for this year:

1. Canteen lunch orders- Possibility of supporting parents through free lunches if required.- \$500
2. Library furniture and shelving

3. New fixed equipment for the play area- upgrade
4. Contribution to staff Christmas party
5. Hospitality fund for Kindergarten orientation, parent workshops, parent meetings?
Annual \$500
6. \$5000 instrument purchase for Band- already approved but will be coming soon.
School will purchase and P & C to reimburse the school

Treasurer:

Recruitment of replacement Canteen treasurer as incumbent Kirsten Watson is looking to vacate role after 5 years. Ideally a parent will step in, but failing that the role may need to become a paid role at c.2hrs/week of c. \$3000 pa.

Action: Kate & Tony to look at trimming back the work/simplifying the processes. May need to recruit in the newsletter.

**MANLY VALE PUBLIC SCHOOL P&C Inc.
TREASURER'S REPORT
11-Aug-20**

	11-Aug-20	10-Mar-20	17-Feb-20
MVPS P&C Transaction/Fund Raising A/c	13,141	24,749	24,747
MVPS P&C cash reserve bonus A/c	6	6	6
Cash available for disbursement	13,146	24,754	24,753
Operational Bank Accounts			
Canteen A/c	14,569	6,251	3,208
Canteen debit card A/c	792	672	485
Uniform shop A/c	46,872	41,140	37,530
Cash float in operational accounts	62,232	48,064	41,223
Cash for disbursements + cash float	75,379	72,818	65,976
Band A/c	19,754	14,590	14,549
Total cash across all MVPS bank accounts	95,133	87,408	80,525
Other P&C assets			
Uniform shop stock- estimated (unaudited)	35,000	35,000	40,000
Receivables & Payables			
Receivable from School for Sydney Refrigeration	0	297	297
Receivable for canteen sink & spray gun	0	1,551	1,551
Uniform stock payable	0	0	0
Pending investment in band equipment	-5,000	-5,000	-5,000
Prospective cost: Hall Projector & Sound	-50,000	-50,000	-50,000
	-55,000	-53,152	-53,152

Canteen:

Thank you to the P and C for the extra kitchen equipment.

There has been an increase in orders from students and teachers in recent weeks, keeping us all busy.

We have had very few volunteers coming in to help, but the three of us have been working really well and efficiently together; we certainly could not manage without Becky coming in for those 12 hours a week at the moment.

We are being Covid safe in every way possible, wearing gloves to prepare food and sanitizing all surfaces etc regularly.

We are not taking cash over the counter at the moment, asking everyone to order online instead. Most parents seem happy to order birthday ice blocks online rather than sending in their own, although we are still getting the odd one asking to leave treats with us for their child.

Action: Tina to send a reminder that no treats are to be brought into school for birthdays - they can be ordered from the canteen.

We are still taking the recycling home with us each week, are we likely to get a recycling bin at school this year?

Action: Tina to try and get a small 'yellow' recycling bin just for canteen use.

Uniform Shop:

Due to Covid-19, the Uniform shop has moved totally online with only myself doing orders at the moment. The Only time I have been face to face with families is when requested by Tina for new Students starting at the school.

At the beginning of the year a Uniform committee was put together to review Uniforms, luckily we were able to fit in a few meetings before everyone went into lockdown. During this time we reviewed colour, sizing, fabric and cut of Uniforms. Throughout the pandemic we have met one on one when needed with social distancing rules enforced to make decisions about the red colour selection and looking at material swatches for the skirt and shorts. Our new suppliers have been very helpful and tolerant of our demands to find just the right fabrics. A dye batch of the new 4way stretch microfibre is being undertaken at present.

We have had a handful of students trialling the new polo fabric for wash and wear quality and all seem quite happy with the change.

Pickles our old supplier have delivered the last of our stock (finally) and we have managed to stay on good terms.

Kindy orientation is going to look very different this year keeping it as contactless as possible.

I will obviously be updating the Uniform shop blurb to reflect this for the Kindy pack and am also making up an exchanges form that will be left in the office and hopefully online to print out.

The rough plan that I propose is that for the first 3 weeks of November a rack is left in the front office for anybody that wants to look at the sizing of uniforms. All orders are to be in online by the 22 November.

I am thinking to keep the parents out of the school as much as possible, and to give myself a

week to make up the orders, I could then setup in the old Canteen building and hopefully have someone create a time slot procedure online for the Friday 27th 2 – 6 for parent pickup of orders. That way it is organised and the least amount of people on the school grounds at once.

I recommend it happening in November as with most things things don't always go to plan and if anybody orders the wrong sizing they then have 2 weeks to make exchanges before the school year ends.

All suppliers have been deeply affected by this pandemic due to shut downs, moving to production of masks, sanitizers, gowns and international shipping delays so we have had a few shortages of stock over the last 6 months but all in all I think we have done pretty well.

OOSCH – See attached report

Band:

Recording sessions in Week 3

- The bands have been preparing 3 pieces each to play. The teachers will record the sessions with the Ipad and a tripod.
- This recording can be used to help promote the school, in lieu of Open Days which cannot take place this year.

Performances Term 3

- strict policies still in place at school due to Covid19 and so visitors (parents, tutors for tutorials) still not allowed at the school. A CAPA afternoon, as discussed last meeting, a Band Workshop Day and Busking @ Café Owl cannot take place this term. It might be possible to hold these events in Term 4.
- It was agreed that band fees for Term 3 will be deferred and issued beginning of Term 4 instead. By then we will know if the Band Workshop day will be able to go ahead in Term 4 or not and whether to include tutorial costs from this day into the fees. Normally there are no fees in Term 4. This also gives temporary relief to parents from fees for this term.

Junior Band 2021 Recruitment:

- Junior Band will play to Years 2 and 3 at 9am on Thursday 20th August, (week 5), directly after their band rehearsal.
- Senior Band will play at Banner assembly 9am Friday 21st August, (week 5).
- Ben and Carlos will record a presentation about the MVPS band programme to present at a Virtual Band Information Evening for parents of prospective band members (wk 6). They will also hold a Q&A session for parents as part of the evening.
- Cannot allow usual instrument allocation tests this year, as can't share mouthpieces of instruments. Instead Ben and Carlos to hold 5 minute interviews, (starting Week 7?) with each prospective band member

Treasurer's report and Treasurer 2021 update

- Welcome Ruimei Zhang! Ruimei, mother of Anna Zhang in Junior Band, has volunteered to take over as Treasurer of our Band Committee next year. This is fantastic news as we can now ensure a proper handover from Turia before the end of this year. Ruimei has 20 years' experience in accounting and is a Chartered Accountant of Australia.

Senior Band Update

- Senior Band is going well and Ben is pleased and relieved that we have not had students pull out of band, since the band cannot perform this year. It is harder for each band member to stay motivated and focused but the Senior Band members are proving resilient.

Junior Band Update – Carlos Villanueva

- Junior Band progressing very well and students still having fun and enjoying the band.
- Carlos has concerns over 4 students who are falling behind, as they have not been having regular tutoring on their instruments.
- Without the band tutorials that normally happen in Term 2 and at band camp, it is hard for Ben and Carlos to check the progress of individual band members. It was agreed that in Week 10, Junior Band rehearsal on Tuesday 22 September will be cancelled. Instead, Junior Band will attend the Senior Band rehearsal on Wednesday 23 September.
- Each Junior Band member will be paired up with a Senior Band member of same instrument and get a mini tutorial from the Senior Band member, 7.45 – 8.45am. This will help inspire Junior Band and help cement knowledge of Senior Band members. Then 9am – 9.30am, Junior Band and Senior Bands perform to each other.

Instrument Purchase with \$5000 from P&C

Ben has now got quotes from 2 suppliers for: 3 x trumpets, 2 baritones, (1 school baritone needs to be retired and no longer hired to students) and percussion instruments to expand our percussion section. Total comes to just under \$5000. Carlos also wants to get mouthpiece puller for brass instruments due to mouthpieces getting stuck in students' trumpets. Ben adding that to the quotes.

Spending Priorities:

- Hospitality Fund – \$300 to pay for tea and coffee in the canteen etc - **APPROVED**
- Free School lunches – Take Tina's advice on who need it and when - Kerry to keep records and pass invoice to P&C - **APPROVED** – same for uniform shop – Tina to liaise with Wendie on who needs it.
- Library – librarian to tell us how many boxes and get a quote
- Fixed Equipment – tina to get quotes – look at fundraiser for next year
- Christmas Party - \$500 – **APPROVED**
- World Teacher's Day (5th October) gift – Tina suggested MVPS umbrellas – Wendie to get quotes from supplier – Tina to get quote from her supplier – **APPROVED**
We will also provide cupcakes for teachers on the day.
Action: Tina & Wendie to get quotes for umbrellas.

Meeting close 8.25pm
Next Meeting – Tuesday 8th September at 7pm via Zoom

Items to Action:

Action: Tina & Wendie to get quotes for umbrellas.

Action: Tina to send a reminder that no treats are to be brought into school for birthdays - they can be ordered from the canteen.

We are still taking the recycling home with us each week, are we likely to get a recycling bin at school this year?

Action: Tina to try and get a small 'yellow' recycling bin just for canteen use.

Action: Kate & Tony to look at trimming back the work/simplifying the processes. May need to recruit in the newsletter.