



## MANLY VALE PUBLIC SCHOOL

### MINUTES OF GENERAL MEETING TUESDAY 9<sup>th</sup> MARCH 2021

#### PRESENT

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

Kristen Te Pania	Kate Williams	John Gillings	Wendie McDougall
Helena Edgerton	Chris Nichols	Katrina McNamara	Anna Green
Kaisa Nieminen	Kate Williams	Sharon Fewtrell	Amanda Haber
Holly Fellowes	Orla O'Reilly	Jane Ellis	Jordan Dolce
Sharon Oscroft			

**APOLOGIES:** Caroline Sylvester-Smith, Kerry Smallman, David Tribe

#### Minutes of Annual General Meeting held on 10.11.2020

Approval of Minutes            **Motioned:** Tina    **Seconded:** James

#### Minutes of the last General Meeting held on 10.11.2020

Approval of Minutes            **Motioned:** Tina    **Seconded:** James

#### Matters arising from previous minutes:

**Action:** Recycle bin for canteen - Tina to follow up – **waiting for quotes to come in**

**Action:** Skip-a-thon went ahead and was a huge success

#### Paid Member:

Anna Green	Chris Nicholls	James Fewtrell	John Gillings
Kaisa Nieminen	Kate Williams	Karen Murgatroyd	Kristen TePania
Sharon Fewtrell	Tony Sherlock	Wendie McDougall	Amanda Haber
Holly Fellowes	Orla O'Reilly	Katarina McNamara	

#### OOSH:

Our new provider Sustainable OSHC provided an overview of their business and outlined how they are operating here at Manly Vale. We would like to welcome Jane Ellis and Jordan Dolce to Manly Vale Public School and look forward to hearing more about the amazing things they have planned for the children.

#### Principle:

Welcome to 2021. We have had a very busy start to the year with 21 new enrolments to start the year. Current numbers are 568 students with enrolments still creeping in the door.

## Classes 2021

We have formed 24 classes with a staffing allocation of 22 classes. How we made the next 2 classes was from funds left over from 2020 along with the income from a professional learning allocation for collaborative classes and the income received from our OOSH licence.

K- 79    Year 1- 81    Year 2- 74    Year 3- 76,    Year 4 – 89    Year 5- 75    Year 6 - 94  
 Kindy classes- 19-20 (each class)    Year 1 – 20-21    year 2- 24-25    Year 3- 28-29  
 Year 4- 26-27    Year 5- 25    Year 6- 23-24

<b>K</b>	KO Clair O'Connor		Principal Tina Lee
<b>K</b>	KCH Carly Rae / Jackie Holman		Deputy Principal Sharon Oscroft
<b>K</b>	KM Rebekah Mason		
<b>K</b>	KR Tegan Robertson	<b>AP- St 3</b>	AP Nicole Blackband
		<b>AP- Science/RFF Lib</b>	AP Melinda Ward
<b>1</b>	1Y Madi Young	<b>AP -St 1</b>	AP Carol Speight
<b>1</b>	1CK Melissa Christian/Katrina Kemp (Fri)	<b>AP- St 2</b>	AP Catherine Thomson
<b>1</b>	1P Caroline Pembroke		
<b>1</b>	1G Michelle Gibson	<b>School Counsellor</b>	Deborah Curran
<b>2</b>	2LS Karen Lucey/ Yaz Sorensen		
<b>2</b>	2S Carol Speight /Lexi McDonald (Thurs)	<b>LST</b>	LAST Karen Bellamy
		<b>LST/EALD</b>	EALD Cadence Abrahams
<b>3</b>	3J Monika Johnston		
<b>3</b>	3S Kate Stacey	<b>Admin</b>	SAO Annabel Marsden
<b>3/4</b>	3/4T Catherine Thomson	<b>Admin</b>	SAO Luise Nealon (Mon-Thurs)
		<b>Admin</b>	SAM Pam Davison
<b>4</b>	4B Aga Banham	<b>Admin</b>	SAO Dani Wareham (Fri)
<b>4</b>	4S Ella Stoddart		
<b>6</b>	6D Patrick Dylan		Kindy Science Jackie Holman

6	6B Nicole Blackband		Stage 1 Science Fisk Sally
6	6R Ellie Radan		Stage 2 Science Hacking Christina
6	6W Melinda Ward		Stage 3 Science Legg/Sarah H Jessica

Library	Mon/ Tues Lisa Morrison	IT	IT Keerin O'Keeffe
Library	Wed, Thurs, Fri Alison Webster	IT	IT Greg Wetzler

We still have Elaine McManus to arrive next week as she has been in Scotland then Quarantine. She will take over the RFF science role.

### Term review

Week 1- 27- 28 January- Staff development Days- Worked with The Institute of digital technologies (James Curran) implementing the new syllabus into our programs.

Week 2- Best Start kindy/ Year 6 great Aussie Bush camp

Week 3- School Swimming Carnival- great success

Week 4- PSSA begins. Selection process complete. Eagle tag, Newcombe ball, Volley ball, Cricket, softball, T-Ball

Week 5- DMI (design, Make innovate)- for stage 3, Zone rep try outs- tennis, Rugby, SRC begins

Week 6 – 7 Photo day, Field of Mars (Stage 2) Zone swimming carnival, Band meeting, Selective HS test

Week 8 – DMI, Academic high school tests, Syd north swimming

Week 9 - Parent/ teacher interviews, NAPLAN Online Practice test- year 3 and 5, Banner assembly, WHS visit

Week 10 - DMI, Band working bee, Easter Hat Parade

### Class Coordinators

Thank you to all the parents how volunteered to be Class Coordinators for this year. We had an informative induction meeting on Monday 1 March. All Class Coordinators will not be formulating email lists. For those parents who were not at the information evenings they can be include on the list if they have completed the slip sent home with their child giving permission for their details to be shared with the class.

Thanks Kristen TePania for agreeing to be the liaison again this year.

### School Fees

School fees will go out tomorrow. These fees cover the additional resources and programs not covered by the DoE funding. These include gym (Paul- qualified instructor) dance Ms Vanessa (Kindergarten- Year2 Concert) Dance Ms Vanessa (Years 3-4 Hip Hop) Thabang (Dance sport- Year 5) Dance to be fit (Year 6 graduation night).

CAPA fees cover the additional special requirements for K-6 art and craft. School magazine and text books are for textbooks including handwriting, Maths mental and large display books for art portfolios.

Voluntary contributions- \$90 per child. This goes into Learning and Support programs including additional School Learning and Support Officers, Computer maintenance and the employment of a technician, Gifted and talented programs and licences (Maths 100) registrations for competitions, welfare and awards, additional resources for classrooms.

No excursions have been put on school fess at this time due to the changing environment with the COVID regulations. Incursions for Book Week and Science week have been added but no excursion or PSSA costs. These will be charged as a pay as you go charge.

### P & C Funding for 2021

Replacement of the fixed equipment- \$50000 +

Oval renovation- \$3000 per year

New laptops for additional classes - \$19 730

Charging cabinet- \$3324

Hospitality- \$500

New shelving for senior fiction- and returns bin (Library) \$5963

P & C need to have ongoing replenishment of funds for replacement IT, resources, maintenance of oval and to subsidise staffing in classrooms.

### **Autism class - 2021**

Manly vale Public school has been selected to host an Autism class. The class would be for 5-8 students with high needs. It would be placed outside the OOSH space. Students must apply to get into the class. There may be 2 classes eventually put into the school but we are trialling 1 class at this stage. This is a great opportunity for our teachers and students at Manly Vale PS. The class is due to open in term 3 of this year.

### **COVID guidelines**

Emailed to parents today. No big changes as we were already allowing parents onto the school site. There is however flexibility to host events as long as we follow a COVID plan for over 50 people. The plan must reflect the guidelines regarding social distancing and hygiene practices.

We will now be able to:

1. Have 2 parents at the parent/teacher interviews in Week 9
2. Host parents at assemblies and special events- Banner assembly week 9
3. Run our choir and additional programs for performances later this year.
4. Have parent volunteers in classrooms, uniform shop, canteen, and to assist with additional programs. Sign in compulsory at the office.
5. A COVID safety plan is required for all events with over 50 students.
6. Sign in and out is only to be done for late and early arrivals. Not for pick up and drop off.

### **Attendance**

It is important for students to be at school for the whole day. Increased numbers of students are attending partial days leaving early for trips, appointments and other family commitments. Punctuality is important as many students who are late miss vital information and feel unsettled and anxious coming in late.

Leave from school must be applied for on a Certificate of Leave (longer than 10 school day) or for any international travel. Documentation should accompany this application.

### **Parking and Traffic**

We have staggered the pickup time to allow for movement of cars and additional parking. Kindergarten and siblings are dismissed at 2.50pm so that parents can park easily then leave immediately so as to provide spots for the second round of pickups. WE still have parking issues out the front of the school with parents parking across driveways. The neighbours are getting very annoyed. I am in a meeting with neighbours and the council tomorrow. Please remind parents and friends to do the right thing when parking.

### **Strategic Directions**

As a school we have completed the evaluation of the last School plan. Basically, what we achieved in 3 years included full implementation of 6 syllabus, Collaborative teaching using flexible furniture and species, Implementation of 1:1 device Kindergarten to year 6, establishment of a whole school well-being program K-6 along with a cumulative reward and award system. Focus on scope and sequences for all Key Learning Areas and assessment schedules for every grade. Creation of formalised transition programs between Stage 3 and high school and the local preschools with Kindergarten.

All staff are accredited as Proficient teachers and all follow the PDP (Personal Development Plan) process. Goals and directions are set by the school executive team and professional learning is based around these goals and directions. Staff have been trained in digital technology syllabus, Life skills well-being and mindfulness, teaching students with

special needs including autism, embedding technology into practice, literacy and numeracy interventions, using data to evaluate practice and programs and the impact they have on student's learning, Aboriginal education and local history. Parent feedback on current Strategic Directions

1. In order to maximise student learning outcomes in reading and numeracy and to build strong foundations for academic success, we will further develop and refine data driven teaching practices that are responsive to the learning needs of students.
2. In order to maximise students learning outcomes teachers will develop high expectations for students, explicit and collaborative teaching practice, provide effective feedback whilst maintaining a positive classroom climate.
3. In order to improve students' sense of belonging and build resilience; to become happy, productive and global citizens.

### **President:**

For the first P&C meeting for 2021, I would like to cover three basic topics – Welcome; The Purpose of the P&C; and the benefits of Volunteering.

**Welcome** – On behalf of the P&C, I would like to extend a very warm welcome to everyone back to our school for 2021. Although last year was pretty challenging, this year is already shaping up to be a good year with lots of opportunities (fingers crossed). I would especially like to welcome all the new families, both in Kindy and throughout the grades 1-6. Starting a new school can be challenging for the whole family, so I hope that the first few weeks of Term 1 have gone smoothly for you. Don't hesitate to reach out to anyone on the P&C, or any of the Class Parents, if you have any questions or concerns. We are here to help you.

**The Purpose of the P&C** – Our P&C is absolutely committed to supporting the Manly Vale Public School Principal (Tina Lee), to ensure that every child is given the opportunity to thrive and enjoy their primary school experience. It's as simple as that!

We hold monthly meetings (2<sup>nd</sup> Tues of each month – 7pm at the school) which are a great opportunity for parents to learn about school activities and programs. This month we are addressing the strategic directions for the school for the next four years and how P&C fundraising can help support this plan. P&C meetings are also a great opportunity for parents across all age groups (K-6) to have a voice.

**Volunteering** – When people hear the word “volunteer” they usually tune out or quickly look the other way... and I get that. We are all very, very busy. But volunteering can be fun ... and a great way to meet lots of like-minded people. In the past we have had lots of great volunteers, but last year the COVID-19 restrictions closed a lot of this volunteering down. With the restrictions now slowly being lifted, we will now have to start looking for more volunteers to help out in the canteen, the uniform shop, café owl, and with our fundraising events.

I have always been incredibly grateful for the efforts put in by so many of school parent volunteers. They help make our school the wonderful place that it is, and the funds they raise help benefit all our children.

If you are tempted to give volunteering a try, can I suggest that you sign up with a buddy. That way, at least you'll have a friend with you while you're doing your good deed. Have a chat with your class parent (or anyone in the P&C)... I'm sure they'll be able to point you in the right direction. Even if you can only volunteer for an hour a term, we would love your support.

### **Canteen:**

1. The canteen has had a great start to 2021, order numbers are not quite as high as they were in Term 4, but we have made around 550 lunches this week.
2. Counter service is back on and going well. We are now baking fresh cookies every day to keep up with demand.

3. Teachers orders are up, we are now regularly making 6-8 teacher lunches each day.
4. Volunteers – we have reduced the number of volunteers requested for each day but still have gaps in the roster. The three of us continue to work hard each day to get everything done, often missing out on our 15 minute lunch break as we are simply too busy to stop.
5. Sustainability – We have been selected by Northern Beaches Council to take part in a sustainability programme which involves a visit from a council rep to look at how we do things in the canteen followed by a report with suggestions on how we can improve; we will also receive a starter pack of reusable hot lunch containers from the council as part of the programme. More news about this soon...

### **Uniform Shop**

I'm quite happy with how everything is going at the moment. Our Uniform shipment finally arrived on the Thursday school started so I was able to get all the kindy orders out in time for their Kindy Best Start.

I have had no complaints with the new Skort and Short design/fabric and even a few excited parents which has been really nice. At present we are not introducing the new garments until the old stock has run out except for the kindy class of 21. I do foresee a problem down the track when the girls grow out of the size 10 profile (new) skorts they then will have to go into a size 12 pickles (old) skort which is more likely a size 14 in true sizing and not as comfortable. **How are we going to address this? – Wendie to order what she needs and we will try to sell off the other sizes**

We have had another Pop up Second-hand sale Friday 26<sup>th</sup> Feb which seemed quite successful and it has been great to get rid of some of our seconds taking up space. Thank you to our wonderful volunteers for stepping up and helping.

I would like to open the shop up again just once a month as it has been pretty tricky with parents choosing the correct sizing and as we make the transition to the profile sizing it has been even harder. I am forever doing exchanges at the moment however it can take up to a week turn around for these which I think is too long. I can do the orders, however there is no guarantee when the teachers will give them out. A Covid plan will have to be made for opening the shop up. **Are we happy with just once a month? Agreed to go back to weekly opening.**

Our new shop site is in the process of being made and as a bonus to us Shay Gillings won the tender to Profile, so we have one of our own building it which can only work in our favour I think as she will know the ins and outs of it as we transition. I am really thankful that the P&C approved this as during the kindy 21 ordering process with the difficulties of shipping during covid our old system was truly a nightmare and I had to go really old school with hardcopies of every order. Never again!

With the new shop site hopefully I will be able to get some of the volunteers back in to help with packing the orders. At present we are averaging around 30 orders a week however that will increase soon with the winter orders coming in.

### **Other Business:**

- Café Owl -still need to find a co-ordinator to run this. Will re-evaluate next term when hopefully restrictions are eased further.
- Request from Chris Nicholls:

On behalf of Christ Church Northern Beaches (the church at the bottom of King Street opposite St Kieran's Catholic Church and school), we are very interested in hosting a Christmas carols night at the school in December this year. We would be expecting to pay a hiring fee (I will discuss this with Tina), but we would commit to any profits going to the school P&C. The main goal is to host a carols night that becomes a community event, and we would want the school to be involved inasmuch as they desire and are able to be. We would expect to adhere to any rules or regulations suggested by the school or the P&C, and we would be organising the event (so it doesn't drain the volunteer resources of the school. That being said, if school parents wanted to be involved in things like BBQ, face-painting, etc., we would be happy to work it out together. This was discussed and agreed in principal subject to final details.

Next Meeting – Tuesday 27<sup>th</sup> April  
Mtg closed 9pm

### **Summary of Actions**

- Tina to get quotes for new playground equipment to discuss at next mtg
- Expenditure for the year tbc
- Events for the rest of the year – Mother's day update