



NORTHERN BEACHES SECONDARY
COLLEGE
MANLY CAMPUS
P&C ASSOCIATION



GENERAL MEETING - MINUTES

1st September 2021

Video Conference

General Meeting

Opened: 7.00pm

Chairperson: David Young

Attendance & Apologies: noted as per attendance register.

Minutes from previous meeting – see attached.

Motion: Review & acceptance of minutes from the AGM held on the 28th July 2021

Moved: Simon Cahil

Second: Marg Martin

Result: Approved – unanimous.

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Result: Approved – unanimous.

Presentation – Wellbeing during online learning – Lucienne Herft (HT Welfare)

Link to Presentation:

https://www.canva.com/design/DAEnmHxiGs0/9bt6sKeQJtNc_QvgwHLwYQ/watch?utm_content=DAEnmHxiGs0&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

There will be year group specific presentations next week with more specific details – please look out for them.

Questions from Parents:

Students will be coming back in November. How are we preparing the students to be ready to come back? What is in the return to school plan? What lessons were learnt from last time? What does it look like this time?

Kathy commented that focus is not only academic but also wellbeing – providing social and emotional support over the 6 weeks that we have them for in Term 4. Focus on connecting with peers and teachers during this time. Every decision has put health and safety first.

The plan is still under development.

Is there any funding that the P&C can provide to assist?

Lucienne noted that Kathy has been great in finding money for initiatives done so far. Kathy welcomed funding for future welfare initiatives and will reach out if/when needed.

David thanked Lucienne and the Exec for the presentation.

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Action Items

The following comments were made:

- Canteen – return plan. Kathy noted that this will be based on current health guidelines such as staff being double vaccinated, no mingling between students, online ordering.
Catherine – will talk to the staff about the vaccination requirements. P&C don't have the right to mandate it. Looking at providing a service for when students return.
- Does Manly have any students in high risk LGA's. Being a selective school, we have a wider catchment area and hence we do have students and staff in those areas. School is following public health orders and advice from DET.
- P&C Support to Staff – parents would like to acknowledge all the hard work staff have been doing during learning from home. Want to provide something nice to staff for when they return to work (avoids postage costs). Kathy confirmed that no morning teas can be held when school returns. Coffee was well received last time. P&C to come up with suggestions.
- Banking Signatures – this has been updating to reflect the new exec. David noted that the CBA system is not setup for COVID – requires 2 people to be on the same computer for payments. Currently looking at alternatives as it is very difficult to make payments at the moment.

Correspondence:

- Received 22 emails since the last meeting regarding the change to private music tutoring at Manly. Parents are upset about this issue.
- P&C has talked to David Hope – North Sydney Region P&C Association. David has reached out to Kathy Brennan – executive director of educational leadership and Kathy. There has been a constructive phone call on the issue.

Presidents Report:

Nothing to report.

Principals Report - Kathy O'Sullivan

As per written report.

Private Music Tutoring

Kathy provided the following clarification on the private music tutoring issue at Manly.

- Intention has never been to cease the program or the cancelling of the band program.
- Aim is to operate within DET guidelines around duty of care / child protection and curriculum delivery which Kathy as Principal is responsible for ensuring compliance with.
- School has never said that these programs (Band or Tuition) are ceasing.
- All programs at the school must be compliant with these requirements – not just the Band program. School is doing a review of all extra curricular activities to ensure compliance and consistency to ensure that we are looking after our students and staff.
- School values and acknowledges what the band program adds to the school culture – the enrichment and development of our children.
- Manly offers so many wonderful programs to our high potential & gifted students. These programs add to the positive learning culture and contribute to the “Manly Vibe”.

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- The School Improvement Plan – Strategic Direction 3 – is all about young people’s enrichment and extra curricular programs. The Band program falls under this initiative. The school is currently mapping all extra circular programs across all the 4 domains to ensure that they are resourced appropriately.
- This issue has been under discussion since March. Kathy has been working with private music teachers, Mel and Tina (Band), legal, industrial relations, work health and safety, the Department (Julie Kennedy & Kathy Brennan), to try to find a workable solution that addresses all the issues.
- School is providing learning spaces for lessons before and after school.
- Still looking at other opportunities for allowing private music tutoring outside of lesson time – especially stage 6 music students. But this requires additional work with legal and industrial relations – ensure NESSA requirements. Continue to work with relevant stakeholders on this matter. Kathy hopes before students return that a workable timetable will be finalised for private music lessons. Kathy wants to provide clarity to band members and conductors for 2022.

David thanked everyone for their time and effort involved in finding solutions to this issue with work ongoing. Due to time constraints there was no further discussion. If anyone has any questions on the update Kathy provided please get in contact with David.

Principals Report

Kathy provided the following updates:

- Return to school plan – currently under development but there are many things to consider – e.g. staggered starts, playground duty, bell times, calendar (presentation day). Kathy wants to reassure the parent body that her team is working hard on the safe return for students and staff.
- Lots of staffing positions to fill so needs parent reps on panels. Please get in touch with Kathy if you can help.
- New college principal – Dane – from Narrabeen Sports High.
- Information Sessions – occurring from next week for each year group. Aim to celebrate their successes.
- Year 12 – Kathy really feels for them. Very special group – Kathy started with this group at Manly. School is doing everything we can do to help them through this challenging time.
- SRC – invitations for induction will be sent out for the induction ceremony.
- Jill has done the spraying of the top oval to prevent bindies in the grass.
- LED Lighting – verbal confirmation – DET will pay 100% of this upgrade. School funds allocated to this have been moved across to the Gymnasium project.
- Gymnasium – moving along. Hope to soon be able to share the plans. Good news – managed to get a larger foot print greater than entitlement – so not just a basketball court sized space. Tender goes out soon. Thanked Michelle – parent representative - noted that she has brings a lot of experience and skills to the project group.

Treasurers Report – Roman

As per Report.

Grounds Improvement



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School requested the funding of \$4,400 for grounds works performed by Bushlink over March-June Period. Decision required:

- to reallocate of \$4,000 from Grounds Projects (unallocated) to General Grounds
- to agree funding extra \$400 over allocated budget
- to agree what budget line to reduce by \$400 to remain within a total agreed P&C budget

Motion: reallocate \$4k from grounds to Bush Link

Moved: Marg

Second: Catherine

Result: Approved - unanimous

Motion: allocate additional \$400 from unallocated funds to Bush Link

Moved: Simon

Second: Catherine

Result: Approved - unanimous

School funding request for new Gymnasium

Funding Request: The NBSC Manly Campus P&C Association approves the release of the first \$50,000 tranche (of a likely maximum of \$100,000) of funding to be directed towards building a new Gymnasium at our school. In doing so, we welcome the opportunity to have a small group of P&C members with experience of working on infrastructure projects of this scale to support the Principal carry out a quick short and sharp review of the current proposal with the view to identify opportunities to maximising opportunities to get the best possible outcome at this stage in the projects development, and we charge this group to champion on behalf of the P&C the following priorities:

1. The potential to maximise the environmental sustainability and potential for reduced operational costs of the new building by ensuring the best possible passive energy design elements including and and not precluding the possibility of the addition of rooftop Photo Voltaic panels to support the P&C's goal of achieving carbon neutrality by 2025.
2. To maximise and enhance all surrounding spaces so that they contribute positively to the school and social needs of the students
3. To ensure adequate ventilation and circulation of fresh air to comply with current health requirements (i.e. Covid19)
4. To comply and complement the school master plan which is proposed to be developed in parallel to this process with the support of the school community

The following comments were made:

- Kathy has requested funding to make the gym bigger than just a basketball court sized gym as per our entitlement under which the Department will fund. Due to being a selective school with fixed enrolment numbers (no local enrolment) we can't argue for a larger space due to future increases in the school size. School has a need for a large space that can fit the entire school under cover as there is currently no place where this can occur. All school assemblies currently occur in the Quad which has issues with weather. School needs to go to Freshwater for graduation and awards night.

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Can't fit all of Year 12 in the hall for exams. School is also keeping existing hall which will be used as the designated performance venue (for musical, etc).

- Kathy is getting funds for this enhancement from surplus school funds, the P&C and the school building fund.
- There was discussion on the level of community input into this project. It was noted that the Department is contributing the majority of the funds for this project and responsibility sits with School Infrastructure. The P&C has nominated Michelle as the community representative and she will do her best to pass on our concerns.
- There were concerns raised about the sustainability, environmental impact of the building (i.e. including solar panels on the roof) and ventilation (Covid safe) of the new gym. Michelle will try to get these concerns addressed in the design.

Roman talked about scenarios for funding of the gym in his report. The P&C currently has \$100k in a term deposit that has been saved over many years for a large scale project such as this.

The below table provides a high level guidance on what will the accumulated funds be at the end of the budgeted period if the P&C:

- Receives all remaining budgeted income and incurs all remaining operating and project expenses (Base case scenario)
- Incurs all remaining operating and project expenses however doesn't receive all remaining budgeted income (Worst case scenario)
- Receives 50% of the remaining budgeted income for most items (excluding Trivia) and incurs 50% of the remaining budgeted operating expenses, 100% of all allocated projects and 50% of unallocated project expenses (Mid case scenario)

	Base	Worst	Mid	
Accumulated funds at the beginning of the period	172,634	172,634	172,634	
Budgeted but not yet received income	31,472	0	10,506	
Parent contributions	12,381	0	6,190	50% of the remaining budget
Interest	461	0	0	
Uniform sale commissions - Pickles	5,000	0	2,500	50% of the remaining budget
Uniform store sales	3,631	0	1,816	50% of the remaining budget
Fundraiser	10,000	0	0	
Budgeted but not yet incurred operating expenses	17,129	17,129	8,564	50% of the remaining budget
Budgeted but not yet incurred project expenses	54,360	54,360	54,360	
Musical (building materials)	5,000	5,000	5,000	
Robotics Equipment	2,908	2,908	2,908	
Crew Equipment	1,601	1,601	1,601	
TAS - 2021 projects funding	2,000	2,000	2,000	
CAPA - photo studio equipment	36	36	36	
2021 unallocated school projects	30,840	30,840	15,420	50% of the remaining budget
Total projects from previous years	11,976	11,976	11,976	
Accumulated funds at the end of the period	132,617	101,145	120,215	

Roman noted that across all scenarios if \$100k is contributed – the P&C still has money.



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It was suggested to commit \$50k now, and \$50k next year. This gives the P&C some flexibility to fund some small projects in the interim.

Motion: that the Manly P&C fund \$50k (out of a potential \$100k) for the new Gymnasium as per the funding request above.

Moved: Roman

Second: Ben

Result: Passed - unanimous

Marg thanked Michelle and Kathy for all their efforts on this project.

Canteen Report – Catherine

As per report.

Catherine and Roman presented the Job Saver Proposal for the Canteen.

Noted that we had received independent advice to assist in preparation of this proposal.

Motion: P&C implement the Job Saver proposal for the canteen. Specifically

- Pay each employee 25% of their average Q2 weekly hours backdated
- This will not affect their Covid-19 Disaster payment eligibility
- Retain the remainder (approx. \$900/wk) to ensure we can continue to operate the canteen when school returns for
 - Stock write-off (there will be out of date stock when we return)
 - Any other expenses
- To pay wages when we are operating at partial capacity and increased wages

Moved: Simon

Second: Marg

Result: Passed Unanimous

General Business:

Grants – Michelle

Michelle provided an update on a possible grant opportunities she has found.

Noted that we need to match the grant opportunities with priorities. Noted that there were 2 main buckets of funding that could be good

- Covid recovery – lots of applications due in next month.
- Active Transport to School – walking / cycling to school.

James Griffin – Manly State Member of Parliament

Grants range from \$1.5k to \$8k. SRC has suggested an initiative to provide shade cloth over the ping pong tables to provide better sun protection.

Also suggested were additional bike racks (active transport to school).

Next step - get costings and follow up with James's office. Need to ensure that the new shade protection complements the new gym circulation.



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This highlights the need for a new site master plan for the school. One was prepared in 2009 with a lot of projects have funded and achieved. This now needs to be updated to take into account the new Gym.

ACTION ITEM: Michelle to follow up with James Griffins Office regarding potential projects

ACTION ITEM: ask for parents who have experience developing site mater plans.

Second Hand Uniform Shop - Simon (for Fiona)

- Not a lot happening at the moment - no orders last few months due to the lock down.
- Will need a Covid safe plan for when students return.
- Kathy – no update / guidance from Department on this – usually rules are similar to canteens. Will need to think about orientation day – discussion to be offline with Fiona.

Trivia Night - Marg

- Once again can't occur on site.
- Virtual trivia night (that we held last year) – not likely this year as we don't know when people can visit each other's homes.
- Also aware of the difficult financial situation that some people are currently in due to the lock down in our community.
- P&C will need to think about fundraising for next year – e.g. for new gym / landscaping master plan.

Private Music Instruments – Mel Corner (President of Bands of Manly Campus)

- Thanked David for working with the band getting up to speed on the issue.
- This issue was covered in the Principals Report.
- Due to time constraints this issue was not discussed in any further detail.
- If parents have any concerns, please get in touch with David

Next Meeting: Wednesday 20th October 2021.

Meeting Closed: 8.57pm

Notes: voting was done via the chat in the Zoom call. A copy of the chat transcript can be obtained from the secretary.