



NORTHERN BEACHES SECONDARY COLLEGE MANLY CAMPUS P&C ASSOCIATION



GENERAL MEETING - MINUTES

17th March 2021

Library + Video Conference

Meeting Opened: 7.10pm

Chairperson: Marg Martin

Attendance & Apologies: as per register

Presentations

Strategic Improvement Plan

Kathy O'Sullivan – Principal

Alex Newcomb – Deputy Principal

Marisa Carolyn – Relieving Deputy Principal

Skye Campbell – Relieving Head Teacher Teaching & Learning

Kathy gave an overview of the new Department mandated Strategic Improvement Plan – every school in the state must have one. It still requires approval by the Regional Director – Julie Kennedy – as part of an assurance check that will occur next week. The presentation is the draft version of this plan that has been under development for the past 12 months.

A Strategic Improvement Plan (SIP) is a working document that details the steps our school will take to improve learning outcomes, and the achievement and growth of all students. It is a requirement that all NSW government schools develop and publish a Strategic Improvement Plan (SIP).

To create the SIP – the school undertook a situational awareness assessment to work out where we are and where we want to be going forward. Focusing on questions such as; what's working, what's not, imagine if, how good can we be, where do we want to be?

As part of this process, the school did various surveys and interviews (using external interviewers) to gather feedback from parents, students (randomly selected) and staff members.

The school also looked at what is best practice and evidence-based research – especially in high performing & gifted learners.

School Vision

At NBSC Manly Campus, we are committed to creating a rich teaching and learning environment which **nurtures** and **celebrates** academic excellence, personal best and giving back to the community. We **extend** our high potential and gifted students through **enrichment** and **acceleration** opportunities.

A school culture of **high expectations** fosters **creative, critical and reflective learners**, who are supported and challenged by **inquiry based collaborative and explicit teaching practices**. We create highly numerate and literate students who **excel in the classroom** and in **external examinations** to inform **success in future pathways**. We provide opportunities to enact these skills now so students can become global citizens who can **navigate complex challenges**.



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3 Strategic Goals:

- Student Growth and Attainment
- Refine Teacher Practice (focus on improving teacher practice).
- Talent Development & Engagement of High Potential & Gifted Students

Kathy commented that we aspire to be the best selective high school in the state. She also noted that there is some overlap between past plans – but there are some key differences with wellbeing now featuring in each strategic goal. It is no longer separate – rather it has been integrated.

Goal 1 – Student Growth and Attainment (Skye presented)

This is the Departments mandated goal – all schools in the state share this goal but with the specifics tailed for Manly.

Purpose: to ensure that every student is highly engaged & shows growth in their learning through explicit, research-informed teaching. Our teachers will adapt their practice through targeted professional learning & effective use of assessment data to inform teaching.

Measures:

1. Increase the number of students achieving in the top 2 bands in the HSC. Each faculty has a subject specific plan to improve. Focus on the students not achieving the top 2 bands. Leverage past HSC results data to identify weaker subject topic areas in the curriculum and targeting these. Also leveraging initiatives such as multiple-choice question deconstruction to ensure students get the easy marks in the exams.
2. Improve reading skills - Improving reading skills will improve learning outcomes in all subjects. Focusing on improving writing as a next step as our writing results are lower than reading.
3. Improve numeracy skills – noting that our numeracy results are already very high – but we can still do better via identifying and better supporting underperforming students.

There will be more focus on NAPLAN.

Goal 2 – Refine Teacher Practice (Marisa presented)

Purpose: To develop consistent teaching and learning protocols and to use data to effectively evaluate and deliver high quality differentiated teaching programs and assessments in Stage 4 and 5.

- Increased use of learning intentions and success criteria. 100% of teachers are using learning intentions / success criteria each lesson and students can articulate these. Consistent protocols will ensure that Students should know not only what they are learning but how to measure that they have successfully achieved the stated lesson intentions. Apply best teacher practices in a consistent way to ensure that every student being teaching to the same level. Teacher collaboration has the highest impact on student learning - see what they are doing differently and leverage this.
- Pre-testing data to inform differentiation – in the last school plan teachers were trained on this technique but implementation has been sporadic. Pre-testing data is a component of the 2021 High Performance and Gifted Education (HPGE) Policy. This will be consistently used (100% across stage 4 & 5) to ensure that students are engaged at the appropriate level of challenge.
- Program & assessment differentiation. 100% of stage 4 and 5 programs include tiered differentiation activities - to ensure students are appropriately challenged. One differentiated assessment task for each of their stage 4 and 5 subjects. Want to avoid using a deficit marking scheme – students are not defined by a mark.



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Why not Stage 6 (Year 11/12)? – school is already focused on HSC results. School needs more focus on the junior school.

Goal 3 – engagement of high potential & gifted students (HPGS) (Alex presented)

Purpose: to engage and challenge our High Potential and Gifted Students (HPGS) through providing Stage 6 subject acceleration, consistent self-assessment and reflection practices, and targeted enrichment and extra-curricular programs.

- Subject Acceleration - The school aims to create an opportunity for all students to be accelerated in a broad range of subjects that interest them. Allows students to finish a HSC subject sooner and bank the 2 units for a reduce load in Year 12 while preparing them for stage 6. Keeps them engaged in Year 10 – which traditionally has seen a fall as students no longer have the school certificate to work towards. Mathematics has been offered for acceleration for a number of years along with a few exceptional students have been accelerated in some subjects. The school is currently investigating how to structure the timetable around this initiative to support these new senior classes.
- Manly scholar attributes and learning portfolios - All teachers and students can identify, assess and report on demonstration of Manly Scholar attributes. Students are explicitly guided in identifying opportunities to develop, self-assess and reflect on their learner attributes to further engage them in their learning journey.
- Sustainable, challenging & purposeful enrichment and extra-curricular programs. Beyond the syllabus - opportunities for talent development are provided by the school covering the 4 domains – Social / Emotional, Intellectual, Creative & Physical.

Q&A: Due to time constraints, we were unable to hold a Q&A session. If you have any questions, please send them through to the secretary who will pass them on for a response at the next meeting.

Funding Request

The following groups presented to the P&C requesting funding:

Crew Equipment Funding - Daniel (Year 11)

Daniel gave a presentation (see attached) requesting funding for the crew to replace broken gear (e.g. comms headsets, mic & guitar cables) and consumables (e.g. tape, light globes, fog fluid). It has been many years since equipment was purchased as it has no formal budget/funding. Typically equipment is purchased with musical money.

The crew put on a variety of events for the school including:

- Musical
- School Disco
- SRC Events
 - Pinestock
 - Night of Stars
 - Carnation Day



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- Filming and Streaming
 - Graduation
 - Presentation Night

They aim to stream more events going forward so the wider school community can participate.

Motion – the P&C approve funding of \$3000 for the purchase of equipment for the Crew as per the funding request.

Moved: Mel Corner

Second: David Young

Result: Approved – unanimous. (Marg Martin abstained).

There was discussion on whether to assign an ongoing budget item (\$1000) to the crew to support them cover these costs + purchase new gear. While this idea had a lot of support at the meeting it was decided that it would be better to have the students pitch for funding each year for specific items. This would teach them valuable presentation skills.

Robotics Presentation – Annie / Kia / Lucas (Year 11)

The students gave a presentation (see attached) requesting funding to purchase robotics equipment and entry fees to enter the First Tech Challenge Robotics Competition. This is a worldwide competition aimed at high school students. Teams are challenged to design and build a robot to compete in a game. Students learn valuable STEM skills as well social skills like leadership, working as a team and cooperation.

As part of this, they plan to setup a robotics club for students. While a competitive team is limited to 15 students – schools can enter more than 1 team. All students are welcome to participate and attend any meeting – with multiple sessions to be held each week (e.g. after school / lunch). Older students will mentor and teach younger students. Their teacher rep is Roger Forsyth (HT TAS). Simon Cahil (VP) & Pankaj have expressed interest in helping. **If any parent wants to assist – please get in touch.**

It was clarified that the existing Lego robotics equipment that was funded by the P&C is not suitable as it is entry level and does not offer the sophistication required.

Kathy commented that this initiative linked directly to Goal 3 of the school's SIP.

For more information, please visit: <https://linktr.ee/mscftc>

Motion – the P&C approve funding of \$4500 for the purchase of robotics equipment as per the funding request. This will cover the 1st years start-up costs including robotics equipment and entry fees.

Moved: Marg Martin

Second: Ben Mills

Result: Approved – unanimous

The students are also seeking sponsorship, STEM grants and other fundraising initiatives to supplement this funding.

Musical 2021 Legally Blonde – Chloe Woodward (director)

Chloe submitted a funding application (see attached) to purchase equipment to help construct new sets for musical



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that can be reused each year. Specifically, we wish to create a structure that will form a proscenium arch at the front of our stage extension, framing the performance space and also providing essential coverage for performers and sets when they are offstage.

Due to the small size of our hall stage and the large size of our musical cast, we need to build out a stage extension each year. This allows space for the whole cast to be onstage. However, as it is in front of the main stage curtain, each year we struggle to create some kind of barriers down at the very front to provide coverage for entrances/exits of students, storage of sets and props, and working space for stage crew. A purpose built, reusable set to serve this function would increase the functionality of our stage, and give us so many options for design and staging to bring our shows to life in a professional way.

This will be incredibly beneficial for all of the students involved in the musical, both this year and in years to come. It will allow us to continue staging high-quality productions, and will save us both time and money in the future by ensuring we have an effective set that can be easily adapted and reused year to year.

This is especially important this year as we are facing a lot of uncertainty due to COVID 19. We rely heavily on ticket sales to fund our production and to provide the maximum experience for the students. However, we are facing the prospect of greatly restricted audience capacity and therefore significantly lower ticket sales.

Motion – the P&C approve funding of \$5000 towards the school musical for the purchase of building materials as per the funding request.

Moved: David Young

Second: Marg Martin

Result: Approved – unanimous

Presentations Concluded

P&C Meeting

Formal Meeting Opened: 8.36pm

Attendance & Apologies: As per attendance register.

Minutes from the general meeting (10th February 2021)

Motion: Review & acceptance of minutes from the previous meeting held on the 10th February 2021

Moved: David Young

Second: Catherine Yetts

Result: Approved – unanimous.

Update on Action Items:

As per tracking spreadsheet.

Correspondence:

None.

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Principal's Report – Kathy O'Sullivan (Principal)

As per written report. Kathy made the following additional comments:

- Due to easing of restrictions – more events and excursions are occurring. There is a great energy in the school.
- Parent teacher evenings - important checkpoints. Please bring your children – the school wants them to attend.
- No update on the new gym & toilets joint funding application yet. The Minister has announced the regional school grants with the metro grants still to come.
- Bathrooms – DET have put cameras down the blocked pipes and found a lot of tree roots. DET is investigating and the school hopes this will soon be fixed.
- Anita – recommend that we speak to our local member James Griffin. She expressed the view that all high schools on the Northern Beaches have been neglected while primary schools have had significant funding. Marg noted that North Curl Curl public recently received \$30m. Highlighted that there has been serious under investment in all high schools except for Freshwater.
- Quadrangle – new flag poles have been installed with the Australian, Aboriginal, Torres Strait Islander flags now being flown. A NSW State flag has been ordered and is still to arrive. Aim to eventually replace the State flag with a Manly flag designed by the students.
- Consent - there has been a lot of discussion the media around this issue. Kathy wants to reassure parent body on what the DET and school is doing on this issue:
 - DET is currently working on a response to this issue – requires a consistent message across the state. More details to come.
 - Kathy clarified the processes that are followed if there is a concern / issue raised. School must follow the mandatory reporting process. It is escalated up from Staff -> Exec to external groups (e.g. police / child well being / mental health) following the decision tree.
 - Teaching / education on respectful relationships – mandatory PDHPE syllabus from years 7-10 around consent. Not just sexual context - e.g. permission to take a photograph.
 - Different wellbeing programs targeted to different year groups and age appropriate content.
 - Students have access to 3 very experienced counsellors on site. Tanja Musik / Melissa Moss / David Martin (senior psychologist education).
 - School does tap into external agencies – e.g. police youth agency if required.
 - School can't act on anything unless the school is informed. Kathy is always happy to answer any questions or concerns parents have. The first point of contact is the year advisor -> Deputy -> Principal. But please contact Kathy if there are any serious concerns.
 - Education & conversations also needs to also happen at home. School wants to work in partnership with the parents.

Treasurer's Report and Accounts – Roman Ialovega

As per written report.

Romain noted that as fee sheets had only just gone out – we have not received a lot of revenue yet – but fees are starting to come in.



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There was some feedback from parents regarding that the voluntary Building & Library Fund fee items was confusing as it was a blank box when historically it had asked for a specific amount. The concern was that may result in a less donations to the school when it will be really needed for the new Gym project. It was suggested that a direct mail out may be required to promote donations to the voluntary building / library funds.

Kathy confirmed that it had to be a separate line item due to DET policy – it could not be included in the total fee amount.

ACTION ITEM: Kathy to review the voluntary contribution fee forms to ensure that it is clear to parents.

Motion: that the P&C accept the Treasurers Report.

Moved: Marg Martin

Second: David Young

Result: Approved – unanimous.

The following was discussed:

Green Wall Maintenance – Kathy confirmed that the cost of maintenance for the green wall is \$875 ex GST per site visit by the supplier. Aim to have them visit the wall 2-3 times a year. The school will conduct ongoing maintenance outside of these times (e.g. watering, pruning, etc). The existing dead plants will be replaced by the supplier as part of the commissioning – there was 1 type of plant that didn't take hold. Future dead plants will need to be paid for by the P&C/School. Aim to reduce the visits to only 1-2 a year in future once it is well established.

It was suggested that the maintenance costs be funded from the ground maintenance budget line item. This was historically included to cover grounds projects and working bees. The P&C doesn't run working bees anymore due to lack of volunteers. Jill (caretaker) and Nick (general assistant) from the school undertake most of the grounds maintenance.

Catherine expressed concern about taking on projects with ongoing costs – highlighted that the P&C needs to be careful about approving these project (e.g. green wall / water filter) – as it reduces the amount of money that can be spent on other projects. There was consensus that this was a very valid concern – and the P&C is now asking for details on any operating costs in all funding requests to better address and manage this.

Motion: Allocate \$3k from the ground's \$7k maintenance budget to cover the costs of professional maintenance of the green wall + replacement of any dead plants.

Moved: Marg Martin

Second: David Young

Result: Approved – unanimous.

Canteen Report – Catherine

As per written report.



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ACTION ITEM: Catherine will put out another call for volunteers in the Weekly Pines. She also hopes to have a message sent out via the School App – as this had a higher response rate.

General Business

Parent Teacher Refreshments (Marg Martin)

Marg gave an update on a new initiative that the P&C has undertaken where the P&C provide some light refreshments at the parent teacher nights for students and parents who are between interviews. The first one was held on Tuesday night (16/3) for Year 8 and it was very well received. It is a nice touch point for all years and everyone felt very looked after.

This will be funded by re-allocating the cancelled new parents welcome night budget – it costs about \$200 per night in catering.

ACTION ITEM: please get in touch with Marg if you can assist at a parent teacher night.

Meeting Closed: 9.35pm

Next Meeting: 5th May 2021 at 7pm – Library / Zoom.