



Kiama P&C Inc. MEETING MINUTES

Meeting 10/9/18, 7pm and KPS Staff room

Date:	10/9/18
Time:	7:06 pm meeting opened by President (MB)
Place:	Kiama PS

1. Welcome and previous minutes

1.1 Welcome and opening remarks

All executive members were present. Determination of a quorum present to proceed with the meeting was declared and the meeting opened at 7pm. MB (President), officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C.

1.2 Attendees / Apologies

Attendees:	MB(President), KM, BL (Vice President), CL (Treasurer), AC (Secretary) KC (KPS R. Principal), KT (KPS Assistant Principal), LC, JM, MR, RM, CJ, NP, LW, VS, JS, SG, RM, AR, FS, RD
Apologies:	CQ, DF, KL, FD

1.3 Approval of Minutes – See Attachment 1

Minutes from the previous General Meeting were made available on the school website and eNews to all P&C members for verification of accuracy and to facilitate task assignment. Previous minutes and the declared motions contained within were passed at the meeting as accurate.

Motion: That the minutes of the previous General Meeting held on July 30th, 2018 be accepted.

Moved: MB Secoded: KM

1.4 **Business Arising from Previous Minutes - N/A**

Action List - all P&C members to review and follow-up were assigned to a task requiring action		
Task/Project	Who	Action required
Fundraising -Wishlist	KC	Staff wish list for Ball Funding: In progress -looking into shelving that can be mobile and allow furniture that can be moved around. These ideas have been sent to fundraising committee including a video to show how space can be used.
2nd Hand Uniform	KM	Seek Second Hand Uniform volunteer continue to advertise

2. PRIORITY BUSINESS

2.1 **New Chaplain Introduction:** Welcome Jayne as new school chaplain: Jayne has begun working with groups of girls and boys at the school.

2.2 **Mural :** Artist Ken Tucker and IMB Rep Robyn Downey. Ken is currently working on murals at Minnamurra and Gerringong Public Schools and has worked on many murals and various other art projects. Ken has kindly offered to work on murals at KPS as part of the IMB Artist in Residence Program. Programs general run one day per week for a term, include participation from whole school if wanted, projects are designed to suit each individual school's needs. IMB have a referral agreement to support fundraising efforts for the schools, they also offer school banking services both of which can be shared at future P&C meetings.

Motion: To commission Ken Tucker to work on mural project for KPS
Passed MB Second VS

2.3 **Canteen Feasibility Study:** See attached report from the feasibility study.
 Key points: Administrative workload of canteen has increased over time as school has grown. Recommendation is for a manager role to be created. In order to support the canteen moving forward to meet the expectations of the school community, this requires a min of 6 hours per week required to manage canteen administration by the creation of a salaried manager position funded by P&C.

Motion: P&C have agreed that the priority for the canteen is to provide a healthy community service. While the priority is not to make a profit, it is agreed that the goal is to not run at a loss. With these goals in mind the P&C feasibility study volunteers (VS & NP) will now continue to investigate what a manager role would entail, what the salary would be and the feasibility of the P&C funding the position. **A proposed model (including salary and position description) for a paid manager role will be tabled at the next meeting to be voted on (Term 4 Week 2 Tuesday**

23rd October). If voted not feasible the alternative will be to hand the canteen management over to the school which will result in putting a tender out to run to canteen.

Moved: MB Passed: AC

3. REPORTS

3.1 President's Report - See Attached Report

Additional Comments: Request for canteen/school to invest some of their funds into planting new crops during Spring so that produce can be used in the canteen. Possibility of GrandFriends group supporting the planting. KC will consult with Mrs Kelly regarding what is needed and budget required.

Proposed resolution: That the Presidents Report be accepted as accurate and true and to include the above additional comments

Moved: KM

Seconded: AC

3.2 Principal's Report See Attached Report

Additional comments:

P&C agree to fund Kinder book bags and brainstorm productions for 2019.

KC (Principal) : Regarding the decision to reduce advertising in the newsletter, feedback is welcome on the decision if anyone wants to express opposition for consideration.

Proposed resolution: That the Principal's Report be accepted as accurate and true and to include the above additional comments

Moved: KM

Seconded:AC

3.3 Financial Reports (Treasurer) See attached reports

3.3.1 Finance Statements as of see Attachment

Proposed resolution: That the Financial Reports be accepted as accurate and true and to include the above additional comments

Moved: KM

Seconded:AC

3.4 Reports from Committees and Representatives

3.4.1 Canteen Committee: See previously mentioned feasibility study and report.

3.4.2 Fundraising Committee

Father's Day: Limited volunteers to wrap gifts this year, however there was \$3400 sold. Approx \$1000 raised for the school. Suggestion made to decorate bags, students purchase gifts to place in bags and require no parent wrapping. Leftover gifts are stored at the school and can be used. Thank you LW for supporting this fundraising event for the past 11 years! The P&C will be

looking for someone new to take the role next year. Lisa will create an event 'cheat sheet' to be put on google drive. Lisa is also happy to support person next year.

Pie Drive: \$1900 raised. Recommendation to do the pie drive earlier (May) and consider what other local groups are doing a drive and try to avoid similar timing.

Ball: Thank you to those involved in the committee and the work being done. 12 tables have been booked, tickets still need to be purchased. Great prizes and donations have been made which should raise more funds. Please continue to promote.

3.4.3 Grant Applications

NA

3.4.4 Grandparents

- Fundraising BBQ 18th November. We need 21 to commit or we wont be able to run it. MB will promote and seek volunteers.

3.5 Correspondence

- Thank you card was received from students for band instruments.
- Letter received raising concerns regarding Grandparents Committee and potential impact regular events may have on students without grandparents. The P&C have discussed and recognise the concern and have responded by ensuring future events are referred to as 'Grandfriends' events and encourage all family and community members involvement and not just 'grandparents'. Clarification surrounding events and activities have also been made.

4. GENERAL BUSINESS

NA

5. CLOSE AND NEXT MEETING

Meeting closed at 9:15pm

Next Meeting Tuesday Week 2 October 23rd

Minutes and attachments submitted to the P&C on Monday September 17th

Minute Taker	AC
Signed:	Omitted in version submitted for online publication
Name:	AC (Secretary)
Date:	17/9/18

Profit and loss**Kiama Public School Canteen**

Cash mode

01 Jan 2018 - 31 August 2018

ABN: 41015507545

Generated 10 Sep 2018

		Total				
Income						
4-4100 Food Beverage Sales		\$55,374.11				
Total Income		\$55,374.11				
Less Cost of Sales						
5-1020 Bread Rolls		\$422.82				
5-1050 Dairy Food		\$1,636.04				
5-1060 Drinks		\$2,155.98				
5-1100 Food Beverage		\$11,457.81				
5-1150 Food Beverage Special		\$1,225.00				
5-1160 Fruit Veges		\$2,114.78				
5-1170 Ice Blocks/ Creams		\$3,611.76				
5-1180 Meat/Deli/Swch fillers		\$345.92				
5-1190 Pies Sausage Rolls		\$94.60				
5-2100 Packaging		\$497.49				
5-2200 Freight		\$8.00				
Total Cost of Sales		\$23,570.20				
Gross Profit		\$31,803.91				
Less Expense						
6-1000 Accounting Fees		\$330.00				
6-1010 Accounting Software Fe		\$24.95				
6-1100 Bank Fees		\$89.36				
6-5600 Canteen Equipment		\$904.55				
6-5610 Canteen Online Orderir		\$653.74				
6-5620 Canteen Subscriptions		\$99.00				
6-6200 Wages & Super Canteen		\$21,797.30				
6-6300 Workers Compensation		\$671.82				
6-6650 Insurance - P C Fed		\$212.50				
Total Expense		\$24,783.22				
Operating Profit		\$7,020.69				
Plus Other Income						
		\$0.00				
Total Other Income						
Less Other Expense						
Total Other Expense		\$0.00				
Net Profit		\$7,020.69				

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Summary		
Bank Account Balances @ 10/09/18		
P & C Bank Account		\$19,972.73
Less	Musical Instruments - Donations	\$5,000.00
	Laptops - Donation	\$6,500.00
Total Bank Balance		\$8,472.73
Canteen Bank Account		\$31,967.96
Fundraising Summary		
Fathers Day Stall		
	Gift Stall Sales	\$3,041.45
	Gift Expenses	\$1,037.00
	TOTAL	\$2,004.45
Pie Fundraiser		
	Pie Drive Sales	\$4,418.30
	Less Cost of Pies	\$2,476.50
	TOTAL	\$1,941.80
Maggie Dent Fundraiser		\$4,970.00
Mural Painting		
	Donations - KPS Student	\$735.30
	Less Expenses	\$534.82
	TOTAL	\$200.48

President's Report - September 10 2018

A huge few months since our most recent meeting with considerable energy invested by our wonderful P & C members and school community

With such a huge scope of involvement the following can best summarise (in no preferential or priority order) - of course prefaced by a disclaimer that this is from my point of view. I also apologise to all involved in the below that i haven't named individually.

1. Pie Drive

Vic, Belinda and Lisa among others contributed to a wonderful pie drive and we look forward to hearing the final tally raised.

2. Fathers Day Stall

Another successful stall and a massive thanks to all involved. I for one as stoked to receive my bucket of gifts.

3. Canteen Feasibility Study

A big thanks to Nicole and Vic for their work on the canteen over the past 2 terms. And a special thanks also to Dani and Lynne for their work to date and their willingness to work within this framework during this process.

4. Principal Panel process

This has commenced with the position criteria now completed. Due to confidentiality clauses I cannot provide further information but I thank the members who provided me with direction and feedback for our community opinion to help shape the criteria

5. The upcoming Innovative 80s Night promises to be blast with all funds raised going directly towards exciting equipment for our students. I encourage everyone to really get behind this event as it is our major fundraiser for the year

6. Maggie Dent

Thanks so much to Lisa for facilitating and arranging the evening. Some fantastic knowledge exchanged and a nice tidy fundraiser in the process

A special thanks to Hope and the staff at the Pavilion for their help with all of our events to date.

7. Art Society Fundraiser

A special thanks to our small but fortunately intelligent crew who assisted with the set up as the scope of works didn't exactly outline how complex the assembly phase was. Luckily we knocked it over in a few hours. Father's Day pack down was a little more sparse with the volunteers but fortunately KC showed up as the muscle and the Laird and Baines families ensured a nice \$1000 cheque was donated

8. Grandparents subcommittee

Another successful meeting with some excellent ideas raised. The Grandfriends day will serve

as an opportunity for our Grandparents and GrandFriends to spread the word and opportunities for other people to assist with our 3 nominated goals for Term 4. These will centre around assisting in the classroom with reading, school beatification and tasks, and finally a project centred around the outdoor kitchen to integrate curriculum with community.

9. Finally and certainly not least - I would take this final chance to reiterate how proud I was both as a former student and current parent to see our school in all its magnificent glory during the incredible launch of Education Week. All involved should be congratulated for their performance, and it reiterated how wonderful the opportunities are that our children are provided. And of course how important it is that we share the word to the wider community - parents, carers, friends and family about all the facets available for helping out and supporting the school through our P&C

PandC Principal's Report

Solar/AC – Last meeting we made the decision to proceed with Solar before AC. Thank you for the PandC contribution to the project. We are expecting a 50k government grant to come through, and we have met the shortfall from our budget. I have asked the department if Klaas can be onsite to assist with any informal site assessments before we begin the tender process. Last meeting I discussed the 'Cooler Classrooms' grants for A/C. I have since learned we do not qualify for the full funding scheme, but do qualify for partial funding grants. It is proposed that this grant scheme will be available for 5 years, so we can likely access it after the solar installation in coming years. We also passed load testing, which is a great starting point, although it becomes somewhat irrelevant after installation of solar, which adds to our capacity greatly.

Fathers' Camp – In line with our strategic direction of Wellbeing, we are hosting a Father/son camp at our school on the Saturday night at the end of Week 1 Term 4 (Oct20). Monty Badami will be facilitating it. It is not supervised or run by the school, rather we provide our school as a site, and welcome it as a great initiative to strengthen community ties. Monty has proposed an info night Wednesday 19th Sep – More info to come

Innovaties Ball – We are looking forward to the ball. We have the makings of a KPS staff table. Do we need to eventbrite, or can we just collect money? Also, we have put together a wish list and I have asked staff to put together a short film outlining our requests and highlighting innovation at our school. In other news, we have just been recognised for the second year running in 'Educator Magazine' as being within the top 40 most innovative schools, K-12 and across sectors. Thank you for your support of our strategic direction.

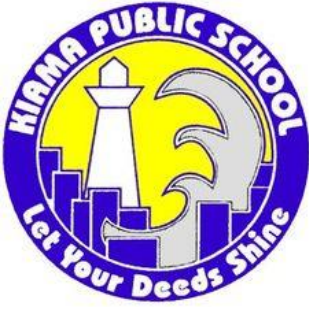
Newsletter Advertising – We have long been on a journey to improve (or streamline) our communication following community feedback. We have recently made a decision to limit advertising in our newsletter to those initiatives directly supporting our school directions, such as the abovementioned fathers' camp, or PandC endorsed events such as fundraisers. Department policy supports such a direction, but encourages principals to seek community perception. Is there any strong opposition within the PandC to this? We have been trialling it for a few weeks already to gauge support for the improvement.

National Chaplaincy Program. The DET has indicated it is highly likely funding opportunities will remain for the National Chaplaincy Program 2019-2022. This is great news for our school. Hopefully if the funding does remain, we will be able to access it again. Welcome Jayne for 2018.

Principal Panel – The panel has been established for the Principal's position, and undertakings have begun. It takes a few weeks to complete, plus holidays, and then a standard appeals period. If all things progress as expected, an appointment could be announced in the early weeks of Term 4.

Funding Requests from the School – Two funding requests have been put to me recently by staff to determine if the PandC intend to continue supporting these initiatives. These are the 'Kinder Book Bags' (approximately \$1000), and the 'Brainstorm Social Skills Productions' (\$2585 in 2019). Are these still budgeted items?

Kieren Corbyn
Rel. Principal
04/09/18



P&C Canteen

Feasibility study for the future of the canteen

Brief:

As agreed at the June P&C meeting myself and Victoria would establish and operate a canteen sub-committee to manage the day to day canteen and outline a positive constructive way forward for the canteen for the remaining weeks of Term 2 and to demonstrate a strong future for the canteen from Term 3 onwards; whilst ensuring it met its purpose. The sub-committee would provide the P&C with a feasibility report by the end of term 3 detailing the option(s) available to the P&C regarding the future of a P&C operated canteen.

What we did:

We literally hit the ground running following the June P&C meeting. We established the subcommittee, Nicole Paramanis: Chair, Victoria Stewart: Secretary, Christie Lewis: Treasurer, Canteen Staff: Lynne Roberts and Dani Gilles.

We moved forward immediately by developing an action plan which detailed the key tasks required, whilst remaining fluid so it could incorporate any new actions and/or commitments during its timeframe. The plan provided us regularly with an idea as to where we were at, and also importantly how we saw the canteen regards to its goal and purpose.

We also immediately met with the staff and other key stakeholders to discuss the action plan and canteen matters.

Highlights:

- We conducted a survey of canteen users: students, parents/carers and staff. The survey was successful with 102 responses from parents/carers and 331 responses from students. See appendix 1 for a summary of results from the parent/carers survey. Full copies available on request.
 - We introduced a new meeting schedule. Executive meetings were weekly and the sub-committee meetings on a monthly basis to discuss and move forward with the action plan; whilst continuing to encourage and utilise the canteen users and stakeholders' feedback throughout.
 - A basic update of the marketing was undertaken; new menu, increased online presence on the We Love KPS fb page and updated advertising boards.
 - Specials have been introduced and have been successful, namely: school grown pumpkin soup, Milo day and Sushi Day. Sushi day is now a once a month special.
 - A menu review was undertaken with the updated menu launched Term 3, this included new gluten free allergy friendly products, and a complete system review and update to flexischools.
 - A simple review of the canteens systems and procedures took place. Several actions were identified that would stream line processes to provide a "smarter" way of operating, and these are currently being implemented, such as: Load & Go visa cards allowing online ordering, Woolies click & collect, bread deliveries, and improved communications systems have been implemented, including updated timesheets & weekly briefs, establishment of a volunteer messenger group and canteen sub-committee messenger group.
-

Identifying the Canteen Purpose:

It was key to identify and establish a clear purpose for the canteen. To determine the purpose, we looked closely at the needs of its stakeholders, the goals and deeds of the school and the aims of the P&C. It was clear that these all needed to feed into the canteens purpose and that the purpose had to align transparently with them. This ultimately would ensure the canteen had not only a positive relationship with its community but also a clearly defined role within its community.

We concluded that the purpose of the canteen should be three-fold:

- ☺ To provide a healthy and appealing lunch service to the students and faculty of the school;
- ☺ To complement classroom programs, learning & educational experiences whilst aligning itself with the goals of the school;
- ☺ Function as a not for profit business and as a future fundraiser for the P&C.

Canteen Review:

Snapshot

- The canteen employs 2 staff members on a casual contract basis; completing on average a total of 25hrs a week collectively.
- The canteen is a volunteer-heavy undertaking. It relies on them in order to achieve its daily outcomes; on average volunteers contribute 35hrs a week collectively. This does not include the average weekly hours of 12hrs myself & Victoria have undertaken in completing this review and managing the canteen.
- Average hours of operation are 8.45am – 1.30pm, with online orders closing at 9am, paper bag orders received by 9.30am, all orders completed and delivered by 11.15am.
- Average daily sales breakdown

DAY	ONLINE	PAPER BAG	TOTAL
Monday	38	21	59
Tuesday	21	23	43
Wednesday	42	29	71
Thursday	42	36	78
Friday	77	58	135
TOTAL	220	167	386

- The staff are familiar with and comply with all relevant legal requirements regarding food safety and occupational health and safety standards, and other relevant guidelines.
- The canteen adheres to several federal and state government legislations, regulations and guidelines. The canteen continues to achieve above and beyond the 75% compliance targets with regards to menu options and healthy choices, operational guidelines and food hygiene requirements. The KPS canteen is regularly highlighted as a 'role model' canteen at NSW Dept of Ed events and meetings.
- Student population growth of approximately 200 students in the past 4 years and the implementation of online ordering has had a significant impact on sales and canteen workload.
- Sales figures have been increasing year on year; due to the increase in student population, adoption of healthier products and also the implementation of flexischools online ordering. The canteen has struggled in previous years, however is currently operating with an average 75% profit margin on most products and with the recent menu price increases, the first-time in many years, the canteen should maintain its profitability and produce a profit this year.

The review and survey results identified some key guiding principles. These guiding principles clearly fit with the canteen's identified purpose but must also be considered when one is forming an opinion regarding the future and direction of the canteen.

- The canteen reflects the value the school puts on healthy eating practices to students.
 - In addition to providing nutritious foods, the canteen has an important health promoting role within the school.
 - For students who use our canteen regularly, the food purchased makes a significant contribution to their total daily food intake and nutrition. Nutrition is important to health through life and it is particularly important to young growing minds and bodies.
 - The canteen needs to function as an efficient business enterprise.
-

What next:

The canteen's main purpose must be to provide the school community with nutritious and affordable foods, the canteen should be based on good management practices and be financially self-sustaining. With good management and marketing practices, a canteen can provide healthy foods and also be financially viable.

The school canteen is a small business, with a not for profit ethos. Like any business, it requires good management practices to be efficient and successful. To be effective it must operate with a character where by:

- everyone involved is treated respectfully no matter what their position,
- everyone involved knows its goals and objectives,
- canteen staff and the sub-committee members work collectively to develop an implementation plan to achieve policy goals,
- day-to-day operational procedures are structured and enforced,
- staff are adequately trained and supervised,
- staff carry out efficient stock management, accounting and financial procedures,
- the canteen operates within all relevant legal boundaries regarding canteen guidelines, food safety, and occupational health and safety standards.

In order to continue to grow and develop the canteen into one that has health and sustainability at its center, so it can meet and succeed in its purpose there are still many tasks that require undertaking. There will always be a need for volunteers to assist in achieving this goal, however the current load is unsustainable. What are the options moving forward?

What Structure:

If the school wishes to continue to operate a canteen there are four main ways to structure the canteen.

- Volunteers only (School or P&C operated)

This option has not been assessed as part of this proposal. I believe that a large portion of the school has working parents, as evidenced by OOSH usage, and therefore who would be unable to volunteer. Past experience as well as other research (such as information available online from the Department of Education, Healthy Kids Association etc.) also suggests that this option may be difficult to operate successfully.

- Paid Casuals with volunteer assistance (P&C operated)

Pros	Cons
Quality control Control over menu Someone responsible for day to day operation Not relying solely on volunteers Currently operating so provides less short-term risks If canteen makes profit, these can help the canteen service grow and also go to school community Volunteers are only needed to prepare and distribute food, not for all the administrative work as well	Need P&C executive member(s) or delegated volunteers that can give at least 6hrs a week to oversee the day to day management and operations Need to ensure canteen makes enough money to cover a wage(s) Very reliant on volunteers Financial risk Limited in resources to achieve any outcomes beyond canteen operations Lack of accountability to the P&C Management of casuals – sick and annual leave cover, replacement and potential gaps in service if anyone leaves.

- Paid Canteen Manager and volunteer assistance (P&C operated)

Pros	Cons
Quality control & control over menu Increase in house produce menu items Higher level achievement of goals, purpose and accountability to P&C Greater responsibility for management and operations Targeted growth and outcomes Not relying solely on volunteers Profit potential higher If canteen makes profit, these can help the canteen service grow and also go to school community	Lead time to develop policy, procedures and structure Cost analysis required to implement Still require some volunteers Recruitment costs, training and other associated costs Financial risk Management of an employee – sick and annual leave cover, replacement and potential gaps in service if manager leaves.

The next steps for either of these options are, focused towards an implementation date of January 2019:

Determine actions required for the remaining weeks of term 3 and term 4

Determine staffing, e.g. Employ Manager &/or Casuals (job description, advertise, interview)

Update Canteen Policy

Develop day to day policies and procedures

Determine financial matters

Marketing considerations

- Licensee (School operated)

This would transfer the risk of operating the canteen to the operator of the canteen. They would pay rent or a license fee to the School. As the school 'owns' the property, any contract with a third party needs to be via the school, not P&C and therefore we would need to go through the tender process for this option.

Pros	Cons
No financial reporting burden on P&C No financial risk (i.e. if canteen makes a loss) Known source of income (from rent) Still have some control over menu Don't need to organise volunteers Principal maintains control over all aspects of the licence agreement Able to choose an applicant experienced in operating canteens or a food business	Paperwork Time frame/lead time for approval from Dept of Education (8+ weeks) Potential to lose out on profit if turns out to be successful Potentially won't be accepted into the school community Limited control or influence on menu, specials & events etc. What happens if it fails?

The next steps for this option would be to inform the Principal who will instigate the next steps; for the school it would be preferable to still have a canteen and therefore we would need to maintain the P&C operated canteen for the remainder of the academic year.

The school would proceed with the following steps:

Request Education Department – Schools Finance approval for tender process

Prepare Canteen Licence Agreement and Package for prospective applicants (can charge an application fee)

Advertise, Assessment of applications, Finance for approval, Sign Canteen Licence Agreement

6

Conclusion:

At first glance one might tend to overlook our humble school canteen, I know I did until this year. However, on reflection I think most people would agree that the canteen is one of the most important parts of school life. A pro-active school canteen should support student development and learning, assisting parents/carers in their role of ensuring children receive adequate nutrition which in turn provides a better balance of energy levels that assist their learning and also plays a key role in the development of positive eating habits. For students who don't use the canteen regularly, the canteen still plays an important educational and modelling role for healthy eating habits.

The KPS canteen is a successful one; it is mostly profitable, it is popular with the school community and it holds enormous potential. However, it is clear that the current management arrangement is not sustainable due to the continued volunteer heavy undertaking required to maintain its current outputs let alone progressively move forward with its purpose and goals for the future.

From the discussion at the P&C meeting in June there does not appear to be an appetite to take on the required volunteering load and risk in managing the canteen. We also acknowledge that any structure entered into creates work both in administering and managing a canteen and its staff. However, there is clearly a majority of the school community who wish the school to have a canteen.

It should be noted that following any decision at the P&C meeting where by a definite decision is made a period of consultation must take place with staff from which the feedback will be considered before the final staffing outcome is decided.

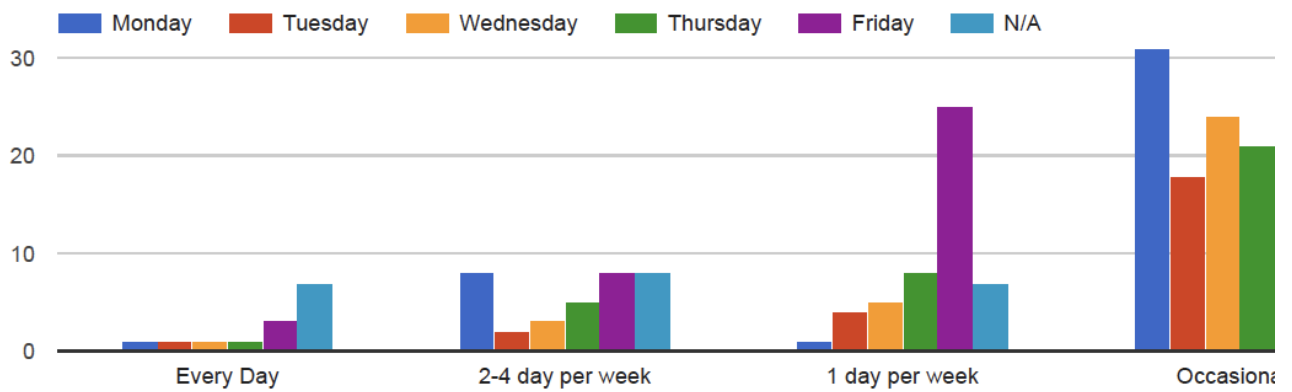
Recommendation:

We will present our recommendation at the meeting on Monday 10th September 2018.

Report completed by Nicole Paramanis in association with Victoria Stewart.

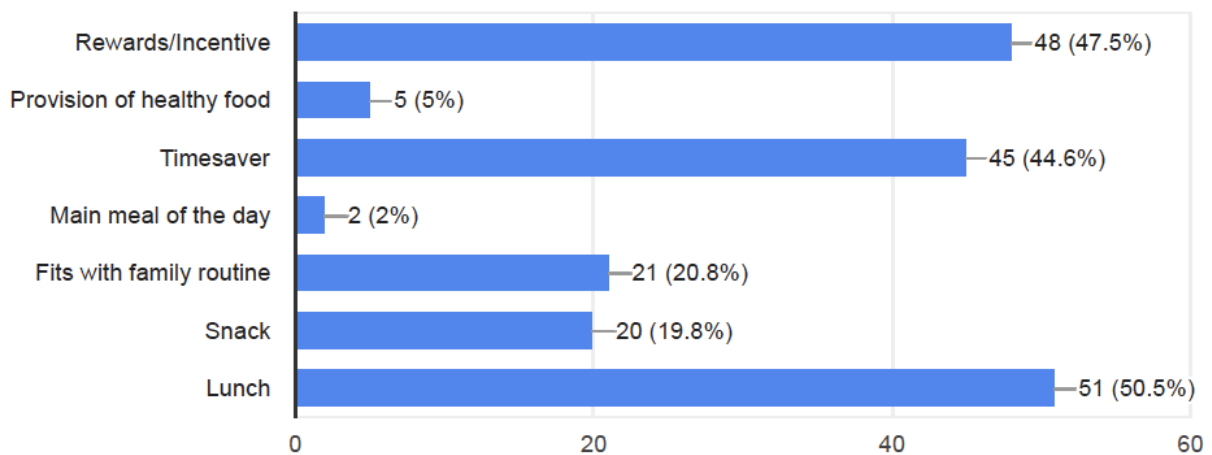
Appendix 1

How often do you use the school canteen?



Why do you use the canteen?

101 responses

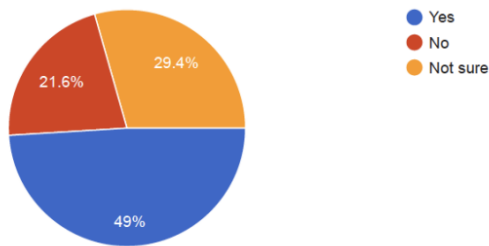


Rate your overall satisfaction with the current school canteen in each area.



Would using locally sourced produce encourage you to use the canteen more often?

102 responses



Do you use the online order facility?

102 responses

