



Kiama Public School P&C Association

General meeting – first quarter 2018: Minutes

Date:	19/02/18
Time:	7:04 pm meeting opened by Vice President (BL) in the absence of President (MW)
Place:	Kiama Public School

Attendees:	MB, NP, ML, SH (KPS Teacher), KVA, KC (KPS Assistant Principal), LP (acting Secretary), CQ, BH, VS, DF, AC, IB, MR, JM, RP, CS, LC, KL, BL (Vice President), CL (Treasurer), FS, MW (President), MH (KPS Principal)
Apologies:	KM (Vice President), JF, SF, JS

1	Meeting Opening		
1.1	2 executive members (and 1 acting executive member) were present, including a Vice President to officiate, and apologies received prior to the meeting were noted. Determination of a quorum present to proceed with the meeting was declared and the meeting opened at 7:04 pm. BL (Vice President), as acting Chairperson for the meeting, officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C. MW (President) arrived and took over officiating at 7:06 pm.		
	Declaration of interests in relation to any matters scheduled on the meeting agenda:		
	Who	Conflict of interest disclosed	Note
	na	na	na

1.2	Significant correspondence: None noted. General correspondence tabled for viewing - available upon request		
1.3	Review of actions and minutes from previous meeting:		
	Action/resolution	Who	Status
	Incorporation of the P&C	LP	LP has the application ready, now waiting on the financial audit
	Air conditioning for classrooms	KVA	Some price estimates obtained, now pursuing detailed quotes
	Solar panels	KVA	Awaiting response from the DoE. KVA to liaise with DQ (KPS AP)
	Canteen survey	KM (VP)	Pending
	Yr 5 Canteen helpers	BL (VP)	Pending
	Letters to Kai and Rotary	MW (P)	Letters have been sent
	Recycling	JS	JS in the process of following up
	Uniform	BL (VP), LP	Decision taken to leave uniform as it is
	Beautifying Kindergarten area	DF	Pending – will check on paint left over from prior projects and see about getting students involved in the painting.
	Chaplaincy agreement	KM (VP)	Pending – MW (President) to follow-up
	Mascot for school events	LP	LP has presented ideas and MH (KPS Principal) to discuss with staff
	** All P&C members: please see attached action list for carry-over and new tasks requiring action **		

2	Executive & Department Reports
2.1	<p data-bbox="405 331 1379 363">President report (attached to the minutes where provided to the Secretary):</p> <p data-bbox="405 400 689 432">Key points discussed:</p> <ul data-bbox="454 472 2011 911" style="list-style-type: none"> <li data-bbox="454 472 2011 639">• MW (President) called for ideas for both social activities and fundraising ideas for the new year ahead. Ideas included: movie night (fundraiser), Melbourne Cup (social), Disco (fundraiser), Comedy night (fundraiser). LP (acting Secretary suggested an outdoor movie fundraiser with the use of free equipment from the Shellharbour TAFE. Ideas raised will be looked into throughout the year - if anyone has a particular interest in organising an event they are welcome to take ownership for this. <li data-bbox="454 679 2011 911">• MW asked LP (acting Secretary) to give an update on the Incorporation status of the P&C and explain what the process entails as well as its benefits. LP reported that the application for Incorporation is ready to be submitted to the Department of Fair Trading, but that she needs to wait for the most recent Financial Audit to be ready for submission in conjunction with the application. CL (Treasurer) is currently working on having the Audit ready to present to the P&C at the AGM, and she will forward this to LP as soon as it is ready. LP explained to the P&C the benefits of becoming an Incorporated Association, including the ability to apply for a wide range of grants that require a higher level of accountability from grantees than the P&C currently has. <p data-bbox="405 1015 1760 1046">Proposed resolution: That the President's report be accepted, with the following actions to be pursued;</p> <p data-bbox="405 1082 1977 1145">ACTION 1: More thought to be put into fundraising opportunities and social events for this year – ongoing task for all P&C members</p> <p data-bbox="405 1185 1682 1217">ACTION 2: Incorporation process to be finalised ASAP once the Financial Audit is available for LP.</p> <p data-bbox="405 1286 819 1318">Moved: LP (acting Secretary)</p> <p data-bbox="1223 1286 1592 1318">Seconded: CL (Treasurer)</p> <p data-bbox="1921 1326 2024 1358" style="text-align: right;">Passed</p>

2.2	<p>Vice Presidents report (attached to the minutes where available):</p> <ul style="list-style-type: none"> No report <p>Proposed resolution: NO ACTION REQUIRED</p>
<p>Moved: n/a Seconded: n/a n/a</p>	
2.3	<p>Treasurer's report (attached to the minutes where available):</p> <p>Key points discussed:</p> <ul style="list-style-type: none"> Canteen has produced a profit of \$11,000 in the first 7 months of the financial year and it may be time to review wages paid and staff hours. CL (Treasurer) proposed to call a special meeting to convene for the purposed of holding a review. A substantial amount of money above the running budget is currently in the bank and CL suggested that the P&C could consider funding a few pending projects outright, knowing that we can afford to do so. Financials are currently being prepared for the Auditor <p>Proposed resolution: That the Treasurer's report be accepted, with the following actions pending:</p> <p>ACTION 1: the financial audit needs to be ready for the upcoming AGM</p> <p>ACTION 2: a special meeting is to be convened to discuss and review the current Canteen staffing, hours, and wages</p>
<p>Moved: MW (President) Seconded: BL (Vice President) Passed</p>	

Principal's report (attached to the minutes where available):

Key points discussed:

2.4

- Requests to the P&C for funding assistance:
 - Musical instruments to build the band up: \$13,000
 - A/C for rooms and solar panels - DQ (KPS AP) happy to be the teacher representative to assist with this
 - Brainstorm production
 - Healthy Harold: Year 3-6
- Student reports – the purpose has changed, with a focus on working with parents to affect change. Normally it is an indicator as to how students have done, but with the new focus class teachers will affect change by working with parents to improve (see full report for details).
- New School Chaplain is settling in well and doing great work with those students who can benefit from extra support. The program being run by the Chaplain is non-denominational and focused on developing a positive Growth Mindset.
- 3 New teachers at KPS this year – all have settled in well and bring a repertoire of new skills and strengths with them.
- KC (KPS AP) has taken an off-class role this year, in support of MH (KPS Principal) as student numbers grow.
- NAPLAN will be conducted online this year for Yrs 3 & 5 (except the Yr 3 writing paper).
- KPS has been invited to be the 'Face of Education' and the location for the Regional launch of Education Week.
- Coles Sport Vouchers – MH asked P&C if they could support this and MR volunteered to coordinate this.
- School budget and funding will be presented to the P&C at the upcoming AGM
- MH thanked the P&C for their ongoing efforts and support of the school and its students

	<p>Proposed resolution: That the Principal's report be accepted, with the following actions pending: NO ACTION REQUIRED</p>	
	<p>Moved: LP (acting Secretary)</p>	<p>Seconded: MW (President)</p> <p style="text-align: right;">Passed</p>
3	<p>General Business - matters for discussion and decision</p>	
	<p>Matter Raised</p>	<p>Raised By</p>
	<p>Lunchbox/drink bottle organisation for classes: FS asked for clarification on the existing procedures in the playground for students to deposit their lunchboxes during breaks and asked the P&C to consider purchasing tubs for this purpose. FS felt there has been inconsistency in the expectations of students during breaks - in terms of whether they are allowed to take a lunchbox into the playground with them, and where they are allowed to leave their lunchboxes whilst playing. The concern of parents is that students are not eating their food because they are discouraged from taking their lunchbox out into the eating areas and/or don't want to carry their lunchbox around during playtime.</p> <p>Resolution: FS to purchase a few tubs (1 per year level) to trial these as a 'deposit' area in the playground for lunchboxes, and KC (Assistant Principal) will communicate this trial to school staff.</p>	<p>FS</p>
	<p>Funding for the School Band: CL (treasurer) asked if the P&C could consider funding new instruments for the School Band, since much of the current repertoire is ageing and needs replacing. It was also noted that an increasing number of students are wanting to join the School Band and an injection of funds would help to expand the program.</p>	<p>CL (Treasurer)</p>

	<p>Resolution: MH (KPS Principal) said there is approx. \$5,000 available for band purposes within school funds – P&C might fund additional needs above this (to be revisited at a future meeting).</p>	
	<p>Canteen: KM (Vice President) was absent but her items were raised and discussed at the meeting. A Canteen survey to parents re: updates to the menu for meeting healthy eating standards is pending.. BL (Vice President) proposed the forming of a Canteen Committee to look at the way in which the Canteen is currently functioning and ways in which it may be improved (both for the Canteen staff and in taking a fresh look at the menu). The Canteen has requested a new pie oven be purchased to assist with the warming of food as orders and hot food demand increases.</p> <p>Resolution: Approval was given to proceed with the purchase of a new pie oven. VS, LC, CL (Treasurer), BL (Vice President) and KM (Vice President) will form the new Canteen Committee, with others welcome to join.</p>	MW (President)
	<p>Fundraising ideas: previously addressed in the opening of the meeting so skipped over in General Business. BL (Vice President) is keen to hear any fundraising ideas.</p>	BL (Vice President)
	<p>Profit from book bag sales: ET (KPS SAO) asked for direction from the P&C regarding what to do with funds coming in from book bag sales (older students/non-kindergarten starters).</p> <p>Resolution: P&C decided this money should go back in to the P&C account and CL (Treasurer) is to liaise with ET to facilitate this.</p>	LP (act. Secretary)
	<p>STEM Program support: LP (acting Secretary) asked the P&C to consider supporting the school's STEM program with some initial costs. LP explained how STEM and innovation are 1 of the school's 3 Strategic Directions and that P&C support would help achieve the objectives being set. LP has invested \$481 of her own money in support of STEM programs being developed. Specific support requests to the P&C were:</p>	LP (act. Secretary)

	<ul style="list-style-type: none"> • Purchase of floor cushion pads for flexible seating in the Science Room (Est. \$700) • Funding the painting of a professional mural in the Science Room (Est. \$2,100) <p>Resolution: P&C were unanimously happy to support the STEM program and fund the requests tabled at the meeting. LP will proceed with the purchase of the cushion pads and arrange for the mural to be designed and liaise with CL (Treasurer) for payments to be made. LP thanked the P&C for their support.</p>	
	<p>Upcoming grants: LP (acting Secretary) informed the P&C of upcoming grants she is keen to write applications for, but advised that some of these require the P&C to be an Incorporated Association – further consolidating the need to finalise this process ASAP. One major grant noted was the Community Building Partnership grant with which we could have the support of local MP, Gareth Ward. LP asked the P&C to come up with funding needs and project ideas which could be presented in the grant application.</p> <p>Resolution: n/a</p>	LP (act. Secretary)
	General Business (not itemised on the meeting agenda)	
	Matter Raised	Raised by
	<p>Grant for the garden: SH (KPS Teacher) asked the P&C to consider applying for a grant which could fund projects in the garden. SH tabled documentation regarding the grant and left this with LP (acting Secretary) to investigate further. LP noted that the grant required the P&C to be an Incorporated Association, and as the Incorporation process is currently on hold whilst the financial audit is being completed we may not meet the application deadline.</p> <p>Resolution: LP to wait on the audit being completed – CL (Treasurer) to get this to LP ASAP – then proceed with Incorporation of the P&C urgently and apply for the grant if in time.</p>	SH (KPS Teacher)
<p>Parent Year Reps: discussion on past practice of having class contact lists compiled by a volunteer. FS suggested in place of class contact lists to call for Year Reps – a parent willing to take charge of</p>	n/a	

	<p>coordinating and broadcasting social events for a year level in which they have a child at KPS.</p> <p>Resolution: P&C liked the idea of Year Reps and the following Reps were organised immediately:</p> <p>Kindergarten: KL Yr 1: FS Yr 2: RP Yr 3: DF Yr 4: CL Yr 5: FS Yr 6: No Rep – P&C thought in this Year level most students are organising their own social activities and/or parents might not have the same interest as students are making their own plans.</p>	
	<p>Ramps around the school: brief discussion on the need for ramps around the school to make all quad areas in particular accessible to students with impaired mobility. NP informed the P&C that she has had much discussion with the DoE regarding this given the needs of her son who attends KPS.</p> <p>Resolution: MW (President) to look into writing a letter on behalf of the P&C and wider school community, perhaps with the support and testimonial of NP. LP (acting Secretary) to look into the possibility of obtaining funding support for ramps through the Community Building Partnership grant.</p>	NP
	<p>Event organisation: DF raised the idea of producing a checklist proforma document for all recurring P&C events, such that each year event organisers can follow the list and streamline the organisation of events which remain generally the same in aspects of planning and running.</p> <p>Resolution: P&C liked this idea and DF to pursue it</p>	DF
	<p>Playground use: KL asked MH (KPS Principal) for clarification on playground use and spaces available to play in during lunch and recess, with concerns space was being limited and students weren't having the chance to run around and play ball games. MH clarified that students can use the 'paddock' at lunch, but perhaps this has not been made clear to all students. MH explained the rotation for supervised use of</p>	KL

	<p>the EcoVenture Zone Playground, clarifying that all students get an opportunity to use this facility but supervision is paramount and the area cannot be used by students if a staff member is not on duty in the area.</p> <p>Resolution: n/a</p>							
	<p>Thanks to the P&C: KC (KPS Assistant Principal) made a special point of thanking the P&C for their hard work and dedication to supporting the school wherever possible. The sentiment was greatly appreciated.</p>	KC (KPS AP)						
4	Meeting Finalisation							
	<p>Review actions to be taken</p> <p>Responsibilities were assigned for all tasks identified from the reports submitted and/or the General Business discussion (see attached action list)</p> <p>Meeting evaluation</p> <p>Time was allowed for P&C members to comment on the running and outcome of the meeting, and to raise any concerns with decisions or actions that had voted upon. No comments or concerns were noted.</p> <p>Next meeting – 2017 AGM</p> <table border="1" data-bbox="392 1109 2033 1257"> <tr> <td>Time:</td> <td>7pm</td> </tr> <tr> <td>Date:</td> <td>26/03/18</td> </tr> <tr> <td>Place:</td> <td>Blue Diamond Bar & Bistro (at The Sebel)</td> </tr> </table> <p>Meeting Close</p>		Time:	7pm	Date:	26/03/18	Place:	Blue Diamond Bar & Bistro (at The Sebel)
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Date:	26/03/18							
Place:	Blue Diamond Bar & Bistro (at The Sebel)							

	The meeting was closed by the President at 9:36pm
	<p>Moved: LP (acting Secretary) Seconded: CL (Treasurer)</p> <p style="text-align: right;">Passed</p>

Minute taker:	LP (Acting Secretary)
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Minutes and attachments submitted to the P&C on 05/03/2018

Signed:	Omitted in version submitted for online publication
Name:	LP (Acting Secretary)
Date:	27/02/18