



Date:	26/3/18
Time:	7:10 pm meeting opened by President (MW)
Place:	Kiama Blue Diamond (The Sebel)

Attendees:	MW (President), KM, BL (Vice President), CL (Treasurer), AC (Secretary), DQ (KPS Assistant Principal), MH (KPS Principal), AR (KPS Chaplain), LC, EK, LC, KL, JM, MR, RP, RM, MB
Apologies:	KVA JF, DF, JS

1	Meeting Opening		
1.1	All executive members were present, including 2 Vice Presidents 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 7:10 pm. MW (President), officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C.		
1.2	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		

	Action/resolution	Who	Status
	Incorporation of the P&C	LP	Financial audit received and application can be sent tomorrow. Expecting a few weeks turn around. Bank details will need updating and can be further pursued by 2018 P&C president.
	Air conditioning for classrooms	KVA	See notes and quotes received. DET will match school funds for solar panels to provide power for AC. Expected that SP will take 3 years to pay off and then the electricity cost for running AC will be nil. Quotes are for all classrooms however, P&C are being asked to fund library (including AC unit for the server room) and upstairs of D block for stage 1.
	Audit	CL (Treasurer)	Completed
	Solar panels	KVA	Di has been speaking to 'ASET' Question posed which is first solar panels or AC. Server in the library needs AC this has added to the cost. School is asking for 18-22K instead of 15-20K Motion is - P&C will commit \$22 for AC. Treasurer, Di & Klaas will select best quote.
	Canteen survey	KM (Vice President)	Pending. Kiama council are running an educational session in food service. One canteen staff member will attend and be paid for 2 hours. Microwave was also bought.
	Yr 5 Canteen helpers	BL (Vice President)	Meeting to TBC before end of term.
	Special Canteen meeting	Exec members	- Meeting to TBC before end of term to review staff duties and wages
	Recycling	JS	Follow up for reporting back at the next meeting - JS apologies - Pending
	Beautifying Kindergarten area	JS	Belinda has a Design and plan for stairwell and path outside kinder rooms and will use paint that the school already has. Considering some seating for home reading and getting kids involved. May need funding for more paint. School is looking into hooks for bags in the kinder area too.
	Chaplaincy agreement	KM (Vice President)	3 year grant ends this year. No guarantee that the program will continue from DET. Submissions need to be written next term to apply to continue program.

	Mascot for school events	LP	Liaise with MH (KPS Principal) who will discuss the idea with staff Pending
	Secretary hand over	LP & AC	Completed
	Lunch box/drink bottle tubs	FS	Purchase tubs for each year to trial FS – apologies
	Funding for School Band	MH (KPS Principal)	CUA grant was charity focused and required a lot of information and not enough time to apply. P&C are considering fundraising opportunity to support the band and looking into more grants. Thank you to Nick Guggisberg from Kiama Council who presented the school with \$1000 for 'the arts'. This support for the school band is appreciated.
	Canteen pie oven	KM (Vice President)	Purchased
	Book bag profit	CL (Treasurer)	Funds will be kept until the end of the year and deposited as one sum.
	STEM Program support	LP	Purchased in and used. Mural coming to do design next week.
	Grants	LP	Waiting for inc status.
	Council grant for the garden	LP	Wait for audit to proceed with Incorporation process – hopefully in time to apply to the grant
	Parent Year Reps	Year Reps	Information about upcoming events sent out for years K, 1 and 5
	Ramps around school	MW (President)	Pending
	Event organisation checklist	DF	Produce a proforma/template for events commonly repeated by the P&C each year - DF apologies
	** All P&C members: please see attached action list for carry-over and new tasks requiring action **		

	<p>Acceptance of minutes of previous meeting (previous minutes having been distributed online to all P&C members):</p> <p>Minutes from the previous General Meeting were distributed 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.</p> <p>Proposed resolution: That the minutes of the previous General Meeting held on February 19th, 2018 be accepted. Moved: KM (Vice President) Seconded: AC (Secretary)</p>
2	Executive & Department Reports
2.1	<p>President report</p> <p>No report</p> <p>Proposed resolution:</p> <p>NO ACTION REQUIRED</p> <p>Moved n/a Seconded: n/a</p>
2.2	<p>Vice Presidents report</p> <p>No report</p> <p>Proposed resolution:</p> <p>NO ACTION REQUIRED</p> <p>Moved: n/a Seconded n/a</p>
2.3	Treasurer's report

	<p>No report</p> <p>Proposed resolution:</p> <p>NO ACTION REQUIRED</p> <p>Moved n/a Seconded n/a</p>		
2.4	<p>Principal's report</p> <p>No report</p> <p>Proposed resolution: That the Principal's report be accepted, with the following actions pending:</p> <p>NO ACTION REQUIRED</p> <p>Moved: AC (Secretary) Seconded: MW (President)</p>		
3	<p>General Business - matters for discussion and decision</p>		
	Matter Raised	Raised By	Action
3.1	<p>Meeting school Chaplain: Ashton Reed, school chaplain was introduced and spoke to the P&C. He is In 4th year education at UOW. Currently working also as an SLSO, previous a youth worker. He expressed goals to help students develop positive mindset and works closely with KPS staff to develop chaplain program that reflects these goals. They have a program in place this term working with boys and focusing on boys ed and are looking towards extending program with girls in the future. Chaplain role is about social and person development and is flexible to responds to student needs. Students years 1-6 who are identified by teachers and LST based on a range of needs participate in the program. Chaplain may also identify students from observations in the playground. Letters are sent to parents to outline program and seek</p>	<p>MH(KPS Principal)</p>	<p>na</p>

	permission. Role is not counselling. One day a week at this stage program will be evaluated.		
3.2	Canteen: Canteen staff got finger caught in the gate. Medical clearance to return to work has been sited.	MW (President)	The school have been mandated to keep gates closed for safety. Gates are closed but not locked.
3.3	Sports for school vouchers. We have received thousands and should be successful. Finishes after Easter. P&C need a wish list from the sports sections of MTA – see Mr Corbyn - ASAP. We don't have to count them. Thank you Mel Rigby	MR	Wish list of sports equipment to be generated
3.4	Thanks to the P&C: MH (KPS Principal) made a special point of thanking the P&C and current exec members for their hard work and dedication to supporting the school wherever possible. The sentiment was greatly appreciated.	MH	na
Meeting Finalisation			
4	<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 - AGM</p> <p>Time: 8pm</p>		KC (KPS AP)

