



Kiama P&C Inc.

2021 ANNUAL GENERAL MEETING

Minutes

Date:	10/05/2021
Time:	6.05pm meeting opened
Place:	Kiama Public School Library

Attendees:	Mick Baines (President), Klaas Van Alphen (Treasurer), Rachael Peedom (Secretary), Natalie Marshall (Co-Principal), Sarah Webb (Co-Principal) Melissa Kirk (Deputy Principal), Melinda Prior (Assistant Principal), Bek McAlister, Beth Horner, Julie McKenzie, Caroline Jones, Belinda Laird, Jacqueline Guerva, Belinda Meier, Emma-Kate, Belinda Laird, Cathy Lyall, Melanie Rigby, Chloe Rich, Mark Wolstenholme, Kaylene Denx, Leah McDonald
Apologies:	Fiona Stewart, Victoria Stewart, Emily Crump, Kaye Middleton, Tanya Kruger, Jacque Sloan,

1. Welcome and opening remarks (Chair)

All executive members were present, 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 6.05pm. Mick Baines (President), officially welcomed all in attendance.

2. **Acknowledgement of country** – this was missed on the agenda so not read out but included here as a placeholder for future meetings.

3. **Apologies** See above

4. Confirmation of minutes of previous AGM, 29th June, 2020

Acceptance of minutes of previous AGM (previous minutes having been distributed online to all P&C members).

Minutes from the previous Annual General Meeting were distributed to all P&C members for verification of accuracy. Previous minutes and the declared motions contained within were passed at the meeting as accurate.

Proposed resolution: That the minutes of the previous Annual General Meeting held on 29th June 2020 be accepted.

Moved: Cathy Lyall

Seconded: Belinda Laird

5. Executive Reports

5.1 *President's Annual Report (President)*

What amazing 12 months it has been as we come to another AGM here for the Kiama Public School P&C.

I've taken this opportunity to reflect not just on the past 12 months, but on the past three years here at the school within this President' report, and there certainly have been some significant changes over this time period

Of most pride at the moment with the school has been the energy associated with the commencement of 2021s school community involvement. What was obvious during the pandemic affected 2020, particularly around the home schooling time was just how important it is for our school community to have access and involvement with our students environment.

Earlier this year we have already held some of the more positive and well attended P&C meetings and I feel having a degree of stability has allowed members of our community to bring forward positive ideas to the table, knowing that we are all looking to support the school in our own unique way.

I would hope to see the incoming P&C Executive continue to have a strong communication and presence within the school, and communicate regularly with the KPS Executive to ensure we are working between meetings on programs rather than simply coming together one evening every few months to put forward ideas. As the smaller working groups and targeted programs are better understood, I believe we will have more members of our community putting their hand up to work on program specific to their passions, skills and their own children's / students opportunities.

To summarise the past 12 months for a formal report I feel the most obvious success has been the implementation of our sensory learning grant purchases and I think all parties that were involved, from initially in the grant application, working on the creation of our desired needs and the ongoing implementation and utilisation.

We continue to see outstanding energy from a core group of community members, with events such as Mother's Day & Father's Day stalls, the awesome pie drive and community picnic night / school sausage sizzle days all being able to proceed on the background of a small but dedicated working group behind the scenes. It is my hope that as people feel more comfortable in the school, they will continue to look for opportunities to support and these traditional P&C events are such a lovely and safe opportunity to learn how the community is able to support our school.

The most obvious and significant challenge we find at the moment in my opinion for our school is the safety of our students and families are on our roads and accessing our school. We have been incredibly fortunate to have Mark Wolstenholme lead a working group to liaise with all invested parties on behalf of our P&C and I publicly thank him for the incredible commitment and skills he has brought to this passion project particularly considering all changes that may occur will only benefit other families, with both of his children moving on from the school from 2022 onwards. This level of commitment and passion isn't unusual within our wider community, and is an opportunity that the incoming Executive can utilise in the years ahead.

Finally I hand a challenge to the wider community with regards to some financial opportunities to support the school. Although we are all aware of the constraints associated with public education it continues to surprise me just how many members of our community aren't aware of the importance of having a financially strong P&C to ensure the school and students are able to access many programs that we consider critical or simply an expected part of going to school here. We have launched a KPS P&C partnership program that will be looking for businesses throughout our

community to step in (either publicly or privately) and commit to supporting specific programs on multi year deals to take the pressure off the P&C for years to come, maximising their financial viability. This should therefore allow forward planning for the school and P&C Executive.

I would also finished my term as P&C president reflecting on just how important it has been to remain connected at the school and my stance all along has been simply that my own children's education will never be worse for showing commitment and interest in their working and learning environment.

It's been a real pleasure to get to know the staff and members of the wider school community and for anyone unsure if commitment to service here at the school is worthwhile I can wholeheartedly reply passionately that your investment in time will be returned in satisfaction and appreciation many times over.

All the best to the incoming P&C Executive into the school in 2021 and beyond, and I will always be available to offer assistance with time or advice if needed.

Thanks again
Michael Baines
President KPS P&C 2018-21

Motion: That the President's Report be accepted as accurate and true

Moved: Rachael Peedom Seconded: Klaas van Alphen

5.2 Vice President's Reports

5.3 Treasurer's Report including Financial Statements and Auditor's Report

The Auditor's Report was tabled at the meeting. The Auditors were of the opinion that all Items of expenditure in the CY2020 P&L statement and balance sheet have been properly accounted for.

KIAMA PUBLIC SCHOOL P & C ASSOCIATION
A.B.N. 41 015 507 545

FINANCIAL REPORT
FOR THE YEAR ENDED
31 December 2020

GREG & STEVE NORRIS ACCOUNTANTS
Public Accountants
1/64 Manning Street, Kiama
Ph: (02) 4232 2200



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a scheme approved
under Professional
Standards Legislation.

KIAMA PUBLIC SCHOOL P & C ASSOCIATION

ABN: 41 015 507 545

Independent Audit Report

Scope

We have examined the attached Balance Sheet and Profit & Loss Statement of Kiama Public School P & C Association for the year ended 31 December 2020. We have conducted an independent audit of this statement in order to express an opinion on it.

Our examination has been conducted in accordance with Australian Auditing Standards. Our procedures included examination on, a test basis, of evidence supporting the amounts and other disclosures in the Statement of Receipts and Payments. These procedures have been undertaken to form an opinion as to whether, in all material respects the Statement of Receipts and Payments is presented fairly in accordance with Australian Accounting Concepts and Standards.

The opinion expressed in this Statement has been formed on the above basis.

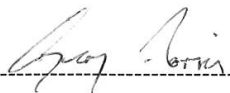
Qualification

Due to the manner in which income is collected and some expenses paid, it was not practical to extend our examination beyond the Association's recording of this income in the accounting records and books of account. No material misstatements were found.

Opinion

In our opinion, the Balance Sheet and Profit & Loss Statement present fairly in accordance with Australian Accounting Concepts and Standards the financial position of the Kiama Public School P & C Association as at 31 December 2020 and results of its operations for the period then ended.

Following our examination on a test basis of the Accounting records of the Association it seems all items of Expenditure have been properly accounted for.



Greg Norris FIPA

Greg & Steve Norris Accountants

5th May 2021

Kiama Public School P & C Association

Balance Sheet

As of December 31, 2020

	<u>TOTAL</u>
ASSETS	
CURRENT ASSETS	
KPS P&C Association Cheque Account	19,051.32
KPS P&C Association Canteen Cheque Account	21,912.42
Commonwealth Bank A/C Visa Card	6.96
TOTAL CURRENT ASSETS	<u>40,970.70</u>
TOTAL ASSETS	<u>40,970.70</u>
LIABILITIES AND SHAREHOLDER'S EQUITY	
CURRENT LIABILITIES	
PAYG Withholdings payable	2,992.16
Superannuation payable	2,668.53
SHAREHOLDER'S EQUITY	
Net Income	(2,312.71)
Retained Earnings	37,622.72
TOTAL LIABILITIES AND EQUITY	<u>40,970.70</u>

Kiama Public School P & C Association

Profit and Loss

January - December 2020

	TOTAL
Income	
Second Hand Uniforms	235
Family Fun Night Fundraiser	700
Disco Fundraiser	550
Community Building Partnership Grant Funding	34,044
Donations (Leagues Club)	3,000
Pie Drive Fundraiser	5,773
Credit Interest	2
Library Bag sales	50
Total Income	44,354
Expenses (Operating)	
Bank Fees	24
Accounting Software Fees	521
Accounting Fees	660
Legal Fees	2,150
Public Liability Insurance	931
Workers Compensation Insurance	113
Wage Expenses	2,104
Gifts	69
Expenses (Fundraising)	
Pie Drive Fundraiser	3,717
Family Fun Night Fundraiser	150
Expenses (School Improvements)	
Life Education (Healthy Harold)	1,550
Brainstorm (Anti Bullying)	3,140
Outdoor Toy Storage Box	714
Outdoor Toy Cart	173
Fathering Project	1,100
Defibrillators	2,898
Library Bags	1,065
Playground Painting	289
Sensory Library Resources	2,504
Sensory Maze & Pathway	18,800
Sensory Playpanels (Deposit)	3,677
Expenses (Other)	
Other expenses	321
Total Expenses	46,667
Net Earnings	(2,313)

***Motion:** That the Treasurer's Report be accepted as accurate and true and to include the above additional comments*

***Moved:** Mick Baines. **Seconded:** Rachael Peedom*

5.4 Principal's Report

**Kiama Public School**

67 Bong Bong Street

Kiama NSW 2533

Ph: (02) 4232 1471

Fax: (02) 4233 1438

Co Principals: Natalie Marshall, Sarah Webb

Email: kiama-p.school@det.nsw.edu.au

10 May 2021

Principal's P&C Report AGM 2020**COVID-19**

Education in New South Wales schools looked very different throughout 2020.

The COVID-19 global pandemic significantly impacted regular school operations from the end of March 2020 until May 2020.

During this time, the structure of school operations changed a number of times to support student learning while also ensuring the safety of students, staff and community members to stop community transmissions. These structures included:

- Flexible learning from home at the parent's discretion
- Remote learning for all students except students of essential workers
- Staggered attendance for students and remote learning and
- Full time face-to-face learning with limited activities and no community access.
- Full time face-to-face learning with limited activities and community access for students in Kindergarten, Year 1 and Year 2.
- Full time face-to-face learning and community access for all grades.

During these extremely challenging times, the students, staff and community worked tirelessly to support each other to maintain the safety for all.

I would like to thank our students, staff and the broader Kiama Public School community for their efforts and resilience during these unprecedented times. As a school, we are looking forward to continue to reinstate programs and initiatives that were mandated to be postponed or cancelled during the height of the Pandemic in New South Wales.

2021-2024 Strategic Improvement Plan (SiP)

Kiama Public School's Strategic Improvement Plan (SiP) is now finalised and available for public viewing on the Kiama Public School website. The SiP was devised in response to the comprehensive Situational Analysis completed in 2020.

Kiama Public School's Strategic Improvement Plan will have 3 Strategic Directions as follows.

Strategic Direction 1: Growth & Attainment
Purpose: School wide teaching practices will be evidence based and data led, maximising student learning outcomes in reading and numeracy.
SEF Elements: Curriculum, Assessment, Student Performance Measures, Effective Classroom Practice, Data Skills & Use
Initiatives: Evidence Informed Teaching

Strategic Direction 2: Engagement and Challenge
Purpose: School wide culture of high expectations and improvements in student wellbeing and connection will promote optimal conditions for learning that empower and challenge learners to achieve expected growth and excel in their learning.
SEF Elements: Learning Culture, Wellbeing, Effective Classroom Practice
Initiatives: Student Engagement/Challenging Learning, Connection and Belonging

Strategic Direction 3: Continuous Improvement
Purpose: In order for every student, teacher, leader and our school to improve every year, we will implement improvement processes that are sustained over time, evidence based and are integrated into the daily work of the school.
SEF Elements: Professional Standards, Learning & Development, Educational Leadership, School Planning, Implementation & Reporting
Initiatives: Collective Teacher Efficacy, Curriculum Knowledge

Positive Behaviour for Learning

Beginning in 2019, the staff at Kiama Public School commenced official professional development in Positive Behaviour for Learning. Positive Behaviour for Learning is an evidence based whole school process to improve learning outcomes for all students. This process included the review and confirmation of our three school values; Respect, Responsibility and Resilience.

Positive Behaviour for Learning has also seen the review of our response to behaviour after staff undertook professional learning about the functional approach to behaviour.

The Positive Behaviour for Learning Team has been examining the reward and award system for Kiama Public School after a school based decision was made in 2018 to remove the previous system.

We look forward to sharing this with our community in the not too distant future.

Rural Access Gap Infrastructure Rollout (RAGiR)

Kiama Public School has received a significant grant under the Rural Access Gap Infrastructure Rollout.

This rollout provides rural and regional schools across the state with funding to access new and future digital technologies. As a part of this program, Kiama Public School is anticipated to receive

- 17 x 75 inch MLD interactive displays
- 90 x student laptops
- 23 x teacher laptops
- 12 x charging trolleys

Regional Renewal Grant

Kiama Public School was successful in their application for funding under the Regional Renewal Grant. The Natural Playground and Sports Fields are due to be upgraded with this funding.

The school has met with School Infrastructure New South Wales to discuss the project and we are anticipated to receive a design in the coming weeks.

We will continue to keep our community informed about the status of this initiative through our newsletter and P&C meetings.

2020 Extra-Curricular Activities

COVID-19 had a significant impact on the extra-curricular activities our students were able to engage in throughout 2020.

- NRL workshops for Stage 2 and 3 students
- Dance2BeFit
- Stage 2 & 3 Sport (impacted by wet weather)
- Stage 3 Tennis
- Stage 3 Sport
- Pink Stumps Cricket Day
- Stage 1 excursion to Shoalhaven Entertainment Centre to watch the performance of *The Gruffalo*.
- Book Week with a visit from the Kiama Public Library for Stage 2
- Book Week Character Dress Up Day
- Kinder parent information session via Zoom
- Kinder playgroups
- Life Education Stage 2 & 3
- Stage 2 Incursion
- Year 5 "Camp"
- Year 5 2021 Opportunity Class Placement Test
- Year 6 "Camp"
- Year 6 Graduation
- Transition to High School Initiative
- NAIDOC Week
- Cultural Immersion Day at Werri Beach
- PBL Muffi day to launch Sunny the new school mascot.
- Picnic Days
- Local Online Chess Competition lead by Miss Mannix.
- Regional Online Chess Competition

As COVID-19 restrictions, continue to ease, we look forward to providing additional experiences for our students here at Kiama Public School.

Thank You P&C

We are incredibly fortunate to have a dedicated group of parents, carers and community members who sit on the P&C each year.

Our P&C continue to provide experiences and opportunities for our students at Kiama Public School. Throughout 2020-2021 Some of these initiatives include;

- Gaining funding through grants to support the school. In 2020, the largest initiative funded by the P&C was the creation the Sensory Pathway, purchasing of Sensory Equipment and Purchasing, establishing a Sensory Library and creating a Sensory Equipment user guide for staff.
- Sponsoring students to attend Brainstorm Anti-Bullying Productions
- Sponsoring students to attend Life Education
- Mother's Day Stall
- Father's Day Stall
- Facilitating the Pie Drive Fundraising Initiative
- Initiated the inclusion of unisex shorts as an additional uniform option for students
- Supporting the Fathering Project
- Purchasing of resources to enhance the educational experiences for students
- Purchased a new defibrillator for the school
- Coordinating the Family Fun Night to provide opportunities for our families to connect with each other
- Facilitate the Welcome to Kindergarten Coffee Catch Up.

On behalf of Kiama Public School, I would like to thank our P&C Committee for their time and efforts over the past 12 months.

I would also like to thank our P&C executive Michael Baines – President, Klaas van Alphen – Treasurer and Rachael Peedom – Secretary.

The continued and sustained efforts of our P&C executive do not go unnoticed and their contributions to our school have had an impact on the students here at Kiama Public School.

We look forward to continuing to work in a partnership throughout 2021 to support students and their families.

Natalie Marshall
Principal

Motion: That the Principal's Report be accepted as accurate and true

Moved: Klaas van Alphen Seconded: Mick Baines

6. Appointment of Auditor (Chair)

Motion: It is proposed to re-appoint Greg and Steve Norris Accountants as our auditor for 2020/2021

Moved: Unanimously voted 'yes'

7. Election of Returning Officer

Natalie Marshall (KPS Co-Principal) accepted role of returning officer.

8. Election of volunteers to committee positions

Roles statements for position were distributed. No questions to current office bearers were asked. All positions were declared open.

Position	Nominations	Appointed / accepted
President	Cathy Lyall	Unanimous vote accepted
Vice President x 2	Bek McAlister	Unanimous vote accepted
Treasurer	Klaas van Alphen – Nominated by MB	Unanimous voted accepted
Secretary	Kaylene Denx	Unanimous voted accepted

1 x VP position still remains vacant

9. CLOSE AND NEXT MEETING

Close 7:32

Next AGM will be on 9th May 2022 – to be confirmed

Minutes and attachments submitted to the P&C on

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	18/05/21