



Kiama P&C Inc.

2020 ANNUAL GENERAL MEETING

Minutes

Date:	29/06/20
Time:	7.05pm meeting opened
Place:	Kiama Public School

Attendees:	Mick Baines (President), Kaye Middleton (VP), Belinda Laird (VP), Klaas Van Alphen (Treasurer), Rachael Peedom (Secretary), Sarah Webb (Acting Principal) Melissa Kirk (Relieving Deputy Principal), Natasha Ross (Assistant Principal), Bek McAlister, Beth Horner, Julie McKenzie, Tanya Kruger, Caroline Jones,
Apologies:	Fiona Stewart, Jacqueline Sloan, Cathy Lyall, Lisa Cottrell, Victoria Stewart, Maria Giouroukelis, Belinda Meier, Carla Quigley

1. Welcome and opening remarks (Chair)

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 7.05pm. Mick Baines (President), officially welcomed all in attendance.

2. Apologies See above

3. Confirmation of minutes of previous AGM, 13th May, 2019

Acceptance of minutes of previous AGM (previous minutes having been distributed online to all P&C members, hard copies were also made available at the meeting):

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 13 May, 2019 be accepted.

Moved: Belinda Laird **Seconded:** Kaye Middleton.

4. Executive Reports

4.1 President's Annual Report (President)

A combined report for the AGM and GM was read. (attached).

AGM 2020 Presidents Report

This summary reflects the year that has gone for longer than any other year of P/C Executive duties in recent memory. The deferred AGM and subsequent global pandemic has resulted in a much longer period between meetings than ever expected, and whilst this has its own benefits – the year must end at some point.

2019 as a snapshot for the P&C started off with the cancellation of the planned - and then rescheduled family fun night. So it was nice to see the 2020 version go off first time, with a successful uniform shop, introduction to school canteen food and lots of other community involving activities all taking place on an overcast evening.

This was a glowing endorsement for why the fun night is scheduled as it provides the momentum for meeting a new community and creating new relationships – particularly for those new to the KPS landscape.

2019 provided us with 2 major fundraisers; being the 50 x 50s (for the students) and the awesome Comedy night for the adults - (huge thanks to KPS parents Dave and Tamara – or more famously and affectionately known as Kiki and Pascal)

A highlight in 2019 for me was the funding of the Fatherhood project that will continue in some capacity in 2020. This project was facilitated by Mr Elsmore but equally important, it was supported wholeheartedly by both the KPS staff and the wider community. To see more than 150 fathers and father figures in the school on a Friday afternoon was something spectacular. It was so much more than an hour simply making and then flying paper planes. To have this very hall filled to standing room only and flowing into the outside area with Dads who traditionally haven't always been completely comfortable at the school was something to behold.

Our commitment to supporting the school is often overlooked – as it is the P&C that coordinates and funds the Brainstorming workshops on bullying and cyber-security as well as the much-loved Happy Harold programs. The Kindy book [bags](#) and ongoing maintenance of the new nature playground are also the responsibility of the P&C.

We are able to continue these traditions of support though the ongoing commitment of numerous members of our community. The Mothers and [Fathers Day](#) Stalls continue to grow (as obviously our school numbers are not showing signs of shrinking) and the Pie Drive has been a hit in recent years. Other fundraisers through the year are welcome, and any new ideas from community would be well received for any additional streams of revenue.

The P&C is ever evolving and these past year we have seen many changes with some long term KPS families moving on to High school and other commitments – and this year we should acknowledge both the incredible amount of hours that our canteen subcommittee members have undertaken over 18 months, as well as Christie Lewis whose skills as a treasurer for both the P&C and canteen over many years required 2 treasures and an accounting firm to replace her. Thank you to you all.

It is worth acknowledging the hard work of our chaplain Josh over the past 12/12 and it is with much sadness that we will now longer have funding for this important role in 2020 and

beyond. We will continue to lobby and apply for funding for this position each year it becomes available – but thanks again Josh for your passion.

We also must note that this period between AGM's has seen a small but significant change in our school canteen world. An external catering contract was awarded in late 2019 for the 2020 year and the P&C are excited that a familiar face in Lucassen Catering was successful gaining the tender and continues to serve our community an incredible selection of fresh and local produce. This draws the curtain down on the P&C's role as employers and allows the volunteers to focus on fundraising and school support – an exciting change for all.

Prior to the complexities that evolved throughout term 1 in 2020, there were some exciting plans in place, most notably the **successful grant application that resulted in the provision of \$34 044.00 for the refurbishment of outdoor areas with a sensory pathway and play equipment!!**

Broken down this will allow our school community to access

- Sensory pathway and maze
- Sensory nature play equipment
- Sensory resource library

A huge thanks to all involved from the school, the government and the P/C committee of Klaus, Bek and Christie amongst others for the hard work going into this application.

The year to date has also seen our Principal Nat head off on maternity leave, with DP Sarah stepping into an acting Principal role and the arrival of a new Deputy Principal.

We also had a significant amount of staff changes and turnover with the appointment of both Sheree and Tash to their new permanent AP roles.

This brings us to the obvious and most challenging part of the year to date – and the reason for our deferred GM and AGM. COVID 19 and everything that has become the chaotic new world order.

From a logistical point of [view](#) we have seen change and stress around every corner. We as a community have witnessed and experienced unparalleled challenges from our own individual perspectives, and respect that it would be impossible to attempt to summarise this period to date in words. I will simply say that everyone everywhere has been witness to a truly unique global event that has changed the way everything is done for the foreseeable future.

How has KPS fared in this time? We have been fortunate to be spared an outbreak yet, and have watched on with varying perspectives and opinions as to what we could, should and might have done or plan to do – but from the privileged position of a regional town in first world Australia. The role of the P&C has been to ensure the school leadership has been able to access community thoughts and opinions, and to provide some honest feedback on varying strategies when consulted.

So based on the past few months, I won't even pretend to predict what may lay ahead in 2020-21 but know it certainly will involve change. With this said, there has never been a more exciting time to step up and play a part in shaping and evolving what the KPS landscape and community looks like in this ever-changing world.

Michael Baines

President

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

Moved: Belinda Laird Seconded: Bek McAlister

4.2 Vice President's Reports

The 2019 Vice President Report

Belinda Laird & Kaye Middleton

The beginning of the 2019 year started with the annual Tears and Tissues which saw over 30 new mums and dads turning up to wipe away the tears after waving goodbye to their son or daughter in Kindergarten. This was a great way for first time 'school parents' to meet other families and meet some of our wonderful school community members.

The much-loved family fun night was soon to follow with this being another great opportunity to get together to meet other families that are at Kiama Public School. The P&C put on a barbecue dinner and the wonderful staff at Kiama organised wonderful games for families to mingle together.

Major Fundraisers:

Mother's Day and Father's Day Stall - Thank you to Lisa Wallace who once again organised a fantastic Mother's & Father's Day Stall which raised approx **\$2000**

The Winter Pie Drive was a new idea a 2019 fundraiser and this saw hundreds of pies being ordered. Thank you to Victoria Stewart and for all the efforts of all involved. This was a real success and this will continue as a fundraiser in 2020.

Other Initiatives:

The P&C also use their funds to support the school and students in important events in the school and in 2019 the P&C contributed and supported the much loved Anti Bullying

Brainstorming Show and the Stage 2 and 3 Interrelate Program. We also provided funds towards library flexible furniture, laptop purchases and Musical Instruments.

Kaye and I would like to take this opportunity to thank everyone on the P&C and the wonderful KPS staff who make these events happen. We have an amazing team of driven, organised, passionate and dedicated parents of Kiama Public School and we can not thank them enough. We ONLY ever do what we think is best for our students and families at KPS and we want to thank you for the support. The students and families of KPS are so lucky to call KPS 'their school'.

Report was added in after the meeting.

4.3 Treasurer's Report including Financial Statements and Auditor's Report (includes canteen accounts) (Treasurer)

Klaas thanked Cathy and Christie for all their hard work with the bookkeeping that has enabled Klaas to complete the P&L balance sheets.

The Auditor's Report was tabled at the meeting. The Auditors were of the opinion that all Items of expenditure in the CY2019 P&L statement and balance sheet have been properly accounted for.

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Klaas van Alphen

Treasurer's Report

The CY2019 Profit and Loss Statement and Balance Sheet are attached to this Treasurer's report.

The net cash position of the P&C as of December 31, 2019 was **\$37,623**.

This is **\$5,355** under last year's closing balance. This is reflected in the attached P&L statement.

I would like to highlight the following:

- Over \$23k in funds were raised in 2019. A breakdown is provided in the table below:

Fundraising 2019	Cost	Income	Net
5050s	\$0	\$6,556	\$6,556
Comedy night	\$786	\$8,271	\$7,485
Father's day stall	\$1,274	\$3,643	\$2,369
Mother's day stall	\$1,958	\$3,306	\$1,348
Pie drive	\$3,483	\$5,147	\$1,665
2nd hand uniforms	\$0	\$949	\$949
Donation	\$0	\$2,920	\$2,920
Total	\$7,500	\$30,792	\$23,292

- The P&C sponsored a number of activities in 2019, which are listed below (total numbers only):



Supported school initiatives	Cost	Income	Net
Chaplaincy program			
Grand friends day			
Healthy Harold			
Fathering Project			
Book bags			
Interrelate			
Antibullying campaign			
Total	\$15,849	\$11,230	-\$4,619

- The Canteen run at loss in 2019. This is shown in the table below:

Canteen 2019	Cost	Income	Net
Sales	\$61,921	\$105,775	\$43,854
Equipment	\$3,102	\$0	-\$3,102
Salary	\$49,206	\$0	-\$49,206
Total	\$114,228	\$105,775	-\$8,453

- Some significant other costs were incurred in 2019, which won't be recurring in 2020:

Other	Cost	Income	Net
Accounting / Banking	\$1,425	\$0	-\$1,425
Legal	\$6,150	\$0	-\$6,150
Other	\$8,000	\$0	-\$8,000
Total	\$15,575	\$0	-\$15,575

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

Moved: Mick Baines. Seconded: Kaye Middleton.

4.4 Principal's Report

29 June 2020

Term 2, Week 10 P&C Principal's Report

Staffing Update 2020

Mrs Melissa Kirk is the Relieving Deputy Principal while I will be relieving for Natalie Marshall.

Mrs Abbey Tilse has taken maternity leave. Miss Azaria Norbury is working with 3A for the remainder of 2020.

Mrs Alana Mellor will be taking maternity leave next term. We are currently undergoing the recruitment process to fill this position.

Different Structures of operation

Over the past two terms students, parents and staff should be highly commended for their flexibly supporting the different structures of learning throughout the COVID-19 pandemic.

- Flexible learning at parents discretion
- Remote learning for all students except students of essential workers
- Staggered attendance with remote learning and
- Full time face to face learning with no community access

The overwhelming support to ensure the safety of all our community was remarkable. While many restrictions remain in place, the school will continue to respond to support the safety of all.

Reports

- Modified Semester 1 reports will be distributed on Thursday 2 July.

Newsletter

The new SWAY platform for presenting the school newsletter is averaging 370 views per issue this year.

Online Forms

Responding to feedback about the use of paper permission forms, we started trialling digital forms through the School eNews App.

- Cross Country Permission Note (No cost), 77 forms returned, however this did not go ahead.
- K-2 Dojo Account permissions. 129 forms returned out of 221.
- K-2 Dance2bfit. 55 forms returned out of 221. This hasn't started yet.

Term 1 Activities

- NRL workshops for Stage 2 and 3 students
- Stage 1 excursion at Shoalhaven Entertainment Centre to watch the stage performance of The Gruffalo.

Community Garden Grant officially completed

The Denny Foundation received a grant from Kiama Council and Mr Hall built a garden walkway with funds received. Students can now walk through the school rainforest to engage in environmental lessons.

Lift

The lift is currently being repaired with some major replacements of parts, including the hydraulics systems. It is anticipated to be working and ready to use at the end of this week.

Book Club Volunteer Required

James Nottingham Challenge Learning-Professional Learning

All staff are participating in an Action Research project. It is a process of inquiring to inform our teaching practice. This started with the collection of baseline data through learning walks as well as through student, staff and parent forums. It will look at three areas for improvement:

- Empowering learners to learn
- Engagement through challenge
- Culture of collaborative growth

Education Week

Education Week will still be celebrated during Term 3, Week 3. This week will take a different format to the usual celebrations. Unfortunately we won't be having open classrooms or mass community access. The staff are currently working on promoting classroom learning with the community in other forms (TBA).

Virtual Assemblies

Both K-2 and 3-6 classes are holding virtual assemblies to connect across the school.

Additional comments:

Highlights for last 12 months:

- COVID operations and how school had to be flexible around about 5 different formats. The school's response to COVID-19 was supported by the school community, incl. parents and teachers.
- Sarah commented that it has certainly been a challenging year. She was impressed with the way community, teachers and students all came together during such a difficult time.
- It will be hard to plan for next 12 months ahead.

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

Moved: Kaye Middleton **Seconded:** **Mick Baines**

5. 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'

6. Election of Returning Officer (for this night only)

Sarah Webb (KPS Principal) accepted role of returning officer.

7. Election of volunteers to committee positions (Returning Officer)

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

Position	Nominations	Appointed / accepted
President	Michael Baines – Nominated by RP	Majority voted Michael Baines / accepted
Vice President x 2	None taken	
Treasurer	Klaas van Alphen – Nominated by MB	Majority voted Klaas van Alphen / accepted
Secretary	Rachael Peedom– Nominated by MB	Majority voted Rachael Peedom / accepted

8. CLOSE AND NEXT MEETING

Close 7:32

Next AGM will be on Monday 8th March 2021.

Minutes and attachments submitted to the P&C on

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	29/06/20