



Kiama P&C Inc. MEETING MINUTES

Date:	5/08/19
Time:	7:00 pm meeting opened by President (MB)
Place:	Kiama PS

1. WELCOME AND PREVIOUS MINUTES

1.1 Welcome and opening remarks

Executive members were present. Determination of a quorum present to proceed with the meeting was declared and the meeting opened at 7:00pm. MB (President), officially welcomed all in attendance.

1.2 Attendees / Apologies

Attendees:	Mick Baines (President), Kaye Middleton (Vice President), Belinda Laird (Vice President), Catherine Lyall (Joint Treasurer), Natasha Osmond-Dreyer, Rachael Peedom (Secretary), Natalie Marshall (KPS Principal), Melinda Prior (KPS Assistant Principal), Sarah Webb (KPS Deputy Principal), Melanie Rigby, Christie Lewis, Klaas Van Alphen, Nicole Paramanis, Jacquie Sloan, Belinda Meier, Joshua Wiffen, Fiona Stewart
Apologies:	Kristie Laird, Shan Gallagher, Lisa Cottrell, Julie Countee, Caroline Jones, Amy Cliff, Beth Horner, Dani Gilles, Lauren Woolley

1.3 Approval of Minutes

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 24th June, 2019 be accepted.

Moved: Cathy Lyall **Seconded:** Mick Baines

1.4 Business Arising from Previous Minutes

Action List - all P&C members to review and follow-up were assigned to a task requiring action		
Task/Project	Who	Action required
Sensory Path	CL & NP	Next round for Grant Application to be submitted 2 Sep. Need to finalise budget before this can be done. Bec Mc to put together an action plan to be ready to share with P&C next meeting.
Chess Club	JS	NM to do another call out for volunteers too.
Interrelate	NM	BL has form. 11 Sep confirmed 1 st session 6-7pm for (yrs 3-6). 2 nd session from 7.15-8.15 (years 5-6). \$32 for one child and \$37 for both sessions.

2. PRIORITY BUSINESS

2.1 School Disco Update

Date confirmed Fri 20Sep.

DJ confirmed – parent of school who has kindly offered to do it for free.

Suggestion to move time earlier, to K-2 from 4-5.30pm and Years 3 – 6 from 6-7.30pm

Need to finalise details

2.2 P&C Comedy Night

- Flyers ready to go out this Friday - on enews and FB.
- Eventbrite Website ready
- Ticket price \$40 agreed
- Platters will be provided and organised by NP – which will be sold for \$30. Each table can order them via EventBrite.
- Prizes – Raffle & Auction – MB to organise. – JS to put a note in upcoming newsletter.
- Volunteers. – Decorations – RP.
- Raffle tickets – to go with Flyer to all families – due back to families Wed before. (4Sep)
- Agreed we don't need to have a specific Fund Raising item goal at this stage.
- Music playlist – Kaye to finalise.
- Jaquie Sloan to MC
- Ticketing – can buy an individual or group ticket. You can create the group when you book and send link to friends. 8-10 people per table.

3. REPORTS

3.1 President's Report

Thanks to all members of the community for all their work and efforts since our last meeting. The following items have been focal points for myself and the Executive over the past 6 weeks and are summarised below

1. The Fatherhood project – we have been in ongoing correspondence with the school and at this stage we are looking at holding a first event in Term 3 that will be a Father and Father figure event with children. Exciting times, and this will be followed potentially by an evening for Fathers / Father figures to work through some resources and awesome content.

2. Federation advice re Professional services offer for KPS P/C.

The P&C have been offered a pro-bono service to ensure the P&C accounts are updated and maintained in the correct and required order by local accounting firm Accounting Professionals (Shellharbour). We previously have had the luxury of having an accountant within our school volunteer as the treasurer, but in lieu of this we have been offered this as professional service support. In respect of concerns raised by our school community, I spoke at length with the P&C Federation regarding the logistics and procedures surrounding this offer. The conversation with the Federation representative was completely in support of taking up any assistance from professional services within our community and could find no reason not to accept wholeheartedly. This assistance would include, but not be limited to:

- Professionalising payroll processes, ensuring compliance and employment standards are met.
- Providing regular book keeping support for the Executive and Treasurer.
- Ad hoc consultancy to assist with ongoing financial support in skills that the current Executive recognise as being missing and therefore maximising the benefit to the volunteers.

This could be used until such time as the current treasurers are in a position to take over this responsibility.

This simply needs a majority vote to carry for acceptance of this service and will be voted on tonight.

3. Our new Chaplain has commenced. Josh Wiffen is now working within the KPS community and brings a wealth of experience and incredible skill set and passion to the role. Welcome Josh!!
4. The Kiama Art society set up and pack down is coming closer and I encourage everyone that has a spare 60mins to come along and help as the more hands the quicker we complete our tasks. The \$1000.00 cheque we receive certainly makes it worthwhile. Please be aware of this when we post on the messenger and FB pages looking for assistance.
5. We are due to commence our repayment plan for our legal fees incurred defending the KPS P&C during the court action against us. This initial payment will be due next week and then ongoing regular repayments for the remainder of the year. We hope to work with RMB to minimise some of

our costs, and this will be a focus of mine in the coming month. It is another really importance reason to have as many people as possible get behind the upcoming fundraisers!!

6. Fundraising – so stoked to see the KPS community jump into action with the upcoming frivolities. Should be incredible night.
7. Further farewells. The P&C wish Dianne Quill all the best with her sudden move to fulfil her dream of teaching OS. She will certainly be missed and her departure leaves a significant hole in the transition of local school knowledge in the KPS community.

So a busy term is ahead of us, with plenty of opportunities for community involvement in the months ahead through Education week, Book week and Grandfriends Day. If anyone is unsure how they can help the school I would implore them to contact me or reach out via kiamapandc@gmail.com

Mick Baines
President

In addition to the report:

It was agreed by majority vote for the new Accountancy / Book Keeping services to be approved.

Mick and Cathy to contact the staff in Canteen to advise them of this process. In response to some concerns surrounding data and privacy there will be follow up advice in relation to Fair Work will be sought.

Art Society – Principal to put a request in the newsletter for assistance with pack up and down from parents

Josh Wiffen (new School Chaplain) was introduced. – working with Shellharbour City Council on Wed-Fri. Available at KPS Mon & Tue 10am – 2pm.

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

Moved:

Kaye Middleton

Seconded: Belinda Laird

3.2 Principal's Report

Principal's P&C Report August 2019

Staffing Update

The recruitment process for Mr Kieren Corbyn's classroom teacher role has now been finalised. Miss Jenna Kelly will be the classroom teacher for 6C for the remainder of the year. Mrs Sheree Payne is the Relieving Assistant Principal during Mr Corbyn's absence in 2019.

Ms Dianne Quill's classroom teacher role has been filled by Ms Brooke Edgecombe. Ms Edgecombe joins us from Samuel Terry Public School and brings with her a wealth of expertise and experiences. Ms Edgecombe will be working on 4QH Monday – Thursday inclusive. Mrs Vanessa Hattersley will continue working with the class on Friday's.

Mrs Emma Faulks will work in the Stage 2 Assistant Principal role Monday – Wednesday and Mr Joe English will be the Assistant Principal on Thursday and Friday.

Mrs Carly Wall will be working as our English as an Additional Language and/or Dialect teacher on Monday's and Tuesday's. Mrs Wall comes to us from Carlton South Public School.

Mr Joshua Wiffen has commenced in the School Support Officer Role funded by the School Chaplain initiative. Joshua is currently providing students with additional playground and classroom support.

PBL

All staff at Kiama Public School have commenced professional learning in Positive Behaviour for Learning. 7 staff members have participated in Positive Behaviour for Learning Universal Preventions. 100% teaching staff have commenced fundamental training and existing structures, systems and processes are being examined, audited and refined to enhance consistency and promote best practice.

Parents/Carers will be invited to participate in a short survey about our current school values during Education Week.

Education Week

Kiama Public School will be hosting an Open Day this Tuesday, 6 August 2019, to celebrate Education Week.

Visitors are invited to attend classrooms during their stage's allocated time frame.

Stage 3: 11.55am – 12.15pm

Stage 2 (excluding 2/3PO): 12.15pm – 12.35pm

Stage 1 (including 2/3PO): 12.35pm – 12.55pm

Early Stage 1: 12.55pm – 1.15pm

Recess/Afternoon Tea: 1.15pm – 2.00pm

Assembly: Commences 2.00pm

Kiama COS Enrichment Days

89 students from Kiama Public School have participated in the KCOS Enrichment Days. Students have participated in activities including;

Stage 1: Magic of Mathematics

Stage 2: Calligraphy

Tiny House Building

Introduction to Robotics

Master Builders

Stage 3: Creative Writing

Gelli Printing

Japanese

Multi Sports Day

Invisible Waves

Paper Mache

Yoga

Architectural Drawing

Escape Room

Orienteering

In addition to the report:

Brainstorm (Anti-Bullying Program) – P&C agreed to fund this for 2020 – cost will be \$3115.

Life Education Van – Healthy Harold – to recommence – for alternate years (K-2 and then 3-6) for all 532 students. Total cost to P&C will be approx \$5500 for 2 years.

Vote unanimous to go ahead with both programs.

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

Moved: Kaye Middleton Seconded: Cathy Lyall

3.3 Treasurer's Report

KPS P&C Treasurers Report

5th August 2019

- 1) End of Tax Year: Group certificates have been issued for all employees (Chaplain, Canteen) as of 14th July 2019. Maria's was delayed as there was a discrepancy between her time sheet and what she was paid going back to earlier this year. We issued Maria's group certificate via MYOB on Friday.
- 2) Superannuation: All Super has been paid and up to date
- 3) There are no amounts outstanding with the ATO
- 4) Settlement of Invoice for RMB Lawyers: as per Presidents report
- 5) Banking: I still don't have access to the bank accounts however CBA assures us that all the correct documentation is now in place and I can expect a security fob in the next 6 weeks. Kaye has spent a lot of time with CBA removing past signatories and adding new. Once we are all on the account we will start the transition process to a new banking partner and run accounts in parallel until all signatories etc are onboarded. For future executive transitions we will be looking to the new banking partner to provide a more streamlined approach to onboarding new signatories etc to ensure a more seamless transition.
- 6) Income and Expenditure Statement: We have managed to input all invoices, receipts and cash deposits from mid May to present however there are still has some transactions to code for April and May. As a result the MYOB file is not in a position to table a Profit and Loss as there are still a few transactions that occurred prior to and during the handover that need to be classified. At a high level however there is an urgent need to raise new funds to cover the costs of legal bills and provide funds for identified KPS projects.
- 7) Canteen: We spent half a day in the holidays inputting invoices and receipts from the canteen since May to start tracking costs and revenues against the bank account numbers. There are still a number of data points to be collected including, but not limited to, stock take (including stock losses), volunteer meals, Tongarra invoices, KPS school catering, Hat awards, public speaking event catering, welfare families, and IOU's for families and staff. The President and Treasurers are planning to meet with the Canteen sub committee in the next 2 weeks to to go through the spreadsheet, iron out any queries and get a solid financial base for moving the canteen forwards. This will include clearly defining the roles and responsibilities of the sub committee and canteen staff alongside support from the Treasurer.
- 8) Audit: for transparency, the most recent approved audit report is now available on the website

3.4 Reports from SubCommittees and Representatives

3.4.1 Canteen Committee

Aug 2019

CANTEEN SUB COMMITTEE REPORT

A. Highlights since last meeting:

- The remainder of Term 2 went well, and we would like to thank all the staff and volunteers who assisted in making it another successful term.
- Last week we had a very productive and successful meeting with Nat and Sarah to discuss several Canteen matters, and specials including book week etc. We discussed looking into recess trading, increasing student involvement in the Canteen such as year 6 assistance within the canteen trading and also how the canteen can assist students in other ways. We will keep you up to date with how these progress as we move forward with the ideas.
- Term 3 has begun with a bang so to speak. We are participating in Education Week for the first time and have titled our participation “**Educate Your Tastebuds**”. This week celebrates fresh produce and introduces the kids to new flavor combination they may not have tried before. The week includes a create your funky juice, different flavored muffins e.g. pumpkin, zucchini, carrot, different bliss ball combinations like date & cranberry, some of which are food allergy friendly so we ensure all our students can participate in our specials.

We are also providing an afternoon lunch/snack for open day visitors. Encouraging them to sample some of the delicious menu items the kids have for their lunches, including our housemade sausage rolls, crumb chicken tenders, and an open day special just for them school garden slice – made with pumpkin & spinach from the school garden.

- For the first time we are also participating in the NSW FRESH FOR KIDS campaign - Eat fresh & win! Kids receive a sticker for each canteen-made item they purchase that includes fresh fruit and veggies. First prize is \$1000 for the child and \$2000 Booktopia voucher for KPS.
- With the healthy week of “Educate Your Tastebuds” over we will join the Book Week celebrations with some book themed treats for the kids to enjoy:
 - 19/8 Dr Suess: Green Eggs and Ham (Green custard with gummy pig) \$1
 - 20/8 Roald Dahl: Charlie and the Chocolate Factory (Chocolate crackles) 50c
 - 21/8 Jim Aylesworth: The Gingerbread Man (Gingerbread men) 50c
 - 22/8 A.A. Milne: Winnie the Pooh (Honey Joys) 50c
 - 23/8 Roald Dahl: The BFG (Froboscottle) \$1

- We are also in the planning and prep stages of catering a delicious local mezze plate we for the p&c fundraiser Comedy Night. We are working with Tricia from the local Farmers Market to produce a platter that celebrates the local produce of the area. These will be on sale when you book tickets via the event page. \$30 per plate (serves 2/3 persons).
- We continue to utilise the fresh produce of our school, this term so far that has been pumpkins, carrots, salad leaves and green peas. The kids excitedly bring these up to the Canteen on a regular basis.
- The canteen is still working with the P&C exec and school to secure funding for a kitchen upgrade and we continue to be hopeful this could take place in 2019. We have been formally recommended for an upgrade by the assets department and await news on if we have been selected in this round to receive it. We will keep you up to date with how this progresses.
- Shaye and Nic have managed to set up the Canteen laptop with internet access and printer in the canteen service area. The school room was no longer a viable option due to access but also the printer broke and system went down so we did some quick firefighting but got it all up & running again without too much difficulty, or inconvenience to canteen staff & school staff.
- The Canteen Sub Cttee and thus Canteen still continues to operate without any financials. We anticipate having data in the coming weeks.
- We purchased the Square for pay wave/fast purchases but still waiting for executive actions in order to launch these facilities.
- School Disco:
 - ◆ Friday Sept 20th
 - ◆ K-2 4pm – 5.30pm
 - ◆ Yrs 3-6 6pm – 7.30pm
 - ◆ DJ confirmed and has said he will do it for free.
 - ◆ Canteen will trade during the disco.
 - ◆ Nicole to produce running sheet and finalise plans with Nat regarding drop off and sign in etc of the kids.
 - ◆ Vic to call for volunteers.
 - ◆ Advertising material and other tasks to be listed and circulated for volunteers to help with etc.

B. Current projects:

- Term 3 event planning – including P&C fundraiser and school disco
- Term 3 menu upgrade & launch of Spring/Summer menu
- Term 3 Recess trading trail
- Canteen school garden partnership
- Increasing student involvement in the Canteen – meeting with Nat to discuss
- 2019/2020 Draft Canteen Strategic Plan – we aim to have this to members by the next meeting
- Canteen policy and procedure review and update – to be completed & implemented by year end
- Canteen Upgrade

C. Menu Price Increases:

- We wish to inform members that we will be increasing our prices on several freshly produced menu items as of week 4. We will notify the school community with an updated price list via social media, enews etc.

The canteen always welcomes feedback, suggestions, and ideas. Feel free to drop by the canteen or email welovekpscanteen@gmail.com

Cheers

Canteen Sub Committee & Shaye, Canteen Manager

Agreed to do a flyer home to parents to remind them about a \$5 voucher for volunteers

Motion: That the Canteen Committee Report be accepted as accurate and true

Moved: Christie Lewis Seconded: Jacquie Sloan

3.4.2 Fundraising

3.4.2.1 Earn and Learn - 57,600 points – purchased equipment for school.

3.4.3 Grant Applications

3.4.3.1 Sensory Path – approx cost \$30,000. Stencils from Gerringong School still available to use for KPS. Still in discussion – Christie to discuss with Josh further and Christie will re-send to proposal out to all.

3.4.4 GrandFriends

Mick Baines to ask for working bee to help with planting new vegetable seeds in garden.

3.5 Correspondence

Thank you Card – Darren Williams

4. GENERAL BUSINESS - to be submitted prior to the meeting

4.1 Fathers Day Stall

Kaye advised all moving ahead. Dani offered to help. Jade Ross taking lead on stall.

4.2 Uniforms

To be carried over to next meeting.

5. CLOSE AND NEXT MEETING

Close 9.15pm

The Next General Meeting will be held on Monday 9th September, 2019.

Subsequent General Meetings to be held on 28 Oct & 25 Nov.

Minutes and attachments submitted to the P&C on 8th August, 2019

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	05/08/19