



Kiama P&C Inc. MEETING MINUTES

Date:	2/08/21
Time:	6:03 pm meeting opened by Cathryn Lyall
Place:	KPS Library

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 6:03pm. CL officially welcomed all in attendance.

1.2 Acknowledgement of Country

KPS P & C acknowledges the Wadi Wadi people of the Dharawal nation, the Traditional Custodians of the lands on which we live, work and play. We recognise their continuing connection to country: land, water and community, and pay our respects to Elders, past, present and emerging.

1.3 Apologies and welcome to new members

Attendees:	Cathryn Lyall (President, CL), Klaas van Alphen (Treasurer, KV), Kaylene Derix (Secretary, KD), Natalie Marshall (Principal, NM), Melissa Kirk (MK), Tash Ross (TR), Sheree Payne, Bek McAlister (Vice President, BM) Leah MacDonald (Vice President, LM) Julie McKenzie, Belinda Meier, Beth Horner, Fiona Stewart Via Zoom - Sarah Webb (Co-Principal, SW), Melinda Prior (MP), Caroline Jones, Mark Wolstenholme, Emma Kate Dewhurst, Kaye Middleton
Apologies:	Rachel Peedom, Emily Crump

1.4 Approval of Minutes

Minutes from the previous Meeting were made available on the school website and eNews to all P&C members for verification of accuracy and to facilitate task assignment.

Motion: That the minutes of the previous General Meeting held on 21 June 2021 be accepted.

Moved: Klaas van Alphen

Seconded: Bek McAlister

1.5 Matters Arising

Appointment of Additional Vice President.

Motion: CL nominated Leah MacDonald as additional VP.

Moved: Vote was unanimous, All in Favour

2. EXECUTIVE REPORTS

2.1 President's Report

The P&C Executive have met several times as a team to discuss P&C, trying to keep the momentum going as an executive and engagement with the KPS families.

Events for Term 3 on hold due to COVID restrictions, need to find the balance between raising funding for the school and also aware of funding events and asking for money at challenging times.

It is a good time to think about who else can get involved.

2.2 Principal's Report



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Principal's Report

COVID Update

The Department of Education has devised a 4-level system for COVID-safe school operations:

Level 1: Schools operating in a COVID-safe/COVID-normal way

Level 2: COVID-safe; restrictions on activities and non-essential visitors (including parents/carers)

Level 3: COVID-safe; further restrictions on activities and non-essential visitors (including parents/carers)

Level 4: Learning from home encouraged, schools are open for families who need it

Kiama Public School is currently operating under Level 2 restrictions as per the advice of the NSW Department of Health and the NSW Department of Education.

Under Level 2 Restrictions:

- All students are expected to be at school unless they have even the mildest of COVID-19 symptoms. Any student or staff member displaying any COVID-19 symptoms will be sent home and should not return until they have received a negative test result and are symptom-free. In circumstances where children have other medical reasons for recurrent symptoms a letter from their GP is sufficient to negate the requirement for a negative test.
- There will be restricted access to non-essential visitors (including parents/carers). Unfortunately, during this time parents/carers will not be able to enter the school site to drop off or pick up their child/children, attend assemblies or school-based activities (including reading groups). Drop off and pick up will take place outside the school gates.
- All parents/carers are to maintain physical distancing protocols by avoiding gathering outside of our school gates and follow all mask-wearing requirements as outlined by NSW Health.
- All staff and visitors must check in and out using the QR codes available.
- Staff and visitors are encouraged to wear masks.
- Sport within school grounds may continue, provided mingling of students is minimised.
- Some of our extra-curricular activities including dance, drama and choir may also proceed with modifications in place.
- Assemblies must have COVID-Safe practices in place and no parents/carers are permitted.

- Excursions may only take place in the Local Government Area and are strongly recommended to be outdoors and within walking distance.

Please be advised that our school is prepared for Remote Learning if Kiama Public School has to comply with Level 4 COVID restrictions this year. Whilst we hope we do not have to utilise these plans, it is important our community knows that the school is prepared and organised if the need arises.

Nature Playground Update

The concept for the Nature Playground revitalisation plan has been finalised. There have been some slight changes to the concept put forward at the last meeting. The large pine tree in the area will need to be removed due to age and deterioration. The playground has also been extended to provide more space for the student to play in this area. This project is anticipated to go through a tender process later this term.

Staffing Update

Mr Matt Watt has joined the Kiama Public School Team. Mr Watt currently works on 4J and is relieving in the Stage 2 Assistant Principal Role Monday – Wednesday. Mr Watt successfully gained the position through an external Expression of Interest and brings a wealth of leadership experience to our school team.

Office Refurbishment

Stages 1 and 2 of the Office Refurbishment are now complete.

Rural Access Grant

The technology obtained through the Rural Access Grant is starting to arrive and be utilised by students at the school. It is anticipated that our allocation will continue to filter through to the school as it becomes available.

2021 Education Week; Life Long Learners

Last week, our students and families participated in Education Week. Due to COVID, our celebrations looked a little different this year.

This year, our students and families engaged in;

- A livestream career expo where our school leaders interviewed parents/carers about their careers.
- A livestream Athletics Carnival Ribbon Presentation Assembly
- A showcase of former students and parents highlighting their careers
- A video containing the career aspirations of some of our current students.

Although our families could not attend our school, we hope they felt connected through the livestreams and increased presence on social media throughout the week.

2.3 Treasurer's Report

Monday 21 June 2021

P&C Executive Report – Finances

Calendar Year (CY) Budget 2021 Summary

- The balance on 26 June 2021 is \$31,227
 - o Major payments made since last meeting:
 - \$660 – Audit fees
 - \$3965 – Pies for fundraiser
 - \$2377 – Father's day stall gifts
 - o Receivables since last meeting
 - \$6350 – Pie sales
 - o These payments and receivables were budgeted for and highlighted in the table below.

Fund raising incomes:

- Funds raised through Pie drive were \$2385
- Funds raised through Mother's day stall were \$1140

Budget:

- The high level P&C budget for School Year 2021 is presented in the table below.
- Notes:
 - o Budgeted income projections for 2021 = \$20,900 (excluding grant funds)
 - o Budgeted expenses for 2021 = \$20,900 (excluding 'major projects')
 - o The projected closing balance on 31 December 2021 is \$40,030
- Note that significant sponsorship and fundraising activities need to occur in the second half of 2021 meet the income targets.

Expenses total	\$20,900	Income total	\$20,900
Operational expenses total	\$785	Fundraising total	\$15,400
Bank fees (ongoing)	\$25	Secondhand uniforms (ongoing)	\$500
Audit fees (paid)	\$660	Pie drive (completed)	\$2385
Other	\$100	Mother's Day stall (completed)	\$1140
Funding commitments total	\$20,115	Father's Day stall (ongoing)	\$1500
Sensory play panels (paid)	\$8,579	Family fun picknick (completed)	\$430
New nature play equipment (planned)	\$2,970	Fundraiser Term 3-4	\$9445
New chess timers (paid)	\$185		
Library bags (paid)	\$1,000	Sponsorships total	\$5,500
Fathering project (paid)	\$1,100	Sponsorship – LifeEd	\$1500
Healthy Harold / LifeEd (planned)	\$1600	Sponsorship – Brainstorm	\$3000
Brainstorm / Anti-bullying (planned)	\$3,200	Sponsorship – Library bags	\$1000
Maggy Dent (paid)	\$1000	Grant funding total	TBC
Other	\$500		
Funding options			
Major project 1: Sports court resurface	TBC		
Major project 2: Playground landscaping	TBC		
Major project 3: Library upgrade	TBC		

KPS P&C budget for School Year 2021

2.4 Sub Committees and Representatives

2.4.1 Fundraising

2.4.1.1 Kiama PS Cookbook

- Close late September Holidays, to be published and ready in term 4.
- Committee to call for Parent volunteers to help collate and sales
- Need a poster for a naming competition for the kids.
- NM suggested classes be involved for more recipes
- Push on Facebook to get more recipes.

2.4.1.2 Colour Run

- 30 July, Postponed due to Covid restrictions, reschedule for Term 4 2021 or term 1 2022 pending Covid restrictions. Nothing can be done until restrictions are eased as there will need to be a lot of parental assistance.

2.4.1.3 Father's Day Stall

- 2 September in the Bombo room (Belinda Mier)
- Cannot be run the same way, could sell gifts out of the canteen. Need to work on a plan B when closer to the date.

2.4.1.4 Parents Fundraiser – Ellawarra drag Bingo 22 October 2021

- Exec to put working group together, looking okay to go ahead.
- Contact BM is anyone wants to help out
- Any Donations and business prizes contact BM.
- Wait for restrictions to ease before asking for donations
- Shay from canteen happy to help and sell platters. (CL)

2.4.1.5 Kiama Seaside Markets

- BBQ dates to be confirmed, markets not running due to COVID restrictions

2.4.1.6 Netball Uniforms (Belinda Mier)

- New uniforms arrived in time but game postponed until 2 Sept.
- Wollongong schools involved so could be moved again
- CL thanks Belinda for organising
- Sharee Payne to send spreadsheet of sporting groups to P&C

2.4.2 Grants

No grant update from KV or NM.

2.4.3 Sponsorships

Link with Kiama Leagues Club on what can be supplied around sporting grants.

2.4.4 Traffic safety Subcommittee

- Mark update, Still no meeting with new KMC CEO. Council currently working from home.

- Road Safety officer looking at safety under a state government grant- All issues raised will be part of process.
- Email Director re parking on Collins Street Thompson street - no response from council, unable to enforce fines.
- Police and Rangers looking to do education around the school talking to parents.
- Issues still to clarify
- Next steps - Mark draft letter. CL and Mark catch up to discuss next steps.
- New clock sold on Thompson Street, need to make sure when DA put in the driveway is in correct place, so crossing is possible.
- Contact Jane to discuss via zoom.
- NM - New road safety education officer - Pip Fenwick. Dept will have training coming up late October. Working on strategies and working with families.
- Clarify Kiss and Drop rules - pick up in blue line.

2.4.4 Special Support Sub-Committee

- Caroline Jones & Claudia update
- Parent group meeting postponed.
- Homework club hoping to start term 4.
- Nero Diverse kids all to have an IEP, parents feel supported
- Fiona happy to help on how to access and coordinate.
- Supporting within the classroom rather than excluding - during class hours, Caroline Claudia working with Georgia and Sarah & Bek, very supported by the school
- Homework club to run Term 4
- Survey to go to all parents

2.4.4 Ethics Classes at KPS

- Fiona Stewart to finish 2022
- 13 classes currently running with one on a waitlist. 300 kids in Ethics.
- Need someone to take on Coordinator role from 2022.
- Fiona does work in her own time. Communication with others, Liaise between school, teachers and Primary Ethics.
- Day to day only 1 hour per week.
- Start each year to confirm classes. Looking for replacements and recruiting volunteers.
- Community Connection for different group of people, not necessary parents.
- NM thanked Fiona, great organisation great for students and community.
- Anyone with interest send to Fiona. Get out on Facebook and Newsletter
- Executive also thanked Fiona for her time and effort

3. Correspondence - nil.

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

4.1 Instagram page

- Set up, will start up soon. Positive way to communicate.

4.2 KPS Production

- NM mentioned Stage 3 Production has been modified due to COVID restrictions, they will create and choreography production. If Restrictions allow they hope to have a viewing night and Premier with red carpet and big screen for the kids involved. Auditions start this week.

5. CLOSE AND NEXT MEETING

Close at 19:20

Next Meeting will be 13th September 2021

Minute Taker	KD
Signed:	Omitted in version submitted for online publication
Name:	Kaylene Derix
Date:	02/08/2021