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**Kiama P&C Inc.**

**MEETING MINUTES**

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| **Date:** | 21/02/2022 |
| **Time:** | 6:04pm 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 6:04pm. 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**

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| **Attendees:** | Cathryn Lyall (President, CL), Klaas van Alphen (Treasurer, KV), Bek McAlister (Vice President, RM), Leah McDonald (Vice President, LM), Sarah Webb (Co-Principal, SW), Melinda Prior (MP), Mark Wolstenholme (MW), Julie McKenzie, Frankie Pettigrew, Nicole O’Brien, Mel Rigby, Darren Fernandes |
| **Apologies:** | Kaylene Derix (Secretary, KD), Natalie Marshall (Principal, NM), Belinda Meier (BM), Claudia Basler Forbes, Caroline Jones, Emily Crump, Rachael Peedom, Beth Horner, |

**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 25 October 2021 be accepted.*

***Moved:*** *Bek McAlister* ***Seconded:*** *Mel Rigby*

**1.5 Matters Arising**

No Matters Arising

**2. EXECUTIVE REPORTS**

**2.1 President’s Report**

CL welcomed everyone to another good year for KPS families and teaching staff.

CL Provided a wrap up of initiatives from 2021. Silly Sock Day (big thank you to Belinda Meijer on this successful initiative and thank you for your dedication to it) and KPS Cookbook initiatives. CL advised that cookbook sales were much lower than anticipated due to low take-up with parents and teachers.

CL thanked all for their hard work, on the sales run for books and socks at markets and everything in between.

**2.2 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 and Sarah Webb

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

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**Principal’s Report February 2022**

Welcome to 2022. We would like to welcome new and returning students and their families to Kiama Public School.

2022 has not started the way we envisaged with our students and their families readily adapting to revised COVID 19 guidelines and protocols. We thank our families for adhering to the guidelines and engaging in the twice weekly surveillance screening using the Rapid Antigen Test Kits.

As of Friday 18 February 2022, the COVID-smart measures including masks and visitors have not changed.

Surgical masks continue to be required to be worn indoors for all school staff, volunteers and students in Years 7 and above. Masks are strongly recommended for primary school students.

Kiama Public School  will communicate any changes to school settings as soon as they have been finalised by the Department of Education.

**2022 School Structure**

School Organisation and Funding: The Department of Education funds all schools and teaching staff across NSW using a ratio that is determined by a formula.

This is a state-wide process. This process supports the student to teacher ratio determined for different grades under the smaller class size program. The entitlement of Classroom Teacher positions that the school is allocated by the Department of Education.

In 2022 the Department will allocate 17 classes to Kiama Public School.

Kindergarten classes work towards 20 students in a class [22 before discussion with Director, Educational Leadership].

Year 1 classes work towards 22 students in a class [24 before discussion with Director, Educational Leadership].

 Year 2 classes work towards 24 students in a class [22 before discussion with Director, Educational Leadership].

Year 3 to 6 classes work towards 30 students in a class [32 before discussion with Director, Educational Leadership].

These totals guide principals in establishing classes. Public schools do not have waiting lists. The Public Education system takes great pride in serving all students in a community that are eligible to attend their local school. The Principal is allowed to work with a buffer of two students in any class before having a discussion with the Director, Educational Leadership and the staff about the class organisation.

It is important that spaces are left for class placement throughout the year.

Curriculum Structure: Across the school teaching and learning programs are delivered to classes within a team format. The National Educational Standards Association (NESA) sets the way in which the curriculum is organised and delivered across all The New South Wales schools. NESA organises the curriculum in Stages;

Early Stage 1 [Kindergarten],

Stage 1 [Years 1 and 2],

Stage 2 [Years 3 and 4] and

 Stage 3 [Years 5 and 6].

This continues on throughout secondary school for students attending High School. Teachers draw on the syllabus and then tailor the work to meet the needs of the students in their class. Each and every class has a range of abilities due to age, skills, attitudes, knowledge, interests and talents.

All teachers are trained in how to identify students needs and then develop students within the context of the work that is appropriate for both their stage and development.

**Class Placement Process**

Our school takes great care to ensure the placement of each and every student into the most appropriate classroom setting. This care is taken because as a school we believe that each student’s placement is important. Every placement is made in consultation with the whole teaching team and in the context of all students. This process allows the school to consider all new students coming to our school in 2022 and those that have moved in 2022. The school has adjusted our school and class organisation a number of times since the end of 2021 due to changing enrolments. We greatly appreciate the patience of our students, parents, carers and staff to ensure that we are working to construct classes across the school that optimise student opportunity and learning within Departmental guidelines and funding.

* To ensure this the school considers the following issues when forming class groups: Social Emotional Academic Behavioural needs
* The dynamics of students working together
* The teaching team working with each grade
* Students who are funded for support
* Students who have identified needs
* Students are asked about people they consider to be a good support for learning. (As you can see this is a very challenging task for nearly 500 students).
* Careful consideration has also been given for the students who have either arrived or departed from the school this year.
* Parents/Family can add further considerations and thoughts by emailing the Principals at the end of the year.

All of the information above has been considered in creating our class structures for 2022.

**Staffing**

This year, we have 2 new staff members joining our Kiama Public School team. Mr Jared Pescud was successful in gaining the Garden Teacher position through an external Expression of Interest process. Mr Brad Gaunson was successful in gaining our General Assistant position through an Open Merit process.

Mrs Alana Galloway, Miss Ally Ferguson and Mrs Abbey Tilse will take Maternity Leave for the Duration of 2022.

Mr Joe English is taking leave for Semester 1, 2022.

Natalie Marshall will commence Maternity Leave in June. Mrs Sarah Webb will undertake the principal role in a full time capacity whilst Ms Natalie Marshall is on leave for the remainder of the year.

Mrs Helen Paradisis will be returning to Kiama Public School in Term 2 in an RFF role following her Maternity Leave.

**New Programs Currently on Offer at Kiama Public School**

Garden Program

This year, Kiama Public School has been incredibly fortunate securing the expertise of Mr Jared Pescud to facilitate our Garden RFF program. Mr Pescud brings a wealth of knowledge and experience facilitating learning in this space and has expertise teaching at Killalea’s Environmental Education Centre.

This year, Mr Pescud will revitalise our Garden Program so that students will gain experience working together to establish and create a whole school garden whereby they will be able to harvest the produce to cook using our extensive Outdoor Kitchen in a paddock to table approach of learning.

We are very excited by Mr Pescud’s experience and vision in this area and cannot wait to see the students utilise both the garden and the kitchen in a comprehensive program Kindergarten through to Year 6.

Digital Service Officer

Throughout 2022, Kiama Public School has employed Mr Daniel Pride as a Digital Services Officer. The Digital Services Officer will be working closely in classrooms with students and their teachers to integrate technologies in a meaningful way across all Key Learning Areas. Mr Pride will work in this role on a Monday and his outstanding skill set in this area and rapport with our students should see the success of this initiative in 2022.

Band

Over the duration of COVID our school band has not been able to run. This has seen a decline in the skill level and interest in playing instruments. To build the skills of our students and provide them with access to music tuition on site, we are looking at organising small group lessons for beginners. These will be run before school. The details of what instruments and what days are being finalised.

**Changes to Our School Grounds**

Nature Playground

Over the duration of the holidays and initial few weeks of Term 1, extensive progress has been made in our Natural Playground. The playground itself is beginning to take shape and come to life with the Outdoor Classroom/Learning Space on display to the students.

Kiama Public School has injected additional funds into the project in recent weeks to add additional playground equipment into the space. The natural looking interactive play panels (xylophone, weaving board and musical panel) purchased by the P&C will also feature in this revitalised space.

Removal of Demountable

Kiama Public School has been contacted by our Assets Service Officer last week to inform us that the Department of Education will be removing and relocating one of our Demountable Classrooms that is no longer in use.

Mr Stewart Boyd’s 2021 classroom will be removed from the school grounds at the end of February/Early March.

Natalie Marshall and Sarah Webb

Co-Principals

**2.3 Treasurer’s Report**

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**2.4 Sub Committees and Representatives**

**2.4.1 Fundraising and Events**

* + - 1. **KPS Cookbook**

Due to low sales, we need to sell remaining books to break even. Suggestions were taken: reducing price by $5, marketing to Bluehaven, asking bike shop to sell, approaching real estates for holiday homes/new home gifts, advertising on Kiama Community Page and KPS P&C Page, selling at Ellawarra fund raiser, selling at Family Fun Night, asking Top Shop to sell them, approaching Kiama Visitors Centre. SW to send Price Drop Newsletter to families, RM to confirm price prior.

* + - 1. **Family Fun Night**
* Still unable to have onsite, date TBD
  + - 1. **Ellawarra**
* Booked for Friday 20 May at Kiama Leagues. Free room hire (saving of $440). Drag Performer Ellawarra booked in. Call for donations of prizes for silent auction. RM to provide letter of thanks to Kiama Leagues Club for room hire donation.
  + - 1. **New Beginnings**
* Successful event, new parents welcomed.
  + - 1. **Jolly Socks Fundraiser**
* Belinda Meijer’s great idea was became a successful fundraiser that the school community enjoyed. Socks sold well at markets. This fundraiser made a profit. See treasures report.
  + - 1. **Grants**
* Some grants info has been sent for consideration to KVA and CL. More info once the guidelines are read.
  + 1. **Sponsorships**
* Sporting Sponsorship and Uniforms – Kiama Leagues Club
  + KPS (Sheree Payne) has developed a wish list for sporting uniforms.

SW advised KPS would like a full set of Soccer Shirts, AFL Shirts, Representatives Shirts (Cross Country etc), and extra dresses to make a full compliment of netball dresses. SW to provide numbers of uniforms and quote for resurfacing of basketball court to CL for discussion with the Leagues.

**2.4.4 Traffic Safety Subcommittee**

Council meeting update + next steps (MW)

Council is progressing the raised crossing in Collins St. They are seeking comments from the community and from the school. Mark has made some suggestions and provided to Nat Marshall:

* + - * Keep existing islands: Fill in the island and place a sign to advise of upcoming crossing
      * Fence on Bong Bong St presents some sight distance problems, Mark has made suggestion to remedy
      * Extension of school zone to include Akuna St

Mark has also spoken to council about the angle parking and queuing around the corner for Kiss and Drop. Council are proposing a crossing at the top of Thompson St, Mark thinks not as safe as old school driveway and no consultation made to date with school.

P&C to add a response letter and circulate via signature prior to submission date in March.

School has applied for a crossing guard.

Mark is suggesting a meeting with Staff, P&C, Bus Company, transport NSW and council. SW and NM to coordinate.

**2.4.4 Special Support Sub-Committee**

* RM Thanks to KPS for the opportunity to collaborate on a parent survey currently being distributed to parents. The survey invites sharing of information for better student outcomes.
* RM Late email today around Home Work Club. Bek to reach out to Caroline around proposal for this.

**2.4.5 Ethics**

Darren Fernandes, new Ethics Coordinator introduced himself. Darren advised that he is running very short on Ethics teachers (4 teachers for 280 students that have elected to do Ethics). Suggestion was to ask Bugle (Cathy Law) for space to advertise. P&C happy to assist with promotion.

**3. Correspondence -**

A beautiful initiative from Year 6 Student Tiarna was provided, asking P&C to consider a working bee to improve and manage the garden. This would allow the opportunity for growing and selling produce at the markets, with proceeds to go toward improving the garden. P&C Exec to read and provide comment prior to next meeting. CL advised interest from Pines, Pecora and other providores re beginning programs with school.

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

**4.1 COVID Considerations**

Windows and doors open to remain until further notice. Question around mask wearing by Teachers. CL reported teachers not wearing masks. SW to remind teachers around masking expectation. Masks are available to students, SW advised that next RAT delivery may include masks due to overstock of masks.

**4.2 Kindy enrolments 2022/School numbers**

50 Kindy enrolments for 2022. KVA asked about trends, lower than average but not drastically reduced according to previous years.

**4.3 School enrichment programs: STEAME, Music, Sports, Languages, Clubs (eg: Chess)**

**4.3.1 $60K STEAME Pledge** CL asked who is the best person to deal with at KPS re STEAME Pledge of $60K: Mr Pride knowing the details across the school due to IT role. SW to set up meeting with Mr Pride and CL to understand needs.

**4.3.2 Band initiative** –

Due to COVID, band opportunities stopped. KPS parent doing onsite lessons before school (paid, instruments provided).

4**.3.3 Chess Club** –

Not running currently due to cohorting considerations.

**4.4 Permission Notes going paperless** –

Will we gain the ability to pre-fill / save details online to prevent re-entering info constantly? SW to advise if can be improved (bound by system used)

**4.5 Second Hand Uniform Shop** Belinda has advised she is no longer able to be the main contact for our 2nd hand uniform shop. Mel will ask her mum however would need to avoid manual handling.

**4.6 Meet the Teacher sessions online**

LM queries whole stage format for Parent Teacher rather than class. Change due to online format, will resume face to face in line with restrictions?

Consistent information to be provided, teachers each taking a turn to speak, not being recorded, chat to be monitored throughout.

**5. CLOSE AND NEXT MEETING**

Close at 19:35

**Next Meeting will be Monday 28th March 6pm – 7:30pm.**

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| **Minute Taker:** | RM |
| **Signed:** | Omitted in version submitted for online publication |
| **Name:** | Rebecca McAlister |
| **Date:** | 21/02/2022 |