



## Kiama P&C Inc. MEETING MINUTES

<b>Date:</b>	25/3/19
<b>Time:</b>	7:05 pm meeting opened by President (MB)
<b>Place:</b>	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 7pm. MB (President), officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C.

#### 1.2 Attendees / Apologies

<b>Attendees:</b>	MB(President), BL(Vice President), KM (Vice President), CL (Treasurer), AC (Secretary), NM (KPS Principal), JS, RP, KV, MP (KPS AP), CJ, BM, MR, LB, KL, SL, MG, NP, VS, KT(KPS DP) MB
<b>Apologies:</b>	MG, LC, FS, BM, SG

#### 1.3 Approval of Minutes – See Attachment 1

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 Feb 11 2018 be accepted.*

*Moved: BL Secoded: VS*

#### 1.4 Business Arising from Previous Minutes - N/A

## 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	Quote has come in at \$29K from Anthony. CL has asked for it to be scaled back. We can go back to Anthony with a budget and he will work up a design within the budget. <b>P&amp;C Also suggest getting a second quote and considering something semi permanent while we apply for Grants and raise money.</b>
Ken Tucker Mural	BL	Update: Design being completed
Chaplain Program	NM	<b>P&amp;C need to advertise through newsletter and churches etc. investigate Chaplaincy portal. MB</b>
Solar Panel Promo	NM	<b>Media unit &amp; schools have been 'caretaker' mode during the election. NM will make contact now to promote solar initiative.</b>

## 2. PRIORITY BUSINESS

### 2.1 AGM

Due to the Audit not being finalised, the proposed AGM will be postponed until the next meeting on Monday 13th May.

## 3. REPORTS

### 3.1 President's Report

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

*Moved: JS    Seconded: CL*

### 3.2 Principal's Report

**Additions:** Information regarding the 'fathering project' was shared. Michael Bowden spoke on behalf of the project as a parent keen to volunteer in facilitating this project. P&C members questioned what the school would gain in return for the \$2000 registration fee. The project facilitates 4 events per year (2 info sessions for parents only and two for fathers and kids). P&C would like more information about the workshops and are keen to investigate the possibilities if they complement the work done with Habitus. NM will gather and share more information.

The school would also like to request for canteen ICT tech upgrade (reliable wifi and phone connection) estimated cost will be \$4500, Can P&C half this cost? Quote to be revised.

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

*Moved: VS    Seconded: KM*

### **3.3 Financial Reports**

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

*Moved: KM    Seconded: MB*

### **3.4 Reports from SubCommittees and Representatives**

#### **- 3.4.1 Canteen Committee**

**Additions** : There is a number of aspects of the canteen that need repairing to ensure the facilities are compliant for NSW health and WHS requirements. A full kitchen renovation would be approx 50K and needs to be a priority. IMB community grant has been submitted seeking \$25K to support upgrades. P&C questioned the process of obtaining quotes and working with assets. Any upgrades to the canteen infrastructure will need to go through assets. NM will speak to assets at their next meeting regarding the canteen.

The P&C aim to support student learning and community engagement. Spending funds raised by the community on school facilities such as the canteen kitchen doesn't reflect the goal. The P&C questions if the maintenance of school facilities such as the canteen kitchen can be funded by school budget. NM will follow this up to research what the school can do to support necessary upgrades of the school canteen kitchen facilities.

*Motion: That the Canteen Committee Report be accepted as accurate and true and to include the above additional comments*

*Moved: RP    Seconded: KM*

#### **3.4.2 Fundraising (P&C event calendar)**

Family fun night to be rescheduled for week 2 term 2

50/50's all going well. P&C will be at the flat from 8am if anyone would like to help with set up.

P&C Calendar shared.

Mother's Day Stall - no wrapping this year. Kids can put gifts in brown paper bags. Quiet room will be booked.

Suggestion for High Tea and fashion parade date TBC. NM will confirm if this event can have alcohol on school grounds.

Pie Drive organisation happening. Volunteers will be called upon.

ANZAC biscuits will be sold at canteen when service is held at the school 9th April. Funds raised will be given to the local RSL.

### 3.4.3 Grant Applications

A couple of years ago I have reviewed some of the materials for the CSIRO double helix program, in particular this module on energy and

electricity: <https://stileapp.com/au/library/publishers/csiro/compilations/double-helix-lessons> This module for year 5 and 6 students cover topics like: Electric circuits, Transfer and transformation of electrical energy, and Renewable and non-renewable energy sources. There is more general information on teacher development in the area of STEM that may be of interest: <https://www.csiro.au/en/Education/Teachers>

Four grant programs that could be of interest to KPS / P&C are:

a. *Cooler classroom program (for AC units):*

<https://www.schoolinfrastructure.nsw.gov.au/programs/cooler-classrooms.html>

I believe the application for the cooler classroom program is in hand and will be done through the school and no P&C involvement is required.

b. *Community building partnership program:*

<https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/community-building-partnership/>

This program is likely to open in May 2019 and can be used to build 'community infrastructure' (including an upgrade of the canteen kitchen). The average funding level is \$20k. Applications with matching cash and/or in-kind will be looked upon favourably.

c. *Various programs exists that support STEM activities:* see Maker Projects here:

<https://www.business.gov.au/assistance/inspiring-australia-science-engagement>). It is important to first figure out what the school wants and then seek for an appropriate funding program.

d. Smaller local grants like the *Kiama council health and sustainability grant* are available throughout the year. It would be good to have some projects ready to submit when the council opens its funding round for local sustainability and health initiatives.

Ideas for areas requiring funding that may be supported by grant opportunities include: cooler classrooms, canteen kitchen upgrades as a priority, technology and innovations, flexible learning spaces, outdoor sporting facilities. If member of the community know of any possibly grants to apply for please share these with the P&C

### 3.4.4 GrandFriends (Grandfriends Day)

Encourage community to invite any new members. Current Grandfriends are positive and looking for projects to take on. Hoping to meet with Mr Hall to develop new projects.

Canteen shared their appreciation for volunteers from the Grandfriends community.

### 3.5 Correspondence

NA

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

**4.1 School Banking -MB** The P&C will be looking to offer another banking institution eg IMB so families have choice.

**4.2 School Welfare Support - NP** P&C have welfare support that isn't advertised. Suggestion to advertise this to the community via the school newsletter and at kinder orientation.

**4.3 Robotics:** clarification of classes offers, why have after school classes been cut from 3 to 1. This program is offered by an external business and is subject to availability.

Questions regarding who is able to access the robotic team were raised. The school will get back to P&C regarding this. In school more whole classes are now accessing the program more frequently.

**4.4 Chess club** has been run by Andrew Sloan, the club is full (18 kids) every week and students have access to competitions. This is a popular activity that the P&C and school would like to continue running. We are seeking a backup volunteer to run this on a Friday at 11:15 -11:50 when Andrew and Jackie are unavailable. Please ask grandfriends, contact Jackie Sloane, the school or P&C if you can volunteer.  
jacqueline.sloan@yahoo.com.au

**4.5 Wakkakiri:** EOI have been sent out to stage 3. The school requires a team of 50 to participate. It will be confirmed whether this will go ahead or not soon.

## 5. CLOSE AND NEXT MEETING

Close 8:58

Next meeting will be the GM followed by the AGM on Monday 13th May .

Minutes and attachments submitted to the P&C on

<b>Minute Taker</b>	AC
<b>Signed:</b>	Omitted in version submitted for online publication
<b>Name:</b>	AC (Secretary)
<b>Date:</b>	25/3/19

## **President's Report - March 2019**

2019 is flying by, with Term 1 almost complete.

The 2019 AGM is an opportunity to reflect on the year that has passed us by, with some important changes having been made that continue to serve our KPS community.

The recruitment for a Deputy Principal is now underway, so all confidentiality will be observed and respected, and with a decision hopefully to be made for the commencement of Term 2.

It is worth noting that the past 6 weeks since our most recent GM have been almost completely consumed with the ongoing legal defence surrounding our canteen, this cost and process is proving extremely stressful to all parties involved, but we continue to work towards an outcome that protects and respects the wishes of the P & C community as reflected throughout the past 2-3 years, and particularly the past 12 months' worth of meetings and feasibility research.

Despite this, the Executive and P & C community has also been working tirelessly on the Family Fun Day evening that was unfortunately deferred, hopefully to be rescheduled in early Term 2.

I take this opportunity to thank our hard-working Executive for 2019, and publicly thank our Treasurer Christie Lewis for her incredible hard work, over many years and with dedication and passion towards our school community. Our P and C has certainly benefited enormously from her background as an accountant and the role of treasurer has played a huge influence in the positive position the P/C has worked itself into. The role of Treasurer will now be open for 2019, with Christie needing to step aside, but will continue to support any incoming Treasurer to ensure consistency and continuity from a skills and historical point of view.

Amy Cliff as Secretary has also played a huge part in the updating of our systems and record keeping in 2018, and will continue as a passionate and highly valued member of the P/C community for the years to come.

So we really need some new Executive members in 2019, and encourage any member of the school community to put their hand up to assist in the steering and management of our fabulous KPS community.

2018 started with the welcoming of approximately 35 new families to the KPS community in Kindergarten, with a further 9 joining us throughout the year, taking our number of families within our school to approximately 380 families building our student enrolment of 530 students – blessing us with renewed enthusiasm and support for the P&C. Unfortunately, 2018 also concluded with some long-term P&C families leaving the school that will be sorely missed.

2018 saw the departure of a much-loved Principal in Michael Honeywood, 3 terms of incredible and impromptu leadership under Kieren Corbyn and the ultimate appointment of our new Principal for 2019 and beyond in Natalie Marshall. The P&C played a significant role in this process, both through communication during the uncertainty early in the year, and then as panel representation during the interview and selection process.

I take this opportunity to thank Kieren for his incredible leadership during this time that ensured our children and school remained uninterrupted and consistent throughout the entire year.

Some of the more memorable events that the KPS P&C were involved in this past 12 months were;

- The Innovation (Innova80s) Ball/ Trivia Night in September.
  - o It is worth noting that fashion was certainly not the winner with many outfits showing why they were left in the 80s. An incredibly social and inclusive night was had by all with much needed funds raised for our school - \$7756
- July was focused on the KPS 'we all swim together' Mural – and was an enormous effort that has really helped to highlight and invigorate an area of the school that our youngest members occupy. Special thanks to school staff (Miss Robinson and our school's General Assistant Mr Sanders in particular) and members of the community for their efforts to make this project come to fruition under the patient and dedicated leadership of Belinda Laird & Belinda Baines.
- The creation of the inaugural Grandparents & 'GrandFriends' Subcommittee
  - o We respect there is so much energy and knowledge (experience) here that has exciting plans for 2019. This group bring a much-valued link to a dedicated and supportive community that only nourishes the school experience for all members of the community.
- In support of our school ethos and sustainability focus, the P&C this year was able to secure a grant in partnership with the school to ensure we can switch our school to solar power. This is an achievement we are very proud of and something that sets our school up to support an increase in air-conditioned classrooms in the years ahead. The KPS P&C donated \$30,000.00 to ensure this project could go ahead.
- 2018 saw the P&C also contribute via donations to various projects within the school including
  - o School band instruments to the value of \$5000.00
  - o \$6600.00 worth of new laptops to support the KPS STEM program and updates.
  - o >\$7000.00 for flexible learning environment furniture to be purchased in the coming months.
  - o Ongoing support of the Brainstorm Program, Life Education Program
  - o Purchase and support of the Anti-bullying program in 2019

In summary I would like to thank all the KPS community members who regularly attend P&C Meetings, help at P&C events, volunteer in the canteen, or even assist with communicating our messages and needs.

In addition to this, thank you to all KPS families for attending our events and supporting our many fundraising efforts.

2019 sees an exciting opportunity to push towards establishing a **Tradie Sub-committee** and support panel for KPS to allow us to tackle bigger jobs around the school. There will also be a push to **encourage Dads, Uncles and Male members of our school community** to take a proactive and meaningful role in the school – and one I can certainly attest is super rewarding and enjoyable.

The concept is to collect the details of as many willing and skilled members of the school community as possible. We can then use a communication tool to reach out with targeted requests for any tasks that require some skilled assistance or advice. By removing the need for these members to attend meetings, but opening up the opportunity to help their school we hope to increase awareness and reach for projects and jobs that may be easily completed when recognising skillsets and tools.

I would certainly welcome any help on this project to reach out to our trade skilled community.

In summary, the rewards are high, the commitment is as large or small as you can contribute, and the KPS community is certainly something that I am incredibly proud of and humbled to represent.

Come and say hello and look at how you might be able to support the school that plays such a huge role in the lives of our most important people.

Michael Baines

President Kiama Public School P&C 2018



## **March Principal's Report for P&C**

### **School Interviews**

Kiama Public School is now utilising an online booking platform to book Parent/Carer interviews. Interviews are scheduled to take place Term 1, Week 10.

To date:

- 258 parents/carers have booked an interview
- 361 student interviews to take place in Week 10

Bookings close 28 March 2019 at 4pm

### **School Photographs.**

The school provides an opportunity for students in the school to be photographed as a service to the parent community. The school also stores electronic copies of individual photographs on our internal database for use on student's reports.

Students must wear full school uniform. We request that students wear yellow shirt and culottes/shorts for the whole school, class group, special group and individual photos.

Families have been advised to inform the school prior to Monday 1 April if they DO NOT want their child/ren to be photographed. This should be done by contacting the school office or in writing to the Principal.

Personalised order envelopes have been sent home. Sibling Photo Envelopes are available at the school office upon request. These photos are for school age children attending Kiama Public School only.

### **Staffing News**

The Deputy Principal position is currently being advertised on JobsNSW. Applications close 4pm Wednesday 27 March.

### **Surveys**

#### **Tell Them From Me**

In 2019, our school is taking part in the Tell Them From Me student survey. Students in Years 4-6 will be participating. The survey will provide us with valuable feedback on what our students think about school life, how engaged they are with school and the different ways that teachers interact with them. The survey is completed on-line and is run by an independent research company, The Learning Bar, which specialises in school-based surveys.

These surveys are currently being undertaken and take approximately 30 minutes to complete.

The results obtained from the surveys will be utilised with staff to drive future directions of Kiama Public School.

### **360 Survey**

This year, our school is participating in the Excellence in School Customer Service 360 Reflection Tool. This is a type of surveying tool which will help our school gather feedback on how we can better communicate with our families.

Interested participants will be sent a survey from the independent company administering the survey in the coming weeks.

### **SRC and House Leader Badge Assembly**

Our fantastic SRC and House Leaders have commenced their official duties. Unfortunately, the badges for our leaders are yet to arrive. When we receive these, Kiama Public School will schedule a special assembly to formally present our new leaders with their badges.

Parents/carers will be informed of the date in advance so that they may attend this important event.

## KPS Budget Summary 2019

### P & C Budget Expenses - 2019

Accounting Fees - Audit currently being undertaken	\$	800.00
Bank Fees	\$	350.00
Life Ed	\$	2,500.00
P&C Fed Insurance	\$	1,500.00
Licenses & Permits	\$	150.00
Book Bags	\$	1,500.00
Accounting Software	\$	480.00
Workers Comp	\$	800.00
Replace Freezer - ICE	\$	2,430.00
Committed New Playground Maintenance	\$	1,000.00
Chaplain Wages - DET Contract	\$	10,000.00
<b>TOTAL</b>	<b>\$</b>	<b>21,510.00</b>

### P & C Canteen Budget Expenses - 2019

Wages - Canteen (estimate) Yearly	\$	38,325.00
Canteen Suppliers - Approx Per Month Payments	\$	6,500.00
Kitchen Maintenance (Sinking Fund)	\$	5,000.00
<b>TOTAL</b>	<b>\$</b>	<b>49,825.00</b>

Actual Expenses	\$	71,335.00
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### Balance as per bank accounts @ 24/03/2019

P&C Assoc	\$13,283.34
Canteen	\$26,448.87
<b>TOTAL</b>	<b>\$39,732.21</b>

# Profit and loss

## Kiama Public School P & C Association

Cash mode

01 Jan 2019 - 24 Mar 2019

ABN: 41015507545

Generated 24 Mar 2019

		<b>Total</b>
<b>Income</b>		
4-1100	Donations	2,920.15
4-1350	Second hand Uniforms	300.00
4-1400	Chaplaincy Programme	130.00
4-4100	Food Beverage Sales	13,795.55
<b>Total Income</b>		<b>17,145.70</b>
<b>Less Cost of Sales</b>		
5-1020	Bread Rolls	65.96
5-1050	Dairy Food	1,085.79
5-1060	Drinks	1,758.99
5-1100	Food Beverage	4,205.37
5-1160	Fruit Veges	479.74
5-1180	Meat/Deli/Swch fillers	54.95
5-2100	Packaging	445.16
5-2300	Misc. Kitchen items	503.00
<b>Total Cost of Sales</b>		<b>8,598.96</b>
<b>Gross Profit</b>		<b>8,546.74</b>
<b>Less Expense</b>		
6-1010	Accounting Software Fe	115.50
6-1100	Bank Fees	19.26
6-1310	School Incursions	2,458.50
6-5400	Superannuation expense	882.66
6-5500	Insurances - Canteen	-21.02
6-5600	Canteen Equipment	2,520.88
6-5610	Canteen Online Ordering	183.59
6-6200	Wages & salaries	9,535.62
6-6500	School Improvements	165.00
<b>Total Expense</b>		<b>15,859.99</b>
<b>Operating Profit</b>		<b>-7,313.25</b>
<b>Plus Other Income</b>		
8-8100	Interest Received	1.11
<b>Total Other Income</b>		<b>1.11</b>

<b>Less Other Expense</b>		
<b>Total Other Expense</b>		<b>0.00</b>
<b>Net Profit</b>		<b>-7,312.14</b>

# Profit and loss

## Kiama Public School P & C Association

Cash mode

01 Jan 2019 - 24 Mar 2019

ABN: 41015507545

Generated 24 Mar 2019

		<b>Total</b>
<b>Income</b>		
4-4100	Food Beverage Sales	13,795.55
<b>Total Income</b>		<b>13,795.55</b>
<b>Less Cost of Sales</b>		
5-1020	Bread Rolls	65.96
5-1050	Dairy Food	1,085.79
5-1060	Drinks	1,758.99
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5-1180	Meat/Deli/Swch fillers	54.95
5-2100	Packaging	445.16
5-2300	Misc. Kitchen items	503.00
<b>Total Cost of Sales</b>		<b>8,598.96</b>
<b>Gross Profit</b>		<b>8,598.96</b>
<b>Less Expense</b>		
6-1010	Accounting Software Fees	57.75
6-1100	Bank Fees	9.63
6-5400	Superannuation expense	882.66
6-5500	Insurances - Canteen	-21.02
6-5600	Canteen Equipment	2,520.88
6-5610	Canteen Online Ordering	183.59
6-6200	Wages & salaries	9,535.62
<b>Total Expense</b>		<b>15,859.99</b>
<b>Operating Profit</b>		<b>-7,261.03</b>
<b>Plus Other Income</b>		
<b>Total Other Income</b>		<b>0.00</b>
<b>Less Other Expense</b>		
<b>Total Other Expense</b>		<b>0.00</b>
<b>Net Profit</b>		<b>-7,261.03</b>

March 2019

## CANTEEN SUB COMMITTEE REPORT

Term 1 has seen a very challenging, but exciting start to the academic year. We have welcomed our new canteen manager Shaye, and she has successfully developed and launched our delicious new healthy house made menu. We are very pleased and proud of the feedback we have received from the school community, and the wider Kiama community. We are also extremely proud of the recent announcement from the NSW Government who have reviewed our new menu, and awarded us as a “Great Choice Healthy School Canteen”. Our canteen is now proudly one of only 25 schools out of 400 to achieve this award.

The canteen has met all of the NSW Healthy Schools Canteen requirements achieving an 89% rate, only having a reduced percentage because we also choose to carry food intolerant and allergy friendly products, for example gluten dairy free coconut products which are not classed as an everyday healthy food and therefore lower the percentage. We will continue to offer products that are inclusive of our students’ health and dietary needs, we will also advocate for these products to be included separately in policy terms so not to discriminate nor exclude students from school canteen choices.

The new menu contains around 90% house made items, including sausage rolls, spaghetti bolognese, pizza sauce, hamburgers, lentil patties, tuna cakes, mac n cheese, all with hidden vegetables; plus 100% chicken breast dippers made fresh by our supplier, house made bliss balls and other delicious snacks. Shaye has sourced new suppliers, many local, (which has pretty much removed the need for Woolworths shopping). These include Rosebank, Mitchel’s fruit & veg, Kizlock Dairy, Gainsborough Bakery, Maverick Chicken, Akira Sushi and Heart & Sol Organics. Shaye is currently working on the winter menu, and we look forward to launching that in Term 2.

Obviously, a new canteen start-up doesn’t come without some teething problems and the team have had to deal with our fare few this term. Including, a broken fridge resulting in stock losses and a new fridge, Flexischools going down nearly on a weekly basis due to their app server problems, broken ovens, volunteer shortages, cancelled events and technology breakdowns our end; however, it is clear these issues have not effected our operations significantly and thankfully not impacted heavily on our sales.

As you know this year, we introduced Green pack as our suppliers for our disposable's items, this has seen an enormous reduction of plastic waste produced by the canteen and also meant the campus has seen a reduction in litter. We now don't automatically give a straw out; the students can request one if needed. This itself means we now hand out less than half a dozen straws a day but sell over 30 drinks a day. The canteen this year also now composts all its food preparation and product waste, recycles all they can that comes into the canteen as packaging etc. from suppliers, including soft plastics. The canteen has begun moving to environmentally friendly cleaning products and removing its use of chemicals wherever possible. We are so pleased to be able to immediately introduce these efforts at the start of the new year and will continue to strive to be an innovative, environmentally conscious, ethically focused canteen.

We absolutely remain positive and convinced that the school, the students and community as a whole being better served by our new canteen set-up and new operational structure.

The canteen sub-cttee would like to formally acknowledge and thank the work, direction and leadership of Shaye, the exceptional hard work of her team, especially the volunteers who ensure we can continue to have a P&C operated canteen.

Please consider volunteering in the canteen, even if it's only a shift a month or term it all helps. And PLEASE spread the word, encourage friends and family to volunteer, it really is a great way to give back and also have fun; the canteen, we promise it's a very rewarding place to volunteer your time this year!

The canteen always welcomes feedback, suggestions, and ideas. Feel free to drop by the canteen or email [welovekpscanteen@gmail.com](mailto:welovekpscanteen@gmail.com).

Cheers

Canteen Sub Committee & Shaye.