



## Kiama P&C Inc. MEETING MINUTES

<b>Date:</b>	11/2/19
<b>Time:</b>	7:00 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), CL (Treasurer), AC (Secretary), EK, LC, KL, MR, NP, VS, AR, MP (KPS AP), MB, NM (KPS Principal), MG, FS, KT (KPS A/DP) CL, BH
<b>Apologies:</b>	KM (Vice President), BM, KV, JS, JC, EV (KPS staff)

#### 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 October 28th, 2018 be accepted.*

*Moved: MB    Seconded: KL*

#### 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	Space theme and design are being developed. Quote has been requested and will be brought to P&C when ready by Anthony - Urban art australia.
Ken Tucker Mural	BL	Update: Design being completed
Google Docs / Event	LS	Event folder on google drive has been created and is ready for new event details to be added this year.

## 2. PRIORITY BUSINESS

### 2.1 Canteen Update

See President and Canteen committee reports.

### 2.2 Reports - error see exec reports below

### 2.3 New families Welcome Night

Date set for Friday 15th March from 5-7. BL & KM are organising. **Call for volunteers** to help with activities, cooking sausages / pizza from canteen, and serving at the canteen etc and to promote P&C (392 families at our school = great opportunity to meet each other). **Flyer & promo being prepared. Teachers will do paper planes and sack races. Nat to follow up drone usage for event.**

### 2.4 Chaplaincy

Currently without a Chaplain. NM is seeking advice on recruiting a new chaplain. P&C have funding ready to support the program. **If anyone has any contacts / know of anyone looking to take on this role can you please share details with the school.**  
**Recommendation to include training as part of the position to encourage applicants.**

### 3. REPORTS

#### 3.1 President's Report

See attached president report.

Question raised: 50/50 : Is there a possibility of online fundraising? **MB to look into digital fundraising possibilities.**

Question: Re traditions / sub committees : Can the P&C send a form home for parents to indicate what they are able to volunteer to do within the school community. **MB to follow up**

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

**Moved: CL    Seconded: FS**

#### 3.2 Principal's Report

An updated table reflecting current changes to class numbers will be provided for publication.

Parent request: Is it possible to have teacher photos sent to families with information at the beginning of the year to help parents identify their child's teacher. **NM to follow up**

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

**Moved:MB    Seconded: AC**

#### 3.3 Financial Reports

Financial Reports will be prepared for members to review online this week.

#### 3.4 Reports from SubCommittees and Representatives

##### - 3.4.1 Canteen Committee

Question: How are orders given to students? Food ordered via lunch bags or online are delivered to the classrooms and handed out to students. Items are also able to be purchased over the counter.

Question: What is required of volunteers. 9-12:30. Volunteers are asked to help prepare lunch orders, serve children over the counter and tidy when service is over. Volunteers can give their time regularly or as a one off. Any help is needed and appreciated.

Recommendations for approval: See report. P&C will review requests and will respond this week.

The P&C approved to purchase a tablet, to approve load and go to \$1000 and for a Canteen /P&C Facebook page to be created. This will be set up and managed by BL and shared with NM for approval before going public. Remaining items will be reviewed by P&C exec

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

*Moved: MB Secoded: AC*

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

2019 Fundraising event dates confirmed. A calendar is being prepared for events and will be distributed. Main events for this year include 50/50s, mothers day stall, fashion parade/high tea, fathers day stall, art Society support and BBQ

### **3.4.3 Grant Applications**

KV will research a list of possible grants. **Teachers and community members are asked to share ideas for grants to apply for or items/areas we need grants for. Eg sensory path.**

### **3.4.4 GrandFriends (Grandfriends Day)**

See president's report

### **3.5 Correspondence**

Cheque received from Lion's Club

Fundraising catalogues

Canteen related correspondence.

Thank you for Solar Panels

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

### **4.1 School Banking - carry over to next meeting**

### **4.2 Dangerous Dad's Camp**

Monty From Habitus spoke about opportunities to support and take part in the fabulous Dangerous Dad's camps being held at the school this year. See flyer and testimonials of the value of these camps. Monty is looking for support from within the school community to encourage participants to attend, to volunteer eg food prep, camp set up etc, and to consider

how we can make this part of our school culture in the future. The first camp (father/son) is coming up in March. Please spread the word! There is also a father / daughter camp planned for May,

P&C are committed to supporting the promotion of the program, and would like to consider the possibility of sponsoring of a father/son team to attend in the future.

P&C member BH recommend health and sustainability grant application through local council which could be written in collaboration with / supported by P&C. A question regarding the possibility of using the \$100 creative grants was raise and will be followed up.

Monty also presented an opportunity for parents to participate in song playground as a fundraiser.

#### **4.3 Solar Panels**

It would be great to generate some attention for the 'opening' of the system through local media (some help from P&C members with connections to local media would be appreciated). **NM will follow up with school media unit.**

**KV will forward some education material to the school that has been developed by CSIRO on solar (and energy in general) for potential use in the classroom. Other ideas on how we could utilise the system in the classroom are most welcome.**

#### **4.4 Fed Rep**

A request for the NSW teachers Fed Rep to attend the next meeting was presented. The P&C wish to respectfully decline at this time.

### **5. CLOSE AND NEXT MEETING**

Close 9:05

Next meeting will consist of a short general meeting followed by the AGM on Monday 25th March . It was also agreed that future meetings be held on Mondays, at 7pm in week 3 and 8 of each term.

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>	11/2/19

I would firstly like to submit the end of 2018 Presidents summary that was distributed at Presentation Day at the end of 2018.

Since this report was written and delivered there have been some exciting and significant changes, most notably the commencement of new Principal Natalie Marshall from week 1 2019. We welcome Nat tonight and look forward to continuing the close relationship that the KPS P&C has enjoyed with our previous principals. It is worth reflecting on the awesome day that was the 2018 Presentation Day. At the end of a long term, we witnessed a really hot day with all students in attendance in the crowded hall, we witnessed the band and choir performing and it was awesome to see all students on their impeccably best behaviour. Truthfully it was another example of just how special our school community is, and how important the role is of the P/C to support those who are shaping and influencing our precious children.

### **Canteen Matters**

The Canteen sub-committee report will detail some of the specifics, but 2019 has commenced with the lodgement of an unfair dismissal claim against the P/C from previous employee's Danielle Gilles and Lynne Roberts. The P/C has engaged RMB to work through this matter and feels that the entire process of the feasibility study, the reshaping of the Manager role and the transparent and open interview process with external and independent panellists will hold us in good stead.

Unfortunately the legal cost will be a direct cost incurred to the P/C and therefore by extension the projects that the school was set to benefit from.

It is worth formally noting and documenting that the position of the Executive remains representative of the 2 UNANIMOUS decisions that were carried in 2018. That firstly there were no other volunteers willing to take on the management of the current staff and structure – this resulted in the decision to hand the school canteen over to external tender. This decision was reversed with Nicole and Victoria stepping up to take over the sub-committee management and commit to a comprehensive review and feasibility study. Secondly at a later meeting the motion was carried that the upskilled and newly created Manager role should be created and recruited for. On both of these occasions there was a completely unanimous decision from the voting members present at each meeting. Furthermore we also note that both previous casual employees who were unsuccessful in the application and interview process have been retained in the casual pool of staff that the P/C has created.

Should legal costs continue to be incurred then we will have to withdraw funding for other projects being planned around the school, including some of the ongoing commitments that the P/C has carried over the years. We hope this won't be the case and feel completely confident in the process followed. I also take this chance to again thank Nicole and Victoria for their tireless work over 4<sup>th</sup> term (2018), the school holidays and the present time with this matter. The community should be aware that the Sub-committee members and Treasurer Christie were spending at least a combined 15hrs per week managing the previous employment structure that was acknowledged and voted unanimously on as unsustainable and inefficiently inappropriate for a volunteer organisation.

At this time there are open legal matters underway, but the Executive continues to work with newly appointed Canteen Manager Shaye on her incredible new menu and commitment to healthy options and fresh produce. Unfortunately with the exciting new range of products, and the immediate massive uptake in orders we are

desperately short of volunteers. If all members of the P/C could please attempt to recruit 1 helper per month as a start point we will make some headway into 2019.

The new menu will be around 90% homemade items, including sausage rolls with hidden vegetables, spaghetti bolognese, pizza sauce, hamburgers, chicken breast goujons, lentil patties and mac n cheese. Shaye has sourced new suppliers, many local, which will pretty much remove the need for Woolworths shopping. These include: Rosebank, Mitchels fruit & veg, Southcoast Dairy, Gainsborough Bakery, Maverick Chicken, LJ Borg, Lyons and Southern Sweets.

KPS canteen will be green from the start of term 1. Green pack are now our suppliers for our disposables, and that means no more plastic straws or cutlery, plus heaps more environmentally friendly products for us. We are so pleased to be able to immediately introduce this at the start of the new year and will continue to strive to be an innovative focused canteen from 2019 onwards.

### **Grandparents Sub-Committee.**

We have some really motivated and passionate Grandparents and Grandfriends who have followed me up to take the lead in this space in 2019. The integration into the school in meaningful and purposeful projects such as the outdoor kitchen as discuss in 2018 remains the first goal. Once we have some projects we can then look to generate assistance and a really positive opportunity for the students to learn from caring older members of the community. This will provide a really exciting forum for information and skill exchange and benefit all parties.

### **50x50s for health and inclusive wellness**

Now scheduled for the Friday of Week 10. 50m on 50 occasions for 50mins. So on the minute every minute for 50 'laps'. The potential is to have all stages attend separately to avoid chaos and disruption.

In the spirit of the old fashioned 'walk-a-thon' students will have the capacity to chase sponsorship for their participation and the options are laid out to be sponsored 5c, 10c, 20c and beyond per lap. 50m is easily walked in 1min so inclusiveness is achieved, and should any student not feel confident or well enough to complete all or any lap then there are other inclusive options available.

At this stage we are looking at utilising some of the funds raised to outfit the dated canteen that currently has minimal / restricted capacity to cook (as opposed to re-heat) fresh produce. A cook top, range hood and other kitchen appliances are all being discussed. We would also like to use some funds raised towards inclusive projects around the school grounds.

I would welcome help from any member of the P/C or Kiama community to help with the logistics and organisation of this.

### **Tradies Sub-committee.**

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.

**The Family Fun night – welcome to KPS – will be held on Friday of week 7.**

All help is greatly appreciated with this, from assisting with activities, meeting and greeting new families or coming into the new canteen to meet Shaye and assist with the catering for the evening. This will be a great opportunity for families to experience the menu and look at their availability to help with the volunteer roster. Belinda Laird, Kaye Middleton (our 2 vice-presidents) and Martin Walker (previous President) have all passionately stepped up to help on the evening and anyone else available will certainly be valued. The night serves to help foster and promote the community spirit within the KPS families and I would encourage everyone to attend as the kids love it, and our family have always come away from the evening with multiple new friends and contacts of the kids friends who are going through similar stages of their lives. Finally, Term 1 also includes the AGM – currently scheduled for Monday of week 9. We will be having a GM prior to the AGM but will attempt to streamline the GM to ensure both meetings are able to run smoothly.



## Principal's Report – 11 February 2019

### Welcome to 2019

Welcome to another exciting year at Kiama Public School.

Thank you to all community members who have taken the opportunity to introduce themselves to me over the past fortnight. The Kiama community have been incredibly welcoming and I look forward to meeting more of our wonderful families in the coming weeks.

As mentioned in last week's newsletter, I would like to thank Mr Kieren Corbyn for successfully leading the school throughout 2018. Mr Corbyn was instrumental in setting up Kiama Public School for a successful start in 2019.

### First Day of Kindergarten

Friday 1 February saw 70 Kindergarten students complete their first day of school. Our Kindergarten staff have been incredibly busy working with our youngest students to determine their 2019 class placements. The placement process for our Kindergarten students is now complete and students moved to their new classes today.

I thank our Kindergarten teaching team for all of their efforts to ensure a seamless transition for our youngest students.

### How a School is Staffed

The Department of Education and Communities provides the level of staffing, finances and resources to schools based on student enrolment figures. Schools have to submit actual enrolments based on students in attendance at school. Formulas are used for the staffing to establish the number of teachers and classes that are provided to Flinders Public School. Below is a table that identifies each grade, the enrolment number of students, the formula and the entitlement.

<b>GRADES</b>	<b>Current Enrolment</b>	<b>Formula Figure</b>	<b>Entitlement</b>
<b>Kinder</b>	71	0.0513	3.6423
<b>Year One</b>	70	0.0435	3.045
<b>Year Two</b>	93	0.04	3.72
<b>Year Three</b>	61	0.0333	2.0313
<b>Year Four</b>	90	0.0333	2.997
<b>Year Five</b>	71	0.0333	2.3643
<b>Year Six</b>	72	0.0333	2.3976
<b>TOTAL K-2</b>	<b>234</b>		
<b>TOTAL 3-6</b>	<b>294</b>		
<b>TOTAL K-6</b>	<b>528</b>		
		<b>Total</b>	<b>20.1975</b>
<b>CRT Positions</b>			<b>21</b>
		<b>RFF</b>	<b>0.882</b>

At the bottom of the table is an allocation for Classroom Teachers or CRT. This is 21, therefore, we will be allocated 21 classroom teacher positions.

### **The Size of Class Groups**

The Department of Education and Communities adheres to the smaller class size program. This program is designed to support quality teaching and learning through early intervention and smaller classes in the younger years.

**Kindergarten** has a target group of 20 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with the local Educational Director is required.

**Year 1** has a target group of 22 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with the local Educational Director is required.

**Year 2** has a target group of 24 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with the local Educational Director is required.

**Years 3-6** have a target group of 30 students.

These class enrolment boundaries establish the optimum numbers of students in each learning group (class).

### **Composite Classes**

Schools are formed in relation to the staffing entitlement based on student numbers from Kindergarten through to Year 6. There are strict guidelines for the numbers of different grade groups. As a result, multi-aged or composite classes are formed so that the school can operate within the staffing entitlement.

All teachers are trained and have qualifications and experience educating students who are at a variety of academic, social, emotional and behavioural levels within the one class.

Best teaching practice is to create instructional groups within every class that cater for the needs and achievement levels of all students. These groups are fluid and flexible and change on a regular basis depending on subject area, achievement level and progress.

I look forward to working alongside teachers and students throughout the course of the year.

### **Meet the Teacher**

Kiama Public School will be holding their 'Meet the Teacher' evenings in Week 4.

#### **Monday 18 February**

Kindergarten: 5:00pm – 5:45pm

Years 1&2: 6:00pm – 6:45pm

#### **Wednesday 20 February**

Years 3&4: 5:00pm – 5:45pm

Years 5&6: 6:00pm – 6:45pm

### **Solar Panels**

The installation of Kiama Public School's solar panels is now complete. I would like to thank the P&C for their generous donation towards this project.

An application for air conditioning in all classrooms will now be submitted as part of the Cooler Classrooms program with School Infrastructure NSW. If successful, this will hopefully see all of our permanent classrooms air conditioned.