



Kiama P&C Inc. MEETING MINUTES

Date:	24/06/19
Time:	7:08 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 7:08pm. MB (President), officially welcomed all in attendance.

1.2 Attendees / Apologies

Attendees:	Mick Baines (President), Catherine Glover (Principal, Kiama High School), Kaye Middleton (Vice President), Belinda Laird (Vice President), Catherine Lyall (Joint Treasurer), Rachael Peedom (Secretary), Natalie Marshall (KPS Principal), Melinda Prior (KPS Assistant Principal), Sarah Webb (KPS Deputy Principal), Georgia Sellars (Teacher), Jacqueline Sloan, Caroline Jones, Victoria Stewart, Nicole Paramanis, Maria Giouroukelis, Amy Cliff, Melanie Rigby, Klaas van Alpen, Lisa Cottrell, Beth Horner, Julie McKenzie, Shay Lucassey, Belinda Meier, Lauren Woolley
Apologies:	Bek McCalister, Kristie Laird, Shan Gallagher, Dani Gilles

Catherine Glover (Principal, Kiama High School) introduced herself to the P&C and explained that she was interested to learn more about the proceedings at other schools in the area. She also discussed some positive points about Kiama High and welcomed any parents to come along for a tour any time.

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 May 13, 2019 be accepted.

Moved: Victoria Stewart Seconded: Kaye Middleton

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	Christie and Nicole to move forward with Klaas to submit grant application
Solar Panel Promo	NM	Media Unit will be contacted after the election is finished. An update on this was not obtained, so will follow up in next meeting.
Fathering Project	MB	Mick Baines re-pitched the concept and proposed it be put forward as a motion to go ahead with the requested P&C Funding contribution. It was unanimously voted to proceed. Mick to contact Michael to go ahead.
Chess Club	JS	Not discussed this meeting - carry over to next meeting. Advertise this again and ask the school to call for volunteers too.
P&C Federation Insurance	MB	Confirmation received that this has been actioned.
Interrelate	NM	Not discussed - pushed to next meeting. NM will offer organisation opportunity to staff. BL & KM will liaise with the school to ensure this is offered again this year - report progress
Fundraiser - Comedy		Belinda Laird to organise the EventBrite tickets Lauren Woolley to arrange music & singing Cathy Lyall to ask Frank Sultana to perform

2. PRIORITY BUSINESS

2.1 P&C Canteen Legal Case

Final statement and summary regarding settlement of legal action and financial cost incurred by KPS P&C.

Mick Baines reported the following:

Tonight serves as the first General Meeting since the resolution of an unfair dismissal claim against the KPS P&C and the following statement will serve as formal and public acknowledgment.

Legal proceedings were instigated against the KPS P&C by former employees in December 2018. This matter has now been settled with confidentiality clauses in place for both parties.

The combined total of a settlement and billings has reached \$21, 000 + GST.

Thank you to all in the community for their ongoing support with our wonderful school.

The P&C were reminded that deed of settlement and strict confidentiality clauses are in place. Special note was made to recognise the stress and turmoil that this has caused to ALL parties involved, to all involved over consecutive years and there is hope that the remainder of 2019 will be positive for all involved.

2.2 Motion to amend Clause 3 of the Kiama Public School P&C Association By-Laws

Motion to amend the ByLaws to allow a 12 month extension of existing Committee positions, in the event the Member wishes to continue to volunteer in the position and in the absence of any other members offering to nominate themselves or be nominated for the position. The extension shall be in place until such time as a replacement is nominated and voted in by majority vote in the following AGM.

New wording of Clause 3 proposed as follows:

“A Member occupying a Committee Position shall not serve more than three (3) consecutive years in that position. Notwithstanding, at the completion of consecutive years, in the event the Member wishes to continue to volunteer in the position and in the absence of any other members offering to nominate themselves or be nominated for the position at the coinciding AGM, an extension of the Member in that position shall be put into effect until such time as a replacement is nominated and voted in at the following AGM.

Voted unanimously to pass the motion - Secretary to amend ByLaws and share with P&C with the minutes

2.3 Motion to nominate and vote for second Vice President

Belinda Laird Voted in unanimously as Joint Vice President

Voted by Mick Baines

Seconded by Nicole

3. REPORTS

3.1 President's Report

Kiama P&C General Meeting 24th June 2019

Presidents Report

Thanks to all members of the community for all of their work and efforts since our last meeting and AGM.

- Over the past few months the new Executive have met and are excited about the year ahead. As mentioned in priority business, we can now confirm that there has been a deed of settlement signed to end our ongoing legal proceedings that were undertaken against us in 2018. This will hopefully provide a positive environment and energy for the entire P&C community moving forward. The financial cost has been huge, but the emotional and personal toll to all involved has certainly been appreciated by our school. The current canteen structure now accurately reflects the wishes of the multiple unanimous votes that were carried last year, from the feasibility study to the upgraded manager role. The reporting and delegation is now much more efficient and MOST importantly, the food is incredible and something the entire school is so PROUD of. Our kids are eating fresh produce, healthy options and I have had the privilege of being approached by multiple families in the community who still want to comment on how happy they are that they can remove one more stress in the morning with the capacity to order healthy fresh food when needed.
- Special thanks again to Nicole and Victoria as well as Shaye, Maria and all others involved. The stated goal of the P&C was to provide outstanding service to support the school rather than worry about a profit making canteen, and as we approach Terms 3 and 4 we can confidently say and predict that we are going to be ahead of all projected targets from the feasibility study

It is with much sadness that we recognise the departure of Kieren Corbyn who has taken up a position of relieving Principal effective immediately. His teaching, leadership and community knowledge will certainly be missed!

- a) I recently represented the KPS P&C along with 4 other Father's of students here at KPS at the information evening for the previously discussed 'Fatherhood Project'. Now that we have a clearer understanding of the project and its commitment needed from the P&C, the Executive wholeheartedly endorse the program and the small financial commitment that will have a vast and wide-ranging influence throughout our school and community at multiple touch points. Its evidence based, progressive and completely inclusive – really exciting times ahead.

- b) The chaplaincy advertisement has now closed and there are some exceptional candidates that have applied. We will work with the school now to clearly identify the role requirements and should have a chaplain appointed prior to Term 3 commencing.
- c) The Kiama Art society set up and pack down will require volunteers again in 2019, 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, but the task itself is a nice way to spend an hour doing some lifting and setting up. (Am I selling it here?) We need more than the amazing few families who helped last year.

There has also been an approach to the P/C informally to look to take a bigger role on a more regular basis with a BBQ at the Kiama Markets. The BBQ makes approx \$2000.00 - \$3000.00 per day – but would require some responsibility and leadership from someone in the P&C or wider community to take the lead on this. More details to come.

Thanks again for all your help and support, and we look forward to some exciting events that are coming up in the 2nd half of the year.

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

Moved: Kaye Middleton Seconded: Caroline Jones

3.2 Principal's Report

See attached



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Principal: Natalie Marshall
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Principal's P&C Report June 2019

Staffing Update

On Thursday evening, Mr Kieren Corbyn was appointed as the Relieving Principal of Hill Top Public School. Mr Corbyn's appointment commenced this morning Monday 24 June and is anticipated to continue for the remainder of 2019.

The recruitment process happened very quickly on short notice. Kiama Public School is now in the process of recruiting an Assistant Principal and Classroom Teacher for Mr Corbyn's class.

On behalf of the students and staff at Kiama Public School, I would like to thank Mr Corbyn for his efforts, expertise and leadership and look forward to hearing about his new leadership journey and celebrating his successes in the not too distant future.

2020 Kindergarten Enrolment Process Commences

The 2020 Kindergarten Enrolment Process has commenced. Enrolment packages are available at the Office.

Our School Captain Tours for 2020 Kindergarten students are being conducted on 27 June at 12.30pm and 2 August at 10.00am.

End of Semester 1 Reports

Student reports for Semester 1 are being finalised and printed ready for distribution on Friday 28 June 2019.

I would like to thank the staff for their hard work assessing and reporting on each student's academic, social, emotional and behavioural achievement and progress. I would also like to thank our Administration Team for their efforts in the reporting process.

Yamaha Japanese Student Visit

This year, Kiama Public School will be hosting students from Yamaha Japan. Students will be in Kiama from 27 July 2019 – 31 July 2019.

Home stay hosts are still required. If you are interested in hosting students, please contact Bill Clark on 0418 215 990.

PBL

This term, staff at Kiama Public School will commence official professional learning in Positive Behaviour for Learning. Positive Behaviour for Learning is an evidence based whole school process to improve learning outcomes for all students. Approximately 42% of Department of Education schools within New South Wales are trained in PBL pedagogies.

Term 2 Activities

This term has been a very busy and productive term at Kiama Public School. Students have had the opportunity to participate in a number of additional learning activities including;

- 50x50 Fundraiser
- Adopt a Farmer Fundraiser
- Stage 1 Excursion – Possum Magic
- Year 5 Camp – Canberra Excursion
- Rugby League Gala Day
- PSSA Netball Knockout
- PSSA Soccer Knockout
- Gymnastics K-2
- Footsteps – Stage 3
- Athletics Carnival
- Premier's Debating Gala Day
- Premier's Spelling Bee
- Southern Illawarra Music Festival Preliminary Rehearsal
- Choir
- Band
- Wakakirri (Dance)
- Comic Club
- Drama Club
- 3D Printing Lessons
- STEM with RoboLink
- Buddy Activities
- National Sorry Day Activities
- Reconciliation Activities
- NAIDOC Activities (Week 10)
- Ken Tucker Mural
- Chess Club
- Library Monitors
- SRC
- School Captains
- House Captains/Vice Captains
- Food Allergy Awareness
- Cooking
- NAPLAN

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

Moved: Caroline Jones Seconded: Lauren Woolley

3.3 Financial Reports

P&C financials still in transition mode. Provisions in settlement for delayed payment for legal costs. A full update on the current status of the financials will be provided to the P&C at the next meeting.

A motion was made to have Christie Lewis, outgoing treasurer, to remain active as treasurer and on banking accounts until transition of role and banking is complete.

This was voted on unanimously in favour

3.4 Reports from SubCommittees and Representatives

3.4.1 Canteen Committee

See attached

June 2019

CANTEEN SUB COMMITTEE REPORT

A. Highlights since last meeting:

- Term 2 is shaping up to be another success with the introduction of the winter menu ticking everybody's food wishes. The house made slow cooked butter chicken and pumpkin soup are a big hit as is the warm milo.
- For the first time ever, we celebrated Food Allergy Week from 26th May – 1st June and it was a wonderful success. We received so much positive feedback from students and parents – including some new parents who were taking part in a school tour; their son was very excited about coming to a school and having the opportunity to enjoy the canteen just like all his class mates. With over 10% of our school community suffering from allergies it is important that we collectively support those who suffer, and we ensure our menu is as inclusive as possible. Available everyday now is nutlex, rice or soy milk, rice crackers, vegan cheese, gf bread and several over the counter snacks. Our house made beef patties contain 100% beef supplied by Rosebanks; Shaye adds absolutely nothing to them, so they are a very clean healthy allergy friendly choice. We have several menu items that are allergy free and the new updated menu for term 3 will highlight these.
- We continue to utilise the fresh produce of our school, this term that has been pumpkins, carrots, salad leaves and tomatoes. The kids excitedly bring these up to the Canteen on a regular basis. This is definitely an exciting area to develop as we enter spring and we look forward to working with the school, Mr. Hall and Ms. Kelly, in ideas for what to plant etc.
- The athletics carnival was a fabulous success on all counts. We can't thank the wonderful volunteers enough who assisted in the lead up and on the day; we had 10 volunteers on the day, and this ensured we achieved lower overheads and maximized the profit for the day. We had sales in excess of \$1700 which is brilliant, thank you to everyone for supporting your Canteen.
- The canteen is still working with the P&C Exec to secure funding for a kitchen upgrade and we are 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.
- Thank you to the school for purchasing the new oven for the Canteen.
- P&C Executive – Treasurer: With the handover just finalising, we look forward to moving forward with our planning for the remainder of the year and 2020 once we have the financial data etc.

- Equipment purchases made following on from last meetings approval:
 - Laptop and basic android phone for internet access for the canteen, utilised \$500 Harvey Normal voucher towards the cost
 - Square – will launch from term 3
 - Food processor – donated to the canteen by Nic & Sands

B. Current projects:

- Term 3 event planning – including P&C fundraiser and school disco
- Term 3 menu upgrade
- 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 – P&C to receive draft at next meeting
- Canteen policy and procedure review and update – to be completed & implemented by year end
- Canteen Upgrade

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

KPS Canteen Sub-Committee

June 2019

NP

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

Moved: Jacquie Sloan

Seconded: Belinda Laird

3.4.2 Fundraising

3.4.2.1 Jacquie Sloan - Comedy Night Proposal - proposed date 6Sep in the Kiama Pavilion

My good friends Tamara and Dave (AKA Kiki Bitovabitch/Kiss Arts Festival) have kindly offered to do a comedy show for us as our main event for the year, free of charge (after I told them about our financial and legal woes)! I think a comedy night would be great, as we haven't done this before, and Kiki is hilarious.

Date proposed - 6 September at Kiama Pavillion

In light of the P&C's current financial position, Jackie from The Pavillion has offered us a 40% discounted rate of \$513.00 including cleaning fee for the night, with access to set up in the day.

Discussion points were as follows:

- 1/ How much should we charge for tickets? First \$500 to go to Pavillion - [agreed price was \\$50 per ticket](#)
- 2/ Prizes & silent auctions? - [decided just to do a pre-sales raffle. Mick Baines agreed to ask local businesses to donate prizes.](#)
- 3/ [Cathy Lyall suggested we arrange wine donations and parents can pre-order wine through EventBrite](#)
- 4/ [Nicole suggested we organise cheese platters, which can be pre-ordered - through Pines.](#)
- 5/ Need helpers on the day to set up.
- 6/ Decorations - KPS Banners - Natalie confirmed this will be OK
- 7/ Decorate your own table competition - Bottle of champagne prize for the best decorated table.
- 8/ [Jacquie to put a "save the date" out](#)

3.4.2.2 School disco for kids - Nicole Paraminis offered to organise.

Not a fundraiser - just to cover costs

A social engagement event

4.30-6pm K-3 years

6.30-8pm 4-6 years

[Suggested date - Friday 20 September](#)

[Jacquie Sloan to include this in her "save the date" message to school community](#)

[Unanimous vote to go ahead.](#)

3.4.2.3 Belinda Laird suggested a shopping bus tour to Sydney - Mums day out.

Belinda will report back with more details.

[Unanimous vote to go ahead.](#)

3.4.3 Grant Applications

3.4.3.1 The 'my community project' grant is being finalised and will be submitted this week to seek funding for the kitchen renovation. - [Belinda has submitted and waiting to hear back.](#)

3.4.3.2 The 'Cool it classrooms grant' application has been submitted by the school.

3.4.3.3 **NSW Government "Community Building Partnership Grant Program" - proposed by Klaas van Alphen** - new round opens Sep 2019.

Average funding application in previous rounds is \$20K, but we can apply for more if desirable. Funds can be used for new capital equipment and major refurbishments. The priority is to ensure we dont apply for funds that should be covered by the AMU Maintenance activities. If the P&C is keen and we have good use for the funds, Klaas van Alphen is volunteering to lead / write the application. More info can be found here:

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

Christie Lewis has requested to lead this project, to ensure the grant is used for a project that would incorporate the Sensory Path.

Klaas to be looped in with Christie & Nicole to move the project forward

3.4.4 GrandFriends

Nothing to report at this meeting.

3.5 Correspondence

None

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

4.1 Art Society Planning

1.30pm Sunday 25th August? Upstairs in Leagues Club - need 10 people for a few hours. Pack down in Sunday 8th September from 1-3pm. (Mick Baines) . We are being paid \$1000 to do set up and set down.

[Mick requested as many people as possible to put the dates in their calendar to help.](#)

4.2 Rotary Club asked for us to offer our services to run a BBQ for the markets

Mick to find out more information and report back at next meeting.

4.3 P&C Communication - Facebook Group for any and all parents.

To be on the P&C Facebook messenger group, it is not essential to be Financial or attend all meetings. Rachael will send out a request for the school to post in the newsletter to advise any parents who wish to join the group to contact Rachael Peedom (Secretary) via text msg on 0409860044 and she will send you a link to join the group.

- Rachael to send out a reminder to Natalie Marshall to invite any parents to join the P&C Facebook messenger page and to follow the Facebook page.

4.4 Kids movie night / disco - late Term 3 / early Term 4 - as per above.

4.5 Chaplaincy Position - Applications have closed. KPS DP is reviewing the 2 applications.

4.6 Caroline Jones - suggested we do a cooked breakfast on the BBQ for Naplan Students. - she offered to donate the food and cook for the students sitting the Naplan - agreed by all this was a great idea.

4.7 Free initiative run by AFP around online safety for children. - Bek McCalister <https://www.thinkuknow.org.au/about-thinkuknow> - Bek to send through a proposal to Natalie

4.8 Lauren Woolley proposed a change of uniform.

Natalie Marshall requested the first step is to run a survey with the whole school community to seek opinion on .

Lauren to look into more rules around changing colours and changing material.

A Uniform sub-committee to be formed.

Note is made that this wasn't a unanimously supported idea and certainly remains only a concept for discussion at this stage. All factors including where uniforms are purchased, what material is used, colours and designs in addition to bringing the boys and girls options closer together were all discussed with no definitive plan established or agreed on. At this stage the community needs to be assured that nothing is being moved forward on beyond discussion re current options at this time.

5. CLOSE AND NEXT MEETING

Close 9.30pm

The Next General Meeting will be held on Monday 5th August, 2019.

Subsequent General Meetings to be held on 2 Sep, 28 Oct & 25 Nov.

Minutes and attachments submitted to the P&C on

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	26/06/19