



Kiama P&C Inc. MEETING MINUTES

Date:	02/11/20
Time:	7:07 pm meeting opened by President (MB)
Place:	Zoom

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 7:05pm. MB (President), officially welcomed all in attendance.

1.2 Attendees / Apologies

Attendees:	Mick Baines (President), Klaas van Alphen (Treasurer), Rachael Peedom (Secretary), Sarah Webb (Acting Principal), Melissa Kirk (Relieving Deputy Principal), Julie McKenzie, Beth Horner, Janice Goodridge
Apologies:	Kaye Middleton, Belinda Laird, Victoria Stewart, Jacqueline Sloan, Cathy Lyall.

1.3 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. 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 15th September, 2020 be accepted.*

Moved: *Mick Baines*

Seconded: *Klaas van Alphen*

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
Consultant for School Wish list items	Sarah Webb	Waiting on quote from Landscapist, including ideas for natural playground upgrades and addressing safety issues. Rachael P to ask around other Landscape Gardeners to get additional quotes. Grass turf work do be done next year. Will wait until temperatures decrease to ensure the turf settles. Expectation is the \$\$ cost for all the work will be high
Contact list gathering	Sarah Webb	Bad timing with send out of last one due too close to holidays. This week Rachael to re-post and Sarah will send out link via e-news. Rachael to check on her access to edit P&C FB page.
Uniform	Sarah Webb	Sarah has announced in Newsletter, so parents are now aware the new shorts are available.
Fathering project	Sarah Webb	Good turnout on Zoom Trivia Night 50 had registered and 44 signed on Michael Bowden did a great job Good feedback from parents Rachael to prepare a draft for Sarah to send out with a thank you to parents for attending and a summary of the purpose of the Fathering Project

2. PRIORITY BUSINESS

2.1 Maggie Dent speaking

Proposal reviewed and all agreed for Rachael to enquire about Maggie speaking in Feb 2021.
Need dates available, costs and max numbers etc.

2.2 Stage One Recruitment Panel Creation

Belinda Laird from P&C has volunteered to sit on the selection panel for a Stage One position available at KPS. Candidate selection will be Closed Merit, New Teacher Graduates who have been invited to apply.

3. REPORTS

3.2 Principal's Report



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2 November 2020

Term 4, Week 4 P&C Principal's Report

Staffing Update

Matt Kirk, previously on leave, resigned from his classroom teacher position. This position will be filled through merit selection. A panel has been formed and are in the process of recruitment.

Current Operation

Some of the activities that can now proceed for Term 4 with restrictions are:

- Kindergarten orientations (with strict guidelines- please see below)
- Year 6-7 transitions
- Interschool activities
- End of year celebrations such as graduations and dances
- SRE/SEE volunteers may attend
- Excursions and day camps (with strict guidelines)

End of Term 3 Activities

- Virtual Debates with local schools
- Stage 2 Lifeguard talks
- K-2 Dance2b Fit
- Stage 2 Cricket NSW
- Stage 3 Science Fair
- SRC mufti day; fundraiser for Headspace
- Online Interschool chess competition

Term 4 Activities

- Stage 3 Tennis
- Book Week with a visit from the Public library for Stage 2
- Book Week Character Dress up
- Kinder parent information session via Zoom
- Kinder playgroups

Future Term 4 Activities

- Year 6 "Camp"
- Life Education Stage 2 & 3
- Stage 2 Incursion
- NAIDOC Week
- Pink Stumps Cricket Day
- Cultural Immersion Day to Werri Beach
- Transition to High School

- Year 5 2021 OC placement test
- Year 5 “Camp”
- Stage 3 Sport
- Picnic Days
- Year 6 Graduation
- Regional Online chess competition

Kinder Orientation

- 68 Kinder students enrolled for 2021.
- 56% of our families were in attendance at our Parent Information Session via Zoom.
- Playgroup sessions are booked for students to visit the school over 3 different Tuesdays.
- Weekly SWAY newsletter just for Kinder families with lots of information about the school.
- Kinder Interview are underway this week to establish connections with the families and plan for a smooth transition for individual students and families.
- Unfortunately we are unable to hold the traditional Welcome to Kinder assembly this year.

End of Year Celebrations

At this stage the end of year assembly and Year 6 graduation will not run in its traditional form. Plans for both events are underway, including online and virtual options.

Strategic Improvement Plan (SIP)

Reviewed the School Excellence Framework and self-assessed our school by examining each element within the framework.

The Executive team have started our situational analysis by reviewing, collating and examining school data (both internal and external measure) to establish a clear understanding of the school’s needs. This also has also included teacher forum and surveys.

From Week 8, parents and carers have the opportunity to complete the **Tell Them From Me** survey and this data will also be reviewed to contribute to the identified areas of growth for the school. Additional information will be collected through a process of appreciative inquiry this term.

It is anticipated that once our Strategic Directions are drafted it will be shared with the P & C next year.

School Bell and Emergency Communication System

New system being installed on 11 November.

Challenge Learning Professional Learning

Teachers have undertaken lesson observations to view effective strategies that promote rich dialogue occurring in the classroom.

Scripture and SRE

An additional option of Islam will be offered from 2021.

Connection Desk

We participated in a trail with NDIS to host meetings to support families with questions and queries about NDIS access and services. The initial feedback was very positive from the first few families and we plan to integrate this as a regular service to support our families.

3.3 Treasurer's Report

P&C GM 2 Nov 2020

Treasurer's report

1. Outstanding Actions

- Close off MYOB account. Christie has closed the account on 2 Nov 2020.
- Cancel Workers Comp Insurance. The insurance with ICare has been cancelled. Actual wages paid in 2017-18 and 2018-19 were not submitted.
- Submit annual account and update officer details to P&C federation.

2. CBP funding

- \$34,044 deposited in KPS P&C bank account on 5 August. The following payments have been made associated with the CBP funding / Sensory play project:
 - i. Payment of \$2,504 for sensory resource library was paid to Starfish Education to establish a resource library.
 - ii. Payment of \$18,800 for the sensory pathway was paid to UrbanArt. This represents 100% of the total costs of the sensory pathway and Maze. This has now been successfully completed.
 - iii. Payment of \$3,678 to Proludic Ltd for play panels (30% deposit).
- \$9,062 is the remaining CBP funding balance on 2 November 2020.
- Other comments:
 - i. 70% of the remaining costs associated with the play panels will be paid on delivery (scheduled for January 2021)
 - ii. We are still awaiting delivery and payment details associated with the sensory play equipment for the nature playground.
 - iii. A progress report for the Dept of Education is due this month.

3. P&C account balance (combined canteen and operating account - excl. CBP funding of \$9,062)

- \$33,703 is the balance on 2 Nov – note:
 - i. KPS reimbursement for defibrillator of \$2,898.14 was paid on 27 Oct 2020
 - ii. KPS reimbursement for book bags of \$1,064.55 was paid on 27 Oct 2020
 - iii. Jackie Sloan reimbursement for flowers of \$69 was paid on 15 Sept

4. P&C Federation

- Membership has been renewed for 2020-21.
- Action: Submit annual account and update officer details to P&C federation

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

Moved: Mick Baines.

Seconded: Belinda Laird.

3.4 Reports from Sub Committees and Representatives

Nil

3.5 Correspondence

Nil

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

4.1 Uniform – wider brimmed hat suggested as an additional hat option.

Discussion on whether these can be added as an option instead or in addition of current hats. Sarah Webb will look into guidelines and report back.

4.2 CBP funding for the sensory pathway + play equipment.

Urban Art has completed painting of the sensory pathway and maze. Chrissie and Sarah Webb assisted with the design and supervised the work.

We are still awaiting the sensory resources from Starfish. Klaas will follow up with Bec on this. Bec Mcalister has sent a template for each of the items kids can borrow from the library.

4.3 Question asked about why the change from School Captains to School leaders.

Sarah Webb advised that the role of Captain and Vice Captain are the same, so no real reason to differentiate the roles. She also said it makes it easier for school to approach all leaders instead of just 1 or 2. Also, the Sports Captains didn't have enough candidates to meet a requirement for 2 boys and 2 girls.

5. CLOSE AND NEXT MEETING

Close at 8.09pm

Next Meeting will be an informal Christmas meeting – date TBC

Minutes and attachments submitted to the P&C on.

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	02/11/2020