



Kiama P&C Inc. MEETING MINUTES

Date:	10/08/20
Time:	7:05 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), Kaye Middleton (VP), Belinda Laird (VP), Klaas van Alphen (Treasurer), Rachael Peedom (Secretary), Sarah Webb (Acting Principal) Melissa Kirk (Relieving Deputy Principal), Beth Horner, Cathy Lyall, Julie McKenzie, Caroline Jones, Melanie Rigby, Carla Quigley
Apologies:	Dani Gilles, Victoria Stewart, Belinda Meier, Bek McAlister

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 29th June, 2020 be accepted.

Moved: Cathy Lyall

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
KPS Wish list	Sarah Webb	Produced from Staff Survey. Provided to P&C and agreed we will use this as the basis for the agenda for our next meeting. RP to add in Stuart Halls list to the school's wish list.

2. PRIORITY BUSINESS

3. REPORTS

3.1 Presidents report

Presidents Report Monday 10th August 2020

This report is written post the meeting, as my preparedness and organisation was certainly challenged (and missing) prior to the meeting.

The most significant points to report as discussed at the meeting are

1. An increase in communication from the school around planned changes to teachers and classes has been noted and appreciated.
2. The opportunity to work with Sarah between meetings has been greatly appreciated and already is seeing some better shared discussion and communication in this new socially excluded world (considering the challenges and restrictions around parents in the school)
3. The need moving forward with potential Zoom based meetings to have clear agendas prepared and circulated prior to the meeting to allow the KPS staff a chance to prepare information and maximise efficiency. This will mean all community requests and points will need to be conveyed to the P&C Executive in advance as we will commit to staying on the published agenda as a goal.

We recognise our community is really struggling with the ongoing stress of uncertainty and pandemic related changes, but more recently the despair and heartache associated with the grieving of far too many members of our municipal community has also sharpened into clear focus for many of us.

We are committed to assisting and supporting the KPS staff and community in whatever role we can play in this current environment, and urge anyone at all in the school community who may be struggling with connection or uncertainty, or seeking a voice to advocate for them to please reach out to myself as President or any other members of the community

Michael Baines – 0434036191 / mick@baimed.com.au

Rachael Peedom – rachaelpeedom@gmail.com (Secretary)

Or send an email to our P&C address and we will have someone from your child's age cohort or best equipped to help with your needs or concerns come back to you asap to ensure we are functioning to support our school community as best we can – kiamapandc@gmail.com

Finally – we are still looking for 2 members of our school community to step into our vacant Vice-President roles to work with our Executive for this year. The role requires only minimal commitment and no experience (what could possibly prepare anyone for 2020 school life) and has huge benefits in my opinion in that it allows you to show your children that you value their education – their workplace so to speak. So for anyone wanting to be more connected to their school, and be aware of the inner workings of the (arguably) most important place that their most important little people attend (again, only in my opinion) then please reach out and ask for more information.

Lastly (after finally) we are looking to reconnect via the Fatherhood Project with all the fathers and father figures (absolutely open to anyone) to push another event in the coming months and create

an opt-in database for folks to have their name, contact details and skill set to be created to allow us to reach out directly to anyone who may have a particular skill or passion or contact that we may have need for – all without having to come to meetings or stress about thinking outside their scope of skills or passion.

- Our first shout out is for anyone with a background or skill in either landscaping or engineering or “other” to help us work with the school on solving some problems associated with the safety of the schools (and most of the kids favourite) Natural Play area that is in dire need of some work and safety planning.

Thanks again and stay safe and connected

Mick Baines

President KPS P&C

3.2 Principal's Report

10 August 2020

Term 3, Week 4 P&C Principal's Report

Staffing Update 2020

Mrs Alana Mellor started her maternity leave next on Monday Week 3 and has been replaced by Taya Holz-Rogers.

Mrs Alison O'Leary continues to teach 3/4T as Mrs Rikki Toohey is on alternative duties due to health and safety concerns.

Last Term Mrs Kim Thomason started working one day a week as our (EALD) English as an Additional Language and/or Dialect teacher.

Current Operation

The current departmental directives still restricts and impacts many parts of normal school operations.

- Non-essential adults are still not permitted on school grounds or at school events.
- All essential visitors are to sign in at the office.
- School Assemblies (Limited to 15 minutes).
- NDIS Services can now return to school with students on site if they demonstrate compliance with health and safety requirements and sign an acknowledgement form.
- Incursions/External adult providers to support curriculum delivery.
- School sporting activities, including contact sports and inter-school competitions.
- STEM and Robotics lessons lead by Robolink began again this term.
- SRE and SEE classes are on hold due to the limited number of volunteers returning to lead these classes.
- Choir restarted with students.
- Chess club recommenced.
- Chess club recommenced.
- Library co-operative classes recommenced.
- Band is looking to re-commence later this term.

Activities on hold until further notice

- Kindergarten Orientation.
- School camps.
- Excursions (other than field trips explained above)
- Parent and carer volunteers or attendance at assemblies and other school events.
- School-based activities that involve large gatherings of adults. These include parent/community gatherings such as parent functions, working bees, fundraisers, school BBQs, large parent information evenings, and large on-site cultural events. P&C meetings should continue on-line where possible.
- Certain large arts and sports events are cancelled or delayed. Many large-scale arts events and sports tournaments rely upon feeder activities and have long-lead time organisational arrangements. As a consequence, a number of annual activities are planned to be delayed or cancelled.

Education Week

396 views of the Education Week Classroom Snap shots.

Term 3 Activities

- Dance2BeFit
- Stage 2 & 3 Sport (impacted by wet weather)

Positive Behaviour for Learning

A new sun mascot, designed by a student, was selected by the students to promote positive behaviour and learning strategies. The mascot was converted into a digital format by Dean Koorey, a community member. A survey is currently underway to identify a name for the new mascot.

Lift

The lift is now operational.

New Strategic Improvement Plan (SIP)

On the first day of Term 3, the Department of Education launched a new strategy for School Excellence. This strategy aligns the process of school planning with school evaluation. The old 'School Plan' will now be referred to as a Strategic Improvement Plan. This cycle will now conclude with External Validation. Schools now have 3 terms to develop the Strategic Improvement Plan. The first steps for developing this plan will be conducting a situational analysis.

School purchases

20 new laptops for Stage 3

School Bell and Emergency Communication System

We are currently investigating a new system. The school's current speakers are not efficient enough to cover the whole school outside and the internal 'airphone' speakers have also been replaced by new phones.

Activities that remain on hold

Year 6 Camp to Berry has been cancelled. The Stage 3 team are exploring other options for students to still engage in some form of team building locally.

Kindergarten Orientation

This year's Kindergarten Orientation look to be taking a slightly different form.

- 1 week of Orientation visits instead of 3 rolling weeks.
- Current guidelines limit orientation to take place, alternative activities are being explored to transition our new students to Kiama Public School.

New Online Enrolment

The new online enrolment 'went live' today. New families to the school can now enrol via our school website under the "Enrolment" tab.

Additional discussion.

3.2.1 **DOE Strategic Plan** – discussion around the new pillars of learning that will be put in place. Sarah will share any more information on the new structure as it comes to hand.

3.2.2 **Class / Parent Contact lists:**

Cathy commented that there are no class / parent contact lists if COVID forces homeschooling again. It was agreed we need someone (ideally a parent) to coordinate the contact list gathering. The challenge is finding someone who has time to do that. Discussion to be continued.

Perhaps each class could have one parent coordinate a Facebook / Messenger group

Question was asked by a parent to the Principal if there is a way to have an Opt-in Contact list sent out to all parents. Sarah advised the school is not able to get involved with any information / contact details sharing.

The other suggestion was to expand the contact list to include skills and perhaps what the parent / carer can offer? No decision made as it will require someone to coordinate.

Melissa Kirk advised in the School Starter Info Pack, they include:

P&C FB group

P&C Messenger Group

P&C Exec contacts.

Request from school, was if one person from P&C could be the key contact person for onboarding new parents, however this was not yet confirmed.

3.2.3 Uniforms – can sell unisex blue shorts. Still same price as existing shorts.

Sarah to communicate to parents of Uniform “Option 1 or 2”.

Belinda to ask Uniform shop about the possibility of including Blue Pants as a unisex option.

Order smallest quantity first for pre-order.

Belinda Laird to follow up.

3.2.4 Cathy asked what the school’s policy is on calling parents when there has been an injury at school.

Sarah to take on notice and discuss at next meeting.

3.3 Treasurer's Report

P&C General Meeting 10 August 2020

Treasurer's report

1. Actions from previous meeting
 - 1/ close off MYOB system we are paying for – In progress – paperwork for received. Still needs to be formally closed off.
 - 2/ Workers comp payments – let insurance lapse – Done.
 - 3/ Professional indemnity for P&C - renew. – Paperwork received. Still needs to be formally renewed (to be done before end of August).
2. CBP funding
 - Funding agreement executed
 - \$34,044 deposited in KPS P&C bank account
 - Procurement plan for sensory items to start (Klaas and Bek to meet this week)
3. P&C account balance (combined canteen and operating account - excl. CBP funding)
 - \$36,961.42
4. Creditors
 - The Fathering Project: \$1,100
5. Requests for funding for defibrillator
 - \$2,912.95 - ZOLL AED 3
 - There is sufficient budget to pay for this
6. CommBiz
 - Klaas and Rachael are now registered on Comm**bizz** and tokens / virtual keys have been received.
 - Once up and running, this will allow for the Treasurer to make payments (remotely).
7. Grant funding opportunity – Kiama Council
 - Health and Sustainability Grants of up to \$1,500 to promote health and sustainability in our community (\$6000 total funding available)
 - Deadline for proposals is 10 Sept 2020.
 - P&C is eligible to apply
 - Guidelines: <https://www.kiama.nsw.gov.au/Council/News/Health-and-Sustainability-Grants-2020?BestBetMatch=grant|58de3f4d-c8eb-49ba-94dd-9cbda2e0414d|66677c87-5f41-462f-af89-aa65190a2f7a|en-AU>
8. P&C Federation
 - AGM scheduled for 29 August
 - Membership renewal
 - Action: Submit annual account and update officer details to P&C federation

Additional comments – Sarah asked if she can be kept in the loop with the design process for the Sensory Playground.

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

3.4.1 Fundraising

3.4.2 Grant Applications

3.4.2.1 Sustainability & wellness Grant application:

- \$1500 available under the Kiama Council run funding scheme. It was suggested that we can apply for reimbursement of the defibrillator. It was suggested that success with this would be unlikely.
- Monte's Mental Health Program – Sarah Webb advised the school is looking into longer term solutions for the school.
- Consumable sports equipment – broken balls & other equipment. – Beth advised unlikely this will fall in the category of Sustainability & Wellness.
- Fatherhood Project – Mick to speak with him.

3.4.4 GrandFriends

Nil

3.5 Correspondence

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

- 4.1 Fatherhood project – Mick Bowden. Mick Baines reported there had been some confusion around the deliverables of the program, which have now been resolved.
Mr Ellsmore has some ideas – Mick to find out from Mr Ellsmore and convey ideas to Mick Bowden.
Mick Bowden has some programs to be delivered in the school – Mick Baines is working with Mick Bowden around the delivery of these programs.
- 4.2 Indigenous relationships improving. A proposal to introduce more communication with our indigenous community
- 4.3 Mick mentioned that he has noticed some improvements in communications between school and the Parent community

- 4.4 Solar panels – Sarah reported that they were installed but the installers didn't install the energy display panels / meter. Sarah is now going back to them to ask the original installers, why this wasn't connected. Andrew Sloan and Klaas van Alphen offered assistance.

5. CLOSE AND NEXT MEETING

Close at 20.41pm

Next Meeting 31st August, 2020 at 7pm

Minutes and attachments submitted to the P&C on.

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	10/08/2020