



Kiama P&C Inc. MEETING MINUTES

Date:	28/10/19
Time:	7:01 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 7:01pm. MB (President), officially welcomed all in attendance.

1.2 Attendees / Apologies

Attendees:	Mick Baines (President), Belinda Laird (Vice President), Kaye Middleton (Vice President), Rachael Peedom (Secretary), Klaas van Alphen, Natalie Marshall (KPS Principal), Sarah Webb (Deputy Principal), Lisa Cottrell, Julie McKenzie, Victoria Stewart, Jacqueline Sloan, Beth Horner, Maria Giouroukelis, Cathryn Lyall, Belinda Meier, Ling Chrisae.
Apologies:	Dani Gilles, Bek McCalister, Shan Gallagher, Fiona Stewart, Amy Cliff, Natasha Osmond-Dreyer, Lauren Woolley, Kristie Laird, Caroline Jones

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 9th September 2019 be accepted.

Moved: Belinda Laird **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
NIL		

2. PRIORITY BUSINESS

2.1 Canteen Management for 2020.

The Executive has put forward a motion to vote on the cessation of the P&C operated canteen at the conclusion of the 2019 school year. To be clear, this is to remove the responsibility and management of canteen services in KPS from 2020 onwards. This motion includes the immediate dissolution of the canteen sub-committee, with the current canteen manager to report directly to the P&C President for the remainder of 2019 and dissolves the Canteen Subcommittee immediately.

Mick Baines (President) reported that, in spite of the substantial and invaluable efforts by the Canteen Subcommittee (Nicole Paraminis and Victoria Stewart) in 2019 to significantly improve the quality and healthy status of the food in the P&C – run canteen, the fact remains that the current management arrangement is not sustainable. This is due to the additional ongoing costs involved in having part-time staff, the additional time taken to manage these staff, and the fact that recruiting volunteers is extremely challenging.

All the relevant documents relating to the P&C Federation's advice on the canteen tender process were provided for members to read at the meeting. This tender process will be run by the School and not the P&C. Natalie Marshall provided an overview of tender process.

Mick asked for people to contribute to the discussion and ask any questions about the motion put forward:

- Victoria Stewart (Current Canteen Subcommittee member) said she is happy for it to go to tender, and fully supports Shaye Lucassen (Current Canteen Manager) to apply as part of the tender process.
- Mick mentioned that there is the option to use Flexischools for lunch orders for the remainder of the year, to keep the workload for Shaye manageable for the remainder of 2019.
- It was acknowledged that the efforts of Nicole Paraminis and Shaye Lucassen have played a big part in raising the canteen standards and food quality.
- Mick Baines noted that, despite the increase in sales and food quality, the Canteen is still running at a loss and the Volunteer Sub-committee are putting in 20-30h per week, which is considered unsustainable.
- The question was asked about staff leave costs and any other costs that the P&C would incur as a result of removing the current management arrangement. Mick replied that there would be annual leave

entitlements that need to be paid to Shaye Lucassen (current Canteen Manager) by the end of the year.

In response to specific questions regarding the canteen tender process Natalie Marshall (KPS Principal) advised that:

- we need to advertise the Tender Advice for a period of 3 weeks
- a P&C member would need to volunteer on the selection panel. Rachael Peedom (Sec) volunteered to take the role on. **Unanimous vote in favour of Rachael Peedom sitting on the panel.**
- the other panel members are likely to include the School Principal and a KPS staff member.
- the Department of Education sets the criteria for the process, and it was noted that the Healthy School Canteen is a non-negotiable component of the tender process.

Mick Baines asked for a vote on the Motion put forward by the Executive to remove the responsibility and management of canteen services at the conclusion of the 2019 school year. This includes the immediate dissolution of the canteen sub-committee, with the current canteen manager to report directly to the P&C President for the remainder of 2019. The canteen management would be put out to tender immediately, the intention being a start date for the successful tenderer from the commencement of the 2020 school year.

The members voted unanimously for the motion to be passed.

It was noted that the one absent “no” vote put forward prior to the meeting could not be considered, as the P&C Federation Rules dictate that all voting members for this motion must be present at the meeting to vote.

2.2 Nomination for new Treasurer

Due to Cathy Lyall’s resignation as Treasurer, nominations were requested to take over the position. **Klaas van Alphen was nominated and a unanimous vote was taken for him to take over the role.**

A big thank you to Cathy Lyall for her outstanding, thorough work in the role, in difficult circumstances.

3. REPORTS

3.1 President's Report

Presidents Report Monday 28th October 2019

The end of Term 3 saw such a positive and uplifting example of school spirit with the Fatherhood Project Paper Planes afternoon on the final day of Term. To see >150 Fathers or Father figures in the school and taking the time off work and life activities to show the students / kids that their world mattered was a really positive and powerful afternoon. Thanks to all at KPS who supported and facilitated the event – with Andrew as the school conduit – we appreciated the access to the classrooms and I personally felt it was a great chance for a lot of fathers to interact with their kids in the school grounds.

As the school approaches the end of 2019, the Executive has drawn attention again to the challenges of running a commercial organisation (canteen). The ongoing responsibilities surrounding payroll, wages, commercial governance have all contributed to the decision to once again seek community reflection on the practicality of the current model. Tonight we will propose to the P/C community that the management of the canteen be formally handed back to the school, for the KPS leadership to then determine how a model best fits their needs. We will vote on the ongoing management responsibility and the 2019 Executive certainly are unanimous in our beliefs that an external tender process would be a more practical and viable solution.

Other matters to note from the Executive surround the ongoing challenges with the current CommBank system and our push towards a change to the NAB for ease of use and practicality. This has been voted on in an Executive meeting but will be discussed again tonight.

Thanks for the ongoing support of our KPS community and many exciting times ahead leading into Summer !!

Mick Baines
President KPS P&C

Additional items discussed:

Banking

The complexities and limitations of the CBA banking system were discussed again, and it was reported that the NAB has a much simpler set up and ongoing access and user system.

A unanimous vote was taken and moved to commence the transition over from CBA to NAB for P&C banking.

Signatories for the new NAB account to be set up are:

Kaye Middleton

Klaas van Alphen

Mick Baines

Natasha Osmond-Dreyer

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

Moved: ***Cathy Lyall***

Seconded: ***Belinda Meier***

3.2 Principal's Report



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Kiama NSW 2533
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Principal: Natalie Marshall
Email: kiama-p.school@det.nsw.edu.au

Principal's P&C Report October 2019

Staffing Update

As mentioned in last week's newsletter, Late last term, Mr Kieren Corbyn was appointed as the Substantive Principal of Lake Heights Public School. Mr Corbyn will continue in his role as Relieving Principal at Hill Top Public School and will commence his new position in 2020. On behalf of Kiama Public School, I would like to congratulate Mr Corbyn on his success and we look forward to hearing about his successes at his new school in the future.

The school is currently working with Staffing to undertake a recruitment process to fill Mr Corbyn's position.

Library Update

Last year, the P&C's Trivia Night raised funds for innovation. We are pleased to announce that the furniture purchased from this event has been spent, products delivered and are now being utilised for student usage. The \$7000 generously donated by the P&C purchased whiteboard surfaced cloud tables and flexible seating options.

The school has also supplemented the funds donated by the P&C to purchase additional resources for our students and the school. We have recently purchased a green screen and film making kit, 15 additional iPads to support STEM initiatives and 15 additional laptops to support integration of innovative practices in the classroom.

The school has also purchased new flexible/mobile shelving for the Library which now enables the Library to be transformed into a flexible learning space.

Woolworths Earn and Learn

The Woolworths Earn and Learn products have arrived. Thank you to Melanie Rigby for her mammoth effort collecting and processing the stickers.

Grand Friends Day

This year, our school will be hosting Grand Friends day on Friday 8 November 2019. Grand Friends are invited to attend their child's classroom during the allocated timeframe and are also invited to enjoy entertainment from the school Band and Choir at Recess. Refreshments will be available for purchase from the Canteen for our Grand Friends and our fabulous Library will be open for the Book Fair.

Open Classroom Times:

Stage 3: 11.55am – 12.15pm
Stage 2 (excluding 2/3PO): 12.15pm – 12.35pm
Stage 1 (including 2/3PO): 12.35pm – 12.55pm
Early Stage 1: 12.55pm – 1.15pm
Recess/Afternoon Tea: 1.15pm – 2.00pm

We look forward to sharing our classrooms with Grand Friends of Kiama Public School on this day.

Kindergarten Orientation Begins

The Kindergarten Orientation program has commenced. Students and their families visited the school for their first formal session last Tuesday.

2020 Kindergarten students will commence their playgroup this week.

It has been wonderful to welcome our new students to the school.

Southern Illawarra Music Festival

On Wednesday 23 October 2019, our amazing Choir perform at the Southern Illawarra Music Festival at the University of Wollongong. This is the 44th year that the spectacular event has been run for students across the Wollongong and Illawarra region.

The annual festival showcases choral performances across four evenings, involves 20 schools and enables students to perform in a mass choir that showcases harmonised singing. Every public school within the region, no matter how big or small is offered the opportunity to participate in this outstanding event.

Kiama Public School, Flinders Public School, Figtree Heights Public School, Lake Illawarra South Public School, Oak Flats Public School and Mount Warrigal Public School all combined to perform mass choir items including 'Don't Stop Me Now, 'Rock and Roll Party Tonight' and 'We Got Love.' It was wonderful to witness students shine on stage and showcase their vocal and musical talents.

The Kiama Public School Choir was outstanding and showcased their musical technicality with their songs 'Whisper' and 'Can You Imagine That.'

I would like to thank the Choir for the hard work, dedication and commitment they have demonstrated this year. I would also like to thank Mrs Michelle Blanch and Ms Yvette Hopper for their outstanding organisation organising this fabulous enrichment opportunity for our students to engage in and experience.

Ethics 2020

Our school currently offers Ethics as an option during SRE/SEE time. We are currently in need of volunteers to be Ethics Teachers in 2020.

Please contact our Ethics coordinator Fiona Stewart at kiama.ethics@gmail.com if you are interested in becoming an Ethics Teacher in 2020.

Natalie Marshall
Principal

Additional comments:

- Fiona Stewart asked for additional volunteers for Ethics classes – need as many as possible.
- Natalie Marshall advised she will advertise in the school ENewsletter
- SIMF – recognition of the excellent performance of the KPS Choir.

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

Moved: Cathy Lyall

Seconded: Victoria Stewart

3.3 Treasurer's Report

KPS P&C Treasurers Report (Read by Mick Baines)

The current P&C YTD P&L and the Canteen YTD Sales Report were provided at the meeting. It was noted that the P&L cannot be published until FY 2019 figures have been audited.

Summary read by Mick Baines:

- \$25k raised by the P&C this year through fundraising plus the \$13k Chaplaincy Program
- \$23k in costs, main cost for this calendar year being the legal expenses
- Canteen income YTD \$81k v's expenses \$45k which is inclusive of stock on hand value of \$6k but exclusive of staff / running costs.
- Net loss for canteen YTD \$8k.
- Income for Canteen has been increasing term on term. Last Term income was \$28k.
- Cash in bank \$29k in P&C Account, \$13k in Canteen account
- An estimated remaining balance to be paid to Lawyers for Legal Action is approximately \$2000, which is being paid in instalments monthly.

Summary of the financials YTD 28Oct19 extracted from the YTD P&L:

Canteen

Total income: \$81,887

Total cost of sales: \$45,232

Total expenses: \$44,629

Net earnings: -\$7974

P&C

Total income: \$37,926

Total expenses: \$23,240

Net earnings: \$14,394

TOTAL P&C Net earnings YTD 28Oct19: \$6,420.

3.4 Reports from Sub Committees and Representatives

3.4.1 Canteen Committee

No report provided

3.4.2 Fundraising

- 3.4.2.1 Maggie Dent – Belinda Laird asked if we are interested in an event in 2020. It was agreed that we would go ahead with this.

3.4.3 Grant Applications

3.4.3.1 Community Building Partnership (CBP) Funding Application – Sensory Path

Grant application has been submitted.

Klaas advised that the following items will go ahead if we get the grant:

- 1/ Sensory Path
- 2/ Sensory play equipment
- 3/ Sensory library

Klaas acknowledged the work put in by Natalie Marshall and Bek McAlister to get the application in.

Results of the application will be released in March 2020

3.4.3.2 Fiona Phillips Grant – submitted by Natalie for Technology Upgrades, specifically internal communication system for Student and Staff.

Around \$7000 contribution is the expectation.

Expected to receive the result of the application by end of 2020.

3.4.3.3 Additional School funding requirements:

What does the school need?

Natalie Marshall to provide a wish list for what the school needs in 2020, prior to the next P&C Dinner meeting on 25Nov. The list will include allocation to large, medium and small projects.

Next General meeting in 2020, P&C to set a budget, priorities and strategic plan for funding based on the school's wish list.

A few items mentioned that will be included in the list:

- Natural playground – ongoing maintenance - mulch and sand
- Belinda Laird suggested one thing we might consider is a Music Program (similar to the one Monte and Shelly ran at Gerringong Public in 2019). This included Beat boxing, Song Writing, Rhythm, Pitch and Tone, and general expression through music. We can explain the benefit to parents of what the children would gain from the program and use this to promote targeted Fundraising to fund the Music Program. **The point was made that the School has to invest in it as much as the P&C to make work.**

3.4.4 GrandFriends

- Natalie suggested Grandfriends might want to volunteer for Ethics teaching.
- Mick acknowledged there has been no time this year to dedicate to this project, due to other priorities.
- Jacquie Sloan suggested we might want to nominate someone to take care of this.
- Mick said he is happy to take it on next year, due to having more time in 2020.
- Suggestion to book the bus for Grandfriends Day.
- Natalie said they can advertise it - Bus leaves from the Pavillion.
- Jacqueline Sloan will ask Kiama coaches
- \$220 cost for last year
- **Vote taken to go ahead with bus.**
Mick to follow up and communicate back to Natalie on go ahead.

3.5 Correspondence

Nil

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

4.1 Secondhand uniforms

- Discussion carried over from last meeting re Julianne Little volunteering to facilitate once a term.
- Can do Mon – Fri 5.30pm – 6pm when Oosh is on.
- Kaye Middleton to revert back to Julianne Little.
- **Cathy Lyall offered to run the shop on Tues 5th Dec as a once-off for prospective 2020 parents.**

4.2 Uniform change.

- Natalie advised she intends to look into a tender process for the school uniforms after the Canteen Tender Process is complete.
- A request was made for the new uniform to be gender neutral.
- Sarah Webb mentioned that there is also consideration for renewing the Sports Uniform. Staff are keen to establish a representative uniform for sports.
- A discussion on advertising on the school sport uniforms took place – to be picked up at subsequent meetings.
- We need a uniform committee to change the school uniform but not the sports rep uniform.

4.3 Dragon Tag Gala Day – **going ahead Tue 26th Nov** – extra Canteen Volunteers will be needed.

4.4 Family Fun Night

**Jacque Sloan suggested we should set 2 dates now for Family Fun night.
Can mention the date at Kindy Orientation**

Week 4 – 21Feb – 1st choice

Week 5 – 28Feb – 2nd choice

- **1st choice to be advertised in the School E-Newsletter by Natalie**

4.5 Kinder Orientation contact list. – suggested for school to formulate one for each Kinder Class to connect parents– just parent’s name, child’s name and mobile number. Natalie made a note of this suggestion to action.

4.6 School Chess

- Jacquie is currently volunteering every Friday Lunchtime to supervise children to play chess in the Library – either just for fun, or for practice for the competitions. She asked if the school can do a callout for volunteers for every 2nd Friday, to take the load off her.
- In 2020, the lunchtime sessions will need to be a Tues / Fri lunch to fit in with Jacquie’s work hours.
- Jacquie said KPS performed very well in the competitions and the children really enjoyed the comps.
- Jacquie asked Natalie if the school can give some thought to how they want the chess club run in 2020 – is there a desire / intention to invest more resources into Chess, similar to Music / Drama / Sport?
- Natalie said she would consult with staff and get back to the P&C Members on this.
- Klaas suggested that Grandfriends could get involved.

5. CLOSE AND NEXT MEETING

Close 8.42pm

Next **General Meeting to be held on 25 Nov – Belinda Laird to book a dinner table. At a venue**

Minutes and attachments submitted to the P&C on Mon 4th November, 2019.

Minute Taker	RP
Signed:	Omitted in version submitted for online publication
Name:	RP (Secretary)
Date:	28/10/2019