



## Kiama P&C Inc. MEETING MINUTES

<b>Date:</b>	15/09/20
<b>Time:</b>	7:05 pm meeting opened by President (MB)
<b>Place:</b>	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

<b>Attendees:</b>	Mick Baines (President), Belinda Laird, Klaas van Alphen (Treasurer), Rachael Peedom (Secretary), Sarah Webb (Acting Principal), Melissa Kirk (Relieving Deputy Principal), Cathy Lyall.
<b>Apologies:</b>	Julie McKenzie, Kaye Middleton, Caroline Jones, Melanie Rigby, Victoria Stewart, Jacqueline Sloan, Maria G, Belinda Meier, Beth Horner

#### 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 10<sup>th</sup> August, 2020 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
School policy on parent contact after child injury	Sarah Webb	<p>Circumstances where KPS will contact parents – see policy below.</p> <p>Sarah happy to discuss any individual concerns with parents.</p> <p>If parents require any further clarification about the policy, they should contact Sarah Webb (Acting Principal).</p>
Uniforms	BL	<p>Unanimous vote taken to go ahead with Unisex shorts and pants.</p> <p>Description for this Unisex option is “Option 3”.</p> <p>Agreed to go ahead with “Kiama” logo on the shorts &amp; pants.</p> <p>Cost:</p> <p>Pants \$40</p> <p>Shorts \$25</p> <p>All agreed to go ahead with a min. order</p> <p>Sarah to get in contact with the uniform shop to proceed.</p> <p><b>Further notes post meeting:</b></p> <p><i>Sarah Webb confirmed the Kiama Bike Shop will order the min order for the new “Option 3” shorts 7 pants. The Bike Shop has asked the school to wait until next Term (at least Week 2) before advertising the new uniform option. She is concerned that other stock won't be purchased.</i></p>
Fatherhood project	Michael Bowden	<p>Michael Bowden reported that a successful event had been run at the Kiama Leagues Club, with 40 Dads in attendance and some terrific speakers.</p> <p>He asked for suggestions on possible online events to replace onsite meetings due to COVID restrictions.</p> <p>Andrew Ellsmore has suggested an online handball comp with dads and kids. More information to follow as it comes to hand.</p>
Solar Panels Update	Mick Baines & Sarah Webb	<p>Sarah – we do have access to the energy we are saving – now on school's website.</p> <p>Energy costs are:</p> <p>2018 –\$18,000</p> <p>2019 – \$7,500</p> <p>2020 – \$5,300</p> <p>The savings can be put towards air con units or other school requirements that directly benefit the students in that same year.</p> <p>School has saved \$10,500 from 2018 – 2019.</p> <p><a href="https://display.solaranalytics.com/kiama_publicschool">https://display.solaranalytics.com/kiama_publicschool</a></p>

## KIAMA PUBLIC SCHOOL FIRST AID PROTOCOL

Kiama Public School has one first aid officer who, in addition to their normal duties, assists sick and injured students. It is the policy of the school that students who are too ill to be in class are to go home. The school has very limited accommodation for sick students so it is important that parents collect their child as soon as possible. If the parent or other contact is not available to collect their child, they are requested to organise for alternate transport.

Prescribed or other medications provided by the parent/carer may be stored and administered (and recorded) by appropriately trained staff after consultation with the parent/carer, including written permission, and with approval of the Principal. Students are permitted to carry and self-administer medications after consultation with the parent/carer, including written permission, and with approval of the Principal.

To ensure that the school's records are accurate, parents are asked to notify the office of any change of information eg emergency contact, as soon as possible.

The following is an outline of the procedures followed by the first aid officers:

1. If a student is unwell or injured, they are directed to the First Aid Room or, if this is not possible, the first aid officer is called to assist the student in situ.
2. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience, for example, contacting an ambulance immediately where required or administering an adrenaline auto injector if a person is showing symptoms of anaphylaxis.
3. No student is to enter into sick bay unless they have seen the office staff.
4. No student will be admitted to sick bay without a note from their teacher (however, emergencies will be dealt with immediately).
5. The student's name, year, roll, time of admission, nature of illness/injury, parent or contact phone number is recorded in the First Aid Register.
6. Treatment appropriate to the injury is applied eg ice pack, bandage etc and recorded in the First Aid Register.
7. If the student is not well enough to return to class, the parent/carer or contact is telephoned and asked to collect the student; If no contact is made, a message is left or further calls are made at intervals or the emergency contact is called.
8. If the student has sustained a head injury, parents will be notified.
9. An ambulance is called if the injury is judged to be serious and information regarding access to the school and student is provided eg stretcher may need to fit in the lift. The incident/injury is reported to the Incident Report and Support Hotline 1800 811 523. A *Student Accident Report* is completed if appropriate. Parents will also be contacted if emergency services are called to the school.
10. The student is monitored.
11. Any student misbehaving will be reported to the Principal; if the student has been involved in an incident, the parent is asked to make contact with the Principal to outline the nature of the illness/injury before the student leaves the school.
12. If the parent/carer or contact is unable or unwilling to collect the student, the matter will be referred to the Principal if alternative arrangements cannot be made.

## 2. **PRIORITY BUSINESS**

### 2.1 **School contact list**

Sarah advised the school can collect info from parents with a full understanding of the purpose of the data collection, with an “opt-in”.

Wording will be something like: “school community is wanting to put together a school contact list – Opt In by Year Group. “

Sarah will send out link to all parents via the school app

### 2.2 **Motion to vote on the P&C Funding the School’s Defibrillator**

Unanimous Vote was passed to fund the Defibrillator

### 2.3 **School Funding Wishlist**

See below.

29 June 2020

**P & C Wish list**

Minor Requests	Major Requests	Feasibility Study
Sports Equipment trolley filled with equipment for student access only. <b>Not priority atm</b>	Modifications for Nature playground. <b>External consultant to review all playground upgrades and repairs</b>	Open learning space outside Kinder rooms.
Lockable outdoor stage chest for play equipment. <b>P&amp;C to fund - vote unanimous</b>	New bell/emergency alarm system. ✓	In 2021 - P&C to consider a big grant idea / feasibility study
Chess timers and chess storage for outside <b>P&amp;C to fund - vote unanimous</b>	Air Conditioning for classes. Hold off for now.	
4 wheelbarrows, 7 spades and 2 garden forks ✓	Repurpose basketball court to multi-games court. <b>Lower priority now. Grounds repairs now higher priority</b>	
	Flexible seating for classrooms. Lower priority	
	Level and re-surface grass area outside of BBQ and OLA. <b>External consultant to review all playground upgrades and repairs</b>	
	Clearing out garden near Bong Bong Street. <b>External consultant to review all playground upgrades and repairs</b>	
	Modula staging for school performances. Move to 2021 priority	
	Light weight staff lectern. Move to 2021 priority	
	Set of 15 laptops for Stage 1. P&C to consider - need \$\$	
	Interactive Portable panel for library. School will be able to fund this	
	More flexible furniture for the library Lower priority	
	Front office painted.	

Top priority now - large playing fields need landscaping - to be reviewed by external consultant.

### 3. REPORTS

### 3.1 Presidents report

Monday 7<sup>th</sup> September 2020  
KPS P & C General Meeting  
Presidents Report

This term has seen a fairly smooth period of collaborative working with the school executive within a period that we are looking for stability.

The primary goal at the moment is to work with the school executive to create communication pathways, with a focus on creating more effective resources for new members of our school community to access support and information and we hope to launch some of these processes later in 2020.

Another project that is in its formative stages is the creation of a *helping hands community communication* that will allow projects and help for the school to be reached out to a platform of targeted people as per their nominated skill set or area of interest. The working goal with this is to ensure the school is able to access help and members of the community don't feel obligated or overwhelmed (without needing to be involved in all aspects of the school) when they may simply have one or two skill sets or interest areas that would be hugely beneficial. This may tap into resources of families without having to commit to meetings or committees or increase pressure in this chaotic current day environment

I would like to thank Sarah and her team for working hard behind-the-scenes to try to ensure some of these communication channels are created withing Department of Education protocols to create something unique for our current needs

The other exciting development that will be spoken about tonight relates to our recent successful grant for our **inclusivity** projects and over the coming month as these projects are completed we will have further information to share with the school.

Obviously the goal is to work with Gareth Ward and his team to have wider public attention around this new area and opportunities will come in the coming months for this to be celebrated.

I would be remiss not to bring attention to the fact that we are still without either of our Vice President roles filled at this time, and whilst we can continue in a limited capacity, we are calling out to any members of our P&C community to assist. If anyone is interested, please reach out or seek further information because we would love to have a few more members of our P&C Executive.

That summarises the majority of developments in the past month or two and we look forward to a smooth and less chaotic or challenging back end of 2020 – here's hoping!!

Michael Baines

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*Motion: That the Principal's Report be accepted as accurate and true.  
Moved: Klaas van Alphen.                      Seconded: Belinda Laird.*

### 3.2 Principal's Report



**Kiama Public School**  
67 Bong Bong Street  
Kiama NSW 2533  
Ph: (02) 4232 1471  
Fax: (02) 4233 1438  
Relieving Principal: Sarah Webb  
Email: kiama-p.school@det.nsw.edu.au

7 September 2020

#### **Term 3, Week 8 P&C Principal's Report**

##### **Staffing Update 2020**

Mr Joe English started his paternity leave last week until the end of term and has been replaced by Sue Carney.

##### **Current Operation**

Additional guidelines came into place from 19 August, including:

- Students and staff with flu like symptoms will need to provide a copy of a negative COVID-19 test result (and symptom free) before being permitted to return to school
- Students remaining within their cohort group (class, year group or stage) for all learning and extra-curricular activities, including sports, arts and physical activities
- Additional limitations to inter-school activities, including debating and sports organised or sponsored by the school
- Group singing/chanting and playing of wind instruments in groups is no longer allowed
- Professional learning for staff must be conducted utilising technology

##### **Term 3 Activities**

- Dance2BeFit
- Stage 2 & 3 Sport (impacted by wet weather)
- 20 students participated in the online chess competition lead by Miss Mannix.
- PBL Mufti day to launch Sunny the new school mascot



### **Strategic Improvement Plan (SIP)**

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.

### **School Bell and Emergency Communication System**

We have obtained one quote and are looking to obtain two more quotes before moving ahead with the new bell and emergency communication system.

During our Emergency Evacuation drill, in Week 7, we were able to highlight the areas with little or no sound access.

### **Challenge Learning Professional Learning**

Through our staff professional learning sessions, staff have examined and created a shared definition of what 'challenge' is and of what a 'good learner' looks like and does. Staff are looking to create a whole-school approach to the language we are using in every learning space to embrace 'challenge' as an efficient part of learning for life.

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### **New Reports for Semester 2**

Teachers have developed our reporting descriptors for the Semester 2 reports. These reports will build on the use of specific learning skills and processes students have learnt over the semester. The five-point grades will return (except Kinder is three) along with the extended personalised comments about students' learning in English, Mathematics and a general comment.

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

*Moved: Mick Baines.           Secinded: Belinda Laird.*

### 3.3 Treasurer's Report

P&C GM 07 Sept 2020

#### Treasurer's report

1. Actions from previous meetings
  - Close off MYOB account. Formal closure of the account needs to be done by either Kristie Lewis or Stacey Jarratt. They have been requested to do so.
  - Cancel Workers Comp Insurance. The insurance with ~~ICare~~ has been cancelled. There was however an outstanding payment of \$112 for the 2019-20 FY. This has now been paid. Note that actual wages paid in 2017-18 and 2018-19 were not submitted. This will be done later this month (September).
  - Professional indemnity for P&C - renew. – A payment of \$466 for PI insurance for the period 2020-21 has been made.
    - i. Note that Membership fees for P&C Federation membership 2020-21 were also paid. The fees of \$465 also include public liability insurance.
2. CBP funding
  - \$34,044 deposited in KPS P&C bank account on 5 August
    - i. Payment of \$2,504 for sensory resource library was paid to Starfish Education.
    - ii. Payment of \$9,400 for the sensory pathway was paid to ~~UrbanArt~~. This represents 50% of the total costs of the sensory pathway and Maze.
  - \$22,140 is the remaining balance on 7 Sept.
3. P&C account balance (combined canteen and operating account - excl. CBP funding)
  - \$37,767 is the balance on 7 Sept – note:
    - i. TFP invoice of \$1,100 was paid on 31 August (see above)
    - ii. A donation of \$3000 received on 31 August from the Leagues Club in support of TFP (TBC).
    - iii. Insurance payments of \$931 in total were made on 7 September (see above)
    - iv. ~~ICare~~ Workers Comp payment of \$112 was made on 7 September (see above)
    - v. Note: an invoice from ~~ICare~~ for 2020-21 of \$966 was received. This should not be paid, as this insurance policy is now cancelled.
4. Requests for funding for defibrillator
  - \$2,912.95 - ZOLL AED 3
  - There is sufficient budget to pay for this
5. CommBiz
  - Klaas and Rachael are now registered on ~~CommBiz~~.
  - Klaas can now set up and authorise payments.
  - Klaas and Kaye will work with Rachael to do the same.
6. 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 Kindergarten book bags – unanimous vote taken to fund book bags for 70 kindergarten children in 2021. Price has increased to \$11.60.

4.2 CBP funding for the sensory pathway + play equipment.

Urban Art visited on Wed to look at the space and consider designs. Chrissie and Sarah Webb were onsite with them.

Waiting for materials from Starfish.

Bec Mcalister has sent a template for each of the items kids can borrow from the library.

**5. CLOSE AND NEXT MEETING**

Close at 20.45pm

**Next Meeting 31st October, 2020 at 7pm**

Minutes and attachments submitted to the P&C on.

<b>Minute Taker</b>	RP
<b>Signed:</b>	Omitted in version submitted for online publication
<b>Name:</b>	RP (Secretary)
<b>Date:</b>	15/09/2020