



## Kiama P&C Inc. MEETING MINUTES

<b>Date:</b>	29/06/20
<b>Time:</b>	7:38 pm meeting opened by President (MB)
<b>Place:</b>	Kiama PS - Library

### 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 7:38pm. MB (President), officially welcomed all in attendance.

#### 1.2 Attendees / Apologies

<b>Attendees:</b>	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), Natasha Ross (Assistant Principal), Bek McAlister, Beth Horner, Julie McKenzie, Tanya Kruger, Caroline Jones, Melanie Rigby
<b>Apologies:</b>	Fiona Stewart, Jacqueline Sloan, Cathy Lyall, Lisa Cottrell, Victoria Stewart, Maria Giouroukelis, Belinda Meier, Carla Quigley

#### 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> February, 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
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.
Uniforms	Sarah Webb / Kaye Middleton	Belinda Laird to ask Uniform shop if they have a pair of plain blue unisex shorts we can use. Once we have that confirmed, Sarah to communicate to parents of Uniform "Option 1 or 2".
Kindergarten Orientation Contact List	Sarah Webb	Kaye to send to Sarah Webb and Sarah to distribute to parents.
Solar Panel Output Reports	Klaas Van Alphen / Sarah Webb	Get report from Klaas. Company has a computer to display it, but it is not connected. Sarah to find out how it works.

## 2. PRIORITY BUSINESS

### 2.1 Close P&C Canteen Debit Card Account.

*Motion proposed for the P&C Canteen Debit Card Account to be closed, since it is no longer used.*

*Vote held for the Account to be closed.*

*Vote was unanimous in favour of closing the account.*

### 2.2 Pie Drive Results

It was reported that the Pie Drive was a big success, and the workload for volunteer organisers made much easier this year because of the online payment system. The profit was \$1941.50.

All volunteers were thanked for their input.

**Kaye suggested we might be able to do a Mothers / Father's Day stall through FlexiSchools. Kaye will speak with Vic about Flexi School options.**

### 3. REPORTS

#### **Presidents report**

(The same report as the one used for the AGM – attached here for convenience)

##### AGM 2020 Presidents Report

This summary reflects the year that has gone for longer than any other year of P/C Executive duties in recent memory. The deferred AGM and subsequent global pandemic has resulted in a much longer period between meetings than ever expected, and whilst this has its own benefits – the year must end at some point.

2019 as a snapshot for the P&C started off with the cancellation of the planned - and then rescheduled family fun night. So it was nice to see the 2020 version go off first time, with a successful uniform shop, introduction to school canteen food and lots of other community involving activities all taking place on an overcast evening.

This was a glowing endorsement for why the fun night is scheduled as it provides the momentum for meeting a new community and creating new relationships – particularly for those new to the KPS landscape.

2019 provided us with 2 major fundraisers; being the 50 x 50s (for the students) and the awesome Comedy night for the adults - (huge thanks to KPS parents Dave and Tamara – or more famously and affectionately known as Kiki and Pascal)

A highlight in 2019 for me was the funding of the Fatherhood project that will continue in some capacity in 2020. This project was facilitated by Mr Elsmore but equally important, it was supported wholeheartedly by both the KPS staff and the wider community. To see more than 150 fathers and father figures in the school on a Friday afternoon was something spectacular. It was so much more than an hour simply making and then flying paper planes. To have this very hall filled to standing room only and flowing into the outside area with Dads who traditionally haven't always been completely comfortable at the school was something to behold.

Our commitment to supporting the school is often overlooked – as it is the P&C that coordinates and funds the Brainstorming workshops on bullying and cyber-security as well as the much-loved Happy Harold programs. The Kindy book [bags](#) and ongoing maintenance of the new nature playground are also the responsibility of the P&C.

We are able to continue these traditions of support through the ongoing commitment of numerous members of our community. The Mothers and [Fathers Day Stalls](#) continue to grow (as obviously our school numbers are not showing signs of shrinking) and the Pie Drive has been a hit in recent years. Other fundraisers through the year are welcome, and any new ideas from community would be well received for any additional streams of revenue.

The P&C is ever evolving and these past year we have seen many changes with some long term KPS families moving on to High school and other commitments – and this year we should acknowledge both the incredible amount of hours that our canteen subcommittee members have undertaken over 18 months, as well as Christie Lewis whose skills as a treasurer for both the P&C and canteen over many years required 2 treasurers and an accounting firm to replace her. Thank you to you all.

It is worth acknowledging the hard work of our chaplain Josh over the past 12/12 and it is with much sadness that we will now longer have funding for this important role in 2020 and

beyond. We will continue to lobby and apply for funding for this position each year it becomes available – but thanks again Josh for your passion.

We also must note that this period between AGM's has seen a small but significant change in our school canteen world. An external catering contract was awarded in late 2019 for the 2020 year and the P&C are excited that a familiar face in Lucassen Catering was successful gaining the tender and continues to serve our community an incredible selection of fresh and local produce. This draws the curtain down on the P&C's role as employers and allows the volunteers to focus on fundraising and school support – an exciting change for all.

Prior to the complexities that evolved throughout term 1 in 2020, there were some exciting plans in place, most notably the **successful grant application that resulted in the provision of \$34 044.00 for the refurbishment of outdoor areas with a sensory pathway and play equipment!!**

Broken down this will allow our school community to access

- Sensory pathway and maze
- Sensory nature play equipment
- Sensory resource library

A huge thanks to all involved from the school, the government and the P/C committee of Klaus, Bek and Christie amongst others for the hard work going into this application.

The year to date has also seen our Principal Nat head off on maternity leave, with DP Sarah stepping into an acting Principal role and the arrival of a new Deputy Principal.

We also had a significant amount of staff changes and turnover with the appointment of both Sheree and Tash to their new permanent AP roles.

This brings us to the obvious and most challenging part of the year to date – and the reason for our deferred GM and AGM. COVID 19 and everything that has become the chaotic new world order.

From a logistical point of [view](#) we have seen change and stress around every corner. We as a community have witnessed and experienced unparalleled challenges from our own individual perspectives, and respect that it would be impossible to attempt to summarise this period to date in words. I will simply say that everyone everywhere has been witness to a truly unique global event that has changed the way everything is done for the foreseeable future.

How has KPS fared in this time? We have been fortunate to be spared an outbreak yet, and have watched on with varying perspectives and opinions as to what we could, should and might have done or plan to do – but from the privileged position of a regional town in first world Australia. The role of the P&C has been to ensure the school leadership has been able to access community thoughts and opinions, and to provide some honest feedback on varying strategies when consulted.

So based on the past few months, I won't even pretend to predict what may lay ahead in 2020-21 but know it certainly will involve change. With this said, there has never been a more exciting time to step up and play a part in shaping and evolving what the KPS landscape and community looks like in this every changing world.

Michael Baines

President

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

*Moved: Bek McAlister      Seconded: Belinda Laird*

### 3.2 Principal's Report

29 June 2020

#### Term 2, Week 10 P&C Principal's Report

##### Staffing Update 2020

Mrs Melissa Kirk is the Relieving Deputy Principal while I will be relieving for Natalie Marshall.

Mrs Abbey ~~Tilse~~ has taken maternity leave. Miss Azaria Norbury is working with 3A for the remainder of 2020.

Mrs Alana Mellor will be taking maternity leave next term. We are currently undergoing the recruitment process to fill this position.

##### Different Structures of operation

Over the past two terms students, parents and staff should be highly commended for their flexibly supporting the different structures of learning throughout the COVID-19 pandemic.

- Flexible learning at parents discretion
- Remote learning for all students except students of essential workers
- Staggered attendance with remote learning and
- Full time face to face learning with no community access

The overwhelming support to ensure the safety of all our community was remarkable. While many restrictions remain in place, the school will continue to respond to support the safety of all.

##### Reports

- Modified Semester 1 reports will be distributed on Thursday 2 July.

##### Newsletter

The new SWAY platform for presenting the school newsletter is averaging 370 views per issue this year.

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### **Online Forms**

Responding to feedback about the use of paper permission forms, we started trialling digital forms through the School [eNews App](#).

- Cross Country Permission Note (No cost), 77 forms returned, however this did not go ahead.
- K-2 Dojo Account permissions. 129 forms returned out of 221.
- K-2 Dance2bfit. 55 forms returned out of 221. This hasn't started yet.

### **Term 1 Activities**

- NRL workshops for Stage 2 and 3 students
- Stage 1 excursion at Shoalhaven Entertainment Centre to watch the stage performance of The Gruffalo.

### **Community Garden Grant officially completed**

The Denny Foundation received a grant from Kiama Council and Mr Hall built a garden walkway with funds received. Students can now walk through the school rainforest to engage in environmental lessons.

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### **Lift**

The lift is currently being repaired with some major replacements of parts, including the hydraulics systems. It is anticipated to be working and ready to use at the end of this week.

### **Book Club Volunteer Required**

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### **James Nottingham Challenge Learning-Professional Learning**

All staff are participating in an Action Research project. It is a process of inquiring to inform our teaching practice. This started with the collection of baseline data through learning walks as well as through student, staff and parent forums. It will look at three areas for improvement:

- Empowering learners to learn
- Engagement through challenge
- Culture of collaborative growth

### **Education Week**

Education Week will still be celebrated during Term 3, Week [3](#). [This](#) week will take a different format to the usual celebrations. [Unfortunately](#) we won't be having open classrooms or mass community access. The staff are currently working on promoting classroom learning with the community in other forms (TBA).

### **Virtual Assemblies**

Both K-2 and 3-6 classes are holding virtual assemblies to connect across the school.

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## Additional items discussed

### **Kiss and drop**

- a lengthy discussion took place around the current issues with the school's "Kiss & Drop" ("K&D") arrangements.
- **Key issues raised by the school are:**
  - o Excessively long car queues with an apparent increase in use of cars, therefore increase risk to children.
  - o This is despite the school encouraging parents to arrange walking buses wherever possible.
  - o No rain cover which makes K&D challenging for teachers trying to keep children dry.
  - o Safety concerns with too many parents standing around the pick-up area, causing children occasionally having to step onto the road near cars and buses.
  - o No additional space available due to COVID restrictions meaning there can only be one entry and exit point for the foreseeable future.
  - o Sarah Webb approached the Council to request assistance with advice / suggestions. Unfortunately this resulted in a Council Ranger visiting the school on multiple occasions during pick up time berating parents about waiting in their cars and causing long queues. Further engagement with the Council is being sought to work on more effective and permanent solutions to improve K&D safety.
- **Key issues raised by the P&C:**
  - o Some parents are still not doing the right thing and are stopping for a chat or alighting their vehicles, which is slowing everyone down.
  - o The point was made that the K&D arrangements were put in place a number of years ago due to the logistical challenge for parents with multiple children and babies / toddlers prams across roads and up and down hills.
- Sarah Webb advised the rules have now changed and children can embark and disembark from cars anywhere within the blue line zone, so not necessarily the 3 car lengths.
- Suggestion that perhaps a cover for the area could be one of the items put on the school's wish list.
- No additional solutions proposed at this stage

**Book Club** – Julie McKenzie volunteered to take over from Shan Gallagher.

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

*Moved: Bek McAlister*

*Seconded: Mick Baines*



### 3.3 Treasurer's Report

KPS P&C – AGM 2020

29 June 2020

Klaas van Alphen

#### Treasurer's Report

The CY2019 Profit and Loss Statement and Balance Sheet are attached to this Treasurer's report.

The net cash position of the P&C as of December 31, 2019 was **\$37,623**.

This is **\$5,355** under last year's closing balance. This is reflected in the attached P&L statement.

I would like to highlight the following:

- Over \$23k in funds were raised in 2019. A breakdown is provided in the table below:

Fundraising 2019	Cost	Income	Net
5050s	\$0	\$6,556	\$6,556
Comedy night	\$786	\$8,271	\$7,485
Father's day stall	\$1,274	\$3,643	\$2,369
Mother's day stall	\$1,958	\$3,306	\$1,348
Pie drive	\$3,483	\$5,147	\$1,665
2nd hand uniforms	\$0	\$949	\$949
Donation	\$0	\$2,920	\$2,920
<b>Total</b>	<b>\$7,500</b>	<b>\$30,792</b>	<b>\$23,292</b>

- The P&C sponsored a number of activities in 2019, which are listed below (total numbers only):

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Supported school initiatives	Cost	Income	Net
Chaplaincy program			
Grand friends day			
Healthy Harold			
Fathering Project			
Book bags			
Interrelate			
Antibullying campaign			
<b>Total</b>	<b>\$15,849</b>	<b>\$11,230</b>	<b>-\$4,619</b>

- The Canteen run at loss in 2019. This is shown in the table below:

Canteen 2019	Cost	Income	Net
Sales	\$61,921	\$105,775	\$43,854
Equipment	\$3,102	\$0	-\$3,102
Salary	\$49,206	\$0	-\$49,206
<b>Total</b>	<b>\$114,228</b>	<b>\$105,775</b>	<b>-\$8,453</b>

- Some significant other costs were incurred in 2019, which won't be recurring in 2020:

Other	Cost	Income	Net
Accounting / Banking	\$1,425	\$0	-\$1,425
Legal	\$6,150	\$0	-\$6,150
Other	\$8,000	\$0	-\$8,000
<b>Total</b>	<b>\$15,575</b>	<b>\$0</b>	<b>-\$15,575</b>

### **Additional items discussed:**

#### **3 decisions required:**

- 1/ close off MYOB system we are paying for.
- 2/ Workers comp payments – let insurance lapse
- 3/ Professional indemnity for P&C - renew.

***Motion: that all 3 above items be agreed to  
Vote held – unanimous “yes” vote for all.***

#### **Solar report**

##### **Solar Report.**

*I have used the 2018 and 2019 energy use data for KPS and made some (rough) assumptions around electricity costs, feed-in tariffs and CO2 emissions. See attached.*

*Based on an electricity price of \$0.28 per kWh (current AGL residential rate) the school’s electricity bill in 2018 was around \$28k. In 2019 with solar starting to produce in Feb 2019, the school’s electricity annual bill was reduced to roughly \$3.5k.*

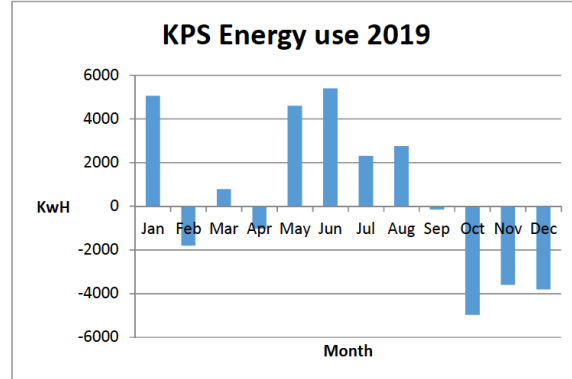
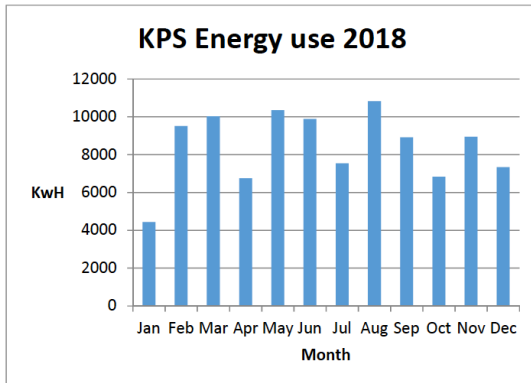
*This assumes the same price of \$0.28 per kWh for times when electricity from the grid was used (when solar radiation was poor) and a revenue of \$0.14 per kWh if the school is feeding electricity back into the grid (e.g. on weekends, holidays, after 3pm, etc).*

*The school may have a different electricity plan, but a saving of roughly \$25k per year corresponds with our calculations before the solar panels were put in.*

*I also looked at the CO2 emissions avoided because of the solar panels installed (based on the average CO2 emissions per kWh in NSW). The emissions reduction in 2019 is around 80,000 kgCO2, which is equivalent to ~40 cars off the road or the household energy related CO2 emissions of ~25 households.*

*Overall a great result! It would be fantastic if we can have the ‘digital meter’ of the solar panels installed in the office – possibly connected to an app, so we can have more detailed information.*

2018	kWh	\$	CO2 (kg)	2019	kWh	\$	CO2 (kg)		
Jan	4434	\$1,242	3635.88	Jan	5053	\$1,414.8	4,143	Electricity Cost	0.28 \$/kWh
Feb	9514	\$2,664	7801.48	Feb	-1802	-\$252.3	-1,478	Feed-in price	0.14 \$/kWh
Mar	10026	\$2,807	8221.32	Mar	781	\$218.7	640	CO2 emissions	0.82 kg/kWh
Apr	6746	\$1,889	5531.72	Apr	-1024	-\$143.4	-840		
May	10346	\$2,897	8483.72	May	4600	\$1,288.0	3,772		
Jun	9876	\$2,765	8098.32	Jun	5397	\$1,511.2	4,426		
Jul	7529	\$2,108	6173.78	Jul	2304	\$645.1	1,889		
Aug	10827	\$3,032	8878.14	Aug	2752	\$770.6	2,257		
Sep	8914	\$2,496	7309.48	Sep	-146	-\$20.4	-120		
Oct	6829	\$1,912	5599.78	Oct	-4972	-\$696.1	-4,077		
Nov	8941	\$2,503	7331.62	Nov	-3597	-\$503.6	-2,950		
Dec	7328	\$2,052	6008.96	Dec	-3810	-\$533.4	-3,124		
<b>Total</b>	<b>101,310</b>	<b>\$28,367</b>	<b>83,074</b>		<b>5536</b>	<b>\$3,699.2</b>	<b>4,540</b>		



**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

3.4.1.1 – Movie Night “2040” – put on hold.

3.4.1.2 - Wish list from school for P&C Funding - delivered – for discussion at next meeting.

#### 3.4.2 Grant Applications

Nil current

##### 3.4.2.1 Community Building Partnership (CBP) Funding Application – Sensory Path

Sensory grant project - \$34K awarded. Details of the grant were provided in the KPS newsletter. Gareth Ward – wants to do an opening – once the sensory pathway and play equipment are installed.

### 3.4.2.2 Community Garden Grants –

The school principal informed the P&C in March it would not want to put in a submission for this grant this year.

### 3.4.4 GrandFriends

Nil

### 3.5 Correspondence

- Mr Stewart Hall – note to P&C requesting donation for garden equipment – Rachael (Sec) to follow up and ensure inclusion of this request into the school’s wish list

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

The P&C Executive raised that communication between the school and the parents on teacher absentees can be improved.

## 5. CLOSE AND NEXT MEETING

Close at 21.17pm

**Next Meeting 10<sup>th</sup> August, 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>	29/06/2020