



Kiama Public School P&C Association AGM – March 2018: Minutes

Date:	26/3/18
Time:	8:05 pm meeting opened MH (KPS Principal)
Place:	Kiama Blue Diamond (The Sebel)

Attendees:	MW(President), KM, BL (Vice President), CL (Treasurer), AC (Secretary), DQ (KPS Assistant Principal), MH (KPS Principal), AR (KPS Chaplain), LC, EK, LC, KL, JM, MR, RP, RM, MB
Apologies:	KVA JF, DF, JS

1	Meeting Opening		
1.1	All executive members were present, including 2 Vice Presidents to officiate, and apologies received prior to the meeting were noted. Determination of a quorum present to proceed with the meeting was declared and the meeting opened at 8:10 pm. MW (President), officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C.		
	Declaration of interests in relation to any matters scheduled on the meeting agenda:		
	Who	Conflict of interest disclosed	Note

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	<p>Acceptance of minutes of previous AGM (previous minutes having been distributed online to all P&C members):</p> <p>Minutes from the previous Annual General Meeting were distributed to all P&C members for verification of accuracy. Previous minutes and the declared motions contained within were passed at the meeting as accurate.</p> <p>Proposed resolution: That the minutes of the previous Annual General Meeting held on March 13th 2017 be accepted. Moved: BL (Vice President) Seconded: AC (Secretary)</p>		
2	Executive & Department Reports		
2.1	<p>President annual report (see attached)</p> <p>Proposed resolution: NO ACTION REQUIRED</p> <p>Moved n/a Seconded: n/a</p>		
2.2	<p>Vice President's annual report (see attached):</p> <p>Proposed resolution: NO ACTION REQUIRED</p> <p>Moved: n/a Seconded n/a</p>		
2.3	<p>Treasurer's annual report (see attached):</p>		

	<p>Proposed resolution: To appoint Greg Norris and Associates as auditor for this year.</p> <p>NO ACTION REQUIRED</p> <p>Moved MW (president) Seconded KM (vice president)</p>		
2.4	<p>Principal's annual report (see attached):</p> <p>Proposed resolution: That the Principal's report be accepted, with the following actions pending:</p> <p>NO ACTION REQUIRED</p> <p>Moved: AC (Secretary) Seconded: MW (President)</p>		
2.5	<p>Questions to office bearers</p> <p>No questions were asked.</p>		
3	<p>Election of Office Bearers</p>		
3.1	Position	Nominations	Appointed / accepted
3.2	President	Michael Baines – Nominated by BL	Michael Baines
3.3	Vice President x 2	Belinda Laird – Nominated by KM Kaye Middleton – Nominated by BL	Belinda Laird Kaye Middleton
3.4	Treasurer	Christie Lewis – Nominated by LP	Christie Lewis
3.5	Secretary	Amy Cliff – Nominated by LP	Amy Cliff
4	<p>Proposed Resolutions</p>		
4.1	<p>Incoming Presidents Remarks - Amendment: See attached report.</p>		<p>MB</p>

	Discussion about creating sub-committees and other P&C roles took place. An EOI was sort for fundraising with a number of people showing interest. Members and sub-committee leaders will be confirmed at the next GM.	
5	Meeting Closed	
	Meeting evaluation Time was allowed for P&C members to comment on the running and outcome of the meeting, and to raise any concerns with decisions or actions that had voted upon. No comments or concerns were noted.	
	Next meeting	
	Time: 7pm	
	Date: Monday 7th April	
	Place: KPS staffroom	
	Meeting Close The meeting was closed by the President at 8.39pm	26/03/18
Moved: AC (Secretary) Passed	Seconded: CL (Treasurer) Blue Diamond Bar & Bistro (at The Sebel)	

Minute taker:	AC (Secretary)
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Minutes and attachments submitted to the P&C on 05/03/2018

Signed:	Omitted in version submitted for online publication
Name:	AC (Secretary)
Date:	27/02/18

P&C AGM Monday 26 March 2018

Principals report 2017-18

I would like to thank the P&C on behalf of the staff and student body for all they do and have done to make our school the success it is. I regularly brag about the community support we have and that is largely due to this team's hard work.

2017 faced a new class and an expanding student numbers - at present we are 536 - that is an increase in 5 years by almost 200 students or almost 60%.

2017 was the year we welcomed a new play area - the King families drive in particular made it happen with support from P&C including Kaye and Fiona. The area has become a highlight of the school and the opening was very special. Great solution to increase play areas reduced by demountables.

The technology in our school blossomed under Lauren Purcell's skill and impassioned tutorage. The results where outstanding given a place in Education magazines top 40 schools nationally and the girls app team successes which continue even today as the Year 6 girls Buzz a Bully app is being considered by State department for ideas and the Year 4 girls app awarded NSW business award.. The 3 D printing went ahead in leaps and bounds so we have 7 available and readily accessed. The robotics teams are flourishing and the new coding groups are showing amazing potential.

Communication has been strengthened with the Expansion of our Facebook page again under Laurens leadership - the new P&C exec page is also beginning to take on momentum. The school now has many ways to communicate including e-school news app. Newsletter, website (undergoing new modelling) and individual class options like Dojo.

The canteen changes have been well received especially the new online orders and we recognise the efforts to make it happen. Lynne and Dani have made some significant changes in 2017 and on the whole it has been positive.

The P&C has affected change through sponsoring events like Happy Harold and the Brainstorm show. When parents raise issues and ideas we listen including the workshop on Online Bullying and the girls Flow program. This relationship has been working as we recognise needs and aim to meet increasing requests. NDIS has been difficult to facilitate as we have no space at times for providers.

SO what next - air conditioning and solar panels will be a major focus in 2018 but much of the preliminary work started in 2017. Klaas and Mrs Quill are moving ahead with this and the details are being tabled tonight.

The Rainforest garden project has also been considered and we hope to move forward with a school grant through Laurens Charity group and hopefully provide some funding

Boys education - needs to remain a focus. Ash and Kieren Corbyn have started Rock and Water with Stage 3 boys and Monty is planning Father and son event for later in the year.

Michael Honeywood

Incoming president report

26th March 2018

I wanted to take a brief minute to say hello to the P & C Members and thank you for your support and faith in me to help with our fantastic school.

The role I step into is one I am passionate about, and I hope to continue the fine work of previous presidents - most recently Marty Walker. With an Executive as enthusiastic and hardworking as the collection of people also nominated at the AGM, and an incredible wealth of varied experience and skill sets within the immediate and wider P&C community I am excited about the year ahead.

My goal over the coming month or so (and year ahead) is to ensure that every member of the P & C is supported to ensure their time and energies are used maximally and efficiently to support our KPS students, staff and the wider community whilst ensuring everyone feels committed and connected.

In the coming weeks the Executive will be circulating the P & C meeting dates for the year ahead, and some procedures for communication with the Executive to allow Agenda items to be added with as much notice as possible.

I am always open to any ideas that are out there for opportunities that can be explored to enhance and continue the hard work that has gone before us that has made KPS the school it is today.

At the next General Meeting of the P & C we will hope to establish some sub-committees that will seek to allow greater reach into the families and community that make up KPS, so please come along and bring another parent or carer with you and get involved in the year ahead.

Thanks again for the opportunity and I look forward to speaking with each of you soon.

Michael Baines

Presidents report 2017

Firstly, I would like to thank all of the KPS parents whom regularly attend P&C Meetings, and those that help out at P&C events, and volunteer in the canteen. Thanks to all KPS families for also attending our events and supporting our many fundraising efforts.

A special thanks goes out to the P&C Executive that have put in long hours volunteering their time to help run the committee and to see the projects they have been involved in develop and help the school continue to be the fantastic school it is today.

- Belinda Laird and Kaye Middleton - Vice presidents
- Siobhan King (Secretary) {Lauren Purcell + Amy Cliff for stepping in for early 2018}
- Christie Lewis (Treasurer)

School playground

It was with great pleasure to be able to open the adventure playground in the middle of the year. We had great success with many parents and special guest from the community available for the opening. Thanks too for the Students who had the opportunity to present what the playground means to them.

Thanks also to Michael Johnson Landscaping, Kiama Council, Lions Club, Siobhan and Ben and the many parents volunteering on the last few days to push with the final finishes to make the day come to fruition. We have been able to make great use of the small parcel of land that was previously neglected

Canteen

The Canteen continues to be a large focus for the P&C and has made great progress with the new Flexischools online ordering system. This has helped increase the activity and maintain a healthy budget.

We have been able to maintain funds to continue with the employment of two part-time staff to assist with the day to day running of the canteen. Alongside our staff are the many volunteers, Mums Grandparents and our two vice presidents who put in a lot of time to make it successful.

A special thanks to Kaye for overseeing the maintenance required and supporting Lynne and Dani to fulfill the standards for the NSW healthy school canteen strategy. This will be an increase focus throughout the coming years, we have made some great progress in providing options for a healthy menu for our growing students.

Pastoral care

We have had an ongoing success with our chaplaincy program with Dr Sumant “Monty” Badami. He was employed as the school Chaplain since 2015. It was sad to see him leave this role in Term 4 2017. We wish him success in his new endeavors. We also welcome Aston Reed who has now taken over the role, who is very enthusiastic and happy to take on the role as champion and support students development of life skills.

Social events

- Family Fun night
- Mother's Day Parade
- Grand opening of Adventure Eco Playground
- Disco
- Movie night
- Fathers Day A Day on the Lawn Bowls

Fundraising (Brief summary only)

Kia Asian Restaurant \$2060
 Lyons Club BBQ \$1926.87
 Motherday fashion parade \$673.50
 Mothers Day Sale \$503
 Fathers Day Sale \$673.50
 Second hand Uniforms \$827

Expenditure on Projects

Life Education \$2116
 Brainstorm production \$2458.50
 Anti-bulling education \$2277
 Science Room \$2145

Full details of expenditure and funding see audit 2017-18

Looking forward:-

Science Room

With the growing interest in the STEM project, robotics and everything else science, Lauren has been able to locate a permanent learning space to help our budding scientists expanded their knowledge.

We have funded a science themed mural for the wall and hope to fund further project with grants and community donations. This is a huge focus and a growing asset for the school that not only students but the parents and families of the school will get to enjoy.

Grants and Fundraising

With Federal cuts to the promised Gonski school funding 2018 and 2019 the school will have an increased reliance to find other funds by other means. The increased pressure will be on the PnC to help find some of these funds. We are actively in the process of undertaking Incorporation status, making us eligible to apply for a variety of grants

Federal cuts for Kiama Public School 2018 - \$82,354
 Federal cuts for Kiama Public School 2019 - \$202,512
 Total **\$284,866**

Looking to expand and support ongoing maintenance of adventure playground with rainforest extension and gardens.

Subject: Vice President Report 2017

Major events this past year:

Opening of the New Adventure Eco playground with commitment to ongoing upkeep and associated costs.

Major Fundraising 2017:

The major fundraising/social event of 2017 was the Mother's Day Fashion Parade, with other minor fundraising continuing throughout the year - Mother's and Father's Day stalls, Lions BBQ at Black Beach, Kai Asian Restaurant Dinner, to name a few.

Social Events 2017:

Each year we start the school year with a Family Fun Night, a great evening to meet and socialise with teachers and other parents and families from our school community. It also provides a great opportunity for families to become familiar with the KPS grounds and some of the wonderful opportunities on offer.

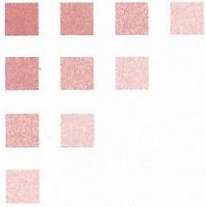
We aim to have one major social event for parents each year, with additional social events throughout the year involving the KPS students. In 2017 we held the Mother's Day Fashion Parade for the mums, showcasing not only "pre-loved" wedding gowns but also highlighting some of our wonderful local businesses, providing a wonderful way to connect with the greater community. A Barefoot Bowls Day was held for the dads to celebrate Father's Day.

Canteen 2017:

Throughout 2017 we have implemented regular meetings between the canteen staff, Lynne and Dani, and the two VP's. This open and regular communication has improved understanding between our canteen staff and P&C. The canteen staff are already undergoing revision of the menu to meet up and coming changes in guidelines and requirements, and we have investigated various ways of making their tasks and running of the canteen more efficient. Moving forward it has been proposed to form a canteen committee to keep this momentum happening. Also, it has been proposed that the exec meet to discuss canteen staff wages and hours, with considering the growth of school and profit of the canteen.

Future fundraising towards additional air-conditioning in buildings/classrooms at KPS - investigations and quotes continue to be carried out. In 2018 ideas for future fundraising include a Kiama Public School Ball held at the Kiama Pavillion, movie night and pizza day of the kids.

The beautification of the kindergarten area is underway with planning and a design to be delivered at the next GM. Students at KPS will be involved.



GREG & STEVE NORRIS

ACCOUNTANTS & BUSINESS ADVISORS

The Secretary
Kiama Public School P&C Association
Bong Bong Street
KIAMA NSW 2533

26th March 2018

To the Secretary,

I have completed the audit of the Kiama Public School P&C Association for the year ended 31 December 2017.

I would like to thank Christie Lewis for her co-operation and presentation of the records for audit. Her use and knowledge of the MYOB accounts provided an excellent audit trail.

The fee for this audit would be in excess of \$1,400 and as a guide would be approximately \$1,640. I have attached an invoice for an amount of \$660 which I am satisfied covers our costs in this instance.

If you have any queries please contact me.

Regards

Greg Norris

Greg & Steve Norris Accountants

KIAMA PUBLIC SCHOOL P&C ASSOCIATION.

ABN: 41 015 507 545

Independent Audit Report

Scope

We have examined the attached Balance Sheet and Profit & Loss Statement of Kiama Public School P&C Association for the year ended 31 December 2017. We have conducted an independent audit of these statements in order to express an opinion on them.

Our examination has been conducted in accordance with Australian Auditing Standards. Our procedures included examination on, a test basis, of evidence supporting the amounts and other disclosures in the attached statements. These procedures have been undertaken to form an opinion as to whether, in all material respects the statements are presented fairly in accordance with Australian Accounting Concepts and Standards.

The opinion expressed in this Statement has been formed on the above basis.

Qualification

Due to the manner in which income is collected and some expenses paid, it was not practical to extend our examination beyond the Association's recording of this income in the accounting records and books of account. No material misstatements were found.

Opinion

In our opinion, the Balance Sheet and Profit & Loss Statement present fairly in accordance with Australian Accounting Concepts and Standards the financial position of the Kiama Public School P&C Association as at 31 December 2017 and results of its operations for the period then ended.

Following our examination on a test basis of the Accounting records of the Association it seems all items of Expenditure have been properly accounted for.



Greg Norris FIPA

Greg & Steve Norris Accountants

26th March 2018

Kiama Public School P & C Association

*Bong Bong St
Kiama NSW 2533*

Balance Sheet

As of December 2017

Assets

P & C

CBA P & C Cheque Account	\$43,891.09
Trade Debtors	<u>\$2,500.00</u>
Total P & C	\$46,391.09

CANTEEN

CBA Canteen Cheque Account	<u>\$29,293.84</u>
Total Canteen	\$29,293.84

Total Assets **\$75,684.93**

Liabilities

Trade Creditors	\$5,098.71
Payroll Liabilities	
Superannuation Payable	<u>\$1,420.37</u>

Total Liabilities **\$6,519.08**

Net Assets **\$69,165.85**

Equity

Retained Earnings	\$51,544.34
Current Earnings	<u>\$17,621.51</u>

Total Equity **\$69,165.85**

Kiama Public School P & C Association

Bong Bong St
Kiama NSW 2533

Profit & Loss [Cash]

January 2017 through December 2017

Income

P & C Income

Donations	\$22.00
Fundraising	\$2,773.20
Lions Club Fundraising - Kai	\$2,060.00
Black Beach BBQ Fundraiser	\$1,926.87
Second hand Uniforms	\$1,163.00
Chaplaincy Programme	\$10,000.00
Total P & C Income	\$17,945.07

Canteen Income

Food & Beverage Sales	\$73,016.79
Catering	\$349.50
Jigsaw OOSH Food Platters	\$760.00
Mother's Day Fashion Parade	\$3,490.00
Fathers Day Stall	\$2,832.00
Mother's Day Gift Stall	\$3,041.05
Total Canteen Income	\$83,489.34

Total Income

\$101,434.41

Cost Of Sales

Bread & Rolls	\$821.86
Dairy Food	\$5,614.25
Drinks	\$174.20
Food & Beverage	\$4,966.83
Fruit & Veges	\$5,162.47
Ice Blocks/ Creams	\$18,623.57
Meat/Deli/Swch fillers	\$300.00
Packaging	\$822.62
Total Cost Of Sales	\$36,485.80

Gross Profit

\$64,948.61

Expenses

Accounting Fees	\$650.00
Bank Fees	\$475.55
Licenses & Permits	\$125.00
School Incursions	\$4,393.00
Father's Day Gifts	\$1,781.81
Mother's Day Stall Gifts	\$1,963.32
Fashion Parade	\$210.24
Disco Fundraiser	\$56.12
Canteen Wages	
Wages	\$26,413.83
Superannuation	\$2,258.99
Workers Compensation	\$653.87
Canteen Equipment	\$216.00
Canteen Online Ordering	\$1,424.30
Chaplaincy Programme Expenses	
Wages	\$3,825.00
Superannuation	\$613.71
Playground Improvement	\$631.58
Insurances - chaplain	\$463.98
Insurance - P & C Fed	\$425.00
Fundraising - expenses	\$539.01
Donations Out	\$224.00
Total Expenses	\$47,344.31

Operating Profit

\$17,604.30

Other Income

Interest Received	\$17.21
Total Other Income	\$17.21

GREG NORRIS & ASSOCIATES

ACCOUNTANTS & BUSINESS ADVISERS

A.B.N. 22 775 540 564

1/64 Manning Street

P O Box 260

KIAMA NSW 2533

Ph: 02 4232 2200

26th March 2018

TAX INVOICE

No. 04147

Kiama Public School P & C Association

Bong Bong Street

KIAMA NSW 2533

Amount

Audit Fees for the year ended 31 December 2017

660.00

Amount due is inclusive of GST

\$660.00

Bank Details: Commonwealth Bank
BSB: 062 624 Account No: 1058 3827

This account is now due and payable