



## Kiama P&C Inc. MEETING MINUTES

<b>Date:</b>	10/02/20
<b>Time:</b>	7:04 pm meeting opened by President (MB)
<b>Place:</b>	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 7:04pm. MB (President), officially welcomed all in attendance.

#### 1.2 Attendees / Apologies

<b>Attendees:</b>	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), Bek McAlister, Beth Horner, Julie McKenzie, Maria Giouroukelis, Belinda Meier, Jacqueline Sloan, Carla Quigly, Lisa Cottrell, Mahlah Grey,
<b>Apologies:</b>	Dani Gilles, Rochelle Munro, Fiona Stewart, Victoria Stewart, Shan Gallagher, Amy Cliff, Cathy Lyall, Caroline Jones, Jacquie Sloan, Natash Osmond-Dreyer,

#### 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 28<sup>th</sup> October, 2019 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
NIL		

## 2. PRIORITY BUSINESS

### 2.1 Family Fun night

Week 4 – 21Feb – Plan A

Week 5 – 28Feb – Plan B

Start at 4.30pm. Finish at 7pm

Question was asked if we can all fit in school hall and COLA if Plan B is rained out?  
Nat suggested we could use Quad B & Quad A, plus Assembly and COLA.

#### FOOD

Kaye spoke with Shaye about food – she is happy to do food and catering if we can provide volunteers. Good opportunity for her to showcase her menu.

One suggestion was Naan bread in Pizza Oven & butter chicken with rice.

Discussed Pizza Oven – hard work because has to be lit at 12pm and hard to manage with slow turnaround of pizza cooking resulting in long queues.

Question was asked - Can we use the new portable kitchen – yes we can roll it out to serve food.

Carla suggested a coloured ticket system for sausages, pizza etc

Volunteer Year 6's to make dessert pizzas?

Kaye to finalise food plan with Shaye.

BBQ - Klaas – to be in charge. Rob McAlister to help out.

#### EVENTS

Face painting - Jane Flint doing for free – would like helpers

MASH Tent - Martin, Denita & Jacquie to run

Teachers Activities – paper planes, etc – Natalie to discuss with teachers this week

#### ACTION ITEMS

Bek to do the flyer – enews, FB and FB messenger.

Natalie to do a call for volunteers to help out on the day in all tents, and to do a big push for Kindy families to come along.

## 2.2 Secondhand uniforms

Jane has left the school, but is still continuing to run the shop, so the time has come for new parents to help volunteer.

Kaye reported that she has had a parent offer to help to run the shop out of hours from home  
Belinda Meier offered to do the during school shift.

Belinda Meier will coordinate with Kaye to arrange logistics with both managing, and to set some dates for opening times – every fortnight / month and start of year.

One suggestion was to have the Year 6 kids volunteer to have shop open on occasion. Nat to consider.

Nat will do a call to community to bring in 2<sup>nd</sup> hand uniforms.

Nat to put Belinda's number in newsletter

Mahlah offered to help Belinda sort and repair uniforms.

Bek Mc offered to advertise Secondhand Uniform Stall for FFN it on the same flyer.

## 3. REPORTS

### Presidents report

- Report delivered in person and not supplied in writing

### Items discussed:

- Discussion around the VP appointment outcomes.
- Discussion around ongoing need for the school community to work with the canteen re volunteers and opportunities but that all canteen finances and reconciliation will be completed in the weeks ahead
- We were unsuccessful in receiving ongoing funding for the chaplaincy position which is quite a shame
- We continue to seek clarification from the school as to any projects that the community can support them on.
- Canteen matters now to go under General Business.

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

**Moved:** Bek McAlister

**Seconded:** Maria Giouroukelis

## 3.2 Principal's Report



### **Kiama Public School**

67 Bong Bong Street

Kiama NSW 2533

Ph: (02) 4232 1471

Fax: (02) 4233 1438

Principal: Natalie Marshall

Email: [kiama-p.school@det.nsw.edu.au](mailto:kiama-p.school@det.nsw.edu.au)

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10 February 2020

### **Term 1, Week 3 P&C Principal's Report**

Welcome to Term 1, 2020! I would like to formally introduce you to our teaching team. This year, we have a number of new faces joining our school. Our Temporary Teachers and Assistant Principals were appointed from recruitment processes conducted in 2019.

#### **Staffing 2020**

##### **Early Stage 1**

KBW – Michelle Blanch, Mrs Wall

KL – Livia Mannix

KM – Nicky McGee

K/IP – Melinda Prior (Assistant Principal)

##### **Stage 2**

2/3M – Kadie Mudaliar

3A – Abbey Tilse

3E – Emily Tully

3/4T – Rikki Toohey

4FP – Emma Faulks (Assistant Principal Mon - Wed/ Helen Paradisis

4/5E – Joe English (Assistant Principal Thur-Fri)

##### **Stage 1**

1H – Leanne Hyde

1M – Alana Mellor

1G – Shayna Graham

2B – Stewart Boyd

2F – Claire Farquhar

2R – Tasha Ross (Assistant Principal)

2/3M – Kadie Mudaliar

##### **Stage 3**

4/5E – Joe English

5B – Brooke Edgecombe

5D – Daniel Pride

5/6P – Sheree Payne (Assistant Principal)

6E – Andrew Ellsmore

6K – Jenna Kelly

**Library:** Robyn Etherton

**RFF:** Stuart Hall, Lynda Paloff, Alana Galloway

**Learning and Support:** Georgia Sellars, Alana Galloway, Lynda Pallof

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- At the end of 2019, Kiama Public School appointed 2 new Assistant Principals. Mrs Sheree Payne and Mrs Tasha Ross were successful in gaining these positions through the Merit Selection process.
- Ms Dianne Quill is currently on leave. Mrs Emma Faulks and Mr Joe English will be relieving in her Assistant Principal role during this time.
- Mrs Sarah Webb will be Relieving Principal whilst I am on Maternity Leave. We are currently working with the Director, Educational Leadership to undertake a process to recruit a Relieving Deputy Principal during this time.

### How a School is Staffed

#### How a School is Staffed

The Department of Education provides the level of staffing, finances and resources to schools based on student enrolment figures. Schools have to submit actual enrolments based on students in attendance at school. Formulas are used for the staffing to establish the number of teachers and classes that are provided to Kiama Public School. Below is a table that identifies each grade, the potential enrolment number of students, the formula and the entitlement.

At the bottom of the table is an allocation for Classroom Teachers or CRT. This is 21, therefore, we will be allocated 21 classroom teacher positions. This is the anticipated numbers for each grade based on our projected number. This may change as families come and go.

Current Interim Grade Numbers 2020		30.01.2020	
GRADES	Current Enrolment	Formula Figure	Entitlement
Kinder	77	0.0513	3.9501
Year One	70	0.0435	3.045
Year Two	73	0.04	2.92
Year Three	92	0.0333	3.0636
Year Four	66	0.0333	2.1978
Year Five	87	0.0333	2.8971
Year Six	73	0.0333	2.4309
<b>TOTAL K-2</b>	<b>220</b>		
<b>TOTAL 3-6</b>	<b>318</b>		
<b>TOTAL K-6</b>	<b>538</b>		
Total			20.5045
<b>CRT Positions</b>			<b>21</b>
RFF			0.882

### **The Size of Class Groups**

The Department of Education adheres to the smaller class size program. This program is designed to support quality teaching and learning through early intervention and smaller classes in the younger years.

Kindergarten has a target group of 20 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with the local Director, Educational Leadership is required.

Year 1 has a target group of 22 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with the local Director, Educational Leadership is required.

Year 2 has a target group of 24 students. Principals are given the discretion to move above or below this target by 2 students. If there is a reason for a larger discretion consultation with Director, Educational Leadership is required.

Years 3-6 have a target group of 30 students.

These class enrolment boundaries establish the optimum numbers of students in each learning group (class).

### **Composite classes**

Schools are staffed according to the numbers and the formulae shown previously. There are strict guidelines for the numbers of different grade groups. As a result multi-aged or composite classes have to be formed so that the school can operate within the staffing entitlement. A piece of great news is, that **all** teachers are trained to teach students who are at a variety of academic, social, emotional and behavioural levels. The curriculum is organised for teachers to deliver lessons in a number of ways including to students across more than one grade. Best teaching practice is to create instructional groups within every class that support students at a variety of achievement levels. This is why students work in groups and these groups change depending on subject area, work ethic and academic achievement and progress. It can easily be argued that every class is a composite group. In most class groups, there is an age range of about two years from the eldest to the youngest student. I am excited about the new academic year and all of the wonderful opportunities that our students and staff will embrace.

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### **Class Placement Process**

Our school takes great care to ensure the placement of each and every student into the most appropriate classroom setting. To ensure this, the school considers the following issues:

1. social
  2. emotional
  3. academic
  4. behavioural needs
  5. the dynamics of students working together
  6. the teaching team working with each grade
  7. students who are funded for support
  8. students who have identified needs
  9. careful consideration has also been given for the students who have arrived at the school this year.
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### **Meet the Teacher Information Sessions**

This year our school will be holding 'Meet the Teacher' information sessions in Weeks 3 and 4. Times for sessions are as follows.

#### **Monday 10 February 2020:**

<b>Time</b>	<b>Classes</b>
4.00pm – 4.45pm	3A – Mrs Tilse 1M – Mrs Mellor

#### **Tuesday 11 February 2020:**

<b>Time</b>	<b>Classes</b>
4.00pm – 4.45pm	3E – Mrs Tully 3/4T – Mrs Toohey 4FP – Mrs Faulks/Mrs Paradis

#### **Wednesday 12 February 2020:**

<b>Time</b>	<b>Classes</b>
4.00pm – 4.45pm	1G – Miss Graham 1H – Mrs Hyde 2B – Mr Boyd 2F – Miss Farquhar 2R – Mrs Ross

#### **Thursday 13 February 2020:**

<b>Time</b>	<b>Classes</b>
4:00pm – 4:45pm  *The Stage 3 information evening will commence in the Hall where a brief session on Bring Your Own Device will be facilitated.	4/5E – Mr English 5B – Ms Edgecombe 5D – Mr Pride 5/6P – Mrs Payne 6E – Mr Ellsmore 6K – Miss Kelly

#### **Friday 21 February 2020:**

<b>Time</b>	<b>Classes</b>
4.00pm – 4.45pm	KBW – Mrs Blanch/Mrs Wall KM – Mrs McGee K/IP – Ms Prior

Due to unforeseen circumstances, 2/3M's and KL's, Meet the Teacher have been postponed. Information about the new dates will be communicated to families as soon as possible.

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### **Term 1 Interviews**

This year, Parent/Teacher interviews will be undertaken in Week 6. Booking information and codes will be distributed to families in the coming weeks. Bookings will be made online at <https://www.schoolinterviews.com.au/>

### **Newsletter**

This year, Kiama Public School has updated the way the newsletter is communicated to our families. We will now be using the SWAY platform.

SWAY is a more interactive method of communication and can be easily accessed on electronic devices including mobile phones.

Kiama Public School has already seen an increase in community engagement using this platform. The average number of Newsletter views in December 2019 was 57.25 views per week. Since the release of our revitalised newsletter, we have had 389 views over a 5 day period.

### **Canteen Update**

At the conclusion of 2019, Kiama Public School undertook a tender process for our school's Canteen. Luccassen Catering was successful in gaining the tender.

### **Reports**

Kiama Public School staff are currently working to revise the reporting process to provide families with more information about their child's academic progress. We look forward to sharing the revised reports with our community this year.

### **School Photographs**

School photographs are scheduled 12 March 2020.

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### **Additional items discussed**

Discussed the school's position on whether the DOE decides the position needs to be external or internal – Natalie to advise that once known.

Canteen – Natalie reported that the Insurance company will not cover the stock losses and staff losses for the break-in. Decision has been appealed. Natalie will advise result of appeal.

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

**Moved: Mick Baines**

**Seconded: Kaye Middleton**



### 3.3 Treasurer's Report

#### Treasurer report

##### Handover

- Klaas van Alphen has taken over the role as treasurer from Cathy Lyall.
- A handover meeting was held on 13 November 2019. Klaas van Alphen, Kaye Middleton, Cathy Lyall and Natasha Osmond-Dreyer were present at the handover meeting.
- Topics covered in the handover meetings included: mail, banking, payments, constitution (incl. bylaws), committee guidelines, ACNC reporting, audit, accounting support, insurances, Chaplaincy program, employees (canteen), fundraisers, expenses / sponsorships.

##### Banking

- Klaas is not able to make or authorise payments through the Commbank / Commbiz accounts. At present this is still done by Cathy, Natasha, Kaye and Mick.
- Natasha prepared the paperwork to open a new P&C operating account at NAB. Klaas is one of the signatories for that account.

##### Account Balance 10 Feb 2020

- Canteen operating account: \$16,575
- P&C operating account: \$24,534
- Klaas to work with Accounting Professionals to reconcile accounts for audit and budgeting purposes (see below).

##### Audit preparation

- Klaas to contact Greg & Steve Norris regarding the annual financial audit requirements.

##### Budget

- A draft budget has been prepared covering:
  - forecasted expenditure related to P&C funded initiatives, incl. Chaplaincy program, Brainstorming – anti-bullying, Healthy Harold, Interrelate, Kindy book bags, playground maintenance, Fathering program, Grand friends day, etc.
  - forecasted income from fund raising activities / sponsorships: Family Fun Night, Mother's Day Stall, Father's Day stall – Sept, Annual fundraisers (parents + family event)
- A full CY 2020 budget will be circulated by the treasurer in advance of the next P&C meeting.

##### School improvements / initiatives "wish list"

- A listing of initiatives / improvements for KPS that could be supported by the P&C and/or grant funding is provided overleaf.
- The P&C should prioritise these initiatives so that fundraising efforts and grant applications can be targeted.

### **KPS “wish list” for funding support**

- Upgrade of basketball court (resurfacing)
- Natural playground – ongoing maintenance - mulch and sand
- A Music Program (similar to the one Monte and Shelly ran at Gerringong Public in 2019)
- Canteen kitchen upgrade

### **Pending grant funding applications**

- Sensory pathway / play equipment (CBP funding)
- School hall upgrade (Direct application to AMU)
- Air-conditioning units (Cooler Classrooms Program)

### **Additional items discussed:**

Move from CBA to NAB is work in progress.

## **3.4 Reports from Sub Committees and Representatives**

### **3.4.2 Fundraising**

#### **3.4.2.1 – Movie Night “2040”**

- Suggestion by Rebecca Beattie to host a Movie Night to show the film “2040” – purpose to raise funds for bushfire affected communities and drought – could sell popcorn
- Natalie expressed concern about parents being asked to pay more money.
- RP suggested perhaps the evening could be based on donations.
- Belinda Laird said there are educational packages that accompany the Movie.
- P&C Exec to revert back to Rebecca with suggested dates.
- Once date chosen, Natalie to ask staff if they are OK to supervise.
- Suggested to have after school so it can be held earlier.
- Carla suggested we could send the funds to an affected school.

#### **3.4.2.2 - Comedy for a cause – see correspondence from Mat Wakefield.**

- Need to understand the cost of putting on the night – park for now.

### 3.4.3 Grant Applications

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

Should hear result by March.

#### 3.4.3.2 Community Garden Grants – Info session 19Feb. Application up to \$4500 RP to confirm with Klaas if we want to go ahead.

#### 3.4.3.3 Wish list from School for P&C Funding

- Natalie to provide wish list to P&C.

#### - Items discussed:

##### 1/ Grassy area at the top near the Canteen Cola – challenges with keeping the grass alive & green.

- One suggestion put forward by Sarah Webb – artificial turf instead of the losing battle of grass.
- Rachael suggested it could be a good Year 6 Sustainability Project.
- Mahlah suggested Paddock to plate and sustainability opportunities for the grass.
- For further discussion once P&C is provided the Wish List.

##### 2/ Basketball court area use - is one big one that the staff are mentioning.

- Mick suggested that P&C can source professional opinions for solutions for the Basketball court area, as done with the Adventure Playground.

##### 3/ Extension of the outdoor kitchen area –

- Nat would like to see this being able to be closed off to the elements - with a roller door or something similar.

##### 4/ Technology – BYOD Program

BYOD Program was raised by parents in the context of:

- a) concerns from parents about the effectiveness of the program
- b) potential opportunities for P&C funding to bring KPS in line with its reputation as a “Top 40 Innovation School” in 2017 & 2018, but dropping off this list in 2019.

- Point was made that often BYODs often don't get used, and due to experience from past parents, many are waiting to buy devices after teacher info nights, after seeking advice from individual teachers.
- There are currently some devices in library for students who don't have their own, but not enough. Additional numbers required still not confirmed.
- Challenges with BYOD is that outside devices are slow to load into network and teachers aren't skilled to assist with the large range of devices brought in by students, resulting in ineffective use of time and

learning.

- Question asked if there are donations that IT companies can make to the school for secondhand laptops.
- Response from Natalie was that there are strict regulations around types of devices that can be used
- Discussed if it is better for P&C to fund school's laptop stocks with secondhand devices? DOE have just released a policy on school / P&C funded laptops – stricter parameters around types of advices.
- P&C asked for school to provide us with information on what the DOE limitations are on secondhand devices
- Comment from Principal and Deputy that the problem with having more school funded laptops is that Robyn Etherton (Librarian) has a huge job to load imaging and software on all school laptops.
- Further discussion to be had with more information available on DOE criteria and school requirements

#### **3.4.4 GrandFriends**

Nil

#### **3.5 Correspondence**

Covered in Grants discussion

##### **3.5.1 Dangerous Dad's Camp – 4 free places for firies or ADF personnel.**

Natalie to advertise in next newsletter

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

### 4.1 Uniforms – update from Natalie

Natalie advised If we did go to a new uniform, the process will need to go to tender.

Natalie to confirm with the DOE if the tender is required for the actual process of changing the uniform, or just the new provider of the new uniform.

Mick asked if the Bike Shop has exclusive rights to sell the uniform. Kaye to find out.

Kaye to also find out if all shop's old stock has been sold.

Minnamurra use Flexischools. Could this be an option for us ?

Kaye advised there is a new yellow shirt in the bike shop which has a higher cotton content, which doesn't stain as much as the old shirts.

Sarah Web offered to take photos of Kaye's boys and advertise new shirt in the newsletter, with a review from Kaye, then to do a follow up question later in Term 1 to get feedback on "new yellow tops".

The intention with starting the Uniform discussion with the community before sending out a Survey, is first to establish whether a full uniform change is actually required, or if it is just about the T-Shirt.

If it is just about the t-shirt, and the new t-shirts don't satisfy parents, then consideration for changing the t-shirt can be given.

**Uniform Survey to be sent out to the whole School Community in Term 2**, the wording of which will be subject to the feedback received on the "new t-shirts".

**Priority with the Survey will be to include gender neutral uniform questions.**

Overall consensus with gender neutral uniform is that no change needs to be made – just to advise the Bike Shop that the uniforms should not be labelled "boys" or "girls", so students have the option to choose either. (Kaye to advise uniform shop on that now).

### 4.2 Chaplaincy Program – update from DOE

Application not successful, so Josh's role will no longer continue.

### 4.3 Permission notes / paper handouts of notes (BM)

School already exploring the options for electronic distribution.

### 4.4 Morning line up procedures – BM

Concerns with laptop safety with bag placement and noise levels. School took note to make sure noise minimization is considered. Sarah Webb explained that the new system is being trialed, and welcome feedback to continually modify.

### 4.5 Minimising KPS environmental footprint

Robust discussion held on ways to potential innovate system of permission notes and Medicare number recording by using technology (eg. An IPAD) to record all signatories, permission letters and Medicare numbers.

- 4.6 **Senior girls' toilets** – additional sanitary bins provided by Natalie.
- 4.7 **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 – **not discussed – carry over to next meeting.**
- 4.8 **Solar Panel Power Output Reports** - Mick asked Natalie if the P&C can view them to see the power output reports of the Solar panels.  
Klaas suggested we can then do a good news story in the newsletter.  
Natalie to provide to P&C Exec.
- 4.9 **Garden Program** – Question was asked if the Garden program is still going ahead. Confirmed yes. Only change is the Year 6's – who will transition to Cooking food from the garden in the outdoor kitchen.
- 5.0 **STEM program.** Dan Pride is taking on a bigger role with the STEM Program. The Syllabus has changed and teachers are now implementing the changes.

**5. CLOSE AND NEXT MEETING**

Close at 21.29pm

**Next Meeting Mon 16<sup>th</sup> March 2020 at 7pm**

Minutes and attachments submitted to the P&C on Fri 14<sup>th</sup> February 2020.

<b>Minute Taker</b>	RP
<b>Signed:</b>	Omitted in version submitted for online publication
<b>Name:</b>	RP (Secretary)
<b>Date:</b>	10/02/2020