



**Kiama P&C Inc.**  
**MEETING MINUTES**  
**Meeting 12/6/18, 7pm and KPS Staffroom**

<b>Date:</b>	12/6/18
<b>Time:</b>	7:00 pm meeting opened by President (MB)
<b>Place:</b>	Kiama PS

**1. Welcome and previous minutes**

**1.1 Welcome and opening remarks**

All executive members were present. Determination of a quorum present to proceed with the meeting was declared and the meeting opened at 7pm. MB (President), officially welcomed all in attendance and thanked them for their contribution towards the ongoing contribution to the P&C.

**1.2 Attendees / Apologies**

<b>Attendees:</b>	MB(President), KM, BL (Vice President), CL (Treasurer), AC (Secretary), DQ (KPS Assistant Principal), KC (KPS R. Principal), LC, JM, RP, DF, KVA, JS, NW, MC, LC, BM, CJ, NP, TB, LD, JF, LW, FD, KW, VS, JS, DC, SG, RM, CG, RR
<b>Apologies:</b>	KL, JW, SF, MR

**1.3 Approval of Minutes – See Attachment 1**

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 May 7th, 2018 be accepted.*

*Moved: BL    Seconded: KM*

1.4 Business Arising from Previous Minutes - N/A

Action List - all P&C members to review and follow-up were assigned to a task requiring action		
Task/Project	Who	Action required
Incorporation of the P&C	MB	Process continuing.
Air conditioning for classrooms	KVA, President and DQ	<b>P&amp;C need to select quote</b> / transfer funds Load testing currently happening. P&C have held \$10K <b>- Mick and Klass to give recommendation within 2 weeks.</b>
Recycling	JS	Jenna Kelly following up recycling at the school.
Event organisation checklist	DF	This will now be stored on google drive.
Coles Sport Vouchers	KC (KPS Principal)	Liaise with staff to <b>create a wish list of sports equipment from the sporting sections of Modern Teaching Aids (MTA) catalogue.</b>
iPad Funding?	MB CL	iPads have been moved out of primary classes to support STEM program. P&C will fund laptops for primary grades to replace technology handed on.  Motion: \$6600 for laptops +\$5000 for band instruments and upgrades Passed: Unanimous vote to approve this funding
Messenger	AC	Facebook messenger has been set up for those wanting to be part of discussions and planning.

**2. PRIORITY BUSINESS**

2.1 **Canteen Management.** Decision regarding continued P & C management and discussion surrounding the future direction moving forward.

MB - At previous meeting there were no P&C volunteers willing to manage the canteen. Since the last meeting there have been a few school community members expressing interest in managing the canteen. These proposals will be shared at this meeting.

NP : The NSW government have guidelines that the canteen need to follow. The canteen would like to survey the school community to gain information on what the school community would like the canteen to offer. Next term's goal is to research the needs of the community and work towards responding to the findings before further reviewing of the management of canteen through the P&C. The canteen is currently profitable as a reflection of the growing school population, however this also added challenges that need to be looked into.

VS : Spoke to the relationship concerns between management of canteen and canteen workers by sharing an email message from L who wanted to pass on her personal reflection on current canteen management concerns.

JS: Spoke to the historical challenges that have been presented to the P&C over many years regarding the management of the canteen through the P&C. In the past the P&C management have researched healthy options, surveyed the school, made numerous efforts to make changes etc with little positive outcome. It has been difficult to maintain volunteers, and make change over a long period of time and has put additional pressure on the P&C exec. Concerns regarding the need for the canteen to grow to keep up with growing student population was also raised.

MB : Proposal put to vote for NP and VS to spend Term 3 doing a feasibility study to bring back to the P&C at the 2nd meeting in Term 3 to review if the P&C can continue to manage the canteen. NP and VS will take on the role of sub committee leaders relieving the P&C exec of any responsibility to manage the canteen.

Final remarks: More research needs to be done into what the canteen needs to look like and what its goals are eg profit vs service, food choices and movement towards healthier options.

Questions regarding what a tender process would look like. These were outlined by KC and are available online.

No objections were presented to this proposal.

2.2 **Incorporation Status:** Update on progress by MB. We needed a formal approval from the school to use 'Kiama PS' in the Inc name, some changes need to be made to the constitution and by laws so that that meet the requirements of being incorporated. This continues to be a work in progress. .

### 3. REPORTS

#### 3.1 **President's Report** - See Attachment

Key points

\* KC and MB have plans for regular meetings.

\* Google Drive - P&C financial members can have access to documents through google drive now. **Links will be sent out after this meeting to give access to documents that are published on eNews and the school website. Those involved with subcommittees may also wish to use google docs for their organisation and will be given access to the subcommittee folder.**

\* Option to do a live- stream meeting is being looked into

\* Canteen & Grants/INC status update

\* Grand parents meeting = 25 people came. Feedback was positive. Combination of people with links to the school and those who don't but want to volunteer and be part of the group. - See report for further details.

JS: Reminder about the 'Call Gran not Google' program and the potential to use a similar ideas for the grandparent committee members to do in school.

**KC: Will liaise with staff to gain input for ways to utilise the program well.**

*Proposed resolution: That the Presidents Report be accepted*

*Moved: KV*

*Seconded: AC*

### 3.2 **Principal's Report** See Attachment

#### Key Points

\*Principal vacancy - Director has indicated that the Principals position may be advertised. **The school will request a P&C representative to be part of the panel.** This is not set in stone, however it is recommend that the P&C consider who they would like to put forward for the panel incase called upon..

\*Chaplaincy - Ash will end his position at the end of week 3 term 3. ***The P&C need to consider what can be offered from a financial point for the future of this role in the school.*** The school can support in giving recommendations however it is up to the P&C who they would like to take the position. At this stage Will Worthington is a possibility. MB and KC will follow up at their next meeting.

\* Staff development days: The Staff Development Day traditionally on the first day of Term 3 (July 23) will be moved to Wednesday December 19. This means no more pupil free days at the start of Terms 3 and 4, with the last day of the year for students being Tuesday December 18 (Picnic Day).See report for further details including the professional development staff will be undertaking on the Staff Development Days and evening workshops

\* Our school's NSW Teachers' Federation (Union) Representative, Mrs Toohey, has requested your permission to invite a formal representative from the union to visit your next P and C meeting to discuss funding changes in NSW schools and how it may affect your children. **The P&C are thankful for the opportunity however will respectfully decline and seek information as needed.**

\*Thank you for the funding support for the band. Come and see the band playing at education week.

Question from JS - Request for an update on who can access the band. KC will ask AE to make process of band access clear for school community.

*Proposed resolution: That the Principal's Report be accepted with the above questions.*

*Moved: MB*

*Seconded: AC*

### 3.3 **Financial Reports** (Treasurer)

3.3.1 Finance Statements as of see Attachment

- Reports will be posted with minutes when published.

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

#### 3.4.1 **Canteen Committee**

- Previously spoken about during this meeting and noted in Presidents Report. Formal thank you to BL KE for the work they have done managing the canteen up until now. Their efforts are appreciated by the school community.

#### 3.4.2 **Fundraising Committee**

- Group formed - see general business for updates

#### 3.4.3 **Grant Applications**

- Waiting for INC status. Grant opportunities raised in correspondence will be forwarded to KV

#### 3.4.4 **Grandparents**

- See comments in presidents report

### 3.5 **Correspondence**

- **Kiama Council Health & Sustainability Grants** – Round 3 Closing date 20 July 2018 - forward to KV
- **Kimberline Education Grant** : solar systems valued at over \$26,000 closes 29 June 2018 - forward to KV
- **Kiama Art Society / Judy White** - \$1000 donation offer for support setting up the Annual Exhibition for the Kiama Art Society on August 19th and September 2nd

**Motion:** to agree to supporting the Kiama Art Society with this set up. Mick will respond with P&Cs interest in doing this.

**Moved:** KM **Seconded** AC

## 4. **GENERAL BUSINESS**

4.1 Option to make meetings accessible via 'live stream' or 'virtual' (befitting KPS school of innovation). Suggestion: if you are a financial member you would be able to to access live

streaming of the meetings. Pros and Cons will be investigated by executive and outlined at next P&C Meeting

**Motion** - To set up a trial at a future meeting and gain feedback. Also, P&C will survey financial members for best time to hold P&C meetings in the future.

**Moved:** KE **Seconded** AC

4.2: Pie Drive opportunities MB

**Motion:** VS & LSh will to coordinate for this term.

**Moved:**MB **Seconded:** AC

4.3 'Innovation Ball' BL: update: Committee of 8 people has been formed. The date has also been set for Friday 14th September.

4.4 Maggie Dent Parent Seminar Proposed for 22nd August - LC

**Motion:** To coordinate a Maggie Dent (Parenting/raising children expert) Workshop as a fundraiser and community event. Ticket would be approx \$35. Possibility of inviting other schools/community members. Topic is - 'Real Kids in an unreal world: Building Resilience and self esteem in today's child 10 resilience building blocks' LC will liaise with Maggie and MB to look into appropriate venue and coordinate.

**Moved:** MB **Seconded:** AC

4.5 Murals for stairwell and kinder area BL

Update: Goal to have work completed by education week (week 3 term 3). Date for kids to work on mural at school is Friday week 1 next term. There is also a working bee being planned to do prep in the holidays. BL will follow up with a date.

Suggestions were passed on the BL including plants and a request to pass on problems regarding grates in this area - referred to Principal as WHS..

**Motion:** P&C to fund the mural and Kinder area beautification project \$4000, using funds raised through the Pie Drive.

**Moved:** MC **Second** CL

4.6 Parent Teacher Interviews BL - thank you to staff for staying back to conduct parent teacher interviews it wasn't a P&C expectation that teachers would stay back every night to make themselves available, and this is greatly appreciated. KC responded by drawing attention to survey that will be coming out to seek parent and community feedback regarding reporting and interviews.

4.7 Thank you to LP for coordinating the murals and upgrade in the science lab. They look fabulous and the kids are thrilled.

4.8 Interrelate KM- more information coming regarding costs, times and session content. Dates confirmed for Wed 25th July week 1 term 3

4.9 Communication and Facebook.

DF will follow up to find someone who can create PDF flyers for future P&C events. While the school are supportive of the KPS facebook page, appreciate the work that goes into the updates, and have staff supporting through admin access, the school request/recommend a P&C member support LC with updates, moderation and posts.

**Action: DF volunteered to take on this role.**

## 5. CLOSE AND NEXT MEETING

Meeting closed at 9:02pm

Next Meeting Monday 30th July 2018 7pm KPS Staffroom

Minutes and attachments submitted to the P&C on 20/6/18

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

Presidents Report Tuesday 12th June.

So much has happened since our last meeting, and the personal enjoyment and satisfaction I have had being able to represent the KPS P & C has been thoroughly fulfilling.

Establishing a regular meeting with KC as Principal has been really positive to ensure we continue to work within our agreed direction to support the KPS School plan.

This past month has involved some really exciting meetings with members of our P & C with the common theme being a commitment by all parties to work towards what is best for KPS.

Incorporation Status.

As I understand it we have now finalised all paperwork to proceed down the pathway of becoming incorporated. This has been a huge task and special mention must go to Lauren, Christie and Martin for their tireless work to ensure we are now both compliant with the legislation and have submitted all financials as needed by the regulatory bodies. Christie continues to send me emails at 215 am that relate to P & C and I feel it appropriate all of the community are aware of her hard work.

Communication

The shift to Messenger as a template for communication seems to be working and I would encourage all financial members that are interested to ensure Amy has added them to the P&C chat thread for all communication between meetings. Amy can also facilitate any subcommittee Messenger groups and I know the Innovation Ball Messenger Group is really growing in momentum - with Mems and all!!

The ability to review all documents and Agenda items and reports and minutes via the Google Drive is also growing in momentum, and there has been a suggestion that I completely support to push to have our P&C meetings able to be 'streamed' online for parents that are motivated and keen but unable to attend. We are currently looking into the logistics of this and the appropriate platform but it is exciting and befitting of the Public School that is building its reputation as the school of Innovation.

Canteen

Since our last general meeting I have met with our canteen staff to communicate our position following the last meeting that there were no members in attendance at the most recent meeting willing to continue to manage the Canteen. And this had resulted in the P & C feeling it was worth exploring the mechanisms to hand the canteen management back to the school - which would ultimately result in the canteen being put out to public tender.



With acknowledgement that the canteen plays a huge role in the fundraising capacity of the P & C, I have since met with 2 members of the school community who have expressed a desire to further explore a change in direction of the current management structure.

Whilst the current Executive are unable to continue to commit to the canteen sub-committee, we acknowledge that all decisions need to ultimately be in the best interests of, and be within the spirit of both the P&C Constitution AND the KPS community. For the immediate future I would look to change our Canteen sub-committee members and will call for new members immediately that will seek to change the structure of the canteen management and there will be reflection in an increased level of responsibility to clearly articulate and document job tasks and expectations. It is my sincere hope after some really positive meetings and communications that with a real commitment to what will essentially be 'change management procedure implementation' we can see our previously desired changes in the aspects of canteen menu, produce use and variability healthy options be implemented. Should this outcome be achieved we may then move forward with a positive working relationship between the P & C and our employed staff without losing the history associated with our P & C managed canteen.

I have been really impressed by the willingness and enthusiasm of some of our community and hope some change is able to be implemented that is mutually beneficial to the school community and all parties involved.

I take this time to really thank the current and previous members of the canteen sub-committee and our staff (Dani and Lynne) through what has been a hugely stressful and turbulent few weeks. I hope that a direction forward can be found and will keep all parties updated of the progress and outcomes in the coming months.

#### Grants

The incorporation status will finally open the door to the world of Grants - and I sincerely thank the members of the P&C for working through the duplicate (and triplicate sometimes) that is associated with chasing these grants. The potential is there to start to explore members of our Grandparent community to assist is this...

#### Grandparents Sub-Committee Initial Meeting

Wow - such an awesome morning and as President it was really enjoyable to show our generation before us where the school is heading and what our vision for multigenerational community integration looks like.

Acknowledgment of the role of the Bugle and Independent. The majority of those in attendance that weren't blatantly targeted by MB (7 grandparents from the Kiama 7 Silver Soccer team) were there via the Bugle.

25 in attendance (compared to average P&C meeting)

5 in attendance not currently with grandchildren at KPS

Thanks to Hope from the Pavillion (and an unnamed local business for sponsoring this sub-committee)

Lots of energy and ideas and concern re the current statistics re primary school anxious behaviour but really positive about the opportunity to help both their kids, other peoples kids, the community, the school and the overall aesthetics of KPS.

Suggestions - to be task focused.

1 x term of a meeting for Grandparents and 1 x term activity WITH grandkids - in a technology free manner. Ideas ranged from Working Bee's to multi-generational cooking / crafting opportunities and fundraising.

Role of grandparents in the school as reading support in the classroom or even an in-school opportunity to use the garden produce AND the outdoor kitchen..

But a big thumbs up and agreeance that the concept has merit and that the Bugle is the preferred communication method.

Discussion re access and the thoughts to Park and Bus from Showground was certainly enthusiastically supported and they GP are really keen to have a day that allows them to see the school as opposed to GP day where they are focused on their kids / class / schoolwork.

#### Actions

MB to liaise with Bugle to attempt to create a GP of KPS regular section

The School, P and C AND Students to create a list of appropriate tasks that the GP can help with

## **Principal's report - W7 Term 2**

**Restructure:** Six weeks into our temporary executive restructure things are going well. We have had a number of changes in staff responsibility in response to movements after Michael's departure, but everything is going very smoothly. At this point our director believes we will be moving to open advertisement in the coming months, and has requested our PandC put forward a community representative to be included in the appointment panel and process.

**NAPLAN** - Our first year of NAPLAN online was a big success from an operational perspective. We had no major technology issues, and reports from staff were positive with most noting a strong engagement overall from our students. We look forward to receiving the results in a more timely fashion this year, allowing us to respond to teaching and learning needs.

**Parent/Teacher Communication-** This term saw the implementation of our new reporting and teacher/parent interview schedules. Our intention is to repeat the process next semester. At the end of the term, I intend to survey the community and staff in regards to the experience and how we can improve the entire process. Please collect your thoughts ready to share them.

**Chaplaincy** - Unfortunately Ashton will be leaving us at the end of Week 3 next term. He commences his final internship for his teaching degree, and will then be pursuing work as a qualified teacher. We hope to have him back at KPS for some casual opportunities as a teacher, but he will not be able to continue in his current capacity as our School Chaplain. This negotiation was discussed with Michael prior to the appointment earlier this year. Ashton has been excellent in the role and we have valued his work greatly as a school. It does mean, however, that the PandC will have to start investigating an alternative person to assume the position. We are required to follow the procedures set out for employment by the National Schools Chaplaincy Program. I would like to meet with the PandC to discuss financials and possibilities related to the position.

**Staff Development Days** - Schools have greater autonomy now in their decision making regarding Staff Development Days. We applied earlier in the year to have the last two days of the year for staff (December 20 and 21) transferred to four evening workshops. They run for 3.5 hours each. We focused on Wellbeing in Term 1, Innovation in Term 2, with Semester Two focusing on Pedagogy (Educational Psychology Term 3, and Mathematics Term 4). We did this to enable staff learning to transfer directly to student learning throughout the year. Second to these changes, we are moving the SDD traditionally on the first day of Term 3 (July 23) to Wednesday December 19. This means no more pupil free days at the start of Terms 3 and 4, with the last day of the year for students being Tuesday December 18 (Picnic Day). Staff will be onsite completing mandatory annual training in CPR and Anaphylaxis on Wednesday December 19. After this date our school will be closed until the new year.

**Federation Visit** - Our school's NSW Teachers' Federation (Union) Representative, Mrs Toohey, has requested your permission to invite a formal representative from the union to visit your next P and C meeting to discuss funding changes in NSW schools and how it may affect your children.

**Assets** - I am still chasing up department progress for AC with regards to load testing. It is scheduled but not complete yet. Has the PandC decided on a quote? Also, the tender period is nearly over for our bollards and chair lift, with work expected to begin in July, ideally in the school holidays.

# Profit & Loss

## Kiama Public School P & C Association

### Cash Basis

### 1st July 2017 to 20th June 2018

	Total
<b>Income</b>	
Black Beach BBQ Fundraiser	1,927
Catering	80
Chaplaincy Programme	7,500
F B Special Event	743
Family Fun Night	872
Fathers Day Stall	2,832
Food Beverage Sales	74,930
Jigsaw OOSH Food Platters	760
Lions Club Fundraising - Kai	2,060
Misc Income	511
Mothers Day Gift Stall	3,210
P&C Members Dues	32
School Disco Fundraiser	1,481
Second hand Uniforms	617
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	<b>97,555</b>
<b>Less Cost of Sales</b>	
Purchases	33,737
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<b>Gross Profit</b>	<b>63,819</b>
<b>Less Expenses</b>	
Accounting Fees	660
Bank Fees	406
Canteen Equipment	940
Canteen Online Ordering	866
Canteen Subscriptions	99
Disco Fundraiser	56
Family Fun Night Expenses	673
Fathers Day Gifts	1,782
Insurance - P C Fed	425
Insurances - chaplain	464
Mothers Day Stall Gifts	2,056
P C Gifts	172
Playground Improvement	-3,861
School Improvements	775
School Incursions	6,852
Science Room Improvement	3,500
Employee Expenses	31,878
Workers Compensation	654
	<hr/>
	<b>48,397</b>
<b>Operating Profit</b>	<hr/> <b>15,422</b>
<b>Plus Other Income</b>	

Interest Received

17

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17

**Net Profit**

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**15,439**