



Kiama P&C Inc.

MEETING MINUTES

Meeting 7/5/18, 7pm and KPS Staffroom

Date:	7/5/18
Time:	7:00 pm meeting opened by President (MB)
Place:	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 7:10 pm. 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

Attendees:	MB(President), KM, BL (Vice President), CL (Treasurer), AC (Secretary), DQ (KPS Assistant Principal), KT (KPS Assistant Principal), KC (KPS R. Principal), LC, KL, JM, MR, MW, DF, CQ, KV, SF
Apologies:	FS, LP

1.3 Approval of Minutes – See Attachment 1

Minutes from the previous General Meeting were distributed 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 March 26th, 2018 be accepted.

Moved: MB Seconded: BL

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	Review detailed quotes and select AC company.
Canteen Meeting	KM (Vice President)	Will be addressed in separate agenda item
Recycling	JS	Follow up for reporting back at the next meeting
Lunch box/drink bottle tubs	FS	Tubs have been purchased.
Event organisation checklist	DF	This will now be stored on google drive.
Coles Sport Vouchers	MH (KPS Principal)	Liaise with staff to create a wish list of sports equipment from the sporting sections of Modern Teaching Aids (MTA) catalogue.

2. PRIORITY BUSINESS

2.1 iPad funding request - RE (EMAIL) A request for 15 iPads for stem

*Suggestion for 10 laptops to support BYOD program (eg for kids that don't have a device) for stage 3 to be bought instead and for iPads from Stage 3 to be moved for STEM program use.

*Suggestions and questions - consider refurbished iPads.

Proposed resolution: P&C will look at finance and bring a decision to be voted on to the next meeting. P&C recognise that funding technology supports the school plan and strategic direction for innovation.

Moved: MB

Seconded: BL

2.2 Air Conditioning and Solar - MB

*quotes are on google drive, digit copies folder for P&C to review

1) P&C need to look at three quotes.

2) Load testing will take place when school is functioning at full capacity.

3) Transfer the funds

Proposed resolution: P&C have committed to supporting the funding of AC. Exec team will select quote and pass on to the school

Moved: AC

Seconded: CL

2.3 Communication - MB

To request for members to indicate if they would like to be on messenger or not to be kept in the loop for communication. You don't need a facebook account to use messenger. Access will also be given to view information stored in google drive and access to collaborate on planning documents where necessary.

2.4 Creation of sub committees - MB

Suggestions for sub committees to be formed.

1) Grandparents Committee: Vision for a P&C rep to be part of the committee.

Mick will put a call out through school communication and community to join the GP committee.

Goal will be to get help with fundraising and supporting the school with volunteering activities and to make connections with other grandparents in the school community.

Call for volunteers for this committee: - MB

2) Fundraising Committee: Every fundraising project needs a clear goal.

Call for volunteers for this committee: - BL, DF, KM, CQ, MB, JM

3) Grant Committee: This group are responsible for looking for grant application opportunities and writing submissions.

Call for volunteers for this committee: - MW, KV

Proposed resolution: To form these three subcommittees with nominated volunteers as listed above.

Moved: CL

Seconded: AC

3. REPORTS

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

Proposed resolution: That the Presidents Report be accepted with the following actions pending :

Moved: CL

Seconded: KM

3.2 **Principal's Report** See Attachment

Questions regarding year 5 writing task being online. Concerns for assessing students ability to write when typing is slower.

Response (KC) Students at KPS generally have competent skills in typing and using online platform. These are expected to increase overtime, using an online platform is natural progression. In the trail students coped well and reported enjoying the task. Online NAPLAN is in early stages and will be reflected on. Reminder that NAPLAN is just one part of assessment.

Additions:

Interrelate dates - move to July 25th due to clash with parent interviews. P&C confirmed new dates for Stage 2 and Stage 3

Feedback from staff meeting: RE looking to purchase flexible learning furniture for the library. Grant application was unsuccessful, so request for this to be on the P&C fundraising directions.

Proposed resolution: That the Principal's Report be accepted with the above additions and questions.
Moved: MB *Seconded: AC*

3.3 Financial Reports (Treasurer) - see attachments
3.3.1 Finance Statements as of see Attachment

Proposed that we need a float of \$20,000 at all times based on the estimate that the P&C supports approx \$10,000 a year.

Proposed resolution: That the Financial Report be accepted along with the above proposal:
Moved: MB *Seconded: AC*

3.4 Reports from Committees and Representatives

3.4.1 Canteen Committee

Report not complete and will be presented at the next meeting.

3.4.2 Fundraising Committee

Report not complete and will be presented at the next meeting. See proposed ideas for formalising sub committees in item 2.4 and general business 4.2

3.5 Correspondence - AC

- Free Homework support diaries: local businesses were invited to advertise in these diaries. These will be supplied to students.
- Fundraising possibilities via emails passed on to committee

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

4.1 Interrelate : Would KPS/P&C like to offer interrelate to other schools in the area

Proposed resolution: That communication be sent out to invite Stage 2 and 3 parents from schools in the area eg Minnamurra, St Peter and Pauls and Jamberoo to attend interrelate sessions at KPS
Moved: MB *Seconded: AC*

4.2 Fundraising Suggestions: - MB

- 1) Nov 30th 50/50 day to raise money to support the school strategic direction in wellbeing.
- 2) 2018 Major fundraising event : Innovation Ball around August / September Term 3 Dates and ideas will be brought to the next meeting if P&C are interested in pursuing this idea.

Proposed resolution: P&C and fundraising committee support these two events for major fundraising in 2018. KC will ask staff to approve dates.
Moved: CL *Seconded: AC*

4.3 Mural update: P&C working bee proposed (date TBC) to prep wall for student mural painting in stairwell. A quote has been prepared that includes seating, ferns and painting of blank walls.

Paint, bench seating, plants = \$4000 P&C will call to the community for ways to fund this quote. Painting day / mufti proposal for Friday week 1 Term 3 but will be confirmed once more information on funding has been sort. KC requested that proposal details be shared with staff.

4.4 Canteen: BL and KM

Motion: BL/KM The P&C would like to propose putting the canteen out for tender through the school and would like to discontinue their position of employing/managing the canteen. Running an employment structure for a volunteer run service is very difficult and there are no longer P&C volunteers to take on the role of canteen management. The canteen subcommittee has indicated they no longer feel comfortable with the employment role as per the current management structure. In order to support this transition we would also like to propose increasing the hours until the end of term. The P&C feel current canteen providers are welcome to apply for the tender. One term notice will be given to all parties of the P&C's intention and all avenues will be explored to work with the school to ensure fair process and legal obligations are met. The P&C would like to work with the school and be involved in the tender selection process.

Proposed resolution: *P&C to work towards the discontinuing of the management of the canteen and that it be put up for tender through the school. This motion will be added specifically in writing to the upcoming meeting and a vote taken as per the constitution.*

Moved: MB

Seconded: AC

5. CLOSE AND NEXT MEETING

Meeting closed at 9:15pm

Next Meeting Monday 4th June, 2018 7pm KPS Staffroom

Minutes and attachments submitted to the P&C on 14/5/2018

Minute Taker	AC
Signed:	Omitted in version submitted for online publication
Name:	AC (Secretary)
Date:	26/03/18

Attachments

1. Minutes of previous meeting

See Kiama PS webpage

http://www.kiama-p.schools.nsw.edu.au/documents/30596361/30603636/march_2018_gm_meeting_minutes.pdf

2. President's report

Presidents Report

7th May 2018

What a whirlwind. To summarise the first month as president of KPS P & C would be best covered in a simple word. Exciting.

The past 6 weeks have included

- Meeting with Lauren to discuss and understand the incredible Robolink program and STEM opportunities available for our kids
- Meeting with Kieran and Michael to discuss the best way for the P & C to support the school with regular communication and meetings and ensure our focus is consistent with what the school needs.
- Multiple meetings of the Executive to create and clarify documentation and communication protocols
- Presenting a goodbye present to Michael at a hastily arranged farewell assembly on behalf of the P & C (past and present)
- Clarifying and understanding the KPS School Plan for the coming 3 years with a focus on
 - Innovation – STEM as an example
 - Pedagogy – how people learn and teach – numeracy at the moment and education psychology
 - Wellbeing – focus on general well being, kids mental health awareness and culture on belonging and relationships in addition to staff wellbeing

Term 2 has some exciting opportunities ahead, with the creation of some subcommittees and fundraising planning to take centre stage whilst we continue to support Keiren in his interim role to ensure as smooth a transition as possible for the school community.

The planned P & C meeting schedule will be the Monday evening of weeks 2 and 6 in each school Term.

I see the most pressing areas for P & C to focus on in the immediate future are

1. Canteen
 - a. Discussion re the immediate plans to increase the 'spend' on Canteen staff to fit within a philosophy associated with Canteen as a service vs a return on investment.
 - b. Long term planning for the role of Canteen in the School.
2. Fundraising Plans (options being discussed include but not limited to)
 - a. 50 x 50s (for Wellbeing)
 - b. The KPS P & C Ball for Innovation

- i. Thoughts on a Robolink demonstration night that shows what the school is being recognised for and then this can be an opportunity to showcase what is needed for the program to become more incredible and accessible.
 - ii. This can then flow into the 'what' we are raising funds for at the Ball?
- 3. Sub Committee Launch and delegation
 - a. Grandparents program
 - i. Can have clear planning for sharing of generational knowledge and exposure of the younger generation to the Grandparents
 - ii. Allows Grandparents who are primary or assistance carers to create relationships with and exposure to other grandparents that are taking on a bigger role in the students care and learning.
 - iii. The ultimate use of those members of the community that have time and experience and resources to help KPS with its needs as identified by both the P & C and the School itself.
 - b. Fundraising Sub Committee
 - i. Can be further broken down into projects
 - c. School beautification support
 - i. Murals
 - ii. School Maintenance support
 - iii. Community Trade (qualified skills) Support would be an opportunity for parents and community to register their willingness to help with tasks befitting their skill set to allow us to seek their assistance when there is a specific need that would alternatively cost the school or P & C funds.

Again, these are only a start to what I feel we can aim towards in 2018 and beyond.

3. Principal's report

PandC Principal's Report

Staffing – Last term we farewelled Michael at the term's end on very short notice as he accepted a position as a Director of the Mudgee Region. We wish him well in his new role and thanked him greatly for his contribution to our school and community. I will be relieving in the interim. Kim Thomason will move into the position of off – class Assistant Principal. This role primarily involves student welfare, along with many other management functions of the school. Andrew Thomason has been appointed to work with 3DT on Kim's old days with the class on Thursdays and Fridays. As Denise Duncan is currently on four week's Long Service Leave, Andrew is filling this position too. This means he teaches 3DT full time for four weeks, and after Denise's return, will resume a team teaching role with Mrs Duncan. Miss Livia Mannix will be teaching 6ET on Mondays, in a team teaching arrangement with Mr Ellsmore. She now increases to a four day week at KPS.

Parent/Teacher Interviews and reporting – This week we commence parent/teacher interviews after consultation with the PandC and an expressed request to include this in our school operations. Slips were sent home requesting an interview if the teacher/s felt necessary, with an extra component for parents to request an interview also. We will be seeking feedback from both this process, and the earlier reporting, so please collect and be ready to share your thoughts.

Solar/AC – Mrs Quill has come along to discuss the progress with Klaas, but over the holidays we scheduled load testing on our electrical circuits, as this is vital to progress. Unfortunately the testing couldn't be completed in the holidays as it is not a true test if normal load is not being applied, so it will be tested during school in W2/3. This clearance, once we have selected one of the three quotes, will enable us to proceed. We are then sent a form from Assets, which allows us to transfer funds for the project.

NAPLAN – NAPLAN will proceed in Weeks 3 and 4 in the library. All writing exams are completed on the first day of testing - Tuesday 15 May. Year 3 write in traditional pen and paper, Year 5 write online. All other testing occurs over the remaining two week window online, in staggered groups in the library. The practice sessions went great last term and we envisage no issues, in fact we look forward to being part of a targeted pilot group of innovation. Please help us to reduce anxiety by treating these days as any other.

JAPAN Visit – The Japanese Visit will be occurring again this year. Typically it happens in the early weeks of Term 3. Details to be confirmed this week.

Reports Published – To begin this term, our School Plan for 2018-2020 has been uploaded to our school website. As part of this process, we must report on progress each year. The 2017 Annual School Report has also just been published and uploaded, note, however that it refers to the 2015-2017 school plan, and not the new one. These documents are for the community, and I encourage you to access them.

Kieren Corbyn
Rel. Principal
1/5/18

4. **Treasurer's report**

KPS Budget Summary 2018

Accounting Fees	\$	750.00
Bank Fees	\$	300.00
Brainstorm	\$	2,500.00
Life Ed	\$	2,500.00
P&C Insurance	\$	1,000.00
Licenses & Permits	\$	150.00
Book Bags	\$	1,500.00
Accounting Software	\$	480.00
Workers Comp	\$	800.00
TOTAL	\$	9,980.00

Financial Summary

P & C Bank Account Balance @ 30/04/18	\$	36,778.16
Canteen Bank Account Balance @ 30/04/18	\$	29,154.88

Fundraising Forecast

Mothers Day	\$	1,000.00	Forecast
Fathers Day	\$	1,000.00	Forecast
Second Hand Uniforms	\$	500.00	Forecast
Family Fun Night	\$	198.66	Actual
TOTAL	\$	2,698.66	

Canteen Summary

Financial Year to Date (01/7/17 - 30/04/18)

Income	\$	61,296.21
Less: Cost of Good Sold	\$	26,231.03
GROSS PROFIT	\$	35,065.18

Less Expenses

Wages	\$	18,387.67
Wages Inc Super	\$	1,688.50
Workers Comp	\$	653.87
Purchase of Canteen Equipment	\$	783.45
Online Ordering Fees	\$	716.85
Subscriptions	\$	99.00

TOTAL EXPENSES \$ **22,329.34**

NET PROFIT \$ **12,735.84**

Kiama Public School P & C Association

Bong Bong St
Kiama NSW 2533

Profit & Loss Statement

January 2018 through April 2018

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Income		
P & C Income		
Family Fun Night	\$872.00	
Second hand Uniforms	\$280.00	
Chaplaincy Programme	\$2,500.00	
Total P & C Income		\$3,652.00
Canteen Income		
Food & Beverage Sales	\$19,953.75	
Total Canteen Income		\$19,953.75
Misc Income		\$511.40
Total Income		<u>\$24,117.15</u>
Cost Of Sales		
Bread & Rolls	\$153.52	
Dairy Food	\$1,528.17	
Food & Beverage	\$3,144.19	
Fruit & Veges	\$1,514.78	
Ice Blocks/ Creams	\$2,995.96	
Packaging	\$144.65	
Freight	\$8.00	
Total Cost Of Sales		<u>\$9,489.27</u>
Gross Profit		<u>\$14,627.88</u>
Expenses		
Accounting Fees	\$660.00	
Bank Fees	\$149.61	
P & C Gifts	\$21.50	
School Incursions	\$2,458.50	
Family Fun Night Expenses	\$673.34	
Science Room Improvement	\$2,145.00	
Canteen Wages		
Wages	\$6,751.64	
Superannuation	\$816.59	
Canteen Equipment	\$138.00	
Canteen Online Ordering	\$253.99	
Canteen Subscriptions	\$99.00	
Chaplaincy Programme Expenses		
Wages	\$1,843.80	
School Improvements	\$774.71	
Total Expenses		<u>\$16,785.68</u>
Operating Profit		<u>-\$2,157.80</u>
Other Income		
Interest Received	\$6.25	
Total Other Income		<u>\$6.25</u>
Net Profit/(Loss)		<u>-\$2,151.55</u>

Kiama Public School P & C Association

Bong Bong St
Kiama NSW 2533

Profit & Loss Statement

July 2017 through June 2018

7/05/2018
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Income		
P & C Income		
Lions Club Fundraising - Kai	\$2,060.00	
Black Beach BBQ Fundraiser	\$1,926.87	
Family Fun Night	\$872.00	
Fathers Day Stall	\$2,832.00	
Mother's Day Gift Stall	\$189.50	
Second hand Uniforms	\$617.00	
Chaplaincy Programme	\$7,500.00	
Total P & C Income		<u>\$15,997.37</u>
Canteen Income		
Food & Beverage Sales	\$60,456.21	
Catering	\$80.00	
Jigsaw OOSH Food Platters	\$760.00	
Total Canteen Income		<u>\$61,296.21</u>
Misc Income		<u>\$511.40</u>
Total Income		<u>\$77,804.98</u>
Cost Of Sales		
Bread & Rolls	\$695.06	
Dairy Food	\$4,495.46	
Food & Beverage	\$4,425.76	
Fruit & Veges	\$4,214.78	
Ice Blocks/ Creams	\$12,116.42	
Packaging	\$275.55	
Freight	\$8.00	
Total Cost Of Sales		<u>\$26,231.03</u>
Gross Profit		<u>\$51,573.95</u>
Expenses		
Accounting Fees	\$660.00	
Bank Fees	\$393.25	
P & C Gifts	\$21.50	
School Incursions	\$6,851.50	
Father's Day Gifts	\$1,781.81	
Disco Fundraiser	\$56.12	
Family Fun Night Expenses	\$673.34	
Science Room Improvement	\$2,145.00	
Canteen Wages		
Wages	\$18,387.67	
Superannuation	\$1,922.02	
Workers Compensation	\$653.87	
Canteen Equipment	\$138.00	
Canteen Online Ordering	\$716.85	
Canteen Subscriptions	\$99.00	
Chaplaincy Programme Expenses		
Wages	\$5,158.80	
Superannuation	\$314.94	
School Improvements	\$774.71	
Playground Improvement	-\$3,860.92	
Insurances - chaplain	\$463.98	
Insurance - P & C Fed	\$425.00	
Total Expenses		<u>\$37,776.44</u>
Operating Profit		<u>\$13,797.51</u>
Other Income		
Interest Received	\$15.63	
Total Other Income		<u>\$15.63</u>

Kiama Public School P & C Association

Profit & Loss Statement

July 2017 through June 2018

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Net Profit/(Loss)

\$13,813.14