



**Kensington  
Primary School  
P & C Association**

<b>MINUTES:</b>	General Meeting	<b>SECRETARY:</b>	Alison Wallace	<b>DATE:</b>	20 October 2015
				<b>TIME:</b>	7.30p.m.- 9pm
<b>PRESENT:</b>	Chair: Rebecca Watson (VPres) <b>(Please add your name &amp; email address to the 2015 membership list. Reminder: payment of membership fees for 2015 [\$1] must be paid today to be eligible to vote.)</b> L. Williamson, N. Gallagher, S. Henwood, L. Purves, T. Noske, R. Watson, N. Austin, A. Wallace, T. Steers, D. Mundy Guests: D. Gale and K. Hurst				
<b>APOLOGIES:</b>	S. Thompson, M. Tibbitts, K Shortland Jones, R. Mills, R. Hannay, M. Burling				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
<b>Confirmation of Previous Minutes of meeting held</b> 25 <sup>th</sup> August 2015	<b>Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.</b>	<b>Moved: A. Wallace</b> <b>Seconded: R. Watson</b>
<b>Items from previous minutes:</b>		
	<b>Follow-up on 2015 Budget allocations: what has been spent?</b> Are there any other ideas for expenditure of residual 2015 funds? Funds can be rolled over into 2016 allocations. <ul style="list-style-type: none"> <li>• Numeracy workshop (Paul Swan) expenditure on resources – school’s request (provided by Mr T Pestana) for items totals <b>\$483</b></li> <li>• Other ideas received: none tabled to date</li> </ul> Remainder of contingency funds of <b>\$2500</b> plus additional <b>\$500</b> left over from the 2015 compass mural allocation (work donated by B. Morgan)	<b>Motion: That the P&amp;C spend the residual numeracy and literacy funds of \$561.03 on resources from Paul Swan as per the outline in Mr T Pestana’s proposal provided to the P&amp;C</b> <b>Moved: R Watson</b> <b>Seconded: N. Austin</b> <b>Motion unanimously passed on a show of hands</b>

<b>Principal's Report and Questions on Notice</b>	<ul style="list-style-type: none"> <li>• Is the disco going ahead? We need to find someone to take it on. Not a difficult project to organise. Need a volunteer DJ otherwise a minimum spend of \$300. Date revised to Monday 14<sup>th</sup> December 2015</li> <li>• Swimming – kids change at the school this year. Also, busses with seat belts which makes it a little more expensive</li> <li>• The staff are compiling their P&amp;C wish list items</li> <li>• Josie Boyle – artist in residence – week 8 of term 4. She has published a book and it was suggested that she bring copies to the school for interested kids/parents to purchase</li> <li>• Poppies – box in the office for Remembrance Day – 11<sup>th</sup> November</li> <li>• Reminder about the year 6 cyber safety night – 4<sup>th</sup> November</li> <li>• Ben Wyatt <ul style="list-style-type: none"> <li>○ has offered a bike voucher valued at \$200 (P&amp;C requested that this offer be taken up)</li> <li>○ Foodbank – seeking tinned food, in particular tuna!</li> </ul> </li> </ul>	<b>P&amp;C to find a volunteer to organise the disco</b>
<b>Office Bearer Reports:</b>		
<b>Treasurer's Report</b>	For period end September 2015 <ul style="list-style-type: none"> <li>• Report provided – see Annexure A</li> <li>• Della has indicated that there's an additional \$500 left over from Vista St</li> </ul>	
<b>Fundraising</b>	M. Tibbitts' written report: Pop-Up Bar – estimate made \$4000 No other big fund-raising events planned for term 4 save for another end of term ice-cream stall on the last day of term (with tweaks to improve the queuing) The outdoor movie night has been pencilled in for Sat 19 March - need the P&C nod for this to go ahead. M. Tibbitts is happy to support whomever takes on the 2016 fundraising role in organising this over the summer. <ul style="list-style-type: none"> <li>• The P&amp;C supports the movie night and is happy for the fundraising committee to determine the date in conjunction with the fete committee</li> <li>• N Gallagher recommended that the fete be held in term 4 to enable sufficient time to obtain sponsorship and to ensure that the weather is reliable</li> </ul>	

<b>Grounds and Facilities</b>	<p>Finalising sump area of NaturePlay project. Been able to source items for \$9,000. Have \$5,900 left. Does the P&amp;C support a further \$3,000 to finalise the project.</p> <p>Shed – Miss Lisa and M Bozich to check out shed and possibly get senior boys to move the planks to the shed.</p> <p>Maintenance has been outsourced for Natureplay. Is being paid for with the focus on 3 components: Reticulation, mulching of fall zones and structural integrity check. This will be put forward as a recurrent item for P&amp;C wishlist.</p> <p>Curb side collection</p>	<p><b>Motion: The P&amp;C complete the Naturescape sump area by using the remaining \$5,900 allocated to the project plus an additional allocation of \$3,000 from the remaining contingency funds</b></p> <p><b>Moved: R Watson</b></p> <p><b>Seconded: N Austin</b></p> <p><b>Motion unanimously passed on a show of hands</b></p>
<b>Book Club and Library</b>	Waiting for catalogues to come. May wait for next catalogue instead.	
<b>Memorabilia</b>		
<b>Music</b>		
<b>School Banking</b>	The banking competition will be run in term 4	
<b>Uniforms</b>	Uniform orders have gone out. Still waiting for some items. Hat orders have been filled from stock so currently no hat stock	
<b>School Board Rep</b>		
<b>DUCKS</b>	Cycling day was great. Camp out planned for Friday 27 November. Father figures must accompany their children. Set up tents on the oval – to be gone by 8am because of cricket. Looking to also plan a dad's night.	T Steers to obtain an insurance quote
<b>Fete</b>	<p>P&amp;C supports a fete committee being formed led by R Mills to be responsible for the 2016 fete</p> <p>Written Fete update provided by R Mills – See Annexure B</p> <p>Meeting to be held <b>Thursday 22 October at 7pm</b> at the school</p>	
<b>Correspondence:</b>		

<b>General Business:</b>		
	<b>A. Wallace:</b> Call for P&C budget 'wishlist' submissions! Please email proposals to <a href="mailto:kensingtonpandc@gmail.com">kensingtonpandc@gmail.com</a> no later than 30 October 2015. Executive budget meeting to be held on Wednesday 4 <sup>th</sup> November 2015.	
	Cyber safety for term 1 2016 may want to discuss dates etc. Paul Leatherland. L Williamson following up for 2016 and confirming 4 November appearance.	
	<b>P&amp;C Exec &amp; Committee positions 2016</b> – all positions will be vacated as per Constitution. Can re-nominate for current position. If not re-nominating, we will need to hunt for candidates! Fete Committee will need to be instated for 2016.	<b>AW to have committee members review and update the position description</b>
<b>Any Other Business:</b>		
	<b>Welcome to Chris and Deb the new owners of The Little Banksia Café</b> <b>Demographics:</b> 474 students (20 at Vista), ~327 families, ~ 50 staff. <b>Break times: Break 1:</b> 11-11.30 and <b>Break 2:</b> 1.30-2 Very open to suggestions from the community about how to engage School and P&C to consider menus for a possible lunch order day and how to engage with the café for other activities and events	
<b>NEXT MEETING:</b>	<b>Meeting closed at 9.02pm. 17<sup>th</sup> November 2015</b>	

## Annexure A – Treasurer’s report for period ending 30 September 2015

### Kensington Primary School Parents and Citizens Association Treasurer's Report *For the Month of 42248*

		Sep-15		
		Last Period	This Period	Year to Date
<b>OPENING BALANCE</b>		<b>63,377.08</b>	<b>60,062.87</b>	<b>79,830.28</b>
<b>ADD: CASH RECEIPTS</b>				
	Bank Interest	60.35	60.54	534.74
	P&C Memberships	22.00	-	50.00
	Sundry	-	-	-
	Uniform Sales	1,372.72	1,703.40	12,029.11
	Choir Uniform	154.00	-	154.00
	Uniform Orders	-	6,681.58	13,526.54
	Literacy & Numeracy Workshop	-	-	1,292.00
	Music Uniforms	-	103.00	582.00
	Bank Transfers	-	-	28,000.00
	OPC School Commission 61824	-	-	607.23
		-	-	-
	Netball	470.00	-	1,844.00
	P & C Levy	-	-	11,060.00
	Fathering Project	70.00	-	321.00
<b>Fundraising</b>				-
	Outdoor Movie Night	-	-	10,663.31
	Money for Jam	33.00	23.50	545.19
	Entertainment Books	130.00	-	468.00
	Lapathon	210.00	90.00	6,542.35
	Scitech	50.00	-	8,146.94
	Misc Fundraising	-	1,365.34	1,365.34
	Secondhand Book Shop	-	654.50	654.50

	Cake Stall		758.35	758.35
	POP Up Bar		4,258.05	4,258.05
		2,572.07	15,698.26	103,402.65
<b>LESS: CASH EXPENDITURE</b>				
	Bank Fees	55.00	55.00	602.28
	World Map Mural	-	-	2,708.90
	Music Uniforms	-	-	58.83
	Bank Transfer	-	-	28,000.00
	Uniform Shop	-	-	12,996.93
	Literacy and Numeracy Workshop	-	-	1,253.97
	Outdoor Movie Night	-	-	4,541.46
	Nature Play	4,774.28	-	16,884.89
	Audit	-	-	300.00
	Reticulation	-	-	6,820.00
	Disco 2014	-	-	93.48
	Scitech	-	-	3,967.00
	Pop Up Bar Fundraiser	107.00	3,389.00	3,496.00
	Netball	950.00	-	950.00
	Fathering Project	-	-	310.00
	Insurance	-	-	27,872.06
	Kindy Playground	-	-	60.00
		5,886.28	3,444.00	110,915.80
<b>CLOSING BALANCE</b>		<b>60,062.87</b>	<b>72,317.13</b>	<b>72,317.13</b>

## Annexure B – 2016 Fete Update

With the pop-up bar event and school holidays now behind us, we are starting to ramp up planning activities for the 2016 fete. An initial meeting has been scheduled for Thursday 22<sup>nd</sup> Oct at 7pm at the school. An email has been sent to all people that are regularly involved in fund raising or who were involved through Mel Tibbitts prior to me coming into the co-ordinator role. To broaden distribution and attract some fresh talent to the regular fund raisers, a notice of the meeting has also been included in the school newsletter.

The agenda for the meeting was included in the email to key fundraisers and was sent to Miss Lisa for review and feedback. Currently the items are as follows:

1. Welcome and introductions
2. Fete committee structure, roles and appointments
3. Fete date discussion and recommendation to P&C
4. Stalls: last event stalls and feedback from what worked well or not so well
5. Development ideas for 2016 fete given one of 7 school fetes in the area
6. Sponsorship ideas
7. Financials: managing costs, revenue target and last fete earnings
8. Current Open Issues
  - a. Storage of donated items prior to event
9. Any other business

Due to the known number of fetes in the local community being held in 2016, a key discussion area for the meeting will be how to differentiate the KPS fete. Items 3-5 will be specifically looking at this and of particular interest to the P&C forum is item 3. There has been a suggestion to hold the fete early in the year to “beat all the others” there is merit in this approach, as well as holding the event in term 4, as per the last P&C minutes. Item 3 is intended to openly discuss the pros and cons of both approaches with the view to decide on a position to recommend to the P&C. When scheduling the fete meeting, it was thought that the next P&C meeting was 26<sup>th</sup> Oct so the recommendation could be discussed at the October forum. As this was incorrect and the P&C October meeting will be held prior, the recommendation will be emailed through OR the P&C forum held on the 20<sup>th</sup> Oct may wish to select the date without the open discussion, in which case I can

remove the agenda item and inform the meeting of the selected date.

Additionally, there will be similar roles on the core fete committee to that of the P&C; namely Treasury, Fundraising, Memorabilia & Secretary. All those holding these positions on the P&C have been approached and asked if they would like to hold the same position on the fete committee. Subject to re-election in 2016, Tanya S agreed to hold the finance role (which will be separated from sponsorship), Karen M has agreed to be the memorabilia contact, Mel T will be heavily involved in the fete and will remain on the core committee and Alison W is yet to respond.

Finally, the remainder of the books from the term 3 bookstall have been sorted with some being offered to back to school to be included in the home reader boxes. All remaining books have been boxed according to age and have currently been stored at my house until we find a fete item storage solution (also on the fete meeting agenda).

If anyone at the P&C meeting would like to attend the fete meeting, they are more than welcome!

A summary of the fete meeting outcomes will be provided to the P&C President and Secretary as part of the meeting minutes distribution.

Kind regards  
Rowena