



**Kensington
Primary School
P & C Association**

AGENDA:	General Meeting	SECRETARY:	Nicole Austin	DATE:	13 June 2017
				TIME:	7.30pm – 9.10pm
PRESENT:	Chair: Samantha Thompson (President); Rebecca Watson, Nicole Austin, Tanya Steers, Bronwyn Jones, Susan Henwood, Jenny Brittain, Jo Alexander, Leanne Hill, Lara Parsons, Sara Rose, Rebecca Weston, Dave Mundy, Cara Finch, Karen Mahar				
APOLOGIES:	Alana Arnold, Chris Muir, Jenny Safstrom, Marlena Burling				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 2 nd May, 2017	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Lara Parsons Seconded: Bec Watson	
President's Report		
	Sam welcomed new members to the meeting and notified them of the proposed change to the structure of the meeting to more effectively utilise the time. (All members had read the Committee reports prior to the meeting). Members broke into 2 groups to brainstorm ideas on how to engage the community, as well as what programs our Community Investment Fund could sponsor.	Sam Thompson to present the findings from the brainstorming sessions at the next meeting.
Items from action list:		
	Report provided – See Annexure A	
Principal's Report and Questions on Notice		
	Report provided – See Annexure B	Decision pending re: allocation of

	<p>A discussion ensued regarding how the P&C could provide financial assistance in the order of \$4-\$6,000 to the school for the installation of roller doors in the under-cover area to allow the area to provide a before and after-school care service. A decision will be made on this at the next meeting. A question was raised as to whether this service would include school holidays and staff development days.</p>	P&C funds to support purchase of roller doors
Office Bearer Reports:		
Treasurer's Report	Report provided – See Annexure G	
Fundraising	Report provided – See Annexure C	
Grounds and Facilities	<p>Report provided – See Annexure D</p> <p>Motion: That \$147.59 of contingency funds be allocated to the Grounds budget to cover the cost of repairs to the slide.</p> <p>Moved: Sam Thompson</p> <p>Seconded: Lara Parsons</p> <p>Passed by the meeting on a show of hands.</p> <p>Sam formally thanked Dave Mundy, Chris Muir and all of the volunteers for their help at the busy bee on Sunday.</p>	
Book Club and Library	Mrs Audrey Mutton is retiring.	<p>Jenny Brittain will purchase a Banksia plant on behalf of the P&C.</p> <p>Susan Henwood will notify Natalie Gallagher of her retirement.</p>
Memorabilia		
Music		
School Banking		

Uniforms	<p>Report provided – See Annexure E</p> <p>Approval was given by the Treasurer to bulk purchase 10 school bags to receive a \$50 discount</p> <p>Motion: That the Uniform Shop change their opening times for Term 3 only from once a week to once a fortnight due to it historically being a quiet term for uniform sales.</p> <p>Moved: Jenny Brittain</p> <p>Seconded: Nicole Austin</p> <p>Passed by the meeting on a show of hands.</p>	
School Board Rep	Report provided – See Annexure F	
DUCKS		
Sport		
Year 6	Lunch orders have been moved to Wednesday 28th June due to Year 6 being away on camp the previous week.	
Correspondence:		
	<ol style="list-style-type: none"> COSP – Protective Behaviours Workshop, 6.30-8.30pm, Tuesday, 27 June at Collier Primary School, Library Building, Monash Ave. Free, bookings essential, light refreshments provided. WACSSO Affiliation Fees for 2017-2018 are due - \$977.23 	
General Business:		
	<ol style="list-style-type: none"> Discuss the concept of KPS P&C hosting COSP Councillors annually to provide a forum for the community to meet the Councillors and discuss local issues. Suggested idea includes a BBQ on the school grounds one weekend afternoon. All proceeds from BBQ will be donated to the P&C. Suggestion to include band/choir performance to showcase school. 	

	<p>Discussion ensued re: the reluctance to organise yet another BBQ, and whether it would be better to invite the Councillors to attend a school event instead. However the idea of inviting non-school citizens to school during school hours also raised concerns. An idea was raised to invite the Councillors to the public opening of the OSH undercover area. Further thought is needed on this topic.</p> <p>2. Registrations open for WACSSO Annual Conference 19-20 August. Our membership entitles one member free entry, additional tickets \$150 pp. Registrations close 21 July. Would anybody from the P&C like to attend? A good opportunity for a future P&C President to get involved.</p> <p>No members showed interested in attending the WACSSO Annual Conference.</p>	
Any Other Business:		
	Meeting closed at 9.10am	
NEXT MEETING:	General Meeting 25th July 2017	

Draft Awaiting Approval

Action List (ANNEXURE A)

Nicole Austin

P&C Rolling Action Item list								
Item No	Description	Priority	Reponsible person	Date opened	Date due	Status	Notes	Date closed
1	Continue to monitor WACSSO position on amending P&C constitution and update the constitution when appropriate	Medium	Secretary	1-Jul-16	1-Jul-19	Active	Dept of Commerce information	
8	Disco process overview and profitability	Medium	Music	21.3.17		Active		
12	Bronwyn & Alison Wallace to progress options for Homework Club location	High	Principal	21.3.17		Active		
14	Jo Alexander to diarise hand-over/expectations meeting for Yr 6 (in collaboration with Bronwyn) to determine Up Front Contribution & Charges for 2018	Low	Year 6	21.3.17		Active	ETA Term 3/4	
17	Evelyn to investigate Year 6 reciprocal hosting requirements for the social dance (ie given Year 5 host morning tea for the Year 6 Graduation).	Low	Evelyn	21.3.17		Active		
19	To call for parent volunteers to install 2 netball posts during the school holidays to avoid the \$480 installation cost to the school.	High	Treasurer	21.3.17		Active	Matt Allen has volunteered concrete and expertise in installation. Waiting on delivery of posts	
21	Nicole to co-ordinate volunteers from P&C to clean out P&C store room in under-cover area	Medium	Secretary	2.5.17		Active		
22	Chris to confirm with Mr Roley if there is reticulation infrastructure in Banksia Terrace garden beds	Medium	Grounds	2.5.17		Active		
23	All P&C members to ask if anyone interested in taking on Uniform Committee role from Sept 2017	High	All	2.5.17		Active		
25	Jo Alexander to talk to Mel Tibbitts re: alternatives for Yr 6 role in P&C general fundraising	Medium	Year 6	2.5.17		Active		
27	Susan Henwood to notify Natalie Galagher of Audrey Mutton's retirement	High	Library	13.6.17		Active		
28	Jenny Brittain to purchase a Banksia plant for Audrey Mutton	High	Uniform	13.6.17		Active		

Principal's Report (ANNEXURE B)

Bronwyn Jones

School Development Day – Formative Assessment Conference

Well I bet most people wouldn't get too excited about assessment – certainly marking isn't top of a teacher's favourite activities. But when you realise how big an impact using minute by minute and day by day assessment strategies to guide your teaching can have on student learning – it does get your attention (and it doesn't mean marking either – which might have something to do with why teachers are so enthusiastic!) Having an internationally recognised presenter and expert in this field present the compelling evidence and strategies on how to change your practice for the better does help too. Because of the support of the School Board and community our teaching staff had the amazing experience of working with Dr Dylan William to support our learning. On Thursday some of the teachers attended a full day institute on leadership for teacher learning and then on Friday all of the teachers attended a full day institute on embedding formative assessment in the classroom. Dylan made sure we focused on the evidence and he made sure we learnt something because we were constantly held accountable by having to respond to his questions. His ideas were practical and supported by resources. Our staff has been working on this all year, but this full day institute was really beneficial ... there is still a buzz in the staffroom!

By the way, Dylan William made a two hour BBC documentary called The Classroom Experiment which took place in an English high school. One class of pupils and their teachers implemented these strategies so you can check that out on Youtube if you are interested – or just search under his name – there are loads of great clips online.

Update on OSH

We have had two proposals submitted. The School Board will look at these next week and make a decision. It looks most likely that the OSH program will be available next year. The cost of the roller shutters which are required in order to run an OSH program look like they will cost about \$16,000. While we may be able to get some funds upfront from the provider, this is an unbudgeted cost so we are seeking the support, financially to cover some or all of these costs.

DES Review

The DES review will be conducted over two days on 14th and 15th August next term. Prior to this we need to get all our paperwork to the reviewers so they can prepare for the visit. This is due 17th July. The Board has been given the information we have about our progress toward the targets in our Business Plan and how we have been meeting the Delivery and Performance Agreement. The staff has also been shown this. Overall, we have met eight targets, made substantial progress in another four and have only one we have not achieved at all. This one is regarding student writing progress. We are working very hard on writing this year with Brightpath etc. and believe this too will come in time. Please check out the annual report online for more details on this.

A Day Made Better Teaching Awards – Nominate a teacher

Let your child's teacher know how much their genuine passion and commitment means to you and your child by nominating them for a teacher award. We often forget to tell people when they are doing a great job – here's your chance to address this.

Here is the link to nominate a teacher:

<http://www adaymadebetter.com.au/#nominate-teacher>

NOMINATIONS CLOSE FRIDAY 23 JUNE

WA Education Awards 2017 now open

Through the WA Education Awards, we thank our teachers, leaders and support staff for their role in making a difference in the lives of students in Western Australia. If you know a staff member that deserves recognition for their outstanding work, please consider nominating them for this award.

So be a part of applauding and celebrating the very best of the best at your school.
<https://apps.det.wa.edu.au/waea/>
Nominations close Friday 28 July 2017.

Fossils

I can confirm that staff have been reminded of the fossils in the fossil creek and that more may be placed in the library when we get a cabinet.

Year 6 Camp

I can confirm, with the help of donations and P&C fundraising, the cost of the Year 6 camp for parents is only \$238pp.

Thanks
Bronwyn Jones
Principal

Fundraising (ANNEXURE C)

Mel Tibbits

Scitech - Friday 19 May

Wonderful to share a fun night at Scitech with many Kensington families. A record year with 281 tickets sold and a whopping \$3,641 profit raised for our school! THANKS to everyone who came along and supported the event and contributed towards the funds raised.

Thanks goes to the class reps of classes 3,4,5,6 & 7 for pulling the event together so smoothly. Fab effort all! Thanks also to the parents of these classes for helping out too!

Special thanks goes to Matt & Tina Allen for donating all the beer/wine/softies for the event - so amazing to have all that donated. Thanks goes to them and their friends who own Harris River Estate. Please check them out and support them if you can: www.harrisriverestate.com.au

Thanks also to Aiko Asaka for donating all the sushi for the event. Please check out her restaurant, Misaki, in Padbury www.misaki.com.au

Dates for the diary:

Kids Lapathon - Friday 30 June 2pm - Mel will organise but will need one parent from each class to help on the day (to mark the laps off on the kids arms!). Note to follow.

Athletics carnival cake stall - Friday 1 September - PP1, Rm 1 and Rm 2 to co-ordinate (cake donations from whole school community please). Mel will be in touch with reps of these classes.

Athletics carnival sausage sizzle - DUCKS (Mel's husband Matt to co-ordinate with David Mundy and DUCKS committee)

Parent event - Pop up Bar - Friday 20 October 7pm - Mel and year 5 parents to co-ordinate

End of year ice-cream stall - date TBC - PP2, PP3

I did put a note out to gauge interest in a school car boot sale...but didn't get much response, so will shelve that idea for now!

Grounds & Facilities (ANNEXURE D)

Chris Muir

A busy bee is planned for Sunday June 11th to address:

- a) as a 1st stage removing the nature play ground broken slide & assessing how to install the new slide for a later stage; and
- b) moving mulch into Ms Skinner's garden

Status of busybee

The busy bee successfully replaced the slide, & mulch was added again to the Nature Play ground, as well as Ms Skinner's garden. There was some cost associated with the slide that David is sorting with Tanya. We'll kick on with new projects next.

Only general comment to the P&C & school, we were surprised by the amount of rubbish behind the senior block. Plastic bags, chip packets, lots of plastic cups, overall mostly general plastic waste from kids' lunch boxes, and so on. We took effort to clean it up, be good if the school gave it some focus back there periodically.

Uniform (ANNEXURE E)

Jenny Brittain

Overview Since Last Meeting

- We have sold out in most sizes of the polar fleece jackets. An order has been placed and should arrive shortly.
- A Kindy t-shirt order has been placed as we have no size 4's left (new logo design approved by the board). Order forms/payment from parents have been received. These should also arrive shortly.

Issues Currently Requiring Discussion

- In Term 3 we would like to suggest that we open once a fortnight. Last year we did not get many parents coming in on a weekly basis. The shop could be open on alternate odd weeks e.g. week 1, 3 etc.... A note could be put in the newsletter/email home to parents. Parents would still be able to order with an order form (P&C box/email) and uniform delivered to classrooms.
- The following has been drafted to go in the newsletter. Also could it possibly be raised at an assembly?

The P&C need a volunteer co-ordinator for the Uniform Shop for 2018. It would be great if someone was available to be shown how to do an order for the school in September/October. Jenny Brittain is happy to show someone this process, as well as providing information on file as to what is needed. The parents who currently volunteer are Marie Short, Gemma Spencer, Mel Byfield and Ana Broadbent. Having a number of parent volunteers makes it easier as everyone helps and shares what needs to be done. The benefit of the shop being run by volunteers is that our school community saves quite a bit of money on uniforms and some of the money raised goes back to supporting the school. If we didn't have a uniform shop it would mean more fundraising by parents to cover money raised by selling uniforms. The main commitment is being at the shop every Thursday morning of school term between 8.10am – 9am, ordering stock, unpacking stock, sending out parent orders (twice a year) and keeping weekly record of sales and stock.

School Board Rep (ANNEXURE F)

Lara Parsons

Donatella Giansante agreed to take on the role of Secretary for the Year.

The Board are still seeking to fill the second community representative position – are currently speaking with Aileen Walsh, an Aboriginal Lecturer at UWA.

The Board held their inaugural Open Meeting on 7 June to invite members of the school community to learn about our DES review later this year, as well as our Business Plan goals and targets. The meeting was also an opportunity to provide an overview of the roles of the Board and P&C, and encourage new parents to get involved in their school.

Lara prepared summary documents of the School Board, P&C, as well the School's Strategic Priorities and how the Board and P&C support these priorities. These were provided to attendees at the Open Night and will continue to be used around school to educate parents and encourage people to get involved in the school.

The Board approved the schedule of fees for out-of-school groups to use the school site - \$18/hr for outside use (eg school oval), \$25/hr classroom.

The Board had an indepth conversation about the Baha'i program at school. Currently only 20% of students use the service (12 students from Year 5 and 6 combined), and teachers are unhappy with the timeslot of the Baha'i lessons as they are from 9am-1pm which are their key teaching times. It was discussed if the classes could run from 2pm onwards, or before/after school, and/or reduce from 45 minutes to 30 minutes. The benefits of the Baha'i program were discussed, however the school felt that they needed to cater for the majority of the students' learning needs (ie 80%).

It was agreed all members of the Board will participate in mandatory criminal history screening.

Board members have been given the Delivery Performance Agreement and the School's Workforce Planning model to review prior to the next meeting.

Treasurer's Report (ANNEXURE G)

Tanya Steers

See attached PDF document.

10:52 AM
09/06/17
Accrual Basis

Kensington Primary School P & C Association Inc
Balance Sheet
As of June 9, 2017

	<u>Jun 9, 17</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank Acc KPS Cheq Account	16,695.27
Cash Reserve KPS	39,655.59
Total Chequing/Savings	<u>56,350.86</u>
Total Current Assets	<u>56,350.86</u>
TOTAL ASSETS	<u>56,350.86</u>
LIABILITIES	<u>0.00</u>
NET ASSETS	<u>56,350.86</u>
EQUITY	
Opening Bal Equity	55,943.46
Retained Earnings	24,646.89
Net Income	<u>-24,239.49</u>
TOTAL EQUITY	<u>56,350.86</u>

10:51 AM
 09/06/17
 Cash Basis

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January 1 through June 9, 2017

	Jan 1 - Jun 9, 17	Budget
Ordinary Income/Expense		
Income		
Bank Interest	147.19	0.00
Ducks Program	0.00	0.00
Family Levy	0.00	0.00
Fete 2016	0.00	0.00
Fundraising		
Bookfair	0.00	0.00
Election Fundraising	1,947.90	0.00
Entertainment Book	0.00	0.00
Lapathon	0.00	0.00
Money for Jam	145.90	0.00
Outdoor Movie Night	5,731.89	0.00
Pop up bar	-362.00	0.00
School Banking Commission	504.82	0.00
Scitech	3,461.63	0.00
sports carnival	0.00	0.00
Tea Towels	0.00	0.00
Fundraising - Other	0.00	0.00
Total Fundraising	11,430.14	0.00
Grants	0.00	0.00
P & C Membership	0.00	0.00
Uniforms		
Choir Uniforms	0.00	0.00
Kindy Uniforms	0.00	0.00
Music Uniforms	0.00	0.00
Secondhand Uniforms	0.00	0.00
Uniform Shop	16,879.05	0.00
Uniforms - Other	0.00	0.00
Total Uniforms	16,879.05	0.00
Year 6 Fundraising		
Bunnings BBQ	1,207.30	0.00
Easter Raffle	533.00	0.00
Five Cent Fundraising	369.40	0.00
movie night	1,220.49	0.00
Subway Fundraiser	577.65	0.00
Year 6 Fundraising - Other	0.00	0.00
Total Year 6 Fundraising	3,907.84	0.00
Total Income	32,364.22	0.00
Cost of Goods Sold		
Uniform Stock	18,658.40	4,300.00
Total COGS	18,658.40	4,300.00
Gross Profit	13,705.82	-4,300.00
Expense		
ARt Prize - Child	0.00	0.00
Auditor	300.00	330.00
Bank Fee	0.00	0.00
BBQ's	610.02	800.00
Community Chest	0.00	4,000.00
Contingency Allowance 5%	0.00	3,050.00

10:51 AM

09/06/17

Cash Basis

Kensington Primary School P & C Association Inc
Profit & Loss Budget vs. Actual
 January 1 through June 9, 2017

	Jan 1 - Jun 9, 17	Budget
Donation to Kensington PS		
Art Prize	200.00	200.00
Artist in Residence Program	5,000.00	5,000.00
BUZ	0.00	0.00
canopy repair	700.00	700.00
Cooking Equipment	500.00	500.00
E Boards	13,000.00	13,000.00
encoding and decoding resources	5,000.00	5,000.00
Halogen Funding Year 6	1,800.00	1,800.00
hardcover books	400.00	400.00
KPS Flag Interschool	0.00	0.00
Library Book Replacements	1,000.00	1,000.00
Lirbary Refurb 1	0.00	0.00
Literacy and Numeracy Pack	0.00	0.00
PE Ribbons & Medal	1,500.00	1,500.00
Phonic readers	0.00	0.00
School App License fee and puch	1,090.00	1,090.00
Seating Senior Block	0.00	0.00
show me boards	1,800.00	1,800.00
Tucker Patch	0.00	0.00
water coolers Kindy	3,300.00	3,300.00
Writing PD	0.00	0.00
Year 5 Resources	1,000.00	1,000.00
Donation to Kensington PS - Other	0.00	0.00
Total Donation to Kensington PS	36,290.00	36,290.00
Futures Fund	0.00	4,470.00
Grounds and Facilities		
Nature Play Build	0.00	0.00
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	0.00	1,000.00
Insurance		
Ducks Public Liability	-490.10	900.00
Uniform Insurance- contents	0.00	300.00
Uniform Shop Insurance	0.00	60.00
Insurance - Other	0.00	0.00
Total Insurance	-490.10	1,260.00
Memorabilia	0.00	0.00
Merchant Fees	307.99	0.00
Music Department	0.00	1,500.00
P & C Disco	0.00	300.00
Payroll Expenses	0.00	0.00
School Banking Expenses	0.00	60.00
shade covers	927.40	1,000.00
Stationary	0.00	200.00
Storage units for P and C Shed	0.00	300.00
Uniform Shop App Purchase	0.00	40.00
Urn	0.00	300.00
WACSSO	0.00	1,000.00
Total Expense	37,945.31	55,900.00
Net Ordinary Income	-24,239.49	-60,200.00
Other Income/Expense		
Other Income		
Netballs size 4	0.00	300.00
Total Other Income	0.00	300.00
Net Other Income	0.00	300.00
Net Income	-24,239.49	-59,900.00