



**Kensington
Primary School
P & C Association**

MINUTES:	General Meeting	SECRETARY:	Nicole Austin	DATE:	17 October 2017
				TIME:	7.30pm – 9pm
PRESENT:	Chair: Rebecca Watson (Vice President); Nicole Austin, Bronwyn Jones, Sara Rose, Leanne Hill, Jenny Brittain, Susan Henwood, Lara Parsons, Anthea Lang, Alana Arnold, Tanya Steers, Rebecca Weston, Marlena Burning				
APOLOGIES:	Samantha Thompson, Chris Muir, Sharon Szczecinski, Fiona Patten, Karen Mahar				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 5 th September, 2017	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Leanne Hill Seconded: Jenny Brittain	
Principal's Report and Questions on Notice		
	<p>Report provided – see Annexure A</p> <p>As part of the Principal's Report discussion, parents of the P&C discussed the 2018 structure of the senior block, and the possibility of split vs straight year classes. The merits and issues of each were discussed.</p> <p>The topic of the 2018 Disco was raised and whether or not it should be held given the hectic Term 4 schedule each year. Parents discussed how much their children looked forward to, and enjoyed the event each year, so to alleviate pressure on the last few weeks of school, it was decided that the date be brought forward to Friday, 24 November (Thurs 23 November back-up date in case unable to secure DJ on Friday).</p> <p>A Disco Sub-Committee was then created to share the load of organising the event. Members include: Marlena Burling, Anthea Lang, Leanne Hill, Sara Rose, Tanya Steers, Nicole Austin & Jenny Brittain.</p> <p>As part of the disco discussion, it was confirmed that the P&C are responsible for organising the event (ie as opposed to the Music Committee, or a particular year group</p>	

	<p>as in past years), and that all proceeds from the disco go to the P&C. It is to remain an annual Term 4 event and that the date and Sub-Committee should be assigned at the <u>start of each school year</u> in conjunction with the annual Fundraising and School Calendar.</p> <p>Motion: That the Disco Sub-Committee be given purchasing power of up to \$600 to cover the pre-purchase of food and drinks to be sold at the Disco.</p> <p>Moved: Rebecca Watson</p> <p>Passed unanimously by the meeting on a show of hands.</p>	
President's Report		
Items from action list:		
	<p>Report provided – see Annexure B</p> <p>The status of active items were discussed, and new items have been added.</p>	
Office Bearer Reports:		
Treasurer's Report	<p>Report provided – see Annexure I</p> <p>A graphical representation of funds raised in 2016 and how they have been spent/budgeted in 2017 was presented at the meeting with a view to increase motivation to get new parents involved in the P&C and in the discussion about how we allocate funds. It was further discussed that a larger version of this concept be created and displayed on the P&C notice board, and updated throughout the year to increase visibility of our fundraising targets and progress.</p> <p>Motion: That the September financial reports as presented by the Treasurer be accepted, and that the visual representations be endorsed.</p> <p>Moved: Rebecca Watson</p> <p>Passed unanimously by the meeting on a show of hands.</p>	<p>Lara to finalise the visual representations of the 2016 & 2017 funds and include in school newsletter.</p>
Fundraising	<p>At the time of the meeting, 85 people had RSVP'd to the Silent Disco on 20 October 2017. These numbers were down from the 150 people that attended the 2016 Disco.</p>	
Grounds and Facilities	<p>Report provided – see Annexure C</p> <p>The Grounds Committee are currently looking for volunteers to help design and install</p>	<p>Chris to talk to Laurie about the plan to install a drip reticulation system.</p>

	<p>the reticulation in the Banksia Terrace front garden bed. Please contact Chris Muir if you can help!</p> <p>The meeting discussed the benefits of DRIP reticulation.</p>	<p>Chris to talk to Chris Simonson from COSP about them providing dog poo bags to be kept in the senior block classrooms and used as required to clear the top oval of dog poo.</p>
Book Club and Library	<p>It was discussed that the Scholastic book club catalogues are mostly targetted to children in the junior school and options are limited for Year 5/6 students.</p>	<p>Susan to set a date and time to cover books in the library and advertise a request for parent help.</p>
Memorabilia	<p>Report Provided – see Annexure D</p>	<p>Leanne Hill to speak to Memorabilia Committee about ideas she has for storing photos digitally.</p>
Music	<p>Following the rave reviews of the Senior Choir’s performance at the ACEL conference on Monday, 16 October, discussion moved towards the school band. All members of the P&C requested more visibility of the Band at school assemblies and other performances through out the year.</p> <p>The idea of registering the KPS band with ABODA was discussed.</p>	<p>Bronwyn to attend the next band rehearsal.</p> <p>Marlena to discuss with Lynette that the P&C would like to see more band performances.</p> <p>Yr 5/6 teachers teachers to remind all band students each Thursday that they are to arrive for band by 7.50am.</p> <p>Lynette to send a note home to band students to request their parents to register to the MUSIC category on the School App.</p>
School Banking	<p>Report Provided - see Annexure E</p>	<p>Shannon to create a “Help Wanted” advertisement for the next newsletter.</p>
Uniforms	<p>Report Provided - see Annexure F</p> <p>Rebecca Watson to assist Jenny with 2018 Leavers’ shirts ordering if required.</p>	
School Board Rep	<p>Report Provided - see Annexure G</p>	
DUCKS		
Sport		

Year 6	Report Provided - see Annexure H	Jo to create a "Help Wanted" advertisement re: the next Subway lunch order for the next newsletter.
Correspondence:		
General Business:		
	<p>A question was raised regarding modifying/maintaining the school grounds for their use by external sporting groups. All grounds-specific working bees or maintenance activities required must be approved by the Principal in advance.</p> <p>The status of the P&C Wishlist process was discussed. If anybody would like to request an idea, please obtain quotes for your idea and submit them to the P&C Secretary at kensingtonpandc@gmail.com</p>	
Any Other Business:		
	Meeting closed 9:14pm	
NEXT MEETING:	General Meeting 28th November 2017	

Principal's Report (ANNEXURE A)

Bronwyn Jones

Welcome & Farewell

It has been very sad to say farewell to Mrs Leanne Daniels in the library. She has been a breath of fresh air in the library. We will be welcoming Mrs Vanessa Rankin-Hume who is actually a trained teacher librarian but will be taking on the library officer role from now on. Please make her welcome.

As you know, Lisa Williamson has gone on long service leave for the term. Instead of disrupting classes we decided to appoint someone from outside the school to the role. Dr Deborah Wake comes from North Cottesloe PS with experience as an acting deputy. She has settled well into the role. She is supported by very capably and professionally by our staff.

Thank you to both Lesley Harris and Alicia Taylor who did a marvellous job as acting deputies while I was away. Lesley Harris worked on auditing our progress in the National Quality Standards for K-2 and drew up a proposal for Curtin University practicums at our school. Alicia Taylor worked on reviewing our phonics program – Decode/Encode and worked on some of our spelling data. She also supported Mr Pestana with the ICT.

IPS Review

While I cannot say much about the results of the IPS Review, I can say that both Belinda and I have seen the draft report and were very pleased with the outcome. They highlighted our strengths and the areas for improvement that they identified were as a result of what we had also identified. The staff have already started preliminary work on the Business Plan which we will share with the School Board next week.

School App and Website

You will soon see a new look website. We are finalising some photos to go on the banner and then we hope to migrate the new one across to the school's address. This will then link well with the app.

Enclosing the Undercover Area & OSHClub

Unfortunately this has hit some road bumps, due to issues beyond our control. We decided, with advice from Melisa Lindegger, to install one exit door instead of one of the roller doors, but that must go through the Department protocols as it must be maintained. We cannot get to the bottom of the delays with the other roller door though, as they have measured for it but the plans have not been drawn up and they have not produced the door. Della is doggedly following this up. We will do everything we can to ensure work is completed in time for the licensing inspection for OSHClub.

Classroom Planning

It appears our enrolments are down for next year as again we only have 40 kindergarten students (with an additional 20 spill over from Vic Park which will not continue into pre-primary the following year). So we believe we will drop a class. We have also been told we will no longer get \$38,000 in admin assistance which IPS schools used to get. So we believe our budget will be reduced by \$170,000. We are now in the process of working out our staffing for this. In our next newsletter we will be informing parents that, if they have any classroom placement requests, they will need to get these in to me in writing. We will, again, use the Classroom Creator software to help with the classroom creations. These keep track of the historical as well as current placement requirements.

Community Surveys

We will be surveying the community again this year, as we begin planning for the new Business Plan. We feel this data will be a useful tool for identifying needs as well as tracking progress. We may also have a parent survey on social emotional learning as we plan to develop a whole school approach to social emotional learning, taking over from BUZ.

Choir

The Senior Choir were invited to perform at the Australian Council of Educational Leaders' symposium on Monday. They were outstanding. They brought a tear to my eye and a lot of complements from attendees. You could understand every word clearly and they sang in perfect unison and harmony. It was the best

primary school choir performance I have seen. Their performance at this event was special for me as I missed their Massed Choir performance last term as I was on long service leave.

Status Report (ANNEXURE B)

Nicole Austin

P&C Rolling Action Item list							
Item No	Description	Priority	Reponsible person	Date opened	Date due	Status	Notes
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
14	Jo Alexander to diarise hand-over/expectations meeting for Yr 6 (in collaboration with Bronwyn) to determine Up Front Yr 6 Discretionary Spend for 2018	Low	Year 6	21.3.17		Active	ETA Term 3/4
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	Secretary	21.3.17		Active	Matt Allen has volunteered concrete and expertise in installation. Posts in P&C shed
21	Nicole to co-ordinate volunteers from P&C to clean out P&C cupboard in under-cover area	Medium	President	2.5.17		Active	
28	Cara to report back on Bike Safety community initiative	Medium	Cara	25.7.17		Active	
29	Volunteers needed to implement CIP initiatives	Medium	President	25.7.17		Active	
36	Jenny & Tanya to prepare updated EFTOS charge policy	High	Treasurer	5.9.17		Active	
37	Jo to discuss Yr 6 end-of-year gift with Bronwyn	Medium	Year 6	5.9.17		Active	
40	Sam to add note in newsletter re: encourage children to contact P&C directly	Medium	President	5.9.17		Active	
41	Lara to finalise budget graphical representations for inclusion in newsletter and P&C notice board	High	P&C Board Rep	17.10.17		Active	
42	Chris to talk to the Laurie re: installing drip reticulation in Banksia Tce garden beds	Medium	Grounds	17.10.17		Active	
43	Chris to talk to Chris Simonson from COSP re: provision of dog poo bags	High	Grounds	17.10.17		Active	
44	Susan to set date and seek help to cover library books	High	Bookclub	17.10.17		Active	
45	Leanne to share ideas re: digital photograph storage with Memorabilia committee	Medium	Sport	17.10.17		Active	
46	Marlena to talk to Lynette Dewing and Yr 5/6 teachers re: using MUSIC section on school app, Thursday reminders re: 7.50am start time for band, and P&C request for more band performances	High	Music	17.10.17		Active	
47	Shannon to create Help Wanted ad for school banking	High	Banking	17.10.17		Active	
48	Jo to create Help Wanted ad for subway order	High	Year 6	17.10.17		Active	

Grounds & Facilities (ANNEXURE C)

Chris Muir

Thank you to the volunteers this year who spread mounds and mounds of mulch throughout the school grounds, and help install the new yellow slide.

Memorabilia (ANNEXURE D)

Karen Mahar

The Memorabilia Committee has had a quiet year following our successful fete year in 2016. The committee continues to collect any memorabilia from the school that is valuable and store it in the collection in the archive room. We have also organised for the whole school photo, which was taken in 2016, to be framed and are hoping to display it in the administration area for everyone to see.

School Banking (ANNEXURE E)

Shannon Kynaston

We welcome back Taryn Jenkins to help out as Jenny has had to step back with an increased workload this year.

Looking for new banking assistants in 2018 to help out.

2017 has been a good year, but we are not tracking to make as much commission as last year. More like \$750 -\$800 instead of \$1000 but still happy with the year. The amount of bankers is great, just a decrease in the total amounts banked.

Thank you to the P&C for their annual donation of \$60 for 3 x \$20 vouchers for the bankers to win in Term 4. That shall be advertised in week one of term 4 via the newsletter and at banking. Winners will be announced in week 8.

Uniform (ANNEXURE F)

Jenny Brittain

- New uniform approved by the School Board this year – a fleece jacket, kindy t-shirt and school tracksuit. The school tracksuit will be available in the Summer order next week. A picture will be put on the KPS Facebook page/website so parents are able to see what it looks like if unable to come into the shop.
- Uniform order forms will go out to students next week. Please order for Summer (this includes uniform for the start of next year - 2018). A copy of the uniform order will also be on the website, school app and available in the School Office. Photos of the school uniform are also available on the school website under "Uniforms".
- Fiona Patten will be the Uniform Co-ordinator in 2018 and she will be in the uniform shop this term.
- If any children have outgrown their uniforms please drop second hand uniforms at either the Uniform Shop or the School Office. All money raised from the sale of second hand uniforms helps keep the shop running and many children can benefit from these. The shop also takes second hand bags if no longer needed.

Board Report (ANNEXURE G)

Lara Parsons

The School Board met on Wednesday 13th September 2017, minutes of meeting can be found on the school website. Main discussion items of relevance to the P&C are:

- Year 6 Polo Shirts - Board voted and endorsed a different polo shirt for the Years 6's as part of the school uniform. An email vote on the preferred shirt was held following the meeting - final decision to be announced soon. Current Year 5's have had the opportunity to choose the image design for the front of the shirt.
- Board voted to retain Officemax as the booklist supplier for the school in 2018, on a one year 'contract'.
- Next meeting will focus on reviewing the outcomes from the DES Review and early preparation for the next three year school business plan.

Year 6 Fundraising (ANNEXURE H)

Jo Alexander

- Year 6 Committee are seeking Year 5 parents who may be interested in running the Term 4 Subway Lunch order, happy to provide details, eg. order form & procedure etc to any interested Year 5 parents who would like to co-ordinate this.
- Yet to finalise Year 6 end of year gift.
- Year 6 Sub Committee would like to thank the P&C for their support to date.

Treasurer's Report (ANNEXURE I)

Tanya Steers

See report on next page.

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

	<u>Jan 1 - Oct 9, 17</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Bank Interest	254.95	0.00
Family Levy	14,687.71	0.00
Fundraising		
Election Fundraising	1,947.90	0.00
Lapathon	3,199.20	0.00
Money for Jam	145.90	0.00
Outdoor Movie Night	5,731.89	0.00
Pop up bar	-472.00	0.00
School Banking Commission	665.11	0.00
Scitech	3,461.63	0.00
sports carnival	2,107.56	0.00
Total Fundraising	<u>16,787.19</u>	<u>0.00</u>
Uniforms		
Music Uniforms	612.00	0.00
Uniform Shop	20,772.05	0.00
Total Uniforms	<u>21,384.05</u>	<u>0.00</u>
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	446.20	0.00
Year 6 Fundraising - Other	-3,306.90	0.00
Total Year 6 Fundraising	<u>469.49</u>	<u>0.00</u>
Total Income	53,583.39	0.00
Cost of Goods Sold		
Uniform Stock	20,585.65	4,300.00
Total COGS	<u>20,585.65</u>	<u>4,300.00</u>
Gross Profit	32,997.74	-4,300.00
Expense		
Auditor	300.00	330.00
BBQ's	610.02	800.00
Community Chest	0.00	4,000.00
Contingency Allowance 5%	222.59	3,050.00
Donation to Kensington PS		
Art Prize	200.00	200.00
Artist in Residence Program	5,000.00	5,000.00
canopy repair	700.00	700.00
Cooking Equipment	500.00	500.00
E Boards	13,000.00	13,000.00

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

	<u>Jan 1 - Oct 9, 17</u>	<u>Budget</u>
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
Library Book Replacements	1,000.00	1,000.00
PE Ribbons & Medal	1,500.00	1,500.00
School App License fee and puch	1,090.00	1,090.00
show me boards	1,800.00	1,800.00
water coolers Kindy	3,300.00	3,300.00
Year 5 Resources	1,000.00	1,000.00
Total Donation to Kensington PS	<u>36,290.00</u>	<u>36,290.00</u>
Futures Fund	0.00	4,470.00
Grounds and Facilities		
Nature Play Maintenance	500.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	<u>500.00</u>	<u>1,000.00</u>
Insurance		
Ducks Public Liability	-490.10	900.00
Uniform Insurance- contents	247.00	300.00
Uniform Shop Insurance	0.00	60.00
Total Insurance	<u>-243.10</u>	<u>1,260.00</u>
Merchant Fees	448.24	0.00
Music Department	1,500.00	1,500.00
P & C Disco	0.00	300.00
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	928.36	1,000.00
Total Expense	<u>41,483.51</u>	<u>55,900.00</u>
Net Ordinary Income	-8,485.77	-60,200.00
Other Income/Expense		
Other Income		
Netballs size 4	0.00	300.00
Total Other Income	<u>0.00</u>	<u>300.00</u>
Net Other Income	<u>0.00</u>	<u>300.00</u>
Net Income	<u><u>-8,485.77</u></u>	<u><u>-59,900.00</u></u>