



**Kensington  
Primary School  
P & C Association**

<b>MINUTES:</b>	General Meeting	<b>SECRETARY:</b>	Nicole Austin	<b>DATE:</b>	28 November 2017
				<b>TIME:</b>	7.30pm – 9.00pm
<b>PRESENT:</b>	Chair: Samantha Thompson (President); Bronwyn Jones, Nicole Austin, Rebecca Watson, Chris Muir, Lara Parsons, Susan Henwood, Rebecca Weston, Sheila Dickson, Jo Alexander, Sara Rose, Marlana Burling, Melanie Noid				
<b>APOLOGIES:</b>	Tanya Steers, Jenny Brittain				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
<b>Confirmation of Previous Minutes of meeting held</b> 17 <sup>th</sup> October, 2017	<b>Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.</b>  <b>Moved:</b> Rebecca Watson  <b>Seconded:</b> Lara Parsons	
<b>President's Report</b>		
	<p>Samantha presented her end-of-year address and thanked and praised the 2017 P&amp;C Committee. Report Provided – See Annexure A</p> <p>She shared with the P&amp;C her recent communications with John McGrath MLC re: trying to source some sponsorship for the school's OSH club roller doors. Thanks to John and Samantha, the Men's Charity Committee from the Royal Perth Golf Club has allocated \$5,896.00 to the school. The P&amp;C had previously approved \$2,800 from our contingency and under-spent 2017 budget items to be allocated to the purchase of the roller doors, however this motion was cancelled (by a unanimous show of hands) at the Executive Budget Allocation Meeting on Thursday, 23 November. The \$2,800 was thus included in the \$47,789.35 for allocation at that meeting.</p> <p>Samantha outlined the 2018 Budget Allocation process, and the P&amp;C acknowledged the amount of \$47,789.35 was a considerable amount of funds raised outside of a fete year. This amount includes the contributions &amp; charges that parents pay to the P&amp;C each year. The 2018 Budget, as decided on Thursday 23 November is included in Annexure B. Despite all of the many wonderful ideas and suggestions raised from</p>	

	<p>parents and students during the Wish List process, it was discussed that it is not the P&amp;C's mandate to dictate curriculum or staff.</p> <p><b>Motion: That the General P&amp;C Meeting ratify the budget for 2018 as tabled tonight and set by the P&amp;C Executive on Thursday, 23 November 2017.</b></p> <p><b>Moved:</b> Rebecca Watson</p> <p><b>Seconded:</b> Susan Henwood</p> <p><b>Passed unanimously by the meeting on a show of hands.</b></p> <p>Following the success of the Surf Safe Online seminar to Year 5/6 students and parents the previous day by Paul Litherland, it was discussed that the event be put on the P&amp;C recurring charges list as a bi-annual expense.</p> <p>Finally, in preparation for a new P&amp;C Committee next year, a motion was proposed to defer the 2018 P&amp;C AGM until Week 4 of Term 1. This will give all KPS families a few extra weeks to settle into the school year, prior to joining the P&amp;C. All P&amp;C Committee and Executive roles will be open for election at that meeting. We are hoping a new group of parents will get involved in 2018 to co-ordinate the many fun and exciting activities of the P&amp;C.</p> <p><b>Motion: That the Annual General Meeting of the P&amp;C for 2018 be deferred until Week 4 of Term 1.</b></p> <p><b>Moved:</b> Samantha Thompson</p> <p><b>Passed by the meeting on a show of all hands except one.</b></p>	<p>Nicole add note on 2018 Budget that the Community Investment Fund be used to source Surf Safe Online workshop in 2019.</p> <p>Samantha to confirm the date of the 2018 Movie Night to ensure it does not conflict with the 2018 P&amp;C AGM.</p>
<p><b>Principal's Report and Questions on Notice</b></p>		
	<p>Report Provided – See Annexure F</p> <p>Bronwyn sincerely thanked all P&amp;C members for their support to the school throughout year, and invited all members to the morning tea the following morning.</p>	
<p><b>Items from action list:</b></p>		
	<p>Report Provided – see Annexure C</p>	

<b>Office Bearer Reports:</b>		
<b>Treasurer's Report</b>		
<b>Fundraising</b>		
<b>Grounds and Facilities</b>		
<b>Book Club and Library</b>	Report Provided - see Annexure D	
<b>Memorabilia</b>		
<b>Music</b>	<p>The school disco raised \$2,331. After expenses, the profit was \$1,671.88 (up \$461 from last year's disco). The meeting discussed the success of the event, which was extremely well patronised by students, noting the Friday night and earlier November timing as being significant reasons for the big turnout.</p> <p>The KPS P&amp;C would like to thank Chris Van der Veer from Como IGA Express – Birdwood Ave for donating the popcorn, icypoles, juice boxes, sausages and buns. It is Birdwood Ave IGA's 3<sup>rd</sup> year of sponsoring KPS disco.</p>	.
<b>School Banking</b>		
<b>Uniforms</b>	<p>Fiona Patten and a team of mothers have started to transition into the Uniform Committee role. One of their new ideas is to trial an app that would allow parents the ability to order their uniforms online. There is currently no intention to close the uniform shop on Thursday mornings, as 2<sup>nd</sup> hand uniform sales provide the P&amp;C with significant revenue each year.</p> <p>The meeting discussed the possible consolidation of school apps eg Smartlink, DUCKS, P&amp;C and uniform shop. This conversation should be continued in 2018 with the new P&amp;C Committee and school.</p> <p>In the meantime, the Uniform committee requested approval to trial the use of Team App over the next few months for uniform ordering.</p> <p><b>Motion: That the Uniform Committee trial the use of Team App with a view to providing online uniform ordering in 2018.</b></p> <p><b>Moved:</b> Samantha Thompson</p> <p><b>Seconded:</b> Chris Muir</p> <p><b>Passed unanimously by the meeting on a show of hands.</b></p>	2018 P&C Committee consider how to consolidate multiple school apps and websites eg DUCKS, P&C, Uniform shop, Smartlink etc

<b>School Board Rep</b>	Report Provided - see Annexure E	
<b>DUCKS</b>		
<b>Sport</b>		
<b>Year 6</b>		
<b>Correspondence:</b>		
<b>General Business:</b>		
<b>Any Other Business:</b>		
<b>NEXT MEETING:</b>	<b>General Meeting 20<sup>th</sup> February 2018</b> <b>Meeting closed 9:00pm</b>	

## **2017 President's Report (ANNEXURE A)**

Samantha Thompson

With tonight our last meeting of 2017 I wanted to take a moment to thank everyone for their contribution, and reflect on our achievements this year.

First of all, on behalf of the parent body I would like to thank our Principal Ms Bronwyn Jones and all the teachers that work hard throughout the year to ensure our children get a great education. It's a big job and it's appreciated.

To our office bearers (The executive team, Vice President, Secretary, Treasurer, uniform shop team, school banking team, book club, memorabilia, sports rep, grounds rep, year 6 committee and our board representative). Thank you for the time and effort you put into your roles throughout the year we could not be successful without you.

To our 'mighty ducks' thank you for 'making time to be a dad', hosting fun activities with our kids, creating a 'Dad support group' and cooking a gazillion sausages at our many events this year.

To our fabulous fundraising (community building) team, in 2017 we kicked off with our movie night followed by an evening at Scitech, a lapathon, the 'silent disco' (parent only event) and a disco for our kids. Thanks to Mel Tibbitts and Marlena Burling for their awesome organising and to the many parent volunteers who pitched in to make these events a success.

As a result of these events and our annual parent contributions we had approx. \$47k to allocate during our 2018 budgeting process.

We also delivered an event courtesy of our Community Investment Program (CIP), that's the pool of money we set aside each year to enable parents to organise activities that will benefit the school. Our CIP event was Surf Online Safe and we funded 2 sessions for our year 5/6 cohort and a parent event.

Finally I would like to recognise John McGrath and the Men's Charity Committee at the Royal Perth Golf Club. When we were looking for funds additional funds this year to support the enclosing of the undercover area John put me in contact with the Men's Charity Committee and they have donated a whopping \$5896 towards the project.

In closing I would like to wish everyone a happy and safe holiday season.

Samantha Thompson  
P&C President

## 2018 P&C Budget (ANNEXURE B)

Nicole Austin

<b>KPS P&amp;C 2018 Budget</b>		
<b>Available funds</b>		<b>\$ 47,789.35</b>
	<b>Recurring expenditure:</b>	
	5% contingency allocation	\$ 2,389.47
	Nature play maintenance	\$ 500.00
	Facilities and Grounds working budget	\$ 500.00
	WACSSO	\$ 1,000.00
	Insurance - uniform contents	\$ 300.00
	P&C Disco (previously \$300)	\$ 600.00
	Stationery	\$ 200.00
	In-Residence Program	\$ 5,000.00
	PE ribbons & medals	\$ 1,500.00
	Art Prize	\$ 250.00
	Auditor	\$ 330.00
	School banking competition– 3 x \$20 vouchers	\$ 60.00
	Library book replacement	\$ 1,000.00
	Futures Fund	\$ 5,000.00
	Community Investment Program	\$ 4,000.00
	School app licence fee	\$ 495.00
	DUCKS website annual maintenance fee	200
	<b>Subtotal:</b>	<b>\$ 23,324.47</b>
	<b>Discretionary expenditure:</b>	
	Keylinks & Into Connector reading books	\$ 12,039.00
	7 Steps to Writing Success Professional learning	\$ 1,945.00
	Social/Emotional Learning (SEL) using Friendly Schools PI	\$ 4,980.00
	\$2 classic novel sets for senior Chatterbook club	\$ 200.00
	4 x aluminium seats for senior outdoor learning	\$ 4,000.00
	Storage rack for S4 school bags	\$ 1,000.00
	Deep freezer	\$ 300.00
	<b>Subtotal:</b>	<b>\$ 24,464.00</b>
	<b>Total</b>	<b>\$ 47,788.47</b>
	Remaining	\$ 1

## Status Report (ANNEXURE C)

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	<a href="#">Dept of Commerce information</a>
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	
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	No solution at this stage.
45	Leanne to share ideas re: digital photograph storage with Memorabilia committee	Medium	Sport	17.10.17		Active	
47	Shannon to create Help Wanted ad for school banking	High	Banking	17.10.17		Active	
49	Sam to confirm 2018 Movie Night date to ensure no conflict with Week 4 AGM	High	President	28.11.17		Active	
50	2018 P&C Cmtee to consolidate all apps/websites	Medium	President	28.11.17		Active	

## Bookclub & Library (ANNEXURE D)

Susan Henwood

Scholastic book club continues to be well supported by families at KPS. Parent orders of approx \$10030 (780 items) resulted in \$2150 in reward dollars earned by the P&C. In turn approx 1350 reward dollars have been spent on 117 items for the library and 830 reward dollars on teacher resources.

Many parents have embraced the LOOP app for ordering online and have reported that they find it easier. The option for cash orders will continue through the P&C box.

Changes to the Scholastic website have necessitated a change to teachers use of rewards, which now means that rewards are now available to year groups (instead of individual teachers) and all purchases are now accessioned and become school property.

At this stage I am interested in continuing with the 'Book club and library' position on the P&C next year.

## Board Report (ANNEXURE E)

Lara Parsons

The Board Meeting was held Wednesday, 8 November 2017 - full MOM can be found on the school website. Key items discussed that are pertinent to P&C are:

- the Principal, Bronwyn Jones, gave an abridged presentation of the school's NAPLAN results - the full results have since been published and distributed on the school website - but the main areas of weakness are our Writing, Grammar & Punctuation in both Years 3 & 5. Our reading levels are a strength. Bronwyn is developing strategies and monitoring to ensure we focus on improving these weaknesses in coming years;
- the draft IPS Review was presented and discussed - with positive observations about our teaching, professional development, school leadership, phonics, music & PE programs. The identified areas for improvement held no surprises and will form the basis for our 2018 Business Plan;

- The Board approved the continuation of the Baha'i program with lesson length to be reduced to 30 minutes and in the second half of the day. A lunchtime club was also suggested;
- Mr Pestana and Mrs Carter will be retiring at the end of 2018;
- School Board approved 2018 school development days;
- School Board approved the appointment of Katja Gvozdencovic as the Community Representative on the Board;
- School Board approved the school contributions and charges for 2018 - including the removal of some workbooks and a reduction in costs across most years; and
- Next meeting will include a session on the development of targets and focus areas for the 2018 business plan - final Business Plan is planned to be published by the end of Term 1, 2018.

## **Principal's Report (ANNEXURE F)**

Bronwyn Jones

### **Thanks and Farewells**

Tonight I wanted to thank you all for all the help and support you give our school. I also wanted to remind you that you are all invited to a morning tea put on by the staff tomorrow morning, following the Christmas Concert. We enjoy such wonderful support from you all that we sometimes take it for granted. However, without this support we would not be able to provide the level of support we do for each child or to run all the extra-curricular programs. We are sincerely grateful.

We will also take the opportunity at this morning tea to recognise the many years of service from Mrs Delia Carter. Mrs Carter has been at the school since 1991. Her teaching has had a positive impact on so many of our KPS students, past and present. While the staff will officially say farewell to Mrs Carter at the end of the year, the P&C, through Rebecca Watson and Nicole Austin, recognise her contribution to Kensington PS. We wish her well in her retirement.

Mr Pestana is also retiring and we thank the P&C for also recognising his contribution to the school at this event. He has been at the school since 2013. He has been working in the Department since 1986 though. He has worked closely with the staff on implementing Information & Communication Technologies (ICT) at the school and is responsible for the high level of technologies available to the staff and students (with the financial support of the P&C and Department of course). He is a real gentleman and a wonderful role model. We wish him the best in his retirement too, although he is not going to give schools away entirely as he hopes to take on a chaplaincy role.

### **Welcome to our New Deputy starting in 2018**

I would like to read to you a letter of introduction from Terence's replacement, our new deputy for 2018, Ms Claire Backhouse.

My name is Mrs Claire Backhouse. I've had the privilege of being an educator for 15 years in public and private schools throughout country and metropolitan WA and QLD. Over many years I have held leadership roles aimed at improving student outcomes in both literacy and numeracy. In addition, I have been seconded by the federal government to deliver professional learning on Autism to teachers as part of their Support Autism package from 2008 to 2015. Most recently I've spent two years as the Deputy Principal at Moora Primary School.

I believe in life-long learning and hold the following qualifications

- Bachelor of Education in Primary Education
- Bachelor of Arts in Asian Studies Japanese
- Masters of Education in Special Needs

In addition I am currently completing the National Excellence in School Leadership Initiative's Deputy Principal Colloquium.

I am passionate about ICT as it engages students in other areas of the curriculum that they may not have thought they would be interested in, whilst also preparing them for the future world through development of creative and critical thinking skills. It is an honour to have been selected to join the Kensington Primary

School team and I look forward to working with the staff, students and community to join Kensington PS's continuous improvement journey and enable students to meet their potential.

### **Japanese in 2018**

Mrs Atsuko Yazawa will be taking a leave of absence from KPS in 2018. Her replacement is Miss Maria Gultiano. We will introduce her to you in 2018. We wish Mrs Yazawa all the best in 2018 and will see her back in 2019.

### **Surf Online Safely**

Thank you to the P&C and Paul Litherland who presented the Surf Online Safely workshop to the Year 5 and 6 students on Monday afternoon and to parents on Monday night. We had approximately 50 parents attend. While it is scary what can happen online – the best defence is knowledge. So I know those parents who attended are now well armed to help their children negotiate the online world safely. This was a wonderful parent-lead initiative.

### **REMINDERS:**

#### **Community Survey (National School Opinion Survey)**

As we are embarking on a new Business Plan for 2018 – 2020 we ask that each family completes a Community Survey so that we can gain a baseline on how we are travelling and so we can ensure our next Business Plan is driven by community feedback too. All students whose families complete the survey will earn an iceypole so please have these completed and submitted by Friday 1st December 2017. Please print out the thank you page at the end of the survey so your child(ren) can show these to their teacher for the iceypole.

**SmartLink upgrade** – please update this app and resubscribe to the classes.

### **2018 Enrolment Numbers**

Currently our enrolments are down on 2017. This year we started with 470 students. Next year, it appears we will start with 434. This is, in part, due to decreasing enrolments in the kindergarten which will flow through the rest of the school as the years progress. For the past two enrolment periods we have only been getting 40 students enrols from within our boundaries. However, we have taken 60 because we have helped out Victoria Park PS who can't cater for all their kindy enrolments. But, in pre-primary those students return to Victoria Park. We will, therefore, next year, be down two classes from this year (this year we went up by one class).

Kindergarten: 55 (includes VPS enrolments)

Pre-primary: 40

Year 1: 58

Year 2: 49

Year 3: 57

Year 4: 69

Year 5: 50

Year 6: 56

TOTAL: 434

### **Facility Upgrades**

You might have noticed that, in readiness for the OSHClub, we have installed two extra enclosing sets of doors in the undercover area. These have been funded by the OSHClub payments and the P&C (thanks to the President – Sam Thompson) who sourced a donation of \$5800 from the Royal Perth Golf Club through John McGrath MLA, along with school funds.

The Department of Education has also committed funds to replace the manhole covers and extend the repairs around them on our basketball courts and netball court with a budget of \$27,000. They will also replace the footpaths running from the staff car park down to the office and the one running along the donga near the office and car park. We are also hoping to get the quadrangle verandahs reinforced to ensure they last well into the future.

## IPS Review

The School Board has been presented with the IPS Review Report. As a summary of what they found I have included a table of our strengths and areas for focus. We were very pleased with the report as it was based on our own self-review and, therefore, there were no surprises. You will note that some of these strengths were mentioned in the last newsletter where I pointed out what we have been doing to address the findings on education from the PISA international testing program (Program for International Student Assessment). IPS Focus Area  
Teaching and Learning

### Strengths

### Areas for Improvement

- TLC and PODs for PL

- Targets to include academic achievement not just progress
- Explicit teaching in early years as well as targets for early years included in the Business Plan

Student Performance Monitoring

- Formative Assessment
- Surveys to elicit feedback

- Comprehensive analysis of student performance in annual report
- Record conclusions and proposed future direction in response to data analysis for all targeted areas

Program Delivery

- Whole school phonics and writing assessment
- Music and PE programs

- Whole school pedagogical approaches

Resourcing and Support

- Finance and resource management

- Develop effective workforce plan linked to next Business Plan

School Board

- Board Chair leadership
- Governance procedures and protocols

- Give Board findings, conclusions and recommendations from analysis

Information from Terence Pestana:

### **Election Process for Student Leaders.**

Students in year five nominate with the closing date set in time for the electoral commission to issue the electoral papers. The school has to fit around the WAEC activities.

Once nominations close, the position on the ballot paper is conducted with students selecting the number out of the container. The draft ballot is sent to the WAEC, and then the final copy is returned to school for verification. The teachers complete the check.

All student nominees are given an opportunity to speak and then the election process is conducted by an officer from the WAEC. The individual classes organise the way they want to prepare the candidates from their class.

Students from Years 4 and 5, along with any interested staff members who wish to, are given an opportunity to vote. Teachers are issued with the same electoral voting paper as the students. No distinction is made between teacher and student. Once the votes have been cast the electoral officer takes them away for the count.

The full preferential count is completed for Head boy and Head girl, followed by the six councillors, 3 girls and 3 boys, then the Faction Captains and Vice Captains. This year the school received a large number of nominations requiring two different ballot papers to be produced, one for boys and one for girls.

In the past, the school has only announced the Head Boy and Head Girl along with the councillors on graduation night. This was changed recently to announce all elected positions.