



**General Meeting – Monday 26 November 2018, 7:30pm - MINUTES**

Present: Kelly Lang, Vanya Taylor, Louise Flaherty, Shannon Kynaston, Karen Mahar, Jen Young, Lara Parsons, Mel Bowden, Sharon Szczecinski, Dave Thompson, Bronwyn Jones

Apologies: Susan Henwood, Nicole Austin, Rebecca Watson, Sara Rose, Vicki McAllister

AGENDA ITEM	MINUTES
<b>1. Confirmation of Previous Minutes of meeting held</b>  15 October 2018	<b>Motion:</b> That the Minutes as circulated be accepted as an accurate record of the meeting.  <b>Moved:</b> Louise Flaherty  <b>Seconded:</b> Karen Mahar
<b>2. President's Report</b>	See Appendix A
<b>3. Principal's Report and Questions on Notice</b>	(at end of minutes)
<b>4. Vice President's Report</b>	-
<b>5. Treasurer's Report</b>	See Appendix B – some amendments. Book blinds to be installed (from Tue 29 <sup>th</sup> Jan). Unanimous approval (with changes as discussed).
<b>6. Other Reports:</b>  <b>Fundraising</b>  <b>Grounds and Facilities</b>  <b>Book Club and Library</b>  <b>Memorabilia</b>  <b>Music</b>  <b>School Banking</b>  <b>Uniforms</b>  <b>School Board Rep</b>	<p>Approached Yr6s already – possibly going to take the movie night for term 1. Shannon, Louise and Kris to retire. Suggestion for Yr 6 Dads to do the bbq for the movie night.</p> <p>Nil to report. Note that Chris is stepping down from role at end of 2018.</p> <p>See Appendix C</p> <p>See Appendix D</p> <p>See Appendix E</p> <p>See Appendix F. Note purchase of prize vouchers (3 x \$20) for Mel.</p> <p>-</p> <p>Board Meeting held 24 October. Following points of discussion relevant to P&amp;C:</p> <ul style="list-style-type: none"> <li>• Mark Thompson formally resigned, Andrew Cody formally in as Chair.</li> <li>• Business plan review against naplan and other results, are we meeting business plan goals?</li> <li>• Suggestion that meeting two in Term 1, quick business plan presentation and how that relates to P&amp;C. How we are measuring progress.</li> <li>• Approved final contribution of charges. Athletics and reading eggs out.</li> </ul>

<p><b>DUCKS</b></p> <p><b>Sport</b></p> <p><b>Year 6</b></p>	<ul style="list-style-type: none"> <li>• Terms of reference – new model for school board. Compared with current, now to state specifically how many members we have.</li> <li>• P&amp;C can no longer elect a member independently, no longer just a ticket in. School Board rep as a position has gone. P&amp;C can still request position and decide who that person is, and can be decided at general election. Sits on both P&amp;C and board; still voted in by community.</li> <li>• Limited amount of time to be on board for 4 years. Lara to retire from board, with the view that fresh people are good.</li> <li>• “School Board Liaison” officer – put forward someone and see what happens.</li> </ul> <p>-</p> <p>-</p> <p>See Appendix G. Shannon noted that a total (fundraising goal) should be set in Term 1. Fundraising should be capped, and once they go over, it should rollover to next year or back to P&amp;C. Is set up this way so they can spend the money in the year it is raised. We should bed down these issues in terms of reference.</p>
<p><b>7. Review Action Item List</b></p>	<p>See below</p>
<p><b>8. General Business:</b></p>	<p>Discussion on succession planning for 2019. Lara’s suggested P&amp;C could be more strategic about succession planning. Exec should think about better ways to share administrative burden. Vanya suggested a two year term. Vanya commented that roles have ‘snowballed’ because people have stayed in them for a long while. Some people may have specific experience for particular roles. Something to re-visit early in the new year.</p>
<p><b>9. Other Business</b></p>	
<p><b>NEXT MEETING:</b></p>	<p>Annual General Meeting – Monday 25 February 2019</p> <p>Week 4 to allow time for everyone to settle in new school year and to find new members.</p>

## ACTION ITEMS

ACTION ITEM	PERSON RESPONSIBLE	STATUS	NOTES
Go through old fete scraps in P&C shed.	Kelly / Louise	Done	To be done on a Monday (for skip bin collection Tues)
Speak to Tanya about teardrop flags.	Leanne	Done	
Add something to newsletter re Fifth Ave drop offs.	Bronwyn	Done	
Investigate safety of steps near senior block	Bronwyn	Done	
Organise someone to move freezer.	Vanya	Done	
Investigate storage / disposal of old paint / chemicals from P&C shed.	Vicky's hubby to organise disposal	Active	
Advertise for new roles for 2019 on facebook.	Jen	Active	
Investigate whether anyone is up for long service award for P&C in time for parents thank you event	Jen	Active	Jen & Vanya to liaise on this.
Monitor WACSSO amending P&C constitution.	Jen	Re-visit 2019	No update as at 23/11/18
Investigate possible grant applications from summary list of available WA grants.	TBA	Re-visit 2019	Just needs a volunteer to investigate.
Organise screening of "Screenagers".	Vanya	Re-visit 2019	Cygnnet cinema tricky to liaise. Lifestream as alternative?
Possible action item to pay someone to scan old photos for preservation (memorabilia)	TBA	Re-visit 2019	Possible wishlist item.

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### Appendix A

#### President's Report – Vanya Taylor

The parents of pre primary did a wonderful job at their recent busy bee. We had a request from a group of these parents for some extra funding to build a small deck to go over the old climbing net area which now poses a tripping risk. The executive group held quick discussion/vote at the end of the Wishlist meeting. It was decided to release some budgeted grounds and maintenance funds to cover the cost of this project as there were parents willing and able to do the project over the next weekend. We look forward to seeing the end results.

The Wishlist meeting was very positive with lots of great request from both parents and teachers. Our hope is to be able to meet all of this years requests.

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## Appendix B

Treasurer's Report – Dave Thompson

### KPS P&C 2019 Budget Summary

<b>Available funds</b>	<b>\$ 72,000.00</b>
<b>Minus 2018 items still to pay for</b>	
Auditor, Pre-primary works, Yr 6 fundraising	\$ 5,680
<b>Final available funds</b>	<b>\$ 66,320.00</b>
<b>Recurring items:</b>	
Contingency allocation (incl surplus)	\$ 14,785.80
Futures Fund	\$ 7,000.00
In-Residence Program (Author / Artist)	\$ 5,000.00
Community Investment Program	\$ 5,000.00
WACSSO	\$ 1,000.00
Library book replacement	\$ 1,000.00
Sports medallions (ongoing)	\$ 700.00
P&C Disco	\$ 500.00
Nature play maintenance	\$ 500.00
Facilities and Grounds working budget	\$ 500.00
School app licence fee	\$ 495.00
Insurance - uniform contents	\$ 400.00
Merchant Fees (EFTPOS)	\$ 330.00
Auditor	\$ 330.00
Art Prize	\$ 250.00
Stationery	\$ 200.00
DUCKS website annual maintenance fee	\$ 200.00
School banking competition– 3 x \$20 vouchers	\$ 60.00
<b>Subtotal:</b>	<b>\$ 38,250.80</b>
<b>Discretionary items:</b>	
Onsite Kindy upgrades	\$ 6,000.00
Blinds for music room and PP3	\$ 4,000.00
Springboard into Comprehension digital resources	\$ 3,731.20
Junior playground swing	\$ 3,598.00
Silicone wrist bands (up front)	\$ 2,600.00
Consent-to-go software	\$ 2,500.00
Growth mindset quotes	\$ 1,700.00
Senior block umbrellas	\$ 1,100.00
Vista St Kindy playground equipment	\$ 1,000.00
Library Non-fiction signage stationery	\$ 1,000.00
Phonic decodable readers	\$ 840.00
<b>Subtotal:</b>	<b>\$ 28,069.20</b>
<b>Total Spending (Recurring + Discretionary)</b>	<b>\$ 66,320.00</b>

## Appendix C

### Book Club and Library Report – Susan Henwood

Scholastic Bookclub has been well supported again this year with just under \$10 000 worth of books purchased by families resulting in \$1977 in rewards being earned for the school. These rewards have been used to purchase library books and teacher resources.

The P&C Westbooks bookfair was held in August during book week and \$2300 of books were sold earning the library a Westbooks voucher of \$462. Mrs Rankin-Hume has used this voucher to purchase books which will be available for borrowing in 2019.

Thanks very much to Lara, Rebecca, Cathy, Giselle, and Mrs Rankin-Hume for their valuable help. I am investigating other children's booksellers that might be interested in holding a bookfair at our school next year.

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## Appendix D

### Memorabilia Report – Karen Mahar

In 2013 I was 'gifted' the role of **Memorabilia** by my sister in law Jane Marshall who was an avid history fan. Jane had three children who also attended Kensington Primary school and in that time she created the Memorabilia role on the P&C. While there had always been old photos within the school and pieces for a collection it was Jane who pieced it all together and created fantastic displays at the school fetes.

In 2013 when I took on the role I really had no idea what I was doing. The collection seemed to be growing and could no longer be kept at my house. So thankfully we were given some space in the 'Archive' storeroom to house the collection. I created a small sub committee consisting of myself, Sharon Szczecinski and Rachel Semenow. When Rachel moved to the USA we enlisted Melinda Byfield to help us.

The collection has been sorted into boxes relating to the different decades and we have a wide range of items from old teaching resources, sporting memorabilia, punishment books, year books and old uniforms to name but a few. The collection is large and in 2016 the sub committee created a display for the 90<sup>th</sup> anniversary fete. It was well received and as always a very popular part of the fete with both past and current students.

At this fete we started our foray into the digital world with a very basic power point display using some of the photos from the collection. Again this was very popular and it highlighted the need for us to start entering the digital world! Unfortunately over the last few years full time work has hindered my ability to get the memorabilia collection to go digital. It is one of my frustrations that I have not been able to give this role more before I leave Kensington Primary.

Moving forward I believe it's vital that the current photo collection is scanned and stored digitally to preserve the photos that we have, some dating back to the late 1920's. It's also vital that the committee find a way to collect the many many photos that people take but never print! I'm sure we all have photos sitting on our phones of school events but none are printed and handed to the school as was the case in the past. Over the last two years there has been a large reduction in the number of photos being collected.

I take this opportunity to thank Sharon and Melinda for being so willing to help and assist. I thank the current committee and the past P & C committee members for their support of Memorabilia, also to the school administration who have been extremely supportive over the years. Kensington Primary has been a fantastic place to be involved in over the last 13 years. I wish you all the best for the future and may the memorabilia collection continue to thrive.

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## Appendix E

### Music Report – Nicole Austin

The end of year is near, and our band and junior choir are preparing for their final performances!

The school's Christmas assembly is to be held in the Undercover area at ~~7pm Tuesday, 4 December~~ **AND** 9.30am Wednesday, 5 December. The school band will be performing Christmas carols at this event.

The school band will also be performing at the Year 6 Graduation Ceremony, to be held at Lifestreams Christian Church at 5pm on Tuesday 11 December.

All senior choir uniforms must be returned (and the \$10 hire fee paid) as soon as possible. Band members will be required to return their uniforms in the final days of school following the graduation ceremony. All garments must be washed, ironed and hems released prior to return.

We congratulate all Year 4 students who were awarded a IMMS place, and instrument selection has now been finalised. A reminder that all Year 5 IMMS students are required to return their instruments at the conclusion of the graduation ceremony.

Band and choir photos are available for purchase at \$5 each. Please see Mrs Dewing for these.

It has been another fabulous year of musical endeavour and achievement at Kensington Primary School, and the P&C would like to congratulate Mrs Dewing and all of the students involved on their success.

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## Appendix F

### School Banking – Shannon Kynaston



#### Contribution statements

School Name: KENSINGTON PRIMARY SCHOOL  
School ID: SCH61824  
Clearing Account Number: 612810448875  
Report Production Date: 22/11/2018

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Quarter	Issue Date	Establishment Contribution	Annual Contribution	Number of Regular Savers Contributions	Regular Savers Contribution Total	Total Contributions Paid	Generate Contributions Statement
Q1 2018	01 Apr 2018	\$0.00	\$200.00	35	\$175.00	\$375.00	<a href="#">VIEW</a>
Q2 2018	01 Jul 2018	\$0.00	\$0.00	35	\$175.00	\$175.00	<a href="#">VIEW</a>
Q3 2018	01 Oct 2018	\$0.00	\$0.00	41	\$205.00	\$205.00	<a href="#">VIEW</a>
Q4 2018	The school has not yet qualified for any Contribution payments this period						
<b>Total</b>		<b>\$0.00</b>	<b>\$200.00</b>	<b>111</b>	<b>\$555.00</b>	<b>\$755.00</b>	

## Appendix G

### Year 6 Fundraising Report – Vicki McAllister

Thank you to all the Year 6 parents who have helped our efforts to raise funds to subsidise the graduation book, school camp and a present from the Year 6 students to the school. It has been a successful and low stress fundraising campaign. Overall, we have raised \$4268.58 with one final icy pole Friday to occur. Table 1 below detail the income from the events with Table 2 explaining our proposed expenditure.

Table 1: Year 6 fundraising activities and income

Fundraiser	Income (\$)
Easter raffle	937.20
Anzac biscuits	340.50
Icy poles – 1st term	416.00
Movie night	1875.78
Icy Poles – 4th term (to date)	699.10
TOTAL	4268.58
Icy Poles – 30 November approximate guess	~160.00
	~4428.00

Table 2: Proposed expenditure of fundraising

Item	Breakdown of cost (\$)	Budgeted (\$)
Graduation book	(~\$1200)	~1200.00
Graduation Bag	250	250.00
Bounce	1622 (\$10 x 54)	540.00
School camp	\$30 x 54 children = \$1620	1620.00
School present – Teardrops for factions	740	740.00
TOTAL		\$4350.00

There are a number of people who assisted our efforts that I would like to recognise:

A special mention for their leadership to:

- Janine Andel for the movie night
- Nicole and Marlena for the Easter raffle
- Sara Rose for her outstanding Anzac biscuit making and recipe
- Emily, Savannah, Ella, Leah, Lily, Nate and Josie who regularly ran the icy pole stand and came up with the most efficient way to sell them quickly!

From School:

- Bronwyn, Miss Lisa, Raima and Claire,
- Sharon, Amanda and Della in the office
- Teaching staff for supporting the Icy pole message, and
- Ashley Griffiths and Su Miller who have provided an outstanding year of development to our children

Thank you for the support of Vanya and the P&C Committee, Shannon Kynaston for being so great to coordinate with on fundraising and Dave our Treasurer who manages all the money and my regular stream of emails. The Year 6 Coordinator is a useful position under the P & C Committee.

All relevant information on fundraising events will be handed onto the 2019 Year 6 parents to assist them with their efforts.

## **Staff Changes**

We are coming to the end of the year where we will be saying farewell to some staff and welcoming new staff. Miss Lisa will be taking leave for all of 2019.

We have completed the process for appointing a new deputy principal in charge of Student Services and Early Childhood Education (ECE) for 2019. I can announce that Clare Brook from Como PS will take over for Miss Lisa. She is an experienced Early Childhood teacher and has been the relieving deputy at Como PS. We hope she will be able to visit our school before the end of the year to get to know our school.

For your information:

She has a Master of Education specialising in instructional technology. She also has a B. Ed in ECE and a Dip of Ed in ECE, PE and Music.

She has been an Early Childhood teacher at Como PS for the past 10 years. She has worked at a number of schools, both in the country and city. Clare also lectured at Curtin University on instructional technology and was an ECE School Development Officer in district office too.

Some of you may already know her and all of you will have plenty of opportunities to get to know her over the next year.

We recognise that she has big shoes to fill but we know you will all be very supportive as she gets to know us and our ways. I wish to publically thank Ms Lisa for her years of dedication to KPS and her wonderful work. We wish her a wonderful 2019.

In the final newsletter of the year I hope to be able to announce the class structures and staff for 2019. While you will not be informed about which teacher your child will have, this will narrow down the field for you.

## **Artist in Residence**

Tim and Shani from Ecoburba has started their Artist in Residence week today. Tim is working on a large art work in the quadrangle based around the theme of peace and friendship. Shani will start working with the kindy students on their own sand sculptures tomorrow and the rest of the school will begin their lessons on Thursday. Thank you to the P&C for supporting this program financially.

## **Certificates**

We handed out a number of special certificates at last week's assembly.

PEAC – Congratulations to the PEAC students who have completed six programs – Jamie, David, Jimmy, Jay, Josie and Matthew. Congratulations also go to the students who have been accepted into next year's program - Samuel, Cooper, Viraj, Beau, Mia and Harper.

Australian Maths Competition – we had some great results from this competition. Best in the school – with a high distinction was Matthew in Year 6. We also had 18 distinctions, 29 credits, 26 proficiency and 8 participation certificates. A total of 82 participants.



We wish to replace this program with BEBRAS Computational Thinking Challenge next year as that is free so all students can participate and the school can benefit from receiving that information. Currently, the Australian Maths Competition is a user pays system and so we don't get this information for every student. However, it takes up the time of the deputies to organise and administer.

NAIDOC Medallion – Audrie won a NAIDOC medallion for her colouring competition entry. Thank you to Councillor Greg Milner for attending the assembly to present this medallion.

Fred Hollows Humanity Award – Sadie, Ava, Maddy and Jaeger from Year 6 were all nominated for this award and attended the ceremony at the Constitutional Centre last week with Mr Griffith, Ms Millar and me. They were all very deserving nominees – showing positivity, leadership and initiative and being solutions focused, calm, open-minded, resilient and thinking outside the box.

### **Mud Kitchens**

Due to Miss Lisa's initiative, we now have two mud kitchens at the school – one in the junior playground and one in the Early Childhood area. These were beautifully made by Mr Palencia, the grandfather of Samuele and Santiago, while he was holidaying in Perth. We are very grateful for his donation of skills and time. He is a very thoughtful and generous person.

### **Surveys**

This is your last chance to complete the biennial National Schools Surveys. If you print of the last page (thank you page) and give it to your child, they will receive an icy pole in Week 10. The School Board will review the information received and use it to monitor and review the Business Plan.

### **DUCKS Campout**

A big thank you to Justin and Dave for organising this annual event. We are also very grateful that Mr Griffith was able to attend, representing the school. This is a highlight of the year.