



## General Meeting – Tuesday 20 March 2018, 7:30pm - MINUTES

Present: Vanya Taylor, Jen Young, Kelly Lang, Bronwyn Jones, Claire Backhouse, Vicki McAllister, Fiona Patten, Kristina Kotua, Rebecca Watson, Chris Muir, Shannon Kynaston, Louise Ryan, Susan Henwood, Lisa Joss

Apologies: Lara Parsons, Karen Mahar, Dave Thompson, Nicole Austin

AGENDA ITEM	MINUTES
<b>1. Confirmation of Previous Minutes of meeting held 20 February 2018</b>	<b>Motion:</b> That the Minutes as circulated be accepted as an accurate record of the meeting. <b>Moved: Jen</b> <b>Seconded: Kelly</b>
<b>2. President's Report</b>	n/a
<b>3. Principal's Report and Questions on Notice</b>	Bronwyn provided a summary of the main points of her report, see details in Appendix A.  <i>* Action item for P&amp;C: Promote school app.</i>  Bronwyn also introduced Claire Backhouse, Deputy Principal. Claire has worked in rural locations and specialises in IT / special needs. She is working on the finetuning of moving Naplan online. She adores mathematics/numeracy!
<b>4. Vice President's Report</b>	See Appendix B. Kelly discussed the interschool P&C meeting she attended. Other school P&C's have a grant officer role. Some brief discussion around the comparative P&C fees that each school charges – some ask for less up front and some do less fundraising. General consensus that there should be some focus on community events, not just fundraising.  Some brief discussion around KPS P&C grant application history – most recent applications back in 2014. <i>*Action item for Jen: Investigate possible grant applications</i>  Bronwyn asked whether P&C want to have a particular wellness strategy (for families going through hardship) / welcome pack (for new families). General consensus was that this is managed by the class (particularly the class rep), and then across the year group.  <i>Action item for Vanya: Send Bronwyn electronic copies of class rep list</i>  Kelly noted that the next interschool P&C meeting is on June 5, and for others to think of going too.
<b>5. Treasurer's Report</b>	See Appendix C
<b>6. Other Reports: Fundraising</b>	See Appendix H. Shannon presented fundraising calendar. Dates are flexible in case of adverse weather. P&C to take over running of disco from Marlena – well done to her on previous efforts. Disco to be early in term 4 to avoid the heat. OSHclub can move to accommodate disco.  Parents would like a coffee van at day events. DUCKS is the preferred food provider.  Bronwyn noted that we need to be cautious doing too many food oriented events with food that would be red on food traffic light system.

<p><b>Grounds &amp; Facilities</b></p> <p><b>Book Club &amp; Library</b></p> <p><b>Memorabilia</b></p> <p><b>Music</b></p> <p><b>School Banking</b></p> <p><b>Uniforms</b></p> <p><b>School Board Rep</b></p> <p><b>DUCKS</b></p> <p><b>Sport</b></p> <p><b>Year 6</b></p>	<p>Lapathon will be a colour run. IGA Waterford to do donate fruit possibly?</p> <p><i>* Action item for Jen: Email Shannon a copy of the DJ services quote</i>  <i>* Action item for Shannon: Email Jen updated fundraising calendar with draft dates</i></p> <p>Chris advised that nature playground will need some more mulching work – 10 trucks of mulch (from local council). Waiting to settle a date for busy bee. Confirmed grounds and facilities budget is \$500 / year.</p> <p>Brief discussion around possible busy bee for pre-primary play area. Chris said there may be some possible leftover paint in shed, and sleepers leftover from the naturescape build (behind senior block).</p> <p><i>Action item; Lisa and Nat (PP1 and PP3 class reps) and Jen to meet with Lesley and Deb to further discuss what is required / can be achieved.</i></p> <p>Susan spoke of having a book fair, possibly during book week. Idea was well received. Something a bit different to the usual scholastic items is preferred. Noted that book club had \$13k in sales last year.</p> <p>n/a</p> <p>See Appendix D.</p> <p>Kelly noted that Carla Martella coming on board to take over role.</p> <p>See Appendix E. Already two orders in new online system. Quick turnaround. Hoping to keep stock levels fairly stable. Need to organise insurance.</p> <p>Possible idea to get parents supporters shirt. Idea was well received. Possible \$5-10 profit per shirt. Noted that it is a once-off cost for families.</p> <p>Different dress possibility, initial one doesn't look as good. Different uniforms require board approval. Debate over new skorts. Requires tangible ideas before any further discussion.</p> <p><i>* Action item: Jen to look into insurance for uniform stock (possibly Centrewest?).</i></p> <p>See Appendix F.</p> <p>n/a</p> <p>n/a</p> <p>Vicki provided further detail on her report, see Appendix I. Some 56 children in year 6, which is high. Fundraising required for this many kids would be up around \$6k – hard to justify taking the money out of the regular fundraising budget. Main focus is the end of year book.</p> <p>Reading Cinema movie night in term 2. The Incredibles 2 sequel. Doing well out of the easter raffle.</p> <p>Previous years raised \$70-\$100 per child. Camp cost is roughly \$379. Some families might not be able to afford it, we will see how fundraising efforts progress.</p>
<p><b>7. P&amp;C Correspondence:</b></p>	<p>Jen provided brief description, nothing of note.</p>
<p><b>8. Review Rolling Action Item List</b></p>	<p>See Appendix G</p> <p><i>* Action item – Kelly to contact Matt Allen re netball posts.</i></p>

<b>9. General Business:</b>	<p>a. Fundraising Calendar was reviewed (see draft in Appendix H).</p> <p>b. P&amp;C dropbox account has been closed – not used in over a year. *Action item for Jen: ask Alison Wallace re dropbox</p> <p>c. Set dates for P&amp;C meetings for the year. Days for meetings to be changed from Tuesday to Monday after the room noted it would work for the majority (and around public holidays).</p>
<b>10. Other Business:</b>	<p><b>Motion:</b> That Lyra Livich and Associates be reappointed as Auditor for the P&amp;C 2018 calendar year. <b>Moved:</b> Vanya <b>Seconded:</b> Rebecca</p> <p>Vanya noted there had been some unexpected (and external postings) to the P&amp;C's facebook page. * Action item: Vanya check P&amp;C page privacy settings and facebook policy.</p> <p>Vanya's suggestion to watch cyberbullying movie (Screenagers). Idea is to watch with kids. Kent St High has a theatre that we may be able to borrow?  * Action item: Bronwyn check availability and capacity with Kent St * Action item: Vanya to follow up what technology is required, logistics, etc</p>
<b>NEXT MEETING:</b>	General Meeting Monday 7 May, 7:30pm

ACTION ITEM	WHO
<i>Promote school app.</i>	Jen to send email to reps
<i>Investigate possible grant applications</i>	Jen
<i>Send Bronwyn electronic copies of class rep list</i>	Vanya
<i>Email Shannon a copy of the DJ services quote for parent night</i>	Jen
<i>Email Jen updated fundraising calendar with draft dates</i>	Shannon
<i>Meet with Lesley and Deb to further discuss what is required / can be achieved re PP busy bee.</i>	Lisa / Nat / Jen
<i>Look into insurance for uniform stock (possibly Centrewest?)</i>	Jen
<i>Contact Matt Allen re netball posts installation</i>	Kelly
<i>Ask Alison Wallace re dropbox</i>	Jen
<i>Vanya check P&amp;C page privacy settings and facebook policy.</i>	Vanya
<i>Bronwyn check availability and capacity with Kent St for movie screening</i>	Bronwyn
<i>Follow up what technology is required, logistics, etc (Screenagers screening).</i>	Vanya

## **Appendix A**

### **Principal's Report - 20th March 2018**

#### **Swimming Carnival**

A huge thank you to Martine and all the parents who assisted on the day and to Ms Backhouse for her organisation and for coordinating the fun activities in the inside pool.

The school team (Yr. 4 -6) will compete in the Interschool carnival on Thursday against Millen, East Victoria Park, Victoria Park and South Perth. We wish them well as they proudly represent Kensington Primary School. There will be a team breakfast in the Music Room at 8.00am before the carnival.

#### **Harmony Day – Everyone Belongs**

Thank you to everyone who came along to join in this fun afternoon with a picnic and games. We were so sorry to have needed to postpone this event, especially as the forecast rain did not eventuate. It is a shame our crystal ball was not working at the time. A special thanks to the Weinreb's for allowing us to use their big games in the undercover area. We were also very proud of the way the Year 6 faction leaders conducted the games sessions. Their willingness to get involved and show their leadership was commendable.

Tomorrow morning we have a free dress/national costume assembly. If you wish to donate some potted colour (flowers) to be planted around the school, it is not too late. It is lovely to see the pockets of colour in our gardens. Your children have also been (or will be) involved in making Japanese origami paper cranes to represent peace.

#### **Evacuation Drill**

We have an evacuation drill scheduled for 4th April (after Easter) involving fire and emergency staff and vehicles. This initiative is to help us identify our strengths and weaknesses and prepare for any emergency in the future. We will be seeking feedback from these professionals to improve our processes and practices. We would appreciate it if you would discuss this with your child (as will their teachers) to help prepare them for this event.

#### **Documented Plans**

Every classroom has a wide variety of student achievement and every student requires some individual attention from the teacher to help them achieve their potential. This means that each teacher is providing quality differentiated teaching adjustments every day. They plan for these adjustments and also make them on an ad hoc basis as the need arises. The Department of Education at the end of last year, through a memo from the Director General (DG), clarified when a documented plan (IEP, GEP, IBP etc.) was required and when it was not. This was as a response to workload issues. Under the DG's instructions many documented plans which teachers previously wrote will no longer be required. Only students who have substantial adjustments made for them will need to have a documented plan. Classroom teachers, when they meet with parents later this term, will identify the learning needs of each child (goals etc.) and, unless a child requires substantial adjustments, the outcomes of the goals set during this meeting will be reported at the end of each semester through the regular student reports. These report comments will explain the adjustments made and any suggestions for future strategies to support learning.

#### **EduDance Concerts**

We have two EduDance performances scheduled for the end of this term. It is the culmination of a term's work with the EduDance teachers. Half the school have their concert on the afternoon of the Thursday 5th April and the other half have theirs on the afternoon of Monday 9th April. Which classes are involved in each concert will be published in tomorrow's newsletter.

Both concerts will commence at 2:15pm in the undercover area. We suggest you arrive at 2pm. Please join us to watch your child perform. We engaged this provider as a direct response to parent requests so we are sure these concerts will be well supported.

### **Buddies**

Also as a direct response to parent and student feedback we are developing a buddies program whereby classes in the junior grades are buddied up classes in the senior grades to work together on a variety of activities, including reading together. This builds relationships across the school, as do the fitness groups activities.

### **The Annual Report and Business Plans**

These are currently being finalised to bring to staff and the School Board for ratification. We aim to have these published by the end of term. They will be placed on the school website and the community notified. As you would expect, there is no major change in direction for the next Business Plan – however, we have worked on tightening up our targets and strategies for the next phase of our school improvement process.

### **Kent Street SHS and Como Secondary Information Session details**

We encourage all parents of Year 4-6 students to attend an information session with Kent Street SHS and Como Secondary College students and teachers along with your child on Wednesday 28th March at 9am in the undercover area.

### **Wishlist Update**

We have purchased all the *Keylinks* and *Into Connectors* resources - they have been accessioned and placed on shelves – the staff is preparing to use them.

We are still looking in to how to secure the aluminium picnic benches before purchasing these. We will purchase these once we have sorted this out, along with the bag storage. We are looking at placing them between the senior block and S4 and on a concrete pad.

### **A Couple of Reminders:**

- Please mention to your school friends that it is important to download the SmartLink app and subscribe to their child's class.
- Don't forget the school is closed on Friday 30th March – Tuesday 3rd April.

## **Appendix B**

Vice President's Report

Kelly Lang

I attended the interschool P&C meeting last Tuesday with reps from Manning, Como and South Perth. We discussed:

- Fundraising ideas
- Obtaining grants
- Voluntary contributions
- School demographics
- Parent engagement with P&C and school in general
- Outsourcing uniform function
- The Fathering Project
- Next meeting is Tuesday 5<sup>th</sup> June. Looking to bring another person along.

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## **Appendix C**

Treasurer's Report

Dave Thompson

Account balances: Cash Reserve Acc - \$29 469.98

Solutions One Acc - \$17 596.32

There are two invoices (paid, but not yet cleared) totalling \$2 494.55 to be subtracted from the Solutions One account, leaving a total of:  
\$15 101.77 available.

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## **Appendix D**

Music Report

Nicole Austin

The school band and senior choir are currently rehearsing for the Anzac Day assembly.

The Mill Point Music & Munch concert will be held at the start of Term 2 - date to be advised. Students wishing to perform solos (musical instrument and/or singing) should speak to Mrs Dewing to organise a time for audition.

## **Appendix E**

Uniform Report

Fiona Patten

1) Introduction of an online ordering system was launched last week. Now available to all families, this will hopefully streamline the ordering. It was introduced to families in the last newsletter, but we will see how much uptake we have otherwise will ask for a notification on the smartlink app to make sure families are aware of the change. This will replace the twice yearly parent order.

2) We have made several stock orders for the beginning of the year rush and to replenish stock after a busy before school returns, where we sold approx. \$4000of stock!

3) We have spent \$3730.19 so far on uniforms/ recorders this year.

4) No Choir uniform have been requested to date as Mrs Dewing thinks she has enough.

5) Sample Polo dress from LWR. There was some discussion last year about the older girls not wearing the checked dress and whether they would have more interest in a polo dress. A sample was ordered at the end of last year and has arrived for us to take a look at and decide on.

6) Fundraiser – It has been brought up by several people there may be interest in having parent shirts for Faction carnivals in Faction colours. These can be done by the uniform shop through LWReid who already supply the faction shirts. Some ideas have been discussed . Further thoughts?

7) Our total Revenue since 31/1/18 is \$5956. 2nd hand uniform made up \$151 of this total.

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## **Appendix F**

School Board Report

Lara Parsons

Nominations for the vacant Board positions have been received and the following new parent members will be endorsed at the next Board meeting (28th March), along with a new Chair and executive positions:

- Mark Thompson
- Brendan Joss
- Andrew Cody

New Teacher representative are:

- Claire Backhouse
- Sue Millar

Special thanks to our outgoing members Belinda Moharich, Karen Mahar, Rhonda Skinner and Alicia Taylor for their work on the Board in the past few years.

## Appendix G

### 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	01.07.16	01.07.19	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	21.03.17		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	02.05.17		Active		
28	Cara to report back on Bike Safety community initiative	Medium	Cara	25.07.17		Active		
29	Volunteers needed to implement CIP initiatives	Medium	President	25.07.17		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		
51	Finalise Fundraising calendar for 2018	High	All	11.03.18	ASAP	Active		



# Kensington Primary School

## P & C Association

I have pleasure in detailing the Kensington Primary P&C's fundraising calendar for 2018. I hope this is a good way of letting all the parents know in advance what is coming up in the events calendar for this year, and also a heads up of what help the fundraising committee will need from the parents.

If you are considering becoming your class rep for this year then this is a good guide as to what you are signing up for! Rest assured the P&C fundraising committee provide support to all the events – we just need parents from classes to help organise and run the events. Shannon Kynaston, the Fundraising representative for the P&C, along with Kris Kotua, Louise Flaherty and Sarah Johnston make up your Fundraising team for this year. We will be in touch with class reps with more info as needed.

FIRST EVENT – RUNNING NOW – EASTER RAFFEL!

Kind regards  
Shannon Kynaston - P&C Fundraising Representative

### **FUNDRAISING CALENDAR 2018**

<b>EVENT</b>	<b>HELP REQUIRED FROM</b>
Easter Raffle	Year 6 fundraising team
Anzac Assembly Cookies	Year 6 fundraising team
End of term Ice cream arvo – Term 1	P&C plus Year 6 fundraising team
Mother Day Raffle Term 1&2	Rm10
Lapathon - Colour Run - Term 2	Rm 5, Rm 7 PLUS one rep from each class
End of term Ice cream arvo – Term 2	P&C
Athletics Carnival cake stall Term 3	PP1, PP3, Rm1
Athletics carnival sausage sizzle	DUCKS
Parent social Pop UP Bar –Term 3	K1, K2, KVista, S3, S4
End of term Ice cream arvo – Term 3	P&C
School Disco – term 4 early	Rm2, Rm3, Rm4
Movie Night – T4 – Sat Nov 3 <sup>rd</sup> 5pm-9pm)	Rm 8, Rm 9
End of year ice cream stall – Term 4	P&C

## **Appendix I**

### **2018 Year 6 fundraising**

With over 50 children in Year 6 in 2018, the parents have recognised a mammoth fundraising effort would be required to make an impact on camp fees. After meeting with previous coordinators and teachers, the consensus from Year 6 parents (willing to fundraise) is to focus our efforts on funding the graduation books and associated costs rather than drive a program of events to reduce camp fees which would potentially compete with school fundraising.

Therefore, the Year 6 fundraising will focus in four key areas, these are:

- Easter raffle
- Icy pole sales
- Anzac biscuits, and
- Movie night

Other events may present themselves as opportunities and the Year 6 parents would consider these as they arise. Any fundraising will align with the P& C efforts at using fund raising to build the school community.

In Term 1 the fundraising will focus on the Easter Raffle, icy poles sales on Fridays, and Anzac biscuits to coincide with the Anzac ceremony on 13 April 2018.

Term 2 fundraising the movie night.

Term 4 fundraising will see a return of the icy pole sales on Friday lunchtime.

Year 6 camp will be conducted around 19 June 2018. Prior to the camp an analysis of the fundraising efforts will be taken and if any reduction can be provided to parents this will be considered.

Some parents may need financial assistance for the camp (beyond Year 6 fundraising amounts), the fundraising committee are currently discussing with our Principal, Bronwyn Jones, about what other sources of financial support could be provided.

Vicki McAllister  
Year 6 fundraising coordinator