



## General Meeting (via Zoom VC) – Tuesday 5 May 2020, 7:30pm - MINUTES

Present: Edward McLarty, Drew Dunn, Shannon Kynaston, Jennifer Young, Bronwyn Jones, Camille Jeppesen, Carla Martella, Louise Flaherty, Susan Henwood, Kellie Keable (not confirmed with video), Kristina Kotua

Apologies: Kerri Shepherd

AGENDA ITEM	MINUTES
<b>1. Confirmation of Previous Minutes of meeting held</b> 31 March 2020	<b>Motion:</b> That the Minutes as circulated be accepted as an accurate record of the meeting. <b>Moved: Shannon</b> <b>Seconded: Kris</b>
<b>2. President's Report</b>	Not much by way of report. Focus is to engage with school community and help everyone comfortable back at school in the current environment.
<b>3. Principal's Report and Questions on Notice</b>	<i>See report attached</i>
<b>4. Vice President's Report</b>	No formal report. Communications Guidance note to be shared with Board for their input.
<b>5. Treasurer's Report</b>	<i>See attached financial reports.</i>
<b>6. Other Reports:</b>	
<b>Fundraising</b>	Camille noted that it will be best to wait until end of week 3 to see how easing of restrictions is progressing. Potential for readathon or lego masters competition.
<b>Board</b>	Carla reported there has been no Board meeting since the last P&C meeting. Carla further noted she is happy to help progress comms proposal if circulated.
<b>Book Club and Library</b>	Susan noted there has been much lower than usual orders for online bookclub. A message has gone on Facebook and out to classes via class reps to prompt people.
<b>School Banking</b>	School banking is currently suspended.
<b>Uniforms</b>	Kris reported that the uniform shop is back open on Thursdays for online orders only. Admin office can take second hand uniform donations.
<b>DUCKS</b>	<i>nil</i>
<b>Sport</b>	<i>nil</i>
<b>Year 6</b>	<i>nil</i>
<b>Music</b>	<i>nil</i>

<b>7. Review Action Item List</b>	Kris (and husband) can assist with organising delivery of mulch for nature playground. Members agreed to hold off on this work until further COVID19 related restrictions are potentially lifted in coming weeks.
<b>8. General Business:</b>	General discussion on how lego masters competition could work, as well as readathon. Some P&C members have some spare lego sets that they would be happy to donate as prizes.  May have another targeted P&C meeting before next scheduled meeting if required.
<b>NEXT MEETING:</b>	Tuesday 16 June 7:30pm (Term 2, Week 8)

## ACTION ITEMS

ACTION ITEM	WHO	STATUS	NOTES
Mulch for nature playground area.	TBA	Active	Hold off until COVID19 restrictions lifted further in coming weeks.
Initial scoping discussion for 2021 Fete.	Carla, Adam and others	Active	Timing is not urgent.
Communications plan	Drew / Carla	Active	Draft has been circulated and will receive Board input/feedback.
Investigate any handover documentation from previous fete.	Carla	Done	Access to fete information on dropbox organised. Holding off on any further progression until restrictions of COVID19 can provide some planning certainty.
Scholastic book orders through virtual catalogue.	Susan	Done	Communication to be sent via class reps.
Design lego masters competition	Ed	Active	Timing hopefully before end of lego masters show.
Investigate readathon.	Susan	Active	Timing not determined.

**Meeting closed 8:24pm**

## Principal's Report – Week 2 Term 2, 5<sup>th</sup> May 2020

### School is Back!

Contrary to what was planned for Term 2, we have returned to an open school. It has been lovely to see all the little faces come back, ready and willing to learn. We had between 72-74% attendance in Week 1 and this has increased this week to 80% on Monday and 81% on Tuesday.

Of the other two learning mode options, the most popular has been the online. We thank all our teachers for producing two weeks' worth of online and paper based learning packages. We thank our key teachers (one per grade level) who will continue to develop these packages while people continue to keep their children learning at home due to COVID-19.

Mrs Natalie Bennett has been the key teacher manning the learning at home hotline for our students between 10am and 1pm each day. She has been a classroom teacher at this school and is currently one of the Visual Art specialists. She can be contacted through the office on 6436 8448 or via email at [kensington.ps.IT@education.wa.edu.au](mailto:kensington.ps.IT@education.wa.edu.au) (please note the 'IT').

Some parents have asked if they could choose to do a mixture of modes of learning (e.g. come to school some days and do online at home other days). The simple and clear answer is 'No'. The reason being that it is of no health benefit to the community and is detrimental to learning. It also has social implications too, as the children at school will move on, and what they are doing in class will change while a student is at home learning for a couple of days, so it will be confusing and disruptive when they return. It is much better to get into a routine of learning rather than to keep changing the routine as this is unsettling and likely to increase anxieties. We have given you three options, which is two more than we normally have. We cannot accommodate more and do not believe more would be better for a child's learning.

We've had a few hiccups this term, but things have, on the whole, gone remarkably smoothly. The hiccups have been corrected within a day and we appreciate everyone's understanding and patience while we dealt with these issues. We had an issue with OneNote last Wednesday but have, through a lot of effort from the deputy, Claire Backhouse, working with the Department, managed to get it up and running. The paper work packages took a little longer to deliver, but they were out by the end of the first Wednesday. There was a little confusion at pick up last Wednesday, but by Thursday we had all the children where they needed to be and everyone had vacated the premises by 3:15pm. **Thank you for your support, understanding and flexibility.**

### Annual Report

The Kensington Primary School Annual Report has been published on the Department's website and the link can be found in the newsletter or on our school website (<http://kensingtonps.wa.edu.au/index.php/about-us/annual-report/>). Please note, this document relates to the 2019 school year only. There is no reference to COVID-19 as this occurred in 2020. This report shows the remarkable progress and achievement the school made, particularly in literacy (one of our priority areas), in 2019. It shows we have much to celebrate and appreciate about the achievements and highlights of that year. Thanks to everyone involved in these results, particularly the class teachers, and also to Mrs Tracey

Carpenter for her graphic design work required to produce such a document. A special thanks to the School Board for their work in reviewing and producing this report.

### **Delivery of Paper Work Packages**

Due to new Department of Education guidelines, it is no longer viable to hand deliver and collect paper work packages. We are, therefore, asking parents to collect these work packages from a desk outside the school office. A delivery box will be available in which completed work packages can be returned for marking and feedback. Below is the schedule for collection fortnightly on Fridays (starting this Friday). You will notice there is a morning time and an afternoon time to choose from. Please note, this schedule will be the same each fortnight. Then, any leftover packages, will be mailed to homes (with pre-addressed and paid envelopes for return of finished work). This will, of course, mean a delay in receiving these (and receiving feedback on work), so we encourage parents to collect these from the school if they can. However, only **one family member** may enter the school grounds at the office gate to do this. They should, then, leave promptly.

### ***Collection and Drop-off Times***

Surnames beginning with the following:	Schedule for fortnightly Friday Collections
A-C	9am – 9:45am
D-M	10am- 10:45am
N-Z	11am-11:45am
A-C	12pm – 12:45pm
D-M	1pm – 1:45pm
N-Z	2pm- 2:45pm

### ***Term 2 Collection Dates:***

- Friday 8<sup>th</sup> May
- Friday 22<sup>nd</sup> May
- Friday 5<sup>th</sup> June
- Friday 19<sup>th</sup> June
- Friday 3<sup>rd</sup> July

### **Sick Students**

We are encouraging all students and staff who feel ill not to attend school. This is actually not new, but it is imperative at the moment. So, please keep sick children at home and, if students are unwell at school, we will, of course, call parents and caregivers to come and collect their children. No work packages will be sent home when children are absent due to illness.

### **Birthday Cakes**

Please ensure these are pre-packaged and not homemade. I know that it is lovely to have home made, but at this time, pre-packaged individual cupcakes or sweets (e.g. freddo frogs) is preferred if you wish your child to share them with the class. Thanks to those who have already considered this.

### **Library Borrowing**

The following are the new arrangements for the library during COVID-19 restrictions.

### **Junior Travelling Library**

All students in K-Yr 2 will have the opportunity to borrow books from Mrs Rankin-Hume's travelling library on their normal library days. Mrs Rankin-Hume will bring a selection of books for students to choose from, to each classroom during their allocated library session.

### **Reserve and Delivery Service**

All students Yr 3- 6 will be shown how to reserve a book on our new online library system. Students will then be given some time in class to select a book or they can even complete this task at home. Mrs Rankin-Hume will then process the reserves and the books will be delivered to classrooms.

### **Learning from Home Students**

Students learning at home will be able to watch a video demonstration to help them reserve a book. Mrs Rankin-Hume will process the reserve and then contact the family to let them know it is available for collection. Library book collections will be available 10am – 1pm daily on a desk outside the front office and **1** member of each family can come to the table and collect the clearly labelled book(s) for the family. There will also be a returns box for previous books to be placed.

### **Uniform Shop**

I have been in contact with Kris and we have found a way forward to continue uniform online orders. Kris has provided details on how to do this for tomorrow's newsletter.

### **Book Club**

Susan contacted me and we have come to an agreement about how to run Book Club online. Susan has provided these details for the newsletter too.

### **School Board Meeting**

This will occur via Zoom on Wednesday 13<sup>th</sup> May at 5:30pm.

### **Quadrangle Project**

Some of the staff have begun preliminary work on a proposal to upgrade the quadrangle area. As this is a very new project, the plans are not finalised and the costs have not been obtained. The idea is to replace the bitumen with turf or soft fall as well as replacing the plants. The plants would be replaced with natives and totems or artwork designed to identify the 6 Noongar seasons and our school values. While the plants would be native, they could also represent bush tucker too. There could be low benches/tables to sit or work at. We are hoping that we could access funding through Aboriginal grants and perhaps the P&C could consider this too. This is not a short term project.

8:00 PM  
 04/05/20  
 Cash Basis

## Kensington Primary School P & C Association Inc

### Profit & Loss Budget vs. Actual

January through April 2020

	Jan - Apr 20	Budget
<b>Ordinary Income/Expense</b>		
<b>Expense</b>		
Auditor	310.00	330.00
Community Investment Program	0.00	5,000.00
Contingency Allowance 5%	0.00	1,460.00
Donation to Kensington PS		
Art Prize	0.00	250.00
Basketball Backboards and Lines	0.00	1,600.00
Cafe Blinds for Deck Rooms 1&2	0.00	1,750.00
Connectors (Upper Prim)	0.00	3,750.00
Front Row Juno (Voice Amp)	0.00	2,240.00
In Residence Program	0.00	5,000.00
InitialLit Literacy Program	0.00	7,450.00
Library Book Replacements	0.00	1,000.00
Online Library System	0.00	800.00
PE sports medallions	0.00	800.00
PP Indoor and Outdoor Equipment	0.00	1,000.00
School App License fee and puch	0.00	500.00
STEM Storage Trolley	0.00	1,150.00
<b>Total Donation to Kensington PS</b>	29,420.71	27,290.00
Fathering Project Membership	0.00	400.00
Futures Fund	0.00	4,000.00
Grounds and Facilities		
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	272.73	500.00
<b>Total Grounds and Facilities</b>	272.73	1,000.00
Insurance		
Uniform Shop Insurance	0.00	500.00
<b>Total Insurance</b>	0.00	500.00
P & C Disco	0.00	500.00
School Banking Expenses	0.00	60.00
Stationary	0.00	200.00
WACSSO	0.00	1,000.00
Website - Ducks	0.00	300.00
<b>Total Expense</b>	30,204.35	42,040.00
<b>Net Ordinary Income</b>	-25,788.82	-42,040.00
<b>Net Income</b>	-25,788.82	-42,040.00

7:57 PM

04/05/20

Accrual Basis

**Kensington Primary School P & C Association Inc**  
**Balance Sheet**  
As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
Bank Acc KPS Cheq Account	28,835.44
Fixed Term Futures Funds	11,000.00
<b>Total Chequing/Savings</b>	<u>39,835.44</u>
<b>Total Current Assets</b>	<u>39,835.44</u>
<b>TOTAL ASSETS</b>	<u><b>39,835.44</b></u>
<b>LIABILITIES</b>	<u><b>0.00</b></u>
<b>NET ASSETS</b>	<u><b>39,835.44</b></u>
<b>EQUITY</b>	
Opening Bal Equity	55,943.46
Retained Earnings	9,680.80
Net Income	<u>-25,788.82</u>
<b>TOTAL EQUITY</b>	<u><b>39,835.44</b></u>

**Kensington Primary School P & C Association Inc**  
**Profit & Loss**  
January through April 2020

	<u>Jan - Apr 20</u>
Ordinary Income/Expense	
Income	
Bank Interest	213.55
Fundraising	
School Banking Commission	255.00
Total Fundraising	255.00
P & C Membership	18.00
Uniforms	
Uniform Shop	11,640.67
Total Uniforms	11,640.67
Year 6 Fundraising	
Icy Pole Sales	649.65
Outdoor Movie Night	-164.81
Year 6 Fundraising - Other	3,000.00
Total Year 6 Fundraising	3,484.84
Total Income	15,612.06
Cost of Goods Sold	
Uniform Stock	11,196.53
Total COGS	11,196.53
Gross Profit	4,415.53
Expense	
Auditor	310.00
Donation to Kensington PS	29,420.71
Grounds and Facilities	272.73
Merchant Fees	200.91
Total Expense	30,204.35
Net Ordinary Income	-25,788.82
Net Income	<u><u>-25,788.82</u></u>