



General Meeting (via Zoom VC) – Tuesday 31 March 2020, 7:30pm - MINUTES

Present: Edward McLarty, Drew Dunn, Shannon Kynaston, Jennifer Young, Bronwyn Jones, Camille Jeppesen, Carla Martella, Sherrie Xiong, Kristina Kotua, Justin Nicholls, Dave Mundy, Louise Flaherty, Susan Henwood, Adam Goodwin (via webchat only)

Apologies: nil received

AGENDA ITEM	MINUTES
1. Confirmation of Previous Minutes of meeting held 3 March 2020	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Shannon Seconded: Susan
2. President's Report	<p>Ed noted that both him and Drew had made headway into starting new roles and were busy catching up with existing committee members. However, escalating constraints caused by COVID-19 have made getting people together quite difficult.</p> <p>Starting to think about communications role and best way to move this forward. Drew's role (as Vice President) will incorporate this. Need to have a discussion and get something in place in terms of a communication brief noting there will be delays in the current environment. How are we posting messages? And what should our messages be? What protocols/guidelines can we put around using whats app?</p> <p>In terms of the current environment, what can the P&C do to encourage community support. Agreed that we should focus on community wellbeing messages. These are separate from ones that come from DoE or Bronwyn/KPS. P&C to post about bears in the window and rainbows on the pavement initiatives. Let's encourage everyone to stay connected and attempt to boost community spirit.</p>
3. Principal's Report and Questions on Notice	See attached report.
4. Vice President's Report	<p>Re Comms role, there is a need to review methods and mediums of P&C communications. <u>Action item:</u> Drew to draft this.</p> <p>Bronwyn commented that the COVID-19 situation is likely to lead to changes in the way schools operate and communicate. DoE to conduct a software review and this will lead to a refinement of what KPS uses. Efficiencies are likely.</p>
5. Treasurer's Report	Shannon noted P&C accounts are healthy. \$40k to return to operating account after short term deposit matures. See attached financial reports for detail. Auditor's Report for 2019 has been received.
6. Other Reports:	

<p>Fundraising</p> <p>Board</p> <p>Book Club and Library</p> <p>School Banking</p> <p>Uniforms</p> <p>DUCKS</p> <p>Sport</p> <p>Year 6</p> <p>Music</p>	<p>Camille noted that fundraising planning is uncertain at the moment. Movie night rescheduled to Nov 6. None of the existing ticketholders have requested a refund to date. Sponsorship money totalled \$3k, and we have held onto this. Holding off fundraising activities until the way forward for term 2 looks a bit clearer.</p> <p>Re 2021 fete, we need to start preparing for this. Timing of fete (2021 will be KPS' 95th year) clashes with many schools in the area (including Collier, Como, Lathlain). All try for October. <u>Action item</u> to establish scope of 2021 fete: Carla and Adam have nominated to set up an initial discussion meeting (others also required and welcome). <u>Action item</u>: Jen to investigate handover documentation from previous fete.</p> <p>Carla acknowledged Bronwyn and KPS team for completing KPS Annual Report. There are lots of achievements to be celebrated and everyone is encouraged to read it when released.</p> <p>Carla noted she is happy to contribute to progressing Comms role and noted that this issue was also discussed with the Board.</p> <p><u>Action item</u>: Susan to investigate whether orders through the Scholastic catalogue could be done by home delivery, noting families are likely to be doing more reading over the coming weeks.</p> <p><i>Rep absent</i></p> <p>Kris noted that uniform shop will likely be fully stocked until the end of the year. Ongoing issues with existing supplier and search for new supplier is required.</p> <p>Brief discussion as to benefits for kids wearing their school uniform when learning from home. Some members have found this beneficial.</p> <p>Dave reported that events are cancelled at this stage. It is planned to run an introduction night at some stage, plans up in the air however. Dave, Ed and Drew agreed that combining comms for DUCKS and P&C would be beneficial. Look into getting Dads together online – potentially using whats app group setup – Dave happy to coordinate.</p> <p>Adam – nil report.</p> <p><i>Rep absent</i></p> <p><i>Rep absent</i></p>
<p>7. Review Action Item List</p>	<p>Action items tabled below.</p>
<p>8. General Business:</p>	<p>Members agreed that keeping regular meetings is imperative in this current climate.</p> <p>General discussion around importance of community wellbeing and whether there is potential for mail drop. School is not able to provide address information. This will continue to be re-visited at subsequent P&C meetings.</p>

NEXT MEETING:	Tuesday 5 May (Week 2, Term 2)
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ACTION ITEMS

ACTION ITEM	WHO	STATUS	NOTES
P&C item for KPS annual report	Jen	Done	Report complete.
Mulch for nature playground area.	TBA	Active	Must be actioned in 2020.
Initial scoping discussion for 2021 Fete.	Carla, Adam and others	Active	Timing is not urgent.
Draft Comms framework / guidelines.	Drew	Active	
Investigate any handover documentation from previous fete.	Jen	Active	
Investigate whether Scholastic book orders could be done by home delivery.	Susan	Active	

Meeting closed 8:25pm

Principal's P&C Report – 31st March 2020

COVID-19

Keep an eye on the SmartLink app for all updates. I sent out a principal's message today on SmartLink, regarding learning at home expectations. We hope we can provide an update on the plans for Term 2, on Thursday. Currently we are working on ensuring our staff can deliver learning online, so we are providing PL for different software solutions. Next week, they will work on preparing lessons for Term 2. In the meantime, consider the work packages we sent out as an interim measure and don't put pressure on yourselves or your children to complete a normal day of work each day.

Thank you so much to everyone for being so supportive and for showing your appreciation to the staff. We have particularly appreciated the Little Banksia gift vouchers. It was a great idea as, in the event of closure, there will be a big impact on the Little Banksia so it is wonderful that they can have the finances from these gifts. Our aim is to continue to provide the best education for your children we can.

Learning at Home

While the Dept. have recently introduced a web page to support families in providing learning at home, we have also added a page to our website to support learning at home. I encourage you to check that page out. It has all the resources we have sent home in packages on it and I encourage you to use those until Term 2.

Early Close 8th April for Parent Teacher Interviews

These have been cancelled for now to allow staff to work on planning for Term 2.

EduDance Concerts

We have had to cancel these due to the change in schooling situation.

School Board

Our new board met via Zoom (online) for the first time this year on Monday 30th March. We have elected a Board Chair, Brendan Joss, and Vice Chair, Mike Purves, as well as the Secretary, Claire Backhouse.

The following people have now joined the School Board:

- Brendan Joss (a parent starting his second term on the Board)
- James Ramsay (a parent who completed an interim term last year due to someone leaving, but was also on the Board a few years ago.)
- Simon Keen (a new parent rep)
- Linda Kut (a new parent rep)
- Claire Backhouse (a staff member – and deputy principal - starting her second term on the Board)
- Clare Brook (a new staff rep and deputy principal)

Please see our website for their profiles and photos.

Annual Report

This has been developed in consultation with the School Board. On Tuesday 24th March all schools were informed that, due to the COVID-19 disruption, this would not be required this year. However, by then our report had been completed, with only some typo corrections required. Therefore, it was delivered to the Board on Monday for ratification and will be uploaded to the DoE Schools Online website. Once it is there, we will add a link to our website. Please remember, this report is solely about the 2019 year, and so, it doesn't mention the COVID-19 situation. It will be interesting to see what happens about Annual Reports etc. for next year, given there will be no NAPLAN results. Thank you to the Board and the staff for their contributions to this report. It celebrates some wonderful results we had in 2019, particularly in literacy. Thank you to the P&C and the DUCKs for their contributions to the highlights section of this report.

11:51 AM
 31/03/20
 Cash Basis

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January through March 2020

	Jan - Mar 20	Budget
Ordinary Income/Expense		
Expense		
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
Total Donation to Kensington PS	0.00	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
Total Grounds and Facilities	272.73	1,000.00
Insurance		
Uniform Shop Insurance	0.00	500.00
Total Insurance	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
Total Expense	736.89	42,040.00
Net Ordinary Income	1,229.88	-42,040.00
Net Income	1,229.88	-42,040.00

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

	<u>Jan - Mar 20</u>
Ordinary Income/Expense	
Income	
Bank Interest	3.95
Fundraising	
School Banking Commission	195.00
Total Fundraising	195.00
P & C Membership	18.00
Uniforms	
Uniform Shop	11,592.22
Total Uniforms	11,592.22
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	15,294.01
Cost of Goods Sold	
Uniform Stock	13,327.24
Total COGS	13,327.24
Gross Profit	1,966.77
Expense	
Auditor	310.00
Grounds and Facilities	272.73
Merchant Fees	154.16
Total Expense	736.89
Net Ordinary Income	1,229.88
Net Income	<u><u>1,229.88</u></u>

11:47 AM
31/03/20
Accrual Basis

Kensington Primary School P & C Association Inc
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank Acc KPS Cheq Account	15,854.14
Fixed Term Account	40,000.00
Fixed Term Futures Funds	<u>11,000.00</u>
Total Chequing/Savings	<u>66,854.14</u>
Total Current Assets	<u>66,854.14</u>
TOTAL ASSETS	<u><u>66,854.14</u></u>
LIABILITIES	<u><u>0.00</u></u>
NET ASSETS	<u><u>66,854.14</u></u>
EQUITY	
Opening Bal Equity	55,943.46
Retained Earnings	9,680.80
Net Income	<u>1,229.88</u>
TOTAL EQUITY	<u><u>66,854.14</u></u>