



**Kensington  
Primary School  
P & C Association**

<b>MINUTES:</b>	General Meeting	<b>SECRETARY:</b>	Alison Wallace	<b>DATE:</b>	25 August 2015
				<b>TIME:</b>	7.30pm - 9pm
<b>PRESENT:</b>	Chair: Samantha Thompson <b>(Please add your name &amp; email address to the 2015 membership list. Reminder: payment of membership fees for 2015 [\$1] must be paid today to be eligible to vote.)</b> S. Thompson, R. Watson, T. Steers, L. Williamson, N. Gallagher, S. Henwood, A. Wallace, D. Mundy, K. Shortland-Jones, M. Bozich (arrived at 7.49pm) [Note no decisions were made prior to quorum being achieved]				
<b>APOLOGIES:</b>	K. Trent, S. Szczecinski, M. Tibbits, M. Burling, N. Austin				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 28 <sup>th</sup> July 2015	<b>Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.</b>	<b>Moved: R. Watson Seconded: T. Steers</b>
Items from previous minutes:		
	<b>P&amp;C Contribution update: S. Thompson</b> <b>Motion: That the voluntary P&amp;C contribution be raised from \$40 to \$60 per family for the year commencing 2016.</b> Note 86% of families paid the voluntary contribution in 2015	<b>Motion passed on a show of hands.</b>
	<b>Fete: S. Thompson/R. Watson</b> Thank you to Rowena Mills for volunteering to coordinate the 2016 fete, to be held in mid/late Term 4.  N. Alderton was highly involved with the 2011 fete and will be involved in a support capacity. We already have a substantial group of people ready to help organise. There are 7 local schools next year having fetes in the same term as the KPS fete.	R. Watson to draft a notice for the school newsletter letting people know that input into the fete is welcome.
<b>Principal's Report and Questions on Notice</b>	Principal's report <ul style="list-style-type: none"> <li>Surf safe on line: Booked November 4 2015 for yr 6 students and their parents – day and night – M. Richter, K. Thompson and 2 other mums assisting. \$5 per</li> </ul>	

	<p>ticket. Note: this special event is targeted at year 6 students and their parents. Additional sessions for other years are proposed for Term 1 2016.</p> <ul style="list-style-type: none"> <li>• The alcohol licence for the 'Pop-up Bar' has been reviewed and a letter sent to the P and C confirming the school policy</li> <li>• Art Exhibition – Week 7 open to parents Tues-Fri</li> <li>• Open classroom day Wednesday 2 September from 2-3 pm. This session is for parents to visit their child's class to see what they get up to.</li> <li>• If you have any queries or concerns regarding education at KPS, please consider the Principal to have an open door policy.</li> <li>• Author in Residence is being finalised this week.</li> </ul>	
<b>Office Bearer Reports:</b>		
<b>Treasurer's Report</b>	<p>Report provided for period end 31<sup>st</sup> July 2015 - (see annexure A)</p> <p>Looking at the report it was highlighted that we still have a significant amount of money that was allocated as part of the 2015 budget and is still yet to be spent (see report attached for details). Sam asked if the office bearers (and others aware of expenditure requirements) to look at their areas and advise by end of term 3 of any expenditure they are planning to make this year. We will then raise an agenda item for term 4 meeting to reallocate any remaining cash we have for 2015 (suggestions welcome).</p> <p>TS suggested that an office bearer name is allocated against budget line items to oversee the use of committed funds for 2016.</p>	<ul style="list-style-type: none"> <li>• Follow up office bearers to confirm that it is intended that committed expenditures will be made.</li> <li>• L Williamson to follow up \$900 with M. Brown (\$900 held over for Vista St Kindy from 2013)</li> </ul>
<b>Fundraising</b>	<p>Report provided and read at meeting (see annexure B)</p> <p>Confirmed with L Williamson professional indemnity insurance is \$20M.</p> <p>The P&amp;C is happy to hear any feedback about alcohol at events.</p>	
<b>Grounds and Facilities</b>	<p>Grounds committee will wait to see where there is storage space available following the upcoming clean out.</p>	
<b>Book Club and Library</b>	<p>The catalogue went out over the last 2 days. Note: Additional catalogues for the different age groups are available at the office if required.</p>	
<b>Memorabilia</b>	<p>No report.</p> <p>L. Williamson has discussed the history stall with teachers and there is take-up for</p>	

	interview possibilities; local history is part of yr 3 national curriculum.	
<b>Music</b>	<p>The music department will be selling the old music stands this Thursday morning through the uniform shop to recoup funds to purchase more of the current stands. The SIM and Band students were given first options to write their name down to purchase one it was then opened up to the rest of the school community. Approximately 26 stands.</p> <p>Could the P&amp;C treasurer please confirm that there is \$500 sitting unallocated funds for the music department dating back since 2013. If this is correct I would like permission to "go shopping"!!! The funds would be spent on the following much needed items... Tuners, Symbols, Xylophone and a Metronome!</p> <p>There are a couple of items that will be needing to be purchased later in the year as they will probably only last until then these being: A new snare drum, and bass drum dampeners. I am unsure if these have been put in Mrs Dewing's budget or if I should add them to the music department wish list, either way these items will need attention!</p> <p><b><i>We would also like to ask that parents of the SIMS program students encourage them to attend band on Friday mornings 7.50am arrival for a 8am start.</i></b></p>	<ul style="list-style-type: none"> <li>• ST will speak with Marlena regarding the request for funds and come back at the next meeting.</li> <li>• Add a new snare drum and bass drum dampeners to the wishlist.</li> </ul>
<b>School Banking</b>	One of the toy items has been recalled – the torch as it has very small batteries.	
<b>Uniforms</b>	Expect summer orders out in week 7.	
<b>School Board Rep</b>	The only thing of note from the last Board meeting is the understanding that DUCKS will not come under the P&C insurance. Lisa is continuing to investigate this issue because the board does feel that the group is important to KPS.	
<b>DUCKS</b>	<p>Insurance still unresolved. Talked to CentreWest.</p> <p>Event going ahead in a couple of weeks on Sat 5<sup>th</sup> September, parents to be advised that while all care is taken to organise the event, they attend at their own risk. It is the parents responsibility to supervise their own children. s</p>	<ul style="list-style-type: none"> <li>• TS to contact insurers to get insurance policy.</li> <li>• AW to follow up insurance certificate of currency.</li> </ul>
<b>Correspondence:</b>		
	<p>ACNC reminder (redundant)</p> <p>General advertising.</p>	

<b>General Business:</b>		
	<p><b>M. Bozich: Grounds matter including Nature Play Playground (clean-up and cost)</b>  We need to employ someone twice a year to maintain the area. Money has been set aside. Suggest that grounds committee coordinates.</p>	AW to ensure that the amount is included in the recurring items for the wishlist.
	<p><b>M. Bozich: P&amp;C shed and bike shed: storage area</b> Been advised that kids are taking the stage planks out of the bike area and using as play equipment. We need to balance creative play with the need to keep some planks in storage for future maintenance/repairs.</p> <p>Is there room anywhere else to store excess items? Soon after sports day there should be extra room in the shed, however there is no floor in the shed at present.</p>	
	<p><b>A. Wallace: Executive Budget meeting – date to be set and consequential deadline for wishlist submissions</b> Propose Wednesday 4<sup>th</sup> November. Propose that submissions be open up to end of week 3.</p>	<ul style="list-style-type: none"> <li>• Budget <b>executive meeting</b> to be held at 7.30pm on 4 November.</li> <li>• AW to manage notices of meeting and call for wishlist requests.</li> </ul>
<b>Any Other Business:</b>		
<b>NEXT MEETING:</b>	<b>Meeting closed at 9pm. Next meeting 20<sup>th</sup> October 2015</b>	

## Annexure A

**Kensington Primary School**  
**Parents and Citizens Association**  
**Treasurer's Report**  
**For the Month of**

		Jul-15		
		Last Period	This Period	Year to Date
<b>OPENING BALANCE</b>		<b>57,745.91</b>	<b>65,319.71</b>	<b>79,830.28</b>
<b>ADD: CASH RECEIPTS</b>				
	Bank Interest	45.93	44.09	413.85
	P&C Memberships	-	-	28.00
	Sundry	-	-	-
	Uniform Sales	1,269.16	504.68	8,952.99
	Choir Uniform	-	-	-
	Uniform Orders	78.00	-	6,844.96
	Literacy & Numeracy Workshop	439.00	-	1,292.00
	Music Uniforms	479.00	-	479.00
	Bank Transfers	-	20,000.00	28,000.00
	OPC School Commission 61824	-	201.16	607.23
		-	-	-
	Netball	179.00	345.00	1,374.00
	P & C Levy	-	-	11,060.00
	Fathering Project	251.00	-	251.00
<b>Fundraising</b>				-
	Outdoor Movie Night	-	-	10,663.31
	Money for Jam	-	35.00	488.69
	Entertainment Books	-	-	338.00
	Lapathon	5,890.95	-	6,242.35
	Scitech	4,659.83	-	8,096.94
		<b>13,291.87</b>	<b>21,129.93</b>	<b>85,132.32</b>

**LESS: CASH EXPENDITURE**

Bank Fees	79.39	55.00	492.28
World Map Mural	-	-	2,708.90
Music Uniforms	-	-	58.83
Bank Transfer	-	20,000.00	28,000.00
Uniform Shop	1,936.22	115.50	12,996.93
Literacy and Numeracy Workshop	1,080.56	-	1,253.97
Outdoor Movie Night	-	-	4,541.46
Nature Play	101.90	-	12,110.61
Audit	-	300.00	300.00
Reticulation	-	-	6,820.00
Disco 2014	-	-	93.48
Scitech	2,210.00	1,450.00	3,967.00
Lapathon	-	-	-
Fathering Project	310.00	-	310.00
Insurance	-	1,152.06	27,872.06
Kindy Playground	-	-	60.00

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	5,718.07	23,072.56	101,585.52
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**CLOSING BALANCE**

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	<b>65,319.71</b>	<b>63,377.08</b>	<b>63,377.08</b>
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## Outstanding Expenditure for 2015

As at 42216

*Approximate only*

### Allocated Funds - carried forward to 2015

	Budget allocated	Spent	Remaining
Music Uniforms	\$500.00	58.83	\$441.17
Memorabilia portfolios	\$500.00		\$500.00
	<b>\$1,000.00</b>	58.83	\$941.17

### Funds retained for ongoing expenses in 2015

Artist in Residence	\$4,000.00	4000	\$0.00
5% contingency allocation	\$3,500.00	300	\$3,200.00
PE Ribbons and Medals	\$1,500.00	1500	\$0.00
Uniforms	\$1,000.00		\$1,000.00
WACSSO	\$950.00	\$948.56	\$1.44
Facilities and Grounds working budget	\$750.00		\$750.00
Insurance	\$250.00	\$203.50	\$46.50
P&C Disco	\$300.00		\$300.00
Stationery	\$200.00		\$200.00
Art Prize	\$200.00	200	\$0.00
	<b>\$12,650.00</b>	7152.06	\$5,497.94

### P&C commitment 2015

26720

Natureplay area development	\$20,180.00	14,589.24	\$5,590.76
IPADs	\$11,000.00	11000	\$0.00
Reticulation	\$6,820.00	6820	\$0.00
Diana Rigg / Paul Swann sessions	\$3,600.00	3,038.97	\$561.03
Spare Parts Puppet Prodcuton	\$1,500.00		\$1,500.00
Geography World Map Mural	\$2,700.00	2708.9	-\$8.90
Library	\$2,000.00	2000	\$0.00
Spelling PD	\$1,740.00	1740	\$0.00
School Veggie Garden	\$1,700.00	1700	\$0.00

Anzac Day Dawn Service Programme	\$1,580.00	1580	\$0.00
Wireless Radio Headphones/Mics	\$1,500.00	1500	\$0.00
Year 3 Resources	\$1,000.00	1000	\$0.00
Memorabilia	\$1,000.00		\$1,000.00
Black Curtaining for UCA performances	\$500.00	500	\$0.00
Compass Mural	\$500.00		\$500.00
School Banking	\$60.00		\$60.00
Owed to KPS for Purchase orders	\$4,629.69		\$4,629.69
	<b>\$62,009.69</b>	48177.11	<b>\$13,832.58</b>
Total of allocated funds	<b>\$75,659.69</b>	55329.17	<b>\$20,330.52</b>

**Available Funds at end of 42186**

Funds in Cash Reserve Account	\$52,636.17
Funds in Cheque Account (54-0544)	\$10,590.91
Less unpresented cheques	\$0.00
Add uncleared deposits	\$0.00
Uniform Shop float	\$150.00
Cash on Hand	\$63,377.08
Allocated Funds	\$75,659.69
Minus Allocated Funds already spent	\$55,329.17
<b>Funds Available/unallocated funds</b>	<b>\$43,046.56</b>
<b>Funds allocated not spent</b>	<b>\$20,330.52</b>

**Funds Paid to KPS but not yet spent from 2013**

Vista St Grounds	\$900.00
	<b>\$900.00</b>



## **ANNEXURE B**

### **Fundraising report**

#### **Second Hand Book Stall**

All set to be this Friday in the undercover area. The stall will be open from 10am with PPs coming over to have a look and then the rest of the school getting the opportunity to browse over recess and lunch and then after school.

Adult books will be available after school – we have been donated a lot!

A great selection of books available, depending on quality will range between \$1 and \$4 I think – will have to judge a bit on the day.

Any books not sold will be stored up for the Fete stall next year

#### **Pop-Up Bar – Friday 18th September**

Plans for this is well underway. We have 2 live music acts confirmed and donating their time, all local Kensington parents or local Kensington residents. All licensing and City of South Perth permissions have been made. The local police station will be notified and a request for some drive bys by them will be requested. Local resident letters going out this week, as requested by the school. We have a cash bar plus paella (which is included in the ticket price of \$26 per head) and also a dessert stall – cash sales there too. This event is being held in the undercover area plus a grassed area out behind the undercover area – all permissions have been gained from the school. Miss Lisa is just checking on insurance cover.

Tickets go on sale on 1 September and we have capped the number of tickets to be sold to 200 .

Tickets being sold via online ticketing – which we hope to use for all future events – as it eliminates a whole heap of administration work and is also easier for the purchaser – they can buy from home.

**Athletics Cake Stall** - Plans all under way by the Year 1s to manage the cake stall – flyers going out this week for baking requests.

**Athletics day sausage sizzle** – is being co-ordinated by the year 6 parents to raise funds for their leaving gift to the school.

#### **Term 4**

No plans as yet for fundraising – I'll keep you updated if we are doing anything.

I'm aware the school disco falls into Term 4 – so likely we will look at arranging this. More details to follow.

#### **FETE PLANNING**

I'm pleased to confirm that Rowena Mills, who has 2 children in the lower school, is heading up the Fete committee with a wonderful team of supporters behind her including Nicola Alderton (who arranged it last time), Tanya Steers, Alana Arnold, Leanne Rowe and myself – and a few others. Rowena is an amazingly organized person who will be a fantastic leader for this next year. She will kick off plans and discussions in October, when her workload quietens down – so more news on that soon.

I plan to remain as fundraising next year if re-elected – appreciate the fete is the big one – but I am booking the Outdoor Movie Night again for end of February – a great way to start the school year off and to welcome new families. Regards the last P&C meeting I welcome input regarding alcohol at this event, and what everyone's thoughts are on this. Just so a decision can be made soon to commence licensing applications, if necessary.