



**Kensington
Primary School
P & C Association**

AGENDA:	Annual General Meeting	SECRETARY:	Alison Wallace	DATE:	9 February 2016
				TIME:	7.30p.m.- 9.03pm
PRESENT:	Chair: Samantha Thompson (Pres) (Please add your name & email address to the 2015 membership list. Reminder: payment of membership fees for 2015 [\$1] must be paid today to be eligible to vote.) N Austin, S Rose, S Dickson, S Henwood, M Tibbitts, R Mills, J Safstrom, D Mundy, K Trent, J Brittain, K Mahar, R Watson, T Brown, M Noid, M Burling, A Arnold, T Steers, S Thompson, M Bozich, A Wallace, L Williamson				
APOLOGIES:					

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 17 th November 2015	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.	Roll over to next meeting
Items from previous minutes:		
	S Thompson: New uniforms [see minutes below under 'uniforms']	
Principal's Report and Questions on Notice		
	Great start to the year. Kids have settled well and the kids are well dressed. LW is pleased that great staff have been retained and welcome Ashley. Presently looking at what to focus on to improve the NAPLAN results. It's looking like a busy year. Board meeting next week. Great voting take-up. Parent survey at end of last year – hat, ANZAC morning and speed dating for parent interviews. The school parents supported these 3 initiatives staying in place. Current head count approx. 455.	
Office Bearer Reports:		

Treasurer's Report	<ul style="list-style-type: none"> • Report provided (see Annexure B) including statement for period end January 2016 • Audit – concluded successfully • TS thanked the ladies in the school office for their support and all others involved including the auditor 	<p>Moved: TS moved to use same auditor for next year, being Lyra Livich & Associates</p> <p>Seconded: Trish Brown</p>
Fundraising	<p>No report</p> <p>General update on 2016 plans:</p> <ul style="list-style-type: none"> • Movie night 2016 - to be held on 19 March 2016 with a 5pm start and showing The Book of Life. Price is \$10 per head. Tickets on sale from 1 March. Looking to get screen sponsorship. DUCKS running a BBQ for dinner to fundraise for the school as the food stalls were not big revenue raisers. BYO alcohol event. Allocating organising activities to the year 4 group. • Lapathon will be run in term 2 • Another Simmos ice-cream stall at the end of term • Fete <p>Keen to put a post on the P&C facebook page seeking a sponsor for the Movie Screen. S Thompson raised that the penetration may be limited.</p>	<p>MT and ST to discuss using facebook to find movie screen sponsors</p>
Grounds and Facilities	<p>No report</p> <p>General update on 2016 plans: Purchased the climbing nets in 2015. Posts now available for the sump area. Still working on a date for installation.</p>	
Book Club and Library	<p>No report</p>	
Memorabilia	<p>No report</p>	
Music	<p>No report</p> <p>General update on 2016 plans: will support the ANZAC morning again, looking to purchase new equipment, will run disco.</p> <p>MB indicated that she would appreciate the P&C supporting additional funding for the music committee given the effort to be put into running the school disco.</p>	<p>AW to add disco to music role description</p>
School Banking	<p>No report</p> <p>General update on 2016 plans: Looking for more helpers to support school banking.</p>	

	Please contact the P&C if you are able to assist	
Uniforms	<p>No report</p> <p>General update on 2016 plans: Lengthy discussion facilitated by JB about looking to change the operation of the uniform shop from twice yearly ordering to retaining sufficient levels of stock. This will require discussions with the treasurer, as the value of stock on hand will need to be increased. Also looking in 2017 to introduce electronic payment system to reduce book keeping. Will also look at online ordering system.</p> <p>RW gave a big thank you, supported by the meeting, to Roxanne Hannay for taking on the role and thank you to Jenny Brittain for taking over the role.</p>	
School Board Rep	No report	
DUCKS	<p>The 2015 camp was very successful. DM thanked all the parents who volunteered and assisted with the night.</p> <p>General update on 2016 plans: The committee has met and the first kids activity is planned for April 2016.</p>	
Fete	Committee meeting held last year. Committee formed and welcoming any new members. The class reps role description includes an overview of what will be required to support the fete. The Fete has been book in for Saturday 29 October from 2 to 7pm.	
Correspondence:		
	Banking and advertising, general corro from WACSSO and ACNC	
General Business:		
	<p>S Thompson: Report on end of year disco</p> <p>Great afternoon fully supported by the school and P&C. ST thanked MB and the music committee for their efforts.</p> <p>Look to hold the disco on the Friday of the second last week of school due to other commitments in the final week.</p> <p>Suggested that the coordinators be mindful of the drinks/icy pole etc pricing to make sure that kids can afford to access</p>	

	<p>S Thompson: Election of office bearers for 2016</p> <ul style="list-style-type: none"> • Those elected to the committee were the sole nominees for each position • Motion: That the following be appointed to the position specified including the executive committee if indicated: <ul style="list-style-type: none"> ○ President – S Thompson – automatically on executive ○ Vice President – R Watson – automatically on executive ○ Secretary – A Wallace – automatically on executive ○ Treasurer – T Steers – automatically on executive ○ Uniforms committee – J Brittain - Executive ○ Music committee – M Burling ○ Memorabilia committee – S Szczecinski and K Maher jointly ○ Grounds & Facilities committee – M Bozich ○ Fundraising committee – M Tibbits ○ Bookclub & Library – S Henswood ○ School Board Rep – N Austin - Executive ○ School Banking – S Kynaston and J Safstrom ○ Ducks – D Mundy ○ Fete – R Mills - Executive ○ A Arnold – Executive • Trish Brown indicated an interest in taking over as secretary next year 	<p>Motion moved by: S Thompson</p> <p>Seconded by: R Watson</p> <p>Resolution passed on a show of hands.</p>
	<p>S Thompson: Creation of “class reps” list for 2016</p> <ul style="list-style-type: none"> • See attachment A • S Thompson has prepared a table for the class reps to use to gather parent contact information. AW asked for consent to be included on the form that the contact details be passed on to the P&C • Need to fill the rolls asap given that it is a fete year 	
<p>Any Other Business:</p>		
	<p>K Trent. Neighbourhood watch brochures. There have been a few incidents of burglaries and car break ins. LW requested some brochures for the school office.</p>	

NEXT MEETING:	General Meeting 8th March 2016	
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Annexure A

*Creation of “Class reps” list for 2016:

K1 Vista S Noske
K01 On-site [LW to follow up]
K02 On-site T Brown
PP1
PP3 Deidre (aka Dee) Reddish-Keys
Rm 1 [AW to help find someone]
Rm 2 Bronwyn Maloney
Rm 3
Rm 4 Nicole Austin
Rm 5
Rm 6
Rm 7
Rm 8
Rm 9 yr 4
Rm 10 yr 3
S1 yr 4/5
S2 Mel Bozich
S3 [RM to help find someone]
S4

Annexure B

Treasurers Report

The Books were audited for a December year end by Lyra Livich and Associates. They were found to comply with the Australian Accounting Concepts and applicable standards.

The financial report from Jan 1- Dec 31 for 2015 give a true and fair view of the associations performance and cash flow for the period.

Fundraising performed well this year profiting \$25,001.43 thank you to Mel Tibbits and her team for the wonderful events that were held, and also to the parents and families who supported them.

Last year there was a large focus on the parent workshops – we hosted numeracy, literacy and cyber safety workshops for parents, it was great to see a fabulous number of parents attending.

Last year with the addition of the DUCK fathering project, we increased our insurance to cover this group of active Dads and kids.

Thank you for a wonderful year last year as my first year of treasurer for the KPS P & C.

I Move that we use Lyra Livich and Associates to audit the books for 2016