



**Kensington
Primary School
P & C Association**

AGENDA:	General Meeting	SECRETARY:	Alison Wallace	DATE:	26 July 2016
				TIME:	7.30p.m.- 9pm
PRESENT:	Chair: Samantha Thompson (Pres) (Please add your name & email address to the 2016 membership list. Reminder: payment of membership fees for 2016 [\$1] must be paid today to be eligible to vote.) S Thompson, R Watson, T Steers, A Arnold, S Henswood, M Bozich, S Szczecinski, K Maher, N Austin, S Rose, M Noid, D Mundy, L Williamson, J Brittain, M Burling, A Wallace				
APOLOGIES:	B Jones (Principal), R Mills				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 31st May 2016	Motion: That the minutes as circulated be accepted as an accurate record of the meeting.	Moved: T Steers Seconded: R Watson
Items from previous minutes:		
Principal's Report and Questions on Notice	See apology and report attached at Annexure A	
	<p>LW presented BJ's report and raised the following matters:</p> <p>Consider rolling over expenditure for writing program from 2016 to 2017. BJ has a view to use the 'Brightpath' program next year.</p> <p>There has been a limited response to the school's request for information on who is returning. A reminder from the P&C seeking responses would assist the school in planning for next year.</p> <p>LW thanked the P&C. ST thanked LW for her efforts as acting principal.</p>	Decision rolled over to next P&C meeting. LW and BJ to discuss whether or not the funds allocated for 2016 could still be used for a writing program in this financial year and come back to the P&C.

Office Bearer Reports:		
Treasurer's Report	Report provided and attached at Annexure C TS pointed out that there are additional P&C funds of ~\$1300. The funds are attributable to the school spending less than allocated last year and therefore receiving a lesser allocation than provided for in 2016 to offset the reduced spend. TS organising art prize.	
Fundraising	No report provided.	
Grounds and Facilities	National Tree Day is a smaller affair than usual this year with only a couple of classes doing tree planting this coming Friday 29 July.	
Book Club and Library	Westbooks book fair planned for August.	
Memorabilia	KM: The committee worked on sorting memorabilia over the last school holidays. Memorabilia is fundraising as part of the fete by selling tea towels with faces of the KPS students drawn by each student. Pre order forms will be sent out soon.	
Music	Working hard preparing for Mass Choir. Tickets will be available from early August.	
School Banking	No report provided.	
Uniforms	Comments received on proposed new uniforms. Most views have been presented on facebook and various views have been presented. JB to discuss with B Moharich	
School Board Rep	Report provided by N Austin attached at Annexure B (who was absent from the Board meeting). The school is looking at preparing a prospectus highlighting the curricular and extra curricular programs offered by KPS.	
DUCKS	Website created – point of reference for the Committee. There are a couple of DUCKS functions coming up. Intending to run a camp again at the end of the year.	
Fete	RM comfortable that everything is moving in the right direction. Fete meeting next Tuesday.	
Correspondence:		

General Business:		
	<p>The school has asked the P&C to fund bunting for use by the school throughout the year. Ran and his business Banyan Creative has very kindly been loaning the school bunting for use at events including the P&C movie night, school cross country, the sports carnival and lapathon. There was recently a question of availability and it became apparent that the school would benefit from having bunting at hand. MT has sought various quotes and her recommendation is to purchase a good quality product given that the bunting will be used for many years in various weather conditions. A considerable length is required (minimum 300 meters) and MT has negotiated a discount with the supplier. It was noted that while this expenditure is not in-line with the usual P&C process, it is allowable under the contingency fund and appropriate to promptly spend the IGA funds and go back to IGA with a thank you.</p> <p>Motion: That \$710 of the IGA donation of \$750 be used to purchase the following items for the school:</p> <ol style="list-style-type: none"> 1. 10 x 30m lengths of multi-coloured bunting at a cost of \$50 per length, totalling \$500; and 2. 30 pigtail posts, at a total cost of \$210. 	<p>Moved: S Thompson</p> <p>Passed: Unanimous show of hands</p>
	<p>AW: Comments on commencement of new Association's Incorporation Act from 1 July 2016. WACSSO currently considering the legislation and proposed amendments to the WACSSO constitution are likely to be made at the WACSSO AGM in August.</p>	<p>AW to further review and report back with what amendments are required to the P&C constitution, if any.</p>
Any Other Business:		
NEXT MEETING:	General Meeting Tuesday 23rd August 2016	



Annexure A

P&C Principal's Report 26th July 2016

My First Week

I would like to let you know what I have been doing in my first week. Unfortunately I only spent Tuesday and Wednesday in the school last week. During this time I visited each classroom and completed the handover with Lisa Williamson and Della Nuthall, amongst other things.

I have also been able to meet many parents during the drop off and pick up time. Their enthusiasm for, and support of, the school has been very pleasing.

On Thursday and Friday I attended mandatory professional development required for all new principals to IPS schools. This will be followed up by a further two days in September.

This week I am focusing on meeting the staff and have scheduled meetings across the week and into the next. It has been valuable for me to understand where our strengths and challenges lie. You will be pleased to know that the staff are unanimously proud of the supportive community and parent involvement.

I am thrilled to be part of such a warm and caring community. My focus over the next few weeks will be to work with staff on creating a shared vision and direction for our next steps and a collaborative approach to professional learning. I also intend to visit the classrooms to get to know the students; their learning goals and learner experiences.

Leadership

I am very interested in developing an integrated approach to leadership development in the upper primary school. I would like to offer all students entering Year 6 next year leadership opportunities. To that end I wish for all the students to attend the Halogen Conference which focuses on developing an understanding of leadership. I would ask the P&C to consider funding the students' involvement in this conference. Lisa Williamson is currently investigating the cost options and so I will get back to you with these details.

Writing

As you have provided funds for developing Writing at KPS, I wanted to let you know of my experience with a very useful tool which has been developed in WA to assess writing, identify strengths and focus areas for teaching, and map student progress. I have worked with staff at my previous school to pilot this tool with outstanding results. If you had time to read the last school newsletter you might remember I made reference to a target effect size of 0.4 over a year. The staff member I worked with was able to achieve an effect size equivalent to 3.3 (8 times the expected). So I would like to investigate using that at KPS in 2017. While the School Curriculum and Assessment and Standards Authority (SCASA) is funding access for all interested schools, I would like to use the funds you provided for training the staff in the use of this tool. I hope this meets with your approval. I would be happy to show you this tool at a future meeting if you wished.

My Apologies

Please accept my apologies for not being able to present this report in person. Unfortunately I had a prior commitment; Australian Council of Educational Leaders (ACEL) branch executive meeting where I am required to provide a report on an event I have organised which is happening in 2 weeks. So, I could not get out of this one. I will, in the future, prioritise KPS events above all else.

Bronwyn Jones
Principal

Annexure B

KPS Board Summary: 22 June 2016

- Was a small gathering with many apologies.
- Discussed the timeframe for new principle appointment, which has subsequently been finalised.
- The Board is creating a “KPS Prospectus” to advertise the range of programs, activities and opportunities offered at the school (outside the classroom) from Kindy/Pre-Primary, through to the Junior and Senior school. The main purpose is to advertise the school.
- The KPS Behaviour Management Policy (which includes a Bullying Policy) is being reviewed and updated with a view to training all teachers in the new policy to ensure consistency across the school. Is currently a work-in-progress to be discussed with Bronwyn Jones.

Annexure C: Treasurer's report

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January 1 through July 26, 2016

	Jan 1 - Jul 26, 16	Budget
Ordinary Income/Expense		
Income		
Bank Interest	224.28	0.00
Ducks Program	0.00	0.00
Family Levy	15,770.00	0.00
Fete 2016	401.54	0.00
Fundraising		
Election Fundraising	1,744.05	0.00
Entertainment Book	64.00	0.00
Lapathon	318.50	0.00
Money for Jam	0.00	0.00
Outdoor Movie Night	5,690.23	0.00
School Banking Commission	763.65	0.00
Fundraising - Other	-20.00	0.00
Total Fundraising	8,560.43	0.00
Grants	750.00	0.00
P & C Membership	21.00	0.00
Uniforms		
Choir Uniforms	0.00	0.00
Kindy Uniforms	1,945.88	0.00
Music Uniforms	1,034.85	0.00
Secondhand Uniforms	0.00	0.00
Uniform Shop	13,083.80	0.00
Uniforms - Other	0.00	0.00
Total Uniforms	16,064.53	0.00
Total Income	41,791.78	0.00
Cost of Goods Sold		
Uniform Stock	17,847.77	0.00
Total COGS	17,847.77	0.00
Gross Profit	23,944.01	0.00
Expense		
ART Prize - Child	0.00	50.00
Auditor	300.00	330.00
Bank Fee	36.75	0.00
Contingency Allowance 5%	0.00	2,250.00
Donation to Kensington PS		
Art Prize	50.00	150.00
Artist in Residence Program	4,000.00	4,000.00
BUZ	1,120.00	1,120.00
E Boards	8,000.00	8,000.00
KPS Flag Interschool	339.00	339.00
Library Book Replacements	1,000.00	1,000.00
Library Refurb 1	13,975.00	15,000.00
Literacy and Numeracy Pack	520.00	520.00
PE Ribbons & Medal	1,500.00	1,500.00
Phonic readers	1,200.00	1,200.00
Seating Senior Block	1,000.00	1,000.00
Tucker Patch	560.00	560.00
Writing PD	1,700.00	1,700.00
Year 4 Resources	1,000.00	1,000.00
Donation to Kensington PS - Other	0.00	0.00
Total Donation to Kensington PS	35,964.00	37,089.00
Grounds and Facilities		
Nature Play Build	1,447.71	1,415.00
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	1,447.71	2,415.00

Kensington Primary School P & C Association Inc
Profit & Loss Budget vs. Actual
 January 1 through July 26, 2016

	Jan 1 - Jul 26, 16	Budget
Insurance		
Ducks Public Liability	0.00	960.00
Uniform Insurance- contents	623.00	250.00
Insurance - Other	0.00	0.00
Total Insurance	623.00	1,210.00
Memorabilia	0.00	1,500.00
Merchant Fees	303.26	0.00
Music Department	0.00	1,500.00
P & C Disco	0.00	300.00
Payroll Expenses	0.00	0.00
School Banking Expenses	0.00	60.00
Stationary	0.00	200.00
WACSSO	937.45	1,000.00
Total Expense	39,612.17	47,904.00
Net Ordinary Income	-15,668.16	-47,904.00
Other Income/Expense		
Other Income		
Netball	70.00	0.00
Total Other Income	70.00	0.00
Net Other Income	70.00	0.00
Net Income	-15,598.16	-47,904.00

Kensington Primary School P & C Association Inc

Profit & Loss

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Ordinary Income/Expense	
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Bank Interest	224.28
Family Levy	15,770.00
Fete 2016	3,561.54
Fundraising	
Election Fundraising	1,744.05
Entertainment Book	64.00
Lapathon	318.50
Outdoor Movie Night	5,690.23
School Banking Commission	763.65
Fundraising - Other	-20.00
Total Fundraising	8,560.43
Grants	750.00
P & C Membership	21.00
Uniforms	
Kindy Uniforms	1,945.88
Music Uniforms	1,034.85
Uniform Shop	13,083.80
Total Uniforms	16,064.53
Total Income	44,951.78
Cost of Goods Sold	
Uniform Stock	17,847.77
Total COGS	17,847.77
Gross Profit	27,104.01
Expense	
Auditor	300.00
Bank Fee	36.75
Donation to Kensington PS	
Art Prize	50.00
Artist in Residence Program	4,000.00
BUZ	1,120.00
E Boards	8,000.00
KPS Flag Interschool	339.00
Library Book Replacements	1,000.00
Lirbary Refurb 1	13,975.00
Literacy and Numeracy Pack	520.00
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Phonic readers	1,200.00
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Year 4 Resources	1,000.00
Total Donation to Kensington PS	35,964.00
Grounds and Facilities	
Nature Play Build	1,447.71
Total Grounds and Facilities	1,447.71
Insurance	
Uniform Insurance- contents	623.00
Total Insurance	623.00
Merchant Fees	303.26
WACSSO	937.45
Total Expense	39,612.17
Net Ordinary Income	-12,508.16

Kensington Primary School P & C Association Inc
Profit & Loss
January 1 through July 26, 2016

	<u>Jan 1 - Jul 26, 16</u>
Other Income/Expense	
Other Income	
Netball	70.00
Total Other Income	<u>70.00</u>
Net Other Income	<u>70.00</u>
Net Income	<u><u>-12,438.16</u></u>