



Kensington Primary School P&C Association Annual General Meeting – Tuesday 23 February 2021, 7:30pm - MINUTES

Present: Jennifer Young, Edward McLarty, Susan Henwood, Bronwyn Jones, Shannon Kynaston, Adam Goodwin, Sherrie Xiong, Leigh Purves, Leanne Hill, Justin Nicholls, Drew Dunn, Carla Martella, Kris Kotua, Louise Flaherty, Nicole Ensor, Mel Farley, Cathy Godden, Vanessa Leggo, Julia Pascoe, Tina Teuchert

Apologies: Dave Mundy

AGENDA ITEM	MINUTES
1. Confirmation of previous minutes of meeting held 1 December 2020	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Kris Seconded: Shannon
2. Welcome from Chair and President's Report <i>Ed</i>	Update attached
3. Principal's Report <i>Bronwyn</i>	Update attached. End of year report (for inclusion in school annual report) to Bronwyn by March 5.
4. Treasurer's Report <i>Shannon</i>	End of 2020 financial statements attached as appendices. Investigation into use of tap and go machines has found that the P&C can't use Square. Issue is with charity ABN. While we can't resolve in time for the election day stalls, we can do a short-term hire of 20 machines for the fete day for a reasonable cost.
5. Committee Role reports from 2020 members:	Library – Susan has written a role description for the library role and will be seeking a replacement when she leaves at the end of the year. Banking – Handing over to Cathy. Will move to Thursday, outside the music room to coincide with uniform shop. Brief discussion on current numbers utilising school banking (they have dropped significantly). Need to re-do newsletter advert. Uniforms – Despite EFT crash on biggest day of year, still managed to get through the day (with the help of Team app payments and direct banking). Limited supply; demand was much bigger than expected. DUCKs – goals for this year: rescheduled the re-launch for 11 March. Hoping to get the Dads of younger kids involved. Many events over the year. Sport – Business as usual Yr 6 – icypoles to start again. Need to fit in with the change to eating timetable. Year 6s to run a Mother's Day raffle (early May). Re movie night, all members agreed not to run a 2021 movie night, but to delay until 2022.
6. Review of Committee positions	General discussion around committee roles moving forward. Board role perhaps not needed, and can be covered by Bronwyn anyway. Need to introduce Comms role.
7. Election of 2021	Office Bearers (President, Vice-President, Treasurer and Secretary) plus Committee

Committee Members	<p>Members. All members voted in without opposition.</p> <p>President - Ed Vice-President - Drew Treasurer - Shannon Secretary - Jen</p> <p>Fundraising – Carla, Louise Board – not filled Library – Susan Banking – Cathy Uniforms – Kris DUCKs – Dave Year 6 – Leanne Sport --Adam Grounds and Facilities – not filled Music – not filled General Committee – Vanessa Comms / social media - Mel</p>
8. Election of 2021 Executive Members	Office Bearers plus 3 additional members (Adam, Carla and Leanne)
9. General Business	<p>Motion: That the fete sub-committee for 2021 is formally acknowledged with accompanying Terms of Reference (see attached). This ToR is now adopted by the sub-committee.</p> <p>Moved: Kris and Louise Seconded: Drew and Shannon</p> <p>Carla provided a progress update on the fete sub-committee. Currently has about 9 members with established roles. The sub-committee will provide support to class reps, If anyone has ideas for fete, please come forward.</p>
10. Other Business:	<ul style="list-style-type: none"> • P&C fundraising events: <ul style="list-style-type: none"> - State election – March 13 - Mothers Day – May (dates for raffle to be determined) - Lapathon – June (date to be determined) - Athletics Carnival – Sept 3 - Fete – Nov 6 - Disco – Dec 3 • The P&C should aim to advertise outcomes from the 2020 wishlist/budget process • Ed and Adam working on plans for re-working on bike shed / surrounding area
NEXT MEETING:	General Meeting: Tuesday 23 March 2021 (Term 1, Week 8).
Meeting closed	9pm

Presidents Report – 23/02/2021

Firstly, a warm welcome back to those returning committee members and any new faces who want to get involved in the P&C.

Last year was challenging on many fronts, but we emerged through it relatively unscathed and with a newfound respect for all teachers following varying success at home schooling. The P&C also managed to deliver a number of fantastic events in the back end of the year. The thanks for this must go not only to the P&C committee members, the parent class reps and the other parents called in to help along the way, but also Bronwyn and the school for their support and also the wider Kensington community for getting behind these events and making them successful.

The success of the events allowed the P&C to fund a large number of the wishlist items, including the start of a Japanese garden, funding of the student council, iPad leasing for classrooms and upgrading of the school sound system. These items have either already been purchased or are in the process of being followed through, with the Student Council being tasked with assisting in the artwork selection for the Junior toilet block.

We approach 2021 with a renewed sense of optimism and a hope that the year runs relatively smoothly, although week 1 wasn't the best of starts. Whilst the usual P&C events are pencilled in, this year also sees the election and the fete entered into the calendar. It is great to see the fete committee already up and running, with Carla and Lousie, ably supported by a growing band of helpers well on top of planning. I have no doubt that this will end up being an incredible event which will allow the P&C to fund some incredible wishlist items for the school. Similarly, confirmation of the cake stall for the election will no doubt be well received by the wider community who I'm informed hold the baking skills of the Kensington Primary School Parents in high regard.

Internally, I believe this year presents the perfect opportunity to improve how the P&C runs some of these events to make both parents and the treasurer's life a little easier. We have obtained 3 tap and go squares that we will trial through the uniform shop and election cake stall with the aim to implement at other events. We are also looking into apps and /or programs similar to the Teams app already in use that may simplify money collection for things like the lapathon.

Getting the class parent reps on board is already under way thanks to some persuasive committee members with a few spots left to fill. The parent class rep plays a vital part in getting information out to the parents and is something that should be encouraged. Whilst there is some trepidation given it's a 'Fete Year', anyone considering the position (or that knows someone that would consider it) should be aware that there is an abundance of help available and that the position does not come with an overburden of responsibility or time.

It is encouraging to see the enthusiasm that everyone is approaching this year with. I thank everyone for their involvement to date, their continuing involvement and look forward to a successful year in 2021.

Kensington Primary School P & C Association Inc

Balance Sheet

As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank Acc KPS Cheq Account	32,624.59
Fixed Term Account	30,000.00
Fixed Term Futures Funds	<u>11,000.00</u>
Total Chequing/Savings	73,624.59
Accounts Receivable	
Accounts Receivable	<u>762.00</u>
Total Accounts Receivable	<u>762.00</u>
Total Current Assets	<u>74,386.59</u>
TOTAL ASSETS	<u>74,386.59</u>
LIABILITIES	<u>0.00</u>
NET ASSETS	<u>74,386.59</u>
EQUITY	
Opening Bal Equity	55,943.46
Retained Earnings	9,680.80
Net Income	<u>8,762.33</u>
TOTAL EQUITY	<u>74,386.59</u>

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January through December 2020

	Jan - Dec 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	29,420.03	27,290.00
Fathering Project Membership	440.00	400.00
Futures Fund	0.00	4,000.00
Grounds and Facilities		
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	366.83	500.00
Total Grounds and Facilities	366.83	1,000.00
Insurance		
Uniform Shop Insurance	423.00	500.00
Total Insurance	423.00	500.00
P & C Disco	-832.30	500.00
School Banking Expenses	0.00	60.00
Stationary	52.99	200.00
WACSSO	647.12	1,000.00
Website - Ducks	280.00	300.00
Total Expense	31,641.60	42,040.00
Net Ordinary Income	8,000.33	-42,040.00
Net Income	8,000.33	-42,040.00

**KENSINGTON PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
FETE 2021 COMMITTEE**

TERMS OF REFERENCE

1.0 NAME:

1.1 The Committee shall be called the Kensington Primary School Parents & Citizens' Association Inc. (Fete 2021 Committee)

2.0 COMPOSITION:

2.1 (a) Not more than 5 members, one of whom shall be a member of the P&C Executive Committee.

(b) The President of the P&C shall be ex officio a member.

(c) An employee of the P&C whose employment is related to the work of the sub - committee may attend meetings in an advisory capacity only.

2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the committee an election may be held at a General Meeting of the P&C to fill the vacancy.

2.3 The Committee to agree on a Convene, Treasurer and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Committee shall be:

3.1 The financial management of the Fete 2021 committee.

3.2 Acquiring all suitable stock and goods for business use, and ensuring all stock and goods are stored in suitable containers within the business.

3.3 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association, which is \$10,000. Establishing a reserve account for the purpose of organising the fete if necessary.

3.4 Recruiting volunteers as shall be considered necessary.

3.5 Providing reports for ratification to all General Meetings of the P&C Association and when required to the Executive Committee.

3.6 Establishing credit accounts with suppliers as required for the operation of the business, ensuring all deliveries take place in school hours.

3.7 Ensuring that Grievance Settlement/Dispute Resolution Procedures are followed.

4.0 DUTIES OF CONVENOR:

4.1 Convenor when present, shall preside at all meetings of the Committee. In the event the convenor is absent, the meeting shall elect a chairperson for the occasion.

4.2 The convenor shall ensure that a written report of the activities of the committee is presented to all General Meetings of the P&C Association (or executive committee) and at such times as directed by the General Meeting of the P&C association. The report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF SECRETARY:

5.1 The Secretary shall have custody of the documents of the Committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association.

6.0 MEETINGS:

6.1 Meetings of the Committee shall be held at a time decided by the committee. Notice of the meeting should be at such times and places as determined by the committee provided that not less than forty-eight (48) hours' notice is given.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Committee.

8.0 VOTING:

8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands by those present.

8.3 No proxy voting is acceptable.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

NOTES: Where the committee is established during the year the members are elected at a General Meeting of the P&C. All members of any committee of the P&C must be financial members of the P&C.

THE FETE 2021 COMMITTEE IS AT ALL TIMES RESPONSIBLE TO THE GENERAL MEETING OF THE P&C ASSOCIATION