



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

Present: Ed McLarty, Mel Farley, Shannon Kynaston, Carla Martella, Louise Flaherty (*over VC*), Vanessa Leggo, Drew Dunn, Cathy Godden, Justin Nicholls, Dave Mundy, Julia Pascoe, Lara Parson, Bronwyn Jones, Jennifer Young

Apologies: Susan Henwood

AGENDA ITEM	MINUTES
1. Confirmation of Previous Minutes of meeting held AGM – 23 Feb 2021	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Shannon Seconded: Drew
2. President's Report <i>Ed</i>	Busy start to 2021, election day activities went well. Well represented by volunteers. Class rep meeting also well represented. Ed noted that the recent election of local member Geoff Baker, and that this will have impacts for planning upgrades for basketball court area.
3. FETE 2021 Report Carla or Louise	Carla provided an update on behalf of fete committee. Committee has 11 reps, all are very active and roles have been allocated to all. Class rep meeting / mixer was well attended. Fete stalls have been allocated. Plan is to meet with class reps one on one in term 2 to discuss stall budgets. Sponsorship looks good. Rides booked in. Fete committee to investigate / liaise with Bronwyn on drinking/sale of alcohol at the fete. Noted that it would be a good idea to have rep to organise free activities (e.g. tug-o-war).
4. Principal's Report <i>Bronwyn</i>	Principal's Report attached.
5. Vice Pres. Report <i>Drew</i>	Nil to report.
6. Treasurer's Report <i>Shannon</i>	Updated financial reports attached. Added in budget for fete. Shannon noted uniform budget is a little overspent as they have had to do a large order to make up for demand late in 2020.
6. Other Reports: Comms – Mel Fundraising-Carla/Lou Library – Susan Banking - Cathy Uniforms - Kris DUCKS - Dave Sport - Adam	Proposal for communications strategy attached. Mel presented proposal and members discussed perceived pros and cons of private/public facebook pages and groups. It was agreed for Mel to set up private facebook page. Cake stall / DUCKs fundraiser – profit \$2818.30. Thank you to class reps. And thank you to the community. Need a date for the lapathon – potentially Fri 11 June. Organising prizes for lapathon. Trying to work out a digital process for families to pay their donations. Susan advised via email that there had been a note in the newsletter regarding her retirement and seeking a replacement. Someone has come forward as a potential new rep. Note in the newsletter, a few new bankers. Raffle token for each deposit to encourage new bankers. Not present / no report. DUCKs relaunch went well and was well attended. New and old faces in the mix. Potentially looking for someone to lead Fathering Project role? Increase in invoice to \$700. New DUCKs leaders can consider value moving forward. Justin to buy and install a new lock. Nil to report.

Year 6 – Leanne	Not present / no report.										
7. Review Action Item List	<table border="1"> <thead> <tr> <th><i>Who?</i></th> <th><i>Item</i></th> </tr> </thead> <tbody> <tr> <td>Ed/Drew</td> <td>1. Nature playground mulch – LOW PRIORITY Status update. Discussion on whether to do a garden busy bee before the fete.</td> </tr> <tr> <td>Mel</td> <td>2. Communications – MEDIUM PRIORITY Guidelines have been circulated.</td> </tr> <tr> <td>Cathy / Mel</td> <td>3. Advertise school banking - MEDIUM PRIORITY Done</td> </tr> <tr> <td>Jen / Mel</td> <td>4. Advertise wishlist/budget 2020 outcomes – MEDIUM PRIORITY Jen to draft a summary.</td> </tr> </tbody> </table>	<i>Who?</i>	<i>Item</i>	Ed/Drew	1. Nature playground mulch – LOW PRIORITY Status update. Discussion on whether to do a garden busy bee before the fete.	Mel	2. Communications – MEDIUM PRIORITY Guidelines have been circulated.	Cathy / Mel	3. Advertise school banking - MEDIUM PRIORITY Done	Jen / Mel	4. Advertise wishlist/budget 2020 outcomes – MEDIUM PRIORITY Jen to draft a summary.
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8. Other Business:	Motion: Lara Parsons nominate as music representative role. This was unopposed.										
NEXT MEETINGS:	General Meeting: Tuesday 27 April 2021 (Term 2, Week 2). General Meeting: Tuesday 8 June 2021 (Term 2, Week 8).										
Meeting closed	8:45pm										

Principal's Report – Week 8, Term 1 2021

Board Elections

The new members of the School Board were elected unopposed. While we are still awaiting the results of mandatory National Police History checks, I cannot announce all the new representatives. However, I can confirm that Mike Purves will be commencing his second term on the Board, Erin Sutton and Adam Bartle will join him as parent representatives. Ashley Griffith and Emily Hasson will be the staff representatives, joining the two deputies. We welcome these new members and will be farewelling some members who have completed their terms – Hans-Christian Jeppesen, Jeremy Hogben (having completed two terms) and Carla Martella. We thank them all for their significant contribution to the Board and its work. It has been a pleasure working with them. Next week the new Board will meet for the first time. Following this meeting, those members who are leaving, and the P&C president, vice president, secretary and treasurer, will join the Board for a farewell and welcome dinner.

Board Update

At the next Board meeting we will be looking at the Annual Report, the new Business Plan, a school brochure, survey results, Deeds of Licence and the mandatory School Funding Agreement and Statement of Expectation from DoE.

Feedback & Response

Thank you to everyone who provided feedback to the school on the break time trial and on the drop-off point for Kindy and Pre-primary students. We have taken on-board the feedback and will implement new procedures in Term 2.

New Break Times

While we can't satisfy everyone's preferences, we have done our best to address the issues raised through the surveys with staff, senior students and junior primary parents. We will revert to only two breaks but will have one of the eating times after a 30-minute play and one before a 20-minute play. We opted for the second eating time to be first due to the late hour of the day.

8:50 – 10:50	Session 1
10:50 – 11:20	Play 1 followed by eating with class
11:30 – 1:30	Session 2
1:30 – 1:40	Eating in undercover areas
1:40 – 2:00	Play 2
2:00 – 3:00	Session 3

Kindy and Pre-primary Drop-off Point

Following a survey of parents, we have found that the most popular drop-off point is outside the classrooms. Unfortunately, as explained in the survey, we are unable to staff two drop-off points, so Kindy and Pre-primary students will be unable to use the kiss and wave in the mornings. So, like the rest of the school, the drop-off point from Term 2 onward will be outside the classroom. Please observe the social and physical distancing requirements of COVID and avoid congregating together on the verandahs – especially when students are leaving the rooms and collecting their bags.

Kindy and Pre-primary parent helper rosters will start in Term 2, if not before. I encourage all parents who are able to get involved in these parent rosters. See Saw and email are the preferred communication tools. Teachers will, at the minimum, provide class updates to parents on a fortnightly basis. Please ensure you have the parent See Saw app downloaded on your phone. School information is sent via the Schoolzine app (SZapp) and email. Please ensure you have the SZapp, not the SmartLink app (this is no longer functioning).

Fire Station

Last year, the school was invited to participate in the development of an art project for the redevelopment of the fire station on George Street. The fire brigade visited the school and showed us all of their equipment, including the fire truck. Students then worked with the artist, Paula Hart, to draw representations of what they saw. Some of these were then included in the final metal art work. Below you can see the final art work. The following students' artwork was used in creating this installation:

Akira, Anna, Chloe, Deacon, Fin, Luke, Tom and Connor.

The installation can be viewed from the bush side of the site.



Student Leaders Position

This week's newsletter will list all the elected student leaders and the selected student leadership positions. These selected leadership positions include: class captains, Aboriginal mentors, library monitors, lunch order monitors, production crew, band & choir captains, junior primary mentors, sports monitors, art monitors, ICT monitors and loose parts play monitors. The students were give their badges at an assembly a couple of weeks ago.

Keep Clear

After working with the school, recently the City of South Perth installed Keep Clear/No Parking yellow lines on Fourth Ave to prevent people blocking our Kiss and Wave entrance (near Banksia Tce) and our oval gates. Please be observant of these new requirements, as failing to do so can result in a fine from the rangers, and disruption to the flow of traffic.

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January 1 through March 18, 2021

	Jan 1 - Mar 18, 21	Budget
Ordinary Income/Expense		
Income		
Bank Interest	113.42	0.00
Fundraising		
Deposit WA Recycle Program	76.00	0.00
Election Fundraising	2,818.39	0.00
School Banking Commission	135.00	0.00
Total Fundraising	3,029.39	0.00
P & C Membership	19.00	0.00
Uniforms		
Uniform Shop	10,932.28	0.00
Total Uniforms	10,932.28	0.00
Year 6 Fundraising		
Icy Pole Sales	268.00	0.00
Year 6 Fundraising - Other	-430.60	0.00
Total Year 6 Fundraising	-162.60	0.00
Total Income	13,931.49	0.00
Cost of Goods Sold		
Uniform Stock	24,328.39	0.00
Total COGS	24,328.39	0.00
Gross Profit	-10,396.90	0.00
Expense		
Auditor	0.00	330.00
Community Investment Program	5,000.00	5,000.00
Contingency Allowance 5%	0.00	1,500.00
Donation to Kensington PS		
Art Prize	250.00	250.00
Bluetooth Portable Speaker	750.00	750.00
In Residence Program	3,250.00	3,250.00
ipad Leasing	5,000.00	5,000.00
Japanese Garden	3,000.00	3,000.00
Library Book Replacements	1,000.00	1,000.00
PE sports medallions	800.00	800.00
School App License fee and puch	500.00	500.00
Sound System Upgrade	4,000.00	4,000.00
Sports Various	1,700.00	1,700.00
Student Council	2,000.00	2,000.00
Total Donation to Kensington PS	22,250.00	22,250.00
Fathering Project Membership	0.00	440.00
Grounds and Facilities		
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	0.00	1,000.00
Insurance		
Uniform Shop Insurance	0.00	450.00
Total Insurance	0.00	450.00

8:22 PM
18/03/21
Cash Basis

Kensington Primary School P & C Association Inc
Profit & Loss Budget vs. Actual
January 1 through March 18, 2021

	<u>Jan 1 - Mar 18, 21</u>	<u>Budget</u>
Junior Toilets Artwork	0.00	1,500.00
Merchant Fees	140.25	0.00
P & C Disco	0.00	500.00
School Banking Expenses	0.00	60.00
Stationary	0.00	200.00
Veggie Patch Retic Project	0.00	970.00
WACSSO	0.00	1,000.00
Website - Ducks	0.00	300.00
Total Expense	<u>27,390.25</u>	<u>35,500.00</u>
Net Ordinary Income	<u>-37,787.15</u>	<u>-35,500.00</u>
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8:08 PM

18/03/21

Accrual Basis

Kensington Primary School P & C Association Inc
Balance Sheet
As of March 18, 2021

	<u>Mar 18, 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank Acc KPS Cheq Account	24,837.44
Fixed Term Futures Funds	11,000.00
Total Chequing/Savings	<u>35,837.44</u>
Total Current Assets	<u>35,837.44</u>
TOTAL ASSETS	<u>35,837.44</u>
LIABILITIES	<u>0.00</u>
NET ASSETS	<u>35,837.44</u>
EQUITY	
Opening Bal Equity	55,943.46
Retained Earnings	17,681.13
Net Income	<u>-37,787.15</u>
TOTAL EQUITY	<u>35,837.44</u>

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PROPOSED COMMUNICATIONS STRATEGY FOR KENSINGTON PRIMARY SCHOOL

Please note that the following should NOT be read as a criticism of what is currently being done. I absolutely understand how much there is to keep on top of. This is designed to be an extra layer of information in a format that some people will find easier to keep track of and make note of, and will hopefully increase the engagement in the school. I further hope that it will take some of the pressure off those doing the work if they don't have to spend time telling everyone about it as well.

The rationale behind this strategy is:

- many people do not read the newsletter, especially now that you can only read it in the app.
- Being fortnightly, the newsletter often isn't that timely, and given there is so much information in there, it's easy to miss stuff.
- If you miss the deadline for submitting information for inclusion, you have to wait another two weeks to distribute it, by which time it may not be relevant - or you risk not giving people enough notice about what is happening.
- Class reps are sending out the same information to their what's app groups, so if you have multiple kids, your messages get jammed and, again, it's easy to miss stuff. Plus, not everyone has What's App.

I therefore propose the following changes.

Facebook business page – Kensington Primary School

This should only include things that the general public might need/want to know about what is happening at KPS, and also information for prospective students/families, including, but not limited to:

- Term dates
- Parking/access during school hours
- Access to school grounds during school holidays
- Events open to the public eg. election cake stalls, fete, movie night, raffles
- Works on site/upgrades that may create noise, road closures
- After hours events in the school that might generate more noise or traffic in the local area – school disco, DUCKs camping, movie night, parents' night
- Enrolment requirements/ cut offs
- Specialist areas/unique selling proposition for the school. Why KPS for your kids?

There are a couple of school pages, but not sure that they are official ones? 'Kensington Primary' has SOME posts on it, but mostly check ins. There's also a 'Kensington Primary School, Banksia Tce' page with one post from 2010. I think I would just shut them down (assuming someone has access to them?) and convert the current P&C page to a public school page, then add a GROUP for the P&C.

Facebook Group – KPS P&C

Create a private group that is only open to parents of **current** Kensington students so we can share more relevant information. Groups are more visible in people's timelines than business pages, and you can post more than once per day (where necessary) without stuffing the algorithm.

As a private group, you can set questions to join initially – suggest keeping it simple, such as 1) what classroom is one of your kids in, and 2) who is the rep for your class. If they are not at the school, they will not know this, so they will not be permitted to join – and it's a quick thing to check.

At the end of the year, I will need assistance from the office to clear out those parents no longer directly involved in the school. I can provide the office with a list of group members and they can just cross off the ones that have left the school. If they still want to keep informed, they can follow the public page, they don't need the detailed info.

Suggested content (brain dump, so open to adding/subtracting anything):

- School reminders
 - Term planner - link
 - Office hours/student free days
 - Assemblies – which class is presenting when
 - Uniform shop
 - School banking
 - Running club
 - Icy pole sales
 - Special days eg Harmony Day, free dress/costume days
 - Early finish days
 - Parent teacher interviews
 - OSH changes/locations
 - Faction carnivals – swimming/athletics/cross country
 - Book fair
 - Junior choir
 - Bahai
 - Swimming lessons – bring your gear
 - School lunches? (can you still order these on Friday?)
 - Links to book lists
 - Kiss & wave procedures
 - Break times
 - Award recipients
 - NAPLAN testing
 - Secondary school info sessions
- Events – seeking volunteers, selling tickets (link to FB event)
- DUCKS events – seeking volunteers or needing RSVPs (link to FB event)
- After school activities (school based only) – who, what, where, when, how
- P&C meetings – dates and elections/vacant positions
- Board meetings – dates and elections
- Profiles
 - Classroom teachers
 - Specialist teachers that parents might not have much contact with

- Chaplain
- Admin staff
- P&C
- Board
- Class reps
- Surveys to complete – as needed
- Newsletter – link to this each fortnight.
- Faction points tally

Facebook Events pages (public)

The events you want the public to support should be created in the school page and include all the details of the event - what, where, when

- Fete
- Cake stalls
- Movie night

Facebook Events pages (private)

The events that are just for school community, create via the group. Eg

- DUCKS – all events that need RSVP
- Parents night

Next steps?

Assuming the exec are happy with this as a concept/start point, I am happy for people to send me all the information from their different areas in advance and I can add it to a spreadsheet of when it needs to go out. Eg. Here's the info, can you send it out on xx date and xx?

I can create consistent social tile designs with the school colours, logo, fonts and tag line. Different types of notifications/announcements can be slightly different (ie faction announcements could be different colours, for example), but they will all look like the KPS brand.