



Annual General Meeting Minutes - 2021

Chairperson: Eva Urban – 2020 President		Location: The school hall and by zoom	
Date: 8 February 2021 (Term 1 Week 3)		Meeting Type: Annual General Meeting	
Meeting commenced: 7.30pm		Meeting adjourned: 8:11	
Minutes taken by: Vaishnavi Sundar			
Attendees:	Position:	Copies:	
Eva Urban	EU	2020 President	1
Leanne McKay	LM	2020 Vice President	1
Kris Arnold	KA	2020 Vice President & Events Co-ordinator	1
David Doyle	DD	2020 Treasurer	1
Vaishnavi Sundar	VS	2020 Secretary	1
Aida Taha	AT	2020 Support Secretary	1
Pieta Carroll	PC	2020 Book Club Coordinator & Events Team	1
Isabella Tan	IT	2020 Class Parent Co-ordinator	1
Jack Tao	JT	2020 Class Parent Support Co-ordinator	1
Fei Mai	FM	2020 Events Team	1
Lisa Ponton	LP	2020 Events Team	1
Mayank Agarwal	MA	Observer	1
GUB	GUB	Observer	1
Simin Bari	SB	Observer	1
Mita Brierley	MB	Member	1
Flavia Campos	FC	Observer	1
Cha Cha	CC	Observer	1
David Christie	DC	Member	1
Amin Debonnet	AD	Observer	1
Azade Debonnet	AZD	Observer	1
Nancy Diez	ND	Observer	1
Se Gong	SG	Observer	1
Liming Hou	LH	Observer	1
Stella Yulei Hou	SH	Member	1
Amanda Jacobs	AJ	Member	1
Claudia Jung	CJ	Observer	1
Eiman Latifi	EL	Member	1
Vernon Lopez	VL	Observer	1
Melanie Marcellino	MM	Member	1
Sahar Moukaha	SM	Member	1
Michela Nesbitt	MN	Observer	1
Kerry Novkovic	KN	Member	1
Malyna Rooke	MR	Member	1



KENT ROAD PUBLIC SCHOOL

P & C Association

Nuno Santos	NS	Observer	1
Jennie Star	JS	Member	1
Lisa Tang	LT	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Jenny Tsui	JT	Member	1
Binoe Verghese	BV	Member	1
Shivani Vernon	SV	Observer	1
Vinnci Wu	VW	Member	1
Samantha Yep	SYe	Member	1
Gina Yao	GY	Member	1
Apologies			
Kate Mason	KM	2020 Uniform Shop Coordinator	1
Fran Martinelli	FM	2020 Uniform Shop Support Coordinator	1
Jun Guo	JG	2020 Events Team	1
Debbie Lawson	DL	2020 Events Team	1
Evelyn Sozou	ES	2020 Events Team	1
Rukiya Stein	RS	2020 Events Team	1
Jihyun Kim	JK	2020 Support Treasurer (observer)	1
Azzy Atossa	AA	Observer	1
Andrew Brackley	AB	Member	1
KH Cooper	KC	Observer	1
Anushree Dandekar	AD	Member	1
Dorathey ?	D?	Observer	1
Neda Farrahi	NF	Observer	1
Yvet Jones	YJ	Member	1
Ross Johnson	RJ	Observer	1
Simone Leo	SL	Member	1
Karl Li	KL	Member	1
Mavis Liu	ML	Member	1
Henky Mantophani	HM	Member	1
Nikki ?	N?	Observer	1
Ali Norri	AN	Member	1
Priya Pattnaik	PP	Observer	1
Ruchita Risarya	RR	Member	1
Marsoray Rivero	MR	Member	1
Diane Samu	DS	Member	1
Naira Sentana	NS	Observer	1
Sacha Tabley	ST	Observer	1
Angel Tse	AT	Member	1
Stacey Tsui	ST	Member	1
Bhupinder Ubhi	BU	Member	1
Hao Xu	HX	Member	1



KENT ROAD PUBLIC SCHOOL

P & C Association

Shuang Yang	SY	Member	1
Fan Zhang	FZ	Member	1
Hong Mei Zhang	HZ	Member	1
Sylvia Zhou	SZ	Member	1
School Representatives:			
Denise Minifie	DM	Principal	1
Fiona Hamilton	FM	Deputy Principal	1
Ben Harrison	BH	Deputy Principal	1
Nayeree Basmajian	NB	Assistant Principal	1
Chauntal Gwynne	CG	Assistant Principal	1
Jessie Hossack	JH	Assistant Principal	1
Davina Kite	DK	Assistant Principal - Apology	1
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator	1
KROSHC Representatives:			
Jenny Del Medico	JDM	Partnership Manager	1
Gabrielle Adams	GAL	Regional Manager	
Luke Brattoni	LB	Lead Co-ordinator	
Charmaine Wong	CW	Co-ordinator	
Signed: Vaishnavi Sundar		Date: 8 February 2021	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to the Annual General Meeting – check everyone has signed in the school’s QR AND school’s attendance book and the P&C attendance sheet. COVID safety plan in place.</p> <p>1.2 Welcome to our new and existing families and the school leadership team. We were over subscribed for this onsite meeting. We trust the zoom experience is good.</p> <p>1.3 Introductions to the P&C Executive team.</p> <p>1.4 Hard and soft copies of our P&C’s constitution, rules, code of conduct; policies & procedures and P&C role descriptions are available.</p>	Noted
2.	<p>Confirmation of previous meeting minutes</p> <p>2.1 Minutes from last Annual General Meeting on 10/02/2020 approved by Kris Arnold and seconded by Lianne Mackay</p>	Noted
3.	<p>Business Arising</p> <p>3.1 Nil arising</p>	Noted
4.	<p>President’s Report</p> <p>4.1 The summer bushfires and the COVID 19 pandemic was a major disruptor to the school community and the broader community during 2020. It fundamentally forced change in the way we go about our lives, school learning and activities and it effectively postponed many of our P&C activities.</p> <p>4.2 Due to social distancing obligations and the need to keep the school community safe, many of the school and P&C activities were postponed or cancelled in 2020.</p> <p>4.3 It is fair to say that the pandemic hit families in very different ways – the ability to develop relationships, especially with new families within the school community was challenged.</p> <p>4.4 For some families, it meant a re-assessment of their lives as working from home became the new norm. We have seen a number of families leave the school area during this time. We extend our thanks and gratitude for those fantastic volunteers who have now left the area, such as -</p> <ul style="list-style-type: none"> ▪ Fran Martinelli for all her work in the school uniform shop and orientation weeks ▪ Rukiya Stein for all work in the events team and other activities ▪ Fiona McNeill for past events preparation ▪ Mira Kopecky for auditing the 2019 P&C accounts 	Noted

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No	Discussion	Action
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	<ul style="list-style-type: none"> ▪ All the other volunteers who responded to calls for assistance in previous years to morning teas, election sausage sizzles, school carnivals and the like. ▪ We wish each and every one of these families the very best in their new communities <p>4.5 The pandemic did highlight much resilience and innovation within the school community. The P&C wants to acknowledge the work of Denise Minifie, her leadership team, staff and school administration in responding so quickly to the fast-changing environment. This included the development of online home school learning to a graded return to onsite school learning, modifying school excursions and activities where possible, whilst navigating student access to school grounds without parents whilst much of the school grounds was essentially a construction site. The teaching team kept our children engaged and motivated and there were many positive experiences coming from these changes. Denise and her team managed all this whilst engaging with the significant onsite capital works. We acknowledge all the extra hours and dedication put into the whole period and we extend our deepest appreciation and gratitude to Denise and her team.</p> <p>4.6 A brief summary of KRPS P&C activities for 2020 follows:</p> <p>4.7 The P&C meetings scheduled for 16 March and 11 May were cancelled due to lockdown restrictions, but a newsletter was distributed in May noting P&C administrative activities conducted during this period and advising of correspondence received.</p> <p>4.8 The Prescribed Constitution which governs our P&C activities did not allow for online meetings. Federation P&C sought and received urgent Ministerial intervention to amend the Prescribed Constitution to insert Section 10 which lays out the rules and processes of virtual meetings. Federation P&C followed up with guidelines on how to conduct virtual meetings. We commenced our P&C zoom meetings in term 2, week 8 (15 June) and these continued until the end of 2020. Today is our first face to face and zoom meeting and if successful will be the template for future P&C meetings.</p> <p>4.9 During 2020, in an effort to foster greater school community collaboration with the P&C, we elected support persons for the Treasurer, Secretary and Class Parent Co-ordinator positions. We want to thank Jihyun Kim, Aida Taha and Jack Tao for being available when needed and hope the experience was a positive one for them in learning about P&C activities and building relationships.</p>	
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No	Discussion	Action
	<p>4.10 The SkoolBag app was a vital communication tool during lockdown. The P&C encouraged the school community to reach out to each other (particularly new families) to ensure everyone has downloaded the app and to provide assistance with downloading if needed.</p> <p>4.11 Loss of connections between school families was felt as the pandemic restrictions on entering school grounds dragged on. Families were encouraged to reach out to other families through small, COVID safe, informal coffee catch-ups, off school grounds.</p> <p>4.12 Our Uniform Shop started the school year by being open every Monday morning until COVID forced its face-to-face operations to close down in March 2020. The online ordering option, where orders were packed and left at the school office for pick-up or delivered to the child's classroom on a Thursday was available at all times during the year.</p> <p>4.13 There was a huge demand for uniforms at the start of 2020 due to the large number of new starters. Emily Tsai was instrumental in organising a bag system which was effective in responding to the large number of customers at the shop. Fineas & Noah Shaw painted the Uniform Shop Sign – a huge thank you to these volunteers.</p> <p>4.14 In respect to paying uniform suppliers, a move to an on-line payment process was made, effectively removing the requirement to draw up cheques and obtain manual sign-offs from a second P&C office bearer – made all the more difficult in the pandemic environment.</p> <p>4.15 The uniform shop moved to a monthly PayPal payment regimen for the 'point of sale'(POS) software provided by Vend. This resolved the requirement for a P&C member to make an annual credit card payment on their personal credit card and seek re-imburement.</p> <p>4.16 Big Commerce, the new online platform was rolled out in term 3. Vend our POS supplier was removing the online sales function. Big Commerce was developed with Vend so they work well together. Big Commerce provides more delivery fields such as fields for a child's name and class. The platform also reduces the time involved in processing orders. As a result, the uniform shop email link on the school's website was refreshed.</p> <p>4.17 Uniform recycling commenced in the later part of 2020 for items not suitable for second hand sales - this is part of the Sustainable Schoolwear "Worn Up Take Back" program.</p>	

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No	Discussion	Action
	<p>4.18 The P&C Association liability insurance was renewed and extended to include the stock of uniforms worth \$70,000 purchased in preparation for kindy orientation. Purchase of orientation stock started earlier than usual due to potential supply issues flowing from the pandemic lockdown. Cover started on 1 August 2020. Many thanks to Kate and Fran for undertaking stock takes in July 2020 and December 2020.</p> <p>4.19 Orientation was conducted rather differently in 2020 with smaller groups of 2021 kindy families allowed on school premises for shorter periods. Pop-up uniform shops were set up on these occasions to take orders as the families entered the premises and handing out the completed orders as they left. 87 school starter packs were sold over three occasions. Lessons from this experience will be used in future orientations.</p> <p>4.20 Overall, the Uniform shop sold in 2020-</p> <ul style="list-style-type: none"> ▪ 1,306 polo shirts; ▪ 1,251 pairs of socks; and ▪ 314 hats (which was down from 348 in 2018 due to COVID). <p>4.21 Three new paid-up members responded to our call for volunteers to take over the running of the uniform shop as Fran Martinelli was planning to leave the area by the end of 2020 and Kate Mason's child was completing year six.</p> <p>4.22 We welcome –</p> <ul style="list-style-type: none"> ▪ Malyna Rooke ▪ Sahar Moukahal and ▪ Eiman Latifi <p>4.23 Kate and Fran have been sharing with Malyna, Sahar and Eiman the practices and procedures of running the uniform shop. Both Kate and Fran have been generous in their offer of ongoing support even as they are stepping away from their roles.</p> <p>4.24 The P&C and indeed the whole school community extends huge gratitude and thanks to Kate and Fran for all their services over the years and welcome and support Malyna, Sahar and Eiman in keeping the uniform shop operational.</p> <p>4.25 All P&C fundraising activities were cancelled during 2020 because of pandemic restrictions. Prior to lockdown, stock worth \$3,056.94 was purchased for fundraising events which were ultimately cancelled. The stock has been held over for future fundraising activities, once they are allowed.</p>	

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No	Discussion	Action
	<p>4.26 Our Class Parent system continues as a valuable school based, information network, thanks to the email efforts of our 35 classes with 36 class parents, (one class parent left the school half way through 2020, and another parent kindly stepped up to the role) and the 2020 Class Parent Co-ordinator, Isabella Tan. The pandemic did throw up challenges in obtaining parent & carer contact details but an email distribution list for all classes was ultimately settled. Isabella Tan has also prepared a draft practical Class Parent Coordinator Handbook to guide volunteers who take up the role in the future. The Handbook will be finalised in due course.</p> <p>4.27 Pieta Carroll co-ordinated the Scholastic Book Club and during 2020 there were four issues with a total of 1,328 items distributed, worth \$17,449.49. Our school benefited from an estimate of \$3,489 rewards value (seeking access to outstanding invoices - estimate based on rewards being 20% of order value), well in excess of 2019 rewards value of \$1,800.</p> <p>4.28 A call was sent out for volunteers to audit the P&C financial position in terms 3 and 4. We gratefully accepted Jennifer Li's offer to conduct the audit. We subsequently received four other offers – the first two families have children in kindy classes and a family with a child in year 2 – namely Stella Yulei Hou; Emily Guan and Balaji Mani. The Moukahal family also offered their services. We thank all these families for their kind offers of support and we will keep their names on a backup list.</p> <p>4.29 The 2018 President, Melanie Marcellino finalised the paperwork for the State Government Community grant for the second 'pop up' portable, commercial grade, teaching kitchen. The P&C handed over payment of \$26,834.50 to the school prior to the 2020 AGM representing \$21,017 in grant funds and \$5,817.50 from P&C funds. The school received the second kitchen kart a few weeks later.</p> <p>4.30 Melanie also lodged a State Government Community Grant application for \$24,000 to purchase two HVLS fans for our school hall. In November 2020 we were advised that the application was successful. Melanie will finalise the paperwork to release the funds sometime in 2021.</p> <p>4.31 A huge thank you to Melanie for the leading the work in grant applications.</p> <p>4.32 During 2020, Denise sought and obtained P&C contribution to a proposal to redevelop the playground area adjacent to OSHC. The proposal has an expected cost of \$160,000. A motion for the P&C to fund half of the cost, i.e., \$80,000 was unanimous.</p>	

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No	Discussion	Action
	<p>The school will pay for the remaining half. It is expected the redevelopment will occur in March 2021.</p> <p>4.33 In respect to the school capital works, the P&C continued to participate in the meetings during 2020 to advocate for the school community’s interests during all stages of the build. The 2018 President, Melanie Marcellino remained an influential force together with P&C representation in supporting Denise Minifie and her leadership team in managing the ongoing relationship in respect to the constructions works, which was at times very challenging.</p> <p>4.34 Starting the 2021 school year in the new building has been very exciting for every one! There is still much work still to be done which Denise will elaborate on in the general meeting. But it is slowing coming together and the P&C extends its gratitude to both Melanie, Denise and her leadership team for their dedication and generosity of time.</p> <p>4.35 I would like to thank the all the volunteers who contributed in any capacity to the school and P&C activities during 2020. I especially want to acknowledge the volunteers whose families have now left the school for their children’s ongoing education adventure. Your help has been invaluable.</p> <p>4.36 I would especially like to thank my Executive team – they have been awesome with their time and spirit in responding to whatever needs to be done. You are a great bunch of people to work with and it has been great getting to know you.</p> <p>4.37 The support from the School Principal, teaching and admin staff for our P&C has always been amazing and we thank you.</p> <p>4.38 I am really keen to see fresh faces in our P&C meetings or in our volunteering activities. It is such a great way to build strong relationships within the school community and we do try to have some fun!</p> <p>4.39 So no matter if you are new or not so new to the school, or the P&C, we invite you to have a go at any of the Executive positions or sub-committee positions or act as support person for any of these positions. There will always be plenty of people to support you!</p> <p>4.40 In 2021, as the new school building settles down there will no doubt be a list of extras that needs funding. This is where the P&C can step in to raise funds, once restrictions are eased to appropriate levels.</p>	
5.	Treasurer’s report	

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No	Discussion	Action
8.4	2021 President: Eva Urban nominated herself and seconded by Leanne McKay.	Approved
8.5	2021 Vice-Presidents x 2: Leanne McKay nominated by Pieta Carrol and seconded by David Doyle. Kris Arnold nominated by Vaish Sundar and seconded by Lisa Ponton.	Approved
8.6	2021 Treasurer: David Doyle name, nominated by Vaish Sundar, seconded by Eva Urban.	Approved
8.7	2021 Secretary: Vaish Sundar nominated by David Doyle, seconded by Leanne McKay.	Approved
8.8	2021 Uniform Shop Coordinator: Malyna Rooke nominated by Eva Urban, seconded by Leanne McKay.	Approved
8.9	2021 Uniform Shop Support Coordinator Sahar Moukaha nominated by Eva Urban, seconded by Kris Arnold	Approved
8.10	2021 Events Coordinator Kris Arnold nominated by Vaish Sundar, seconded by Leanne McKay.	Approved
8.11	2020 Events Team Members:	
	▪ Lisa Ponton - nominated by Kris Arnold seconded by Pieta Carroll	Approved
	▪ Debbie Lawson nominated by Kris Arnold, seconded by Pieta Carroll	Approved
	▪ Leanne McKay - nominated by Kris Arnold, seconded by Pieta Carroll	Approved
8.12	2021 Class Parent Coordinator: Isabella Tan nominated by Jack Tao, seconded by Leanne McKay	
8.13	2021 Book Club Coordinator: Pieta Carroll self-nominated and seconded by Eva Urban.	Approved
8.14	2021 Book Club Support Coordinator: Lisa Tang nominated by Eva Urban and seconded by Pieta Carroll.	Approved
9	Signatories to P&C bank accounts	Approved
	9.1 Agreed that all 2021 office bearers (President, Vice Presidents, Treasurer and Secretary) are signatories to the two P&C bank accounts.	
10	Next Meeting	
	10.3 First general meeting for 2020 (Term 1; Week 3) to follow AGM.	Noted
11	AGM Adjourned	
	11.3 AGM adjourned at 8:11 pm	Noted

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No	Discussion	Action
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