



## General Meeting Minutes - 2021

<b>Chairperson:</b> Eva Urban		<b>Location:</b> By Zoom	
<b>Date:</b> 22 November 2021-Term 4 Week 3		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7.36 pm		<b>Meeting adjourned:</b> 8.22PM	
<b>Minutes taken by:</b> Vaishnavi Sundar & Aida Taha			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies</b>
Eva Urban	EU	2021 President	1
Leanne McKay	LM	2021 Vice President	1
David Doyle	DD	2021 Treasurer	1
Vaishnavi Sundar	VS	2021 Secretary	1
Aida Taha	AT	2021 Support Secretary	1
Lisa Tang	LT	2021 Book Club Support Coordinator	1
Malyna Rooke	MR	2021 Uniform Shop Coordinator	1
Isabella Tan	IT	2021 Class Parent Coordinator	1
Jack Tao	JT	2021 Class Parent Support Coordinator & Events Team	1
Devon Chen	DC	Observer	1
Jenny Huang	JH	Observer	1
Kerry Novkovic	KN	Member	1
Babak Saraie	BS	Observer	1
Sandhya Shukla	SS	Observer	1
Samantha Yep	SY	Member	1
Amelia Yoan	AY	Member	1
<b>Apologies</b>			
Kris Arnold	KA	2021 Vice President & Events Co-ordinator	1
Pieta Carrol (Bosman)	PC	2021 Book Club Coordinator	1
Kate Mason	KM	2021 Uniform Shop Team	1
Debbie Lawson	DL	2021 Events Team	1
Lisa Ponton	LP	2021 Events Team	1
Sahar Moukahal	SM	2021 Uniform Shop Support Coordinator	1
Eiman Latifi	EL	2021 Uniform Shop Team	1
Mayank Agarwal	MA	Observer	1
Simin Bari	SB	Observer	1
Andrew Brackley	AB	Member	1
Mita Brierley	MB	Member	1
Flavia Campos	FC	Member	1
Thomas Chan	TC	Member	1
David Christi	DC	Member	1
Amin Debonnet	AD	Observer	1
Azade Debonnet	AzD	Observer	1



## KENT ROAD PUBLIC SCHOOL

# P & C Association

Neda Farrahi	NF	Member	1
Se Gong	SG	Observer	1
Emily Guan	EG	Observer	1
Liming Hou	LH	Member	1
Stella Yulei Hou	SYH	Member	1
Amanda Jacobs	AJ	Member	1
Jennifer Li	JL	Observer	1
Shivani Lopes	SL	Member	1
Fei Mai	FM	Member	1
Balaji Man	BM	Observer	1
Henky Mantophani	HM	Member	1
Melanie Marcellino	MM	Member	1
Jessica Matthews	JM	Member	1
Zeynep Moroglu	ZM	Member	1
Michela Nesbitt	MN	Member	1
Kate Paynter	KP	Observer	1
Evelyn Sozou	ES	Observer	1
Jennie Star	JS	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Jenny Tsui	JT	Member	1
Stacey Tsui	ST	Member	1
Binoe Verghese	BV	Member	1
Bob Wu	BW	Member	1
Vinnci Wu	VW	Member	1
Gina Yao	GY	Observer	1
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Fiona Hamilton	FH	Deputy Principal	1
Ben Harrison	BH	Deputy Principal - Apology	1
Nayeree Basmajian	NB	Assistant Principal	1
Chauntal Gwynne	CG	Assistant Principal - Apology	1
Jessie Hossack	JH	Assistant Principal - Apology	1
Davina Kite	DK	Assistant Principal - Apology	1
<b>Additional Distribution:</b>			
Karen Silsby	KS	KRPS Office Administrator - Apology	1
<b>KROSHC Representatives:</b>			
Jenny Del Medico	JDM	Partnership Manager -Apology	1
Gabrielle Adams	GA	Regional Manager - Apology	1
Luke Brattoni	LB	Lead Co-ordinator -Apology	1
Charmaine Wong	CW	Co-ordinator - Apology	1
<b>Signed:</b> Vaishnavi Sundar		Date: 22 November 2021	

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No	Discussion	Action
1.	<p><b>Welcome</b></p> <p>1.1 Greetings to members, observers, and new families to this last P&amp;C meeting of 2021.</p> <p>1.2 A number of new families at this meeting – warmly welcomed them and asked that they provide their email addresses in the chat room, so Minutes of this meeting can be sent to them.</p> <p>1.3 The P&amp;C email address provided in the chat room.</p> <p>1.4 Requested everyone to enter their full name in the chat room, so participation can be recorded.</p> <p>1.5 Hard copies of our P&amp;C's (amended) constitution, rules, code of conduct; policies &amp; procedures or for any information of the P&amp;C activities, please request through our P&amp;C email address – <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p>	<b>Noted</b>
2.	<p><b>Confirmation of previous meeting minutes</b></p> <p>2.1 No reports of Minutes of last meeting not received.</p> <p>2.2 Minutes from last General Meeting (T4 W3) on 18/10/2021 approved David Doyle and seconded by Leanne McKay.</p>	<b>Noted</b>
3.	<p><b>Business Arising</b></p> <p>Nil.</p>	<b>Noted</b>
4.	<p><b>Correspondence received -</b></p> <p>4.1 List of correspondence tabled – note P&amp;C Executive members have registered for some of these webinars.</p> <p>4.2 Repeat links to any of the webinar recordings will be sent upon request to <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p>	<b>Tabled</b>
5.	<p><b>KROSH Care Report</b></p> <p>5.1 No report available.</p>	<b>Noted</b>
6.	<p><b>Announcements</b></p> <p>6.1 Notice of Annual General Meeting (AGM) on Monday 7 February 2022.</p>	<b>Tabled</b>
7.	<p><b>President's Report</b></p> <p>7.1 This is the last P&amp;C meeting for 2021.</p> <p>7.2 There are families who will leave the KRPS community at the end of the year as their youngest children transition into high school or leave the area completely – some of these families identified themselves at the meeting.</p> <p>7.3 The P&amp;C wishes the very best for these families for the next stage of their children's education.</p> <p>7.4 We want to also acknowledge and thank these leaving families for their volunteering time over the years.</p> <p>7.5 The P&amp;C wants to especially acknowledge Vaish Sundar for her time as Secretary and Aida Taha for supporting the Secretary</p>	<b>Noted</b>

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No	Discussion	Action
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	<p>role. Both these Ladies will no longer have children at KRPS in 2022. Thank you, Ladies, for your invaluable support to the Executive team and the school over the years.</p> <p>7.6 In fact, the P&amp;C congratulates Vaish on the news that she is expecting a baby around February-March 2022. Congratulations to you Vaish and your family.</p> <p>7.7 Also want to thank Pieta Carroll, who despite not having any children at KRPS in 2021, nevertheless continued her role as Book Club Coordinator. Thank you, Pieta for your ongoing support, it is really appreciated.</p> <p>7.8 We have tabled the Notice of the AGM and first general meeting of 2022, set for Monday 7 February 2022.</p> <p>7.9 Jennifer Li has agreed to audit the P&amp;C accounts in the lead up to the AGM.</p> <p>7.10 Before the end of term, we will set up a timetable between Jennifer, the Uniform Shop team and the Treasurer regarding audit activities, noting that the audit must be completed and the audit report must be finalised before the AGM can take place.</p> <p>7.11 At the AGM the office bearer positions (President, Vice President x 2, Treasurer and Secretary) as well as the sub-committees (uniform shop; events teams, Class Parent Coordinator and Book Club Coordinator &amp; support teams) will be declared vacant and nominations sought for these positions.</p> <p>7.12 Vaish will not be available for any Executive or sub-committee positions in 2022.</p> <p>7.13 Leanne McKay has held the position of Vice President for three years and as such cannot be formally nominated for that position in 2022.</p> <p>7.14 Pieta Carrol is happy to support any person nominating for the Book Club Coordinator in 2022 – so we are looking for fresh face nominations for Executive positions and all the other declared vacant positions.</p> <p>7.15 The P&amp;C has started preliminary discussions with some members to consider nominating for an Executive and sub-committee positions. If we have not contacted you about this, please do not let this stop you from expressing an interest.</p> <p>7.16 The P&amp;C is happy to share with you job descriptions of each role and the support network available in taking on a role – just email your queries to the P&amp;C mailbox - <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p> <p>7.17 If you prefer, we are happy to meet you in a COVID safe way at any venue near the school to discuss the activities of any role. Just let us know if this works for you.</p> <p>7.18 Remember, in taking on a role you will develop valuable skills that are easily transferable to your own personal and</p>	
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No	Discussion	Action
	<p>professional development elsewhere – so seriously consider this valuable opportunity.</p> <p>7.19 The school needs a strong P&amp;C in 2022, as life slowly returns to the new normal. However, we do need to be prepared for further school and P&amp;C interruptions due to COVID particularly as we enter the winter months next year.</p> <p>7.20 In other words, we need to be prepared for the worst but hope for the best in terms of the school's and our P&amp;C's operating environment in 2022.</p> <p>7.21 In 2022, we need to consider how the P&amp;C remains relevant to our school community during these times of the new normal. We also need to think of innovative ways to fundraise that captures not only our school community but a wider audience more broadly – we are always open to fresh new ideas from the school community.</p> <p>7.22 Last week was stressful for the school and the school community due to the positive COVID exposure. The P&amp;C wants to extend our deepest gratitude to school staff for picking up on the exposure quickly and limiting the school closure time.</p> <p>7.23 For families, whose children are self-isolating, the P&amp;C sends you, our support. Please feel free to reach out to the P&amp;C and if you like, we can set up a virtual coffee catch up or meet and greet coffee at a nearby café in a COVID safe way just to chat and connect. We are here for you.</p> <p>7.24 The P&amp;C reminds families that one the simplest and best ways of avoiding exposure to COVID is wearing a mask particularly indoors (as well as good hand washing). Please continue to encourage your children to wear masks in class.</p>	
<p><b>8.</b></p>	<p><b>Treasurer's report</b></p> <p>8.1 David Doyle introduced himself.</p> <p>8.2 As at 15/11/2021, the bank balances were as follows:</p> <p>8.3 Uniform Shop account: \$19,943.30 – PayPal and other sales receipts for the period since 31 October 2021 have totalled approximately \$3,760. Payments for stock purchases of approximately \$10,500 were made.</p> <p>8.4 Main P&amp;C account: \$168,227.51 – In the last period since 31 October 2021 only one transaction being a receipt from the Entertainment Club of \$178.00.</p> <p>8.5 David acknowledged the school staff for taking on the uniform shop operations whilst restrictions are still in place.</p> <p>8.6 Of the \$168,049.51 balance, the following amounts are committed to –</p> <ul style="list-style-type: none"> <li>▪ \$28,000 for the HSLV fans for the school hall (\$24,000 coming from the grant); and</li> </ul>	<p><b>Noted</b></p>

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No	Discussion	Action
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	<ul style="list-style-type: none"> <li>▪ \$80,000 for the P&amp;C's contribution for the new play equipment.</li> </ul>	
<p><b>9.</b></p>	<p><b>Principal's Report</b></p> <p>9.1 <b>2021 recap</b> - the highlight of the year was moving into the new school buildings; using the new classroom and play spaces, and new playground equipment. It was not the year we were anticipating with lockdown, but it wasn't all bad either. To avoid lockdown defining memories of the first year in the new school space, a large artwork project is underway. The large canvasses will be displayed around the school, as a reminder of the move into the new and exciting learning and playing spaces.</p> <p>9.2 <b>The first kindergarten orientation</b> took place this morning, using the same COVID safe approach as last year. Presentations were done in smaller groups. Today was the first of six visits, and 2022 kindergarten families can book in for two visits. There will be three sessions this week and three next week. Parents were given the chance to physically look at the uniform items and meet with OSHC staff. A coffee kart was organised and it all went well.</p> <p>9.3 <b>School performance review</b> with the school's Director included achievements for this year and targets for next year. It was a very busy day, determining the focus areas for next year. After discussing results from the Naplan tests, the focus for next year will be on reading comprehension and vocabulary development, and in maths the focus will be on geometry and dimensions, as well as looking at how every student's needs will be met.</p> <p>9.4 <b>A new school software platform, Compass</b> will be rolled out next year, replacing the Skoolbag app. The platform will be interactive to allow access to students reports, absence forms, and a means of communication with families. It was tested last week when we had an urgent need to communicate the positive Covid exposure case at school, and it worked well. At the moment we can send communications out to families, but not yet able to receive replies. It will be a big shift from the schoolbag app, as it will have all the same functions and more, such as sending out excursion notes and emails to classes. The staff have had a lot of training on its functionality this last week. From a teacher's perspective (Nayree Basmajian) it will be easier to do markups on this new platform, and while the school can still receive handwritten notes for payments for excursions and the like, everything can also be followed up through this online platform. The online functionality has been tested during lock down and it worked well. It will send reminders to parents about absences, payments and other notices. Parents will also have access to their child's information, they will have a login and they will be able to see if there are missing notes and any</p>	<p><b>t</b></p>

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No	Discussion	Action
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	<p>payments that are due. This change will be much easier for everyone.</p> <p>9.5 <b>School check in procedures</b> - Fiona Hamilton reported procedures for people who come onsite – such as school building and maintenance contractors. They are required to sign in, register their visit and show proof of vaccination and working with children check. For families and volunteers separate forms are being organised.</p> <p>9.6 <b>Ryde Remembrance Day Service</b> -the School Captains Benjamin and India went to this event on 11 November. The student’s leadership team have had limited opportunities to represent our school this year (Anzac Day excluded). The School Captains recited a poem with such emotion and feeling and spoke so beautifully, at the memorial in Meadowbank. Representatives from local high schools and guest speakers were also in attendance. We were fortunate the weather held out for the outdoor event, as unvaccinated students would not have been able to participate in an indoor event.</p> <p>9.7 <b>School photos</b> have been cancelled this year, after postponing them many times. Now, it is just impossible to have them done in time. School photos have been booked for term 1, 2022 year. Students are to wear summer uniforms for these photos. For this year, the school photos will be taken staff due to the current restrictions of keeping student cohorts separated and socially distanced. Photos will be taken outdoors. Unfortunately, sports groups cannot be photographed, as that would involve mixing class cohorts.</p> <p>9.8 <b>Presentation day</b> is being organised and it will be the similar to last year with a separate presentation for each year in week 10, as we are unable to fit the whole school in the school hall due to current restrictions. Presentation information will be sent to families soon. All awards will be presented except for the athletics carnival, which did not proceed. The 2022 School Captains will be announced.</p> <p>9.9 <b>Year 6 farewell</b> - is being planned, restrictions are expected to ease further and instructions will be sent out in due course. The farewell will be at school, to provide a personal touch. The Year 6 last formal event at school, will be an outdoor event, weather permitting. It will be a carnival theme with food trucks, a magician and pinball machines. Students will rotate the around the circuit in groups of three to keep everybody as safe as possible. The Year 6 cake will be cut by our school leaders, and the School Captains will give speeches.</p> <p>9.10 <b>High school transition experience</b> will commence next week for Year 6 students. Previously, it was done over three days but this year more time will be given, as students have missed their face-to-face experience at their designated high school. During this time, students will experience a typical high school time</p>	
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No	Discussion	Action
	<p>table and will be required to carry their bags around to different lessons.</p> <p>9.11 <b>Further COVID restriction changes</b> expected on 1 December. The school receives updates on restriction changes every night, but the next key date is 1 December. At the moment, families are unable to attend presentation days but are allowed to attend the certificates presentation at the Year 6 farewell. We are waiting to see if this will change next week.</p> <p>9.12 <b>NAIDOC week activities</b> have been prepared by Years 2-6 students to present to the other students. We are waiting to see if this can proceed or whether it is something that can be done online to avoid mingling of years.</p> <p>9.13 <b>Positive COVID exposure at school</b> - last week's experience revealed how important it is to follow the rules set by the Department of Education. The whole process worked very well. For students self-isolating there is a 'Rapid Antigen' testing process. The school has received information about this process and the test kits will be provided by the Department. The test kits are linked to a spreadsheet, where student's test results will be entered. Use of these kits will reduce the time of self-isolation down to eight days, if students return negative results. Students will need to be tested on several times before returning to school. The school is waiting to receive the kits, any day now. If a similar COVID exposure happens again it is unlikely the whole school will close, but rather a cohort or a class (in our case a double class) will need to self-isolate. We are making the most of what we can do with the current restrictions. Since lockdown restrictions were lifted only one student has not returned to school. A few students have been away since the positive COVID exposure last week. Today 110 students were absent, less than last Friday. Students were happy in general to be back at school.</p> <p>9.14 <b>School hall fans</b> - installation of the fans have been approved and will be managed by the Department due to the height of the ceilings. The same applies to the installation of air-conditioning in the admin block. Installations have been postponed until next year, due to the focus on school COVID exposures and safety at schools.</p> <p>9.15 <b>School canteen</b> is expected to reopen next year. Financially it wasn't possible to open the canteen this year, with all the restrictions.</p> <p>9.16 <b>Thank you to the P&amp;C</b> for enduring zoom meetings and working through the difficult times of the past year.</p>	
<p><b>10.</b></p>	<p><b>Events Team's Report</b></p> <p>10.1 Kris Arnold is an apology. Leanne McKay confirmed there is nothing to report.</p>	<p><b>Noted</b></p>



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No	Discussion	Action
11.	<p><b>Class Parent Coordinator's Report</b></p> <p>11.0 Isabella Tan introduced herself.            11.1 Thanks, extended to the class parents for their work this year.            11.2 Otherwise, nothing to else to report.</p>	Noted
12.	<p><b>Uniform Shop Coordinator's Report</b></p> <p>12.1 Malyna Rooke introduced herself.            12.2 The Uniform Shop remains closed for term 4 but online orders are available.            12.3 Uniform shop activities have been handed over to school administration staff, whilst the physical shop remains closed.            12.4 The administration staff have been responsible for ordering stock, packing orders and preparing orientation packs.            12.5 We thank the admin staff for stepping up during these challenging times.            12.6 We are hoping the uniform shop will be physically open at the start of the new year in some format.            12.7 No new information about second-hand uniforms.            12.8 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at <a href="mailto:krpsuniformshop@gmail.com">krpsuniformshop@gmail.com</a>.</p>	Noted  Action
13.	<p><b>Book Club Coordinator's Report</b></p> <p>13.1. Lisa Tang introduced herself.            13.2. Only home delivery orders are available in Term 4.            13.3. Since September, there have been a total of 6 orders with a total of \$299.            13.4. There are \$677.10 in rewards which will not expire until next year.            13.5. Issue 8 is available now until 3/12/2021, but only as an online version.            13.6. Issue 7 is available from 25/10/2021, again only as an online version.            13.7. Yes, you would think issue 7 would be available first, but the supplier has also been disrupted by the pandemic.            13.8. Ordering online through the Loop platform is the only way to order in term 4.            13.9. Below are instructions on how to place an order.            13.10. Simply create an account or login to <a href="http://scholastic.com.au/loop">scholastic.com.au/loop</a> then follow these steps –</p> <ul style="list-style-type: none"> <li>▪ If you are new to the book club, follow the Wizard to set up your profile.</li> <li>▪ Click the ORDER tab and select your school and your child's class.</li> <li>▪ Add your child's first name and initial of their surname (so the school knows who the book is for).</li> <li>▪ Use the Browse Catalogue on the website.</li> </ul>	Noted

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<b>No</b>	<b>Discussion</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>▪ Enter the product number shown on the Book Club catalogue.</li> <li>▪ Select Home Delivery on the ORDER SUMMARY page and make sure you enter your home address – note home delivery will cost \$7.50.</li> <li>▪ Make a payment by visa card.</li> </ul> <p>13.11. Your home delivery order will earn your school 10% in Scholastic Rewards. Your order should be delivered within 2 weeks. Please note there is no option to have your book delivered directly to the school.</p> <p>13.12. Now is a good time to take advantage of the Book Cub to purchase books that encourages your children to read.</p>	
<b>14.</b>	<p><b>Other Business</b></p> <p>14.1. P&amp;C extends to school staff and school community and safe and uneventful rest of term 4 and a safe and restful summer holiday.</p>	<b>Noted</b>
<b>15.</b>	<p><b>Next Meeting – Annual General Meeting followed by General Meeting on Monday 7 February 2022</b></p>	<b>Noted</b>