



General Meeting Minutes - 2022

Chairperson: Kris Arnold		Location: School Hall	
Date: 20 June 2022 (Term 2 Week 9)		Meeting Type: General Meeting	
Meeting commenced: 7:35pm		Meeting adjourned: 9:00pm	
Minutes taken by: David Doyle			
Attendees:		Position:	Copies
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Jack Tao	JT	2022 Treasurer	1
David Doyle	DD	2022 Secretary	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Lisa Tang	LT	2022 Book Club Co-Ordinator	1
Shivani Lopes	SL	Member	1
Jocelyn Hu	IM	Member	1
Samantha Yep	SY	Member	1
Apologies			
Eva Urban	EU	2022 President	1
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Vinnci Lee-Wu	VW	2022 Event Team Member	1
Isabella Tan	IT	Member	1
School Representatives:			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Fiona Hamilton	FH	Deputy Principal	
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator - Apology	1
KROSHC Representatives:			
Igor Merkin	IM	Chief Operating Officer	1
Rhiannon Musgrove	RM	VIC State Manager	1
Rob Shone	RS	NSW Regional Manager	1
Signed: David Doyle		Date: 28/06/2022	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to all</p> <p>1.2 Apology from Eva</p> <p>1.3 Checked all participants marked their attendance.</p> <p>1.4 Hard copies of our P&C's Prescribed Constitution, By-Laws, code of conduct; policies & procedures available for inspection. Soft copies available upon request.</p> <p>1.5 For any information of the P&C activities, please make your request through our P&C email address – kentroadpublicschool@pandcaffiliate.org.au.</p>	Noted
2.	<p>Apologies</p> <p>2.1 Eva Urban, Malyna Rooke, Vinnici Wu & Isabella Tan</p>	Noted
3.	<p>Confirmation of previous meeting minutes</p> <p>3.1 Minutes from last General Meeting (T2 W3) on 9/05/2022. approved by David Doyle and seconded by Amanda Jacobs</p>	Noted
4.	<p>Business Arising</p> <p>4.1 P&C reporting requirements are up to date to reflect the office bearing positions currently held. Annual Information Statement submitted this week to ACNC.</p> <p>4.2 Status of the limited review of its point-of-sale services providers, namely Vend (also known as Lightspeed), Big Commerce as well as Wi-Fi connectivity with Telstra - basically we are waiting for a reply from Big Commerce but with the information we currently have we do not foresee any changes to the current arrangements. No further updates at the moment.</p> <p>4.3 Status of booking system for uniform fittings for new families – Was reported that team can make most times available, provided there is at least 24 hour's notice. School to confirm if this can be administered easily. Another option was raised whereby one of all sizes of usual items could be kept in the office so people dropping in can try them on. Action for President to explore if school office team ok with this approach.</p> <p>4.4 Status of Kent Road Social Parent Representatives list for each class – the P&C has received 48 affirmative responses to be included in the social class list, 17 families with children in kindergarten, 13 in year 1 and 18 in year 2. Contact details of each year group will be sent to the relevant families this week, so watch out for that list. The idea is to help foster connection between families within each year group in the manner that suits them. The school itself has no involvement with this informal social group – The flyer was distributed to K-2 students to take home. Discussed the need to redistribute or alternately</p>	Noted

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No	Discussion	Action
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	<p>there is an option to use the school newsletter to ask parents to email the P&C to be connected to relevant class group.</p>	
<p>5.</p>	<p>KROSH Care Report (Presented at start of meeting)</p> <p>5.1 Three representatives from Camp Australia attended. (Refer above). Provided a handout to those present labelled "Term 2 2022 Report".</p> <p>5.2 Admitted they had a challenging start at Kent Road and acknowledged they that want to lift the standard of care. Have been struggling with the size of the service and running out of 3 locations. Have recently made some changes to the team to respond and are still actively recruiting for more people. New Service Manager starting in July. Well qualified and has worked for CAMP Australia previously.</p> <p>5.3 Discussed results from recent survey. Only 7 responses received from the 320 sent out. Need to strengthen process around safety and supervision. Rhiannon (VIC State Manager) has been providing support and training in this regard. Have also added walkie talkies to improve communication and are now conducting an attendance roll process with Kindy students. Extra processes around managing extra-curricular attendance also in place.</p> <p>5.4 Ongoing support and targeted development plans being formulated to ensure performance continues to improve.</p> <p>5.5 Camp Australia is very keen to deliver a great service for the Kent Road children.</p> <p>5.6 Question: Why did it get so bad in the first place, since changeover? Response: No additional risk to children but service had been delivered inconsistently. Acknowledged that communication with parents has taken too long to get in place and did not respond quickly enough to sharp increase in numbers post Covid.</p> <p>5.7 P&C asked if we have observed any changes recently? Response: No. Staff changing often and seem more engaged on devices than with children. No communication with children about staff changes so they may be confused.</p> <p>5.8 Keep monitoring newsletters and as team settles down then familiarity should grow. CAMP Australia prides itself on how they engage with parents.</p> <p>5.9 P&C noted that K-2 students deciding what their activities are is a concern. Low focus on safety by children of that age. Response: It is structured and managed via a yarning circle process and the educators moderate what activities actually occur. Intent is to give children voice so activities can be tailored.</p>	<p>Noted</p>

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No	Discussion	Action
	<p>5.10 Concerns raised again that focus seems to be on administration and systems, rather than children.</p> <p>5.11 Acknowledge this has taken too long to sort out and reiterated commitment to improve. Some positive feedback starting to come through.</p> <p>5.12 Question re normal service v holiday program as what is committed day by day is not what is delivered. CAMP Australia happy with the Rocketeers holiday program but acknowledged feedback.</p>	
6.	<p>Correspondence received -</p> <p>6.1 List of correspondence received since the last meeting tabled.</p> <p>6.2 Available on request.</p>	Tabled
7.	<p>Announcements</p> <p>7.1 The P&C is able to confirm that Jennifer Li has agreed to conduct an audit of the P&C accounts in readiness for our next AGM in Term 1 Week 3 2023. The P&C thanks Jennifer for her commitment noting she has completed audits for the last 2 years.</p> <p>7.2 The P&C still needs to fill the position of Vice President and encourages parents & carers to consider volunteering. All available supports will be offered to ease you into the role. It is a great way to better understand how the P&C works and how it supports the school through fundraising activities and supporting social connections between families.</p> <p>7.3 The uniform shop always needs volunteers to manage and pack online orders for uniforms, especially during peak busy times. The P&C encourages parents and carers to volunteer.</p> <p>7.4 Volunteering is a good way to form friendships with other families within the school community and it can be a great personal learning experience to work as a team.</p>	Noted
8.	<p>Election of Vice President and Sub Committee Team Members</p> <p>8.1 Call for nominations for Vice President - Samantha Yep offered to step in if no other nominee by next meeting but advises her youngest is in year 5 so will not be at the school past 2023.</p> <p>8.2 Mention of likely vacancies for next year. Consideration of how to better engage with community and communicate more effectively. Consider different forms of communication and even reassessing the meeting time. As P&C managed activities continue to return, they should provide more opportunities for people to see what we do. Proposed social gathering is one possible avenue.</p>	Noted
9.	President's Report	

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No	Discussion	Action
	<p>9.1 The P&C hosted a successful a democracy sausage sizzle on election day. Over 30 volunteers from our school community, including 3 staff from KROSC and 2 families who no longer have children at the school participated in running the event. The P&C extends huge gratitude to Kris, David and Jack for setting up the event, but also to all the volunteers who ran the BBQ and cake stall. The P&C must also mention all the families who donated cakes and goodies – there was such an appetising array of delicious food for sale, made by the families – thank you to each and every one of you! We were expecting about 2,000 people to vote at the school, and we sold out of the democracy sausage at about 1:30pm. This is an insight that can be taken to the next democracy sausage sizzle, noting the NSW State election is on 25 March 2023.</p> <p>9.2 Payment for half of the school graphic art work has been made and substantial work has been completed. It looks fantastic and brings much colour to the concrete walled area within the school. If you have not seen it, take an opportunity to view it when you drop off or pick up your child/children from school.</p> <p>9.3 The P&C has completed its 2021 annual reporting requirements with the Australian Charities and Non-for-profit Commission due on 30 June 2022. Thank you, David Doyle, for completing.</p> <p>9.4 The next P&C activity is to secure liability insurance for the P&C by 1 August 2022. This includes cover for uniform stock we hold onsite. Purchasing liability insurance also secures our ongoing membership with Federation P&C. President to Action.</p> <p>9.5 The P&C has been in contact with a couple of parents who have children in kindergarten and we have been able to connect these parents. Please remember the school assembly held each Friday is a good time to connect with other families. It is also a good way to see how an assembly is run and it is always a joy to see what student activities the school arranges for these assemblies.</p> <p>9.6 Just a reminder that the P&C is open to connect with new and existing families, whether you are a volunteer or not – please feel free to contact the P&C by email and we will do our best to arrange a (coffee) chat up with you. The P&C email address is kentroadpublicschool@pandcaffiliate.org.au</p>	<p>Noted</p> <p>Action</p>
<p>10.</p>	<p>Treasurer’s report</p> <p>10.1 As at 13/06/2022, the bank balances were as follows:</p> <p>10.2 Uniform Shop account: \$38,567.57 – PayPal and other sales receipts for the period since 28 February 2022 have totalled approximately \$54,685.85 with payments to suppliers of \$33,505.93.</p>	<p>Noted</p>

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No	Discussion	Action
	<p>10.3 Main P&C account: \$133,991.99 – In the last period since 28 February 2022 account activity is as follows</p> <ul style="list-style-type: none"> - receipt of 2022 membership fee of \$7.00; - Mother’s Day sale deposit of \$4,880, with expenses of \$4,186.28 - election sausage sizzle sale of \$3,167.57 - reimbursement for ‘Square payment device’ for sausage sizzle and future sale event of \$60; - school graphic part payment of \$38,097.80. - Overall, main P&C account is \$34,289.52 less than last reporting period. <p>10.4 Of the main P&C account balance, the following amounts are committed to fund –</p> <ul style="list-style-type: none"> - \$40,000 for the final payment for the graphics art to the grey concrete areas on the ground level of the new school building - \$4,000 towards the installation of HSLV school hall fans for the total cost of \$28,000. We have received the balance of \$24,000 by way of a successful grant application (CBP20). 	
11.	<p>Principal’s Report</p> <p>11.1 Parent Teacher interviews started today for two weeks following reports distribution last week. Only some requests for printed copies. Great saving on amount of paper. Interviews approximately 75% face to face.</p> <p>11.2 A lot of illness currently. Up to 200 students off per day, plus staff. Today those numbers had reduced for the start of the new week.</p> <p>11.3 Band: Concert band performed last Friday at assembly. First live performance for them. Great for the kids as they really lifted and showed the benefit of live performing. Training camp scheduled in August.</p> <p>11.4 Assemblies continuing in alternate week format. Students may wear masks to combat sickness. More parents starting to attend.</p> <p>11.5 Ryde District Police meeting last week. Discussion of trends in the area including increase of knives in high schools, not primary. Cyber security and safety also a key topic including sexting, bullying etc.</p> <p>11.6 Athletics carnival for years 2-6 this week. Parents welcome to attend but must stay restricted to outer area.</p> <p>11.7 School Cross Country held two weeks ago on the school grounds, rather than ELS and all went well and likely to repeat that format. Number of students went to the regional carnival and performed well. Over 100 per age group at regionals.</p> <p>11.8 Many students also making Ryde and greater Sydney North trials for various school sports. Some children making that level</p>	

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No	Discussion	Action
	<p>in Years 4 and 5 to compete against majority Year 6 students from other schools.</p> <p>11.9 PSSA Sport (Primary Schools Sporting Association – Inter School Sport) still running well, weather permitted. Has been difficult with so many weather interruptions but students now very happy. Only school in the zone (16 schools) with teams in every division. The level of participation is fantastic and great for school culture.</p> <p>11.10 Year 3 overnight excursion to the Blue Mountains was successful. A number of other excursions coming up next term for Years 2, 4 & 5.</p> <p>11.11 Dress up fund raiser for Coraki school was a great success and a lot of fun for all ages of students.</p> <p>11.12 New fans to be installed in school hall during holidays.</p> <p>11.13 Thanks for P&C funds for the vinyl wrap installation.</p> <p>11.14 Kindergarten Art afternoon postponed to Term 3 due to high absences.</p> <p>11.15 Years 4, 5 and 2 have had great parent afternoons recently.</p> <p>11.16 Year 6 students working on NAIDOC week celebrations for Term 3. Students preparing lessons to run for younger groups. Great student engagement.</p> <p>11.17 National Tree Day participation coming soon. Thanks to Kris Arnold for securing trees from Bunnings.</p>	
12.	<p>Events Team’s Report</p> <p>12.1 We made \$2,135 profit at the election day BBQ and cake stall in May. Great turn out, lots of baked donations and lots of volunteers.</p>	Noted
13.	<p>Uniform Shop Coordinator’s Report</p> <p>13.1 Two second-hand uniform stalls have been held and they have been very successful. Sales from the second-hand stall was about \$700. We will continue second hand uniform sales in term 3.</p> <p>13.2 The uniform shop primarily remains an online service at this stage but considering an initial face to face fitting with new families to the school.</p> <p>13.3 Our uniform shop has only limited storage space, so we need to be aware of the level of stock we hold. If your online order states no stock is available, please send us an email and we can confirm if your item is available (stock levels change quickly) and if not, we will give you information of when we expect to receive it.</p> <p>13.4 The uniform shop is holding more stock than we like and we intend to wind down stock levels to a more suitable level, bearing in mind the insurance costs of holding excess stock. Part of the reason we are holding too much stock is that</p>	Noted

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No	Discussion	Action
	<p>supply chains have been disrupted during the pandemic, which has made receipt of stock somewhat unpredictable at times.</p> <p>13.5 Healthy balance in the PayPal account – Need to ensure transfer is regular.</p> <p>13.6 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at krpsuniformshop@gmail.com.</p>	
13.	<p>Book Club Coordinator’s Report</p> <p>13.1. Last term we made sales totalling \$2,902.</p>	Noted
14.	<p>Other Business</p> <p>14.1. Call for AOB</p> <p>14.2. Last day of school is Friday 1 July and term 3 starts on Tuesday 19 July. Wish all families a happy a safe holiday break.</p>	Noted
15.	<p>Next General Meeting –</p> <p>Meetings are held in weeks 3 & 8 of each term. Next Meeting is scheduled for Monday 1 August 2022 (Term 3 Week 3).</p>	Noted