



## General Meeting Minutes - 2022

<b>Chairperson:</b> Eva Urban		<b>Location:</b> School Hall	
<b>Date:</b> 28 November 2022 (Term 4 Week 8)		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7.33pm		<b>Meeting adjourned:</b> 8:38pm	
<b>Minutes taken by:</b> David Doyle			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies</b>
Eva Urban	EU	2022 President	1
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Jack Tao	JT	2022 Treasurer	1
David Doyle	DD	2022 Secretary	1
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Jocelyn Hu	JH	2022 Events team	1
Vinnci Lee-Wu	VL	2022 Events team	1
Lisa Tang	LT	2022 Book Club Coordinator	1
Meutia (Tia) Kumaheri	TK	Member	1
Shivani Lopes	SL	Member	1
<b>Apologies</b>			
Sam Yep	SY	2022 Vice President	1
Helen Atkinson	HA	Member	1
Stacey Tsui-Brackley	STB	Member	1
Mita Brierly	MB	Member	1
Pieta Bosman Carroll	PBC	Member	1
Sophie Ding	SD	Member	1
Christian Ghan	CG	Member	1
Jun Guo	JG	Member	1
Lilian Laughan-Ghan	LLG	Member	1
Stella Yulei Hou	SYH	Member	1
Sally Lee	SL	Member	1
Shivani Lopes	SL	Member	1
Tushar Mahalwar	TM	Member	1
Fei Mai	FM	Member	1
Melanie Marcellino	MM	Member	1
Ikram Muhammad	IM	Member	1
Lisa Ponton	LP	Member	1
Isabella Tan	IT	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Daisy Wu	DW	Observer	1



## KENT ROAD PUBLIC SCHOOL

# P & C Association

Yan Yang	YY	Member	1
Gina Yao	GY	Member	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 - Leader of Learning	1
<b>Additional Distribution:</b>			
Karen Silsby	KS	KRPS Office Administrator - apology	1
<b>KROSHC Representatives:</b>			
Hansha Boodhoa	HB	Area Regional Manager	1
Vinpin Rana	VR	Service Manager	1
<b>Signed:</b> David Doyle		Date: 30/11/2022	

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No	Discussion	Action
1.	<p><b>Welcome</b></p> <p>1.1 Welcomed all attendees. Welcome newcomer to our meeting Joanne Wu.</p> <p>1.2 Checked all participants marked their attendance.</p> <p>1.3 Hard copies of our P&amp;C's Prescribed Constitution, By-Laws, code of conduct; policies &amp; procedures available for inspection. Soft copies available upon request.</p> <p>1.4 For any information of the P&amp;C activities, please make your 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>Apologies</b></p> <p>2.1 Sam Yep &amp; Ben Harrison.</p>	<b>Noted</b>
3.	<p><b>Confirmation of previous meeting minutes</b></p> <p>3.1 Minutes from last General Meeting (T4 W3) on 24/10/2022. approved by Malyna Rooke and seconded by Vinci Lee-Wu.</p>	<b>Noted</b>
4.	<p><b>Business Arising -</b></p> <p>4.1 Social night announcement by Kris Arnold from 6:30 pm Wednesday 7/12/2023 at Wings at Eastwood – Bistro, TG Milner Sports Club 146-150 Vimiera Road, Marsfield.</p> <p>4.2 Nil other business arising.</p>	<b>Noted</b>
5.	<p><b>KROSH Care Report (Presented at start of meeting)</b></p> <p>5.1 Hansha introduced herself in new role as Area Regional Manager.</p> <p>5.2 Vipin - focussed on various activities to create and make sustainable items.</p> <p>5.3 School holidays activities, Summer Rocketeers, filling fast. Lots of excursions and incursions planned. Check emails and newsletters for opening hours.</p> <p>5.4 Still collecting bread tags as part pf sustainability initiative. Working well with good involvement by children.</p> <p>5.5 Christmas Card initiative has also commenced so asking for donations of cards.</p> <p>5.6 Still working on hot food menu to increase variety next year.</p>	<b>Tabled</b>
6.	<p><b>Correspondence received -</b></p> <p>6.1 List of correspondence received since the last meeting tabled.</p> <p>6.2 Back to School NSW Vouchers program opens in Dec 2022. The vouchers can be used towards the cost of school uniforms, shoes, bags, textbooks and stationery, at registered businesses before 30/06/2023. <a href="#">Read more</a>.</p> <p>6.3 P&amp;C to investigate registering the Uniform Shop as a registered charitable business to enable the shop to accept vouchers.</p> <p>6.4 Any further information will be provided upon request.</p>	<p><b>Tabled</b></p> <p><b>Action</b></p>

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No	Discussion	Action
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<p><b>7.</b></p>	<p><b>Announcements</b></p> <p>7.1 Tabled notice of AGM for Monday 13/02/2023. As agreed at the last P&amp;C meeting the AGM is scheduled for Term 1, Week 4, as opposed to week 3. This is to give the school community time to settle in as the 2023 school year starts Week 1 on Friday 27/01/2023 and students start the school year in Week 2 on Tuesday 31/01/2023 for years 1 to 6 and Wednesday 1/02/2023 for kindergarten.</p> <p>7.2 At the AGM, annual reports will be delivered by the 2022 President and Treasurer.</p> <p>7.3 Thereafter all office bearers (President, Vice President x 2, Secretary and Treasurer) and sub-committee roles (Events Coordinator &amp; team members, Uniform Shop Coordinator &amp; Support Coordinator &amp; team members, and Book Club Coordinator &amp; Support Coordinator) will be declared vacant and an election will take place for these roles.</p> <p>7.4 To be eligible to vote at the AGM in 2023, you must be a paid member (fee \$1.00) of the P&amp;C by today's meeting.</p> <p>7.5 An ordinary general meeting will follow the AGM.</p> <p>7.6 At the last meeting it was announced that Eva Urban and David Doyle will be retiring from formal P&amp;C positions at the AGM. By that time Eva would have been President of the P&amp;C for four years and David would have held Treasurer and Secretary roles for three years.</p> <p>7.7 The P&amp;C asks the KRPS community to consider volunteering for these roles or any other P&amp;C roles. For the P&amp;C to be effective in 2023, it is important all-Executive positions to be filled. The 2023 'Post Pandemic' year will offer the P&amp;C a great opportunity to re-set and re-engage with the growing school community.</p> <p>7.8 The main purpose of the P&amp;C is to provide a supportive social environment for student families and provide a platform for discussion and consultation. The P&amp;C also arranges fun fundraising activities.</p> <p>7.9 The fundraising activities include the school uniform shop, the school scholastic book club; events (Mother's and Father's Days, democracy sausage sizzles and the like) with all profits going back to the school to purchase items or experiences that enhance students' school experiences. The aim is to have fun at these events and develop lasting connections between families.</p> <p>7.10 In preparation for the AGM, the P&amp;C accounts must undergo an audit. The P&amp;C financial year ends on 31/12/2022 and before the end of term, the uniform shop stocktake needs to be completed. The P&amp;C thanks Malyna Rooke and her team for commencing that process. Jennifer Li (Wu) has kindly offered to conduct the audit for 2022 and we thank Jennifer for volunteering for yet another year. Before the end of the school term, the P&amp;C Office Bearers will enter discussions with Jennifer</p>	<p><b>Noted</b></p>
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No	Discussion	Action
	<p>to set up a timetable of activities to complete the audit. The signed off audit must be completed in time to be tabled at the AGM. In other words, the AGM cannot proceed without the signed off audit report.</p> <p>7.11 For students graduating from year 6 this year, a reminder that second hand uniforms and text books for many North Shore High Schools are available at the Uniform Exchange. This shop at Pymble is open Monday to Friday 9.30am to 5pm and Saturday 10am to 2 pm. Everything is returnable and refundable up to 7 days. Address - 1/993 Pacific Hwy, Pymble NSW 2073. Phone - (02) 9988 3374 and website - <a href="https://theuniformexchange.com.au/contact/">https://theuniformexchange.com.au/contact/</a>.</p> <p>7.12 This is Fiona Hamilton's final P&amp;C meeting in her capacity as Deputy Principal, as she will be retiring this year. The P&amp;C extends thanks and gratitude to Fiona for her support over the years. I personally remember her fantastic organisational skills, hands on support at all school events including the P&amp;C democracy sausage sizzles. Fiona leaves us with many fond memories of her good humour at these events and we thank her and wish her all the best in the next stage of her journey. A gift was presented to Fiona from the P&amp;C.</p>	
<p><b>8.</b></p>	<p><b>President's Report</b></p> <p>8.1 So far, four of the six orientation sessions have been completed. The 2022 President attended last Friday's orientation session. It was great to meet new and excited families, whose child will start kindergarten in 2023. Quite a few families signed up for expression of interest for the 2023 kindergarten social group and volunteering opportunities. We propose to contact these families at the start of the 2023 school year to welcome them and provide them with details of our first P&amp;C meeting of the year, should they wish to participate.</p> <p>8.2 The P&amp;C extends its thanks and gratitude to Malyna Rooke, Rowena, Jocelyn Hu and Joanne Wu for running the KRPS school uniform sales so effectively and efficiently on Friday's orientation day. These thanks are also extended to Naomi Warr, Deb Lawson, Donna Armstrong, Amanda Jacobs, Tony Tsui and Joanne Wu for volunteering so well on each of the Mon and Wed sessions. There are two more orientation sessions to go, on Wed 30 Nov and Fri 2 Dec.</p> <p>8.3 Following our successful nomination for the 2022-23 Volunteer Grant for \$2,000, the Australian Government Grant Connect has invited our P&amp;C to make a formal application for this funding. The application must be lodged by 9 pm Monday 5/12/2022. The P&amp;C proposes to lodge an application for KRPS P&amp;C branded 3 metre x 3 metre marquee x 2, with gutter and weights, supplied by Big Top Shades in Lane Cove and a foldable step</p>	<p><b>Noted</b></p>

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No	Discussion	Action
	<p>ladder for the uniform shop. We expect to be advised of the outcome of our application in May 2023.</p> <p>8.4 Federation P&amp;C is launching on 29/11/2022 a Single Sign On feature that allows access to both the P&amp;C Online Community and Member Portal. This Single Sign On is unique to the individual and sits alongside the existing Member Record linked to their P&amp;C. This feature will make it easier to access all Federation P&amp;C resources.</p> <p>8.5 On the same day, Federation P&amp;C is also launching its P&amp;C Online Community. The P&amp;C Online Community is a place where member P&amp;C Office Bearers can connect and collaborate with other member P&amp;C Office Bearers, to share knowledge and resources in dealing with the day-to-day challenges of running a P&amp;C.</p> <p>8.6 To encourage member P&amp;Cs to create a Single Sign On, Federation P&amp;C is giving away three BBQ gift sets, which include 2 x Aprons, 1 x Utensil BBQ tool set &amp; 1 x \$50 gift card to purchase produce for a BBQ fundraising event. Winners will be announced throughout Dec 2022 via the online community. We confirm that KRPS P&amp;C has created its own Single Sign On for all our Office Bearers (twice) and our P&amp;C should be included in the draw for the BBQ gift.</p> <p>8.7 The school is now starting its last three weeks of 2022. This year certainly continued to challenge all of us, with further outbreaks of COVID and the challenges that came with the easing of COVID restrictions. The P&amp;C thanks the school community for taking care with isolation requirements, whether it was for COVID or other viruses.</p> <p>8.8 None of the families in attendance have students leaving the school this year. But for those families with children leaving, the P&amp;C wishes you and your children every success as you start your new adventure. We also thank you for your volunteering work over the years.</p> <p>8.9 In the last three weeks of term the Executive team is available should you wish to connect with us. If you would like to take up this opportunity, please contact us by email and we will do our best to accommodate you. The P&amp;C email address is <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p>	
<p><b>9.</b></p>	<p><b>Treasurer's report</b></p> <p>9.1 As at 27/11/2022 the bank balances were as follows:</p> <p>9.2 Uniform Shop account: \$83,369</p> <p>9.3 PayPal and other sales receipts for the period since 24/10/2022 have totalled approximately \$31,341 with payments to suppliers of \$4,662.</p> <p>9.4 Main P&amp;C account: \$57,740.</p> <p>9.5 In the last period since 24/10/2022 account activity is as follows:</p> <ul style="list-style-type: none"> <li>- No income</li> </ul>	<p><b>Noted</b></p>

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No	Discussion	Action
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	- School Band payments of \$2,875.	
<b>10.</b>	<p><b>Principal's Report</b></p> <p>10.1 Fourth Kindergarten orientation session now conducted. Much better experience from past 2 years. Able to engage more and spend more time.</p> <p>10.2 Calendar laminators have broken (x2) so there may be some delays in providing copies by end of year. Working hard to solve.</p> <p>10.3 Great to have hall back after the roof replacement. Now doing same on K-2 toilet block. Hoping will be finished by end of week.</p> <p>10.4 Presentation events start in week 10 on 12, 13 and 14 Dec. Parents to attend by invitation.</p> <p>10.5 Student reports go home on 12/12/2022.</p> <p>10.6 Last week 10 students attended City Country Alliance meeting in Collaroy. Well attended by country schools, supported by Macquarie University. Normanhurst Boys performed as Clowns. A great 3 days for our Prefects.</p> <p>10.7 MADD – Music Art Dance Drama night coming back on 5/12/2022. Performances for Bands and Dancing groups.</p> <p>10.8 Previous school library had a naturescape mural and same artist is returning to paint a new one with native animals.</p> <p>10.9 Year 6 farewell on 12/12/2022 from 5:30-8:30pm. Similar to last year with outdoor food trucks. There will be activities similar to last year with a magician and sideshow alley.</p> <p>10.10 Many teachers visiting from other schools in past few weeks as part of teacher learning network. Our teachers also visiting other schools. Sharing ideas and best practice for co-teaching.</p> <p>10.11 School Colour Run is on 14/12/2022. Year 6 will design and organise the course. Information will go out in the next newsletter. Students must wear enclosed shoes. Protective glasses and masks will be provided. The Colour Rin is a good way to return to the tradition of end of year whole school event.</p> <p>10.12 New Syllabus for English and Maths for K-2, coming in next year. Staff training continuing.</p> <p>10.13 With school numbers increasing, classes will have to be located out of new school buildings next year. Actual format still to be determined depending on how the numbers fall. Kindy enrolments growing every day.</p> <p>10.14 908 students enrolled currently.</p> <p>10.15 Absenteeism is remaining quite low.</p> <p>10.16 Largest number of students ever going to Opportunity Classes (OC) schools next year, from year 4 to OC schools in Ryde, Artarmon, Chatswood, etc. More are on the waiting list.</p> <p>10.17 Last day assembly is planned and will be conducted in various parts of school.</p> <p>10.18 Friday 16/12/2022 is last day of term for students. Two pupil free days thereafter for teachers.</p> <p>10.19 Thanks to P&amp;C and all parents for assistance and participation in school events during the year.</p>	

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No	Discussion	Action
	<p>10.20 The most positive experience for the school community this year was the family/student afternoons in the classrooms. Very positive feedback, and families enjoyed seeing and spending time with students in their classrooms.</p> <p>10.21 Looking forward to a fresh start in 2023.</p>	
<b>11.</b>	<p><b>Events Team's Report</b></p> <p>11.1 Mindful that election BBQ will be early in the new year, as the NSW State election is scheduled for 25/03/2023.</p> <p>11.2 Nothing else to report.</p>	<b>Noted</b>
<b>12.</b>	<p><b>Uniform Shop Coordinator's Report</b></p> <p>12.1 All running well with strong revenue.</p> <p>12.2 Orientation sessions and sales have gone well. Great to have volunteer help to reassure and guide new parents.</p> <p>12.3 Stocktake underway. Stock holding seems to have come down in line with sales volume.</p> <p>12.4 Next second-hand stall will be next year.</p> <p>12.5 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>	<b>Noted</b>
<b>13.</b>	<p><b>Book Club Coordinator's Report</b></p> <p>13.1. Issue 7 (the last for this year) orders totalled \$3,045.50.</p> <p>13.2. Rewards to the value of \$604.30 have been earned for the school.</p> <p>13.3. Yan Yang has been a brilliant help.</p>	<b>Noted</b>
<b>14.</b>	<p><b>Other Business</b></p> <p>14.1. Any other business – school gates being left open outside of school hours. This is resulting primarily from Share our Space program and possibly the cleaning team. It is OK if people close the gates at the end of the day, but first check at the gate for any obvious activity on site before doing so.</p> <p>14.2. As previously stated, the last day of school is Friday 16/12/2022.</p> <p>14.3. The P&amp;C extends holiday greetings to each and every one of you in our school community and hope you all have a safe, happy and restful break.</p> <p>14.4. We look forward to seeing you all fresh and energised on the first day of school on Tuesday 31/01/2023 for Y1-6 and Wednesday 1/02/2023 for kindergarten.</p>	<b>Noted</b>
<b>15.</b>	<p><b>Next Meeting</b> – Annual General Meeting, followed by the General meeting in Term 1, week 4 on 13/02/2023.</p>	<b>Noted</b>