



General Meeting Minutes - 2023

Chairperson: Jack Tao – Vice President		Location: School Hall	
Date: 13 March 2023 (Term 1 Week 8)		Meeting Type: General Meeting	
Meeting commenced: 7:29pm		Meeting adjourned: 9:00pm	
Minutes taken by: Michelle Blackwell – Vice President			
Attendees:		Position:	Copies
Jack Tao	JT	2023 Vice President	1
Michelle Blackwell	MB	2023 Vice President	1
Alice Kontani	AK	2023 Secretary	1
Jocelyn Hu	JH	2023 Treasurer and Events Coordinator	1
Eva Urban	EU	2022 President	1
Amanda Jacobs	AJ	2023 Uniform Shop Coordinator	1
Kris Arnold	KA	2023 Events Support Coordinator	1
Vinnci Lee-Wu	VL	2022 Events Team	1
Lisa Tang	LT	2023 Book Club Coordinator	1
Yan Yang	YY	2023 Book Club Support Coordinator	1
Jiri Baum	JB	Observer	1
Mita Brierly	MBr	Member	1
Kimberlee Dreyer	KD	Member	1
Natalia Sushchenko	NS	Member	1
Anthony (Chook) Trovatiello	ACT	Member	1
Asuka Trovatiello	AT	Member	1
Samantha Yep	SY	Member	!
Apologies			
Francesca Zhang	FZ	Member	1
Yifei Chai	YC	Member	1
School Representatives:			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Chauntal Gwynne	CG	Deputy Principal	1
Nayeree Basmajian	NB	Assistant Principal – Year 5 Lead	1
Rebeka Field	RF	Kindergarten Grade Leader	1
Additional Distribution:			
Gail Unsworth	GU	School Administration Manager - apology	1
Karen Silsby	KS	School Administrator Officer -apology	1
KROSHC Representatives:			
Hansha Boodhoa	HB	Area Regional Manager	1
Vipin Rana	VR	Service Manager	1
Signed: Michelle Blackwell		Date: 13/03/2023	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to the second general meeting for 2023.</p> <p>1.2 Note of thanks to the 2022 Executive and sub-committee members for attending to support the new executive tonight.</p> <p>1.3 Note the P&C email address for any enquiries about our activities is – kentroadpublicschool@pandcaffiliate.org.au.</p>	Noted
2.	<p>Apologies</p> <p>2.1 Francesca Zhang</p> <p>2.2 Yifei Chai</p>	Noted
3.	<p>KROSH Care Report</p> <p>3.1 Hansha and Vipin from Camp Australia in attendance at the second general meeting. Absent at the first meeting for 2023 as Vipin and Hansha had been on leave but now have returned full time.</p> <p>3.2 Noted parent feedback who are struggling with the online booking service and are also struggling with securing before and after school care. Noted that the increase in kindergarten enrolments increased the need for extra space and extra staff. The government delays in assessing the centre capacity has caused backlog. A Government officer will be onsite next week to assess the rooms, capacity, carer/student ratios. It will take approximately 30 days to approve and then to obtain license for extra capacity by the Department of Education. Confident there will be more spaces by Term 2 – from 115 to 186. Camp Australia is in regular contact with Government on this matter. Camp Australia is also undergoing a recruitment phase commencing in April across NSW, with additional staff placed at Kent Road due to the size. Looking to source full time staff (accredited) versus casual staff (which they currently have, predominantly university students). By 13th of April should have update from Government on approval for increased capacity. Vipin will send email to all families seeking feedback and include email and phone number for parents.</p> <p>3.3 Update on April School Holidays: Excursions are being planned for the Easter School Holiday break. Excursions listed on camp Australia website – bookings opened and filling up quick (Rocketeers School Holiday Activities Camp Australia). Need bookings by cut-off date to ensure staff/student ratio.</p> <p>In the centre there is a display board with information outlining the activities for the week. Centre also sends text message day before with</p>	Noted

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No	Discussion	Action
	<p>activity details. Feedback – parents need specific information (i.e. location, mode of transport, back up, what time is departure and return back to the service, map of venue, route taken by mode of transport).</p> <p>Excursion questions:</p> <ul style="list-style-type: none"> • P&C member queried that the location and details for excursions are not clear on the website. Hansha outlined that in these instances to contact the service by phone to find out the excursion details, including location. Excursion tailored by school OOSH service. Call or email Kent Road OOSH service (Kent Road Public School Camp Australia). • P&C member asked about the possibility to volunteer to join excursions in the future as their child came back from excursion sick – zoo excursion not appropriate for kindergarten aged children given distances covered and temperatures. Typically, parents are unable to join given the need for a working with children check. Hansha will investigate the feasibility of this moving forward. • P&C member question – please state what the ratios are, again to make informed decision. Vipin will include all of this information in the newsletter to be sent to all parents imminently. • Suggestion from DM that lack of information is a barrier for parents to book school holiday care as there is not enough information for parents to make informed decision on activity for their child/ren. Hansha explained that the centre decides on activity and location based on numbers booked (flexibility/weather) and risk assessment – allows centre to change if needed. <p>3.4 Working on new program for the groups K-2, 3-4 and 5-6, all are managed separately with tailored programs for each. Note that each day has transition time at 5pm, where all groups come together in block E. This term they are running a handball competition program at the service – today was first day and will work towards an end of week champion.</p> <p>3.5 Food – no hot food served at present, just fresh finger food. Looking for more variety and different food options for the children – looking at other providers and will finalise by the end of term one. Food supply is now from Woolworths, delivered once a week. Was formerly from the Good Food Hero (too much hot food and lag time needed for preparation). Opting for fresh finger food, fruits, crackers, cheers, toast and spreads, rice and noodles, rice paper rolls, variety each day but more cold fresh food. In the</p>	

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No	Discussion	Action
	<p>morning, the centre serves food after sign in and discussion, and then served in the afternoon at 3:30pm (after hands washed). Allows children to be involved in food selection process. Light food served around 5pm – fruit.</p> <p>Food Question:</p> <ul style="list-style-type: none"> Question from P&C member regarding breakfast – how does this work. Is it served or do they need to ask? Some children are too shy to ask. Breakfast will be placed out and available each morning. Each child is asked if they have eaten and those who haven't are encouraged to eat. Breakfast counter closes at 8:30am to allow time before start of school. But children can get food if they ask an educator. <p>3.6 Parents - please do not hesitate to approach the centre staff, call, email to provide feedback., ask questions and interact to give best care for your children.</p>	
4.	<p>Confirmation of previous meeting minutes</p> <p>4.1 Minutes from last General Meeting (T1 W4) on 13/02/2023 approved by Eva Urban and seconded by Kimberlee Dreyer.</p>	Noted
5.	<p>Business Arising –</p> <p>5.1 Nil other business arising.</p>	Noted
6.	<p>Executive Committee Vacancies & Nominations</p> <p>6.1 President: Call for nominations. Remains vacant, noting DM has a candidate for nomination at the next meeting.</p> <p>6.2 Treasurer: Call for nominations - Jocelyn Hu -self nominated and seconded by EU</p> <p>6.3 Secretary – Call for nominations – Alice Kontani – self nominated and seconded by EU.</p> <p>6.4 Resolved at the General Meeting that new office bearers have been nominated and accepted – Vice President x 2 (13th February 2023) and Secretary & Treasurer (13th March 2023) and now have authority to act on behalf of the KRPS P&C Executive Committee, including the managing of the KRPS P&C bank accounts.</p>	<p>Noted</p> <p>Resolved</p>
7.	<p>Correspondence received –</p> <p>7.1 List of correspondence received since the last meeting tabled. Refer to Appendix for tabled correspondence.</p>	Tabled Refer to Appendix

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No	Discussion	Action
	<p>7.2 Jack attended Federation roles and responsibilities P&C webinar on Thursday (9th) which gave an overview of roles and responsibilities to new P&C members.</p> <p>7.3 Parents expressed concern about wanting to be a part of the P&C but unable to attend due to having a child/children at home and as such, can the meetings be hybrid via in person and Zoom? At this stage, essentially no, as this has not worked successfully previously (people could not hear one another) and there is a need to build in person camaraderie and a KRPS community.</p> <p>Questions:</p> <ul style="list-style-type: none"> • Could a parent look after children onsite? Essentially no given the need for a working with children check, insurance, liability. • JT – Asked DM if there a room to facilitate Zoom? Yes – but there is need for an established hybrid meeting protocol to host moving forward. The purpose of P&C is to build community and in person meetings are best mechanism for this. Any parent can read the minutes, send in questions, and the P&C encourage questions/correspondence to be sent to the email address. <p>7.4 JT – the P&C will look at initiatives to get more people involved in the meetings moving forward.</p>	
8.	<p>Announcements</p> <p>8.1 P&C membership fee for 2023 is \$1.00 per person per annum to be paid into the bank account.</p>	Noted
9.	<p>President’s Report</p> <p>9.1 Transition underway from 2022 Executive (retiring office bearers) to 2023 Executive including transition of access to the P&C share drive, email and bank accounts, timeline of required activities.</p> <p>9.2 Upon formalisation of office bearers for the 2023 Executive and transition of all access, the reporting requirements will be actioned as soon as practicable.</p>	Noted
10.	<p>Treasurer’s report</p> <p>10.1 As at 12/03/2023, the bank balances prior to today’s meeting were as follows: Main P&C account: \$60,691.26 – Since 13th Feb 2023, the only income received was \$18, representing 18 P&C membership fees paid. There were no outgoings. In total we have 35 P&C Members now.</p> <p>10.2 Uniform Shop account: \$ 82,985.35– PayPal and other sales receipts since 13th Feb 2023 is \$12,628.00. This includes \$4,585 received through the</p>	Noted

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No	Discussion	Action
	<p>Back-to-School Voucher program. Outstanding payments to suppliers due to be processed is \$ 25,906.07.</p> <p>10.3 Nothing else to report.</p> <p>Question:</p> <p><i>The school's P&C contribution payment – where does it go? It stays within the school account to which it is paid. The funds are held by the school and paid towards student related school activities or items. For example, pre-COVID the funds were used for buses for swimming lessons. P&C can request money from the fund but held by school.</i></p>	
<p>11.</p>	<p>Principal's Report</p> <p>11.1 RF – Kindergarten: implemented new English and Maths syllabus. Focussed on oral language, communication and allowed for faster settling in this year.</p> <p>11.2 DM - NAPLAN starts on Wednesday – written assessment for Year 3 and computer based for Year 5. Year 3 assessments are held in the morning and Year 5 are held after recess. Fridays are left free to enable catch up opportunities for children who may be away on the other days, which affords flexibility. NAPLAN continues until week 9. It has been purposely structured to not change the daily routine for students so that NAPLAN fits in with normal school schedule. In the lead up to NAPLAN, the school has been conducting familiarisation tests for the students to ensure they are comfortable with the login process, question types and structure, how to type a response. NAPLAN commenced earlier than typical this year and results will be sent out around July. Given the test is conducted in March with results received in July it should be noted that children make progress during this time. NAPLAN is to establish a benchmark at a given point in time and should not be a cause for anxiety for the children, this process allows for identification of any children who may require additional focus and areas of attention for the school. The Department of Education conducts a data analysis on the change in results from Year 3 to Year 5 as a means to measure the changes implemented by the school. This year's NAPLAN report will outline the significance of the levels obtained by the students.</p> <p>11.3 Commended the successes achieved recently in swimming at the swimming carnival, zone, and area events. There have been accomplishments in rugby league, touch football and tennis.</p> <p>11.4 Last week the school updated the weekly newsletter to Sway format – positive feedback from parents received thus far.</p>	

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No	Discussion	Action
	<p>11.5 Back to School vouchers can be used for school fees noting it is not a straightforward process for the office staff. The back-to-school vouchers are \$150 in total across 3 separate \$50 vouchers per child. Each of the vouchers need to be assigned to a specific item, without carry over and the voucher must be used on day item purchased. There are guidelines and information on how these vouchers can and cannot be used: Premier's Back to School NSW Vouchers Service NSW. The schools need for items to be paid for in person for the vouchers to be processed noting this is a logistically challenging process and is not straightforward.</p> <p>11.6 21st and 23rd March – Harmony Day celebration at Kent Road. Rhythms of the world drumming experience. Every class and student will have an opportunity to experience the drums, other languages, and parents are encouraged to join the picnic. Information provided in the school newsletter and Compass App.</p> <p>11.7 Last week the school underwent an enrolment audit.</p> <p>11.8 Student Wellbeing Grant Scheme Student Wellbeing Innovation Fund (nsw.gov.au). Invites applications up to \$250K for grant for student wellbeing, proposal to submit for school shade coverings for student seating areas. Applications close 2nd April and need P&C assistance to apply for the grant, with Vice Presidents to sign off in the absence of a President. Need approval from Department of Education for any structural changes if successful.</p> <p>11.9 DM noted a strong start to the school year with Bands, SRC, Debating, Excursions all underway and progressing well.</p>	
<p>12.</p>	<p>Events Team's Report</p> <p>12.1 No events held to date in 2023.</p> <p>12.2 Planning underway for the election sausage sizzle to be held on the 25th of March. Call for volunteers to assist in the organisation and on the day – need a minimum number of volunteers 30. Announcement to be published by the school this week in Compass following flyer posted in School newsletter 10th March.</p> <p>12.3 Planning underway for the Mother's Day stall – order of gifts and call for volunteers on the day.</p> <p>12.4 Proposed social activity in April to help build community – day or night event. More information to come.</p> <p>12.5 Nothing else to report.</p>	<p>Noted</p>
<p>13.</p>	<p>Book Club Coordinator's Report</p>	<p>Noted</p>

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No	Discussion	Action
	<p>13.1 Book Club team has updated the ordering system to include the new classes.</p> <p>13.2 Distributed the March Book Club brochures – Issue 2. Orders are due by the 20th of March.</p>	
<p>14.</p>	<p>Uniform Shop Coordinator’s Report</p> <p>14.1 Financials as per Treasurer report.</p> <p>14.2 Continue to be busy with face-to-face sales and processing Back to School Vouchers are proving popular. Online sales have slowed down.</p> <p>14.3 Second hand sale in week 4, 14th Feb approximately \$700 in sales.</p> <p>14.4 Proposed next sale 21st March, volunteer, and weather dependant. Uniform committee request that the flyer to be placed in the school newsletter this week.</p> <p>14.5 Aiming to have two second hand sales days per term in weeks 4 and 9, again, dependant on weather and volunteer availability.</p> <p>14.6 We have welcomed a new volunteer to our team, Cindy who has a child that started Kindy this year. Thank you and welcome to Cindy.</p> <p>14.7 Always happy to welcome new volunteers to our team, contact us via the Uniform Shop email.</p> <p>14.8 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at krpsuniformshop@gmail.com</p>	<p>Noted</p>
<p>15.</p>	<p>Other Business</p> <p>15.1 KA – Can the P&C order a school banner for the zone carnivals and other school related events. We had two banners which have gone AWOL. Kris – proposed P&C to replace the banners. Kris and Anthony to seek a quote and made to specifications – Ben preference to get flag style banners with single baseplate.</p> <p>15.2 EU – class/parent group social activity planning for informal get togethers. Facilitate this process to build community (one email from one parent to be in the group to manage). Discuss offline how best to facilitate this – WhatsApp, other apps available?</p> <p>15.3 2023 general meetings are scheduled for -</p> <ul style="list-style-type: none"> • T2W3 - 8 May 2023; • T2W8 -13 June 2023; • T3W3 – 31 July 2023; • T3W8 – 4 September 2023; • T4W3 – 23 October 2023; and • T4W8 – 27 November 2023. 	<p>Noted</p>

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No	Discussion	Action
16.	Next Meeting 16.1 Term 2, week 3 on 8 th of May 2023 at 7:30pm in the School Hall	Noted

APPENDIX

Correspondence Received - Tabled at the General Meeting 13 March 2023

No	Date	Sender	Contents
1.	3/03/2023	Federation P&C	<p>E-bulletin items <i>relevant</i> to our school community here and includes the following new items not mentioned previously –</p> <p>1. News from Federation P&C</p> <ul style="list-style-type: none"> • P&C Federation is calling for P&C Associations to put forward Voting Delegates by 8/03/2023. The Voting Delegate is the representative who will vote for the candidate in their respective electorate on behalf of the P&C Association. Read more. • The P&C Federation would like to give P&C Association members the opportunity to choose a logo in order to create a brand for NSW P&C Associations to use. Two logo options are up for consideration and the KRPC has already sent its choice – option 2. • Invitation to comment: Inquiry into Disruptions in Australian Classrooms. The P&C Federation will make a submission to the Inquiry into Disruption in Australian School Classrooms, and we are keen to hear from parents and carers on their experiences. Read more • Advice on P&C election day fundraising – As the NSW State Election on 25/03/2023 approaches, many P&C Associations will be planning to hold fundraising events on the school grounds on the day. P&C Federation recommends a notification of events form is completed at least 14 days before the event, for insurance purposes. Questions relating to insurance for the

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		<p>event can be directed to Andrews Insurance on 1300 885 982 (select Option 1) or insurance@pandc.org.au.</p> <ul style="list-style-type: none"> Upcoming webinars – 1. e-Safety 101: how eSafety can help you. Date: 23/03/2023; time: 7:00-7:35pm AEDT. Read more and register now. 2. Applying for Year 5 opportunity class placement. Date: 29/03/2023; time: 7:00-8:00pm AEDT. Read more and register now. Previous webinars -1. Introduction for Office Bearers. Date 8/03/2023. 2. Sharing our P&C Stories: Celebrating P&C Day. Date 1/03/2023. View recording. 3. <i>Effective AGM and Succession Planning</i>. Date: 23/02/2023. View recording in Member Portal. 4. <i>Zzz and Teens: How to improve teen sleep habits & mental health</i>. Date 15/02/2023. View recording. 5. <i>CBP2022 successful P&C Association applicants</i>. Date: 13/12/2022. View Recording in Member Portal. <p>2. News from the Department of Education</p> <ul style="list-style-type: none"> Free online library of K-2 learning resources. Parents and carers of K-2 students can now access a free online library of learning resources. Read more. Rewarding Excellence in Teaching. Consultation Playback Report. The Consultation Playback Report outlines the insights and learnings from The Rewarding Excellence in Teaching project consultation process. This consultation sought to capture as many different views from teachers, parents, and students across NSW. Read more. <p>3. Grants & Funding</p> <ul style="list-style-type: none"> School Infrastructure NSW Sustainable School Grants. Applications by 20/03/2023 for up to \$15,000. NSW Education - Student Wellbeing Innovation Fun for preschool to year 12. Applications by 2/04/2023 for up to \$50,000 or \$50,000 to \$200,000.
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		<ul style="list-style-type: none"> • Australian Government Sponsorship Grants for Student Science Engagement. Applications by 5/02/2023 for \$1,500 to \$15,000. <p>4. Other news</p> <ul style="list-style-type: none"> • Black Dog Institute -Improving the mental health of young Australians through smartphones. Participants needed. Help change the way young Australians deal with mental health. Researchers at the Black Dog Institute are seeking interest from 12-17 years old's currently having a tough time, to participate in a research study that looks at new ways to deliver mental health information and activities via smartphones. Read more. • Life Education Australia has a collection of quality free material designed to help parents & carers at home. Read more. • National Close the Gap Day on 16/03/2023. Since 2007 the National #CloseTheGap Day is observed on the third Thursday of March. National Close the Gap Day advocates for health equity of all Aboriginal and Torres Strait Islanders and educates the public about the health issues and barriers to their well-being. Read more. • World's Greatest Shave from 15-19/03/2023. Signing up for World's Greatest Shave is a fun and powerful way to fight back against blood cancer and unite your school community while learning important life lessons about empathy, humanity, and community service along the way. Plus – it's stacks of fun! Read more. • International Women's Day on 8/03/2023. International Women's Day is a global holiday celebrated annually 8 March to commemorate the achievements of women worldwide. Read more. <p>5. P&C Association Online Community</p> <ul style="list-style-type: none"> • Pollie puns for election day bake sale. • From Communities >> P&C Associations.
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2.	3/03/2023	Member for Bennelong	Bennelong Grants open for the Stronger Communities Program provides grants of between \$2,500 and \$20,000 for not-for-profit community organisations and local governments to deliver small capital projects that deliver social benefits and boost local community participation, including small-scale infrastructure upgrades, fit outs and equipment purchases. Expressions of interest must be completed by 24/03/ 2023.
3.	2/03/2023	Fun run	Information about a fun run fundraiser package.
4.	19/02/2023	KRPS Parent	Making inquiries in social group/volunteer committee, and WhatsApp groups for each class.
5.	17/02/2023	Federation P&C	<p>E-bulletin items <i>relevant</i> to our school community here and includes the following new items –</p> <p>1. News from Federation P&C</p> <ul style="list-style-type: none"> • P&C Federation Online Community is now live. Join the conversations already happening in the P&C Federation Online Community. The online community has been built as a place where members can engage in peer-to-peer conversations and share information. Read more. • New member resources - The P&C Federation has recently launched new resources for P&C Associations, available on the Member Portal. The new resources include 1. New model by-laws for incorporated P&C Associations, including an extensive explanatory document; 2. New suggested rules for P&C Association subcommittees; and 3. Various templates for P&C Associations such as meeting agendas, membership applications and nomination forms. • Parent & Citizen Journal, Term 1 2023 edition out now. Copies of the <i>Parent & Citizen Journal</i>, Term 1 2023 edition will be mailed to your school soon. An electronic version of this <i>Parent & Citizen Journal</i>, along with previous editions, can be found on P&C Federation’s Website. <p>2. News from the Department of Education</p> <ul style="list-style-type: none"> • Greater Western Sydney Opportunity Hub for young Aboriginal people. The new Greater Western Sydney Opportunity Hub aims to equip Aboriginal students from Year 5 to 12 with the

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No	Discussion	Action
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		<p>confidence and knowledge needed for their transition between secondary school, further education and employment. Read more.</p> <ul style="list-style-type: none"> • School Spectacular 2023 expression of interest. The Schools Spectacular 2023 'Fabulous' will be held at Qudos Bank Arena, Sydney Olympic Park, on 24 and 25 November 2023. Applications will open in late February 2023. Read more. <p>3. Other news</p> <ul style="list-style-type: none"> • ACNC online learning. The Governing Charities online learning program is designed to support leadership and accountability in the charity sector. If you are on the board or committee of a charity, or in another leadership role, it will boost the skills and expertise you need to effectively perform the role. Read more. • ACSSO Back-to-school costs survey. The Australian Council of State School Organisations (ACSSO) is seeking feedback from parents and carers about back-to-school costs. The results of this survey will be shared with government and jurisdiction Department Secretary. Link to survey.
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