



KENT ROAD PUBLIC SCHOOL

P & C Association

General Meeting Minutes - 2023

Chairperson: Jack Tao – Vice President		Location: School Hall	
Date: 8 May 2023 (Term 2 Week 3)		Meeting Type: General Meeting	
Meeting commenced: 7:30pm		Meeting adjourned: 8:49pm	
Minutes taken by: Alice Kontani – Secretary			
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
Amanda Jacobs	AJ	2023 Uniform Shop Coordinator	1
Kris Arnold	KA	2023 Events Support Coordinator	1
Lisa Tang	LT	2023 Book Club Coordinator	1
Kimberlee Dreyer	KD	Member	1
Anthony (Chook) Trovatello	AT	Member	1
Asuka Trovatello	AT	Member	1
Samantha Yep	SY	Member	1
Yifei Chai	YC	Member	1
Samantha Soe	SS	Observer	1
Stephanie Cooper	SC	Observer	1
Apologies			
Natalia Sushchenko	NS	Member	1
Eva Urban	EU	Member	1
Malyna Rooke	MR	2023 Uniform Shop Support Coordinator	1
Hansha Boodhoo	HB	KROSH representative	1
School Representatives:			
Denise Minifie	DM	Principal	1
Chauntal Gwynne	CG	Deputy Principal	1
Nayeree Basmajian	NB	Assistant Principal – Year 5 Lead	1
Tara Cramp	TC	Year 2 Lead teacher	1
Additional Distribution:			
Gail Unsworth	GU	School Administration Manager - apology	1
Karen Silsby	KS	School Administrator Officer -apology	1
Signed: Alice Kontani		Date: 12 th May 2023	

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No	Discussion	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> Welcome to the third General Meeting for 2023. 	Noted
2.	<p>Apologies</p> <ul style="list-style-type: none"> Natalia Sushchenko Eva Urban Malyna Rooke Hansha Boodhooa – KROSH 	Noted
3.	<p>Approval of previous meeting minutes</p> <ul style="list-style-type: none"> Minutes from last General Meeting (T2 W43 on 13/03/2023) approved by Kris Arnold and seconded by Vinnci Lee-Wu. 	Noted
4.	<p>KROSH – No Care Report</p> <ul style="list-style-type: none"> There will be no representative from KROSH tonight due to staff illness, however a KROSH representative will be attending the next General Meeting with a detailed report. Going forward, KROSH will only be sending representatives to P&C meetings once a term. 	Noted
5.	<p>Executive Committee Vacancy & Nomination(s)</p> <ul style="list-style-type: none"> President: Call for nominations - Kimberlee Dreyer - self-nominated and seconded by KA. Resolved at the General Meeting that the new President has been nominated and accepted as an office bearer and shall now have authority to act on behalf of the KRPS P&C Executive Committee, including the managing of the KRPS P&C bank accounts, together with the current 2023 office bearers, being Vice President x 2 (appointed 13th February 2023) and Secretary & Treasurer (appointed 13th March 2023) All Executive Committee positions have now been filled. DM advised that the potential candidate she had in mind for nomination did not proceed. 	<p>Noted</p> <p>Resolved</p>
6.	<p>Correspondence Received</p> <ul style="list-style-type: none"> List of correspondence received since the last General Meeting tabled. Refer to the Appendix for tabled correspondence. JT spoke to the List and highlighted various webinars that may be of interest. The Executive Committee are following up with ACNC regarding the registration of new office bearers. 	Tabled Refer to Appendix
7.	<p>President’s Report</p> <ul style="list-style-type: none"> MB highlighted the main events organised by P&C since the last General Meeting, including the Election Day Cake Stall & Sausage Sizzle Fundraiser (“Election 	Noted

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No	Discussion	Action
	<p>Day Fundraiser") and the Mother's Day stall, and thanked everyone who contributed to these events. Over 550 sausage sizzles were sold on Election Day and the children were very excited to buy a gift for the upcoming Mother's Day.</p> <ul style="list-style-type: none"> • A special thank you to Amanda (Uniform Shop Coordinator) and her team who have all done a great job in handling the large volume of sales over the last few weeks due to the change in weather and for managing the back-to-school vouchers. • A call out also to the Book Club team for their contributions. 	
<p>8.</p>	<p>Treasurer's report</p> <p><i>P&C Main Account</i></p> <ul style="list-style-type: none"> • The P&C team had great success in running the Mother's Day & Election Day Fundraiser events which were profitable. Profits so far from these events totalled \$4871.35 with some square payments and reimbursements still pending. • Additionally, the P&C has also made a payment for the School Band Coaching Fees. As a result, the main P&C account has a balance of \$62,564.61, up from the closing balance of \$60,656.26 in 2022. <p><i>Uniform Shop Account</i></p> <ul style="list-style-type: none"> • The uniform account has made a healthy profit of \$23,228.68 so far this year. As a result, the main uniform shop account balance is \$89,893.21, up from the closing balance of \$70,104.53 in 2022. • The total of the two accounts' closing balance as at May 2023 stands at \$152,457.82 • There are currently three items that need to be paid, but the amounts are negligible. • JH noted the significant account balance and queried whether there was anything that the school might need. DM advised that she would revert at the next General Meeting. 	<p>Noted</p>
<p>9.</p>	<p>Principal's Report</p> <ul style="list-style-type: none"> • The change of government in NSW has meant that the speed in which certain changes in the education system will be brought about will be slowed down. This is welcomed from the school's perspective, as adopting new changes (such as the implementation of a new syllabus) need time if they are to be implemented properly and done well. 	<p>Noted</p>

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No	Discussion	Action
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	<ul style="list-style-type: none"> • Accessing casual teachers has become extremely difficult – DM noted that one teacher has been appointed to jury duty for a number of weeks and another has resigned after one term due to personal reasons. The school is doing its best to find replacements but noted that the use of co-teaching becomes desirable in these circumstances as if one teacher is away, another can step in in order to maintain the program. • There are currently 971 enrolments, with 4 enrolments scheduled to start within the next week. DM noted that a new K-12 school is scheduled to be built in Macquarie Park and once opened (around 2027), it should reduce the pressure on KRPS. • The new English and Maths syllabus are having a significant impact on learning for Kindergarten to Year 2 students. The new syllabus involves a new reporting format and the teachers have made immense efforts to familiarise themselves with the new syllabus in order to implement the program more effectively. • There are currently difficulties in assessing support services. The school has a counsellor, Tracey Ryman, is based in KRPS but looks after the broader community. Given the increasing demand, the school has employed an ex-principal to provide support services to families. • KRPS is one of the two schools which has been selected to participate in a new curriculum and policy monitoring (CPM) program. CPM will consist of tasks such as policy implementation, process assessments and compliance training and this is keeping the staff busy. • The roof has been replaced during the school holidays at a cost of approx. \$28,000. • Due to various compliance issues, the Student Wellbeing Grant Scheme application could not be completed in time to meet the deadline. • PSSA sport events and excursions that require a bus is becoming difficult to arrange due to the lack of buses and drivers in general. Fortunately, Ben (Harrison), who has taken up the role of the PSSA Sports President, has managed to move a number of sports venues to ELS. This makes getting to and from the sports events easier for KRPS students. • Last term we had years 5 and 6 involved in a 5-week golf training course on site as part of a sponsored/subsidized sports program. The course was enjoyed by all. • ANZAC Day Service at the school and North Ryde RSL was well attended by senior students, with a school banner procured and displayed on the day. 	
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No	Discussion	Action
	<p>The Easter hat parade was also very well attended even though it had to be moved to the hall due to bad weather.</p> <ul style="list-style-type: none"> • Upcoming sports events include the school cross country carnival on the 9th of May, Zone Cross Country for eligible students on the 24th of May and athletics carnival on the 21st of June. • Year 3 will have an overnight excursion to Collaroy and Year 1 will be visiting the Schoolhouse Museum later this term. • Year 2 is in their 2nd term of implementing the new K-Yr 2 syllabus and will also be participating in Zoo Snooze in term 4. TC also noted that there will be an incursion in June on responsible pet ownership. • For Kindergarten, an information session is scheduled to be held on 10 May, to assist parents in understanding how to support their children at home through the syllabus changes. • Participation in "Kids in Space" program – the school has received a 3D printer and classes are deciding on what projects they wish to undertake and how they will use materials received. • A book covering day was held in week 2 and over 35 parents volunteered their time to cover 700 new books ordered to support the implementation of the new syllabus. Another session will be held on Tuesday 16th of May, and parents are encouraged to volunteer if free. A reminder will be included in the upcoming newsletter. • DM has received \$200 worth of vouchers from North Ryde RSL for P&C to use in 2023 for fundraising events. 	
10.	<p>Events Team's Report</p> <p>JH shared some learnings from the two events held this year: <i>Election Day Fundraiser</i></p> <ul style="list-style-type: none"> • Trying to get "support" from local businesses proved to be more challenging than expected. • Various requests were received for the P&C to provide documentary proof of the fundraising event (e.g., letter issued on KRPS P&C letterhead or via P&C e-mail etc). • JC suggested to create a couple of templates on KRPS P&C Letterhead for these purposes going forward. • There needs to be more structure around how we can ensure that customers pay first before picking up their orders at fundraising events to improve the 	Noted

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No	Discussion	Action
	<p>flow of service. Also, in terms of items donated for fundraising events, instead of doing a call out for donations, instead create a registry of items needed so that people can select from the list of what they will donate and the quantity.</p> <ul style="list-style-type: none"> • A few members suggested compiling a database of businesses which have donated to our fundraisers in the past, as well as business which we have contacted where special offers were proposed. • Anthony (AT) has offered his assistance and has agreed to join the P&C Events team. <p><i>Mother's Day Stall</i></p> <ul style="list-style-type: none"> • The time required for planning and preparation was generally underestimated – we need to start preparing earlier going forward. • The Fathers' Day catalogue will come out next month - JH will try and order some online samples in advance of the next General Meeting. • KA and DM discussed the advantages and disadvantages of engaging an external Fun Run company to organize fun runs. DM was of the view that the events can be arranged by us as putting the pressure on families to raise enough money to get the prizes offered by the Fun Run company would be unfair in the current high cost of living climate. 	
11.	<p>Book Club Coordinator's Report</p> <ul style="list-style-type: none"> • Brochures for Issue 3 were distributed last week and orders are due by Friday 12 May. 	Noted
12.	<p>Uniform Shop Coordinator's Report</p> <ul style="list-style-type: none"> • The Uniform shop is experiencing shortages with winter coming early. Items such as small size long sleeve polos have all sold out. • Back-to School vouchers are also expiring end of June. AJ proposed that an earlier cut-off be imposed in order to allow the team sufficient time to do the back-office processing. • AJ to put a notice in the school newsletter to inform parents. 	Noted
13.	<p>Other Business</p> <ul style="list-style-type: none"> • AT brought print outs of flag designs to be used for sports carnivals and other school events. Motion was called for the P&C to cover the costs of two flags, up to a total of \$300. This was unanimously approved by all members in attendance. • The motion was voted and resolved that KRPS P&C pay for the costs of two school flags, up to \$300. 	Resolved
14.	Next Meeting	Noted

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No	Discussion	Action
	<ul style="list-style-type: none">The next General Meeting will be held in Term 2, Week 8 on Tuesday 13 June 2023 at 7:30pm in the School Hall.	
15.	Meeting Adjourned <ul style="list-style-type: none">There being no other business, this General Meeting was adjourned at 8.49pm.	Noted



KENT ROAD PUBLIC SCHOOL

P & C Association

Correspondence Received up to 7 May 2023

To be Tabled at the

General Meeting 8 May 2023

No	Date	Sender	Content Summary
1.	4/04/2023	Federation P&C	Winning Logo <ul style="list-style-type: none">• The P&C Federation has announced the winning logo from the P&C Association Logo Opinion Poll.• The logo has a modern, clean, and professional design which P&C Associations can customise with different colours, and the school's name, to make it truly ours.• The new logo toolkit will be distributed to P&C Associations in Term 2 and will include templates and a style guide featuring specified fonts, colours, and information on how we will be able to use the new logo.
2.	31/03/2023	Federation P&C	E-bulletin <ul style="list-style-type: none">• P&C Federation 2023 Election of Board Councilors and Delegates are now open.• New Parents and carers Hub – for parents or carers of students in NSW public schools where you can hear about what is happening in your children's education and have your say.• Strategies to help teenagers slay sleep.• Webinar (5 April 2023) on Collaborate, Innovate and Advocate: How joining the P&C Federation Board can make a difference Read more
3.	31/03/2023	Federation P&C	Fully funded training in suicide prevention <ul style="list-style-type: none">• P&C Association members have the opportunity to undertake a fully funded training in suicide prevention, at no cost.• Funded by the NSW Ministry of Health, LivingWorks Australia is offering free suicide prevention skills

			<p>training to every NSW parent and carer, as well as anyone who works with or is close to a young person.</p> <ul style="list-style-type: none"> • These training opportunities will help parents/carers be better equipped to have safe conversations with young people about suicide and learn how to best refer them to further help. • P&C Members who are interested in taking the online 90-minute suicide prevention skills training course that gives you the skills to identify a young person with thoughts of suicide can sign up on the LivingWorks website here
4.	17/03/2023	Federation P&C	<p>E-bulletin</p> <ul style="list-style-type: none"> • Stay connected with us by keeping your Office Bearer details up-to-date! To ensure that you receive the latest announcements, invitations, and also be approved for our Office Bearer only webinars, please check that your P&C Office Bearer details are up-to-date. • Is your governing document with the ACNC up to date? Charities registered with the Australian Charities and Not-for-profits Commission (ACNC)) must lodge their governing document on the Charity Portal. For P&C Associations incorporated under the P&C Associations Incorporation Act 1976, this is the Prescribed Constitution. • P&C Federation 2023 Election of Board Councilors and Delegates - Nominations now open. • Complimentary incorporation for unincorporated P&C Associations - As a limited special offer as part of the P&C Federation's 100-year anniversary, unincorporated P&C Associations may apply for incorporation free of charge. Terms and conditions apply. Read more
5.	Misc	Federation P&C	<p>Webinars, Q&As and nominations</p> <p>[Q&A] Engaging, retaining and rewarding volunteers in a P&C Association - Wednesday, 17 May 2023, 7:00-8:00 pm AEST</p> <p>Join us in celebrating National Volunteer Week as we come together for a lively Q&A on volunteering in our NSW P&C</p>

			<p>Association community. The speakers will share their perspectives, experiences, and insights on volunteering in the context of P&C Associations and showcase some of the inspiring stories of volunteers who have made a difference in their communities. Register here</p> <p>[Webinar] Applying for Year 5 opportunity class placement Wednesday, 29 March 2023, 7:00-8:00 pm AEDT The P&C Federation is co-hosting this webinar with the NSW Department of Education to provide parents and carers information about applying for opportunity classes.</p> <p>[Webinar] Make a Difference in Public Education – [date and time not specified] Join the P&C Federation team as they provide invaluable advice and expert insights on the requirements and responsibilities of becoming a Councillor or Delegate on the P&C Federation Board, shedding light on the Board's vital role in shaping the future of education.</p> <p>[Nominations] Make your voice heard Run for Councillor or Delegate today! Both forms must be submitted to the NSW Electoral Commission by mailing ballots@elections.gov.au or mailing them to PO Box 693 Grosvenor Place NSW 1220 by Friday, 28 April 2023 at noon.</p> <p>[Webinar] eSafety 101: how eSafety can help you Thursday, 23 March 2023, 7:00-7:35 pm AEDT The P&C Federation is pleased to be partnering with the eSafety Commission to host this webinar for our parents and carers. The webinar is designed for parents and carers of young people in primary and secondary school.</p>
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