



# KENT ROAD PUBLIC SCHOOL

## P & C Association

### General Meeting Minutes - 19 June 2023

<b>Chairperson:</b> Kimberlee Dreyer - President		<b>Location:</b> School Hall	
<b>Date:</b> 19 June 2023 (Term 2 Week 9)		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7:30pm		<b>Meeting adjourned:</b> 9:15pm	
<b>Minutes taken by:</b> Alice Kontani – Secretary			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies</b>
Kimberlee Dreyer	KD	2023 President (Chairperson)	1
Michelle Blackwell	MB	2023 Vice President	1
Jocelyn Hu	JH	2023 Treasurer and Events Coordinator	1
Alice Kontani	AK	2023 Secretary	1
Asuka Trovatello	AST	Member	1
Anthony Trovatello	AT	Member	1
Amanda Jacobs	AJ	Member, 2023 Uniform Shop Coordinator	1
Jiri Baum	JB	Member	1
Samantha Yep	SY	Member	1
Jamie Ha	JH	Member	1
Sahil Sobhloa	SS	Observer	1
Jayshree Sabhlok	AS	Observer	1
Sara Amiramini	SA	Observer	1
Lisa Tang	LT	Member, 2023 Book Shop Coordinator	1
<b>Apologies</b>			
Jack Tao	JT	2023 Vice President	1
Eva Urban	EU	Member	1
Natalia Sushchenko	NS	Member	1
Kris Arnold	KA	Member	1
Melissa Anderson	MA	Member	1
Vinnci Lee-Wu	VL	Member	1
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Chauntal Gwynne	CG	Assistant Principal, Instruction Leader (Literacy)	1
Nayeree Basmajian	NB	Assistant Principal, Year 5 Lead	1
Charlotte Whitworth	CW	Teacher, Year 6 Lead	1
<b>Additional Distribution:</b>			
Gail Unsworth	GU	School Administration Manager - apology	1
Karen Silsby	KS	School Administrator Officer -apology	1
<b>Signed:</b> Alice Kontani		Date: 25 June 2023	

**Meeting Minutes**  
(Continuation Sheet)

No	Discussion	Action
1.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>• KD opened the meeting and welcomed all to the 4<sup>th</sup> General Meeting for 2023.</li> </ul>	<b>Noted</b>
2.	<p><b>Attendance and apologies</b></p> <ul style="list-style-type: none"> <li>• AK noted apologies were received from six members as well as Camp Australia representatives. The apologies were accepted.</li> <li>• AK noted that the quorum for the meeting has been met.</li> </ul>	<b>Accepted</b>
3.	<p><b>Approval of previous minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes from the last General Meeting held on 8<sup>th</sup> May 2023 were approved as distributed.</li> </ul>	<b>Approved</b>
4.	<p><b>Call for new members</b></p> <ul style="list-style-type: none"> <li>• AK noted that one new member has joined the P&amp;C since the last General Meeting.</li> </ul>	<b>Noted</b>
5.	<p><b>KRPS OSHC Report</b></p> <ul style="list-style-type: none"> <li>• KD noted that no representatives from Camp Australia were able to attend the meeting. However, Camp Australia did provide a report.</li> <li>• KD highlighted the contents of the report, including that the proposed expansion of usage levels (186 additional places) is still under approval by the Department of Education. There were also a number of complaints raised by families to Camp Australia and an administrative compliance letter has been issued by the regulatory authority on 23<sup>rd</sup> May after an onsite visit was held on 19<sup>th</sup> April 2023 due to a notification that a child had not arrived at the service from school and police were called to assist in locating the child.</li> <li>• A copy of the report is attached as <u>Appendix 1.1</u>.</li> </ul>	<b>Noted</b>

**Meeting Minutes**  
(Continuation Sheet)

<p><b>6.</b></p>	<p><b>Treasurer’s Report</b></p> <p>JH reported bank account balances, as follows:</p> <p><u>Main P&amp;C Account:</u> We had some further payments and deposits however square profits and some reimbursements are still pending. As a result, our main P&amp;C account balance is \$63,863.01, up from the closing balance in May which was \$62,564.61.</p> <p><u>Uniform Shop account:</u> This account has had some payments and profits and the account balance is \$108,971.84, up from the closing balance in May which was \$89,893.21.</p> <p>The total of the two accounts closing balance in June 2023 totals \$172,834.85</p> <p><b>Uniform Shop since May</b></p> <table border="0"> <tr> <td>Earnings</td> <td style="text-align: right;">\$ 23,881.48</td> </tr> <tr> <td>Outgoings</td> <td style="text-align: right;"><u>\$ 4,802.85</u></td> </tr> <tr> <td>Profit</td> <td style="text-align: right;">\$ 19078.63</td> </tr> <tr> <td>Account Balance as at 16/06/2023:</td> <td style="text-align: right;">\$108,971.84</td> </tr> </table> <p><b>P&amp;C Main Account in 2023</b></p> <table border="0"> <tr> <td>Income</td> <td style="text-align: right;">\$ 2020</td> </tr> <tr> <td>payments</td> <td style="text-align: right;"><u>\$ 721.6</u></td> </tr> <tr> <td>Account Balance as at 07/05/2023:</td> <td style="text-align: right;">\$ 63,863.01</td> </tr> </table>	Earnings	\$ 23,881.48	Outgoings	<u>\$ 4,802.85</u>	Profit	\$ 19078.63	Account Balance as at 16/06/2023:	\$108,971.84	Income	\$ 2020	payments	<u>\$ 721.6</u>	Account Balance as at 07/05/2023:	\$ 63,863.01	<p><b>Noted</b></p>
Earnings	\$ 23,881.48															
Outgoings	<u>\$ 4,802.85</u>															
Profit	\$ 19078.63															
Account Balance as at 16/06/2023:	\$108,971.84															
Income	\$ 2020															
payments	<u>\$ 721.6</u>															
Account Balance as at 07/05/2023:	\$ 63,863.01															
<p><b>7.</b></p>	<p><b>Principals Report</b></p> <ul style="list-style-type: none"> <li>DM reported on COVID and reinforcement of safety measures; participation in the Makers Empire Showcase with presentations from kindergarten, years 1, 3 and 6, an update on the KRPS Step Program, the issuance of student report cards and preparation for the upcoming parent-teacher interviews.</li> <li>DM advised the upcoming band camp is expected to take place in August and requested that the P&amp;C Association continue to assist with processing Band Conductor invoices this year due to historical issues with processing payment via the school. The school will reimburse the P&amp;C for all payments made. The question put by the chair “that the P&amp;C Association continues to support the school and school band by facilitating the payment of band conductor invoices (and being reimbursed)” was seconded and adopted.</li> </ul> <p>DM shared the following opportunities for providing facilities and equipment for the school:</p> <ul style="list-style-type: none"> <li>Chess tables (2 or 3) for the students who are currently playing outside the library</li> <li>Shade umbrellas and seating</li> <li>A set of class laptops for kindergarten to year 2.</li> </ul>	<p><b>Noted</b></p> <p><b>Adopted</b></p> <p><b>Noted</b></p>														

**Meeting Minutes**  
(Continuation Sheet)

<p><b>8.</b></p>	<p><b>Events Sub-Committee Report</b></p> <ul style="list-style-type: none"> <li>• JH spoke to the report and noted that there had been no events contributing to the accounts since the last P&amp;C Meeting.</li> <li>• Events team scheduled an informal P&amp;C Dinner in June which was met with limited attendance.</li> <li>• Events team are looking to order Father’s Day gifts by 30<sup>th</sup> of June and would like to request a budget of \$6000 to order stock. Motion to be proposed separately.</li> </ul>	<p><b>Noted</b></p>
<p><b>9.</b></p>	<p><b>Uniform Shop Sub-Committee Report</b></p> <ul style="list-style-type: none"> <li>• AJ spoke to the report, a copy of which is attached as <u>Appendix 1.2</u>.</li> </ul>	<p><b>Noted</b></p>
<p><b>10.</b></p>	<p><b>Book Club Sub-Committee Report</b></p> <ul style="list-style-type: none"> <li>• LT spoke to the report and noted that Book Club Issue 3 was distributed this term. Sales totalled \$3,601.50. Scholastic rewards to the value of \$540.23 were earned.</li> </ul>	<p><b>Noted</b></p>
<p><b>11.</b></p>	<p><b>President’s Report</b></p> <ul style="list-style-type: none"> <li>• KD spoke to the report, a copy of which is attached as <u>Appendix 1.3</u>.</li> <li>• It was highlighted that, moving forward, any member can propose a motion for consideration at a General Meeting (including expenditure of funds). Any members wishing to have a motion added to the agenda are invited to email <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a> or alternatively, the request can be raised in person at the General Meeting during general business.</li> </ul>	<p><b>Noted</b></p>
<p><b>12.</b></p>	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>• AK tabled correspondence received prior to 18<sup>th</sup> June 2023. <ul style="list-style-type: none"> <li>○ P&amp;C Federation: Membership due for renewal on 1<sup>st</sup> August 2023</li> <li>○ Parliament: request for local Member for Ryde to attend a P&amp;C meeting</li> <li>○ Department of Social Services: Outcome of 2022-23 volunteer grants opportunity</li> <li>○ P&amp;C Federation: partnership agreement consultation</li> <li>○ NSW Health: help us promote the NSW Health Go4Fun Program in Ryde</li> <li>○ P&amp;C Federation E-Bulletins</li> <li>○ Further information can be provided on request.</li> </ul> </li> </ul>	<p><b>Tabled</b></p>

**Meeting Minutes**  
(Continuation Sheet)

<p><b>13.</b></p>	<p><b>Business Arising</b></p> <ol style="list-style-type: none"> <li>1 School Flags – AT proposed a motion to increase the approved expenditure on two new flags for use at carnivals from \$300 to \$450, the motion was seconded and <b>carried</b>.</li> <li>2 Kent Road OOSH Survey – KD proposed to run a survey of the school community to clarify the level of unmet demand for care as well as reviewing general satisfaction with the OOSH service and School Holiday Program (draft survey provided for review), the motion was seconded and <b>carried</b>. Further proposed to purchase an annual Survey Monkey licence (at an estimated cost \$288/year) which will enable the association to run surveys on other topics, the motion was seconded and <b>carried</b>.</li> <li>3 Acknowledgement of Country – KD proposed to incorporate an Acknowledgement of Country at the start of each P&amp;C meeting, the motion was seconded and <b>carried</b>.</li> <li>4 New KRPS P&amp;C Logo – KD proposed to adopt a KRPS P&amp;C Association logo using the recently published P&amp;C Federation style kit and guidelines. After debate about whether it was possible to use exact school colours in the logo, it was agreed for the motion to be <b>deferred to the next meeting</b>.  [<b>Action ITEM:</b> P&amp;C to further investigate whether P&amp;C federation allows KRPS school colour codes can be incorporated into the new logo.]</li> <li>5 Father’s Day Budget – JH proposed to run a Father’s Day stall for students at the school with a suggested budget allocation of \$6,000 to purchase stock, the motion was seconded and <b>carried</b>.</li> <li>6 MP Visit to Our P&amp;C Meeting – it was agreed for the discussion on whether the association would like Jordan Lane (Member for Ryde) to attend a P&amp;C meeting to be <b>deferred to the next meeting</b>.</li> <li>7 2023 Social Services Volunteer Grant - it was agreed for the original quote for 2 x Kent Road P&amp;C branded marquees to be updated and final costs presented for decision at the next generation meeting for decision.  [<b>Action ITEM:</b> P&amp;C to obtain updated quote for the marquees.]</li> <li>8 Offer of Support from Triple S Property - it was agreed for the motion to be <b>deferred to the next meeting</b>.</li> <li>9 <b>P&amp;C Federation Membership Renewal</b> – JH and AK proposed to approve a budget of \$3,000 to renew P&amp;C Federation membership and insurance from 1<sup>st</sup> August 2023, the motion was seconded and <b>carried</b>.</li> </ol>	<p><b>Resolved</b></p> <p><b>Resolved</b></p> <p><b>Resolved</b></p> <p><b>Deferred</b></p> <p><b>Resolved</b></p> <p><b>Deferred</b></p> <p><b>Noted</b></p> <p><b>Deferred</b></p> <p><b>Resolved</b></p>
<p><b>14.</b></p>	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• No new business was raised</li> </ul>	
<p><b>15.</b></p>	<p><b>Next Meeting</b></p> <p>The next General Meeting will be held in Term 3, Week 3 on Monday, 31 July 2023 in the School Library.</p>	<p><b>Noted</b></p>

**Meeting Minutes**  
(Continuation Sheet)

<b>16.</b>	<b>Meeting Adjourned</b> <ul style="list-style-type: none"><li>• There being no other business, this General Meeting was adjourned at 9.15pm.</li></ul>	<b>Noted</b>
------------	---	--------------

## **APPENDIX 1**

### **1.1 Kent Road OOSH Report (provided by Camp Australia)**

#### **Termly News**

##### **News**

Term 2 has seen the introduction of new team members into the program with Vipin on teaching practicum and a newly appointed Coordinator to our program. We welcomed Sebastian Lough to the team in this role.

Throughout term 2 our national handball competition was held with the finals held at the Jasper Road Public School on the 8<sup>th</sup> of May 2023, 3 children from Kent Road attended the finals with 1 child taking home 4<sup>th</sup> prize and a \$50 prize. The week of the 16<sup>th</sup> of June the service will take part in our national big art competition which showcases the children's artwork across the country.

##### **Safety and Supervision**

Our learning and development specialist and national quality framework specialists have been actively working in the service during the first half of the year. They have been supporting educators in their training on VSHAPE and supervision practices. The service has reviewed its supervision plans and hot spots and put these on display for all educators to refer to and as part of the induction for any new educators. Supervision is an area that is constantly being reviewed.

##### **Food**

Term 2 has seen the reintroduction of the Good Food menu into the program, after a delay in obtaining a new fresh menu that offers variety for the children. We hope that the children will enjoy the new menu with hot and cold items that rotates every fortnight to new items.

Term 2 has seen Camp Australia introduce a new variety of foods for services to order to use within the cooking experiences. A focus group has worked closely with an NSW Dietician on what healthy foods can be offered in an OSHC program to add variety and more extensive cooking experiences. This will be carried over into term 3 programming at the service.

##### **Meet The Team**

Harsha Boodhooa recently resigned from her role of Regional Manager with Camp Australia. We are pleased to introduce Penny Baldwin to the role of Regional Manager for the Kent Road Public School OSHC. Penny has extensive knowledge of the ECEC sector with many years as a centre director. We look forward to the educational leadership she will provide to Vipin and the team.

The service team includes.

- Coordinator – Renu Bala
- Coordinator- Sebastian Lough

Additional support and contact for the team include.

- Service Director and Educational Leader – *Vipin Rana*
- Regional Manager – *Penny Baldwin*
- General Manager – *Chelsea Daly*
- Head of Service Delivery – *Barbara Elvin*
- Chief Operating and Financial Officer – *Igor Merkin*

##### **Program**

Many special events have taken place in term 2 with the service providing these key events in the educational program. These include NAIDOC week, National kangaroo day and Mother's Day. Other activities include build a bear and animal crafts that the children have taken part in throughout the term.

Our CAN forum held the week of 15 May introduced our team to our new CAWAY digital programming and experience library. The new platform will support our educational program with clear linkage to the learning outcomes for children. This will be fully embedded in the service in Term 3, further enhancements will see the program being available to parents on the parent portal app each week.

**Meeting Minutes**  
(Continuation Sheet)

The incursion provider on stem activities has been a hit with the children, they have learnt about robotics and engineering through the weekly activity with the science incursion team.

With the perfect weather in term 2, the children have really enjoyed playing outdoors, with the playground, and soccer a favourite activity. The educators have taken opportunity of the weather and the environment as soon the winter will hit, and there will be limited time for outdoor play.

**Usage Levels**

We have been advised that the Department of Education licencing team are back on deck and working through approvals. We are hoping to have our 186 places available soon! Camp Australia will continue to follow up on the approval of additional spaces and will notify the community once we have received it.

We have between 94 – 110 bookings in the afternoons and 23 – 26 in the mornings.



**Complaints and Action Taken**

Since the last meeting and in term 2 there has been 3 complaints raised by families to Camp Australia and 2 first day NPS results. Below is a summary of the complaint and the actions taken to resolve this.

Date	Complaint	Action Taken
12 <sup>th</sup> April 2023	First day NPS result 3/10	Discussion with family on the feedback and parent concerns on the limited space being used during the rocketeers. Educators were spoken to about utilising all licensed spaces throughout the day.
13 <sup>th</sup> April 2023	First day NPS result 5/10	3 attempts were made to contact the parent and voice message left but failed to make further contact with Camp Australia.
25 <sup>th</sup> April 2023	Programming complaint	Parent concern not all advertised activities were undertaken on the day of rocketeers. Regional Manager attended the service to view programming that was occurring and ensuring the programmed activities were available each day.
27 <sup>th</sup> April 2023	Operational complaint	Parent concern on IT issue where parent was asked to provide medical details multiple times, also advised she could not use care if not providing a medical plan which she had already uploaded. This was resolved by Camp Australia IT team identifying a problem in the account and resolving.
31 <sup>st</sup> May 2023	Programming complaint	Parent raised concerns that the educators provided a strict program, children could not have free play or free access to resources, and they were not enjoying the program. General manager has visited the service and advised a trolley of resources to be available for children to access resources in addition to the programmed activities.



## **Meeting Minutes**

(Continuation Sheet)

### **Breaches or Non-compliance**

The regulatory authority provided the service with an administrative compliance letter on 23<sup>rd</sup> May after an onsite visit held the 19<sup>th</sup> of April 2023 due to a notification where a child had not arrived at the service from school and police were called to assist in locating the child.

The administrative letter outlined the following areas to be addressed.

- Enrolment form for the child had not been completed in full.
- Multiple responsible people were listed on the service board, only requiring one.
- How families are shared the program and experiences that take place in the service.

A response to this was submitted to the regulator and this has been closed.

### **Policy Changes**

There have been no material changes to policies since the previous report. A review has been conducted of the supervision policy to make sure it is aligned to current practice and process.

### **Incidents**

On 22<sup>nd</sup> May a child did not arrive to after school care from the end of the school day. The educators completed a search of the school grounds and tried to contact the parents to no avail. The Regional Manager and General Manager also tried to contact the parent by calling, voice messages and text. Police were called but cancelled after the parent called to advise the child was with his father and they forgot to cancel.

On 23<sup>rd</sup> May during afternoon play a child was injured when using the jumping platform by another child cutting their lip. On arrival at the service the parent became very upset on the incident, they started yelling at the educators. The parent was taken outside to discuss and asked to leave the service area. The child had first aid applied to their lip to stop the bleeding.

### **Contacts**

If you have any further questions, please do not hesitate to contact the following Camp Australia representatives via our Customer Care Team

## **1.2 Uniform Shop Report**

- Continued with strong sales due to the back to school (BTS) vouchers though face-to-face sales have slowed.
- BTS vouchers finish 30th June, we have begun to wrap up the processing of these.
- Majority of backorders are filled, still awaiting a few items that the supplier was delayed in receiving.
- Good turnout to last 2nd hand sale, sold \$960 and have made small reduction in our 2nd hand stock. Next sale tomorrow, 20th June, we anticipate continuing with 2 2nd hand sales per term.
- Notification from one of suppliers LWR about a small upcoming price rise after 1st July.
- We're awaiting details, once these are received, we will assess if there need to be any changes to the pricing of our retail price and bring it to P&C for discussion. Our last price change was term 3 2021.
- We are likely to have a stocktake in term 3.
- Starting to plan for Kindy orientation.

## **1.3 Presidents Report**

**Vote of thanks** – with all Office Bearer roles now filled for 2023, the P&C warmly thanks the 2022 Office Bearers and committee members for their service. Eva Urban served as President for four years from

## **Meeting Minutes** (Continuation Sheet)

2019 to 2022, Kris Arnold held the role of Vice President for three years between 2020 to 2022 and David Doyle served as Secretary and Treasurer for three years from 2020 to 2022. Sam Yep served as Vice President in 2022. Vinnci Lee-Wu also retired from the events team at the end of 2022. The 2023 team looks forward to building on your wonderful work.

Thank you also to those that have continued in positions this year – Jack Tao, Jocelyn Hu, Malyna Rooke, Kris Arnold, Amanda Jacobs and Lisa Tang.

The time and effort put into handing over roles including documentation has been greatly appreciated.

**2023 Office Bearer onboarding** – the activities required to enable the 2023 Office Bearers to fulfill their duties have progressed well since the last meeting. The Australian Charities and Not-for-profits Commission (ACNC) and Australian Tax Office (ATO) have been updated with new contact information thanks to JT and AK. JT, MB, JH and KD have also been provided with the ability to operate the two P&C bank accounts. MB and KD attended office bearer training provided by the P&C federation.

The Executive Committee is also planning to establish regular committee meetings at the start of each term to assist in planning. Thank you also to DM for agreeing to regular ongoing meetings as the P&C considers how to best support our growing school community in the post COVID era.

**ACNC annual report** – JT has kindly agreed to organise submission of our annual report this year to the Australian Charities and Not-for-profits Commission (ACNC). The report is due for submission by 29-Jun-23.

**P&C branding and logo** – The P&C Federation has published their sub-brand style guide for use by individual P&C associations. The logo and template kits can be customised with the Kent Road Public School colours to provide our association with a unique identity. A set of logo's based on the new style guide has been created and is available for review.

**2023 Volunteer Grants** – The P&C has received \$2,000 of grant funding under the Australian Government Department of Social Services Volunteer Grants program. Eva Urban and Kris Arnold were instrumental in preparing and lodging the grant in late 2022. The grant is intended for use in purchasing 2 x P&C branded 3m x 3m marquees, with gutter and weights.

**Updated meeting agenda format** – The agenda for this meeting was expanded to include a list of motions for consideration at the meeting. This has been done to allow members time to review each proposal in advance. Moving forward, any member can propose a motion for consideration at a meeting (including expenditure of funds). Please reach out to the executive team to have your motion added to the agenda at [kentroadpublicschool@pandcaffiliate.org.au](mailto:kentroadpublicschool@pandcaffiliate.org.au) or you can raise your request during general business.