



## KENT ROAD PUBLIC SCHOOL

# P & C Association

### General Meeting Minutes – 4 September 2023

<b>Chairperson:</b> Kimberlee Dreyer - President	<b>Location:</b> School Library	
<b>Date:</b> 4 September 2023 (Term 3 Week 8)	<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7:30pm	<b>Meeting adjourned:</b> 9:21pm	
<b>Minutes taken by:</b> Alice Kontani – Secretary		
<b>Attendees:</b>	<b>Capacity:</b>	<b>Copies</b>
<b><u>Members</u></b>		
Kimberlee Dreyer ( <b>KD</b> )	2023 President (Chairperson)	1
Jocelyn Hu ( <b>JH</b> )	2023 Vice President, 2023 Events Coordinator	1
Alice Kontani ( <b>AK</b> )	2023 Secretary	1
Kris Arnold ( <b>KA</b> )	2023 Treasurer	1
Amanda Jacobs ( <b>AJ</b> )	Member, 2023 Uniform Shop Coordinator	1
Lisa Tang ( <b>LT</b> )	Member, 2023 Book Shop Coordinator	1
Anthony Trovatello ( <b>AT</b> )	2023 Sourcing Officer	1
Asuka Trovatello	Member	1
Shivani Lopes	Member	1
Samantha Yep	Member	1
Sara Amiramini	Member	1
Vincci Wu	Member	1
Mita Brierley	Member	1
Lilian Ghan	Member	1
Natalia Sushchenko	Member	1
<b><u>School Representatives</u></b>		
Denise Minifie ( <b>DM</b> )	Principal	1
Ben Harrison ( <b>BH</b> )	Deputy Principal	1
		1
		1
<b><u>Observers</u></b>		
Sara Amiramini	Observer	1
Stephanie Cooper	Observer	1
<b>Signed:</b> Alice Kontani	Date: 23 September 2023	

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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 General Meeting for Term 3, Week 8 of 2023.</li> </ul>	<b>Noted</b>
2	<p><b>Acknowledgement of country</b></p> <ul style="list-style-type: none"> <li>Acknowledgement of Country was made by KD</li> </ul>	<b>Noted</b>
3	<p><b>Attendance and apologies</b></p> <ul style="list-style-type: none"> <li>AK noted that there was one apology received from Jack Tao (Vice President).</li> </ul>	<b>Noted</b>
4.	<p><b>Call for new members</b></p> <ul style="list-style-type: none"> <li>KD noted that no new members have joined the P&amp;C since the last General Meeting.</li> </ul>	<b>Noted</b>
5.	<p><b>Call for Office Bearer Vacancies and Executive Committee Vacancies</b></p> <ul style="list-style-type: none"> <li>Nominations were called by KD for the following Executive Committee vacancies:</li> </ul> <p>(i) <b>Treasurer – Kris Arnold</b> self-nominated; seconded by AJ and approved unanimously by all members present.</p> <p>Resolved at the General Meeting that Kris Arnold as the new office bearer now have the authority to act on behalf of the KRPS P&amp;C Executive Committee, including the managing of the KRPS P&amp;C bank accounts.</p> <p>(ii) <b>Grant Writer</b> – No nominations received. Position remains vacant.</p>	<p><b>Approved</b></p> <p><b>Deferred</b></p>
6.	<p><b>Approval of previous minutes</b></p> <ul style="list-style-type: none"> <li>Minutes from last General Meeting were approved by LT and seconded by AT.</li> </ul>	<b>Approved</b>
7.	<p><b>Presidents’ report</b></p> <ul style="list-style-type: none"> <li>KD spoke to the President’s report, a summary of which is set out in <b>Appendix 1.1.</b></li> </ul>	<b>Noted</b>

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<b>8.</b>	<b>Treasurer's Report</b> <ul style="list-style-type: none"><li>JH reported bank account balances, as follows:  <b><u>Main P&amp;C Account:</u></b> The P&amp;C had some further payments and deposits however square profits and some reimbursements are still pending. As a result, the main P&amp;C account balance is \$62,282.50, up from last General Meeting's closing of \$60,302.01.  <b><u>Uniform Shop Account:</u></b> The uniform shop has had some payments and profits, as a result of which the uniform shop account balance is \$93,184.93, down from the last General Meeting's \$108,466.41  The total of the two accounts closing balance in September 2023 totals \$155,467.43.</li><li>JH thanked Jack Tao for stepping in and helping to turn around a number of payments in the absence of an appointed treasurer.</li></ul>	<b>Noted</b>
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9.	<b>Principals Report</b>	<b>Noted</b>
	<ul style="list-style-type: none"> <li>• DM and BH provided an update on the latest school activities, including the school band’s music performance at UNSW, the sporting successes of various KRPS students in soccer, golf and tennis, book week events, the focus on reading fluency across grades, and the implementation of new assessment tools to track school progress in line with the new English and Mathematics syllabuses.</li>   <li>• DM noted that the new out of school hours care provider, Gowrie, are ready to start the provision of services on the first day of term 4. A parent information session was run via Zoom a few weeks ago and information has been provided to all parents regarding the enrolment process. DM notes that approval is still pending by Department of Education (DOE) but is hopeful that it will come through before the start of T4. DM noted that the allocation of placements will be the same as Care Australia and Gowrie will not look to put in a space waiver until they can ascertain whether additional placements are required.</li>   <li>• DM advised that structural work is due to commence at the school in relation to: (i) new concrete path leading from the kindergarten playground to Gate 5 (DOE funded); (ii) concrete slab to be built between D Block and P Block (school funded); and (iii) Air-conditioning to be installed in the Administration building (school funded)</li>   <li>• FUNDING REQUEST - DM requested for funding to put up additional playground seating and shade to be installed for the following 4 areas within the school: (1) curved fence line facing library; (ii) tree surrounds; (iii) around garden beds; and (iv) between garden beds x2 umbrella beds. DM has obtained quotes and noted that Scully Outdoor Designs was able to offer the closest to what the school would like. The total quote came to a total of approximately \$60,075. KD noted this and advised the request will be considered.</li>   <li>• UNIFORM SHOP – DM advised that the school requires all of A Block (where the uniform shop is currently located) to be returned for storage purposes as there are no other storage options in existing buildings. DM proposed some options for the P&amp;C, including (i) for P&amp;C to purchase a larger building and place it behind the library on existing concrete slab (DOE approval required); (ii) for P&amp;C to build a shed or shipping container within the school (no DOE approval required); (iii) outsource uniform sales to a local supplier or (iv) leave the uniform shop where it is and place another structure next to it. DM noted that the current uniform shop is 2.8m x 5.3m=14.8sqm. In terms of timing, DM would like the space back as soon as possible. KA advised that the bigger the new uniform shop, the better and that the proposals will be considered.</li>   <li>• DM thanked Jack Tao for arranging payment for the music tutors.</li>   <li>• DM noted that there will be a canned Food drive for poverty week in Weeks 1 and 2 of T4 to support the National Poverty Week and to raise awareness of poverty prevailing in society.</li> </ul>	

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<p><b>10.</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 two events were organised since the last P&amp;C General Meeting – a P&amp;C dinner and the Father’s Day stall.</li> <li>• JH noted that there was feedback from people who expressed interest in the dinner that the timing of the event was too late. The Events sub-committee will arrange a brainstorming session to discuss the options for events for the rest of 2023.</li> <li>• Father’s Day stall was held on 31<sup>st</sup> August and \$5,637.60 has been raised on the day. JH thanked those who were involved for contributing to a successful event.</li> <li>• JH noted that the school will be up-polling for the upcoming referendum on 14 October and advised that that she will put a request in the school newsletter for volunteers for a potential Referendum BBQ / Cake stall to ascertain whether sufficient volunteers are available to help run the event on voting day.</li> </ul>	<p><b>Noted</b></p>
<p><b>11.</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 <b>Appendix 1.2.</b></li> <li>• AJ also advised that, school uniform inventory has been gradually increasing due to increases in student population over the last few years. The insurance for the uniform shop inventory should be reviewed in order to ensure that it provides an appropriate insurable amount. The insurance coverage is currently for \$75k of inventory but AJ considers that the P&amp;C should look to increase the insurance coverage to \$85K.</li> <li>• <b>ACTION ITEM – P&amp;C to review insurance coverage for uniform shop inventory to ensure the insured amount is adequate.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Action item</b></p>
<p><b>12.</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 Scholastic Book Club orders for Issue 5 were distributed on Wednesday, 16 August. Orders totalled \$2,755. Scholastics rewards to the value of \$413.25 were earned.</li> </ul>	<p><b>Noted</b></p>

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<p><b>13.</b></p>	<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>• AK spoke to the correspondence received up to 3 September 2023 and highlighted the following: <ul style="list-style-type: none"> <li>(i) <b>Invitation to comment on the implementation of the 2019 Disability Strategy by the NSW Department of Education (DOE)</b> – the Audit Office of NSW is conducting an audit of how well the DOE has implemented the 2019 Disability Strategy, and whether it is leading to improved outcomes for students with disability in NSW public schools. Feedback from the P&amp;C Federation and members have been requested. Anyone wishing to contribute comments to P&amp;C Federation may send them to <a href="mailto:mail@pandc.org.au">mail@pandc.org.au</a> by Monday, 11 September 2023, 5:00 pm AEST.</li> <li>(ii) <b>Upcoming webinar: Keep safe and find hope: a role for parents in suicide prevention</b>  Date: Thursday, 14 September 2023  Time: 7:00-7:45 pm AEST  Suicide doesn't have to feel like a scary word. The right skills can help one prepare for conversations if or when they come up with the young people in their life. The webinar will discuss what suicide prevention initiatives are underway to support schools and families. The webinar is led by youth mental health experts Batyr alongside LivingWorks Australia.</li> </ul> </li> </ul> <p>AK invited members to contact the P&amp;C if they would like to receive further information on any of the correspondence items.</p>	<p><b>Noted</b></p>
<p><b>14.</b></p>	<p><b>Business Arising</b></p> <ul style="list-style-type: none"> <li>(i) Motion by KD to adopt a new Kent Road P&amp;C Association logo using recently published P&amp;C Federation style kit and guidelines.  <b>Outcome:</b> <i>Motion was approved unanimously by members present</i></li> <li>(ii) Update on the adoption of a formal policy (as agreed at the last General Meeting) for the P&amp;C to match PSSA donations for students representing state and national events.  <b>Update:</b> <i>KD updated members that the draft policy is expected to be tabled at the next P&amp;C General Meeting.</i></li> <li>(iii) Motion by AT to approve a purchase of a Marquee for the P&amp;C Association at a cost of up to \$3,200 (including use of \$2,000 grant money from DSS)  <b>Outcome:</b> <i>Motion was approved by majority of members present.</i></li> </ul>	<p><b>Approved</b></p> <p><b>Information</b></p> <p><b>Approved</b></p>

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<p><b>15.</b></p>	<p><b>New Business</b></p> <p>(i) Motion by JH for the P&amp;C to run a democracy sausage sizzle at the school on 14 October for fundraising purposes.</p> <p><b>Outcome:</b> Motion was approved by majority of members present but subject to securing requisite number of volunteers to help with running the event. JH to liaise with school to publish a volunteer recruitment notice in the school newsletter.</p> <p>(ii) Motion by AK to consider a proposal from Fundraising Bites that would help raise money for the school.</p> <p><b>Outcome:</b> Several members raised concerns with regards to logistical challenges in the distribution of the cookies as well as potential difficulties in collecting the funds. However, members have requested that the P&amp;C to investigate whether the cookies can be purchased for sale at the democracy sausage sizzle instead.</p> <p><b>ACTION ITEM – P&amp;C to investigate the feasibility of selling the cookies at the democracy sausage sizzle.</b></p> <p>(iii) Discussion led by KD on the P&amp;C’s purpose and short-term fundraising goals</p> <p><b>Outcome:</b> Due to time constraints, the discussion will be deferred to the next General Meeting.</p> <p>(iv) A member raised a request to add to the agenda for the next General Meeting, ways to bring parents’ engagement back on school sites.</p> <p><b>ACTION ITEM – Add discussion item to the agenda for the next P&amp;C General Meeting</b></p>	<p><b>Approved</b></p> <p><b>Action item</b></p> <p><b>Deferred</b></p> <p><b>Action item</b></p>
<p><b>16.</b></p>	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>The next General Meeting will be held in Term 4, Week 3 on Monday, 23 October 2023 in the School Library.</li> </ul>	<p><b>Noted</b></p>
<p><b>17.</b></p>	<p><b>Meeting Adjourned</b></p> <ul style="list-style-type: none"> <li>There being no other business, this General Meeting was adjourned at 9.21pm.</li> </ul>	<p><b>Noted</b></p>

## **APPENDIX**

### **1.1 President's Report**

- KD thanked DM and her team for all their effort to support parents in setting up the new OOSH
- KD thanked the uniform shop for their hard work including the recent stocktake
- KD thanked JH for her work in the role of Treasurer and for co-ordination of the very successful father's day stall
- KD thanked LT and team for her efforts co-ordinating the book club
- We have matched donations provided by the PSSA (\$100 each) to three students who have represented the school at State Championships - congratulations to each student.
- KD and AK attending the P&C Federation Conference and found the learnings extremely valuable and encourage more members to attend next year
- KD also attended the Northern District P&C meeting in August which will be a valuable source of advice and support to our association if we need it

### **1.2 Uniform Shop Report**

- Financial's as per treasurer report.
- Overdue payments to suppliers have been made.
- Current value of payments due is \$12,896.83 per attached invoice summary.
- Orders and face to face sales have slowed.
- 2<sup>nd</sup> hand sale 22<sup>nd</sup> Aug only approx. \$250 in sales made. Next 2<sup>nd</sup> hand sale planned for late November.
- Current pause on our uniform recycling program Worn Up, alternatives being looked into. Note sent via newsletter to advise parents of what is appropriate to donate, thanks to Malayna for arranging.
- Stocktake undertaken. Thanks to our volunteer team for all the hard work.
- Current stock vale at \$ 86,125.71. Stock is still incoming for orientation, so this number is likely to increase
- Due to our student population increasing over the last few years and larger amounts of stock needing to be carried consideration will need to be given to increasing our insurance coverage that is currently \$75,00. Uncertain of date of last review of this coverage, likely prior to 2021

#### **Orientation planning:**

- Date confirmed with School as Mon 12<sup>th</sup>, Wed 15<sup>th</sup>, Fri 17<sup>th</sup>, Mon 20<sup>th</sup>, Wed 22<sup>nd</sup> and Fri 24<sup>th</sup> Nov.
- Updated Kindy Pack order form and uniform shop information sheet provided to the front office to add to parent orientation packs.
- After discussion with the school and our volunteers we have confirmed that no uniform purchases will take place on the orientation days, small quantity of uniforms will be made available for display purpose only.