



Kent Road Public School

## General Meeting Minutes

Date:	Term 1 Week 3, Monday 10 February 2025 (MEETING #1, 2025)
Time:	7:00- 8:30 PM
Location:	Kent Road Public School – <b>Library</b>

General Meeting Minutes			
1	7:03 pm	Welcome 7:03 open	Chair
2	7:10 pm	Acknowledgement of Country	Chair
3	7:22 pm	Explanation of what a P & C is and what we do, introduction of executive team to new families	Chair and Secretary
4	7:37 pm	Call for new members- Attendance sheets X 4 - big turn out	Chair
5	7:38 pm	Approval of previous minutes Chook	Chair
Reports			
6	7:39 pm	Kent Road OOSH report	Gowrie (TBC)
		No Report given <ul style="list-style-type: none"> <li>Kate to contact 2 weeks prior to next meeting and ask for report</li> </ul>	
7	7:40 pm	Correspondence	Secretary
	7:45 pm	Mr Harrison gave approval of P & C Facebook page. <ul style="list-style-type: none"> <li>Kate and Chook to action by end of Term 1 2025</li> </ul> Government Grant and GST <ul style="list-style-type: none"> <li>Need's still to followed up - Chook and Kris to address</li> </ul>	
8	7:50 pm	<b>Treasurer's report</b> <ul style="list-style-type: none"> <li>\$72,700.79 General Account</li> <li>\$134,8885.48 Uniform shop</li> <li>Outstanding payment need to be entered</li> <li>Audit needs to happen before AGM</li> <li>Kris will be stepping down and handing over at the AGM call for new treasurer</li> </ul>	Treasurer
9	8:00 pm	<b>Book Club Report</b> <ul style="list-style-type: none"> <li>Explained the purpose of the book club and noted that we are looking for a new organiser. If you're interested, please reach out to a member of the executive team or attend the AGM to volunteer.</li> </ul>	Chair
10	8:04 pm	<b>EVENTS REPORT</b>	Events Co-ordinator

## General Meeting Agenda Cont'd

		<p><u>Mother's Day Market</u></p> <ul style="list-style-type: none"> <li>• Will be organising a dinner soon so that gifts can be picked out for the stall - all welcome to attend and give input. Date of dinner TBA</li> <li>• Another call for volunteers will be included in the newsletter- Chook and Kate to action</li> </ul> <p><u>Election BBQ – date TBC</u></p> <ul style="list-style-type: none"> <li>• Volunteers are needed in 1-2 hourly blocks; six people per hour are ideal. People can help prior to the day.</li> <li>• More volunteers are required to help with the BBQ.</li> <li>• <b>Baked Goods:</b> We are asking for donations of baked goods.</li> <li>• Because of insurance, children under 10 cannot be serving food at the stall. No children to be near heat.</li> </ul>	
11		<p><b>Motion</b> \$6,000 Approved for the purchase of gifts for Mother's Day Stall</p>	<p>Joce Motioned Passed Chook and Amanda</p>
12	8:10 pm	<p><b>UNIFORM SHOP REPORT</b></p> <ul style="list-style-type: none"> <li>• 150 sales recorded since the end of January.</li> <li>• Second-hand uniform sales are performing well.</li> <li>• Out of stock: backpacks and medium-sized hats.</li> <li>• More size 6 uniforms are needed.</li> <li>• Volunteers are welcome—contact via the uniform shop email.</li> <li>• Monday Shop open (8:45 – 9:30 AM):</li> <li>• Outstanding payments of \$54,196 payment due by end of Feb 2025.</li> </ul>	<p>Uniform Shop Co-ordinator</p>
13	8:15 pm	<p><b>PRINCIPALS REPORT</b></p> <p><b>Staffing Updates:</b></p> <ul style="list-style-type: none"> <li>• No new staff members.</li> <li>• Ms. Mekenna and Miss Howles have returned.</li> <li>• Ms. Swam welcomed back.</li> <li>• Ms. McKittrick is now full-time.</li> </ul>	<p>Principal</p>

## General Meeting Agenda Cont'd

		<p><b>Onboarding &amp; Training:</b></p> <ul style="list-style-type: none"> <li>● Four-day onboarding program at the start of the year.</li> <li>● Training sessions covered teacher judgment assessments, code of conduct, first aid, emergency procedures, and Indigenous sensitivities.</li> </ul> <p><b>New Award System:</b></p> <ul style="list-style-type: none"> <li>● Transition to the new system is currently underway.</li> </ul> <p><b>Student Attendance:</b></p> <ul style="list-style-type: none"> <li>● Attendance target: 95% (maximum of 10 absences per year).</li> <li>● No work will be provided for students taken on holiday.</li> </ul> <p><b>Class Updates:</b></p> <ul style="list-style-type: none"> <li>● Total students: 997.</li> <li>● New class structures established today.</li> <li>● Class placements are carefully considered and not randomly assigned.</li> <li>● Composite classes exist in Years 3/4 and 5/6.</li> </ul> <p><b>After-School Activities:</b></p> <ul style="list-style-type: none"> <li>● Maggie's Art Class: Monday &amp; Friday.</li> <li>● Chinese Class: Thursday (starting this week).</li> </ul> <p><b>Kindergarten Sports Day Change:</b></p> <ul style="list-style-type: none"> <li>● Moved from Friday to Thursday for Years K-2.</li> <li>● NOT YET - A Compass notice will be sent out.</li> </ul> <p><b>Meet the Teacher Sessions:</b></p> <ul style="list-style-type: none"> <li>● Starting next week, held in the hall.</li> <li>● 10-minute 1-on-1 sessions, booked through Compass.</li> <li>● A conversation guide will be provided.</li> <li>● Not a progress meeting—intended for introductions.</li> </ul>	
14	8:25 pm	<p><b>PRESIDENTS REPORT</b></p> <p><b>Acknowledgments:</b></p> <ul style="list-style-type: none"> <li>● Thank you to Amanda, teachers, and volunteers (Kris-10 years and Jack- 5 years).</li> <li>● <b>Grants &amp; Fundraising:</b> We want to establish separate committees this year</li> <li>● Kris and Sophie are working on GST hand over and We need to get an audit completed before the AGM</li> <li>● Chook to touch base with the school re remaining prizes from the walkathon .</li> </ul>	President

## General Meeting Agenda Cont'd

		<ul style="list-style-type: none"> <li>• Cookbook now available -hurry while stocks last.</li> <li>• There are outstanding action items from last year that will need to be addressed at the next meeting - short of time</li> <li>• Call for new members of the executive and call for a slightly different structure this year</li> </ul>	
<b>General Business</b>			
		<b>Motion</b>	<b>Moved By</b>
15			
		<b>Any Other Business</b>	
16		Bus shelter and bus routes more discussion needed and plan needed for approaching local government	TBA
<b>Meeting Close</b>			
17	8:36 pm	Next Meeting 17 March 2025 at 7:00 pm	Chair

### NOTES

*For this general meeting to be valid, at least seven (7) days' notice must have been given to members.*

*The quorum for this general meeting is 5 members.*

*Only members can vote at general meetings. To be considered a member, a membership application must have been received before the close of the general meeting or AGM preceding the current general meeting. Any person who applies for membership for the first time at this general meeting will only be considered a member after the close of this general meeting.*

*Only members can stand for casual vacancies at general meetings.*

*No decision on expenditure can be made at a general meeting at which a treasurer's report has not been presented.*