



# KENT ROAD PUBLIC SCHOOL

## P & C Association

### General Meeting Minutes - 2018

<b>Chairperson:</b> Melanie Marcellino - President		<b>Location:</b> Kent Road Public School Music Room	
<b>Date:</b> 12 <sup>th</sup> February 2018 (Term 1 Week 3)		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 8.20pm		<b>Meeting adjourned:</b> 8.57pm	
<b>Minutes taken by:</b> Jessica Matthews, (2017 Secretary) on behalf of Stacey Tsui (2018 Secretary)			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies:</b>
Melanie Marcellino	MM	2018 President, Bookclub Coordinator	1
Debbie Lawson	DL	2018 Vice President	1
Rhatih Palacio	RP	2018 Treasurer	1
Jessica Matthews	JM	Member	1
Stacey Tsui	ST	2018 Secretary	1
Kris Arnold	KA	2018 Events Team Leader	1
Fiona McNeill	FM	2018 Events Team, Student Banking Coordinator	1
Donna Armstrong	DA	2018 Events Team	1
Pieta Carroll	PA	2018 Events Team	1
Evelyn Sozou	ES	2018 Events Team	1
Rukiya Stein	RS	2018 Events Team	1
Samantha Yep	SY	Member	1
Leanne McKay	LM	Member	1
Aung Thant	AT	Member	1
May Ye-Myint	MM	Member	1
Chavalin Svetanant	CS	Member	1
Rachel Williamson	RW	Member	1
Lisa Tang	LT	Member	1
Ronnie Samu	RS	Member	1
Diane Samu	DS	Member	1
Eva Ubrna	EU	Member	1
Meredith Sanders	MS	Member	1
Kerry Novkovic	KN	Member	1
Cheng Lim	CL	Member	1
Edith Van Vaerenbergh	EV	Member	1
Simone Leo	SL	Member	1
<b>Apologies:</b>			
Michelle Blackwell	MB	2018 Vice President	1
Kate Mason	KM	2018 Uniform Shop Coordinator	1
Isabella Tan	IT	2018 Class Parent Coordinator	1
Rachel Henning	RH	Member	1
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Fiona Hamilton	FH	Deputy Principal	1
Jane Waddell	JW	Assistant Principal	1
Ben Harrison	BH	Assistant Principal	1
Jessie Hossack	JH	Assistant Principal	1
<b>Additional Distribution:</b>			
Karen Silsby		KRPS Office Administrator	1
<b>Signed:</b> J.Matthews		Date: 1 <sup>st</sup> March 2018	

Discussion	Action
<p><b>1      <u>Welcome</u></b></p>	
<p>1.1      Welcome to all new and returning members and to our first general meeting for 2018, thanks to all who just accepted a role for 2018, I look forward to working with you throughout the coming year as part of our P&amp;C team.</p>	<p>Note</p>
<p>1.2      So that we can all begin to get to know each other I thought it might be useful to very quickly go around the room and have members let us know their names, their child's / children's' names and the classes they are in as well have staff members introduce themselves to new members.</p>	<p>Note</p>
<p>1.3      Thought as this is the first meeting for many, I'd try to answer some questions that new members may have about our P&amp;C and hopefully highlight how important it is that we work in partnership with our school.</p>	<p>Note</p>
<p>1.4      What is a P&amp;C Association? – P&amp;C associations exist in almost every public school in New South Wales, the P represents Parents and the C represents citizens – associations are a school based, volunteer driven organisation of parents, grandparents and carers – P&amp;C membership is open to everyone.</p>	<p>Note</p>
<p>1.5      What does the P&amp;C Do? – we provide practical and financial support to our school that in turn provides every Kent Road student with extra resources - we also provide reliable, volunteer based services for our school community such as our uniform shop, student banking and book club – we provide our families with a supportive and social environment - as mentioned all that we do as an association is volunteer based.</p>	<p>Note</p>
<p>1.6      To give you an idea of some of the 'extras' that P&amp;C gifted funds have provided in the past that benefit every Kent Road student – air conditioning, interactive white boards, laptops and ipads, robotic and coding kits, reading resources, outdoor furniture, a demountable – every year gifted funds are also used to assist with the transport costs associated with the swim school.</p>	<p>Note</p>
<p>1.7      How Can You be Involved? – the easiest way is by doing what you have done tonight, attending a meeting and becoming a member, be an active, involved participant in our Kent Road school community, stay informed - read newsletters, put your name on the class parent contact list and volunteer</p>	<p>Note</p>
<p><b>2      Confirmation of previous Meeting Minutes</b></p>	
<p>2.1      Minutes for General Meeting held on 27/11/18: Approval of previous minutes: approved KA, seconded RP.</p>	<p>Note</p>
<p><b>3      General Correspondence and Announcements</b></p>	
<p>3.1      25/1/18 – Media Release from P&amp;C Federation welcoming students to 2018, reminding us that the P&amp;C Federation will continue to advocate for a well-resourced public education system that meets the learning needs of every child in NSW and</p>	

Discussion	Action
<p>their hope that this year provides every opportunity for our children to prosper in an equitable, safe and welcoming learning environment – also a recognition that parent collaboration and engagement within a school fosters valuable educational outcomes.</p>	<p>Note</p>
<p>3.2 5/2/18 – Media Release from P&amp;C Federation outlining Finalists Announced for the 'NSW P&amp;C Volunteer of the Year' 2017 Award – Kerry Rodgers from Boronia Park Public School is finalist for our electorate.</p>	<p>Note</p>
<p>3.3 5/2/18 – Email from Steve Carpenter advising our association of the election for Councilors and Delegates for the Federation of Parents and Citizens Associations of New South Wales for 2018 and our eligibility to vote once certain details are provided by 7/3/18 – this can now be completed as the information relates to executive roles???</p>	<p>Note</p>
<p>3.4 8/2/18 – P&amp;C Federation E Bulletin</p>	
<p>3.4.1 For new members The Federation of Parents and Citizens Associations of New South Wales is commonly known as P&amp;C Federation, put simply they are peak body of NSW public school P&amp;C associations - they are committed to a free public education system which is inclusive of all and recognise that parents are partners in the education process.</p>	<p>Note</p>
<p>3.5 8/2/18 – P&amp;C Northern Sydney E News advising their next meeting, Monday 26<sup>th</sup> march is their AGM, meeting is being held at North Sydney Public School from 7.15pm, guest speaker for the night is Anthony Manning, Chief Executive, School Infrastructure NSW, who will provide an overview of the Department's new approach to managing school infrastructure and an update on progress, the presentation will include a Q&amp;A and we are able to send through any questions should we have any.</p>	<p>Note</p>
<p>3.5.1 Again for new members a little background - the District Council is essentially a voluntary co-operative of P&amp;C Associations covering the area from the Harbour/Parramatta River to the Hawkesbury River, including Gladesville, Ryde and towards the Hills area. At their meetings senior Departmental staff regularly speak. Their main role is to bring P&amp;Cs together to exchange information and to engage where necessary in joint action. They can provide assistance in running your P&amp;C and advice on engaging with Principals and teachers. They advocate for public schools on a broader basis, including interacting with MPs on issues such as improvements in student outcomes, student-focussed curriculum and delivery, school maintenance, new school capacity, provision of OOSH facilities, student privacy issues, technology and various government and Departmental policies.</p>	<p>Note</p>
<p><b>4 <u>Business Arising</u></b></p>	
<p>4.1 NIL</p>	<p>Note</p>

Discussion	Action
<p><b>5 President's Report</b></p>	
<p>5.1 Firstly thanks to all 2017 coordinators and members who have volunteered their time so generously throughout the holidays and during the start to Term One at Kent Road:</p>	<p>Note</p>
<p>5.1.1 Thank you to our Uniform Shop coordinator Kate and the team of school community volunteers for their efforts with additional openings in order to meet the uniform purchasing needs of both new and returning students.</p>	<p>Note</p>
<p>5.1.2 Thank you to treasurer Rhatih for the many hours spent reconciling P&amp;C accounts, thanks to Ros and Kate for the completion of financial records for both the canteen and uniform shop and their cooperation with Rhatih and special thanks to school community member AJ Leong, our volunteer auditor for 2017, for the time spent looking over P&amp;C accounts in order to complete the audit process</p>	<p>Note</p>
<p>5.1.3 Thank you to Rachel for her assistance both before and during our Tea and Tissues Event of Week One</p>	<p>Note</p>
<p>5.2 In 2018 I have taken on the role of President for a sixth year, despite my declaration that 2017 was going to be my last, please be mindful throughout this year that this is my final year at Kent Road. The functioning and stability of our Association is very important to me as is our school and school community and for this to continue it is vital that all members learn all they can and be active members, willing to take over and continue.</p>	<p>Note</p>
<p>5.3 Very excited to let members know that late last year I was notified of the success of a grant application I completed - a grant for \$22 000 from our local state member, as part of the Community Building Partnership Program - this grant is to be used towards the purchase of a piece of capital equipment - a kitchen kart, which is a commercial grade, portable teaching kitchen complete with oven, cook top, sink, equipment and utensils for a class group - the grant will cover most of the cost and the school has committed to using gifted funds for the small amount remaining - I am in the process of completing paperwork necessary for the funds to be released and will then order our kart in consultation with our school and am really looking forward to its arrival and the learning opportunities it will create for Kent Road students.</p>	<p>Note</p>
<p>5.4 I'd like to give notice that at our next meeting, Monday of Week 8, there will be a vote on the gifting of P&amp;C funds to our school from the uniform shop, at this stage it will be an amount of \$25 000</p>	<p>Note</p>
<p>5.5 P&amp;C Day is on Wednesday 7 March 2018 - this is a day for P&amp;C Associations to celebrate and acknowledge the efforts of those hardworking volunteers and members, who work tirelessly year after year to support their public school and students and make sure the commitment and achievements of P&amp;C Members for a job well done is recognised</p>	<p>Note</p>

Discussion	Action
<b>6 Treasurer's Report</b>	
6.1 As of 9/2/18, the bank balances are as follows:	
6.1.1 Uniform Shop account: \$40,537.85	Note
6.1.2 Main P&C account: \$119,540.50	Note
6.1.3 Canteen account: \$11,777.82 - no activity since 31/12/17 except for one interest payment of \$1.06 due to the temporary closure of the Canteen.	Note
6.2 Now that the school is tendering for an external canteen operator, the canteen account will eventually need to be closed and the money transferred to the main P&C account. We need to decide whether to gift the remaining money in the Canteen account to the school and hold it in the main P&C account, or transfer it to the main P&C account first and then gift it from the main P&C account to the school at a later date.	Note
6.3 Uniform Shop account will gift money to the school this term (amount to be advised during the Uniform Shop Report), which will be transferred to the main P&C account and held on behalf of the school until required.	Note
6.4 Reminder that Expense Reimbursement forms can be used to request upfront payment for expenses, not just to reimburse expenses afterwards.	Note
<b>7 Principal's Report</b>	
7.1 Numbers have increased to approx 740 students. 7 kindy classes for 2018. All very settled & all smooth sailing from day 1. Extra class in computer room, if school gets fuller then we will apply for another demountable. New towers open at Mac park in March so expect new numbers and also when CNY people will return.	Note
7.2 Focusing on STEM K-6, growth mind set, working on behaviour, anxiety and helping kids be resilient.	Note
7.3 All kids will be doing Focusing on reading program - building comprehension and also looking at primary maths grade - mainly primary to ensure all kids covered. Looking at culture, leadership & building a strong sense of community.	Note
7.4 New website coming in 2018, after issues late 2017.	Note
7.5 Building Upgrade Update - External booths at Mac Centre x 2 - one in Jan poorly attended - in quiet area. Comments given were strongly supportive to Denise's plan and chats that have been done.	Note
7.6 Internal Booth this week at school, 2 hours on Thurs. Parents can come and give feedback on what they would like included in the build. No plans or models etc. More taking in feedback. Lots of ecological surveying done over last few months (looking at flood plan, county road, blue gum trees). Lots of progress, no final plans yet. Started at 20 classrooms, now up to 26 classrooms.	Note

Discussion	Action
7.7 Canteen tender went out over the holidays. Held an open day for people to come & view the space. Tender has been offered to Yummy Bears Kiosk. Open from 8.30am, fresh food for morning tea and lunch, will be open 5 days a week. Not signed off, almost ready. Will be open from term 2 day 1.	Note
7.8 OOSH demountable will be used by school during day, we will store P&C equipment there. For speech lessons during day etc.	Note
7.9 Ordered additional bench seats for kindy & Y2, \$8.5K. Not fixed so can be reused when new build happens.	Note
7.10 Ordered Set of iPads for a class to use across school.	Note
7.11 Like to order another set of laptops (ideally one per grade).	Note
7.12 Ordered more OSMO.	Note
7.13 Harmony Day by Fiona, 21/3 is day, 20/3 we will hold the day as well. Multicultural day, dancing, k-2 performances and 3-6 performance (Tues), on wed kids doing multi cultural dance & a few other surprises.	Note
7.14 Halogen leadership day will have badges presented this Friday at assembly, 25/26 assembly, going to ICC Halogens young leader day. 5th or 12th March.	Note
7.15 Jane spoke about focusing on road and street safety.	Note
7.16 Denise mentioned boom gate broken, need to get it fixed and will get a sign saying do not enter.	Note
7.17 Jessie mentioned Kindy connections - 3rd year we are doing it. Starting early this year as more beneficial for the families. Parents can come in over 3 weeks - doing 3 classes over 3 weeks and 4 classes next 3 weeks, starts week 5. Afternoon tea at the conclusion.	Note
7.18 Ben - swimming carnival next Monday. Expecting more races due to student increase. Might need to adjust final numbers etc on the day. Will be held at Epping Aquatic Centre. 3-6, year 2 if turning 8 to come along - must be squad level. Confirming and tightening procedures re: child safety on the day this year. Parents need to give signed written permission (letter or sign out book)- no more phone approval.	Note
<b>8 Events Team's Report</b>	
8.1 Started to look at items for Mothers Day Stall.	Note
8.2 Organising Easter Egg raffle.	Note
8.3 BBQ at Bunnings Rydalmere on 24/2/18.	Note
<b>9 Class Parents Coordinator's Report</b>	

Discussion	Action
<p>9.1 Notes sent for class coordinators for 2018.</p>	<p>Note</p>
<p><b>10 Uniform Shop Coordinator's Report</b></p>	
<p>10.1 Well we have started 2018 with a bang with Paypal being offline. Paypal is all up and running now and in future when there are p&amp;C changes for presidents, treasurer, secretary and/or Uniform shop coordinator the Paypal account will need to be updated.</p>	<p>Note</p>
<p>10.2 The numbering system is working well to reduce parental stress and volunteer stress.</p>	<p>Note</p>
<p>10.3 It would be appreciated if the Uniform Shop could have a new vacuum cleaner and undergo pest treatment.</p>	<p>Note</p>
<p>10.4 I would also like to thank the volunteers whose efforts are amazing especially Archanna and Emily who go above and beyond.</p>	<p>Note</p>
<p>10.5 Total in Bank as of Today was \$39,176.85</p>	<p>Note</p>
<p>10.6 The PayPal Balance is \$368.41</p>	<p>Note</p>
<p>10.7 The Total outstanding is \$8,872.42</p>	<p>Note</p>
<p>10.8 Which leaves a working balance of \$30,672.84</p>	<p>Note</p>
<p>10.9 The Uniform shop would be comfortably able to donate \$25,000 at this time to Kent Road Public school. This will be voted on in T1, W8 meeting as AOB.</p>	<p>Note</p>
<p><b>11 Book Club Coordinator's Report</b></p>	
<p>11.1 The beginning of a new school year always involves additional organisation for Book Club, new teachers to our school have been registered with Scholastic and all teachers / classes have been entered as part of our school profile and the Scholastic Set Up Wizard has been completed for all.</p>	<p>Note</p>
<p>11.2 During 2018 all student orders will continue to be placed via Scholastic's LOOP System – Linked Online Ordering Payment – information about the LOOP system and its use will be included as part of the school newsletter for all parents.</p>	<p>Note</p>
<p>11.3 It is more than likely that during 2018, I will continue to only have enough time to offer one brochure per term for student ordering and I'd like to thank the school and P&amp;C for their understanding when it comes to this arrangement and the large time commitment involved in distributing orders.</p>	<p>Note</p>
<p>11.4 Issue 1 brochures have been distributed and orders close Monday 19<sup>th</sup> February @ 3.15pm.</p>	<p>Note</p>
<p><b>12 Student Banking Coordinator's Report</b></p>	

Discussion		Action
12.1	Nil discussion.	Note
<b>13</b>	<b>Other Business</b>	
13.1	NIL.	Note
<b>14</b>	<b>Meeting adjourned: 8.57pm.</b>	