



# KENT ROAD PUBLIC SCHOOL

## P & C Association

### General Meeting Minutes - 2018

<b>Chairperson:</b> Melanie Marcellino - President		<b>Location:</b> Kent Road Public School Staff Room	
<b>Date:</b> 10 September 2018 (Term 3 Week 8)		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7.30pm		<b>Meeting adjourned:</b> 8.47pm	
<b>Minutes taken by:</b> 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
Stacey Tsui	ST	2018 Secretary	1
Kris Arnold	KA	2018 Events Team Leader	1
Eva Urban	EU	Member	1
Pieta Carroll	PC	2018 Events Team	1
Evelyn Sozou	ES	Member	1
Rukiya Stein	RS	2018 Events Team	1
Simone Leo	SL	Member	1
Rachel Williamson	RW	Member	1
Edith Van Vaerenbergh	EVV	Member	1
Jacqueline Grace	JG	KROSHC Representative	1
Mel Yip	MY	KROSHC Representative	1
Jennifer Ayoub	JA	KROSHC Representative	1
<b>Apologies:</b>			
Leanne McKay	LM	Member	1
Lisa Tang	LT	Member	1
Vaishnavi Sundar	VS	Member	1
Jessica Matthews	JM	Member	1
Isabella Tan	IT	Class Parent Coordinator	1
Kylie Seary	KS	Member	1
Michelle Bellette	MB	2018 Vice President	1
Fran Martinelli	FM	Uniform Shop Support Coordinator Role	1
Rhatih Palacio	RP	2018 Treasurer	1
Fiona McNeill	FM	Member	1
Donna Armstrong	DA	2018 Events Team	1
Kerry Novokovic	KN	Member	1
Samantha Yep	SY	Member	1
Diane Samu	DS	Member	1
Lisa Ponton	LP	Member	1
Meredith Sanders	MS	Member	1
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Jane Waddell	JW	Assistant Principal	1
Jessie Hossack	JH	Assistant Principal	1
Fiona Hamilton	FH	Assistant Principal	1
Ben Harrison	BH	Assistant Principal	1
<b>Additional Distribution:</b>			
Karen Silsby		KRPS Office Administrator	1



KENT ROAD PUBLIC SCHOOL

# P & C Association

<b>Signed:</b> Stacey Tsui	Date: 10 September 2018
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Discussion	Action
<p><b>1 Welcome</b></p>	
<p>1.1 Welcome to term 3 week 8 P&amp;C meeting by President.</p>	<p>Note</p>
<p><b>2 KROSCH Update</b></p>	
<p>2.1 Rebecca Morton is the responsible person, sends apologies for meeting today.</p>	<p>Note</p>
<p>2.2 Enrolments: 50-60 children on average in the morning. 150-170 children in the afternoons on average.</p>	<p>Note</p>
<p>2.3 Vacation care: 80-90 children per day.</p>	<p>Note</p>
<p>2.4 2019 enrolments: families soon to receive an invitation. Existing families to be given priority before new enrolments. Enrolments to be done online.</p>	<p>Note</p>
<p>2.5 Meeting scheduled for 17<sup>th</sup> September at 5.30pm to discuss updates within the service.</p>	<p>Note</p>
<p>2.6 End of year multicultural event planned, families of KROSCH kids to be invited.</p>	<p>Note</p>
<p>2.7 Congratulations to educators Helen and Tom who have been with KROSCH for 5 years.</p>	<p>Note</p>
<p><b>3 Confirmation of previous Meeting Minutes</b></p>	
<p>3.1 Minutes for General Meeting held on: Approval of previous minutes: approved by KA and seconded ES.</p>	<p>Approved</p>
<p><b>4 General Correspondence and Announcements</b></p>	
<p>4.1 3/7/18 – An email from a Kent Road parent expressing concern about driver behaviour on the Herring Rd crossing, table a copy of that email and my reply on behalf of the association stating that both our Association and school are very aware of all traffic and parking issues around the school and doing what we can as often as we can</p>	<p>Note</p>
<p>4.2 5/7/18 – An email via a class parent from a parent in the class re the quality of the toilet paper in the school toilets, the original email was also sent to school and I have discussed this with our principal.</p>	<p>Note</p>
<p>4.3 27/7/18 – Email from P&amp;C Federation re the fact that from 1 July 2018, schools will have greater flexibility and choice to commission and undertake over 20 of the most commonly requested activities and works themselves, or alternatively, continue to have the Asset Management Unit (AMU) undertake the works on their behalf.</p>	<p>Note</p>
<p>4.4 27/7/18 – Collection Sample Brochures from Harlequin Group which I will pass on to our uniform shop for reference</p>	

Discussion	Action
<p>4.5 27/7/18 – Spring Garden Competition Information pack from Ryde Council which I will pass on to school, I believe they generally receive this pack as well.</p>	<p>Note</p>
<p>4.6 8/8/18 – P&amp;C Northern Sydney E News, serving as notice of their meeting held Monday 27 August, forwarded to all members 16/8 as there was discussion at this meeting as part of the meeting agenda re the new Meadowbank Education Precent</p>	<p>Note</p>
<p>4.7 17/8/18 – P&amp;C Federation E Bulletin – some tips on email scams, a copy of which I will table now for member reference and can send to any member who would like a copy, also a reminder that nominations for NSW P&amp;C Volunteer of the Year are open should any member wish to nominate anyone, I can give you more details</p>	<p>Note</p>
<p>4.8 24/8/18 – P&amp;C Northern Sydney E News, with a reminder of their coming meeting and agenda items added including a discussion of schools where there is a joint use of sporting facilities such as St Ives High School and a discussion on current performance and issues associated with the operation of Project Reference Groups (PRGs) that are a part of all School Infrastructure NSW builds and upgrades</p>	<p>Note</p>
<p>4.9 27/8/18 – An email reminder from Northern Sydney District Council of P&amp;Cs with the agenda for their meeting being held that evening</p>	<p>Note</p>
<p>4.10 28/8/18 – Press Release from P&amp;C Federation congratulating and welcoming The Hon. Dan Tehan on his appointment as the new Federal Minister for Education. As a priority P&amp;C Federation would like to see Minister Tehan address the inequity of funding that is current in NSW public schools.</p>	<p>Note</p>
<p><b>5 <u>Business Arising</u></b></p>	
<p>5.1 Nil</p>	<p>Note</p>
<p><b>6 <u>President's Report</u></b></p>	
<p>6.1 Quite a bit of 'housekeeping' to share with members as part of this report so apologies in advance.</p>	<p>Note</p>
<p>6.2 You may have noticed that there has been a change in the online uniform shop – many thanks to our coordinator Kate for the enormous amount of time and work she has put into the setting up of this shop, the time spent liaising with both our school and myself with online testing and site editing and getting the shop 'live'. Thanks also to our assistant principal Mr Harrison for his time and feedback re the shop and assistance with the shop now being a part of the school website. The new online option for the uniform shop utilises the ecommerce feature of the shop point of sale system VEND, has the highest level of encrypted security for all online sales and it will also sync with online inventory for the shop.</p>	<p>Note</p>

Discussion	Action
<p>6.3 The use of the e commerce option does mean that our VEND annual license needed to be upgraded at an additional cost of \$30 per month, which equates to roughly \$1 a day – this cost was discussed at a school level and also P&amp;C executive level for approval as it is classed as an operating cost, before the upgrade was made. As an FYI for members this additional fee means that our POS system now has unlimited turnover: we were currently limited to \$25k per month which was less than orientation last year, also allows the ability to use advanced promotions &amp; gift cards which will mean that orientation packs can be processed as one item, gives access to all add-ons &amp; Ecommerce channels which will make managing the website long term easier, API Access, this is a secure link to paypal and credit cards and multi-outlet retail management which will mean that any type of device can be used as a register (phone, ipad, laptop) if needed.</p>	<p>Note</p>
<p>6.4 Further to the above I'd like to congratulate the school on the new school website and acknowledge their work in the setting up of the site. Everyone I have spoken to in the school community has had positive feedback to give. Thanks also to Mr Harrison for his availability as a contact point for the website and for including P&amp;C information and updates on website on our behalf.</p>	<p>Note</p>
<p>6.5 Thank you to Events Team Coordinator Kris and team members Fiona and Donna for their organisation of a special lunch deal for our K/1 students to conclude their athletics carnival held at the end of week 1. Thanks also to the school community volunteers who assisted on the day. Further thanks again to Kris and Fiona for their coordination of the Father's Day Stall, I'm sure that all Kent Rd dads who were lucky enough to receive a gift from the stall as part of their special day appreciated the thought their children put into selecting the gift.</p>	<p>Note</p>
<p>6.6 Our P&amp;C membership and insurance has been renewed for the coming year, this membership and insurance is a condition of our incorporation under the Federation and is a recurring operating cost – coverage chosen remained as per last year but we have now reached the highest level of membership as it is based on student numbers (we are now an AF1 school with 701 + students) – total cost was \$1409, which is an increase on last year due to the increased membership level. Many thanks to Stacey and Rhatih for reading through relevant information as fellow executive in order to decide coverage level and to Stacey for completing the renewal process and follow up online. I'll table copies of our new Certificate of Currency and information lodged with the Federation as part of the insurance process now for P&amp;C records.</p>	<p>Note</p>
<p>6.7 Wanted to let all members know that at a Council meeting held in Jun (26/6) the Council voted to approve the engagement of two dedicated School Zone Parking Officers for a trial period of 2 years, at a cost of \$216,000 per annum to enhance parking enforcement at schools, the roles will be funded from anticipated additional parking enforcement income, great to have recognition from Council that traffic and parking around schools is a real issue.</p>	<p>Note</p>

Discussion	Action
<p>6.8 Also wanted to let members know that last week was P&amp;C Federation's 'Fair Funding Now Week of Action' with a week of reaching out to parents and the wider community about the importance of fair funding for public education, clear message to the Federal Govt that all schools should be funded fairly based on the unique needs of each child but because of changes by the Liberal-National government in Canberra, public schools are missing out on billions in urgently needed funding.</p>	<p>Note</p>
<p><b>7 Treasurer's Report</b></p>	
<p>7.1 P&amp;C Main Account: \$155,963.32  - includes Father's Day Stall takings and reimbursement  - includes K-1 Athletics Carnival BBQ takings and reimbursement  - includes P&amp;C annual insurance withdrawal of \$1409.00</p>	<p>Note</p>
<p>7.2 Uniform Shop Account: \$20,440.95  - includes VEND upgrade reimbursement of \$1139.31</p>	<p>Note</p>
<p><b>8 Principal's Report</b></p>	
<p>8.1 Broken Hill trip: fabulous experience. Feedback from kids: they felt more confident in themselves as a result. Visited Pomona School and attended a military museum, very interactive experience. Very worthwhile event.</p>	<p>Note</p>
<p>8.2 Two wellbeing days run by Relationships Australia for Years 5 and 6. Teachers are continuing work done on that day.</p>	<p>Note</p>
<p>8.3 Walkathon has raised \$28,500 at current count. Amount raised has increased year on year. Friday week there will be an assembly to award Walkathon prizes.</p>	<p>Note</p>
<p>8.4 Battle of the primary schools eisteddfod on the next two nights for years 3, 4 and 6 school dance groups.</p>	<p>Note</p>
<p>8.5 Primary musical was on last week. Over 1000 tickets sold over two nights. Also \$980 raised for drought relief from donations at musical.</p>	<p>Note</p>
<p>8.6 Year 2 went on Zoo Snooze. Really enjoyable and confidence building for kids.</p>	<p>Note</p>
<p>8.7 Year 5 headed off to Mogo (south coast).</p>	<p>Note</p>
<p>8.8 Term 4 week 2 - kindergarten orientation. Currently have 80 enrolments for next year. Important for 2019 prospective families to enrol as soon as possible for planning purposes.</p>	<p>Note</p>
<p>8.9 Student Representative Council (SRC) undertaking an initiative for "Buy a bale" campaign and a "Connect 4" competition.</p>	<p>Note</p>

Discussion	Action
<p>8.10 Thursday week 10 will be "Jersey Day" so kids can wear sports jersey of their choice. Charity is in support of organ donation (initiative raised to Ms Minife by a KRPS student).</p>	<p>Note</p>
<p>8.11 KRPS has brought in online ticketing and online interview booking. More streamlined for the school, and feedback to date is it has worked well for families.</p>	<p>Note</p>
<p>8.12 Building upgrade: provisional plans on the NSW government planning website. There will be a public meeting in the next few weeks, which may include artist's impressions of what the upgraded building will look like.</p>	<p>Note</p>
<p>8.13 Demountable 16 was delivered over the weekend (in top playground). Demountable 3 (KL classroom) had to move forward to make space.</p>	<p>Note</p>
<p><b>9 Events Team's Report</b></p>	
<p>9.1 K-1 Athletics Carnival made \$670 (profit).</p>	<p>Note</p>
<p>9.2 Father's Day stall made \$1300 (profit). Sold 796 gifts.</p>	<p>Note</p>
<p>9.3 This year made \$5300 from fundraising.</p>	<p>Note</p>
<p>9.4 Next event: Neon Disco is scheduled for 2 November.</p>	<p>Note</p>
<p><b>10 Class Parents Coordinator's Report</b></p>	
<p>10.1 IT sends apologies. No update re class parents.</p>	<p>Note</p>
<p><b>11 Uniform Shop Coordinator's Report</b></p>	
<p>11.1 No update this meeting.</p>	<p>Note</p>
<p><b>12 Book Club Coordinator's Report</b></p>	
<p>12.1 Final Issue 5 figures to report:</p> <p>Student Order Total - \$3081</p> <p>Teacher Orders using Bonus Coupons / Cash - \$217 (\$70.50 cash + \$146.50 BC)</p> <p>Largest Infants Order / Class 1B - \$204</p> <p>Largest Primary Order / Class 5G - \$205</p>	<p>Note</p>
<p><b>13 Other Business</b></p>	
<p>13.1 Tree Day event: over 100 lilli pillies planted by Frasers Property Group at the Kent Road boundary of KRPS.</p>	<p>Note</p>
<p>13.2 STEM Race Day: went well and enjoyable day for kids.</p>	<p>Note</p>

Discussion	Action
13.3 Sports uniforms: some parents have asked after specialist sports uniforms (at the moment there is only a specialist uniform for soccer). School has not found an option to suit all, will continue to look into it.	Note
13.4 Question about audio visual upgrade to the hall using P&C funds: something the school will look into in conjunction with the new build.	Note
13.5 Next meeting: term 4, week 3 (Monday 29 <sup>th</sup> October)	Note
14 <b>Meeting adjourned: 8.47pm.</b>	