



KENT ROAD PUBLIC SCHOOL

P & C Association

General Meeting Minutes - 2018

Chairperson: Melanie Marcellino - President		Location: Kent Road Public School Music Room	
Date: 19 March 2018 (Term 1 Week 8)		Meeting Type: General Meeting	
Meeting commenced: 7.30pm		Meeting adjourned: 8.42am	
Minutes taken by: Stacey Tsui (2018 Secretary)			
Attendees:		Position:	Copies:
Melanie Marcellino	MM	2018 President, Bookclub Coordinator	1
Debbie Lawson	DL	2018 Vice President	1
Rhatih Palacio	RP	2018 Treasurer	1
Stacey Tsui	ST	2018 Secretary	1
Kris Arnold	KA	2018 Events Team Leader	1
Pieta Carroll	PA	2018 Events Team	1
Rukiya Stein	RS	2018 Events Team	1
Isabella Tan	IT	Class Parent Coordinator	1
Leanne McKay	LM	Member	1
Diane Samu	DS	Member	1
Eva Urban	EU	Member	1
Meredith Sanders	MS	Member	1
Edith Van Rompay	ER	Member	1
Evelyn Sozou	ES	Member	1
Lilyan Shum	LS	Member	1
Vaishnavi Sundar	VS	Member	1
Fran Martinelli	FM	Uniform Shop Support Coordinator Role	1
Apologies:			
Lisa Tang	LT	Member	1
Fiona McNeill	KM	2018 Events Team, Student Banking Coordinator	1
Samantha Yep	SY	Member	1
Rachel Williamson	RW	Member	
Simone Leo	SL	Member	
Kerry Novkovic	KN	Member	
School Representatives:			
Denise Minifie	DM	Principal	1
Jane Waddell	JW	Assistant Principal	1
Ben Harrison	BH	Assistant Principal	1
Jessie Hossack	JH	Assistant Principal	1
Chauntel Gwynne	CG	Assistant Principal	1
Additional Distribution:			
Karen Silsby		KRPS Office Administrator	1
Signed: Stacey Tsui		Date: 19 March 2018	

Discussion	Action
<p>1 <u>Welcome</u></p>	
<p>1.1 Welcome to our second meeting for 2018.</p>	<p>Note</p>
<p>2 Confirmation of previous Meeting Minutes</p>	
<p>2.1 Minutes for General Meeting held on 12/2/18: Approval of previous minutes: approved RP, seconded PC</p>	<p>Note</p>
<p>3 General Correspondence and Announcements</p>	
<p>3.1 20/2/18 – P&C Federation E Bulletin announcement that the theme for Education Week this year, taking place Monday 6th August – Friday 10th August is 'Today's Schools Creating Tomorrow's World' and Friday 16th March is a National Day of Action against bullying and violence</p>	<p>Note</p>
<p>3.2 22/2/18 – Media Release from P&C Federation announcing the NSW Minister for Education's decision to scrap the link between Year 9 NAPLAN results and the Higher School Certificate</p>	<p>Note</p>
<p>3.3 5/3/18 – Media Release from P&C Federation announcing the NSW P&C Volunteer of the Year is Katherine Mullen from Castle Hill Public School for her outstanding contribution to her school community</p>	<p>Note</p>
<p>3.4 7/3/18 – Media Release from P&C Federation marking P&C Day</p>	<p>Note</p>
<p>3.5 15/3/18 – Email from Northern District Council of P&Cs reminding us that their next meeting is their AGM, Monday, 26 March, 2018, 7.15 pm for 7:45 pm start - finish by 9.30 pm at North Sydney Public School and also that Anthony Manning, Chief Executive, School Infrastructure NSW will provide an overview of the Department's new approach to managing school infrastructure and an update on progress including a Q&A and we are able to send details of any issues you wish to raise so that Anthony can respond on the night.</p>	<p>Note</p>
<p>3.6 <i>Various Items to Table Completed as part of my role on behalf of the Association</i></p>	
<p>3.7 23/2/18 – P&C District Council Nomination Form submitted with executive details, as an Association we are allowed to nominate two delegates to attend meetings in an official capacity if we choose to; all members however are welcome to attend meetings if they wish</p>	<p>Tabled</p>
<p>3.8 2/3/18 – Copy of President Contact Details Form submitted to P&C Federation which will allow our Association to vote in this year's Councillors and Delegates election, more details will be given to members as they are circulated by the Federation</p>	<p>Tabled</p>
<p>3.9 8/3/18 – Copy of our Member Register Update for 2018 submitted to the P&C Federation</p>	<p>Tabled</p>

Discussion	Action
4 <u>Business Arising</u>	
4.1 At our last meeting notice was given regarding two financial gifts being made to the school from P&C accounts.	Note
4.2 For new members our P&C Association now has two accounts – a main account and a uniform shop account – all funds in these accounts are deemed as association funds with all members allowed voting rights as to their use, apart from operational costs, notice is always given to members that a financials vote is being held – any use of funds also requires double signatories and invoice sighting – account signatories are our executive made up of president, treasurer and secretary.	Note
4.3 As such tonight's vote refers to two amounts being gifted to our school for use. Our canteen account has been closed as it is no longer needed, this was discussed briefly at our last meeting and again by our executive so that visits to Westpac could be utilised fully.	Note
4.4 The remaining funds (\$11,777.82) have been transferred to be held in our main account pending a vote re gifting those funds to school for use, it is proposed that \$ 11 777.82 be gifted to our school.	Note
4.5 Also mentioned at our last meeting was an amount of \$25 000 from our uniform shop account that is able to be gifted to our school. Once a vote has taken place these funds will also be transferred to our main account and held with other gifted funds for school use as requested by our Principal.	Note
4.6 Formal vote to be held with show of hands that an amount of \$ 36 777.82 (\$ 11 777.82 and \$25 000) be gifted to our school – those in favour, those against. VOTE: all in favour, none against. Motion passed.	Motion Passed
4.7 As a result of the vote just held, funds gifted to the school now total \$133 568.82, at the end of 2017 we were holding \$96 791, these funds will be held in our main P&C account.	Note
4.8 At our last meeting our Principal discussed a number of items to be purchased - Kindergarten and Year Two (\$8,500), an additional set of 30 i-Pads (\$13,170.00), an additional class set of laptops (\$18,000), five new projectors for classrooms (\$15,000) and an interactive panel for 6G (\$8,500) - \$63, 170 – meaning that once these items have been paid for using gifted funds, there will still be around \$70 000 being held.	Note
4.9 Thank you to last year's Canteen Coordinator, Ros and our Uniform Shop Coordinator, Kate as well as school community volunteers whose efforts make these gifts possible.	Note
4.10 Members will also recall that at our AGM the uniform shop support coordinating role was left unfilled and as such becomes a casual vacancy. I am pleased to say that we have had a member, Fran Martinelli, volunteer to fill this role and would like to ask our	

Discussion	Action
<p>Principal to act as returning officer and formalise this offer. Self-nominated, seconded by Kris Arnold.</p>	<p>Note</p>
<p>5 President's Report</p>	
<p>5.1 Hope that all members enjoyed P&C Day last Wednesday 7 March – I would like to take the time officially at tonight's meeting, to thank you all again, as I did in our newsletter and via email last week, for your contribution as well as for the time and energy you volunteer as members so that our Association can support our school and students and work in partnership with our school – it is appreciated and so important for our students and school.</p>	<p>Note</p>
<p>5.2 Thanks to all members who have been involved in the transition period between this meeting and our last meeting with the handover of a role – both those outgoing and incoming – all roles are now being completed by new volunteers with guidance and support from those previously in a role.</p>	<p>Note</p>
<p>5.3 Thanks also to Stacey and Rhatih for their help with the changeover of signatories for all association accounts, both via email and in person, while I could not say that a trip to Westpac is one of the highlights of being a P&C executive it is necessary trip to make.</p>	<p>Note</p>
<p>5.4 Thanks to Events Coordinator Kris for her organisation of the recent Bunnings BBQ Fundraiser, held on Saturday 24th February, both Kris and Fiona gave up their Saturday to be on the ground for the day, thanks also to the school community volunteers who assisted at shifts throughout the day – more from Kris in her report.</p>	<p>Note</p>
<p>5.5 I know that many members have seen the Council Have Your Say on Traffic and Parking Around Schools in the local newspaper and questioned how schools were chosen to participate and if Kent Road will be given the opportunity to participate in a consultation / information session.</p>	<p>Note</p>
<p>5.6 This is a Council lead initiative and after a lengthy discussion with Council's Community Engagement Officer last week (14/3) I can let members know that Kent Road is listed as a future investigation school, however I cannot let you know a time frame as Council has only stated a 3 year period. I can share some further information with members and as this point will table an agenda from a Council Works and Community Committee Meeting held in October last year which outlines Council's report and approach to the above.</p>	<p>Note</p>
<p>5.7 Our School Principal and P&C will be contacted by the Council when our name comes up to schedule a time for a session. If any members wish to express views now re issues being experienced by our school they can do so via the Council website and the Have You Say link followed by Traffic and Parking Around School and these will be filed by Council for reference when our session is held.</p>	<p>Note</p>

Discussion	Action
<p>5.8 Ryde Council Have Your Say Documents.</p> <p>Finally I just wanted to very briefly as an FYI for members give a little information regarding P&C social media use and also the setting up of WhatsApp groups within classes.</p> <p>The NSW Department of Education has a social media use policy with very strict guidelines and protocols in place when it comes to social media use within schools, as we are an association that operates within a school this policy extends to us as an Association and is a major consideration. P&C governing bodies in every state of Australia also have recommendations about social media use and the general message is that an association works with a school to utilise their established communication methods, this is based on the fact that while there are benefits to the use of social media there are also many risks, many of which are legal. Stand-alone sites are not encouraged due to the onerous workload involved in maintaining them and the numerous legalities involved.</p> <p>For new members and parents new to Kent Road, the Class Parent System is a school based system for school communication in addition to the school app and the newsletter; any information distributed via the system is by the school or classroom teachers and is done so with school permission and approval. The school does allow the P&C to utilise the system for additional communication and also allows parents to have access to other parent's contact points to facilitate social contact where needed, provided all privacy / confidentiality requests are met. As such parents do have access to email and phone contacts which is enough to allow contact to be made at individual levels, for things like birthday party invitations, play dates etc and the use of messaging services like WhatsApp is not encouraged for group / class discussion purposes.</p>	<p>Tabled</p>
<p>6 Treasurer's Report</p>	
<p>6.1 Main P&C account: \$132,727.84 (includes Bunnings BBQ takings and expenses).</p>	<p>Note</p>
<p>6.2 Canteen account: \$0 - closed on 2/3/18. Closing amount of \$11,777.82 transferred to Main P&C account.</p>	<p>Note</p>
<p>6.3 Uniform Shop account: \$47,581.60</p>	<p>Note</p>
<p>7 Principal's Report</p>	
<p>7.1 Just started week 8. Things are settling well, school year progressing nicely. Alot of work gone into making sure new students and staff are aware our routines.</p>	<p>Note</p>
<p>7.2 Harmony Day this week. Tomorrow there is a performance group, Wednesday normal lessons with a focus on multicultural dance.</p>	<p>Note</p>
<p>7.3 Kindergarten Connections running. Fairly good turnout.</p>	<p>Note</p>

Discussion	Action
<p>7.4 Many meetings about building upgrade. Nothing can be shared syet, but moving close to signing off first stage. After this, initial plans can be discussed in public. Another "have your say" session to be conducted soon. Scope of project expanded to address issues with school site.</p>	<p>Note</p>
<p>7.5 Staff are busy putting together new school plan. Main pillars are learning, engaging and leading.</p>	<p>Note</p>
<p>7.6 Learning: targeted maths and spelling support from years 2-6. Kids who need extra help/extension are given that opportunity. Team of teaches undertaking professional learnings focussed on reading program. Training will take 6 months, then 18 months for full implementation. Focus is to develop reading comprehension strategies. Kindergarten developing strong decoding skills. Now the aim is to encourage comprehension skills. Strong focus on STEM and focus based learning. Teachers partnered with St Ives Public School, which is 12 months ahead of KRPS and is a mentor school. Kindergarten working on fairy tales with a STEM element. There is STEM happening in every grade. Umbrella strategy: growth mindset. Aiming to see resilient students. Want them to cope when something goes wrong. The modern workplace is increasingly complex so students need to have skills to keep them positive.</p>	<p>Note</p>
<p>7.7 Engaging: with other communities and overseas, and also with parent community. Re-doing KRPS website, major project. Still some kinks in the system. Department of Education (hereafter the Department) are redoing current websites, moving to Adobe product which have to fit into Department structures. Two schools are piloted, websites to be live sometime in March. Kent Rd website to look quite different. Current website is managed by an external provider, and it is very difficult to upload documents without approaching external provider.</p>	<p>Note</p>
<p>7.8 Uniform shop website will eventually be part of the school website. Flexischools will also need to be worked into new website. Parents should receive a better experience.</p>	<p>Note</p>
<p>7.9 Leading: focus is preparing for the future at school, and also student's future more generally. Current kindergarten kids will finish school in 2030. Current low skilled jobs will no longer exist at that time. Rate of change is so high, students going through primary school must be equipped to handle the change. Literacy and numeracy very important, also the four Cs. Ability to communicate and collaborate becomes the big focus of what teachers are teaching. Impact of primary schools is going to flow into high schools. Teachers are preparing themselves to lead those changes. Case in point: 1G and 1L wall have had dividing wall between classrooms taken out in order to share skills amongst a larger Year 1 group. Last year, two years 6 classes were altogether in one classroom to receive information before splitting up to do group work.</p>	<p>Note</p>
<p>7.10 CG comments: showed a short film of the conjoined 1G and 1L classroom. Sometimes teachers are out front teaching the class</p>	

Discussion	Action
<p>a concept. Other times, one is teaching a big group and another teaching a smaller group. Varies, enables teachers to change up what they are doing. Enables teachers to be good role models for collaboration. Department is building open plan classrooms. Initial worries were about noise with a conjoined classroom. DM: what we have been told is the Department will no longer build single classrooms. Conjoined classrooms is the way forward.</p>	<p>Note</p>
<p>7.11 CG: first three years of career was based in an open plan classroom. A lot depends on the teachers involved and that partnership. Feedback has been positive so far.</p>	<p>Note</p>
<p>7.12 For KRPS new build, what we are looking at is options to open up and close down classrooms into smaller spaces. Information night on new co-teaching program? Will happen in many ways over the coming years around the new build. Conjoined classroom system rolled out in Victoria in past few years. Internationally open plan learning is a trend. Idea is to provide more opportunities for kids to develop collaborative and communicative learning.</p>	<p>Note</p>
<p>8 Events Team's Report</p>	
<p>8.1 BBQ made over \$900. About 100 sausages left over.</p>	<p>Note</p>
<p>8.2 Easter hampers to be put together next Tuesday. Notice going out in school newsletter.</p>	<p>Note</p>
<p>8.3 Mother's Day stock ordered. Stall will be on early next term.</p>	<p>Note</p>
<p>8.4 MM: thanks to Kris and Fiona for coordinating BBQ.</p>	<p>Note</p>
<p>9 Class Parents Coordinator's Report</p>	
<p>9.1 Happy to report all classes have a class parent. Overwhelming response this year. 84 parents volunteered. A lot of parents have started collating class distribution lists. All lists should be set up week 1, term 2. Thanks to MM for assistance.</p>	<p>Note</p>
<p>10 Uniform Shop Coordinator's Report</p>	
<p>10.1 We are still experiencing a high volume of sales.</p>	<p>Note</p>
<p>10.2 There has been a problem getting sports polos, they have not been available this term however we have been advised outstanding orders should be delivered shortly.</p>	<p>Note</p>
<p>10.3 We are already receiving orders for winter uniforms.</p>	<p>Note</p>
<p>10.4 Total in Bank as of Today was \$47,581.60. The PayPal Balance is \$6,469.86. The Total outstanding is \$17,961.46. Which leaves a working balance of \$36,090.00.</p>	<p>Note</p>
<p>10.5 The Uniform shop would be comfortably able to donate \$25,000 at this time to Kent Road Public school.</p>	<p>Note</p>

Discussion	Action
11 Book Club Coordinator's Report	
11.1 Student Orders completed via LOOP System - \$2831.50	Note
11.2 Additional Teacher Orders using Bonus Vouchers - \$269.50	Note
11.3 Bonus Vouchers Earned - \$581.50	Note
11.4 Largest Infants Class / 2H - \$268.00	Note
11.5 Largest Primary Class / 3M - \$215	Note
11.6 Thanks to all families for their patience as order distribution was completed across several days.	Note
12 Other Business	
12.1 DL: will there be any code camps this school holidays? DM: North Ryde Public will host code camp during the upcoming school holiday.	Note
12.2 EU: can we take down canteen coordinator signs? MM: yes	Note
12.3 Canteen update: day 1 term 2 the new canteen menu will come into effect through Flexischools.	Note
12.4 EU: moveable kitchen update? MM: waiting for funds to be released by Department. School and manufacturer is ready, just waiting on one more form for Department approval.	Note
12.5 Next meeting: term 2, week 3. Monday 14 May.	Note
13 Meeting adjourned: 8.42pm.	