



KENT ROAD PUBLIC SCHOOL

P & C Association

General Meeting Minutes - 2018

Chairperson: Melanie Marcellino - President		Location: Kent Road Public School Staff Room	
Date: 3 December 2018 (Term 4 Week 8)		Meeting Type: General Meeting	
Meeting commenced: 7.30pm		Meeting adjourned: 8.40pm	
Minutes taken by: Stacey Tsui (2018 Secretary)			
Attendees:		Position:	Copies:
Melanie Marcellino	MM	2018 President, Bookclub Coordinator	1
Rhatih Palacio	RP	2018 Treasurer	1
Stacey Tsui	ST	2018 Secretary	1
Kris Arnold	KA	2018 Events Team Leader	1
Pieta Carroll	PC	2018 Events Team	1
Rukiya Stein	RS	2018 Events Team	1
Fran Martinelli	FM	Uniform Shop Support Coordinator Role	1
Evelyn Sozou	ES	Member	1
Simone Leo	SL	Member	1
Fiona McNeill	FM	Member	1
Samantha Yep	SY	Member	1
Diane Samu	DS	Member	1
Kerry Novkovic	KN	Member	1
Rachel Williamson	AB	Member	1
Andrew Brackley	RW	Visitor	1
Apologies:			
Michelle Bellette	MB	2018 Vice President	1
Debbie Lawson	DL	2018 Vice President	1
Donna Armstrong	DA	2018 Events Team	1
Isabella Tan	IT	Class Parent Coordinator	1
Leanne McKay	LM	Member	1
Lisa Tang	LT	Member	1
Vaishnavi Sundar	VS	Member	1
Jessica Matthews	JM	Member	1
Eva Urban	EU	Member	1
Lisa Ponton	LP	Member	1
Meredith Sanders	MS	Member	1
Edith Van Vaerenbergh	EVV	Member	1
Kylie Seary	KS	Member	1
School Representatives:			
Denise Minifie	DM	Principal	1
Jessie Hossack	JH	Assistant Principal	1
Ben Harrison	BH	Assistant Principal	1
Additional Distribution:			
Karen Silsby		KRPS Office Administrator	1
Signed: Stacey Tsui		Date: 3 December 2018	

Discussion	Action
<p>1 Welcome</p>	
<p>1.1 Welcome to Term 4 Week 8 P&C meeting by President. Can't believe I am welcoming everyone to our final meeting for the year, although I am starting to feel a little of that end of year panic creep in to my life along with end of year exhaustion. Christmas fact of the day for you all that I heard this morning was that today, the last day of the year to purchase gifts online with guaranteed Christmas delivery, there will be 4 gifts purchased in Australia per second!</p>	<p>Note</p>
<p>2 Confirmation of previous Meeting Minutes</p>	
<p>2.1 Minutes for General Meeting held on: Approval of previous minutes: approved by PC and seconded ES.</p>	<p>Approved</p>
<p>3 General Correspondence and Announcements</p>	
<p>3.1 Asked by P&C Federation to let members know that schools across Australia are invited to get involved and take action on the National Day of Action against Bullying and Violence next year on Friday 15 March 2019. The theme for the 2019 NDA is Bullying. No Way!</p>	<p>Note</p>
<p>3.2 15/11/18 – A flyer for the upcoming P&C Federation 2019 Conference and Awards Dinner, to be hosted at the Novotel, Parramatta on 1st & 2nd March 2019. The conference is a great opportunity not only to gain information and resources but to chat and share experience with like minded P&C members.</p>	<p>Note</p>
<p>3.3 21/11/18 – Copy of an email chain between myself and Helen Jones, School Crossing Program Coordinator expressing school community concerns about RMS's inability to provide replacement crossing supervisors and stressing that student safety is our paramount concern. As all members are aware our school is experiencing an ongoing issue with the replacement of school crossing supervisors, this issue is the subject of regular conversations between myself and our school principal.</p>	<p>Note</p>
<p>3.4 22/11/18 – P&C Federation E Bulletin, note for members and executive P&C Federation are excited to launch their new tools and resources for P&C Associations across NSW. They have worked hard to create extensive guides for Employment, Canteen Management and Financial Management & Control.</p>	<p>Note</p>
<p>3.5 P&C members also now access the new Member's Portal, where they can upload audits, update details and have access to other useful resources. These new resources and the Member's Portal are only accessible to P&C Associations who have current membership with the P&C Federation</p>	<p>Note</p>
<p>4 Business Arising</p>	
<p>4.1 Nil</p>	
	<p>Note</p>

Discussion	Action
<p>5 <u>President's Report</u></p>	
<p>5.1 Thanks again to all involved with this year's successful 2019 Kindergarten Orientation Program throughout its 3 weeks, all were mentioned at our last meeting but I did want to acknowledge efforts and the time commitment made again.</p>	<p>Note</p>
<p>5.2 Thanks also again to Events Team Leader Kris and team member Fiona for their organisation of the recent school disco which took place on a very hot Friday night but was greatly enjoyed by the many students who attended.</p>	<p>Note</p>
<p>5.3 Our 2018 Financial Statement / Audit of the main P&C account and Uniform Shop account will take place in the holidays and I'd like to pass on an official thanks in anticipation to all who will be involved but particularly Rhatih and Kate. The process is made easier due to the records kept by both Rhatih and Kate for both accounts, by our adherence to P&C financial requirements and also by the use of emails. It is still a process that requires time and cooperation from volunteers in a holiday period and I feel that is important to note. As an fyi for all members, the audit will be completed on a slightly different time frame this year as our treasurer is away from mid January.</p>	<p>Note</p>
<p>5.4 Congratulations and thanks to our Uniform Shop team for their financial contribution to our school this year - \$25 000 has been formally gifted to our school this year. Just over \$11000 was also gifted to our school upon the closing of our canteen account.</p>	<p>Note</p>
<p>5.5 Our Events Team has also managed to raise funds throughout the year of approx \$8000 and it is likely that formal gifting of these funds can be voted on next year.</p>	
<p>5.6 Gifted funds are ready for school use with purchases that our School Principal has discussed at meetings.</p>	<p>Note</p>
<p>5.7 A reminder to all members that all positions, executive and coordinating are declared vacant at our annual AGM, taking place next year, Monday February 11th 2019, sufficient notice of this meeting will be given to school community members via our school newsletter beginning tomorrow.</p>	<p>Note</p>
<p>5.8 An enormous thanks to all 2018 P&C members, particularly those of you who have held an executive or coordinating role, I believe that over the past few years our Association has grown in membership and functions very successfully as a team, who just gets on with the job of supporting our school and its many students. This 'job' is achieved because of everyone's volunteering and that volunteering deserves an enormous thank you from me as head of our association, so THANK YOU, I really do know how much each of you gives throughout the year.</p>	<p>Note</p>
<p>5.9 I'd like to give a P&C farewell to fellow member (and my constant support) Rachel Williamson who is leaving Kent Rd at the end of this year as her final child moves to high school. Throughout her ten years at Kent Rd, Rachel has been a very active member of</p>	

Discussion	Action
<p>our Association – she established our student banking, has served as class parent for many classes, volunteered at numerous events, coordinated orientation and tea / tissue events and provided much needed support to me and that’s only a few highlights of her ten years not a full list.</p>	<p>Note</p>
<p>5.10 I’d also like to acknowledge and farewell past member Lynsey Gordon who is also leaving Kent Rd after ten years. Until recently Lynsey was also an active member of our Association, she has been an Events Coordinator, Vice President and has also been class parent for many classes.</p>	<p>Note</p>
<p>5.11 Thank you to our School Principal, teaching and admin staff for their support of our Association and the working partnership we share that allows us to function as an Association.</p>	<p>Note</p>
<p>5.12 I’d like to end on a personal note and would ask that members indulge me for a minute or so - I think all of you know how important our school and association is to me and that both have been an enormous part of my life throughout my ten years at Kent Rd and my six years as President. I don’t even want to try to calculate volunteer hours but I can say that some weeks it has felt a little like a part time job. I have felt very lucky throughout my time as President to have had such a wonderful group of parents as members and as part of the executive / coordinating team and your efforts and support have made my role easier. I can also honestly say that I am very proud of what our association achieves every year for our school and students and that it has been a privilege to have been President for many years and volunteer along side many of you. Our school is about to begin a very exciting journey of transformation and I can’t wait to see the future Kent Rd when it is completed, I have taken my role as parent representative on behalf of all of you very seriously and remain very committed to seeing that role through to the end.</p>	<p>Note</p>
<p>5.13 Hope that all members, their families and our school staff enjoy Christmas and the coming holiday break, we all deserve and need the holiday time to relax and recharge, ready to begin 2019, a year of transformation for Kent Rd.</p>	<p>Note</p>
<p>6 Treasurer’s Report</p>	
<p>6.1 P&C Main Account: \$159,212.69</p>	<p>Note</p>
<p>6.2 Uniform Shop Account: \$25,995.57</p>	<p>Note</p>
<p>7 Principal’s Report</p>	
<p>7.1 School crossing supervision: teachers have done quite a lot of relief supervision this year. One of the long term crossing supervisor on long term sick leave, so a lot of relief coverage</p>	

Discussion	Action
<p>needed. Teachers are not required nor have the capacity to provide relief crossing supervision. KRPS has pushed back on the Roads & Maritime Service (RMS) on the requirement for relief crossing supervision. To become a formal crossing supervisor, you must do a course. Otherwise relief crossing supervisors are not permitted to wear the high-visibility vest and carry the crossing sign.</p>	<p>Note</p>
<p>7.2 Three targets: strategic directions to create a learning community, a leading community and an engaged community. STEM projects have resulted in a change of teaching practice right around the school. STEM race day was one example of full engagement of the school community. This is a reflection of the work KRPS STEM team has done.</p>	<p>Note</p>
<p>7.3 Three quarters of the way through a focus on reading training. This has upskilled teachers on developing comprehension skills. Implemented differentiated literacy and numeracy groups. Results from that are clear from school reports. Achieved through extra funding from State government and equity funding. BH: engaging in small groups for differentiated learning has had an important impact, allows kids to take the extra time they need to contemplate a question. Really changes attitude to learning in kids. Kids are now working at a much more confident level. At the other end of the scale, some kids working at an advanced year 7 curriculum level. This approach enables to target student needs much more effectively.</p>	<p>Note</p>
<p>7.4 Speech program through Macquarie University: enables teachers to recognise kids' language deficits much earlier. This program will continue into next year.</p>	<p>Note</p>
<p>7.5 Science & Technology: modified syllabus for next year.</p>	
<p>7.6 Music: KRPS has run a successful band program (including band camps), dance groups and participated in Battle of the Primary Schools.</p>	<p>Note</p>
<p>7.7 Continued success in debating and public speaking.</p>	<p>Note</p>
<p>7.8 Due to numbers, second Deputy Principal appointed for next year. Mr Harrison appointed Deputy Principal alongside Fiona Hamilton for 2019. Noni Metcalf will be leaving KRPS next year, having obtained a position closer to her home.</p>	<p>Note</p>
<p>7.9 Focus for leadership has been developing student leadership. A student this year has come up with an audit of playground rubbish idea; Year 3 child with an interest in organ donation asking for a mufti day to support an associated charity; trip to Mungo as some examples.</p>	<p>Note</p>
<p>7.10 A cooperative teaching network has been established, which KRPS teachers are now a part of. This helps KRPS teachers prepare for teaching in the newly-built school and the new facilities it will offer.</p>	<p>Note</p>

Discussion	Action
<p>7.11 Engagement: Kindergarten Connections, visit from South Korea, connection with Pomona and Wentworth Public Schools. A continued, developing link is occurring between the schools. Connections between the kids also continuing.</p>	<p>Note</p>
<p>7.12 Continued development of extra-curricular programs: dance, band, chess, Chinese, origami. Opportunities are there for kids to take up different activities before and after school.</p>	<p>Note</p>
<p>7.13 Swimming program: the K-2 intensive program has been very successful.</p>	
<p>7.14 EALD: KRPS accepted as part of the English as a Language Dialect program.</p>	<p>Note</p>
<p>7.15 IPlay: KRPS now part of IPlay. It's a sports program based around skills, including take-home challenges. KRPS trying to promote physical activity that kids can do at home as well, without needing a lot of extra equipment. Core staff are being trained in IPlay, and will mentor remaining staff in implementing program.</p>	<p>Note</p>
<p>7.16 Two outdoor ping pong tables ordered (approx. \$7500 each). Made of concrete, can stay outside. Ordered and received 15 extra picnic tables. Timber bench seating outside staff room will move to year 2 demountables. Currently quoting for chess tables, toss ball towers and semi fixed soccer/AFL posts for the playground. Looking to create a sports area in the grassy area behind the hall.</p>	<p>Note</p>
<p>7.17 School build: stage 1 of demountable installation starts tomorrow morning. Trenching will now stop until Saturday, when it will continue up towards Herring Road for power and data, then left towards play equipment for plumbing. First move will be existing six demountables on Kent Road side. At the end of the holidays, whole school will be moved. Last information sharing morning will be on presentation day outside of the school hall. New path in from Kent Road is happening to allow additional access to the school during build period. Chicken coop moving to near the Blue Gum Forest (only two chooks left as Dotti died recently).</p>	<p>Note</p>
<p>7.18 Presentation Day/Celebration Day, Year 6 farewell to come.</p>	<p>Note</p>
<p>7.19 Colour Run: Tuesday of Week 10. Year 6 kids will set up an obstacle course. Will be a bit of fun for the end of the year.</p>	<p>Note</p>
<p>7.20 DM acknowledged the input of Mel Marcellino as P&C President and the P&C association. Without Mel's advocacy, we would be in a different place in relation to the school build. Over the years, Mel and Rachel Williamson have been called upon to be parent volunteers for teacher interviews. Thank you to both Mel and Rachel for all their help (including student banking, canteen tender, second kitchen cart etc). Mel has secured a grant for a second kitchen cart, which is a fabulous resource for the school. DM expressed huge appreciation to all the P&C and various coordinating committees for all the work they do.</p>	<p>Note</p>

Discussion	Action
7.21 Swimming buses this year was paid for by the P&C. Program may not have gone ahead without P&C generosity.	Note
8 Events Team's Report	
8.1 We had a successful year with 6 events and the Entertainment Books. See attachment for a breakdown of figures.	Note
8.2 There is a small group of people who always help whenever they can and I am very grateful to have had them on the Events team. Particular thanks to Fiona for helping to organise everything with me and to Mel for always providing support to us both.	Note
8.3 \$8,830.19 is a great profit outcome for this year.	Note
9 Class Parents Coordinator's Report	
9.1 End of year gifts? Up to each individual. Amounts should not be set.	Note
10 Uniform Shop Coordinator's Report	
10.1 Uniform shop finally starting to close down a bit. Quite a few new volunteers this year.	Note
10.2 Uniform shop account stands at \$25,995.57. Working balance of \$14,000.	Note
11 Book Club Coordinator's Report	
11.1 Issue seven orders have been distributed to students and teachers with the exception of items placed on back order by Scholastic, these items are being distributed as they arrive at school.	
11.2 Final Issue 7 figures: Student Orders via LOOP \$3284 Teacher Orders \$800.50 Largest Primary Class 5G \$281 Largest Infants Class 1B \$240 Rewards Earned approx \$656	
11.3 I'd like to say thank you to all families who order throughout the year, as big a job as unpacking an order is, it's wonderful that the students get as excited as they do about books and reading, which are both really important to promote and instil a love of reading in our children.	Note
11.4 Annual figures (which are approximate) for 2018 are as follows:	

Discussion	Action
Four issues (1,3, 5 and 7) were distributed to students Student orders via LOOP \$11 885 Teacher orders \$1765 Rewards Earned \$2405	Note
12 Other Business	
12.1 Next meeting: Monday 11 February 2019 at 7.30pm for Annual General Meeting.	Note
13 Meeting adjourned: 8.52pm.	