



**Kensington
Primary School
P & C Association**

AGENDA:	General Meeting	SECRETARY:	Nicole Austin	DATE:	5 September 2017
				TIME:	7.30pm – 9pm
PRESENT:	Chair: Samantha Thompson (President); Terence Pestana, Nicole Austin, Lara Parsons, Susan Henwood, Chris Muir, Jenny Brittain, Melanie Noid, Sarah Johnston, Katrina Rees, Dave Mundy, Leanne Hill, Jo Alexander, Anthea Lang, Halyley McElhinney, Marlena Burling				
APOLOGIES:	Rebecca Watson, Karen Mahar, Alana Arnold, Tanya Steers, Rebecca Weston				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 25 th July, 2017	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Lara Parsons Seconded: Susan Henwood	
Principal's Report and Questions on Notice		
	<p><u>Book week</u> We had a successful book week, with the Story Dogs coming into school. The library was well decorated for book week. Fancy dress raised a good sum of money.</p> <p><u>Pre-Primary</u> PP Circus and K2 Funky Fitness PP are having their circus incursion and Kindy are having Funky Fitness this week.</p> <p><u>School Photos</u> During this week school photos are happening. The class and individual photos are being supervised by the teachers.</p> <p><u>Art Exhibition</u> Art exhibition is now on in the Senior block.</p> <p><u>Interschool Cross Country.</u> Another successful Interschool cross country and school cross country.</p>	

	<p>Athletics carnival went ahead despite the weather predictions. There was always a contingency plan should the weather have changed to endanger the safety of children such as lightning or very heavy rain and or strong winds.</p> <p>Any cancellation of the event would have been made on the day.</p> <p>Interschool Carnival is on the 12th September with jumps, and 14th September the main running events and team games.</p> <p><u>AIR</u> Author in Residence will occur on the 11th , 12th and 13th September. Cameron Stelzer will be creating creatures and stories. See Library display. \$1,817 not spent from P&C funds. We request to allocate to OSH projects.</p> <p><u>Mass Choir</u> 15th September performs at the Perth Concert Hall.</p> <p>It was also discussed that the date for the 2017 P&C Budget Allocation Meeting to review and approve 2018 Wishlist items be Thursday, 23 November. This date will be confirmed by Bronwyn Jones next term.</p>	<p>Nicole to email Bronwyn proposed date of Budget Allocation mtg</p>
<p>President's Report</p>		
	<p>Samantha provided an overview of the P&C budget allocation process advising that we will soon be taking submissions. Anyone can make a submission (including students!) for the 2018 budget, all items are discussed. A form will be made available to help with the process – the more information provided on a request the better the deliberation.</p> <p>Samantha also provided an overview of the fundraising history and process. Two years ago the P&C contribution was increased to enable the removal of regular 'smaller' fundraising initiatives like raffles. The P&C then focused on holding one larger community or family event per term e.g. movie night or Scitech and allocated each event to a year group(s). The events are generally decided and allocated at the beginning of the year so families know which events are allocated up front.</p> <p>The meeting then dedicated the allotted "talk time" of 10 minutes to brainstorm new ideas for 2018 fundraising options for KPS. This list along with other ideas submitted via email will be provided to the new Fundraising Co-ordinator during the first 2018 P&C Meeting for their consideration for the 2018 fundraising calendar.</p>	

	<p>The letter all Kensington residents received from Steve Irons MP re: the Federal Government's Gonski 2.0 funding was also discussed. We encourage all families to complete his 2017 Education Survey.</p> <p>It was raised that the P&C Section in the School Newsletter is after the General Information section (which sometimes includes advertisements) and whether it was possible to put the P&C Section before this section to increase our visibility. Similarly, the P&C would like to discuss the possibility of having their own folder on the School App.</p>	<p>Nicole to talk to Bronwyn re: moving P&C section of newsletter before General Information.</p> <p>Nicole & Samantha to summarise P&C requirements on School App</p>
Items from action list:		
	Report provided – See Annexure A Status to be discussed during meeting.	
Office Bearer Reports:		
Treasurer's Report		
Fundraising		
Grounds and Facilities	<p>Chris shared the details of a letter he had received from three Year 4 students wishing to make some improvements to the NaturePlay area.</p> <p>Chris also provided an update on the bird box proposal. He has been negotiating with the Kensington Men's Shed to build 2 parrot boxes and 2 smaller bird boxes to be installed in the trees around the school grounds. He has also lined up with Mrs Skinner to recruit a Bush Tucker person to deliver a program to the school.</p> <p>The issue of the grass dying between the music room and the staircase to the senior school was discussed, however the P&C did not support the suggestion to fence off the area. The idea of laying temporary geo-fabbing over the area for the winter months was raised.</p>	Chris to write letter back to Year 4 students and provide P&C Grounds & Facilities support where needed.
Book Club and Library		
Memorabilia		
Music		
School Banking		
Uniforms	Jenny Brittain requested the help of a Year 5 parent to help her co-ordinate the 2018 Year 6 Leavers shirts. Katrina Rees volunteered for this role.	

	The changes to the EFTPOS charging rules were briefly discussed however it was decided that Tanya and Jenny should work together to discuss how this will affect our uniform pricing, and advise the new KPS policy for EFTPOS fees. This policy will apply to Bookclub orders (not done on the Scholastic system) as well as all other P&C related EFTPOS sales.	Jenny & Tanya to prepare KPS EFTPOS charging policy to present to the next P&C meeting for approval.
School Board Rep	Report provided – See Annexure B Lara provided a summary of the School’s recent DES review. She said it was a very thorough review including all staff and support staff, P&C and Board representatives, parent representatives and students. The DES Review Committee rigorously questioned the school Board reps about how the Board supported the school, it’s views on the curriculum, and relationships between parents and staff. She felt the Board received good feedback on their relationship with Bronwyn and how they are meeting their objectives in the School Business Plan. It seemed to be a very positive review in terms of our school’s progress and that we were likely to retain our IPS status.	Nicole to put School Board objectives/priorities on P&C Wishlist form
DUCKS		
Sport		
Year 6	Report provided – See Annexure C Jo shared her ideas for the Year 6 students to paint portraits of themselves on clay tiles to be displayed in the senior block for the Year 6 end-of-year gift to the school. The P&C were supportive of her idea, however it was suggested that she should discuss this idea with Bronwyn when she returns from leave. Wednesday, 20 th September will be the last Subway lunch order day.	Jo to discuss Year 6 end-of-year gift idea with Bronwyn
Correspondence:		
General Business:		
	A few items arose in general discussion during the meeting: <ol style="list-style-type: none"> 1. Feedback was received from a Year 5 student about the need for taller desks to be provided in the Senior Block. For a tall boy, he had the luxury of using one of the newly purchased, adjustable height desks in the junior block in Year 4, however has had to use the older style desks this year in the Senior Block. 2. A Year 5 student also suggested the School supply dog poo bags on the top oval as there was always a surprisingly large number of dog poos on the oval 	Terence to follow-up with the purchase and installation of adjustable height desks in the Senior Block. Bronwyn to discuss options to manage dog poo with COSP and Mr

	<p>each day. The P&C suggested this was possibly likely to encourage dog owners to use the oval even more, when in fact they did not support dogs on school premises at all.</p> <p>3. The idea that the DUCKS hold a “Dads & Daughters” event of sorts as some girls did not particularly enjoy bike riding, bush walking, camping etc. The idea of a hair salon, or beauty type treatment event was raised.</p> <p>The P&C were delighted to hear directly from the students and would like to encourage more students to share their ideas with us.</p> <p>It was also noted that the P&C were very happy to see some new faces at the meeting, and they encourage more parents in the junior years to join the P&C as many of the existing members will be retiring at the end of this year.</p>	<p>Roley.</p> <p>Samantha to include a notice in the school newsletter to encourage children to put any issues, suggestions or questions for the P&C into the P&C box in the school office, or email the P&C directly at kensingtonpandc@gmail.com</p>
Any Other Business:		
	Meeting closed 8.55pm	
NEXT MEETING:	General Meeting 17th October 2017	

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Status Report (ANNEXURE A)

Nicole Austin

P&C Rolling Action Item list								
Item No	Description	Priority	Responsible person	Date opened	Date due	Status	Notes	Date closed
1	Continue to monitor WACSSO position on amending P&C constitution and update the constitution when appropriate	Medium	Secretary	1-Jul-16	1-Jul-19	Active	Dept of Commerce information	
8	Disco process overview and profitability	Medium	Music	21.3.17		Active		
14	Jo Alexander to diarise hand-over/expectations meeting for Yr 6 (in collaboration with Bronwyn) to determine Up Front Contribution & Charges for 2018	Low	Year 6	21.3.17		Active	ETA Term 3/4	
17	Evelyn to investigate Year 6 reciprocal hosting requirements for the social dance (ie given Year 5 host morning tea for the Year 6 Graduation).	Low	Evelyn	21.3.17		Active		
19	To call for parent volunteers to install 2 netball posts during the school holidays to avoid the \$480 installation cost to the school.	High	Treasurer	21.3.17		Active	Matt Allen has volunteered concrete and expertise in installation. Posts in P&C shed	
21	Nicole to co-ordinate volunteers from P&C to clean out P&C store room in under-cover area	Medium	Secretary	2.5.17		Active		
22	Chris to confirm with Mr Roley if there is reticulation infrastructure in Banksia Terrace garden beds	Medium	Grounds	2.5.17		Active		
23	All P&C members to ask if anyone interested in taking on Uniform Committee role from Sept 2017	High	All	2.5.17		Active		
25	Jo Alexander to talk to Mel Tibbitts re: alternatives for Yr 6 role in P&C general fundraising	Medium	Year 6	2.5.17		Active		
28	Cara to report back on Bike Safety community initiative	Medium	Cara	25.7.17		Active		
29	Volunteers needed to implement CIP initiatives	Medium	President	25.7.17		Active		
30	Nicole & Sam to meet to discuss use of school app	High	President	25.7.17		Active		
33	Tanya to chase \$5 payment from Penhros netball girls	High	Treasurer	25.7.17		Active		
34	Nicole to confirm Exec Allocation Mtg date with Bronwyn	Medium	Secretary	5.9.17		Active		
35	Nicole to discuss moving P&C section of newsletter ahead of General News with Bronwyn	Medium	Secretary	5.9.17		Active		
36	Jenny & Tanya to prepare updated EFTOS charge policy	High	Treasurer	5.9.17		Active		
37	Jo to discuss Yr 6 end-of-year gift with Bronwyn	Medium	Year 6	5.9.17		Active		
38	Terence to follow-up purchase of desks for Senior block	High	Deputy	5.9.17		Active		
39	Bronwyn to discuss dog poo options with COSP/Grounds	High	Principal	5.9.17		Active		
40	Sam to add note in newsletter re: encourage children to contact P&C directly	Medium	President	5.9.17		Active		

Board Report (ANNEXURE B)

Lara Parsons

The School Board met on 2 August 2017 - complete MOM can be found on the school website. Main points of discussion relevant to the P&C:

- The school homework Policy is being updated - to be reviewed by Board in coming meetings
- The School Private Tutor Policy was discussed, Board agreed on the following principles:
 - Must be applied only as part of the SAER process (Students at educational risk)
 - Priority is given to Early Intervention / Early Childhood (where there is lack of space to accommodate external tutors)
 - The sessions must not adversely impact the class/school or other students
- DES Review was undertaken 14 & 15th August - Principal's Report to cover outcomes. Board interview was positive.
- We are still waiting to confirm who the additional Community Representative will be on the Board - this is likely to be resolved at the next Board Meeting
- There has been a minor delay in the OSH Club preparations with respect to emergency access/egress in the undercover area - Principal's Report to provide an update on this.

Year 6 Fundraising (ANNEXURE C)

Jo Alexander

- Delay in submitting invoices from lunch orders
- Approximate profit from Term 2 lunch orders \$264 decrease on Term 1 lunch order profits
- Carrying enough stock in nudie juice for next lunch order

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January 1 through September 6, 2017

	Jan 1 - Sep 6, 17	Budget
Ordinary Income/Expense		
Income		
Bank Interest	225.56	0.00
Family Levy	14,687.71	0.00
Fundraising		
Election Fundraising	1,947.90	0.00
Lapathon	386.00	0.00
Money for Jam	145.90	0.00
Outdoor Movie Night	5,731.89	0.00
Pop up bar	-472.00	0.00
School Banking Commission	665.11	0.00
Scitech	3,461.63	0.00
Total Fundraising	11,866.43	0.00
Uniforms		
Uniform Shop	20,197.55	0.00
Total Uniforms	20,197.55	0.00
Year 6 Fundraising		
Bunnings BBQ	1,207.30	0.00
Easter Raffle	533.00	0.00
Five Cent Fundraising	369.40	0.00
movie night	1,220.49	0.00
Subway Fundraiser	446.20	0.00
Year 6 Fundraising - Other	-3,306.90	0.00
Total Year 6 Fundraising	469.49	0.00
Total Income	47,446.74	0.00
Cost of Goods Sold		
Uniform Stock	20,585.65	4,300.00
Total COGS	20,585.65	4,300.00
Gross Profit	26,861.09	-4,300.00
Expense		
Auditor	300.00	330.00
BBQ's	610.02	800.00
Community Chest	0.00	4,000.00
Contingency Allowance 5%	222.59	3,050.00
Donation to Kensington PS		
Art Prize	200.00	200.00
Artist in Residence Program	5,000.00	5,000.00
canopy repair	700.00	700.00
Cooking Equipment	500.00	500.00
E Boards	13,000.00	13,000.00
encoding and decoding resources	5,000.00	5,000.00
Halogen Funding Year 6	1,800.00	1,800.00
hardcover books	400.00	400.00
Library Book Replacements	1,000.00	1,000.00
PE Ribbons & Medal	1,500.00	1,500.00
School App License fee and puch	1,090.00	1,090.00
show me boards	1,800.00	1,800.00
water coolers Kindy	3,300.00	3,300.00
Year 5 Resources	1,000.00	1,000.00
Total Donation to Kensington PS	36,290.00	36,290.00
Futures Fund	0.00	4,470.00
Grounds and Facilities		
Nature Play Maintenance	500.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	500.00	1,000.00

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 10/09/17
 Cash Basis

Kensington Primary School P & C Association Inc
Profit & Loss Budget vs. Actual
 January 1 through September 6, 2017

	<u>Jan 1 - Sep 6, 17</u>	<u>Budget</u>
Insurance		
Ducks Public Liability	-490.10	900.00
Uniform Insurance- contents	247.00	300.00
Uniform Shop Insurance	0.00	60.00
Total Insurance	<u>-243.10</u>	<u>1,260.00</u>
Merchant Fees	448.24	0.00
Music Department	1,500.00	1,500.00
P & C Disco	0.00	300.00
School Banking Expenses	0.00	60.00
shade covers	927.40	1,000.00
Stationary	0.00	200.00
Storage units for P and C Shed	0.00	300.00
Uniform Shop App Purchase	0.00	40.00
Urn	0.00	300.00
WACSSO	928.36	1,000.00
Total Expense	<u>41,483.51</u>	<u>55,900.00</u>
Net Ordinary Income	-14,622.42	-60,200.00
Other Income/Expense		
Other Income		
Netballs size 4	0.00	300.00
Total Other Income	<u>0.00</u>	<u>300.00</u>
Net Other Income	<u>0.00</u>	<u>300.00</u>
Net Income	<u><u>-14,622.42</u></u>	<u><u>-59,900.00</u></u>