



**Kensington
Primary School
P & C Association**

AGENDA:	General Meeting	SECRETARY:	Alison Wallace	DATE:	8 March 2016
				TIME:	7.30p.m.- 9pm
PRESENT:	Chair: Samantha Thompson (Pres) (Please add your name & email address to the 2016 membership list. Reminder: payment of membership fees for 2016 [\$1] must be paid today to be eligible to vote.) S Thompson, J Brittain, R Watson, S Dickson, L Williamson, A Arnold, B Moloney, M Burling, S Rose, N Austin, T Steers, A Wallace				
APOLOGIES:	M Tibbitts, K Trent, D Mundy, M Bozich, S Henswood, S Szczecinski				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 17th November 2015	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.	Moved: R Watson Seconded: T Steers
Confirmation of Previous Minutes of the Annual General Meeting held 9th February 2016	Motion: That the Minutes as circulated be accepted as an accurate record of the meeting.	Moved: T Steers Seconded: L Williamson
Items from previous minutes:		
	S Thompson: update on status of class rep list. Finalised.	
	S Thompson/J Brittain: New uniforms [See report under uniforms below]	Remove as an item from previous minutes
Principal's Report and Questions on Notice		

	<p>Report provided and attached at annexure A</p> <p>Started on library refurbishment. Quote ~25K. Looking to have stage 1 of the refurb finalised by end of term 2.</p> <p>Discussion regarding effectiveness of communication by the school to the school parents.</p>	<p>S Thompson to email DUCKS and put notice on facebook page calling for helpers with the ANZAC service.</p> <p>Memorabilia committee to contact L Williamson to collect memorabilia.</p> <p>S Thompson to put a notice on facebook re the ANZAC service.</p>
Office Bearer Reports:		
Treasurer's Report	<p>Report provided and attached at annexure D</p> <p>\$750 residual found from artist in residence last year.</p>	<p>T Steers to email report to secretary</p> <p>Moved to take the \$750 held by the school and any additional amounts and deduct from what P&C owes the school for 2016</p> <p>Moved R Watson</p> <p>Seconded S Thompson</p>
Fundraising	<p>Report provided below.</p> <p>March 19th - Movie night - The Book of Life: Tickets on sale online. \$11 each. Price of ticket includes entry and free giant bouncy slide</p> <p>On sale on the night (all raising funds for the P&C) are:</p> <ul style="list-style-type: none"> • Fairy Floss and popcorn (donated by Banyan) • DUCKS are cooking up the BBQ - sausages and burgers(plus buns) - at cost price from Como IGA • Ice cream stall /van - TBC • Glow bands for sale • Soft drinks for sale <p>We have secured 4 financial sponsors (Bellcourt property, Angelo St Optical, Lomax Fitness and Phaze Natural Therapies) all donating \$500 to the event, and this will cover the cost of the screen and the bouncy castle.</p> <p>One of our sponsors (Bellcourt) are bringing a colouring competition down so there will</p>	

	<p>be colouring sheets for kids to do and hand in on the night too.....winner will be announced at Easter by Bellcourt - so no winner on the night</p> <p>The event is a BYO alcohol event. Council have been notified and local police and local residents.</p> <p>The running of the event will be supported by the Year 4 and year 5 parent groups</p> <p>Term 2 - Lapathon - Year 1 parents co-ordinating</p> <p>Term 3 - sports carnival cake stall (year 2 parents) and sausage sizzle (year 3 parents)</p> <p>I left year 6's to focus on fete and all the year 6 other stuff that happens like the graduation etc</p> <p>PPs and Kindys no event allocated as yet - may be able to assist with Scholastic book fair if there is one or maybe assist Marlena with the school disco supervision / set up</p> <p>All year group reps have now been notified of general fundraising expectations.</p>	
<p>Grounds and Facilities</p>	<p>Report provided below</p> <p>Next natureplay project build - Saturday 14 and Sunday 15 May 2016.</p> <ol style="list-style-type: none"> 1. Confirmed date for the Natureplay climbing rope and tangle is now term 2, as term 1 was fully booked on weekends close to the end of the term and we did not want to conflict with DUCKS weekend time. 2. Tina and Mat Allen through their "Subcon" business are kindly offering to donate all of the concrete for the structure which is a very generous donation indeed. Please thank them if you see them. When the concrete is delivered I'll ensure there is an article on the donation in the newsletter and Facebook. So important to recognise our donors and volunteer workers. <p>Mr Rowley has suggested the concrete be stored in the p & c shed.</p> <ol style="list-style-type: none"> 3. Nicole Francois has been working tirelessly on her design and has recently put in many hours of work towards this project. 4. Graham Tritton too has worked tirelessly obtaining and delivering the poles for the uprights and helping plan the day. 5. Our thoughts are to make the weekend a time of general garden and Natureplay tidy up too, if we have enough volunteers. Some play areas around the kindy boat and senior block are a bit scrappy and could do with a general cleanup. If anyone has any ideas as to what other areas could do with a bit of a tidy up, please see Melanie. Ideas always welcome. 	<p>S Thompson and L Williamson to follow up the \$1000 given by the P&C to add to 2015 seniors' gift to the school.</p> <p>Make announcements for natureplay project build - Saturday 14 and Sunday 15 May 2016 and look for volunteers for onsite kindy area and food</p>

	<p>Q: Is there a kindy Mum that I can talk to who would feel comfortable taking on a Team Leader role in tidying up the play section in the kindy area? It's not a big job.</p> <p>Requests so far-</p> <ul style="list-style-type: none"> - Mrs Skinner needs a shed erected in the veggie patch - more seating areas/benches - a friendship bench <p>6. If anyone has any great ideas as to how we can 'feed and water' the masses some lunch and afternoon tea on this weekend, please see Melanie too.</p> <p>7. I hope that everyone here tonight can support this last drive for the children's playground in some way. I'm hoping it's going to be another weekend of group camaraderie and reconnecting with the school community.</p>	
Book Club and Library	No report.	
Memorabilia	No report.	
Music	<p>The band is playing at Mill Point Fresh as part of the upcoming South Perth Fiesta on 20th March 2016. Mrs Dewing has ordered nice new white shirts for the event.</p> <p>The choir is singing at the ANZAC service.</p>	
School Banking	No report. The meeting noted that a couple of new helpers had been found.	
Uniforms	<p>Report provided and attached at annexure B</p> <p>Uniforms are considering changing the ordering process however the constraint is that more money is likely to be required to purchase extra stock.</p> <p>LW to look for a computer to be located in the uniform shop.</p>	Winter uniform orders due by 23 March 2016
School Board Rep	Report provided and attached at annexure C	
DUCKS	<p>Report provided below</p> <p>Dave Mundy and Justin Nicholls attended a "thank you" cocktail party put on by The Fathering Project a couple of weeks ago. Was a good opportunity to meet up with dads from other schools to see how they are running their programs. The Fathering Project also outlined their plans for the year ahead.</p> <p>1) Dads Bowls night this Friday 11th March at Como bowls club from 5pm. All welcome. 2) Dads and Kids Fishing afternoon Saturday April 2nd. Exact location to be</p>	S Thompson to put a post on facebook

	identified a couple of days before (weather dependent).	
Fete	Meeting held. Sponsorship meeting booked for next Thursday.	
Correspondence:		
	WACSSO Affiliate guide, SDERA magazine, general advertising	AW to make available new WACSSO by-laws which are read into the KPS P&C constitution
General Business:		
	L Williamson: Volunteer of the year: Meeting supported R Hannay being nominated by the school as volunteer of the year for the City of South Perth.	P&C to identify number of years of service R Hannay has contributed to KPS and the P&C
Any Other Business:		
NEXT MEETING:	General Meeting Tuesday 3rd May 2016	Meeting close 8.55pm



**Kensington
Primary School
P & C Association**

Annexure A: Principal's report: 8 March 2016

Principal's report:

- Library refurbishment 1 quote WA Library supplies \$ 25 000 & DVA Fabrication to come
- P and C allocations being spent – Teardrop flags – Tanya before swimming carnival 16/3/16
- Permission granted for Parent interview 23 March and Dawn Service 8 April – P and C support.
- Movie night – working with Mel
- Halogen Young Leaders March 17
- Fete – memorabilia
- Term dates - school development days, Easter Tuesday – no school
- Communication with families – paper vs electronic

Annexure B: Uniform committee report

UNIFORM SHOP 2016

BACKGROUND/CURRENT OPERATION

- Roxanne Hannay has done an admirable role in keeping track of uniform stock/orders for 8 years. This has involved many hours, whether it be organising stock with our suppliers, moving from the old uniform room to the new one, in addition to Thursday mornings (term time). The uniform shop has come a long way from when it first started and without her perseverance and dedication over the years we wouldn't be where we are now.
- The uniform shop was previously in the old music room (demolished) but we now have a purpose built shop (new music room). With a change in co-ordinator/other volunteers in 2016 and possibly next year, options to consider are outlined as follows. Thanks must also go to all past volunteers. Donna Sedgewick and Robin Wells are no longer able to help this year due to work commitments, also to Nat Gallagher and Kim Law from last year, your time and effort has been really appreciated.

Ordering System

- There are two orders annually, one in April, (end of Term 1/Winter) and one in September, (end of Term 3/Summer). Aside from these orders, stock is sometimes ordered as required when stock is depleted. Orders are also placed for music (uniforms) but these are not under the uniform budget.
- The P&C rely on parents to order stock to lessen a greater upfront contribution by the P&C for expenditure. This is most relevant at the beginning of the year as there is usually limited fundraising in Term 1. Volunteers in the shop can suggest to parents to put an order in so that they are able to get their requirements.

Suppliers/Ordering

We use three different suppliers for our uniform stock:

- Permapleat (gold polos, dresses, bottle green uniform (shorts etc), hats, zip jackets)
- LW Reid (faction shirts, sports jackets, year 6 polos)
- Westline (choir pants)
- Permapleat offers a 10% per cent discount when you order well in advance. We don't currently take up this offer, but it may be worth looking at to reduce our uniform costs, especially when we are doing upfront orders by parents. This would result in keeping our costs lower and more profit from a single order. We would have to look at whether this affects the timing of our orders.
- LW Reid also do a winter offer of extended credit service (order from March to June – usually when uniform stocks are lower) where you sell first and pay later with an interest free period of up to 3 months from when your order is sent. This also could be considered for our end of first term orders.
- You have to plan a year ahead to benefit from these offers.

Necessity for Change

- KPS is considering a possible change to uniform – polo shirts – over next 18months.
- Suppliers are more diverse and some of our current suppliers have experienced difficulties in filling orders promptly due to manufacturing problems.
- Change to buying patterns & expectations of parents – trend seems to indicate people want to buy more stock and have an element of on-line ordering.

Annual Turnover

Parent Orders & Uniform Shop Sales

Year	Sales
2015	\$29,057.42
2014	\$30,019.90
2013	\$36,435.13

- The uniform shop handles around \$30,000 of sales per year. Half the sales are parent orders and half stock orders.

Uniform Sales in Shop

2015	Sales	2014	Sales	2013	Sales
Term 1	\$5,521.26	Term 1	\$5,133.56	Term 1	\$5,873.83
Term 2	\$3,865.88	Term 2	\$3,018.92	Term 2	\$3,927.4
Term 3	\$2,285.96	Term 3	\$2,968.24	Term 3	\$3,704.94
Term 4	\$2,392.52	Term 4	\$2,296.22	Term 4	\$2,374.12
Total	\$14,065.62	Total	\$13,416.94	Total (inc yr 7's)	\$15,880.29

- Majority of sales are made in the first term, usually higher than \$5,000. Stock items that sell well are those with the school logo (hats, polos, faction shirts, zip jackets) as well as shorts, skirts and skorts. Sales were higher when we had Year 7's due to higher volumes, but did increase last year.

Stock Availability

- It is essential that we have sufficient stock to cover the start of the school term as this is when demand is greatest. Parents also like to come in at this time of year for students to check sizing. The uniform shop is open on the same day that class lists are posted. Usually the shop is only open for 1 hour, but next year it will open for 2 hours.
- Not enough stock was ordered to cover sales at the beginning of this year. We need to order more stock in September to cover sales in the first term of the following year. Last year we had backorders (when no stock was available – eg. polos shirts). Back orders complicate manual tracking of stocks, no backorders recommended. This can result in ad hoc orders which add expense as we have minimum order requirements per item. Allowance for this needs

to be made in the budget and this will be considered in a report to the P & C executive later this year. It is also important that the budget allows for any prices increases from suppliers (usually new catalogues/pricing occurs sometime in April).

Tracking Sales/Stock

- When uniforms are purchased, parents either pay by cash, credit or cheque. This is recorded on a weekly sales sheet. This sales information is then entered into two spreadsheets, one to keep track of weekly sales and one of stock on the shelves. Spreadsheets are also kept for the winter/summer orders on an annual basis.
- Whilst this system has worked fairly well, it creates extra work as the information is being entered twice. Also information regarding the uniform shop should ideally be kept in the shop so that it is accessible by anyone in the uniform shop. A stocktake of the shelves is usually done before orders.

Profits from Uniform Sales

- Schools operate uniform shops so that students can easily access uniforms and also a marginal amount of profit is made on items. Many of these shops rely on volunteers, as having paid staff would not be cost effective. If uniform stock is not available (eg. green shorts) people are more likely to go to other outlets to try and buy their uniforms (e.g. Target). Every item of uniform sold means more money gets put back into the school.

Second Hand Uniforms

- All sales of second hand uniform are profit. Each year we make about \$900 profit from uniforms. This can contribute towards insurance costs.

Eftpos Machine/GST

- The P &C purchased an eftpos machine for the fete in 2011 which is used in the uniform shop and for fundraising functions. We charge a fee of 2 per cent to help cover the cost of line rental. Many uniform shops do not charge a percentage fee. This charge needs to be considered. If it were to be dropped this would be a unilateral decision involving all facets of P&C operation.
- We also need to state on our website/order forms that uniform prices include GST.

Insurance

- Our insurance is with Centrewest Insurance brokers. They currently charge us \$14.50 per unit (1 unit is \$1,000). We currently budget \$250 for stock insurance to cover uniform stock.

ACTIVITIES FOR 2016

Comparison with Other Uniform Shops

- Visit South Perth, Manning and Subiaco Primary Schools (recently introduced online ordering), to look at their systems. Check with our suppliers as to any systems they offer. All information should be entered on the Thursday and kept track of at the uniform shop where stocktakes can be done. Very few uniform shops rely on two parent orders. Most shops seem to have fees to cover expenditure by the P&C. Prepare a report to the P&C for the June Meeting.

Uniform Shop Policy

- There is no written framework/handover for how the shop operates. The P&C Business Operations Guide (WACSSO – 2014) states that “...*the primary purpose of a uniform shop is not to be a major fundraiser but to offer a service*” (pg.4). We need to have this in place to keep up with current standards.

Charges/GST

- Check Eftpos credit card charges/include on website/order forms that prices include GST.

Budget Allocation for 2017

- Allow additional funds for September order for uniform stock in shop so there is adequate for the start of 2017. Estimated costs to be calculated and requested at P&C meeting prior to September order or otherwise an additional order placed at the end of September/October just for stock for uniform shop (i.e. not a parent order). Historically, Uniforms held \$1000 in reserve in annual budgets to help cover uniform orders/cash flow. In 2016, the budget has no separate “buffer” for uniforms as it was felt that there were enough cash reserves to cover orders using old system.
- Necessary budget allocation for 2017 for system improvement – to be decided by Treasurer and Uniform Co-Ordinator. Report made to P&C and Executive Committee later this year for consideration in 2017 budget allocation.
- Need to allocate funds to implement electronic change in 2017. Total implementation may not happen next year, but we need to budget for change. A report will be produced for later in the year and considered at the executive budget meeting so that funding is available.

RECOMMENDATIONS MOVING FORWARD

- Look into reducing uniform ordering costs with offers made by suppliers (eg. discounts on bulk orders at specified times and extended credit services).
- Draft a Uniform Shop Policy
- Continue with at least one parent order to help maintain funds. No backorders.
- Uniform Shop to open for 2 hours during school holidays (day class lists are posted in 2017).
- Volunteers in uniform shop suggest to parents to place an order so that they are able to get what items their children require.
- Put a note in the next newsletter to explain ordering system if required (newer parents to the school).

Annexure C: School Board Rep

KPS Board Summary: 17 February 2016

- Clarified role of the Board in an IPS school to select a new Principal
 - Board Chair will review the applications along with the rest of the selection panel
 - Currently no timing on the process
- Uniform sub-committee established to review, research, present options and approve a new school uniform.
 - This process happens about 10-20 years, so the board is keen to consider all options, eg ¾ length shirts, new dress, longer shorts etc. The message from the board is that the option not to change the current uniform is also possible.
 - Step 1: establish committee
 - Step 2: Report back to Board on 16 March to confirm scope of review
 - Step 3: Review options
 - Step 4: Present options to Board on 8 June (end of Term 2)
 - Committee = Jenny Brittan, James Ramsay, Alicia Taylor. Anybody else interested in being involved in this process?
- Reviewed Proposed 2016 Operating Budget
 - Discussion around how to ensure the budget will deliver upon our Strategic Objectives
 - The school needs a new photocopier (approx \$30,000). Is this something that can be put on the Fete Priority List?
- Discussed Retention Survey Results
 - No major failings identified
 - Resolved to invite Kath Ward (Kent St Principal) to Board Meetings to open lines of communication and advertise Kent St High School to KPS
- My personal observation of the first meeting that I attended was that the Board was well represented (and balanced) by members of the external community, KPS staff and capable parents. The Board Chair is extremely professional and competent and all decisions were discussed and challenged in an open conversation. I have faith that the School Board will lead KPS well and ensure we achieve our strategic objectives.

Annexure D: Treasurer

Kensington Primary School P & C Association Inc

Profit & Loss Budget vs. Actual

January 1 through March 8, 2016

	Jan 1 - Mar 8, 16	Budget
Ordinary Income/Expense		
Income		
Bank Interest	114.02	0.00
Ducks Program	0.00	0.00
Family Levy	0.00	0.00
Fete 2016	0.00	0.00
Fundraising		
Election Fundraising	0.00	0.00
Entertainment Book	64.00	0.00
Lapathon	0.00	0.00
Money for Jam	0.00	0.00
Outdoor Movie Night	-800.00	0.00
School Banking Commission	181.12	0.00
Tea Towels	0.00	0.00
Fundraising - Other	-275.00	0.00
Total Fundraising	-829.88	0.00
Grants	0.00	0.00
P & C Membership	0.00	0.00
Uniforms		
Choir Uniforms	0.00	0.00
Kindy Uniforms	1,975.80	0.00
Music Uniforms	146.85	0.00
Secondhand Uniforms	0.00	0.00
Uniform Shop	2,582.90	0.00
Uniforms - Other	0.00	0.00
Total Uniforms	4,705.55	0.00
Total Income	3,989.69	0.00
Cost of Goods Sold		
Uniform Stock	5,114.69	0.00
Total COGS	5,114.69	0.00
Gross Profit	-1,125.00	0.00
Expense		
ART Prize - Child	0.00	50.00
Auditor	300.00	330.00
Bank Fee	0.00	0.00
Contingency Allowance 5%	0.00	3,375.00
Donation to Kensington PS		
Art Prize	0.00	50.00
Artist in Residence Program	0.00	4,000.00
BUZ	0.00	1,120.00
E Boards	0.00	8,000.00
KPS Flag Interschool	0.00	339.00
Library Book Replacements	0.00	1,000.00
Lirbary Refurb 1	0.00	13,975.00
Literacy and Numeracy Pack	0.00	520.00
PE Ribbons & Medal	0.00	1,500.00
Phonic readers	0.00	1,200.00
Seating Senior Block	0.00	1,000.00
Tucker Patch	0.00	560.00
Writing PD	0.00	1,700.00
Year 4 Resources	0.00	1,000.00
Donation to Kensington PS - Other	0.00	0.00
Total Donation to Kensington PS	0.00	35,964.00
Grounds and Facilities		
Nature Play Build	0.00	1,415.00
Nature Play Maintenance	0.00	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	0.00	2,415.00

Kensington Primary School P & C Association Inc
Profit & Loss Budget vs. Actual
 January 1 through March 8, 2016

	Jan 1 - Mar 8, 16	Budget
Insurance		
Ducks Public Liability	0.00	960.00
Uniform Insurance- contents	0.00	250.00
Insurance - Other	0.00	0.00
Total Insurance	0.00	1,210.00
Memorabilia	0.00	1,500.00
Merchant Fees	165.00	0.00
Music Department	0.00	1,500.00
P & C Disco	0.00	300.00
Payroll Expenses	0.00	0.00
School Banking Expenses	0.00	60.00
Stationary	0.00	200.00
WACSSO	0.00	1,000.00
Total Expense	465.00	47,904.00
Net Ordinary Income	-1,590.00	-47,904.00
Other Income/Expense		
Other Income		
Netball	70.00	0.00
Total Other Income	70.00	0.00
Net Other Income	70.00	0.00
Net Income	-1,520.00	-47,904.00

Kensington Primary School P & C Association Inc

Profit & Loss

January 1 through March 8, 2016

Jan 1 - Mar 8, 16

Ordinary Income/Expense	
Income	
Bank Interest	114.02
Fundraising	
Entertainment Book	64.00
Outdoor Movie Night	1,300.00
School Banking Commission	181.12
Fundraising - Other	-275.00
Total Fundraising	1,270.12
Uniforms	
Kindy Uniforms	1,975.80
Music Uniforms	146.85
Uniform Shop	2,582.90
Total Uniforms	4,705.55
Total Income	6,089.69
Cost of Goods Sold	
Uniform Stock	5,114.69
Total COGS	5,114.69
Gross Profit	975.00
Expense	
Auditor	300.00
Merchant Fees	155.00
Total Expense	455.00
Net Ordinary Income	520.00
Other Income/Expense	
Other Income	
Netball	70.00
Total Other Income	70.00
Net Other Income	70.00
Net Income	<u>590.00</u>