



**Kensington
Primary School
P & C Association**

Minutes:	General Meeting	SECRETARY:	Alison Wallace	DATE:	31 May 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, R Watson, J Brittain, T Pestana, S Henwood, S Dickson, T Steers, S Rose, D Mundy, T Noske, N Holten, A Wallace				
APOLOGIES:	L Williamson, M Burling, N Austin, J Safstrom, M Tibbitts				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
Confirmation of Previous Minutes of meeting held 8 th March 2016	Motion: That the minutes as circulated be accepted as an accurate record of the meeting. In respect of the 8 March minutes – Moved R Watson, seconded T Steers In respect of the 3 May minutes (no quorum) – Moved S Henswood, seconded R Watson	
Items from previous minutes:		
Principal's Report and Questions on Notice	T Pestana: <ul style="list-style-type: none"> • New appointment – Principal - time line and management: Add in the paper on the weekend. Applications close 7 June. Selection process along the lines of: The district director representative, probably Belinda (school board chair), a principal (not being an applicant) and possibly a content specialist. Hopeful that we will have a confirmed principal for the beginning of term 3. • E Boards: thanked the P&C for their support. All E boards have now been ordered, now only 4 classrooms without E boards in the school. • SEDA students: some kids from this program have been supporting Raema with the KPS sports program. The expectation is that they will be here for 3-4 weeks. • Kent St SHS Variety show - Wednesday 31st August and Thursday 1st September. Each day there will be one performance (a matinee) at 11.30am 	

	and in the evenings again at 6.30pm. Each show will be slightly different but will showcase media films, short, heroic and comedy drama items, a variety of musical performances from soloists to rock bands and dance. TBD how KPS will support.	
Office Bearer Reports:		
Treasurer's Report	TS: no recent events due to fete. Funds in and out due to uniform shop only. Will be handing over	
Fundraising	No report	
Grounds and Facilities	<p>M Bozich:</p> <ol style="list-style-type: none"> 1. Climbing ropes update: finished. Still waiting for Kidsafe sign-off on 2 June 2016. 2. Annual naturescape maintenance person – recommendation: MB recommended having the Ecopest contractor out annually to check naturescape as part of the maintenance budget. Also recommended engaging (on a paid basis) Graeme Triton for annual maintenance given his involvement in the project to date. 3. Termite treatments: the naturescape equipment was checked on Saturday. There are 2 options for termite treatment now. One of the options is to inject a poison into the infested item (including trees) and the ants then take the poison into the nest. Ecopest cost \$440 this year. <p>MB raised a friendship bench and the meeting recommended that MB speak with LW who is holding funds allocated for this purpose. ST thanked MB for her efforts to date.</p> <p>Update provided by Nicole Francois following meeting: KidSafe WA inspection of netting area: June 2 2016: Kidsafe have now inspected the net area, and as expected, the netting area was fully compliant. (I (Nicole) consulted with them at length during the design and construction phases of the playground, as you know.) This area complies with kid safe guidelines for children in years 1-7. The adjacent trees should not be climbed, however, this risk is only significant if the kids reach higher than 3 metres above ground level.</p>	Put once yearly Ecopest baiting recommendation into grounds policy/budget for following years (MB wont be around next year).
Book Club and Library	No report. ST thanked SH for her efforts.	The school is assisting with getting S Henswood a key to the P&C box. T Steers is the other key holder.

Memorabilia	No report.	
Music	No report.	
School Banking	No report.	
Uniforms	See written report at Annexure A Uniforms will be presented at assembly on the 15 th : the shirts and a few other items will be on display. It is currently anticipated that the new school uniform will be slowly introduced. The committee will propose a phase-in timeframe and feedback will be sought from the kids/parents. The committee is conscious to have the prices comparable to existing uniform. ST thanked JB for her efforts.	
School Board Rep	NA an apology but written report supplied and attached at Annexure B.	
DUCKS	The bike ride had a turnout of 60 to 70 including dads and kids. Rode 10 to 15kms with no incidents. The event was well received and supported. DM went to a fathering project meeting last night. The focus was on growing in size and numbers and ensuring that new people to KPS are aware of the group and feel welcome to attend functions. Considering how to push into KPS groups that are not/under represented.	
Fete	See written report at Annexure C sent through following meeting.	
Correspondence:		
	WACSSO, general advertising, insurances	
General Business:		
	Insurances. Will shortly be paying additional insurance for fete to access a 5% discount. Motion: to increase the uniform insurance by 3 units with a corresponding cost of \$14.50 per unit. Moved by R Watson and supported by meeting.	Pay insurances.

Any Other Business:		
	NH queried how to raise support for extra-curricular items after school. NH proposed woodwork for an hour a week. The options are to speak with LW and suggest that the body facilitating the activity approach LW or request that the P&C considers funding for the event in the 2017 budget.	
NEXT MEETING:	General Meeting Tuesday 26th July 2016	Meeting closed at 8.50pm

Annexure A: Uniform rep report

Possible Change of Polo (Willetton Uniforms) - Two Options

- “Legend” (gold piping/trim) Short Sleeve Contrast Cotton Backed Mesh Polo (60% polyester/40% cotton), three button placket with knit collar (bottle/gold trim) (sizes 4 – 14/XS Adult);
- “Teammate” (side gold panels) Short Sleeve Contrast Cotton Backed Mesh Polos (60% polyester/40% cotton), three button placket with knit collar (bottle/gold thicker stripe on side panel) (sizes 4-14/XS Adult).
- Both shirts have an UV fabric rating of 30, are a slightly smaller make and minimum order of 30. Sizes larger than 14 will incur a slightly higher cost (\$18.45) which we could sell for \$19 or \$20. Benefit behind the change in material is that it dries quickly, is breathable, easy care but still has a cotton backing on the inside of the shirt. The table below shows the cost comparison of the current and proposed polos:

Polos	Cost (Inc. GST)	Our Sale Price
Current Gold Polo (protex) Permapleat	\$18.15 (colour print logo)	\$20
Proposed Gold Polo (with 2 green panels) - Permapleat	\$22.15	\$24
Proposed Gold Polo (mesh fabric) Permapleat	\$21.78 (embroidered logo)	\$23
Proposed “Legend” Polo (Willetton Uniforms) (piping/trim)	\$15.45 (colour printed logo)	\$18
Proposed “Teammate” Polo (Willetton Uniforms) (side gold panels)	\$15.45 (colour printed logo)	\$18

- Both Permapleat and Willetton Uniforms have advised that the current logo would be difficult to embroider as the “Est. 1926” and possibly the “PLAY THE GAME” are too fine a font to embroider. From a distance it is hard to distinguish the difference between embroidery and print.

Other Recommended Changes of Uniform

- In comparisons with other primary schools KPS has a wide range of uniform in some areas which could be consolidated. This makes our budget less effective as it is spread across a range of stock with minimum order quantities. If we reduced the stock lines available our budget will go further. For example, we currently supply 3 hats, it would be preferable for just one school hat for all year levels.
- We have looked at samples for the following and believe they could be introduced:
 - Polar Fleece Zip Jacket (embroidered logo): Cost \$26/Sell \$28 (replace zip jacket \$25);
 - Polar Fleece Vest (no price for this as yet);
 - Surf Hat (wide brim): Cost \$10.20/Sell \$12 (replace legionnaires, bucket hat & broadbrim (\$10-\$12));

- Micro fibre Sport Skirt with built in bike shorts: Cost \$19.30/Sell \$21 (replace skort \$21);
- Micro fibre track pant: Cost \$23.50/Sell \$25 (replace fleecy trackpant \$22/cargo pant \$27);
- Micro fibre jersey lined zip jacket: Cost \$28.90/Sell \$31 (replace sports jacket \$35)
- Kindy t-shirts: Cost \$11.35/Sell \$13 (replace kindy shirt \$18)

Preferred Supplier

- Currently we have four suppliers to provide uniforms. Rather than introduce another supplier we have chosen an existing one (provision of school bags) and a local company. Willetton uniforms has a quicker delivery timeframe than our existing suppliers.
- A supplier has been chosen which could also provide a service if the uniform shop no longer operated.
- We would also like to suggest that we stock the school backpacks on site in the Uniform Shop. We can then provide the entire range of uniform (including second hand) from our shop.
- The only difference in using this supplier is that the prices quoted do not include delivery. If delivery is required a fee of \$10 (per delivery) would be charged to our account. It is not a large delivery fee but a yearly delivery estimate should be accounted for in any budgetary changes.

Timeframe

- If the polos are to change they should be introduced at the start of a school year. This has implications for current and future stock in the uniform shop, as we would have to ensure that we do not over order on polos. This would also reduce the transition period for polos, as if there is a change in colour the newer polos will be more prominent than just a logo change. There is also a greater chance parents may buy new polos anyway at the beginning of a year and then more likely to change to new polos.
- It is recommended that either the start of 2017 or 2018 would be the most appropriate time to introduce new polos. Other stock would change as current stock is depleted with uniform (eg. zip jackets/sports jackets) still being able to be worn but just not reordered.

Online Ordering

- Online ordering is an option that the volunteers in the Uniform Shop are currently considering. The Uniform Committee have been asked to reassess uniform lines due to an opportunity for change. The next step in this process is to find the best operating system in terms of a delivery of service to parents at the school and making efficient use of volunteers' time now and into the future.

Initial Outlay/Costs

- Based on an estimated student number of around 400 (PP-Year 6) we would need a significant number of polos for school commencement. Based on one shirt for each child, the minimum outlay is around \$6,180 (not including delivery). This initial increase in the outlay for polos could be partially offset by a parent order. It would be necessary for parents to place an order for polos.

Annexure B: School board rep report

KPS Board Summary: 11 May 2016

- Della Nuttal report re: Student Centred Funding Statement
 - Have funding at Census for 453 students but currently have 456 students
 - We are tracking well financially – most money spent on salaries
 - Well planned budget with reserves for expenditure
 - Plan to spend our budget allocation

- Mark Taylor – COSP Head of Infrastructure
 - Mark congratulated the school on grounds and garden
 - Discussed ways to leverage our relationship with COSP eg environmental walks, tree planting. “if school has a project on, contact us to see if we can help”
 - COSP = keen on environmental education as that’s how we can change our society. Suggested getting the school involved in the Heritage Trail walk.
 - Also discussed potential to open toilet block at Morris Mundy during certain hours.
 - Parking Strategy available to public the week after the meeting – over-arching document with parking plans to follow. Paul Edwards (Traffic & Design co-ordinator) will speak to the Board next week.

- Jenny Brittain – Uniform Committee
 - Big presentation re:
 - Price point
 - Consolidated supplier
 - Online ordering (plans to phase out the shop)
 - Modern design
 - Reduce suite of options
 - Showcased a few new designs. Board voted (10-4) on new T-shirt design to be introduced at beginning of 2017. Major change = colour to bottle green with gold detailing. Is cheaper than current polo shirt. Plans to seek feedback from Student Council, Parent Community, and develop a Transition Plan.

- Alicia Taylor – KPS Behaviour Management Policy
 - Presented the first draft updated to reflect Dept of Education’s policies. Major change = remove red slip from policy, and simply use a yellow slip when needed. More consolidation is required prior to final release.

Annexure C: Fete report

- **Sponsorship** – time period and communication requirements for the school community have been met and now the sponsorship team are progressing to approach businesses in our local community with the agreed (and published) packages
- **Stage** – Nadine Donovan has kindly accepted the stage co-ordination role – thank you! Organisations are well underway with the music room now dedicated to the performers on the day and our KPS performers being locked in prior to other performers. Thanks also to Mrs Dewing for her continued support to work with Nadine and the fete committee to have the KPS students well represented on the day. Thanks also to Mrs Millar for preparing a drumming exhibition on the day too with our senior drumming club students
- **Rides** – Gill Roberts has done a fabulous job of researching our ride options and package deals that will accommodate all age groups. We are working on developing different areas for different ages to ensure all students have a great time on the day. The options were presented at the last fete committee meeting and are now being locked in
- **Stalls** – there have been some recent changes to the stall allocations as more class groups kick into action and further agree exactly what they want to create/sell on the day. These are being managed to ensure there is limited competition with each other, while still allowing all the enthusiasm to flow. Thank you also to Alison Walker who has taken on the external stall role. Some of these stalls are also being locked in and we are again ensuring that there is no direct match to any internal stalls. A meeting with all the stall reps will be held during the week of the 13th June post our June Fete committee meeting
- **Community involvement** – St John has been booked, as has the safety van which includes local police and mascot. Lisa Williamson has also met with Kent St principle to agree their involvement; we are waiting on final confirmation. Participation of Como High is also yet to be agreed. Once the local public High School's participation is locked in, other sporting clubs will be approached to provide sporting displays and activities for the kids on the day.
- **Next fete committee meeting is Tuesday 7th June at 7.30pm in the staff room at KPS.**