



**Kensington  
Primary School  
P & C Association**

<b>AGENDA:</b>	General Meeting	<b>SECRETARY:</b>	Alison Wallace	<b>DATE:</b>	23 August 2016
				<b>TIME:</b>	7.30p.m.- 9pm
<b>PRESENT:</b>	Chair: Samantha Thompson (Pres) <b>(Please add your name &amp; email address to the 2016 membership list. Reminder: payment of membership fees for 2016 [\$1] must be paid today to be eligible to vote.)</b> S Thompson, R Watson, T Steers, A Wallace, S Henwood, A Arnold, J Safstrom, S Dickson, M Noid, N Austin, S Rose, J Brittain, B Jones				
<b>APOLOGIES:</b>	K Mahar, M Byfield, S Szczecinski, D Mundy				

TOPIC DISCUSSED	DISCUSSION	ACTIONS TO BE TAKEN
<b>Confirmation of Previous Minutes of meeting held 26<sup>th</sup> July 2016</b>	<b>Motion: That the minutes as circulated be accepted as an accurate record of the meeting.</b>	<b>Moved:</b> R Watson <b>Seconded:</b> T Steers
<b>Items from previous minutes:</b>		
	AW: Comments on commencement of new Association's Incorporation Act from 1 July 2016  A transitional period of 3 years is provided under the new Association's Incorporation Act 2015 to identify and make any changes required to the P&C constitution	AW to follow up on outcome of WACSSO AGM (yet to be held) regarding amending the P&C constitution
<b>Principal's Report and Questions on Notice</b>	Report provided and attached at Annexure A	<b>Motion: That the \$1,700 originally budgeted to writing instruction be re-allocated to BrightPath</b>

		<p><b>Moved: R Watson</b></p> <p><b>Passed by a unanimous show of hands</b></p> <p><b>Motion: That the \$1,700 originally budgeted be increased by \$400 to \$2,100</b></p> <p><b>Moved: T Steers</b></p> <p><b>Passed by a unanimous show of hands</b></p>
	<p>Question <i>from</i> BJ: Can the P&amp;C executive budget meeting and the final P&amp;C general meeting for the calendar year be held later to better align with the school’s budget process?</p> <p>A memo prepared by AW was distributed to the meeting to provide some background on P&amp;C regulation and budget processes. This highlighted no issues with changing the process if we wanted too.</p> <p>BJ addressed the meeting and explained that the school budget will not be finalised until approximately week 2 of term 1 in each year. The school will therefore not know its financial position for the school year with certainty until that date and wont be in a position to know that it has submitted the best funding requests to the P&amp;C.</p> <p>The meeting considered various options for deferring the budget meeting including:</p> <ul style="list-style-type: none"> <li>• Deferring the meeting to term 1 each year;</li> <li>• Deferring the allocation of the discretionary spending component to term 1 each year (e.g. setting aside \$2000 for reading development without specific item or allocation being defined); and</li> <li>• Deferring the budget meeting to Tuesday week 7 of term 4 and the final P&amp;C general meeting of the year to Tuesday week 8 of term 4 (both deferred by 2 weeks).</li> </ul> <p>An in depth discussion about changing our budgeting process to January took place however it was resolved that this would affect the way the P&amp;C “Wish List” process currently works, would delay the spending of funds and would put additional pressure on the incoming committee.</p>	<p>AW to provide BJ with prior examples of ‘wish list’ compilations</p>

	<p>The need for close alignment to the Business Plan was also discussed, and Nicole Austin will provide an overview of the Business Plan and strategic priorities to the P&amp;C Executive prior to this year's Budget Allocation Meeting.</p> <p>It was concluded that the executive would work together with BJ at time of PC budgeting (delayed by 2 weeks this year) to determine the best outcome for the school and its students.</p>	
	<p>Question for BJ: Would you please further clarify the recently announced enforcement of the before and after school policy?</p> <p>The basis for enforcing the approach is that if parents are not on the grounds the school has a duty of care to the children. It is difficult to monitor the children when they are spread out and disorderly. Increasingly, parents are remaining with their children after the school bell which makes it difficult for the school to identify those children for whom the school remains responsible.</p> <p>The process to be followed is:</p> <p><b>Morning</b></p> <ul style="list-style-type: none"> <li>• No children at school prior to 8.15am (unless for a before school activity e.g. run club).</li> <li>• Children at school between 8.15 and 8.30 are to remain in the undercover area.</li> <li>• There is to be no playing on equipment, or ball sports, whether with parents or not.</li> </ul> <p><b>Afternoon</b></p> <ul style="list-style-type: none"> <li>• Children to be collected 3.00-3.20, children without parents/guardians after 3.20 will be taken to the office for collection</li> <li>• Children in the company of parents may play on the play equipment with direct supervision</li> <li>• No children to play ball sports on school premises immediately after school, unless part of an organised school activity (e.g. netball)</li> </ul>	
<b>Office Bearer Reports:</b>		
<b>Treasurer's Report</b>	Report provided and attached at Annexure E	

<b>Fundraising</b>	No report	
<b>Grounds and Facilities</b>	No report	
<b>Book Club and Library</b>	In the midst of the book fair. Sold almost \$2000 worth of books (~104 books) and about 20 books have been donated to the school.	
<b>Memorabilia</b>	Report provided and attached at Annexure B	
<b>Music</b>	Mrs Dewing has found a replacement to cover her long service leave. A piano player for Friday band accompaniment may need to be found if the replacement does not play piano.	
<b>School Banking</b>	Nothing to report all going well.	
<b>Uniforms</b>	JB provided detailed information to the meeting. JB is still considering whether to use laser printing or embroidery for the school logo. The new shirts will be available for the September 2016 order. School bags will be available through the uniform shop. JB is moving forward on the streamlining the other uniform items and reconsidering the operation of the uniform shop	
<b>School Board Rep</b>	Report provided and attached at Annexure C	
<b>DUCKS</b>	Report provided and attached at Annexure D	ST to follow up with DM regarding privacy policy for photos on website
<b>Fete</b>		ST to follow up with RM
<b>Correspondence:</b>		
<b>General Business:</b>		
	TS: 2016 City of South Perth Volunteer of the Year Awards The meeting discussed and generally supported the nomination of 3 KPS volunteers (names disclosed to the meeting) for the 2016 City of South Perth Volunteer of the Year Awards	JB to organise one nomination and TS to organise the nomination of the two others

<b>Any Other Business:</b>		
<b>NEXT MEETING:</b>	<b>General Meeting Tuesday 18<sup>th</sup> October 2016</b>	<b>Meeting closed 9.30pm</b>

General meeting approval required

# Annexure A

P&C Principal's Report 23rd August 2016

## My First Month

Recently I have had several meetings with parents. This has been very valuable and interesting. This has meant that I have only just starting getting back into the classrooms to properly meet some of the students. This has given me a great opportunity to see the classes in action and speak to the students about their learning. I have also started to get to know the children. This has been great.

The staff and I are also working to ensure an orderly and respectful environment for all students. So our focus has been on discussing respect and what "play the game" means. We have developed some key pointers to flesh out our motto.

### **"PLAY THE GAME"**

**1. Follow the rules.**

**2. Show respect.**

**3. Do your best.**

**Together we achieve.**

We thank you for your support as we make the "rules" clear about before and after school play. Clear expectations are the first step in this process. We also want to know how well we are doing so we are collecting some data to monitor our improvement. We wish to ensure everyone on the school site is respected and safe.

## Leadership

We will be ensuring all Year 6 students can attend the Halogen Leadership Conference in 2017 and all students will be given leadership responsibilities. The staff will be developing their teaching and learning programs based around leadership, integrating it into the curriculum. We will also develop this focus in Year 4 and 5 to ensure the students are developing the skills needed for real leadership in Year 6. We will begin by fleshing out what leadership means and identifying the resources to which we have access in order to make this an exciting and valuable program. So, we are open to ideas and resource suggestions around this key focus, which will also include ethics, philosophy, active citizenship, innovation, critical and creative thinking etc. Please forward any suggestions to me.

## Writing

I noticed that the writing money was specifically earmarked for writing professional development. While the targeted professional learning will take place for all staff in 2017, I have been able to book a handful of staff into a Brightpath Conference this year. This has cost the school \$2,100 in conference fees. I am not sure if that would meet your requirements for funding. However, the real costs will be incurred next year when we start using the system. I do hope funds will be available then, as our school budget will be tighter in 2017.

Bronwyn Jones Principal

General meeting approval required

## Annexure B

### **MEMORABILIA COMMITTEE REPORT**

**TO:** KENSINGTON PRIMARY SCHOOL P&C ASSOCIATION  
**FROM:** KAREN MAHAR, MELINDA BYFIELD, AND SHARON SZCZECINSKI  
**SUBJECT:** COMMITTEE REPORT  
**DATE:** 22 AUGUST 2016  
**ATTACHMENTS:** NIL

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The memorabilia committee has been preparing for the Kensington Primary School fete in October and has also begun the production of the 90<sup>th</sup> anniversary commemorative tea-towel. Summary of actions below:

- **Tea-towel** – orders are rapidly coming in. Last orders by August 29. Additional order forms are available at the front office.
- **Newsletter** – details of the commemorative tea-towel and how to order have been placed in the newsletter.
- **Facebook** - details of the commemorative tea-towel have also been posted on the Facebook page.
- **Donations** – Donations of memorabilia for display at the fete will still be gratefully accepted. Please see any one of the committee for collection.



## Annexure C: KPS Board Summary: 3 August 2016

- Principle's Report
  - The Board welcomed Bronwyn Jones to the helm.
  - Bronwyn responded with enthusiasm. She said IPS meant empowerment to KPS and she is keen to engage and respond to our entire community, children and staff.
  - She is also passionate about making sure we create a good learning environment at KPS.
- Registrar's Report
  - Della presented the KPS budget to 30 June.
  - We need to spend a minimum of 96% of our budget due to the new funding model
  - The collection rate for voluntary contributions has increased to an average of 81% from K-Yr 1.
  - It was raised if it was possible to delay the P&C 2017 Funding Allocation Meeting a week or so, to enable the school (and Board) to identify what priorities need funding by the P&C. The Term 4 meeting dates are:
    - Week 2 - P&C– 18 October
    - Week 3 - Board - 26 October
    - Week 4 – P&C Funding Allocation Meeting
    - Week 5 – KPS Board AGM
    - Week 6 – P&C – 15 November
    - Week 7 – Board - 23 November
- Traffic Report – Paul Edwards
  - The COSP Traffic Management Survey has been completed and the Board need to review the KPS traffic management requirements.
  - Major issues = parking in close proximity and who has priority?
  - Currently no KPS requirements on agenda. Need to be identified, then progress to a bid statement phase, then possible capital works program. Timing = next 1-5 years!
- Principle Appointment Process
  - Belinda Moharich gave an overview of her role as KPS Board Chair during the Principle Selection Process. She expected her role to be mostly “lip service”, however was privy to all the information and CVs presented, along with the Regional Director. Belinda conveyed KPS's needs to the panel and was involved deeply and meaningfully in the selection process.
  - Belinda will write to the Department to thank them for engaging her as a valued member of the selection panel.
- School Uniform
  - Melanie Noid presented views that the whole school should be surveyed re: their opinion to uniform change. A lengthy discussion ensued and the motion was approved to:
    - Change the school shirt to the green legend (with yellow piping)
    - Set the timeframe for transition to 3 years (ie compulsory by Term 1, 2020)
    - Request Uniform committee to report back to the Board re: the suite of new uniform options in Term 4.

- The request was also made that the P&C fund extra shirts for students who don't have the new shirts to borrow when attending public events
- Junior School overview
  - Lesley Harris and Alica Taylor provided an overview of the suite of offerings to students in the junior school. An all-encompassing message will be included in the School's Prospectus to highlight our junior school.
- The Board Induction and Board Effectiveness Survey are currently under review. Please forward any comments you have to myself.

General meeting approval required

## Annexure D

We had a good turn out to the Dads event at Little Creatures. A very informative and educational tour of the brewery! Followed by a very useful Kensie dads networking session ;)

### Upcoming events

**27th August** (this weekend with rain, hail, wind) Fathering project and WAFL combined event at Lathlain Oval watching Perth vs South Fremantle.

Have had lots of interest - so will be interesting to see who turns up in the rain!

**17th September** Dads and Kids Mini Olympics at Morris Mundy Reserve

**21st October** Dads only Lawn Bowls Competition -"Crackerjack Cup" at Como Bowls Club

**25th November** - School Camp

You may have seen the new DUCKS website [ducks.net.au](http://ducks.net.au) put together by Philipp Schaper ( Father of Hector Grade 1) and his company Pink Elephant.

Hopefully we can drive all enquiries, information requests to the new website. With a bit of luck it will provide an easy starting point for any interested father/father figures to get in contact with the group.

Big thank you to Philipp. It would be nice to put specific a mention of his support and company on the P&C Facebook page as well if we can.

Annexure E: Treasurer's report

General meeting approval required

# Kensington Primary School P & C Association Inc

## Profit & Loss Budget vs. Actual

January 1 through August 23, 2016

	Jan 1 - Aug 23, 16	Budget
Ordinary Income/Expense		
Income		
Bank Interest	224.28	0.00
Ducks Program	0.00	0.00
Family Levy	15,770.00	0.00
Fete 2016	-2,283.26	0.00
Fundraising		
Election Fundraising	1,744.05	0.00
Entertainment Book	64.00	0.00
Lapathon	5,193.25	0.00
Money for Jam	0.00	0.00
Outdoor Movie Night	5,690.23	0.00
School Banking Commission	763.65	0.00
Tea Towels	670.00	0.00
Fundraising - Other	-20.00	0.00
Total Fundraising	14,105.18	0.00
Grants	13.00	0.00
P & C Membership	21.00	0.00
Uniforms		
Choir Uniforms	0.00	0.00
Kindy Uniforms	1,945.88	0.00
Music Uniforms	1,034.85	0.00
Secondhand Uniforms	0.00	0.00
Uniform Shop	13,850.02	0.00
Uniforms - Other	0.00	0.00
Total Uniforms	16,830.75	0.00
Total Income	44,680.95	0.00
Cost of Goods Sold		
Uniform Stock	17,847.77	0.00
Total COGS	17,847.77	0.00
Gross Profit	26,833.18	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	50.00	50.00
Artist in Residence Program	4,000.00	4,000.00
BUZ	1,120.00	1,120.00
E Boards	8,000.00	8,000.00
KPS Flag Interschool	339.00	339.00
Library Book Replacements	1,000.00	1,000.00
Lirrary Refurb 1	13,975.00	13,975.00
Literacy and Numeracy Pack	520.00	520.00
PE Ribbons & Medal	1,500.00	1,500.00
Phonic readers	1,200.00	1,200.00
Seating Senior Block	1,000.00	1,000.00
Tucker Patch	560.00	560.00
Writing PD	1,700.00	1,700.00
Year 4 Resources	1,000.00	1,000.00
Donation to Kensington PS - Other	0.00	0.00
Total Donation to Kensington PS	35,964.00	35,964.00
Grounds and Facilities		
Nature Play Build	1,415.00	1,415.00
Nature Play Maintenance	308.94	500.00
Grounds and Facilities - Other	0.00	500.00
Total Grounds and Facilities	1,723.94	2,415.00

**Kensington Primary School P & C Association Inc**  
**Profit & Loss Budget vs. Actual**  
 January 1 through August 23, 2016

	Jan 1 - Aug 23, 16	Budget
<b>Insurance</b>		
Ducks Public Liability	0.00	960.00
Uniform Insurance- contents	250.00	250.00
Insurance - Other	373.00	0.00
<b>Total Insurance</b>	<b>623.00</b>	<b>1,210.00</b>
<b>Memorabilia</b>	<b>71.75</b>	<b>1,500.00</b>
Merchant Fees	386.76	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	937.45	1,000.00
<b>Total Expense</b>	<b>40,006.90</b>	<b>47,904.00</b>
<b>Net Ordinary Income</b>	<b>-13,173.72</b>	<b>-47,904.00</b>
<b>Other Income/Expense</b>		
Other Income		
Netball	70.00	0.00
<b>Total Other Income</b>	<b>70.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>70.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-13,103.72</b>	<b>-47,904.00</b>

# Kensington Primary School P & C Association Inc

## Profit & Loss

January 1 through August 23, 2016

Jan 1 - Aug 23, 16

Ordinary Income/Expense	
Income	
Bank Interest	224.28
Family Levy	15,770.00
Fete 2016	956.74
Fundraising	
Election Fundraising	1,744.05
Entertainment Book	64.00
Lapathon	5,193.25
Outdoor Movie Night	5,690.23
School Banking Commission	763.65
Tea Towels	670.00
Fundraising - Other	-20.00
<b>Total Fundraising</b>	<b>14,105.18</b>
Grants	13.00
P & C Membership	21.00
Uniforms	
Kindy Uniforms	1,945.88
Music Uniforms	1,034.85
Uniform Shop	13,850.02
<b>Total Uniforms</b>	<b>16,830.75</b>
<b>Total Income</b>	<b>47,920.95</b>
Cost of Goods Sold	
Uniform Stock	17,847.77
<b>Total COGS</b>	<b>17,847.77</b>
<b>Gross Profit</b>	<b>30,073.18</b>
Expense	
Auditor	300.00
Donation to Kensington PS	
Art Prize	50.00
Artist in Residence Program	4,000.00
BUZ	1,120.00
E Boards	8,000.00
KPS Flag Interschool	339.00
Library Book Replacements	1,000.00
Lirbary Refurb 1	13,975.00
Literacy and Numeracy Pack	520.00
PE Ribbons & Medal	1,500.00
Phonic readers	1,200.00
Seating Senior Block	1,000.00
Tucker Patch	560.00
Writing PD	1,700.00
Year 4 Resources	1,000.00
<b>Total Donation to Kensington PS</b>	<b>35,964.00</b>
Grounds and Facilities	
Nature Play Build	1,415.00
Nature Play Maintenance	308.94
<b>Total Grounds and Facilities</b>	<b>1,723.94</b>
Insurance	
Uniform Insurance- contents	250.00
Insurance - Other	373.00
<b>Total Insurance</b>	<b>623.00</b>

**Kensington Primary School P & C Association Inc**  
**Profit & Loss**  
January 1 through August 23, 2016

	Jan 1 - Aug 23, 16
Memorabilia	71.75
Merchant Fees	386.76
WACSSO	937.45
<b>Total Expense</b>	<b>40,006.90</b>
<b>Net Ordinary Income</b>	<b>-9,933.72</b>
Other Income/Expense	
Other Income	
Netball	70.00
<b>Total Other Income</b>	<b>70.00</b>
<b>Net Other Income</b>	<b>70.00</b>
<b>Net Income</b>	<b>-9,863.72</b>