



**Minutes of Executive Meeting held Wednesday 13<sup>th</sup> November, 2013, 7.30p.m., Staffroom.**

*Attendance:* K. Young-Krebs, C. Prue, R. Watson, M. Short, N. Gallagher, D. Collins, C. Parker, M. Mairata, B. Macauley.

General Business:

Item	Raised by:	Information presented	Action taken by meeting
Available Funds	M. Short	Financial report from Treasurer of funds available for spending in 2014: Vol Contr: \$10 560 Fundraising: \$31 423 Bank: \$??	*Outstanding amounts owing to KPS still unresolved. This will be clarified. *Budget 2014 is therefore based on the \$42 000 raised to date in 2013. *Any further monies available (surplus bank funds + final 2013 fundraising amounts) will be held in reserve.
“Unsecured” funds allocation?	R. Watson	*Given the “unprecedented” funding of mid-year projects in the last 2 years (Tile Mural, Science storage, Choir stalls), should there be a standing proviso in Budget for such events? At present, re-allocation of funds happens, but on a needs-based basis. Should this be formalised?	<i>Discussion:</i> Community needs knowledge of policies for spending P&C money to support school initiatives (i.e. those contained in KPS P&C Information Sheet) so there is transparency of decision-making. KPS P&C currently aims to budget for foreseen, desired expenses by creating a wishlist. Other P&Cs choose to nominate a target and fundraise on an ongoing basis. The Executive aims to strive to create a balance between strategic, inclusive forward planning (budget) and fluid, reactive decisions (incidental spending) for the KPS P&C.  *The Executive agreed that the creation of an “unsecured” item in the recurrent budget was an idea with merit, but that any funds set aside should not be seen as a “dipping fund”. As a guide, unforeseen staff priorities / identified needs should be considered first, then ideas emanating from the parent body. As opportunity and time would be needed for consideration, ideas should be raised at a general meeting, to be considered and voted on by the Executive and Principal at a later meeting. The KPS P&C Information Sheet should be altered accordingly to reflect this.  <b>Motion:</b> That the P&C set aside 5% of available budget funds each year for incidental, extra-ordinary spending at the discretion of the Principal and the Executive. <b>Moved:</b> C. Parker <b>Seconded:</b> D. Collins <b>Carried</b> unanimously by meeting

<p><b>P&amp;C Funds: Budget allocations for 2013:</b></p> <p>Items put forward for consideration by Staff:  Parents:</p>	<p>Exec</p> <p>B. Macauley</p> <p>R. Watson</p>	<p>See: Table 1 (annotated wish-list - summary) Table 2 (budgeted expenses for 2014)</p> <p><b>ORDER OF ALLOCATION:</b></p> <p><b>1.</b> Non-negotiable items seen as being of proven benefit to the school community or to the running of the P&amp;C.</p> <p><b>2.</b> Other requests considered according to perceived merit i.e.:</p> <ul style="list-style-type: none"> <li>*Educationally rewarding</li> <li>*Whole-school use</li> <li>*Proven need not currently being met</li> <li>*Culturally enriching</li> <li>*Historically successful</li> </ul>	<p><i>Discussion</i> concerning budget requests, taking into account:</p> <p>a)KPS Admin and Staff opinions and agenda b)P&amp;C community opinions and agenda c)2013 Survey responses:</p> <p><i>*Specific priorities:</i> While literacy, numeracy &amp; the arts remain strong priorities, science was the stand-out priority. <i>*General priorities:</i> classroom resources and technology were the stand-outs.</p> <p><i>Action:</i> Each item was discussed on merit, and outcomes reached as shown in Table 1. “Non-negotiables” finalised first, followed by “Discretionary” items.</p> <p><i>Outcome:</i> Budget (Table 2) finalised.</p>
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Other Business:

Item Raised	Action taken
No further items	--

Meeting Close: 9.50p.m.

Next Meeting: as required

**Table One: P&C BUDGET ALLOCATION WISHLIST FOR 2014 – Summary.**

<b>Category</b>	<b>Item</b>	<b>Cost Estimate</b>	<b>Outcome</b>
<b>RECURRING</b>	<b><i>“Non-negotiable” items perennially under consideration</i></b>		<b>\$14 100 total</b>
	Artist in Residence	\$4000	<i>Approved.</i>
	Mathletics subsidy	\$2000	<i>Approved.</i>
	Uniforms (float to cover stock costs)	\$1000	<i>Approved.</i>
	WACSSO	\$850	<i>Increase to \$950 - inflation</i>
	Facilities and Grounds working budget	\$750	<i>Increase to \$2000 –budget increased for embankment improvements in 2014</i>
	PE ribbons and medals	\$500	<i>Increase to \$1000: larger cohort = more prizes</i>
	Insurance	\$200	<i>Increase to \$250 - inflation</i>
	P&C Disco	\$300	<i>Approved.</i>
	Stationery	\$200	<i>Increase to \$300 - inflation</i>
	Art Prize	\$200	<i>Approved</i>
	5% “extra-ordinary” contingency allocation	5% of total funds	<i>Approved. (\$2100 in 2014)</i>
<b>DISCRETIONARY</b>	<b><i>RAISED BY STAFF:</i></b>		
<i>Extra-curricular</i>	Circus skills - \$5 per child	460 x 5 = \$2300	Not approved for 2014. Possibility of re-visiting Circus Skills partial funding in alternate years.
	PE ribbons/medallions for carnivals	\$1000	<i>Approved (see above)</i>
	New Faction Flags		Not approved.
	Buses with seat belts – extra cost		Not approved – prohibitive, unspecified cost makes difficult to budget in advance.
<i>Grounds and Facilities</i>	Shade sail over playground next to music room (detailed quote sourced)	\$9990	<i>Approved.</i>
	Paint / labour for hopscotch		Paint for hopscotch available in P&C storage.
	Etching – Windows – Graffiti – Cameras?		Not approved – prohibitive cost.
	<i>Vista St Kindy:</i> Sensory garden plans (planned extensively in 2012) to re-convene in 2014 *seating - \$150 *Musical instruments for outside - \$300 *Preparing the grounds & planting - \$300	\$750	<i>Approved to value of \$1000.</i>
	PP Playground – swing and rope walk		Not approved – PP playground re-vamped extensively in 2012.
	Weatherproof shed for K & PP resources		Not approved – storage alternatives already exist.
	Lining of PP “Quiet Shed” for blackboard / whiteboard use		Not approved.

<i>Furniture, Fixtures and Fittings</i>	Adult size, stackable plastic chairs - for use at assemblies.	approx. \$35 x 50 = \$1750	<i>Approved.</i> Proven need to be met. Would be utilised in other areas of the school as well. Versatile and light-weight.
	Step ladder		KPS budget item
	Pin-up boards for Rooms 9 & 10		KPS budget item.
	Washing machine		Community donation / second hand sought in first instance. Plumbing may be costly.
	Sewing Machine		Community donation / second hand sought in first instance.
	Shelving for paper within current shelving at back of room in PP2, PP3, KO.		KPS budget item.
	External hooks for PP2 / PP3 / KO to be moved and additional ones added		KPS budget item
	Black curtains for performances in the undercover area (as requested in 2011, 2012).	\$900	<i>Approved.</i> Whole school use (create “stage” space).
<i>Staff support</i>	IT Teacher Assistant		Insufficient funds.
	Support EA for IT Specialist programs		Insufficient funds.
	Middle / Upper EA class support in IT		Insufficient funds.
<i>Technology</i>	Cameras for every class (reliable, with SD card, easily rechargeable)		<i>Approved.</i> Proven need, whole-school use.
	<b>RAISED BY BOTH STAFF AND PARENTS:</b>		
	Paint interior of PP shelter-shed.		Not approved
	<b>RAISED BY PARENTS:</b>		
<i>Class Resources</i>	Primary Connections – Science resources *class set of textbooks *science materials *PD for staff	\$1100 \$8700 \$6000	Not approved. KPS has most of the Primary Connections science teacher manuals and books already; they are currently being used in a number of classes.
	Teaching resources that the staff need		Covered in other items.
	Year 2 resources to cope with large cohort		<i>Approved.</i> Proven need, with flow-on effect.
	Science equipment: Phase 2 of the Science re-stocking and resourcing proposal.	\$5000 - \$10 000	<i>Approved</i> to value of \$2000. KPS has nominated 2015 for a Science focus (Maths in 2014, funded from elsewhere.) Current Science stock, now sorted, may need replenishment before 2015, to facilitate programming and planning.

<i>Co-curricular:</i>	Support for science – perhaps a scientist in residence instead of an author.		May be covered by staff member. May be tied in with current “in-residence” program, dependent on type of artist / art chosen. Cost of independently funding science specialist would be prohibitive.
	Special focus “Weeks” like / instead of Artist-in-residence program e.g.: Innovation Week. Science Week. Book Week.		KPS to consider and incorporate ideas in light of curriculum content.
<i>Technology</i>	Class set of iPads (x 2)	\$30,000	Not approved for 2014. This popular project needs to have some groundwork in place if it is to be viable e.g. wifi connectivity capability for all classrooms, research into Android vs iPad technology, staff support and interest and PD opportunities. The possibility of sharing project funding with KPS exists in future years, and may be an excellent focus for Fete 2016 fundraising efforts.
	Audio equipment: Add speakers to the back of the undercover assembly area		Not approved. Current system adequate at present.
<i>Grounds and Facilities</i>	Aluminium tiered seating for assemblies.	\$3500 (in 2013)	Not approved – stackable chairs seen as a more flexible option.
	Plastic café blind for PP3 near the school bags.		Already in place.
	Weather screens for PP1 near bag racks and door.		<i>Approved</i> to value of \$1500. Proven need.
	Recladding of the “tee-pee” structure in the PP playground.		<i>Approved</i> to value of \$150. More permanent, robust materials to be sought for greater longevity.
	Repainting or touch up of the mural on the PP shelter-shed		A new mural will be painted in 2014 by Ba’hai class. Mural has already been designed and paint will be sourced by class convenor.
	Playground equipment / grounds development for on-site kindy (x 2).		<i>Approved</i> to value of \$1000. Area is problematic, as large permanent structures will restrict movement and other

			activities. Suggestion: source a boat / dinghy (like Vista St) as “large” playground item, for versatile, imaginative play.
	Water tanks to collect all roof rainwater.		Not approved. Dept Public Works responsibility. Cost prohibitive.
	Natural play spaces / Natureplay (x 2)	\$?? (large investment)	<i>Approved</i> to value of \$2000. Proven need. KPS is looking into possibilities to include more “natural” play opportunities, without incurring cost of commercial options.
	More roller shutters to completely enclose the undercover area		Not approved. Not original intention of current shutters.
<i>Community Enrichment:</i>	Maggie Dent Parent talk session (supplementing teacher / student info sessions)	\$2000 + GST	<i>Approved</i> to value of \$3000. Final costs of staff + student + parent sessions unclear, but likely to exceed KPS + P&C combined funding. Parent sessions will consequently attract a small cost.
	Information Evenings for parents: Seminars e.g Maggie Dent, social issues (bullying, literacy, active living, behaviour).		<i>Approved</i> (see above). Other speakers / topics KPS responsibility.
	Teacher recognition / award system e.g. a teacher of the week trophy		KPS responsibility.
	Staff team building		KPS responsibility.
<i>Extra-curricular:</i>	Lego Technics (utilising current resource)		KPS responsibility.
	“Thursday Lunchtime Games Club” – social, non-curriculum, non-consumable activities e.g. board games, Uno, Lego, Jenga, pick-up-sticks, card games, puzzles – as alternative to physical play or library options.	\$500	<i>Approved</i> . KPS: ideal mentoring role for student councillors. Multiple copies of popular, multi-age / ability games will be sourced (bought / donated) and stored.
	<i>Items submitted for consideration post-agenda mail-out OR historic items not mentioned specifically in 2013</i>		
	Reading Eggs		KPS budget item

## Table Two: P&C BUDGET ALLOCATION COMMITMENTS FOR 2014

**\*\*FUNDS AVAILABLE FOR 2014 = \$42 000\*\***

<b>Recurring:</b>	<b>Subtotal:</b>	<b>\$14 100</b>
Artist-In-Residence	\$4 000	
5% contingency allocation	\$2 100	
Mathletics	\$2 000	
Facilities and Grounds working budget	\$2 000	
Uniforms	\$1 000	
PE ribbons & medals	\$1 000	
WACSSO	\$950	
Insurance	\$250	
P&C Disco	\$300	
Stationery	\$300	
Art Prize	\$200	
<b>Discretionary:</b>	<b>Subtotal:</b>	<b>\$27 900</b>
Shade Sail	\$10 000	
Cameras	\$3 000	
Maggie Dent	\$3 000	
Science Resources	\$2 000	
Natureplay play area development	\$2 000	
Assembly Seating (stackable plastic chairs)	\$1 750	
PP1 Café Blinds	\$1 500	
Vista St Kindy Playground development	\$1 000	
On-Site Kindy Playground development	\$1 000	
Year 2 Resources	\$1 000	
Black Curtaining for UCA performances	\$900	
Games Club Resources	\$500	
PP Tee-Pee refurbishment	\$150	
<b>Held Over from 2013 budget:</b>	<b>Subtotal:</b>	<b>\$20 280 + ??</b>
P&C Commitment to KPS	\$20 280	
Unpresented cheques, expenses	\$??	
<b>Unallocated funds:</b>	<b>Subtotal:</b>	<b>\$xxxx</b>