

Attendees

1. Welcome – Nick Vines, President – there is feedback from the community that meetings go too long. Once a month only. Be purposeful and be respectful of people's time. Each meeting will have objectives, well-considered agenda, thoughtfully designed experience, reasonable preparation and sufficient time to complete. Meetings need to start on time and end early, everyone pays attention, alert facilitation, thoughtful, timely notes of discussions, decisions and actions. Do what we say we will, in a timely manner.
2. Minutes of previous meetings moved by Annmarie Henricks, seconded by Brooke Vines
3. Business arising from previous meeting minutes – None
4. Correspondence – Letter from Alistair Henskens MP – outlining the funding the school has received for the school maintenance program. Letter outlines the 'Extra' maintenance allocation received - \$39k. Not received as a lump sum. Ongoing maintenance paid for.

Pip – program maintenance allocation at KPS is normally between \$20-25k used for program maintenance – painting, carpets etc. Maintained by Dept of Ed. In 2018 it was used for carpet and painting in the office – adds up to about that amount – already spent. Timely letter for election.

5. Reports – **Nick** – the outdoor play area is a priority in the coming year.

Craig – Treasurer – not a lot of activity to report. Only activity so far has been from the canteen and uniform shop. Started year with **\$214k, current balance is \$223k as of Friday 22 February. Cash increases are** from School24 top ups for Canteen \$1,700. Uniform sales \$7900 in first month. Outgoings – teachers 2018 end of year lunch, fees totalling \$641. Budget for this year's P & C – raise total revenue of \$216k (up from \$182k). Higher amount in budget is for the grant to be received for playground resurfacing. Estimating canteen sales will be about \$50k. Parent contribution for this year in budget based on proposal to keep that contribution at \$80 per child as last year. Supported as it was increased not long ago. (Pip also advised that School voluntary contributions will be reduced by \$30 per child.) Budgeted expenses about \$143k, including expected increase in playground costs outlay as a result of the grant received. Ongoing support for the Enrichment teacher has been budgeted at \$7k per term. No other commitments as yet – waiting on quotes etc for oval – will require a large amount of cash – to be amended to budget when we know costs. \$40k operating expenses – IT, fees, website, Lily's wage as canteen manager, parent fundraiser outgoings. \$43k outgoing forecast. \$25k profit forecast (depending on oval).

Parent contribution – propose \$80 per student. Carried by vote by P & C.

Recommendations from Treasurer – look at uniform shop – look at IT program to manage inventory to help with stocktake and accounting. Looking at apps, other schools at ways to do that. Need a parent liaison to oversee uniform shop (requirement for federation).

Fundraisers – parent evening, student fundraiser. Student fundraiser wasn't as successful this year. Change time of year? Different ideas?

Westpac Bank – Confirm appointment of Treasurer Craig Meares and Assistant Treasurer Roger Chan as Administrators of the P&C bank accounts.

6. Pip's report: Acknowledgement of School's achievements in 2018. New building- future focused learning. Changed the landscape and feel of the school. Improvements – updated admin building, extension of canteen. School vision of 3 strategic directions – personalised learning, wellbeing (PBL, anti-bullying conference), future focused learning. External validation through submission –

positively affirmed successfully. Personalised learning – process of supporting children with additional needs – transition and planning meetings etc. Future focus learning – teaching collaboratively, co-teaching, resourcing to enable that. Project based learning K-6 – scope and sequence set for projects in 2 year cycle. School Community events with P & C assistance in partnership. Killara Schools partnerships – supports teacher learning and development as well as student activities – network with KHS schools.

School finances – Consolidated funds from Dept for General purpose \$3 310 555 – includes staff costs, resources, admin, computers, utilities, maintenance (including canteen, air con), professional learning.

Community funds – allocated \$290 604, consumed \$343 044 – grants from previous years sat there, excursions. Money can sit there to pay for bills that haven't come in yet (explains 'over spending').

Voluntary contributions – invoice will state that the contribution is voluntary (wasn't done before). There is a surplus, so will reduce by \$30 per student. Was \$330 per student. Will be \$30 less. Clearer layout this year:

Equipment and stationery \$60

Literacy and library \$80

Technology Levy \$80

Building and Grounds \$80

Wellbeing as a focus– Anti-bullying focus and wellbeing – staff and students.

Focus on writing - results in writing were not as good as other areas. Introduced a G & T committee – Enrichment taught by Kate Wurth – 2 half days. Committee – to work on process for identifying G & T, also supporting high achieving (different to G & T)

Staffing – looking for teacher librarian – applications close tomorrow. Panel is ready. Ms Blake on Maternity leave from 25/3, Jarrod Rawlings taking over. Looking for temp PE teacher 4 days. Luke Thompson's position will need to be filled – will hopefully hold off to start in 2020.

Soft fall application has been approved. Now waiting for tender process.

Ideal will be soft fall under equipment, then grass around it (next wish list!).

Need to decide if synthetic turf or natural for the oval. Pip has called for expertise in newsletters with not much response. One parent had concerns for toxins, heat. Pip to prepare pros and cons about different surfaces. Will go to vote next meetings.

Submission for KK building almost done. KK will donate funds (about \$200k) to school for a building. Assets will work with the school to decide on location. Best case would be near equipment shed over near golf course. Size? About 1.5 demountable size. Slightly smaller than Beaumont road (cost about \$300k). Recondition shed? Knock it down – too expensive. Most reasonable cost is to bring in pre-fabricated building. Funds available, department approval is the next step.

2 requests have been sent to council about traffic – push to the school community to NOT use staff carpark for thoroughfare. Problem is no footpath. Request to Council to extend footpath and to extend kiss and drop to hold more than 3 cars.

Future school projects – gardens and playground spaces. Main Entrance – Friendship garden – artificial turf to increase play space. Last year's year 6 to pay for a buddy bench. Extension and renovation of school library. (Look at staffroom space too? Remove the storage space to allow for more useful spaces)

Canteen – Lily - orders a little low at start of year – likely to improve in winter and with kindy kids ordering more. Thanks for improvements – roster filled. Air conditioning helps. Year 4

students wrote a letter to canteen via Ms Mamarella – waste reduction suggestions – don't provide cutlery. Cutlery comes with orders from manufacturers. Make cutlery an option to parents? Re-use? Canteen signage – can we put up canteen signs again (taken down during renovations) – Pip to come down to look.

Craig - P & C have stores of cutlery and cups. Can install a shelf in canteen to store it? Need a budget to install that. Approval to spend \$200 - \$300 on that received from P & C.

Killara Kids – Katie apology, plus other committee members. Funds now available to set up a building. Management committee and staff discussing how it's run – it's grown considerably. They are open to new members and ideas. Projects for this year – building approval, move to new building, kindy transition was successful this year.

Uniform Shop – busy, roster filled. Need to order winter uniforms soon. Decision to be made on girls' pants. Tunic to remain. Pants option is to be decided – green or grey. Gender or unisex shirts and socks?? Tie?? Pip to look at survey results and will make decisions about uniform orders for winter. Main decision is around pants.

6. General Business –

1. Air Conditioning in year 2 rooms – quote for new air con didn't allow for those rooms – temperatures not ideal. Currently have an old ducted system – not balanced between them. Need to decondition old system and put in 2 new ones. \$7085 to do that. Motion by Nick to pass that. Approved. Budget to be amended for \$7,085 contribution to school.

2. Events and Management for 2019 – Annmarie

K – Maintenance Days

1 – Senior's Day/Harmony day – Morning Tea for the grandparents

2 – Father's day

Stage 1 – A-thon 11th April (to be decided by the class parents of stage 1s) – 2nd last day of term

Stage 2 – Major Annual Fundraising Event

5 – Mother's day stall

6 – Leaving Dinner

Emails will be sent out for A-thon and Harmony Day. Still need class parents. Morning tea for Senior's Day – call out!!

Killara Café – last Friday every night

Dads' night out – Nick to organise

3. Covered earlier

4. Storage in Uniform Shop – how to improve? Currently using basement to store 2nd hand items. Priority of systemise ordering and computerised systems above storage. Shopify is an option? Craig has an option. How does online ordering fit in to system? CSCART – how does it correlate? Need to understand system and needs.

Needs to be a sub-committee for next meeting to look in to it further.

5. Inventory system for uniform shop – mentioned in treasurer's report (see above)

6. Other business:

Rent from Handprints raised by Heather Tonkin: Dept owns building. Licence to the school. School gets about \$16k. We are not liable to pay for the maintenance. Dept will pay for that maintenance. Licence has been renewed by different owners. The building is now paid off by the department (no longer a loan). Dept is doing a review of building.

Licence is up in 2020. Letter can be written to Pip or to Assets about the arrangements with the building. It's under REVIEW. We can put pressure as a P & C. They are paying about \$300k rent.

Nick: propose Heather Tonkin write a letter about Handprints on behalf of the P&C. Pip suggests that the person to contact is the director of Assets or to Pip (who will pass it on).

Secretary – Matthew Conn will accept position of Secretary. Nominated: Nick. Seconded: Brooke

Action items – Need P & C liaison to oversee uniform shop in general

- Need a sub-committee to look in to IT solutions for the uniform shop and perhaps storage – discuss next meeting!
- Look at student fundraiser – time of year? Type of event? Up to stage 1 parents
- Pip to prepare pros and cons for different surfacing of the oval to be voted on
NEXT MEETING
- Lily looking in to reducing waste at the canteen and will work with the school community
- Pip to look at Canteen signage to reattach?
- Craig to look at a shelf for the canteen to store P & C cutlery and crockery – will liaise with Lily. Budget of \$200 - \$300.
- Pip to look at uniform survey results regarding uniform changes, particularly pants for girls. Will work with uniform shop.
- Air conditioning replaced in year 2 classrooms – actioned by the school?
- Upcoming events to be communicated to the school community – Annmarie?

Next Meeting: 26th March 2019

Meeting closed: 9:10pm