



## General Meeting Minutes - 2021

<b>Chairperson:</b> Eva Urban		<b>Location:</b> By Zoom	
<b>Date:</b> 18 October 2021 (Term 4 Week 3)		<b>Meeting Type:</b> General Meeting	
<b>Meeting commenced:</b> 7.30 pm		<b>Meeting adjourned:</b> 8:03 pm	
<b>Minutes taken by:</b> Vaishnavi Sundar & Aida Taha			
<b>Attendees:</b>		<b>Position:</b>	<b>Copies</b>
Eva Urban	EU	2021 President	1
Leanne McKay	LM	2021 Vice President	1
David Doyle	DD	2021 Treasurer	1
Vaishnavi Sundar	VS	2021 Secretary	1
Aida Taha	AT	2021 Support Secretary	1
Debbie Lawson	DL	2021 Events Team	1
Lisa Tang	LT	2021 Book Club Support Coordinator	1
Malyna Rooke	MR	2021 Uniform Shop Coordinator	1
Isabella Tan	IT	2021 Class Parent Coordinator	1
Jack Tao	JT	2021 Class Parent Support Coordinator & Events Team	1
Fei Mai	FM	Member	1
May Thant	MT	Member	1
Jenny Tsui	JT	Member	1
Vincci Wu	VW	Member	1
Samantha Yep	SY	Member	1
Kerry Novkovic	KN	Member	1
Zeynep Moroglu	ZM	Member	1
<b>Apologies</b>			
Kris Arnold	KA	2021 Vice President & Events Co-ordinator	1
Pieta Carrol (Bosman)	PC	2021 Book Club Coordinator	1
Kate Mason	KM	2021 Uniform Shop Team	1
Lisa Ponton	LP	2021 Events Team	1
Sahar Moukahal	SM	2021 Uniform Shop Support Coordinator	1
Eiman Latifi	EL	2021 Uniform Shop Team	1
Andrew Brackley	AB	Member	1
Stacey Tsui	ST	Member	1
Binoe Verghese	BV	Member	1
Mita Brierley	MB	Member	1
Flavia Campos	FC	Member	1
Thomas Chan	TC	Member	1
David Christi	DC	Member	1
Neda Farrahi	NF	Member	1
Liming Hou	LH	Member	1



## KENT ROAD PUBLIC SCHOOL

# P & C Association

Stella Yulei Hou	SYH	Member	1
Amanda Jacobs	AJ	Member	1
Shivani Lopes	SL	Member	1
Henky Mantophani	HM	Member	1
Melanie Marcellino	MM	Member	1
Jessica Matthews	JM	Member	1
Michela Nesbitt	MN	Member	1
Jennie Star	JS	Member	1
Aung Thant	AT	Member	1
Bob Wu	BW	Member	1
Amelia Yoan	AY	Member	1
<b>School Representatives:</b>			
Denise Minifie	DM	Principal	1
Fiona Hamilton	FH	Deputy Principal - Apology	1
Ben Harrison	BH	Deputy Principal - Apology	1
Nayeree Basmajian	NB	Assistant Principal - Apology	1
Chauntal Gwynne	CG	Assistant Principal - Apology	1
Jessie Hossack	JH	Assistant Principal - Apology	1
Davina Kite	DK	Assistant Principal - Apology	1
<b>Additional Distribution:</b>			
Karen Silsby	KS	KRPS Office Administrator - Apology	1
<b>KROSHC Representatives:</b>			
Jenny Del Medico	JDM	Partnership Manager -Apology	1
Gabrielle Adams	GA	Regional Manager - Apology	1
Luke Brattoni	LB	Lead Co-ordinator -Apology	1
Charmaine Wong	CW	Co-ordinator - Apology	1
<b>Signed:</b> Vaishnavi Sundar		Date: 18 October 2021	

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No	Discussion	Action
1.	<p><b>Welcome</b></p> <p>1.1 Greetings to 2021 members, observers and new families.</p> <p>1.2 No new families identified.</p> <p>1.3 Asked everyone to enter their full name in the chat room, and if you are new to add your email address, so we can record your participation.</p> <p>1.4 Non-members who wish to become members (annual fee is 50 cents), please contact the P&amp;C directly by email to make arrangements.</p> <p>1.5 Hard copies of our P&amp;C's (amended) constitution, rules, code of conduct; policies &amp; procedures are available upon request through our P&amp;C email address – <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p>	<b>Noted</b>
2.	<p><b>Confirmation of previous meeting minutes</b></p> <p>2.1 Due to lockdown in T3, there were no P&amp;C meetings in term 3, but a P&amp;C newsletter was distributed in T3W8.</p> <p>2.2 Minutes from last General Meeting (T2W8) on 7/06/2021 approved by Leanne McKay and seconded by Jack Tao.</p>	<b>Noted</b>
1.	<p><b>Business Arising</b></p> <p>No business arising.</p>	<b>Noted</b>
2.	<p><b>KROSH Care Report</b></p> <p>No representative from Camp Australia present.</p>	<b>Noted</b>
3.	<p>Principal's Report</p> <p>3.1 <b>KROSH enrolments</b> - went from 15 to 40 enrolments today. A sign of things moving in the right direction. They are operating in the same building and the adjacent demountable that the P&amp;C donated. They are also using A-block (year 2 double classroom from last year) to allow students and staff to spread out.</p> <p>3.2 <b>First day of day-to-day teaching</b> – K to Year 1 students and teachers were very excited today, with no tears and tired little faces by the end of the day. Students brought their jackets in case it is cool from having all windows and doors open for cross ventilation. Teachers watched excitedly as the children played in the new playgrounds and the new equipment. The focus in term 4 will be on wellbeing specifically promoting student interaction. Teachers were very happy to return to school as some were restricted from returning prior to this date, as they live in restricted LGAs.</p> <p>3.3 <b>End of year Assessments</b> - There will be minimal assessments, similar to last year due to lock down. The assessment will be a one-page report about students' achievements over the home learning period. Reports will go</p>	<b>Noted</b>

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No	Discussion	Action
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	<p>out at the very end of term.</p> <p>3.4 <b>Onsite social distancing</b> – it is expected government rules will change, as all student return to face to face teaching. Currently the focus will be on learning in outdoor spaces, as that is where students are the safest. It is noted that students will mix eventually, as they interact with each other, and common sense is key during this period. Keeping years separate as much as possible will be the aim but it will not be 100% possible. Although classrooms are very well ventilated in the new buildings, they are not in the administration building (which doesn't have air-conditioning either). The '4 square metre' rule will be used in the office areas. The same cannot be done for the classrooms but the doors and the windows will always be open. Focus will be on hygiene such as the use of hand sanitisers, and strict rules around not sharing food.</p> <p>3.5 <b>Face masks</b> - It is highly recommended that students wear masks indoors, but masks are no longer required outdoors. Students can interact and play outside without having to wear face masks (but can wear them, if they prefer). Indoors teachers must wear face masks. The school is currently on level 3+ restrictions but expect to go into level 3 restrictions two weeks after all students have returned.</p> <p>3.6 <b>Teacher secondment</b> - Mr Vogels accepted another position with the Department of Education at the end of last term. He will away for at least 18 months, and Miss Sarah Dahdah is taking his class. Students have already seen her during online learning. Kate Nightingale, one of the kindergarten teachers is off to have a baby and Miss Amanda Tarleton (currently in a supporting role in the kindergarten) will take over for the rest of the year.</p> <p>3.7 <b>Naplan results</b> - came out with good results. Our director Stacey Exner acknowledged the high levels the students achieved from years 3 to 5 in English and Maths progression. Her feedback is very positive given the disruption that happened last year.</p> <p>3.8 <b>New kiss and ride zone</b> - the Kent Road kiss and ride zone has moved. It is bigger and is adjacent to the school hall. Please do not stop at the old Kent Road Kiss and Ride location (between the pedestrian crossing and Herring Road), as it is now a <i>no parking</i> area with no signage. We will organise signage. Please be aware of this. The new location of the kiss and ride will assist with the dismissal of more than 500 students every day, when all students return. It was a smooth dismissal process today of 330 students.</p> <p>3.9 <b>Outdoor play areas</b> – students had a wonderful time playing in the play area. They explored sand pits, and other new climbing equipment. There are new play shop fronts, cars and steering wheels. We are rotating classes in the play areas to</p>	
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No	Discussion	Action
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	<p>keep student separate at recess and lunch. kindergarten students will have their own separate playground, but others will have 2 weekly rotations.</p> <p>3.10 <b>School maintenance update</b> – the external painting is dragging on and the contractors will be contacted about this. The internal refurbishment of buildings A, B, C and D, is about to start with movable walls, door installation, carpeting and painting. The commencement of this work was delayed as the new ventilation requirements took over as a priority. Other pending works include the industrial fans in the halls and air-conditioning in the admin block.</p> <p>3.11 <b>Term 4 focus</b> – term 4 will be very different with the focus on student interaction and fun! Lockdown was difficult for many families, especially for those living in apartments. To ease students back to school, they will be allowed to spend a lot of time outdoors socially interacting. There will be art projects with artworks to be displayed around the school. Music still has restrictions due to hygiene issues with musical instruments. Students are encouraged to take part in task challenges and there is the Spoonville activity.</p> <p>3.12 <b>Kindergarten orientation</b> – once the school reaches level 3 restrictions, we can have people onsite. Orientation will be run similar to last year, where parents walk in the door, take their children to their classroom and leave within ten minutes. This is not easy ask for parents to leave their children and return in one and a half hours, but it worked well last year. Orientation is expected to occur in the last week of November or the first week of December.</p> <p>3.13 <b>Home learning feedback</b> – teachers have worked really hard, and the school has received many positive messages from parents and families. Friday 29 October is World Teachers Day, and the school will make arrangements to celebrate teachers and their efforts. Acknowledgment has been given to teachers who presented online lessons every day and supported the students. This is commendable because it did not happen like this in other schools. A big shout out to these teachers. Also, a big shout out to families who supported their children during home learning. This would have been challenging especially for those working from home and running a household. The engagement level was great. The school supervised the recording of students who participated each day. The level of participation was very high, although it started to drop towards the end of term 3. Having children home learning for 16 weeks is not an easy ask for families and their effort is really appreciated.</p> <p><b>a. Student outcomes in lockdown-</b> John Hattie a highly esteemed Department of Education researcher, has been challenging media doomsday reports of poor educational outcomes from</p>	
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No	Discussion	Action
	<p>lockdowns. His investigations of student learning outcomes during Melbourne's last year's lockdown which revealed students maintained their educational levels, some even thrived, whilst some have slipped off. The focus is to be on students' well-being especially for high school students, as they have been losing interest. This will encompass a positive approach regarding learning, interaction, self-esteem, and well-being. The NSW Department of Education has announced the continuation of an effective support safety net to help those students who have struggled during lockdown, especially where internet access was an issue for every child in a family.</p>	
<p><b>4.</b></p>	<p><b>Announcements</b></p> <p>4.1 Jennifer Li (Wu) has confirmed her availability to audit the P&amp;C accounts after 30 December in 2021, in readiness for our AGM in T1W3 2022. Huge thanks to Jennifer, for agreeing to conduct the audit.</p>	<p><b>Noted</b></p>
<p><b>5.</b></p>	<p><b>Correspondence received -</b></p> <p>5.1 List of correspondence tabled.</p> <p>5.2 Links to any of the above items will be sent upon request to <a href="mailto:kentroadpublicschool@pandcaffiliate.org.au">kentroadpublicschool@pandcaffiliate.org.au</a>.</p>	<p><b>Tabled</b></p>
<p><b>6.</b></p>	<p><b>President's Report</b></p> <p>6.1 We welcome you to term 4, and hope families were able to get the rest they needed during the holidays.</p> <p>6.2 The 107 days of lockdown certainly brought differing challenges to us all, it is hoped you all survived and are ready to face the challenges that the easing of restrictions will bring us- and let's hope they are few and far between.</p> <p>6.3 We acknowledge the work of Denise Minifie and her staff in responding so quickly to lockdown and for being there for our children as they return to face-to-face teaching in term 4.</p> <p>6.4 The positive side to lockdown is that the lawns that replaced the demountables are looking very green and hardy - ready for play. The new Kent Road kiss and ride is also complete.</p> <p>6.5 During term 3, we received the HSLV school hall fan grant (CBP20) for \$24,000. This grant commits towards the total \$28,000 quote for this project. Denise Minifie will manage the project, which needs to be completed by 31/03/2022. The project completion documents must be lodged by 30/04/2022. Big thanks to Melanie Marcelino for leading the successful grant application.</p> <p>6.6 The P&amp;C's insurance was due for renewal on 1/08/2021 and was in fact renewed. Payments were made in 2 instalments</p>	<p><b>Noted</b></p>

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No	Discussion	Action
	<p>due to the insurer's change in invoice cycle. The first payment of \$883 made on 29/07/2021 was for -</p> <ul style="list-style-type: none"> <li>▪ AF1 Membership Fee for Federation P&amp;C</li> <li>▪ P&amp;C Personal Accident Voluntary Workers: Silver</li> <li>▪ P&amp;C Association Liability Insurance.</li> </ul> <p>The second payment made in September was for \$687 for the BPK Business Pack, Package 2 cover (a) property to cover \$70,000 in uniform shop stock.</p> <p>6.7 The P&amp;C is planning its activities based on current school restrictions that no volunteers are permitted on the school grounds.</p> <p>6.8 This has led to a less than ideal environment for uniform shop activities.</p> <p>6.9 Volunteers have been working remotely to ensure there is enough stock for orientation packs and online orders. Thank you to Malyna Rooke, who is leading that work, with the support from her team.</p> <p>6.10 Thank you to Denise and her staff for providing direction, support and co-ordination of activities, such as organising the build-up of sock delivered late from orders made earlier in the year, receiving and packing orientation and on-line orders from the school offices.</p> <p>6.11 Planning for the 2022 AGM has commenced, with the confirmation that Jennifer Li (Wu) will conduct the P&amp;C audit after 31/12/2021.</p> <p>6.12 At the AGM all Executive and subcommittee positions will be declared vacant and there will be an election for all positions.</p> <p>6.13 At this stage, at least 2 current Executive members will not be available to nominate for positions.</p> <p>6.14 We ask you to consider nominating for any of the positions - you will be given every support to ease you into these positions.</p> <p>6.15 We are happy to meet you in a COVID safe way at any venue near the school to discuss the activities of any of the roles. If you are interested in exploring the options, please contact us by email at kentroadpublicschool@pandcaffiliate.org.au.</p> <p>6.16 To be eligible to vote at the 2022 AGM, you must be a paid member of the P&amp;C by the last general meeting of this year, that is by 22/11/2021.</p>	
7.	<p><b>Treasurer's report</b></p> <p>7.1 As at 30/09/2021, the bank balances were as follows:</p> <p>7.2 Uniform Shop account: \$17,156.06 – PayPal and other sales receipts for the period since 31 May 2021 have totalled approximately \$7,000. Payments for stock purchases of approximately \$11,100 have been made as the team prepare</p>	Noted

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No	Discussion	Action
	<p>for 2022 Kindergarten packs and new year sales.</p> <p>7.3 Main P&amp;C account: \$168,049.51 – In the last period since 31 May 2021 payment transactions have been for annual insurance policies and we have received the \$24,000 grant money for the HSLV fans for the school hall.</p> <p>7.4 Of the \$168,049.51 balance, the following amounts are committed to –</p> <ul style="list-style-type: none"> <li>▪ \$28,000 for the HSLV fans for the school hall (\$24,000 coming from the grant); and</li> <li>▪ \$80,000 for the P&amp;C's contribution for the new play equipment.</li> </ul>	
<b>8.</b>	<p><b>Events Team's Report</b></p> <p>8.1 Kris Arnold is an apology.</p> <p>8.2 No activities to report.</p>	<b>Noted</b>
<b>9.</b>	<p><b>Class Parent Coordinator's Report</b></p> <p>9.0 Thanks to all the class parents for all the notices that needed to be sent out since term 3.</p>	<b>Noted</b>
<b>10.</b>	<p><b>Uniform Shop Coordinator's Report</b></p> <p>10.1 The Uniform Shop was closed throughout term 3.</p> <p>10.2 Value of stock on hand is \$53,842.32.</p> <p>10.3 The PayPal Balance is \$6,233.10.</p> <p>10.4 The amount of \$3,000.00 was transferred today.</p> <p>10.5 Requests for second hand uniforms have been received. Logistics on how to fill these requests will be taken off-line.</p> <p>10.6 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at <a href="mailto:krpsuniformshop@gmail.com">krpsuniformshop@gmail.com</a>.</p>	<p><b>Noted</b></p> <p><b>Action</b></p>
<b>13.</b>	<p><b>Book Club Coordinator's Report</b></p> <p>13.1. There have been no online orders since the June issue.</p> <p>13.2. Issue 8 is available now until 3/12/2021, but only as an online version.</p> <p>13.3. Issue 7 is available from 25/10/2021, again only as an online version.</p> <p>13.4. Yes, you would think issue 7 would be available first, but the supplier has also been disrupted by the pandemic.</p> <p>13.5. Ordering online through the Loop platform is the only way to go this year.</p> <p>13.6. Simply create an account or login to <a href="http://scholastic.com.au/loop">scholastic.com.au/loop</a> then follow these steps –</p> <ul style="list-style-type: none"> <li>▪ If you are new to the book club follow the Wizard to set up your profile;</li> <li>▪ Click the ORDER tab and select your school and your child's class;</li> </ul>	<b>Noted</b>



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No	Discussion	Action
	<ul style="list-style-type: none"> <li>▪ Add your child's first name and initial of their surname (so the school knows who the book is for);</li> <li>▪ Use the Browse Catalogue on the website;</li> <li>▪ Enter the product number shown on the Book Club catalogue;</li> <li>▪ Select Home Delivery on the ORDER SUMMARY page and make sure you enter your home address – note home delivery will cost \$7.50;</li> <li>▪ Make a payment by visa card.</li> </ul> <p>13.7. Your home delivery order will earn your school 10% in Scholastic Rewards. Your order should be delivered within 2 weeks. Please note there is no option to have your book delivered directly to the school.</p> <p>13.8. Now is a good time to take advantage of the Book Cub to purchase books that encourages your children to read.</p>	
<b>14.</b>	<p><b>Other Business</b></p> <p>14.1. The canteen remains closed, due to the inability to maintain social distancing for staff and students during peak times.</p> <p>14.2. Remember you must be a paid member of the P&amp;C by the time of the next meeting to have voting rights in the next AGM in 2022.</p>	<b>Noted</b>
<b>15.</b>	<p><b>Next Meeting –Correction next meeting is Monday 22 November 2021 at 7:30pm (and not the 30<sup>th</sup>).</b></p>	<b>Noted</b>