



Annual General Meeting Minutes - 2022

Chairperson: Eva Urban – 2021 President		Location: By zoom	
Date: 7 February 2022 (Term 1 Week 3)		Meeting Type: Annual General Meeting	
Meeting commenced: 7.30pm		Meeting adjourned: 8:31pm	
Minutes taken by: Vaishnavi Sundar			
Attendees:	Position:	Copies:	
Eva Urban	EU	2021 President	1
Leanne McKay	LM	2021 Vice President & Events Team	1
Kris Arnold	KA	2021 Vice President & Events Co-ordinator	1
David Doyle	DD	2021 Treasurer	1
Vaishnavi Sundar	VS	2021 Secretary	1
Aida Taha	AT	2021 Support Secretary	1
Pieta Carrol Bosman	PCB	2021 Book Club Coordinator	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
Sophie Ding	SD	Observer	1
N Eshalini	NE	Observer	1
Amanda Jacobs	AJ	Member	1
Natalie Lai	NL	Observer	1
Vinnci Lee-Wu	VLW	Member	1
Shivani Lopes	SL	Member	1
Shweta Mago-Mahalwar	SM	Observer	1
Fei Mai	FM	Member	1
Tushar Mahalwar	TM	Observer	1
Anna Sharova	AS	Observer	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Jenny Tsui	JT	Member	1
Yan Yang	YY	Observer	1
Samantha Yep	SY	Member	1
Apologies			
Sahar Moukahal	SM	2021 Uniform Shop Support Coordinator	1
Eiman Latifi	EL	2021 Uniform Shop Team	1
Kate Mason	KM	2021 Uniform Shop Team	1
Debbie Lawson	DL	2021 Events Team	1
Lisa Ponton	LP	2021 Events Team	1
Mayank Agarwal	MA	Observer	1



KENT ROAD PUBLIC SCHOOL

P & C Association

Simin Bari	SB	Observer	1
Andrew Brackley	AB	Member	1
Mita Brierley	MB	Member	1
Flavia Campos	FC	Member	1
Thomas Chan	TC	Member	1
Devon Chen	DC	Observer	1
David Christi	DC	Member	1
Amin Debonnet	AD	Observer	1
Azade Debonnet	AzD	Observer	1
Neda Farrahi	NF	Member	1
Se Gong	SG	Observer	1
Emily Guan	EG	Observer	1
Liming Hou	LH	Member	1
Stella Yulei Hou	SYH	Member	1
Jenny Huang	JH	Observer	1
Jennifer Li	JL	Observer	1
Balaji Man	BM	Observer	1
Henky Mantophani	HM	Member	1
Melanie Marcellino	MM	Member	1
Jessica Matthews	JM	Member	1
Zeynep Moroglu	ZM	Member	1
Michela Nesbitt	MN	Member	1
Kerry Novkovic	KN	Member	1
Kate Paynter	KP	Observer	1
Babak Saraie	BS	Observer	1
Sandhya Shukla	SS	Observer	1
Evelyn Sozou	ES	Observer	1
Jennie Star	JS	Member	1
Stacey Tsui	ST	Member	1
Binoe Verghese	BV	Member	1
Bob Wu	BW	Member	1
Gina Yao	GY	Observer	1
Amelia Yoan	AY	Member	1
School Representatives:			
Denise Minifie		Principal	1
Fiona Hamilton		Deputy Principal	1
Ben Harrison		Deputy Principal	1
Nayeree Basmajian		Assistant Principal - apology	1
Chauntal Gwynne		Assistant Principal - apology	1
Jessie Hossack		Assistant Principal - apology	1
Davina Kite		Assistant Principal	1
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator -apology	1



KENT ROAD PUBLIC SCHOOL

P & C Association

KROSHC Representatives:			
Jenny Del Medico	JDM	Partnership Manager	1
Gabrielle Adams	GA	Regional Manager	1
Luke Brattoni	LB	Lead Co-ordinator	1
Charmaine Wong	CW	Co-ordinator	1
Signed: Vaishnavi Sundar		Date: 7 February 2022	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Greetings and a warm welcome extended to members, observers, and new families to the 2022 Annual General Meeting and noted we received 28 RSVPs to this meeting and about half are new families to the school.</p> <p>1.2 Requested participants to put surname in chat room and if new and not RSVP'ed to this meeting to add their email address also, so attendance can be marked and copies of minutes sent.</p> <p>1.3 Introductions to the P&C Executive team and the school leadership team.</p> <p>1.4 The P&C email address is provided in the chat room - kentroadpublicschool@pandcaffiliate.org.au.</p> <p>1.5 Hard and soft copies of our P&C's constitution, rules, code of conduct; policies & procedures and P&C role descriptions are available upon request.</p>	Noted
2.	<p>Confirmation of previous meeting minutes</p> <p>2.1 Minutes from last Annual General Meeting on 8/02/2021 approved by Kris Arnold and seconded by Leanne McKay</p>	Noted
3.	<p>Business Arising</p> <p>3.1 The discussion as to whether the P&C membership fee of 50 cents should be increased. It was decided to deal with this matter at the March 2021 General Meeting – but it did not occur. Matter to be raised in item 7 of today's agenda.</p>	Noted
4.	<p>President's Report</p> <p>4.1 The P&C welcomed all to the new year and hoped families were able to make the most of the summer break and that their children have settled well into the new school year.</p> <p>4.2 During 2021, COVID 19 continued to be ever present with the easing of pandemic restrictions during the first half of the year, moving to a full lockdown for 107 days from June and as restrictions started to ease, the Omicron variant arriving in Sydney in the last weeks of term 4. Denise Minifie and her staff moved quickly to respond to the ever-changing environment to ensure our children and staff were kept safe and the school curriculum continued. The P&C extended a huge vote of confidence and appreciation to Denise and her staff for their responses.</p> <p>4.3 The beginning of 2021 started off promising as students returned to classes in the new school building, after much work by the teachers to make the classrooms ready in time. There was much student and family excitement as the new learning spaces were explored and the families were afforded an</p>	Noted

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No	Discussion	Action
	<p>opportunity to view the new learning environment in a staggered COVID-safe way.</p> <p>4.4 The Year 6 student leadership team did the school proud in hosting the formal opening of the new school building attended by the then NSW Premier, (Ms Gladys Berejiklian), a number of her Ministers and other dignitaries.</p> <p>4.5 During the first half of 2021 the excitement increased as the demountables were removed; grass laid; the new play equipment adjacent to OSHC was commenced and completed and maintenance commenced on the existing buildings.</p> <p>4.6 The school community embraced the first events to be held since the start of 2020, including the Mother’s Day stall and the Bunnings sausage sizzle. These events helped the community to re-connect and support each other.</p> <p>4.7 Lockdown commenced at the start of Term 3. During this time families and volunteers were not permitted on school grounds and this effectively stopped P&C fundraising activities. The uniform shop remained closed for the whole of term 3 and book club activities moved to online orders only.</p> <p>4.8 However, there were some positives. The lawns that replaced the demountables grew lush and hardy and ready for play. The new Kent Road kiss and ride was also completed in the quietness of the lockdown.</p> <p>4.9 The P&C received the HSLV school hall fan grant (CBP20) for \$24,000. This grant commits towards the total quote of \$28,000 for this project, of which the remaining sum is to be funded by the P&C. Subject to variation due to COVID restrictions, the project needs to be completed by 31/03/2022 and the project completion documents lodged by 30/04/2022. The 2018 P&C President Melanie Marcelino continued to lead this work and the P&C extended appreciation for her ongoing contribution to the school.</p> <p>4.10 The challenges arising from the pandemic did highlight much resilience and innovation within the school community. Denise Minifie, and her staff responded efficiently to the ever fast-changing environment, no doubt armed with vital experiences from 2020. This included strategies to keep our children safe and motivated during lockdown – again a huge vote of thanks extended.</p> <p>4.11 Stories shared by various families revealed a range of simple and common-sense strategies to maintain family mental health & wellbeing, especially during the lockdown. Being able to voice a concern or voice that you are not OK in a supportive environment within the school community is a role the P&C has been and continues to be very mindful of and encourages coffee meet ups in a COVID safe way at nearby cafes to connect with families and offer a supportive ear.</p> <p>4.12 A brief summary of KRPS P&C activities for 2021 follows:</p>	

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No	Discussion	Action
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	<p>4.13 The P&C completed all the not-for-profit reporting requirements and moved to produce online receipts for P&C membership fee payments to ensure members' contact details are correctly captured. Thanks extended to Leanne McKay for setting this up.</p> <p>4.14 It was fantastic to be able to hold the Mother's Day stall on 5 May and with the help of Kris Arnold, Amanda Jacobs, Donna Armstrong, Jennie Star and Leanne McKay the day was a big success. It brought much joy to the children purchasing their gifts and to the mothers, grandmothers and carers who received them.</p> <p>4.15 The Bunning's sausage sizzle fundraiser at Gladesville on 23 May was another fun day and great time to connect with each other and new volunteers – there were over 16 volunteers on the day as well as families who were unable to attend but helped to spread the call for volunteers – huge thank you given to you all. Kris Arnold was acknowledged for her tireless work to ensure the day was a success. Special thanks also to Vinnici Lee-Wu for taking the initiative of securing a \$50 gift voucher from Woolworths that went towards the purchase of supplies for the day.</p> <p>4.16 During 2021, the P&C Executives met with a number of individual parents over coffee, who offered support and advice to the P&C regarding online technologies for meetings, fundraising ideas and general community building ideas and appreciation was extended to these individuals for their time and support.</p> <p>4.17 The P&C meetings scheduled in term 3 on 26 July and 30 August were cancelled due to the lockdown, but a newsletter was distributed in August in lieu of the scheduled meeting noting P&C administrative activities completed and listing correspondence received.</p> <p>4.18 The Executives participated in a number of Federation P&C webinars to obtain the latest information on the Department of Education response to COVID, and the practicalities of running a P&C.</p> <p>4.19 The SkoolBag app continued to be a vital communication tool during lockdown and the school community was encouraged to reach out to ensure everyone (especially new families) have downloaded the app. In term 4, a new communication software was trialed, demonstrating its capacity.</p> <p>4.20 Uniform Shop activities commenced at the start the school year and on-line orders were encouraged. Orders were packed and sent to the office for distribution. In Term 3 the uniform shop was closed. The uniform shop having experienced delays in supply deliveries from the start of the school year, experiences a backlog of orders. In term 4, as volunteers were not permitted on school grounds, the school effectively took over control of the uniform shop activities. The P&C extended thanks to Linda</p>	
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No	Discussion	Action
	<p>and Karen in the office for taking on these activities. Online ordering became available and the back orders were packed and left at the school office for collection or delivered to the child's classroom on a Thursday.</p> <p>4.21 At the June 2021 meeting the P&C unanimously agreed that of the 27 uniform items, the price of 11 items would be increased, 3 items decreased and prices to remain unchanged for 13 items. The new price structure took effect from Term 3, 2021.</p> <p>4.22 Overall, the Uniform shop received a total of 1,141 online orders in 2021. The most popular items were</p> <ul style="list-style-type: none"> • 658 short sleeve polo shirts; • 549 long sleeve polo shirts; • 301 zip jackets; • 302 boys' pants; • 314 pairs of socks; and • 295 hats. <p>4.23 Kate Mason continued to share her experience of running the school uniform with volunteers. Kate has been generous with her ongoing support even as she has stepped away from her role and had no children at the school in 2021. The P&C acknowledged Kate's invaluable contribution to the uniform shop over the years.</p> <p>4.24 The school continues to accept second-hand uniforms and recycle any that can't be re worn. Uniform recycling is part of the Sustainable School wear "Worn Up Take Back" program.</p> <p>4.25 The P&C's insurance was renewed with cover commencing on 1/08/2021. Payments were made in 2 instalments 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"> • AF1 Membership Fee for Federation P&C • P&C Personal Accident Voluntary Workers: Silver • P&C Association Liability Insurance. <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>4.26 Orientation was conducted entirely by school staff. The purchase of 2022 school packs were only available online.</p> <p>4.27 The Class Parent system continued to be a valuable school based, information network, thanks to the email efforts of our 36 classes with 35 class parents, and the 2021 Class Parent Co-ordinator, Isabella Tan.</p> <p>4.28 Pieta Carroll and Lisa Tang co-ordinated the Scholastic Book Club and during 2021 and there were 182 orders. Loop orders via home delivery amounted to \$1,685.50. Loops orders via school delivery came to \$5,945.00. Total reward points for the</p>	

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No	Discussion	Action
	<p>school came to \$1,190.00, which represented more than a 50% decrease from the previous year.</p> <p>4.29 Late 2021, the P&C Executive unanimously approved to put the \$80,000 earmarked for the school play equipment towards the installation of graphic vinyl wraps to the external concrete walls and columns of the new school building for a cost of about \$90,000.00. The school was able to cover the full cost of the play equipment.</p> <p>4.30 Jennifer Li conducted the 2021 P&C audit. David Doyle and Malyna Rooke supported Jennifer through the audit process during the 2021-22 summer holidays and the P&C acknowledged and thank these volunteers for their time and effort.</p> <p>4.31 There are families who have left the KRPS community as their children transitioned to new schools. The P&C thanked all who contributed in any capacity to the school and P&C activities during 2021 and prior years. The P&C is always grateful to families who bring their skills and expertise to P&C and school activities.</p> <p>4.32 The P&C especially acknowledged Vaish Sundar and Aida Taha for their role as Secretary, Supporting Secretary respectively as well as Leanne McKay for her role as Vice President and events team member for the enthusiasm and support offered over the years. The P&C wished them and their children the very best as they transition into new schools.</p> <p>4.33 The P&C acknowledged the service of Pieta Carroll, who despite not having any children at KRPS in 2021, nevertheless continued her role as Book Club Coordinator.</p> <p>4.34 Eva Urban extended special thanks to her Executive team and sub-committee team members- and acknowledged their awesomeness with their time and spirit in responding to whatever needed to be done, especially during COVID challenging times.</p> <p>4.35 The support from the School Principal, teaching and admin staff for our P&C has always been amazing and the P&C thanked them.</p> <p>4.36 COVID is likely to have an impact on school and P&C activities during 2022. It is important the P&C remains relevant to our school community during these times.</p> <p>4.37 With a number of current members unable to put themselves forward for P&C Executive and sub-committee positions in 2022, it is really important to welcome fresh faces to our teams. It is such a great way to build strong relationships within the school community and we do try to have some fun! It is also a very useful tool to add to your personal and career progression.</p> <p>4.38 So, no matter if you are new or not so new to the school, or the P&C, we invite you to have a go at any of the Executive positions or sub-committee positions. There will always be plenty of people to support you!</p>	

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No	Discussion	Action
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<p>5.</p>	<p>Treasurer’s report</p> <p>5.1 Summary</p> <p>We have 2 separate bank accounts: the main P&C account and the Uniform Shop account. The major financial activity during 2021 was from the school uniform shop which made a healthy cash profit during the year. Despite being another year affected by COVID-19 the team also had success in running the Mother’s Day Stall and a Bunnings BBQ event, both of which were profitable. Both bank accounts maintain healthy balances, even after noting a payment to the school for \$80,000-\$90,000 remains outstanding.</p> <p>Initially \$80,000 was committed to the school for new playground equipment however the school was subsequently able to cover this cost without P&C assistance. Late in 2021 the school requested up to \$90,000 to install new graphics to the grey concrete areas on the ground level of the new school building. The P&C Executive agreed to this payment however await confirmation of the timing of the installation.</p>	<p>Noted</p>													
	<p>5.2 Uniform Shop in 2021</p> <table border="1" data-bbox="376 1122 1066 1283"> <tr> <td>Earnings</td> <td>\$121,169.76</td> </tr> <tr> <td>Outgoings</td> <td>\$104,712.12</td> </tr> <tr> <td>Profit</td> <td>\$ 16,427.64</td> </tr> <tr> <td><i>Cash Balance as at 31/12/2021</i></td> <td><i>\$ 26,052.86</i></td> </tr> </table>		Earnings	\$121,169.76	Outgoings	\$104,712.12	Profit	\$ 16,427.64	<i>Cash Balance as at 31/12/2021</i>	<i>\$ 26,052.86</i>	<p>Noted</p>				
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<p>5.3 P&C Main Account in 2021</p> <table border="1" data-bbox="376 1391 1066 1682"> <tr> <td>Membership fees (petty cash)</td> <td>\$ 20.00</td> </tr> <tr> <td>Income from entertainment books</td> <td>\$ 178.00</td> </tr> <tr> <td>Income from Mother’s Day Stall</td> <td>\$ 5,230.90</td> </tr> <tr> <td>Income from Bunnings BBQ</td> <td>\$ 1,085.10</td> </tr> <tr> <td>HSLV Fans Grant Funding Received</td> <td>\$ 24,000.00</td> </tr> <tr> <td>P&C Liability Insurance</td> <td>\$ 1,570.00</td> </tr> <tr> <td><i>Cash Balance as at 31/12/2021</i></td> <td><i>\$168,225.51</i></td> </tr> </table>	Membership fees (petty cash)	\$ 20.00	Income from entertainment books	\$ 178.00	Income from Mother’s Day Stall	\$ 5,230.90	Income from Bunnings BBQ	\$ 1,085.10	HSLV Fans Grant Funding Received	\$ 24,000.00	P&C Liability Insurance	\$ 1,570.00	<i>Cash Balance as at 31/12/2021</i>	<i>\$168,225.51</i>	<p>Noted</p>
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<p>5.4 Vote of Thanks</p> <p>A. Thanks was extended to Jennifer Li for completing the audit of the P&C accounts and signing off on the 2021 Financial Report, which is now tabled. This audited Financial Report must be issued to the P&C Federation by our 2022 Secretary within one month of this AGM.</p>	<p>Tabled</p>														

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No	Discussion	Action
	<p>B. Thank you also extended to our Uniform Shop Coordinator Malyna and her team for managing the shop from a distance during a challenging year.</p> <p>C. Thank you extended to Karen from the school Administration team for managing the Uniform shop during the period of time when the P&C team were not allowed on site.</p>	
6.	<p>Appointment of Auditor</p> <p>6.1 Consultations are underway regarding the 2022 audit and the P&C will be advised once those consultations are completed.</p>	Noted
7.	<p>Membership Fees</p> <p>7.1 The P&C has moved to an online payment of P&C membership fees through a direct debit process. An email process has been established to facilitate the process.</p> <p>7.2 It is noted a number of families had paid their 2022 membership fee through this process and thanks for this given.</p> <p>7.3 The current P&C membership fee is 50 cents per person per year. For many participating financial institutions, the minimum direct debit payment is \$1.00.</p> <p>7.4 Put to the meeting that the P&C membership fee be increased to \$1.00, to commence at the next general meeting (on 7/02/2022 following the AGM).</p>	<p>Noted</p> <p>Approved</p>
8.	<p>Election of P&C Executive and Office Positions for 2020</p> <p>8.1 The School Principal Denise Minifie, as returning officer, declared all Executive and Sub-committee positions vacant. Denise also thanked all outgoing office bearers and acknowledged that all P&C work is done by volunteers.</p> <p>8.2 2022 President: Eva Urban nominated by David Doyle and seconded by Vaish Sundar.</p> <p>8.3 2022 Vice-Presidents x 2: kris Arnold nominated by Leanne McKay and seconded by Malyna Rooke. Shweta Mago self-nominated and seconded by Leanne McKay.</p> <p>8.4 2022 Treasurer: Jack Tao, nominated by Eva Urban, seconded by Kris Arnold.</p> <p>8.5 2022 Secretary: David Doyle, self-nominated, seconded by Vaish Sundar.</p> <p>8.6 2022 Uniform Shop Coordinator: Malyna Rooke nominated by Eva Urban, seconded by Amanda Jacobs.</p> <p>8.7 2022 Uniform Shop Support Coordinator, Amanda Jacobs nominated by Malyna Rooke, seconded by Eva Urban.</p>	<p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

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No	Discussion	Action
	<p>8.8 2022 Events Coordinator Kris Arnold nominated by Eva, seconded by Amanda Jacobs.</p> <p>8.9 2022 Events Team Members: Vinnci Wu self-nominated seconded by Eva Urban.</p> <p>8.10 2022 Class Parent Coordinator: To be decided in the next meeting. The need of this role was debated, as the new communication software, Compass will take over the need for this role in its current format. P&C to consider a social role particularly for the junior years and new families.</p> <p>8.11 2022 Book Club Coordinator: Lisa Tang nominated Pieta Carol and by seconded by Kris Arnold.</p>	<p>Approved</p> <p>Approved</p> <p>Noted</p> <p>Approved</p>
9.	<p>Signatories to P&C bank accounts</p> <p>9.1 Resolution that all 2022 office bearers (President, Vice Presidents, Treasurer and Secretary) become signatories to the two P&C bank accounts.</p>	<p>Approved</p>
10.	<p>Next Meeting</p> <p>10.1 First general meeting for 2022 (Term 1; Week 3) to follow this AGM.</p>	<p>Noted</p>
11.	<p>AGM Adjourned</p> <p>11.1 AGM adjourned. Next AGM Term 1, week 3 2023.</p>	<p>Noted</p>