



General Meeting Minutes - 2022

Chairperson: Eva Urban		Location: School Hall	
Date: 14 March 2022 (Term 1 Week 8)		Meeting Type: General Meeting	
Meeting commenced: 7:35 pm		Meeting adjourned: 9:00 pm	
Minutes taken by: David Doyle & Shweta Mahalwar			
Attendees:		Position:	Copies
Eva Urban	EU	2022 President	1
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Shweta Mago-Mahalwar	SMM	2022 Vice President	1
Jack Tao	JT	2022 Treasurer	1
David Doyle	DD	2022 Secretary	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Lisa Tang	LT	2022 Book Club Coordinator	1
Vinnci Lee-Wu	VLW	2022 Events Team	1
Christian Ghan	CG	Member	1
Lilian Laughan-Ghan	LLG	Member	1
Ikram Muhammad	IM	Member	1
Binoe Verghese	BV	Member	1
Yan Yang	YY	Member	1
Jocelyn Hu	JU	Observer	1
Apologies			
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Sally Lee	SL	Member	1
Jun Guo	JG	Member	1
Pieta Bosman Carroll	PBC	Member	1
Sophie Ding	SD	Member	1
Shivani Lopes	SL	Member	1
Fei Mai	FM	Member	1
Tushar Mahalwar	TM	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Stella Yulei Hou	SY	Member	1
Melanie Marcellino	MM	Member	1
Lisa Ponton	LP	Member	1
Stacey Tsui-Brackley	STB	Member	1
Gina Yao	GY	Member	1
Stella Yulei Hou	SYH	Member	1
Mita Brierley	MB	Member	1



KENT ROAD PUBLIC SCHOOL

P & C Association

School Representatives:			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator - Apology	1
KROSHC Representatives:			
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
Signed: David Doyle		Date: 21 March 2022	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to the first face to face meeting for 2022.</p> <p>1.2 New and existing families warmly welcomed.</p> <p>1.3 Checked all participants provided their contact details to David or Shweta, so that minutes of this meeting can be sent out.</p> <p>1.4 Hard copies of our P&C's Prescribed Constitution, By-Laws, code of conduct; policies & procedures available for inspection. Soft copies available upon request.</p> <p>1.5 For any information of the P&C activities, please make your request through our P&C email address – kentroadpublicschool@pandcaffiliate.org.au.</p>	Noted
2.	<p>Apologies</p> <p>2.1 Melanie Marcellino; Mita Brierley; Pieta Carroll; Fei Mai; Malyna Rooke.</p>	Noted
3.	<p>Confirmation of previous meeting minutes</p> <p>2.1 Checked if anyone who participated in the last zoom meeting did not receive the minutes – No</p> <p>2.2 Minutes from last General Meeting (T1 W3) on 7/02/2022 approved by Amanda Jacobs and seconded by Vinnci Lee-Wu</p>	Noted
3.	<p>Business Arising</p> <p>3.1 No contact made with Camp Australia – need new contact details.</p> <p>3.2 A class social representative similar to the class parent system discussed. Aim is to foster relationships with new families to the school.</p> <p>3.3 KA – Parent community requesting contact list etc for play dates etc. School used to arrange but no longer being done due to system and policy change. If not by school, can still be done just with a different title. Not Class Parent'. Social Parent Coordinator? - 'Class Social Representative'</p> <p>3.4 Could approach P&C direct and we can put in contact but may be onerous. Or P&C coordinate standard letter for each class but then up to parents to run and manage. Ask they make contact with P&C once formed.</p>	Noted
4.	<p>KROSH Care Report</p> <p>4.1 Camp Australia not present and no report.</p>	Noted
5.	<p>Correspondence received -</p> <p>5.1 List of correspondence received since the last meeting tabled.</p> <p>5.2 <u>To be distributed with Minutes.</u></p>	Tabled
6.	<p>Announcements</p> <p>6.1 The P&C now has 29 paid members.</p>	Noted

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No	Discussion	Action
	<p>6.2 P&C membership fee is now \$1.00 per person per annum, as approved at the 2022 AGM.</p> <p>6.3 Membership fees can now be paid by direct debit – information on that process provided within the invite to this meeting and will be provided again when tonight’s minutes are distributed.</p> <p>6.4 Vaish Sundar, our 2021 Secretary gave birth to a healthy baby girl last week. Both Mum and bub doing well. Huge congratulations to Vaish and her family.</p>	
7.	<p>Election of Vice President and Sub Committee Team Members</p> <p>7.1 Shweta Mahalwar was voted in as Vice President at the 2022 AGM, however her election was technically void, as she was not a paid P&C member by the required time.</p> <p>7.2 Shweta nominated for the position of Vice President by Eva Urban and seconded by Kris Arnold</p> <p>7.3 Agreed that Shweta becomes a signatory to the P&C bank accounts.</p> <p>7.4 Events Team Nomination –</p> <ul style="list-style-type: none"> • Mohammed Ikram self-nominated and seconded Vinci Lee-Wu; • Jocelyn self-nominated and seconded Amanda Jacobs; • Amanda Jacobs self-nominated and seconded Eva Urban. <p>7.5 Uniform Shop Team Nomination – Need a few more people as the year goes on. All volunteers. Face to face –8:45-9:30 plus order packing. Please email direct if interested.</p> <p>7.6 Book club team nomination – Someone extra to accompany Lisa Tang as backup and help etc. Once a term process to coordinate messaging and pack books. Please email direct if interested.</p>	<p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
8.	<p>Prescribed Constitution & By-Laws</p> <p>8.1 KRPS P&C is governed by the Prescribed Constitution.</p> <p>8.2 During COVID, the Minister for Education amended clause 10 of the Constitution to –</p> <ul style="list-style-type: none"> - allow P&C meetings to be conducted by zoom - change the quorum to 10 if the P&C membership is 50 or more. - quorum remains not less than 5 for membership below 50. <p>8.3 Resolution that the Prescribed Constitution are adopted.</p> <p>8.4 Resolution that the By-Laws be amended to adopt the updated Prescribed Constitution and P&C membership fees of \$1.00.</p> <p>8.5 Both documents to replaced superseded versions on the school website.</p>	<p>Noted</p> <p>Approved</p> <p>Approved</p> <p>Action</p>
9.	President’s Report	Noted

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No	Discussion	Action
	<p>9.1 Jack Tao, the 2022 Treasurer has now had a handover from David Doyle, last year's Treasurer.</p> <p>9.2 The P&C will facilitate the formal handover of Vice Presidency to Shweta.</p> <p>9.3 Introduction of DD and KA</p> <p>9.4 Now that the office bearers are in place, the P&C will attend to the formal reporting requirements to notify of change of office bearers. - Secretary to action</p> <p>9.5 P&C Day was on 2/03/2022 and that day celebrates the work of P&Cs and the achievements and successes of their volunteers. We were able to arrange a small but successful get together on 9/03/2022 (as the earlier date proved to be a weather event). Successful event. May repeat each term.</p> <p>9.6 Regarding the HSLV school hall fan grant (CBP20) for \$24,000 towards the total quote of \$28,000 for this project, Melanie Marcellino will be co-ordinating with the school whether an extension will be required to the project completion date of 31/03/2022 and the project completion documents lodgement date of 30/04/2022. Thanks extended to Mel for this work. Completion date will not be met due to demand on SINSW Asset Management team re RAT's and Floods. Mel to coordinate extension with School Principal.</p> <p>9.7 It is expected that P&C activities will slowly ramp up but with necessary modifications to ensure everyone's safety and wellbeing to protect us in the current COVID environment.</p> <p>9.8 This year, the P&C will focus on how it will remain relevant to our school community as we navigate the new normal.</p> <p>9.9 We are always interested to hear of meaningful ways for the school community to socialise and innovative ways to fundraise that captures not only our school community but a wider audience more broadly.</p> <p>9.10 The P&C would like to reconnect with as many families as possible in 2022, whether you are able to volunteer or not – please feel free to contact the P&C by email to arrange a coffee catch up. The P&C will do whatever it can to accommodate you. The P&C email address is - kentroadpublicschool@pandcaffiliate.org.au.</p>	
<p>10.</p>	<p>Treasurer's report</p> <p>10.1 As at 28/02/2022, the bank balances were as follows:</p> <p>10.2 Uniform Shop account: \$38,567.57 – Paypal and other sales receipts for the period since 31 January 2022 have totalled approximately \$18,000 with payments to suppliers of \$14,000.</p> <p>10.3 Main P&C account: \$168,281.51 – In the last period since 31 January 2021 the only transactions being receipt of 2022 membership fee of \$25.00.</p>	<p>Noted</p>

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No	Discussion	Action
	<p>10.4 Of the main P&C account balance, the following amounts are committed to fund –</p> <ul style="list-style-type: none"> - up to \$90,000 to install new graphics to the grey concrete areas on the ground level of the new school building - \$4,000 towards the installation of HSLV school hall fans for the total cost of \$28,000. We have received the balance of \$24,000 by way of a successful grant application (CBP20). 	
<p>11.</p>	<p>Principal’s Report</p> <p>11.1 Ask about - 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. - school still coordinating suppliers</p> <p>11.2 Managing Covid-19 - Covid case numbers starting to increase as formal restrictions have been lifted. Most staff opting to wear masks again. Uniform shop is able to open face to face but must sign in via QR Code. No longer a space restriction, but potentially putting volunteers at risk. Once people are on site for any purpose, they have to sign in via front office. Still to resolve procedures as to how to handle this.</p> <p>11.3 Wet Weather Impact - Rain impact added an extra management challenge as children tired of being inside. Have implemented games in classrooms and more lesson breaks.</p> <p>11.4 Student Wellbeing - Discussion occurring re social, wellbeing and learning needs for all students. Some learning gaps identified, particularly writing skills for some students. Some socialising challenges and lack of imaginative game play and relating to each other. Emotional needs growing re-disengagement through to difficulty following instructions, possibly due to now needing to learn independently as opposed to mum/dad looking over their shoulder. Challenge to use culture of the school to strike balance between learning and wellbeing. Pre-Covid used to be able to have a lot more parent involvement and engagement. Working on what can be done now in this environment. How to reinvent the partnership with parents. Kindy-Year 6 buddy program has started and having positive impact. Buddy program to be extended to other year groups. Award presentation ceremonies also recommencing, good for parent involvement and children (re)learning behaviours and skills for being in crowd and on stage. Other engagement activities will increase. Eg Easter Hat Parade, but need to ramp up slowly as teachers have heavy workload right now.</p> <p>11.5 Teacher Absences - Challenges using non-teaching staff to cover teacher absences related to Covid. Been able to manage so far. Acute shortage of casual teachers.</p>	

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	<p>11.6 CAMP Australia - (OOSHC Operator). Wanting to have a parent meeting or present at P&C meeting early in Term 2.</p> <p>11.7 Compass Platform - Rollout now fully operational. Notices going out exclusively on platform. Excursions, conferences, sporting events, consent forms, permission notes. DOE Payment system won't link to other systems so payment management in Compass is a manual process. Some other teething issues but generally running well now. Ability to target messages to select groups is great. Still managing issue of parents who have credits held over from previous cancelled events. Fees notice will come out soon.</p> <p>11.8 Information Evenings – Start next week, including tours of classrooms.</p>	
12.	<p>Events Team's Report</p> <p>12.1 P&C Day event – Dinner held Wednesday 9th. Small group attended and enjoyed.</p> <p>12.2 Easter Raffle and Hat Parade – To be run by the school as per last year.</p> <p>12.3 Mother's Day stall – Still awaiting confirmation of ability to hold.</p>	Noted
13.	<p>Uniform Shop Coordinator's Report</p> <p>13.1 Very busy. Challenge to manage stock including lots of second hand uniforms to be sorted and stored. Run on winter stock now. Need for a stocktake asap to get on top of holdings. Need to monitor possibly higher stock levels to manage risk of supply chain constraints</p> <p>13.2 Thanks to school office team for all help with stock and sales in start of this year.</p> <p>13.3 Suggestion to stick to online sales only at this stage. Notice to go out. New families can continue to be the exception.</p> <p>13.4 Review of POS systems service delivery underway.</p> <p>13.5 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at krpsuniformshop@gmail.com.</p>	Noted Action
13.	<p>Book Club Coordinator's Report</p> <p>13.1. Lisa Tang Coordinator reported</p> <p>13.2. Book club issue 2 was distributed on 7/03/2022</p> <p>13.3. Orders due by 21/03/2022 via the Loop online ordering platform</p> <p>13.4. Classes have been updated for this year</p> <p>13.5. No financial update since last meeting,</p> <p>13.6. First order of the term is being prepared, but still deciding whether to continue with home or school deliveries. A decision will be made soon.</p>	Noted
14.	<p>Other Business</p> <p>14.1. P&C meetings are in weeks 1 & 8 of each term -</p>	Noted

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	<ul style="list-style-type: none"> • 9 May, • 20 June (week 9, as week 8 falls on a public holiday) • 1 August, • 5 September, • 24 October, • 28 November. <p>14.2. Are there any current plans for expenditure of P&C funds? Spend in last two years quite restricted but once situation frees up school will look to seating and shade possibly, and longer term more play structures.</p>	
15.	<p>Next General Meeting – Meetings are held in weeks 3 & 8 of each term. Next Meeting is scheduled for Monday 9 May 2022.</p>	Noted