



General Meeting Minutes - 2022

Chairperson: Eva Urban		Location: School Hall	
Date: 9 May 2022 (Term 2 Week 3)		Meeting Type: General Meeting	
Meeting commenced: 7:33 pm		Meeting adjourned: 8:40 pm	
Minutes taken by: David Doyle			
Attendees:		Position:	Copies
Eva Urban	EU	2022 President	1
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Jack Tao	JT	2022 Treasurer	1
David Doyle	DD	2022 Secretary	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
Shivani Lopes	SL	Member	1
Gina Yao	GY	Member	1
Jun Guo	JG	Member	1
Samantha Yep	SY	Member	1
Apologies			
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Sally Lee	SL	Member	1
Pieta Bosman Carroll	PBC	Member	1
Sophie Ding	SD	Member	1
Fei Mai	FM	Member	1
Tushar Mahalwar	TM	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Melanie Marcellino	MM	Member	1
Lisa Ponton	LP	Member	1
Stacey Tsui-Brackley	STB	Member	1
Stella Yulei Hou	SYH	Member	1
Mita Brierly	MB	Member	1
School Representatives:			
Denise Minifie	DM	Principal	1
Fiona Hamilton	FH	Deputy Principal	1
Additional Distribution:			



KENT ROAD PUBLIC SCHOOL

P & C Association

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: 16 May 2022	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Warmly welcomed families to the first meeting for T2.</p> <p>1.2 Checked all participants marked their attendance, no new families tonight.</p> <p>1.3 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>1.4 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, Lisa Ponton, Malyna Rooke & Amanda Jacobs</p>	Noted
3.	<p>Confirmation of previous meeting minutes</p> <p>2.1 Amendments to minutes from last General Meeting (T1 W8) on 14/03/2022 to include an apology from Samantha Yep and to delete the first paragraph of the School Principal's report, as it did not form part of her report.</p> <p>2.2 Minutes approved by Vinnci Lee-Wu and seconded by Kris Arnold</p>	Noted
3.	<p>Business Arising</p> <p>3.1 Prescribed Constitution & By-Laws as adopted at the last meeting has been uploaded onto the schools' website</p> <p>3.2 Connected with Tom & Hannah at KROSH and established a communication pathway directly with them</p> <p>3.3 Work is continuing on creating a list of Kent Road Social Parent Representatives for each class.</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 First of all, the P&C Executive hopes all Mothers, Grandmothers and Carers were suitably spoilt on Mother's Day.</p> <p>6.2 Since the last meeting when Shweta Mahalwar was formally voted in as Vice President, an unforeseen situation arose in her family resulting in her formally resigning from the position. Whilst disappointing, the P&C accepts the situation and extends best wishes and support to Shweta and her family.</p>	Noted

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No	Discussion	Action
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	<p>6.3 Since the second Vice President position is vacant, the P&C is calling for nominations for this position.</p> <p>6.4 Since the last meeting, Yan Yang has agreed to volunteer as part of the Book Club team and we thank her.</p> <p>6.5 The P&C now has 31 paid members. Families that are not members to the P&C are invited to become members by paying a membership fee of \$1.00 per person per annum, by direct debit, details of which are provided within the invite to this meeting and will be provided again when this meeting's minutes are distributed. Receipt of membership payment will be emailed directly to new applicants.</p> <p>6.6 With the Federal election approaching on Saturday 21 May, the P&C has decided to run a democracy sausage sizzle.</p> <p>6.7 Those of you on our mailing list have no doubt seen the call for volunteers. It is a fantastic opportunity to connect with other KRPS families, to have fun and raise money from the general community seeking to vote at our school hall.</p> <p>6.8 We are seeking to fill up to 56 rostered spots during the day. We need 7 volunteers for each hour to manage the cooking the BBQ; manage the cake stall with a person to manage the cashier.</p> <p>6.9 We are happy to report that families whose children have left the school have offered to volunteer. However, there are still quite of few rostered spots still vacant. Please consider volunteering for this fun event and spread the word with our school community. We will be seeking to put in a notice in the weekly newsletter. Action for Secretary.</p> <p>6.10 We are also seeking families to get in the kitchen and bake items that we can sell on the day. This is a good opportunity to get your children involved. All cakes and other goodies should be delivered to the stall on election day, between 8am to 2pm.</p> <p>6.11 Each cake or baked item should have a list of ingredients and wrapped ready for sale with appropriate packaging. There is a preference for homemade as they tend to sell better than store bought. Happy to have things from all cultural backgrounds.</p> <p>6.12 If you cannot volunteer with the BBQ please spread the word to bring in home-baked cakes to the school on election day between 8am to 2pm.</p> <p>6.13 If the link to the volunteer roster is not working properly due to its automatic expiry period please send an email to our P&C account with details of the shifts you would like to do together your contact details, if we don't have them.</p> <p>6.14 The Federation P&C has also provided COVID smart advice, for the fundraiser which the P&C will consider and implement, as appropriate.</p>	
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No	Discussion	Action
	6.15 KROSH is open to have students create artistic signage for the day and help where they can – communications with KROSH about the event will commence.	
7.	<p>Election of Vice President and Sub Committee Team Members</p> <p>7.1 Call for nominations for Vice President – no nominations, position remains vacant.</p> <p>7.2 Call for nominations for the Uniform Shop Team Nomination – no nominations. Explained that we need a few more people as the uniform shop can get quite busy at times. Usually the shop is open Mondays & Thursdays between 8:45-9:30 to pack online orders. We also aim to run a second-hand sale once a month and try to do a stock take every term, and we need volunteers for these times.</p> <p>7.3 Book club team nomination – Yan Yang nominated as a Book Club team member by Eva Urban and seconded by Jack Tao.</p>	<p>Noted</p> <p>Approved</p>
8.	<p>President’s Report</p> <p>8.1 The P&C will check our reporting requirements are up to date to reflect the office bearing positions currently held and check the school website is also updated. - Secretary to action</p> <p>8.2 There has been a hive of activity from the Uniform Shop P&C volunteers since last term. Activities included a suggested booking system for new families’ uniform fittings (in discussion with the school), filling back orders, receiving new stock, holding a second-hand uniform sale and a stock take. It is anticipated that a second-hand uniform sale will be held monthly until our stock of second-hand uniforms is depleted.</p> <p>8.3 Administratively, the uniform shop is conducting a limited review of its point-of-sale services providers, namely Vend (also known as Lightspeed), Big Commerce as well as Wi-Fi connectivity with Telstra. A service operation map has been created and archived for the benefit of all new uniform shop volunteers, to quickly grasp how the system works.</p> <p>8.4 The P&C thanks the school uniform shop volunteers for their time and energy in these activities, they have done a marvellous job, led by Malyna Rooke.</p> <p>8.5 The Mother’s Day stall was held on Thursday and it was really fabulous to see the volunteers having fun as a group whilst operating the stall, ably led by Kris Arnold. It certainly has been a long time since we had a volunteer event and the camaraderie generated was really positive. Thank you, ladies, for the wonderful job you did on the day and I am sure many students came away from the experience very happy and excited. It is hoped their Mums, Grandmothers and Carers enjoyed their ‘special’ gift on Mother’s Day!</p>	<p>Noted</p> <p>Action</p>

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No	Discussion	Action
	<p>8.6 Dropped into KROSH last week and met Hannah. She explained that our emails to KROSH go directly to the main office and office staff decide if messages need to be distributed to families of children attending KROSH. But we can keep Tom & Hannah in the loop through their work email and they can organise student activities in support of any events the P&C might be arranging, such as election day signage and the like.</p> <p>8.7 Regarding the Election Democracy Sausage Sizzle, the P&C Executive (with Kris as Events Co-ordinator) will oversee the organisation, including marketing and estimating the traffic to visit our school for voting.</p> <p>8.8 Regarding the HSLV school hall fan grant (CBP20) for \$24,000 towards the total quote of \$28,000 for this project, Melanie Marcellino in co-ordination with Denise has obtained an extension to complete the project and the project completion documents need to be lodged by September 2022 (extended from March/April 2022). Thanks, extended to Mel for her ongoing work in this matter.</p> <p>8.9 Just a reminder that the P&C is open to connect with new and existing families, whether you are a volunteer or not – please feel free to contact the P&C by email and we will do our best to arrange a (coffee) chat up with you. The P&C email address is - Error! Hyperlink reference not valid..</p>	
<p>9.</p>	<p>Treasurer’s report</p> <p>9.1 As at 30/04/2022, the bank balances were as follows:</p> <p>9.2 Uniform Shop account: \$40,357.44 – PayPal and other sales receipts for the period since 28 February 2022 have totalled approximately \$25,041 with payments to suppliers of \$24,958.</p> <p>9.3 Main P&C account: \$168,287.51 – In the last period since 28 February 2022 the only transactions being receipt of 2022 membership fees of \$6.00.</p> <p>9.4 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>Noted</p>
<p>10.</p>	<p>Principal’s Report</p> <p>10.1 Returning to Normal – Return to activities, play and sport really beneficial. Better weather has also helped.</p> <p>10.2 Focus on Learning – Concentrated last term to assist children improve and catch up. Learning how to play and socialise.</p> <p>10.3 New syllabus in English and Maths – K-Year 2. School trialling this which provides access to greater resources for the</p>	

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No	Discussion	Action
	<p>students and teachers. Increased emphasis on phonics as an example.</p> <p>10.4 NAPLAN – Starts tomorrow. All tests online except for year 3 writing. Spread across this week and next to allow some balance.</p> <p>10.5 School reports – Expected in Week 8 and will be released via Compass. Parent teacher interviews to follow after that.</p> <p>10.6 Managing COVID-19 – Still managing case numbers quite well. Cases spread across year groups with low concentrations. Students following rules well. Masks being reinforced as well as normal hygiene requirements especially as Winter approaches</p> <p>10.7 Case of Chicken Pox in Year 6 this week.</p> <p>10.8 Puppet show starting again – Strong social skills builder. K & 2 now finished. Year 1 and 3 starting soon. Years 4-6 undertaken public speaking program.</p> <p>10.9 Year 6 Debating – Starts tomorrow. Premiers and Ryde District challenges. Via zoom and Face to face.</p> <p>10.10 Band – All three groups have now started.</p> <p>10.11 Assemblies - Running again and good parent numbers. Now on at 9:10am again.</p> <p>10.12 Sport – PSSA have had first round. Great excitement among students meeting others from different schools and happy and having fun regardless of the score.</p> <p>10.13 Cross Country & Athletics – Both on in balance of this term. Children excited to be able to do these again.</p> <p>10.14 Year 3 Excursion – June to the Blue Mountains. Covid rules as in place at that time will be applied.</p> <p>10.15 Student Rep Council – Now reinstated after a 2-year break. Years 3-6 representing the students.</p> <p>10.16 Supporting Flood Affected Schools – Matched with Corikai school, Lismore. There will be a fundraiser on the 19th May. "Fiver for a Flood Victim". Crazy hair dress up day or similar.</p> <p>10.17 Vinyl Wrap for concrete areas – Now in production and to be installed soon.</p> <p>10.18 Year 4 Showcase – Parents attended for an Art activity with an overwhelming response. Very positive afternoon and great for the children and parents to spend time together in the school and the classrooms. Other year groups will soon be doing something similar following great positive feedback.</p> <p>10.19 K-2 Assembly This week – Gold medal presentations this week. First ever assembly for kindergarten group to sit in and be part of. Families are invited to attend and families can make use of canteen facilities for coffee and use the time to mingle with other families before and after the assembly – away from the classrooms to prevent disturbances in teaching.</p> <p>Action: President to agree with Canteen Operator</p>	
11.	Events Team's Report	

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No	Discussion	Action
	<p>11.1 Mother's Day stall – Great success but 200 items less than last year. Stock can be held to last year. Made approximately \$700. Set up the day before was helpful.</p> <p>11.2 Next event will be Election Day. Considering possibility of Athletics carnival as well pending Covid rules, and then a Father's Day stall.</p>	Noted
12.	<p>Uniform Shop Coordinator's Report</p> <p>12.1 The uniform shop has two new volunteers, Jenny & Ingrid. We welcome them both to the uniform shop team.</p> <p>12.2 There was a meeting over the school holidays of uniform shop volunteers and P&C office bearers to discuss preparations for term 2 (and 14 new families) and the limited review of the point-of-sale service providers.</p> <p>12.3 A booking system for uniform fittings for new families was suggested. The idea is that on 24 hours' notice, our volunteers would be available to spend 30 minutes dedicated time between 8:30 am to 2 pm on a school day to fit new students with their uniforms. It is also a good way for our volunteers to connect and welcome new families to the school. This booking system will be discussed further with the school. President to action.</p> <p>12.4 A second-hand uniform sale was held last week with a huge turnout and the volunteers are looking forward to holding these sales every month whilst we ever have second hand stock.</p> <p>12.5 Stock take of the shop was completed on 29/04/2022. Total wholesale cost of stock on hand is \$74,907 (retail cost is \$95,372). Since the stock take, we have received further deliveries of stock.</p> <p>12.6 Over 35 new enrolments so far in Term 2. Total numbers now 885. Should keep demand strong.</p> <p>12.7 Denise advised that the spare store room we are using for excess stock will need to be handed back to teachers at some point (a time not yet identified). Need to consider a solution – Uniform Shop Co-ordinator and President to formulate a plan.</p> <p>12.8 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at krpsuniformshop@gmail.com.</p>	<p>Noted</p> <p>Action</p> <p>Action</p>
13.	<p>Book Club Coordinator's Report</p> <p>13.1. Last term we made sales totalling \$3,800.00.</p> <p>13.2. We earned \$756.40 scholastic rewards.</p> <p>13.3. Issue 3 was distributed last Monday and orders are due Monday 15/05/2022.</p>	Noted

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No	Discussion	Action
	13.4. Orders to be packed at school and sent to the child's classroom. 13.5. Lisa Tang and Yan Yang to arrange a time to pack the next order.	
14.	Other Business 14.1. Toilets Next to OOSH need light repair for darker evenings.	Noted
15.	Next General Meeting – Meetings are held in weeks 3 & 8 of each term. Next Meeting is scheduled for Monday 20 June 2022 in week 9, as the previous Monday is a public holiday.	Noted