



General Meeting Minutes - 2022

Chairperson: Kris Arnold		Location: School Hall	
Date: 1 August 2022 (Term 3 Week 3)		Meeting Type: General Meeting	
Meeting commenced: 7:35pm		Meeting adjourned: 8:25pm	
Minutes taken by: David Doyle			
Attendees:		Position:	Copies
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Jack Tao	JT	2022 Treasurer	1
David Doyle	DD	2022 Secretary	1
Amanda Jacobs	AJ	2022 Uniform Shop Support Coordinator	1
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Vincci Lee-Wu	VLW	2022 Events Team	1
Christian Ghan	CG	Member	1
Lilian Laughan-Ghan	LLG	Member	1
Ikram Muhammad	IM	Member	1
Yan Yang	YY	Member	1
Jocelyn Hu	JU	Observer	1
Samantha Yep	SY	Member	1
Lisa Tang	LT	2022 Book Club Coordinator	1
Meutia Kumaheri	MK	Observer (New Parent)	1
Apologies			
Eva Urban	EU	2022 President	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
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
Melanie Marcellino	MM	Member	1
Isabella Tan	IT	Member	1



KENT ROAD PUBLIC SCHOOL

P & C Association

School Representatives:			
Denise Minifie	DM	Principal	1
Ben Harrison	BH	Deputy Principal	1
Fiona Hamilton	FH	Deputy Principal	1
Chantal Gwynne	CG	Deputy Principal	1
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator	1
KROSHC Representatives:			
Michael Reed	MR	Director of Sales	1
Hansha Boodhoa	HB	Service Manager	1
			1
			1
Signed: David Doyle		Date: 08/08/2022	

Meeting Minutes
(Continuation Sheet)

No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to all</p> <p>1.2 Checked all participants marked their attendance.</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 Eva Urban; Mel Marcellino, Isabella Tan.</p>	Noted
3.	<p>Confirmation of previous meeting minutes</p> <p>3.1 Minutes from last General Meeting (T2 W9) on 20/06/2022. approved by Malyna Rooke and and seconded by Kris Arnold</p>	Noted
4.	<p>Business Arising -</p> <p>4.1 Limited review of uniform shop's point-of-sale services providers, namely Vend (also known as Lightspeed), Big Commerce as well as Wi-Fi connectivity with Telstra – is mostly complete. Seeking an opportunity to discuss with Big Commerce appropriate service packages for the uniform shop. Apart from this, the P&C does not foresee any changes to the current arrangements, at this time. Action for President to complete.</p> <p>4.2 Proposed booking system for uniform fittings for new families or another option, to have one of all sizes of most popular items in the school office for parents to try on. No action since the last meeting. Action for President to explore if school office team ok with this approach.</p> <p>4.3 The P&C liability insurance completed.</p>	Action
5.	<p>KROSH Care Report (Presented at start of meeting)</p> <p>5.1 Michael Reed gave a Staff update. Hansha Boodhoa (HB) has now commenced as Service Manager. Hansha's 'headcount' is in addition to normal ratios. Strong experience in industry. Speaks 5 languages.</p> <p>5.2 More staff training now underway focussed on supervision.</p> <p>5.3 More uniforms and lanyards etc coming soon to make sure team are identifiable.</p> <p>5.4 Feedback regarding food menu being addressed with more variety now on offer. Typically two rounds of hot food with a gap in between to address food safety requirements. "Crunch and Move" snacks also available.</p>	Noted

Meeting Minutes
(Continuation Sheet)

No	Discussion	Action
	<p>5.5 Activity programs developing for different age groups, all lead by dedicated educator. Also offering incursion activities for all.</p> <p>5.6 Assessment and rating of the service just completed. Overall rating now "Working Towards". 8/40 ratings received that result. Reassess in 6 months time.</p>	
6.	<p>Correspondence received -</p> <p>6.1 List of correspondence received since the last meeting tabled.</p> <p>6.2 Any further information provided upon request.</p>	Tabled
7.	<p>Announcements</p> <p>7.1 Installation is now complete of the HSLV school hall fans. The total cost of the job increased from \$28,000 to \$32,570, as the school hall lights had to be relocated. The school was successful in obtaining a grant of \$24,000 (CBP20) towards the initial quote and that sum has been paid into our P&C account. The increased price has left a funding gap of \$8,570 as opposed to \$4,000. The P&C previously committed to fund the \$4,000 difference and recommends the P&C fund the new difference of \$8,570. Agreement was sought for the P&C to fund the \$8,570 difference. – Approved with no votes against. School to now provide invoice copies to substantiate payment.</p> <p>7.2 The P&C still needs to fill the position of Vice President and encourages parents & carers to consider volunteering. All available supports will be offered to ease you into the role. It is a great way to better understand how the P&C works and how it supports the school through fundraising activities and supporting social connections between families. –</p> <p>7.3 The uniform shop always needs volunteers to manage and pack online orders for uniforms, especially during peak busy times. The P&C encourages parents and carers to volunteer.</p> <p>7.4 Volunteering is a good way to form friendships with other families within the school community and it can be a great personal learning experience to work as a team.</p>	Action
8.	<p>Election of Vice President and Sub Committee Team Members</p> <p>8.1 Call for nominations for Vice President - Samantha Yep – Proposed Kris Arnold, Seconded Malyna Rooke</p> <p>8.2 Call for volunteers for the uniform shop. – Nil response.</p>	Noted
9.	<p>President's Report</p> <p>9.1 The school graphic art project is fully completed and the total project cost of \$90,000 has been paid in full. The art works look bright, colourful and clean. If you have not seen it, take an</p>	Noted

Meeting Minutes
(Continuation Sheet)

No	Discussion	Action
	<p>opportunity to view it when you drop off or pick up your child/children from school.</p> <p>9.2 The P&C has secured liability insurance cover for P&C activities including \$70,000 stock held onsite by the uniform shop. The cover commences on 1/08/2022. Purchasing liability insurance also secures our ongoing membership with Federation P&C.</p> <p>9.3 Annual subscriptions for Vend AKA Lightspeed for point-of-sale services in the uniform shop are due on 27 July of each year. In the past the invoice defaulted to the previous Uniform Shop Coordinator. The 2022 -2023 subscription of \$1,788 has been paid and a new invoicing system has been set up. We have also re-imbursed the previous Uniform Shop Coordinator for direct payment of the subscription in 2021-2022 and we are currently investigating whether reimbursement is required for the 2020-2021 year.</p> <p>9.4 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 kentroadpublicschool@pandcaffiliate.org.au.</p>	
10.	<p>Treasurer’s report</p> <p>10.1 As at 30/07/2022, the bank balances were as follows:</p> <p>10.2 Uniform Shop account: \$39,627 – PayPal and other sales receipts for the period since 14 June 2022 have totalled approximately \$8,035 with payments to suppliers of \$28,130.</p> <p>10.3 Main P&C account: \$91,286 – In the last period since 14 June 2022 account activity is as follows:</p> <ul style="list-style-type: none"> - No Income; - Election BBQ expenses (reimbursements) \$965 - Renewal of insurance policy \$1,740 - School graphics payment of \$40,000 - Overall, main P&C account is \$42,705 less than last reporting period. 	Noted
11.	<p>Principal’s Report</p> <p>11.1 More new enrolments and departures during this term. Now at 889 students with 4 more known to be starting in coming weeks.</p> <p>11.2 Kindergarten tours have been well attended. 3 out of 4 conducted so far.</p> <p>11.3 Department no longer recognises ‘sibling rights’ so all applications should be lodged as soon as possible.</p> <p>11.4 Works in holidays included new fans, electrical works, tree lopping for deadwood (safety).</p> <p>11.5 New fans great and effective. Paperwork to come to P&C for Grant and extra payment approved above.</p> <p>11.6 All vinyl wrap graphics now almost finished subject to final defects check.</p>	

Meeting Minutes
(Continuation Sheet)

No	Discussion	Action
	<p>11.7 Students planting trees for National Tree Day. SRC wrote to local nurseries for tree donations.</p> <p>11.8 Covid numbers still high. Extra rules in place for first 4 weeks of term. Excursions still going ahead.</p> <p>11.9 Yr4 excursion was very successful in Week 1. Yr 2 and Yr 5 coming up and going ahead as planned. There is a need to re-issue parental consent forms to ensure children can be collected if found to be sick. Students to be RAT tested on morning of and cannot attend if someone else in household is positive at that time. More information to be provided via compass.</p> <p>11.10 NAPLAN results starting to be released at a school level. Only preliminary data with more results expected in coming week. Indicative results are positive.</p> <p>11.11 Assemblies are on hold for 4 weeks. Still presenting Gold Medals only with parents being notified in advance. Hopefully return to normal in week 5.</p> <p>11.12 Celebrating NAIDOC week this week with Yr6 delivering lessons to K-5. Seems to have gone well and been enjoyed. Cover Art, Language, Bush Tucker and Natural Foods and Dreaming concept.</p> <p>11.13 On 29 August the NRMA Road Safety and Science show will be held for all students. Reflective bag tags to be handed out. Helmets to be brought to school that day if they have one. "Be Safe, Be Seen" program.</p> <p>11.14 School Band – Camp is on this Saturday. Lessons and tutorials in the morning with performances in the afternoon. Must bring own food for the day.</p> <p>11.15 K-1 Sports Day to be held later in the term, subject to weather and Covid. Year groups staying together and playing in House groups.</p> <p>11.16 New syllabus to be implemented next year re English and Maths. A lot of teacher training occurring leveraging from Kent Rd participating in a trial this year. Parent workshops to follow later in the year to update regarding changes.</p> <p>11.17 Kiss and Drop vehicle safety becoming a big concern. Road rules being broken and child safety at risk. Police have been attending and Ryde Council have also provided Rangers at request of the school. Some parent behaviour has been very inconsiderate and dangerous. 3 point turns and U-turns are not permitted. People should not stop in kiss and drop for more than 2 minutes. It is not a place to wait for long periods. All people must use the pedestrian crossing. Police and Rangers will continue to fine people who are breaking the law.</p>	
<p>12.</p>	<p>Events Team's Report</p> <p>12.1 We have booked our next social night for Tuesday the 30th August at 630pm at The Ranch. An email was sent out today. Please share through other channels.</p>	<p>Noted</p>

Meeting Minutes
(Continuation Sheet)

No	Discussion	Action
	<p>12.2 Father's Day Gifts to be purchased soon. Is storage space available? School confirmed yes.</p> <p>12.3 For the K-1 Sports Day would you like us to organise a sausage sizzle? Cannot be certain at this time due to high Covid numbers generally. To be confirmed.</p>	
13.	<p>Uniform Shop Coordinator's Report</p> <p>13.1 Stock on Hand is \$76k</p> <p>13.2 There was \$3000 in the Paypal account but that was transferred today.</p> <p>13.3 Next second-hand sale to be held on Tuesday 2/08/2022. Hopefully these sales will continue to be a success.</p> <p>13.4 The uniform shop primarily remains an online service at this stage. Sales have slowed recently as expected.</p> <p>13.5 Work continues to reduce stock levels to a more suitable level, bearing in mind the insurance costs of holding excess stock. Part of the reason we have been holding higher levels of stock is due to lock downs (reduced demand) and disrupted supply chains, with delivery of orders being unpredictable. This is still ongoing even this week.</p> <p>13.6 Our uniform shop has only limited storage space, so we need to be aware of the level of stock we hold. If your online order states no stock is available, please send us an email and we can confirm if your item is actually available (stock levels change quickly) and if not, we will give you information as to when we expect to receive it.</p> <p>13.7 If families have any queries about uniform purchases or payments, please email queries directly to the uniform shop at krpsuniformshop@gmail.com.</p>	Noted
13.	<p>Book Club Coordinator's Report</p> <p>13.1. Issue 5 has been distributed in week 1 and orders are due Friday 5/08/2022.</p>	Noted
14.	<p>Other Business</p> <p>14.1. Call for AOB</p> <p>14.2. Last day for term 3 is Friday 23 September 2022.</p>	Noted
15.	<p>Next General Meeting –</p> <p>Meetings are held in weeks 3 & 8 of each term. Next Meeting is scheduled for Monday 5 September 2022 (Term 3 Week 8).</p>	Noted