



General Meeting Minutes - 2022

Chairperson: Eva Urban		Location: School Hall	
Date: 5 September 2022 (Term 3 Week 8)		Meeting Type: General Meeting	
Meeting commenced: 7.38pm		Meeting adjourned: 8.55pm	
Minutes taken by: David Doyle			
Attendees:		Position:	Copies
Eva Urban	EU	2022 President	1
Kris Arnold	KA	2022 Vice President & Events Co-ordinator	1
Samantha Yep	SY	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
Vinnci Lee-Wu	VLW	2022 Events Team	1
Jocelyn Hu	JU	Observer	1
Lisa Tang	LT	2022 Book Club Coordinator	1
Helen Atkinson	HA	Member	1
Mita Brierly	MB	Member	
Apologies			
Malyna Rooke	MR	2022 Uniform Shop Coordinator	1
Pieta Bosman Carroll	PBC	Member	1
Sophie Ding	SD	Member	1
Christian Ghan	CG	Member	1
Jun Guo	JG	Member	1
Lilian Laughan-Ghan	LLG	Member	1
Sally Lee	SL	Member	1
Shivani Lopes	SL	Member	1
Tushar Mahalwar	TM	Member	1
Fei Mai	FM	Member	1
Melanie Marcellino	MM	Member	1
Ikram Muhammad	IM	Member	1
Lisa Ponton	LP	Member	1
Aung Thant	AT	Member	1
May Thant	MT	Member	1
Stacey Tsui-Brackley	STB	Member	1
Yan Yang	YY	Member	1
Gina Yao	GY	Member	1
Stella Yulei Hou	SYH	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
Additional Distribution:			
Karen Silsby	KS	KRPS Office Administrator	1
KROSHC Representatives:			
Michael Reed	MR	Director of Sales	1
Hansha Boodhoa	HB	Service Manager	1
Signed: David Doyle		Date: 07/09/2022	

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No	Discussion	Action
1.	<p>Welcome</p> <p>1.1 Welcome to all including new parent, Helen Atkinson for attending this evening.</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 Isabella Tan</p>	Noted
3.	<p>Confirmation of previous meeting minutes</p> <p>3.1 Minutes from last General Meeting (T3 W3) on 01/08/2022. approved by Kris Arnold and and seconded by Sam Yep.</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 is now complete. No changes required at this time.</p> <p>4.2 Proposed booking system for uniform fittings for new families. After ascertaining little demand, this action no longer required.</p>	Noted
5.	<p>KROSH Care Report (Presented at start of meeting)</p> <p>5.1 Camp Australia: Hansha Boodhoa, Service Manager and Michael Reid Director of Sales attended.</p> <p>5.2 Michael Reed gave update. September Newsletter distributed.</p> <p>5.3 Staff name badges now in place.</p> <p>5.4 School holiday Rocketeers program selling fast.</p> <p>5.5 Recently completed lockdown drills with staff and students. Also have role played other scenarios where students or staff may need assistance.</p> <p>5.6 Father's Day afternoon tea last week was well attended.</p> <p>5.7 Still exploring more afternoon meal options re quantity and quality. Still providing breakfast.</p> <p>5.8 New incursions being developed for Term 4 to increase variety. Nija's, STEM, Art etc. Parents welcome to suggest and help run activities.</p> <p>5.9 Attendance is very strong with booking limits being reached on many days. Working on process to expand numbers, possibly by next term.</p> <p>5.10 Considering launch of a homework club to help students and parents. Most staff are Uni students with ability to assist where needed. Hopefully to assist children get these tasks done in the afternoon rather than later at night once they get home.</p>	Noted

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No	Discussion	Action
	5.11 Parent survey conducted recently but only 6 responses. 2,500 responses across the country. Responses were positive. Overall level of complaints has dropped so confident service is improving.	
6.	<p>Correspondence received -</p> <p>6.1 List of correspondence received since the last meeting tabled and highlighted the below points.</p> <p>6.2 The Uniform Exchange - For students graduating from year 6 this year, this shop provides good quality second hand uniforms and text books for many North Shore High Schools. The shop at Pymble is open Monday to Friday 9.30am to 5pm and Saturday 10am to 2 pm. Everything is returnable and refundable up to 7 days. Address - 1/993 Pacific Hwy, Pymble NSW 2073. Phone - (02) 9988 3374 and website - https://theuniformexchange.com.au/contact/.</p> <p>6.3 The NSW Department of Education urges all parents and carers to please keep your children at home if they are unwell. Use a rapid antigen test if your child has any COVID-19 symptoms, even if mild. Read more.</p> <p>6.4 Federation P&C is conducting a survey on whether the current school day matches the needs of parents and carers juggling work commitments in the 21st century. The NSW Department of Education would like to hear from parents and carers on how access to schools, outside of standard school hours, can better support families and students. The survey is open until 5/10/2022 here. Here is recording of the recent webinars on Extending the school day.</p> <p>6.5 R U OK? Day is on 8/09/2022. Please take time to check in on your family, friends and neighbours. Read more.</p> <p>6.6 National Child Protection Week is on 4-10 September. Read here for more.</p> <p>6.7 World Suicide Prevention Day on 10/09/2022 which seeks to reduce stigma, policy change, remember those we have lost to suicide, those who have attempted suicide, and those who are living with the grief of losing someone. Read more.</p> <p>6.8 The NSW Volunteer Recognition Program which recognises the contributions of volunteers across NSW. Read more.</p> <p>6.9 Any further information provided upon request.</p>	Tabled
7.	<p>Announcements</p> <p>7.1 The P&C extends best wishes to all fathers, grandfathers and male carers for Father's Day yesterday and hope you have been spoilt by your nearest and dearest.</p> <p>7.2 The P&C welcomes Samantha Yep to her first full meeting as Vice President.</p> <p>7.3 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</p>	Noted

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No	Discussion	Action
	<p>school hall lights had to be relocated, has now been fully paid. Sign off of the grant papers (CBP20) for \$24,000 has been completed. The P&C thanks Mel Marcellino (past President) for taking the lead on this grant application.</p> <p>7.4 The Federal Member for Bennelong has announced the Bennelong Volunteer Grants program. Grants of between \$1,000 to \$5,000 are being offered to assist volunteers in their volunteering work. Applications open until 16/09/2022. Discussed the need for a vacuum cleaner and step ladder for the uniform shop, P&C BBQ, and/or branded marquee. Invited attendees to email any other ideas, but in the absence of them we will pursue the branded marquee.</p> <p>7.5 Federation P&C has published draft revisions to its constitution and is seeking comment from interested parties – we have sought an easy summary of the proposed changes.</p> <p>7.6 The KRPS 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>Action</p> <p>Action</p>
<p>8.</p>	<p>President's Report</p> <p>8.1 The P&C has received its certificate of currency for liability insurance purchased for P&C activities (including \$70,000 stock held onsite by the uniform shop). The cover commenced on 1/08/2022. Purchasing liability insurance is a membership requirement with Federation P&C.</p> <p>8.2 The annual subscription of \$1,788 due on 27/07/2022 was paid for Vend AKA Lightspeed for point-of-sale services for the uniform shop. A new process to pay these subscriptions have now been set up.</p> <p>8.3 The P&C arranged an informal social get together for 30/08/2022 in the evening at the Ranch. It was a great opportunity for parents and carers to socialise.</p> <p>8.4 The Events team conducted another excellent Father's Day stall on 31/08/2022. Thank you to Kris Arnold for leading this team of Vinnici Lee-Wu, Amanda Jacobs and her mother, Rhonda Engert and Donna Armstrong. A fun day was reported.</p> <p>8.5 Just a reminder that if you would like to connect with any of us on the Executive committee, please contact us by email and we will do our best to arrange a coffee catch up with you. The P&C email address is kentroadpublicschool@pandcaffiliate.org.au.</p>	<p>Noted</p>
<p>9.</p>	<p>Treasurer's report</p> <p>9.1 As at 02/09 the bank balances were as follows:</p> <p>9.2 Uniform Shop account: \$48,617</p> <p>9.3 PayPal and other sales receipts for the period since 1 August have totalled approximately \$12,759 with payments to suppliers of \$3,792.</p> <p>9.4 Main P&C account: \$55,449</p>	<p>Noted</p>

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No	Discussion	Action
	<p>9.5 In the last period since 1 August 2022 account activity is as follows:</p> <ul style="list-style-type: none"> - Income \$14 entertainment book; - Father's Day Stall (reimbursements) \$3,281.08 - School Fans \$32,570.00. 	
10.	<p>Principal's Report</p> <p>10.1 Trial of new K-2 syllabus is going well. Strong emphasis on phonics. Assessment of Year 1 group has shown great improvement. Coded readers also helping with writing. Maths syllabus also yielding results. Starts at higher skill level, needs more work on students writing answers to demonstrate learning. Same trial for years 3-6 starts next year.</p> <p>10.2 Whole school Explicit Teaching approach to setting learning criteria and success criteria also working well. Helping students to develop ownership through knowing why they are doing what they are.</p> <p>10.3 School now at 895 enrolments. Students leaving but also being replaced at a higher rate.</p> <p>10.4 Six Kindergarten tours for 2023 have been conducted with 171 attendees. Sibling rights are still being extended at the moment but possibly not for long. Some enrolment zones also changing. As school reaches full capacity options will be further limited.</p> <p>10.5 K-1 sports day this week, weather permitting. Rain forecast all week.</p> <p>10.6 COVID-19 - masks in crowded spaces are still recommended. Shorter isolation period commences next week. Absences were still high 3 weeks ago but now back to normal winter levels. Excursions have not led to larger outbreaks.</p> <p>10.7 Recent excursions have gone very well.</p> <p>10.8 Assemblies also getting back to normal with many medals and awards being handed out with many parents in attendance.</p> <p>10.9 Year 3, 5 and 6 parent afternoons on soon.</p> <p>10.10 Have had over 150 student teachers from Macquarie Uni through in recent weeks.</p> <p>10.11 Council by-election on 15 October – West Ward. School Hall to be used. Same day as Granny Smith Festival. Request to host BBQ being considered.</p> <p>10.12 NAPLAN - results in and very pleasing, particularly for Year 3. Overall best performance since 2010. Reading results were best in 'Gordon Network'. Confident that focus on teacher training in past few years yielding great results for our children. Year 5 also very strong overall, with results above similar school averages. Overall Numeracy is not quite as good as literacy areas so will be a focus in coming years.</p> <p>10.13 Two teams in PSSA grand finals for football – both girls' teams. Very excited, slightly nervous teams and coach. Many teams made it through to semi-finals.</p>	

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	<p>10.14 Information session for upcoming Canberra excursion for Year 6 to follow parent art afternoon, next week.</p> <p>10.15 NRMA road safety sessions last week with follow up workbooks now being completed.</p> <p>10.16 Last years' annual class artworks are now being placed around the school to add more colour.</p> <p>10.17 Band performances coming up as part of Chatswood Concierge Spring Symphony Carnival.</p> <p>10.18 Vote of Thanks given by Committee to School Staff team. Great results.</p>	
11.	<p>Events Team's Report</p> <p>11.1 Father's Day stall sold over 1,000 gifts making \$1,084 profit. Still some stock on hand for next year.</p> <p>11.2 Dr Shoes has approached school to consider being promoted. Online sales private fittings at home if required. Currently supplying to 50 other schools. 10% of sales to be donated to the school. 20% if bought in store. Shoes are not branded. Worth contacting some other schools to verify approach and quality.</p> <p>11.3 Seeking ideas for next parents' social event and encouraging more people to P&C meetings. Could do year group informal events or any other ideas, noting that Covid and constant rain have made planning such events difficult.</p>	<p>Noted</p> <p>Action</p>
12.	<p>Uniform Shop Coordinator's Report</p> <p>12.1 Sales have slowed down this term. Team managing stock and system well. Very few back orders now.</p> <p>12.2 Next second-hand sale to be held on Tuesday 6/09/2022. These sales are proving to be successful. Not reducing stock as lots of second-hand stock coming in replacing stock sold.</p> <p>12.3 Planning for Kindergarten orientation has started. Getting ahead of purchases (school starter packs) to ensure stock is on hand. More coordination needed as well as volunteers. Staggering families over multiple days Monday, Wednesday and Friday for two weeks on 21, 23, 25, 28, 30 November and 2 December.</p> <p>12.4 Just a reminder that if your online order states stock not available, please email us to confirm availability as stock levels can change quickly noting that this should not be happening now, as stock levels at the front and back end are now consistent these days.</p> <p>12.5 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>
13.	<p>Book Club Coordinator's Report</p>	<p>Noted</p>

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No	Discussion	Action
	13.1. Issue 5 sales totalled \$2,628.50 with \$518.90 in scholastic awards earned. 13.2. Thanks to Lisa Tang and Yan Yang for working together to pack the orders.	
14.	Other Business 14.1. Last day for term 3 is Friday 23 September 2022.	Noted
15.	Next General Meeting – Meetings are held in weeks 3 & 8 of each term. Next Meeting is scheduled for <i>Monday 24 October 2022</i> (Term 4 Week 3).	Noted