



Kent Road Public School

General Meeting Minutes

Date: Term 4, Week 3, Monday 23 Oct 2023	Location: School Library
Meeting Commenced: 7:30pm	Chairperson: Kimberlee Dreyer - President
Meeting Adjourned: 9:25pm	Minutes Taken By: Alice Kontani - Secretary

Attendees	Capacity	Copies
<u>Members</u>		
Kimberlee Dreyer (KD)	2023 President (Chairperson)	x 1
Jocelyn Hu (JH)	2023 Vice President, 2023 Events Coordinator	
Jack Tao (JT)	2023 Vice President	
Alice Kontani (AK)	2023 Secretary	
Kris Arnold (KA)	2023 Treasurer	
Amanda Jacobs (AJ)	Member, 2023 Uniform Shop Coordinator	
Lisa Tang (LT)	Member, 2023 Book Shop Coordinator	
Anthony Trovatiello (AT)	2023 Sourcing Officer	
Samantha Yep	Member	
Shivani Lopes	Member	
Christian Ghan	Member	
<u>Observers</u>		
Sara Amiramini	Observer	x 1
<u>School Representatives</u>		
Denise Minifie (DM)	School Principal	x 1
2 reps		

Item	Discussion	Action
1	Welcome <ul style="list-style-type: none"> <input type="checkbox"/> KD opened the meeting and welcomed all to the General Meeting for Term 4, Week 3 of 2023. 	Noted
2	Acknowledgement of country <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledgement of Country was made by KD. 	Noted
3	Attendance and apologies <ul style="list-style-type: none"> <input type="checkbox"/> AK noted that apologies have been received from Natalia Sorokina, Vincci Lee, Eva Urban and Mita Breley. <input type="checkbox"/> 	Noted
4	Call for new members <ul style="list-style-type: none"> <input type="checkbox"/> KD noted that no new members have joined the P&C since the last General Meeting. 	Noted



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5	<p>Approval of previous minutes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minutes from the last general meeting were approved. 	Approved
6	<p>Kent Road OOSH report</p> <ul style="list-style-type: none"> <input type="checkbox"/> KD noted that the new OOSH has not yet been invited to the P&C meetings and an invitation will be extended for the next meeting. 	Deferred
7	<p>President's report</p> <ul style="list-style-type: none"> <input type="checkbox"/> KD spoke to the President's report, a summary of which is set out in Appendix 1.1. 	Noted
8	<p>Treasurer's report</p> <ul style="list-style-type: none"> <input type="checkbox"/> KA reported bank account balance as follows: <u>Main P&C Account:</u> There were some payments and deposits. As a result, our main P&C account balance is \$60,594.05 down from last meeting's closing of \$62,282.50. This includes donations and cash profits from the Referendum BBQ. Some funds are still in the square machine and some reimbursements are still pending. <u>Uniform Shop Account</u> – The Uniform shop has had some payments and profits resulting in an account balance of \$95,202.21, up from last meeting's \$93,184.93. <input type="checkbox"/> The total of the two accounts closing balance totals \$155,467.43. 	Noted

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	<p>iv. Potentially look into setting up a BBQ sub-committee and we could also look into Bunnings BBQs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discussions on social events for next year including potentially having a BBQ or ordering catering at next year's AGM. 	
11	<p>Uniform shop sub-committee report</p> <ul style="list-style-type: none"> <input type="checkbox"/> AJ spoke to the report, a copy of which is set out in Appendix 1.2.. 	Noted
12	<p>Book Club sub-committee report</p> <ul style="list-style-type: none"> <input type="checkbox"/> LT spoke to the report and noted that brochures for Issue 7 were distributed in week 1 and orders are due Friday 27th October. 	Noted
13	<p>Correspondence</p> <p>AK spoke to the correspondence received up to 22 October 2023 and highlighted the following webinars to be held by the Federation of P&C:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Managing Screen and Gaming Disorders (Thursday, 26th October, 7:00pm -8.15pm) <input type="checkbox"/> Applying for selective high school – webinar for parents and carers of year 5 students (Wednesday, 1st November, 7:00pm – 8:00pm) <input type="checkbox"/> Play and Risk for Children's Wellbeing and Development (Tuesday, 24th October, 7:00pm – 8:00pm) 	Noted
14	<p>General Business</p> <p>1. Discussion – Defining our Purpose</p> <ul style="list-style-type: none"> <input type="checkbox"/> KD noted that there were 3 key themes arising from the previous P&C future planning discussion: <ul style="list-style-type: none"> 1) Having a clear purpose and plan 2) News and information 3) Ways to connect and contribute. <input type="checkbox"/> KD highlighted the importance of the P&C Association having a defined purpose – exploring why we do something which will serve to guide us when we think about the what and the how. <input type="checkbox"/> KD proposed some wording for consideration and has requested for Member feedback in advance of the next meeting. 	Noted
15	<p>Next Meeting</p> <ul style="list-style-type: none"> <input type="checkbox"/> The next General Meeting will be held in Term 4, Week 8 on Monday 	Noted
16	<p>Meeting Adjourned</p> <ul style="list-style-type: none"> <input type="checkbox"/> There being no other business, the General Meeting was adjourned at 9:25pm 	Noted

Appendix

1.1 Presidents Report

- Welcome to KA for her first official meeting as Treasurer. KA has now been setup with access to the association bank accounts.
 - Thank you to JH and JT for continuing to assist us in processing payments while we transitioned to our new Treasurer.
- There will be a change to our Office 365 account and association e-mail address in November as a result of the P&C federation losing their licensing arrangements with Microsoft. I have applied for (and been granted) a free

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- charity license for up to ten users by Microsoft which will need to be setup and fully operational before our old account is closed on 12-November.
- The P&C Federation has offered an e-mail forwarding service after the account closure takes place.
 - This also means our contact email address will change.
- Two new marquees (approved at our last meeting) have been purchased and were used for the first time at the referendum sausage sizzle on 14-Oct.
- The marquees were a result of the efforts of KA and EU in applying for a \$2k volunteer grant from the Department of Social Services – which funded the majority of the purchase costs.
 - Thank you to AT for organising the ordering, art work and delivery of the marquees.
 - Thank you to the school for finding space to store them.
 - Thank you to the events team led by JH in pulling the referendum sausage sizzle event together.
 - Thank you to all the volunteers, sponsors and the school for supporting the event – we could not have done it without you.
- Grant applications are now open for the Community Building Partnership for 2023. Grants can be applied for between \$5k and \$150k. Thank you to AK who has offered to investigate submitting a grant application by this Friday.
- Orientation week is coming up and I'll be attending as many sessions as possible to meet parents and encourage them to participate in the P&C.
- We've experienced an almost complete change of office bearers this year and a return to a post-covid world. This has placed us very much on a path of finding our feet again. With that in mind, I continue to encourage feedback and suggestions on how members would like to shape our organisation for the future.
- I also encourage members to consider whether there are positions they are interested in nominating for in 2024.
 - We also need to maintain focus on succession planning.

1.2 Uniform Shop Report

- 2nd Hand sale pending 31st Oct.
- Orientation ordering done. Large order has put us over our credit limit with LW Reid. Options given to us is that we have a 6-month temporary increase or permanently increase.
- Upcoming Kindy Orientation: Monday 13th & 20th Nov, Wed 15th & 22nd Nov, Fri 17th & 24th Nov.
- Planning to have 2-4 volunteers per session. Display uniforms only, no sales, taking orders and payments for Kindy packs only. Aim to deliver Kindy packs in week 2 orientation sessions. Parents will be provided with a uniform shop information sheet within the orientation information packs explaining how the shop works, how to order etc.
- Discussion undertaken with Denise and Sean regarding new shop proposal.
- If A block store rooms to be vacated in 2024 alternative temporary storage will need to be organised.
- Stock insurance will need to be increased up to approx. 100,000-130,000 to cover current stock and likely for future stock.
- Will need to recruit new volunteers. 1 volunteer stepping down this week, 2 more volunteers over next 12 months. Plan to attempt recruitment via Newsletter call out and at Kindy orientation.