

General Meeting – 22 March 2016 Minutes

Meeting Opened: 7:03pm

Present:

Office Bearers:

Bec Buchanan (President)
Leanne Elliston (Treasurer)
Jannie Zhang (Secretary)

Members:

Janet Dawson
Amanda Weston
Anne Patterson
Christine Orr
Ruth Evans
Tash Corbin

KSS Staff:

Paul Branson

Apologies:

Shawn Cady (Vice President)
Lisa Kay (Co-Secretary)
Danielle Sharma (Assistant Treasurer)
Marissa Donnelly

1. Apologies

Apologies were received from Shawn Cady, Lisa Kay, Danielle Sharma and Marissa Donnelly.

2. Welcome and Introductions

Bec welcomed everyone to the meeting. New members were introduced.

3. Acceptance of minutes – Minutes from 17 February 2016.

Motion:

That the Minutes of the 17 February 2016 General Meeting be endorsed as being a true and accurate record of the meeting.

Proposed by: Tash C

Seconded by: Janet D

Carried by majority

P&C vacancies (from the AGM last month) were discussed. Current vacancies are: primary school delegate, canteen convenor, fundraising and events coordinator. Ruth nominated for primary school delegate. Other positions to be advertised in next newsletter and on Facebook.

- **ACTION:** Bec to send Marissa's (middle school delegate) contact details to Amanda (pre-school delegate) and Ruth (primary school delegate).

4. President's Report

- Bec circulated copies of the ParentACTion magazine, produced by the ACT P&C Council.
- Recent posts on the KSS P&C Facebook page about the Jets program and Year 7 boys rugby had a wide reach (around 1800 people; the previous highest reach was the fete post with 1200 people).
- Feedback from parents of Year 7 students is that the school work that is being undertaken is not challenging enough, and not enough homework is being received.
- Parents in middle school also feel that KSS is not supportive of LGBTIQ students. KSS is the only super school in the ACT to not have signed up to the Safe Schools initiative. General discussion about the Safe Schools initiative. Given that there are likely to be changes made to the program, it was agreed that KSS would wait until these changes are made before considering whether to sign up.
 - o **ACTION:** Bec to contact Marissa (middle school delegate) to ensure families who have raised these concerns are aware of the existing support services available at KSS.
- Paul noted that fact sheets will be developed to clarify KSS policies and procedures for parents, based on frequently asked questions. One topic will be on how the school addresses bullying. Another will be what programs the school runs (for example, Mind Matters).
- Bec asked Executive members to provide their contact details for submission to P&C Council.
 - o **ACTION:** Executive members not present at the meeting to provide their contact details (including phone numbers) to Bec.
- Tash will be attending the P&C Council Disability Working Group tomorrow and can represent any parent concerns.
- P&C Council is running workshops on:
 - o Effective P&Cs – Thursday 31 March 6:30-9pm; and Saturday 2 April 2-4:30pm
 - o Treasures and Insurance – Thursday 7 April 7-9:30pm

5. Principal's Report

- KSS has partnered with the Ginninderra Rotary Club to deliver a mentoring programme for disengaged students, provide vests for the school choir and manage the upcoming Mother's Day event (which will be run by students being mentored by Rotary).
- The Mother's Day event will require good advertising to ensure parents know how much money to send with their child/ren. The school wants to keep costs low so that everyone can buy something.
- Successful event held last Tuesday night, with choir performing and hospitality staff catering. School needs a more efficient process for verifying parent permission/consent so that photos can be posted on Facebook.
- House Day yesterday celebrated diversity for Harmony Day. Aim to have one house day per term. School hats were recognised as a successful P&C initiative as students can be in house colours even when in uniform.

- Primary school staff are seeking feedback on whether the building flyer they produce (on the alternate fortnight to the newsletter) is useful. General discussion about whether key messages need to be sent in a regular newsletter/flyer, or if they could be sent as required. Material can sometimes appear repetitive and unsure how many parents download attachments.
- Paul sought clarification about whether the P&C had agreed to pay for the entertainment from the Welcome Back BBQ (as the school had agreed to pay for the food). Invoice for entertainment has been sent to school.
 - o **ACTION:** Leanne to check December 2015 meeting minutes to clarify whether P&C agreed to pay entertainment for Welcome Back BBQ.

6. School Board Report

No School Board meeting today. Parent representatives are Jason Smith and Shawn Cady. Bec Buchanan has also nominated.

7. Treasurer's Report

Leanne is still transitioning into the Treasurer's role. Maria will continue in the book keeper role with Leanne overseeing. Previous understanding was that MYOB files would move onto the Cloud but this is yet to happen. Auditing from 2015 is still with Hugh. Auditor for 2016 should have been agreed and minuted at the AGM – when current audit is finished, decision should be made regarding whether to retain Hugh or seek alternate auditor. Current account balances are:

- o Canteen account: \$16,000
- o Master account: \$2,886
- o Westpac community account: \$31,000

8. Canteen Report

- Canteen subcommittee meetings are held on Thursdays at 2pm in Weeks 2 and 6 (the weeks before the P&C meetings). Leanne is trying to step back so looking for others to join the subcommittee.
- Quotes received from Bunnings and Jupiter to provide new shelving for canteen. Bunnings quote is cheaper (\$5,6667 compared to \$7,788 from Jupiter), but may not include installation or removal of the old cabinets. Agreement that quote should be sought from another kitchen company for comparison.
 - o **ACTION:** Leanne to seek a quote from another kitchen company for the canteen cabinets.

9. Fundraising Report

Fundraising and Events coordinator still required. Will be advertised on Facebook.

10. Facebook and Website Report

KSS P&C social media policy states that communications around Facebook posts will be sent to the fundraising email account so that there is a clear audit trail. Unsure whether a new, separate email address is required given the new account established for the

middle school delegate. Agreement that P&C email addresses should stay with the role, not the person, with standard passwords so Executive can maintain access. Google (gmail) is preferable to Hotmail given enhanced security and additional functionality (such as Google docs). Email name should make it clear what the mailbox relates to (for example, ksspandc@gmail.com instead of ksscomassoc@hotmail.com).

- **ACTION:** Janet to develop structure and policy for new email accounts for decision at next P&C meeting.
- **ACTION:** Bec to forward any emails regarding Facebook posts to the shared account for record keeping purposes.

11. P&C Delegate

Nothing further to add.

12. School Year Level Delegates

Noted that middle school delegate (Marissa) has distributed details (including new email account) to parents to encourage contact. Once email addresses established for pre-school and primary school delegates, parent communication may increase.

Paul noted there is a push to involve pre-schoolers in broader school activities (for example, the swim carnival for pre-schoolers attending at the start of the week; cross country will be for pre-schoolers attending at the end of the week).

13. Correspondence

- a) ACT P&C insurance renewal questionnaire has been sent to Bec and Maria, preparing for our insurance renewal next year.
 - **ACTION:** Bec to forward questionnaire to Leanne, who will consult with Maria.
- b) Banking error relates to credit cards continuing to be sent to past canteen employees. Best banking arrangements for P&Cs may be discussed at the P&C Council Treasurers and Insurance workshop.

14. Other Business

- a) Not a lot of information has been provided to parents regarding how Google apps works, what it is for, what the parameters are, etc. Paul clarified that every classroom will be set up in Google, but classes may use it differently. An information session is planned for early in Term 2 with Trevor, the ITO. Suggested the information session could coincide with a P&C meeting if scheduling permits.
- b) Ruth has requested a hot dog day on Wednesday 6 April (Week 10). It was noted that red foods can only be provided on two occasions per term, for a specific purpose (for example, fundraising, a celebration, etc.). Two red food days have already occurred this term (Welcome Back BBQ and Swimming Carnival). Week 10 is scheduled for the Mother's Day event, so students will already be coming to school with money (and extra money for a hot dog day may be too much). Agreement to not hold the hot dog day.

- c) P&C Information Booklet has been updated – the photos of Executive Officers have been moved onto a separate flyer to reduce the number of changes required each year. Agreed to delay printing until decision made regarding whether to change email accounts.
 - o **ACTION**: Tash to circulate copy of booklet to P&C members for comment.
- d) Safety concerns again raised about cars parking on grassed area/over the footpath. Reminders have been placed in the newsletter, and messages left under windscreens, to no effect.
 - o **ACTION**: Anne to draft letter to local MP and TAMS, for Bec to send on behalf of P&C, outlining safety concerns and seeking action to address.

Meeting closed 9:15pm

Next Meeting

Tuesday 10 May 2016, Week 3, 7pm at the Front Office