

General Meeting – 17 February 2016 Minutes

Meeting Opened: 7:05pm

Present:

Office Bearers:

Shawn Cady (President)
Danielle Sharma (Treasurer)
Janet Dawson (Assistant Treasurer)
Lisa Kay (Secretary)

Members:

Brendan Lee
Tash Corbin
Amanda Weston
Marissa Donnelly
Anne Patterson

KSS Staff:

Paul Branson

Apologies:

Leanne Elliston (Vice President)
Maria Worner (Assistant Treasurer)
Emily Konig
Sandy Davis

1. Apologies

Apologies were received from Leanne Elliston, Maria Worner, Emily Konig and Sandy Davis.

2. Welcome and Introductions

Shawn welcomed everyone back to the new school year, and was pleased to see some new faces at the first P&C meeting.

3. Acceptance of minutes – Minutes from 1 December 2015.

Motion:

That the Minutes of the 1 December 2015 General Meeting be endorsed as being a true and accurate record of the meeting.

Proposed by: Lisa K

Seconded by: Danielle S

Carried by majority

Lisa to ensure Paul is added to the distribution list for the P&C meeting minutes.

4. Principal's Report

Paul welcomed everyone back after the holidays. Key messages (that were also outlined in the recent newsletter) include:

- Expressions of interest have been sought from parents to join the school board. Two nominations have been received so an election will be held. A biography of each candidate and voting instructions will be outlined in a flyer on Thursday. It is

- assumed that incumbent board members will return in 2016 unless otherwise advised;
- New parents have been encouraged to join the P&C, so great to see some new faces tonight. The KSS P&C is a hardworking and active group, with a number of people who've been involved for several years. Although it may seem daunting to get involved there is considerable support available for new members. (It was separately noted that the P&C has presented at recent information sessions, morning teas and on our Facebook page to encourage new members to join);
 - Peter Radford has commenced as the new deputy for the secondary school (coming from Canberra High). He is keen to start getting involved in school processes and is passionate about building the school community;
 - A number of new teachers have commenced this term, including Anne Pasito acting in the special needs role (while Moira Beverly is seconded to ETD), and Melissa Symonds who has commenced as the new senior school psychologist. The recruitment has mostly been to replace casual staff (from last year) with full time staff;
 - Reminder that ACT school policy prohibits dogs from being on school grounds (although it was noted some parents do not appear to be adhering to this message);
 - Reminder that students and teachers may have allergies (particularly nuts). Although students are usually encouraged to not share food, events like the Grandparents Day last year where people were encouraged to bring a plate to share may require some guidelines to manage this year;
 - Concerns about use of the car park by some parents, for example parking in the set down area, parking on paths, not keeping disabled car parks free, etc. The group discussed past efforts to manage this problem. TAMS has been alerted and will periodically come and book cars that are not parked appropriately. Messages will also be placed on windscreens to show parents they are not parking in the right areas.

Paul will be in the community room at 3pm on Thursday 18 February for an open session with parents. Janet to advertise the event on Facebook. A second session will be scheduled for 6:30pm on Tuesday 23 February (prior to the AGM).

5. President's Report

Last year was successful and the P&C managed everything well. A number of great changes have occurred with Paul's arrival. Special thanks to Lisa and Danielle in particular, as well as Janet and Tash, for their efforts last year.

6. School Board Report

The School Board has not met since the last P&C meeting (tonight's scheduled meeting was postponed).

7. Facebook Page and Website Report

The school holidays were quiet with not many posts. The posts that were best received were photos of the teachers getting ready before school started (464 news feeds, 18 likes, 42 clicks) and KSS welcome back photos. The Facebook page has 219 likes currently, and has generated a positive community spirit (no negative posts). Formal avenues are required with representatives across the school to ensure content remains current. Paul confirmed that teachers are aware of the Facebook page and website.

8. Treasurer's Report

- The financial accounts for July to December 2015 have been submitted to the auditor. Comparisons from 2014 to 2015 look good, particularly in relation to the canteen (for example, the balance of the canteen account was \$3,088.35 in December 2014, but \$11,874.54 in December 2015). This success can be attributed to Ruth's improvements, including healthy homemade food, great customer service and increased catering for the school.
- Current balance of the reserve account is \$31,032.89.
- Power was lost in the canteen over the holidays, which resulted in \$200 worth of lost product and required replacement of the fridge (given mould damage). Concern that P&C would not have known the power had been off so food products (which refroze when the power resumed) could have been sold, risking health issues. Paul clarified the power was lost when a lighting strike tripped the fuse. Lindsey was not aware the canteen had been affected, otherwise the P&C would have been notified. School management is now conscious of this issue.
- Volunteers have been sought (at short notice) to assist in the canteen given staffing shortages recently. Efforts will be made to hire and train another employee, or possibly hospitality students through an agency, so that a more reliable backup staffing option is available if required.
- Reminder that second hand uniforms are no longer available in the canteen. Any second hand uniforms can be donated to the front office. Lost property is now located in the junior hall.
- Bunnings are coming tomorrow to measure and quote for new shelving units in the canteen. \$2000 from a P&C Council grant has already been allocated for this project.

Motion:

That additional expenditure of up to \$2000 from the P&C account be approved for spending on the new canteen shelving units, if required.

Proposed by: Danielle S

Seconded by: Janet D

Carried by majority

Motion:

That the P&C establish an account with Bunnings to ensure members can charge expenditure (rather than having to seek reimbursement for out of pocket expenses), access trade discounts and provide greater transparency of spending.

Proposed by: Danielle S

Seconded by: Brendan L

Carried by majority

9. Fundraising Report

The canteen has a debit card for Ruth to charge expenditure against. Credit limit is \$300, but Danielle and Maria can agree for an additional amount to be made available. Proposal for a similar debit card arrangement to be established for P&C fundraising, with the amount available to be agreed and documented in P&C meeting minutes.

Motion:

That a debit card be established to ensure P&C members can charge expenditure (rather than having to seek reimbursement for out of pocket expenses) and provide greater transparency of spending.

Proposed by: Danielle S

Seconded by: Lisa K

Carried by majority

- Focus for fundraising committee this year will be on the school fete in November, unless P&C members have other suggestions and are willing to coordinate.
- Family photos are booked for August.
- Given two election barbecues will be scheduled this year, a nomination hasn't been made for a Bunnings barbecue (although this could be reconsidered in the second half of the year).
- Paul to clarify whether the election barbecues count as red days for the school.

10. P&C Delegate

- Next P&C Council meeting is on Tuesday 23 February – KSS has sent apologies given this is the same night as AGM. The following P&C Council meeting is on Tuesday 22 March, which is the same night as the KSS P&C general meeting.
- Effective P&C Workshops are scheduled for Thursday 31 March (6:30-9pm) and Saturday 2 April (2-4:30pm).
- P&C Treasurers and Insurance Workshop is scheduled for Thursday 7 April (7-9pm).

These events have been added to the draft P&C Term 1 calendar. Suggestions for other events to include should be forwarded to Tash or Lisa this week so that the calendar can be finalised and circulated.

11. Correspondence

- ATO summary addressed.
- A number of issues have been identified with our current banking arrangements (for example, credit cards being sent to past canteen manager and treasurer).
- Maria to explore other banking options.
- Tash to ask P&C Council if they have researched best banking options for P&Cs.

12. Other Business

P&C Information Booklet will require update after the AGM. New copies will be printed (photo page may be posted on P&C noticeboard so that new Executive have more



KINGSFORD SMITH SCHOOL COMMUNITY ASSOCIATION

(KSSCA) – ABN 98859081206

visibility) and provided to front office for distribution to interested parents and in enrolment packs throughout the year.

Meeting closed 8:18pm

Next Meeting

Annual General Meeting (AGM) Tuesday 23 February 2016, Week 4, 7pm at the Front Office