

## General Meeting – 2 August 2016 Minutes

Meeting Opened: 7:01pm

### Present:

#### Office Bearers:

Leanne Elliston (Treasurer) Chair  
Danielle Sharma (Assistant Treasurer)  
Lisa Kay (Co-Secretary)

#### Members:

Janet Dawson  
Amanda Weston  
Daniel Evans  
Helen Briggs  
Christine Orr  
Anthony Hanson  
Marissa Donnelly  
Kerri McPhee  
James McPhee  
Katrina Bailey  
Sandy Davis  
Dan Williams  
Tash Corbin

#### KSS Staff:

Paul Branson (Principal)

#### Apologies:

Bec Buchanan (President)  
Jannie Zhang (Secretary)

### 1. Apologies

Apologies were received from Bec Buchanan and Jannie Zhang.

### 2. Welcome and Introductions

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

### 3. Acceptance of minutes – Minutes from 10 May 2016.

*Motion:*

*That the Minutes of the 10 May 2016 General Meeting be endorsed as being a true and accurate record of the meeting.*

*Proposed by: Tash C*

*Seconded by: Amanda W*

*Carried by majority*

### 4. Review of action items from May 2016 minutes

- a) Bec to follow up outstanding contact details with Jannie – believe this is completed, but Bec to confirm

- b) Bec to seek further advice from P&C Council regarding how to balance parent confidentiality against P&C risks when managing email accounts – believe this is completed but Bec to confirm
- c) Janet to create the seven new email accounts – on hold pending resolution of related issues
- d) Tash to add 'mailbox policy' to agenda for next meeting – completed
- e) Bec to advise the Chinese language group to contact KSS directly re: their proposal for after school classes – Bec to confirm if this is completed
- f) Tash to add 'Safe Schools' to agenda for next meeting – completed
- g) Marissa to circulate updated links to the Safe Schools documents – completed.

## 5. President's Report

No President's Report given Bec was absent.

## 6. Principal's Report

Every year a school satisfaction survey is distributed to students, parents and teachers to gauge how people feel about what the school is doing. The lowest response rate is usually from parents, so Paul and other staff will be canvassing parent views in the playground (particularly at the primary school) to ensure the survey responses are representative. A note will be distributed shortly providing further information.

Some parents have asked what Paul's vision for the school is, and how the P&C can support the school in achieving that vision. In Paul's experience at previous schools, the P&C is usually focussed on fundraising and managing the canteen. However, Paul acknowledged the KSS canteen is operating successfully, without the need for P&C fundraising to support the business. Areas of focus for the KSS P&C could be providing financial support for individual students, promoting parent views for consideration in school decision making and generating ideas for how to improve the school.

It was suggested that distributing information to parents across multiple platforms would ensure information reaches more parents, so that they can increase their engagement with the school and attend more events. Avenues for private communication should also be provided.

Unfortunately Mel Schneider (KSS Office Administrator) is leaving the school, but her departure offers an opportunity to review school communications (which Mel managed) and streamline where possible. Google communities is currently being trialled for Preschool to Year 2, and will soon be extended to Years 3 to 5. This is a more secure way to communicate with parents in a closed community (which requires a logon to join), and is less arduous to manage than the newsletter. The KSS community calendar has been launched, which can be accessed through the app and is free for the school to use. This will replace the KSS app, which is being underutilised and costs the school to use.

It was noted that not all parents are technically proficient in using all of these platforms. Hard copies of notes are always provided, and hard copies of the calendar and newsletters can be collected from the front office.

The ITO, Trevor, is working on an alternate way for parents to submit absence notes electronically once the KSS app is closed. Parents can also email teachers directly to advise if students will be absent.

- **ACTION:** Danielle to purchase farewell present for Mel on behalf of the P&C.

*Motion:*

*That the P&C approve \$50 expenditure for a farewell present for Mel.*

*Proposed by: Danielle S*

*Seconded by: Marissa D*

*Carried by majority*

## 7. School Board Report

The Safe Schools Coalition was discussed. Parent views will be canvassed at the P&C meeting, but the School Board will make the final decision regarding whether to sign up. The school uniform policy was also discussed (required to be reviewed every five years). The new policy probably won't vary greatly, but this will depend on community consultation. The school satisfaction survey was also discussed.

## 8. Treasurers Report

Leanne now has access to the P&C bank accounts. Current balances are:

- Main (bonus interest) account: \$25,684
- Petty cash account: \$500
- Canteen account: \$2,885
- Uniforms account: \$4,450
- Master (fundraising) account: \$2,200

Maria has not had capacity to prepare the profit and loss statements yet. Leanne is looking at options for consistent book keeping. This will include following up with P&C Council re accessing central bookkeeping services.

Out of session approvals were made by the Executive which require minuting:

- \$1,535 for the purchase of the oven in the canteen
- \$1,000 for election BBQ expenditure
- \$737 for upgrading electrical components in canteen to support the new oven. Note that the first quote presented was \$1500 which serves as a reminder of the need to source numerous quotes for comparison when spending P&C funds.

Beanies with the school logo have been purchased for \$900 (from the uniform account). This purchase raises some concerns regarding compliance with the school uniform policy, lack of consultation with the school regarding P&C purchases and expenditure of P&C funds without minuted P&C approval. Also, given the beanies have only just

arrived, and the Cancer Council now requires children to wear sun hats in the playground, it is unlikely that sales will be high.

The P&Cs plans for spending the money it has saved were discussed. Paul clarified he does not want the P&C to substitute for ETD funding; instead, the P&C should be able to add value with their funding. It was agreed that the P&C and Paul will develop a list of priorities for consideration by the School Board/Executive to help direct future P&C expenditure.

- **ACTION:** Helen to coordinate list of priorities for P&C expenditure, in consultation with Paul

More broadly, it would be useful for the P&C to articulate the areas it wants to focus on in supporting the school. A planning meeting should be organised to discuss further. The meeting should be promoted on different platforms, using clear language, to encourage parental involvement.

- **ACTION:** Leanne and Janet to organise P&C planning meeting.  
Tentative date Saturday 13 August from 2-4pm at the school.

## 9. Canteen Report

The canteen continues to run well and Ruth is happy with the new oven.

## 10. Fundraising Report

- a) Executive email approved election BBQ expenses. \$644.76 was the total expense, much of which was spent on restocking bbq supplies.
- b) The election bbq was more successful than expected, with more than 3,000 voters attending. The net profit was around \$2,000. Good to have some volunteers but no donations for the cake stall. Paul noted that P&C flyers advertising the election bbq were not distributed to all classes, which is being addressed. Concerns were raised over the placement of the coffee/donut van in the disabled car park. This was a result of last minute changes to the layout, which meant there was no other place to park given safety concerns. This won't happen again, as the regular coffee van has been booked for the ACT election and their setup doesn't raise the same issues. Lisa and Danielle have developed a 15 page bbq manual to support other volunteers in taking over the coordination role.

*Motion:*

*That the P&C approve expenditure of up to \$1,000 for the ACT election bbq on 15 October 2016.*

*Proposed by: Lisa K*

*Seconded by: Danielle S*

*Carried by majority*

- c) Family portrait fundraiser on Saturday 13 and Sunday 14 August. Bookings are filling up.
- d) This year is the last fete that Lisa and Danielle will coordinate. Volunteers are slowly coming forward through the recent fete information sessions that have been held. 27

fete surveys were completed and returned from the whole school community, with most responses from Buildings 2 and 3. P&C engagement needs to focus on parents in Building 1. Morning teas will be held every second Friday (commencing Friday 5 August) from 9-9:30am in the Building 1 landing to try and engage parents of younger children who may not be working full time. Helen has volunteered to prepare a flyer to promote the morning teas.

- e) Storage issues resolved, so P&C will have capacity to hold items for the fete from now on.

## 11. Facebook and Website Report

Facebook page has 318 likes, but need to work on communication and content. Janet is still not receiving information from the school or P&C to post. No specific email address being promoted to receive input, but could be sent to [ksscomassoc@hotmail.com](mailto:ksscomassoc@hotmail.com) in interim.

- **ACTION:** Lisa to provide Janet with access to the ksscomassoc email account.
- **ACTION:** Janet to discuss provision of Facebook content with Paul out of session.
- **ACTION:** Janet to find out more information about Google apps for non profit organisations to report back at next meeting.

Danielle is also not receiving any input for the P&C website, so it is just being used to promote fundraising-related activity. Hard to tell how many visits the website receives, but increased attention expected approaching fete.

## 12. P&C Delegate

The last P&C Council meeting on 28 June featured a guest speaker from ETD, who explained the 5 year process for planning the location of new schools in the ACT (based on estimates of birth rates by catchment area). The next P&C Council meeting will be held on 23 August from 7-9pm. P&C Council has asked P&Cs to assist with distributing information about the different parties' education policies to parents approaching the ACT election.

## 13. School Year Level Delegates

- a) Safe Schools was raised in Middle School by parents and students who identify as LGBTIQ and don't feel comfortable coming out in the KSS school community. It is recognised that Safe Schools is only one of the tools available to help. Pastoral care officers usually provide support to students who may have particular difficulties, without a specific curriculum offering being available/pushed. But the school makes information available to students around recognising diversity in any form and that bullying is not acceptable. ETD has provided no direction about signing up to Safe Schools, and will leave it to schools to decide. Paul is interested in the school community's views, noting that students who identify as LGBTIQ have a higher representation of mental health/related issues and the school wants to be supportive.

Safe Schools has become a contentious issue in education discussions across the country. Concerns have been raised about the information that is being made available to parents about Safe Schools and whether this is based on unbiased research to inform considered views on the topic.

Some parents raised concerns about children accessing the safeschoolscoalition.org website, particularly some of the hot links which can lead to inappropriate material 3-4 clicks away. Counter argument is that this material is available on the internet so children can access it themselves, and the school proxy has filters that would prevent access. The school could consider posting relevant Safe Schools material on an enclosed site to prevent access to the hot links.

Concerns were raised about Safe Schools being seen to provide special treatment to one minority group over other minority groups. Others noted that Safe Schools is designed to protect all children from being bullied. Some of the messages in the Safe Schools material were considered inappropriate for younger children. Part of the school's decision will be around whether to use the Safe Schools materials, and if so, which parts.

Nothing specific is in place for LGBTIQ students at KSS, although there are some materials around not using homophobic language. Signing up to Safe Schools could be seen as symbolic; if we don't sign up, we may be seen as unsupportive of LGBTIQ students, but if we do sign up, we may be seen as supportive of a radicalised program (which is the perception some parents have of Safe Schools). Development materials may be useful for staff in helping them deal with particular topics or issues in school. Efforts would be targeted at the high school, not primary school.

Some parents have felt disempowered by the Safe Schools debate, and want to be able to have a say in what their school decides as they are wary of the program. KSS parents have an opportunity to voice their opinions at this meeting, which the school will consider, but the school has a wider responsibility and ultimately the School Board will make a final decision bearing all of these views in mind. If people have a diversity of needs, a diversity of responses is required to manage those needs.

- b) Some pre-school parents had difficulties logging on for student led conferences. Suggestion that pre-school parents have a sign up board in future. General discussion about whether teachers follow up on notes that aren't returned to school, or if it is assumed that no response indicates no interest. P&C may be able to support parents in their use of school technology e.g. by hosting an information session.

Many parents had positive feedback about the student led conferences, but others found the level of preparation varied between teachers, which made some conferences less productive. Suggestion that 5 minute intervals be scheduled between conferences to maintain privacy. Paul clarified this was the first time student led conferences have been tried, and more families signed up for student led

conferences than parent teacher interviews. Ideally areas of need identified in school reports would be addressed in learning goals. Parents can make appointments with teachers to discuss their child's learning at any time.

- c) Again, many parents had positive feedback about the Google communities in Preschool to Year 2. It was noted that the communities make the contribution of each teacher more obvious to parents. Trevor is monitoring the take up rates of Google communities.

#### **14. Correspondence**

Nil.

#### **15. Other Business**

Nil.

Meeting closed 9:30pm

#### ***Next Meeting***

Tuesday 6 September 2016, Week 8, 7pm at the Front Office