

General Meeting – 10 May 2016 Final Minutes

Meeting Opened: 7:08pm

Present:

Office Bearers:

Bec Buchanan (President)
Leanne Elliston (Treasurer)
Danielle Sharma (Assistant Treasurer)
Lisa Kay (Co-Secretary)

Members:

Amanda Weston
Anne Patterson
Christine Orr
Marissa Donnelly
Monica Kempster
Tash Corbin

KSS Staff:

Paul Branson (Principal)
Trevor Kefford (ITO)

Apologies:

Jannie Zhang (Secretary)
Janet Dawson
Ruth Evans

1. Apologies

Apologies were received from Jannie Zhang, Janet Dawson and Ruth Evans.

2. Welcome and Introductions

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

3. ITO Report

Trevor, the KSS Information Technology Officer (ITO), is seeking assistance from the P&C for funding of IT-related initiatives in the school, given reduced funding is now being received from Shared Services (ACT Government). The three critical areas are:

- a) More smart TVs around the school to improve communication with parents and students. Estimated that ten smart TVs would be required, at a cost of approximately \$1000 per unit;
- b) Additional Chromebooks to support the Google Apps for Education initiative. KSS currently has 128 Chromebooks, but needs an additional 3-400 devices to achieve a 2:1 students to device ratio. Chromebooks cost approximately \$400 per device; and
- c) Replacement smart boards in classrooms where the current smart boards are nearing their end of life.

Any assistance from the P&C towards these initiatives would be greatly appreciated. Paul clarified that P&C funds could be spent in a more flexible way by the school, while funding received from the ACT government needs to be spent in accordance with government procurement guidelines, and there are some restrictions (for example, Chromebooks must be purchased from ETD despite their cost being higher than other suppliers).

General discussion followed, including the best location for new smart TVs (for example, one in the canteen to display the menu with pictures of available food), the possibility of subsidies for the school/parents from buying Chromebooks in bulk, what government funding could be spent on once received, etc.

Trevor considered additional Chromebooks would provide students with the most immediate benefit. Preference is to stagger the purchasing of new IT assets so that the costs are more manageable and assets won't all require replacement at the same time.

4. Acceptance of minutes – Minutes from 22 March 2016.

Motion:

That the Minutes of the 22 March 2016 General Meeting be endorsed as being a true and accurate record of the meeting.

Proposed by: Tash C

Seconded by: Marissa D

Carried by majority

5. Review of action items from March 2016 minutes

- a) Bec to send Marissa's contact details to Amanda and Ruth – resolved
- b) Bec to contact Marissa to ensure families who have raised concerns about LGBTIQ support are aware of the existing support services available at KSS – completed. Marissa clarified that the issue raised with her was that the community broadly is not supportive of LGBTIQ students, not just KSS as was reported at the March meeting. The feedback was not intended to be a criticism of the school or staff.
- c) Executive members not present at meeting to provide their contact details to Bec – Jannie's details are still outstanding.
 - o **ACTION:** Bec to follow up outstanding details with Jannie
- d) Leanne to check December 2015 meeting minutes to clarify whether P&C agreed to pay entertainment for Welcome Back BBQ – completed. Agreed that KSS would pay for both the food and entertainment
- e) Leanne to seek a quote from another kitchen company for the canteen cabinets – completed
- f) Janet to develop structure and policy for new email accounts for decision at next P&C meeting – completed.

General agreement at March meeting to move to gmail given increased security and functionality. Proposal for seven new email accounts to be created:

- ksspandc@gmail.com (replacing the current ksscomassoc@hotmail.com account)
- ksspandc.fete@gmail.com (replacing the current kssca@hotmail.com account). It was proposed that this name be changed to ksspandc.events@gmail.com instead
- ksspandc.facebook@gmail.com (new)
- ksspandc.preschool@gmail.com (new)

- ksspandc.primaryschool@gmail.com (new)
- ksspandc.middleschool@gmail.com (new)
- ksspandc.highschool@gmail.com (new)

The ACT P&C Council has advised that the P&C President and Secretary should have password access for all P&C related email accounts. General discussion followed about how to appropriately protect the privacy of parents emailing these accounts, while at the same time ensuring the P&C has visibility of action being taken in response to concerns raised. Given that Marissa has already provided a written undertaking that she would be the only person to access the kssmiddleschool@gmail.com account she created as the middle school delegate, it was agreed that this account should be retained, but a new middle school account would also be created (and managed as per all other delegate email accounts).

- o **ACTION:** Bec to seek further advice from P&C Council regarding how to balance parent confidentiality against P&C risks when managing email accounts.
 - o **ACTION:** Janet to create the seven new email accounts
 - o **ACTION:** Tash to add 'mailbox policy' to agenda for next meeting
- g) Bec to forward any emails regarding Facebook posts to the shared account for record keeping purposes
- h) Bec to forward ACT P&C insurance renewal questionnaire to Leanne, who will consult with Maria – completed
- i) Tash to circulate copy of P&C information booklet to P&C members for comment – completed
- j) 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 – resolved given recent changes to prevent cars parking on footpath area.

Paul explained that a parent who had experienced difficulties accessing a disability car park was encouraged to raise their concerns directly with ETD given the lack of success the school has had in resolving this issue. As a result, ETD have sent inspectors to the school and provided resourcing to improve the situation.

6. President's Report

Bec has spoken to Lisa Johnston from the Pathways program about assisting senior students to become more job ready (for example, how to write a CV, how to present for interview, etc.) Paul clarified that Year 9 and 10 students already receive similar assistance through the career pathways program, but this will be an additional tool.

Bec will be attending the high school open night on Monday 16 May to meet new and prospective parents.

The P&C has been approached by an organisation offering Chinese language classes to be run in conjunction with the after school program. Agreed that this was not a P&C issue (given that the after school program is independently run).

- **ACTION:** Bec to advise the Chinese language group to contact KSS directly re: their proposal for after school classes.

7. Principal's Report

Term 2 has started well with the ANZAC Day assembly (which modelled socially acceptable behaviour for a solemn and commemorative occasion) and the whole school cross country event.

A lot of work has been completed around the school by the grounds services officers (Stan in particular). A new path has been created from the top carpark down the hill, the gardens along the front have been landscaped and some areas have been repainted. There are still some areas to be addressed, including finding more space for the P&C, but progress is being made.

The Google Apps for Education (GAPE) and Bring Your Own Device (BYOD) information night went well. The move towards GAPE has been discussed at previous meetings. BYOD is more problematic given property and safety issues (amongst others). Paul expects the take up rate at KSS will be low, so the school will still need to provide devices. While the school can provide general specifications to parents of devices that are preferable to purchase (for example, not phones and ipads which have small screens and no keyboards), they cannot be seen to endorse a particular product. Professional learning is being provided for teachers to assist them in effectively using technological tools to support students. Paul considers that more ongoing funding will be required for the purchase of Chromebooks, so the P&Cs contribution may be better spent on purchasing a smart TV for the canteen.

The high school open night is on Monday 16 May. There is a misunderstanding about what services our high school offers, so the open night is an opportunity to clarify this with our existing school community, and the broader community.

Naplan testing is taking place this week for Years 3, 5, 7 and 9, which is an opportunity to provide the school with more information about areas for improvement.

8. School Board Report

The school's discretionary income is tracking well. \$3,450 in voluntary contributions has already been received (the average intake is \$4,000). The biggest contributors are generally parents whose children are in the early years of schooling, yet most school funds are spent on children in the later years of schooling. Paul clarified that voluntary contributions are not used to subsidise this spending.

Parents wishing to pay more than the voluntary contribution can make a donation to the school. Paul will discuss this with the office staff to ensure they are aware of the donation process.

9. Treasurer's Report

Leanne presented the financial statements from 2015, which have now been audited. The audit could not be completed in time for the AGM given some MYOB issues (which have now been resolved). Key figures to note are:

- Community Association account: \$7,252.06 net profit, with balance of \$44,075.58 as at 31 December 2015; and
- Canteen account \$8,690 net profit, with balance of \$15,551 as at 31 December 2015.

Once accepted, the financial statements will be submitted to the Office of Regulatory Services.

Motion:

That the audited financial statements of 2015 be accepted.

Proposed by: Leanne E

Seconded by: Danielle S

Carried by majority

10. Canteen Report

New cabinets have been installed in the canteen, and Ruth is happy with the additional space. Canteen subcommittee meetings are no longer being held given limited availability of P&C representatives, however Ruth is managing well and issues are escalated as required.

11. Fundraising Report

Less money is being generated given the reduction in fundraising activities. A fundraising coordinator is still required to manage events such as the upcoming election BBQs, and support tools are available.

There was low attendance at the fete information night held last Wednesday. Another session could be run at a different time/location to try and increase attendance. Some documentation has been developed to explain how fundraising, particularly the fete, is managed (distributed at meeting) to help raise awareness of what the role involves. Any suggestions for how to get new people involved would be appreciated. General discussion followed, including the importance of teachers encouraging parental involvement and possible ways to incentivise volunteers.

The current storage container is at capacity, so no further donations for the fete can be accepted until an alternate space is found. Discussions with the school are ongoing to determine the best way forward. Two trolleys have been purchased (funding was approved last year).

12. Facebook and Website Report

Little information has been received to update the Facebook page recently. Paul will follow up to determine why posts weren't received about recent events.

13. P&C Delegate

The next P&C Council meeting will be held on 24 May from 7-9pm. The guest speaker will be on Cyber Bullying and Safety – how to identify and handle it, prevention techniques and safety measures.

The effective P&C workshop will be repeated on 2 June from 6:30-9pm.

14. School Year Level Delegates

Safe Schools will be held over to the next meeting for discussion. It was noted that links to the previous Safe Schools documents are no longer current.

- **ACTION:** Tash to add 'Safe Schools' to agenda for next meeting
- **ACTION:** Marissa to circulate updated links to the Safe Schools documents.

Middle school parents have asked about lockers given BYOD discussion (to secure devices brought from home). There currently aren't enough lockers at the school for every student to use. Requires further discussion.

Preschool parents are happy that their students have been involved in whole of school activities such as cross country.

15. Correspondence

Ongoing issues with banking correspondence to former canteen staff.

Taxation statement has been received in hard copy.

A parent has emailed requesting a dedicated sit down lunch for younger students to ensure they eat their lunch. Paul advised younger students already eat together on the mat, but this will be followed up again with teachers. If parents remain concerned, they should raise the issue directly with their child's teacher.

Safety measures of the after school program were also raised. Paul will discuss with the after school coordinator this week.

16. Other Business

A parent has raised concerns about teenagers swearing at the front of the school, which doesn't present a positive role model to younger children or promote the school well.

KSS has an appropriate conduct policy but it is difficult to enforce.

Meeting closed 9:10pm

Next Meeting

Tuesday 14 June 2016, Week 8, 7pm at the Front Office