1. **Attendance:** as per attendance list

<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Bryant*</td>
<td></td>
</tr>
<tr>
<td>Gillian Coleman*</td>
<td></td>
</tr>
<tr>
<td>Cheryl Hansen</td>
<td></td>
</tr>
<tr>
<td>Michelle Pryse Jones*</td>
<td></td>
</tr>
<tr>
<td>Robyn Hicks*</td>
<td></td>
</tr>
<tr>
<td>Ann Olson</td>
<td></td>
</tr>
<tr>
<td>Janelle Brunner</td>
<td></td>
</tr>
<tr>
<td>Jenny Glastonbury</td>
<td></td>
</tr>
<tr>
<td>Kim Filmer</td>
<td></td>
</tr>
<tr>
<td>Eileen Holtz*</td>
<td></td>
</tr>
<tr>
<td>Bernadette Binnie</td>
<td></td>
</tr>
<tr>
<td>Darryn Marjoram</td>
<td></td>
</tr>
<tr>
<td>Peter Worsley</td>
<td></td>
</tr>
<tr>
<td>Sarah Passey</td>
<td></td>
</tr>
<tr>
<td>Jane Silvester</td>
<td></td>
</tr>
<tr>
<td>Rob McLean</td>
<td></td>
</tr>
<tr>
<td>Brian Kennelly*</td>
<td></td>
</tr>
<tr>
<td>Kim Rossi</td>
<td></td>
</tr>
</tbody>
</table>

*denotes those who were not present for the entire meeting

**Apologies:**
Richard Cheney, Jenny Iffland, Kim Brown

10.2 **Fair Committee Report** - Gillian Coleman and Kim Bryant

*This item was brought forward*

- Gillian and Kim gave an update on plans and ideas to date and handed out a list of information seeking feedback.
- This input is needed by the end of the term so Kim and Gillian have all the information they need to continue to plan for 2012.
- Gillian noted that previous raffle sales were $6000 and when we are offering trips and accommodation, this is not a good return for the outlay donors are making.
- How do we increase sales?
- Various ideas were suggested. We need to put all these in writing and get them to Kim and Gillian.

**Action:** Jenny to email everyone to ask their ideas, input, previous experiences, what worked, and what hasn’t worked in the past.

*Kim Bryant, Gillian and Michelle left the meeting following these discussions.*

6 **Principal’s Report:** - Presented by Brian Kennelly

*This item was brought forward*

AIS - Independent school funding.

- No change in funding due before 2014. The AIS is pushing for improved funding for student with disabilities. Currently only $1000 of funding is given to independent and catholic students with disabilities where as in the public system all costs are met by the state government.
- 50% of all year 12 leavers are from independent and catholic schools. This is saving the NSW government around $3.0 billion per year.
125 Weekend functions

- Brian reiterated the comments from everyone about the weekend. Congratulations to all especially Peter and Kim for the picnic event - it has been asked by many that an annual picnic be held. Great grounds, great atmosphere. P&F would not be the organiser of any future picnic if this idea was taken up.
- Ball attendance was down and it was considered that the $150 per ticket had a lot to do with this.
- Thursday grand concert was fantastic. The music was exceptional. It has been asked that we acquire an English translation of the Paul Terracini composition “Kinross Wolaroi”

Action: 

Brian to put a translation in the bulletin.

Staffing

- Finding a replacement for the Registrar, Graham Jacques is underway.

Questions to the Principal

These were brought forward from general business agenda items.

6.1 Outcome of the Aquatic Centre review:

- Brian is currently working with the pool staff address the review and hopes that he will be in a position to let everyone know the outcomes within the next month.

6.2 Co-curricular sports:

There are several sports where teachers who are coaching and do not know the rules or regulations. This is particularly of concern when the students are playing external competition sports. The sports nominated were football, social tennis, basketball and water polo.

Brian’s response:

- All staff are required to be involved in sports.
- Teachers are employed first and foremost for their expertise in the classroom
- Staff are allocated to an area of interest if they have one
- A problem all round is the increase trend that teachers do not to have any expertise outside the classroom.
- Staff do not currently receive any training or coaching tuition.
- Brian stressed the unique opportunity KWS offers in that student and teachers interact at this level. This is something that does not want to be lost from KWS.
- Main aim of sport is physical activity
- Sport is compulsory as, if students are given a choice they won’t do it

Solutions:

- Look at allocating more time to MIC.
- One MIC for each sport eg. Netball only, this is a winter sport so they would then have time in summer to plan and organise for the next season.

Discussions:

- It was suggested that there are parents that could help and this is done in the Prep school – also in some areas of the senior school.
- Problems can arise with parent input
- It was suggested that parent could apply to be involved and assessed on merit.
- This would create more work for MIC - which they currently do not have time for.

Summary:

- The issue is ongoing but receiving attention
- There will be a co-curricular review next year
Action: Brian to take the idea of inviting parents to apply to help in the senior school with sports, especially those in which the teachers do not know the rules, to the MIC’s

6.3 Sports Skirt:
The clothing pool is not accepting 2nd hand sports skirts. No explanation has been given.
- Brian is unsure of why this is the case, no decision has been made.
- The new netball skirt will become an alternative for some sports

7 Preparatory School Report: Presented by Rob McLean - Report attached
This item was brought forward

Questions to Head of Prep:
Signs for prep car park to help traffic flow. These were discussed by Kim Rossi and Rob in previous months. Rob indicated that these should be done soon by maintenance.

Action: Rob to liaise with maintenance about this.

Brian left the meeting following this report

2. Acceptance of Previous Meeting Minutes

25.11.11 Motion: That the minutes of the previous meeting held 12th October 2011 be accepted as a true and correct record.

   Moved: J. Glastonbury
   Seconded: C. Hansen
   CARRIED


3.1 3.7(9.1) 2011 Wish list items x 3 approved items
Treasurer Kim Brown was an apology. No update submitted for this meeting.

3.2 Bus shelter
It has been approved that funds raised from the 2012 fair will go towards a bus shelter for Allenby Road. This has been supported by Brian and will be included in all the advertising for the fair.

   No plans are currently in place for this and no costing has been done.
   Identification of a fundraising $$$ target is a priority so we know what we are aiming for.

   Action: Brian to obtain a quote and plans to take this forward.

3.3 Changes to Flexischool flyer for Prep - done

3.4 Art Dept. Request for funding
The request has been approved by Brian and Toni Bilton has been informed of the purchase order numbers.

3.5 Art society outcome
This is still outstanding.
Action: Jenny to check with Toni Bilton to ensure no carpet squares can be found.

Action: Jenny - to write to OAS to ask them to let us know what remedy they want. With the view to have this issue closed by end of term on 2/12/2011

3.6 Bla Bla sculpture - this has been collected

3.7 Area in front of squash court - this has been approved for use for the book sale. Janelle will be organising logistics of this.

3.8 Keepcups - These have arrived. A small gift card will be done for these.

Action: Richard and Jenny to organised cards and distribution

3.9 Notice of Motions 1:
Background
An annual art show is a large work load, requiring two Coordinators this year. Sales and profits were down and in the current climate this is not likely to change. It is proposed that the art show would fare better being held every two years.

26.11.2011 Motion: That the P&F Art Show be a biannual event, with the next one to be held in term 2, 2013.

Moved: J. Glastonbury
Seconded: J. Brunner CARRIED

3.10 Notice of Motions 2:
Background
As an alternative to the art show fundraiser, it has been proposed that the Friends of Music and (FOM) P&F body run a “Supper Club” type fundraiser in term 2, 2012. Profits would go to the Performing Arts Department.

27.11.2011 Motion: That instead of the Art Show, the P&F work in collaboration with the FOM and the performance faculty for a term 2 fundraising event in 2012.

Moved: J. Glastonbury
Seconded: J. Silvester CARRIED

Action: Jane to liaise with Anneliese

Action: Jenny to notify Anneliese, Geoff Hull and Vanessa Hannan of the outcome of these motions.

4. Correspondence In

Discussions:
• Support for the concept but this will be for the school determine
• Idea - if it was decided to go ahead with the honour board - is worth writing to previous recipients the let them know and ask if they would be interested in sponsoring the board.

28.11.2011 Motion: That the P&F write to Bev West informing her that the P&F support the idea of a Gold Duke of Edinburgh award honour as per discussion above.

Moved: A. Olson
Seconded: K. Filmer CARRIED
4.2 Email - Anneliese Alloway, head of performing Art
Thanking P&F for part funding the choral risers which are in use already.

4.3 Email - Michelle Booth, thanking P&F for the wonderful BBQ facilities at PLC, that P&F part funded. Also expressed the great time they had at Sundays 125 year family picnic.

Robyn Hicks and Eileen Holtz left the meeting at this time

5. Correspondence Out

5.1 Letter to Robyn Hicks - thank you as she finishes at KWS and invitation to attend end of year drinks.

6. (Principals Report - see above)

7. (Preparatory School Report - see above)

8. Director of Boarding Report: - No report

9. Treasurer’s Report: - No Report Kim Brown was an apology as she is due to give birth.

10. Subcommittee Reports

10.1 Canteen - Kim Rossi, includes Canteen Treasurer’s Report attached

**29.11.2011 Motion:** That the Canteen Report and Canteen Treasurer’s Report be accepted.

Moved: K. Rossi
Seconded: J. Glastonbury

CARRIED

- Flexischool: System working well, not a huge uptake. As the Prep School will be only ordering online as of 2012 there is need for extra communication to Prep parents.

**Action:** Rob to put information in to his letter to Prep parents.

- P.O.S: There is a three week wait time from ordering to when system will be installed. Aim is to have this in by the end of term.

- Volunteers Forum: Small numbers attended, others filled out feedback form. Kim read out some of the feedback. Overall there seems to be no great problems to address for volunteers. Except, dwindling numbers and attracting more for 2012. One suggestion was to offer “incentive prize draws”. Kim did ask if some funding could be approved for this purpose for the start of 2012. It was suggested that the canteen committee decide on how and what would be done in terms of incentives and bring ideas back to P&F prior to next meeting should funding need to be approved.

**Action:** To be discussed further at canteen meeting as above.

- Gifts for volunteers: Kim Rossi on behalf of Bec asked if the P&F would approve the purchase of small gifts for the canteen volunteers. Discussions included that this motion had not been carried in previous years due to the fact that all P&F members are volunteers regardless of what capacity they volunteer. Also, that we can’t be
singling out one set of volunteers. It was also noted that the school holds a volunteer “thank you” afternoon in which all volunteers are invited to attend. It is each individual's choice to attend this acknowledgement afternoon or not.

The following motion was put to the meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Motion</th>
<th>Moved</th>
<th>Seconded</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.11.2011</td>
<td>Motion: That the P&amp;F approve an amount up to $100 for the purchase of a small gift for the canteen volunteers.</td>
<td>K. Rossi</td>
<td>J. Silvester</td>
<td>DEFEATED 12/2</td>
</tr>
</tbody>
</table>

- Acknowledgement of canteen staff: Bernadette wanted noted, how much time and effort Bec and Jenny put in to the canteen, above and beyond the call of duty. She also wanted to ensure that they received a Christmas gift from the P&F. Discussions - The canteen staff traditionally receive a small gift from the P&F at the end of the year, (unfortunately an oversight last year) this is organised by the P&F president/secretary. Everyone acknowledges the great job Bec and Jenny do in the canteen and they are thanked and acknowledge throughout the year as well.

<table>
<thead>
<tr>
<th>Date</th>
<th>Motion</th>
<th>Moved</th>
<th>Seconded</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.11.2011</td>
<td>Motion: That the P&amp;F formally acknowledge in the family bulletins Bec and Jenny’s efforts throughout the year in the canteen, which have gone above and beyond the call of duty.</td>
<td>B. Binnie</td>
<td>D. Marjoram</td>
<td>CARRIED</td>
</tr>
</tbody>
</table>

Action: Jenny to put acknowledgement in bulletins.

10.2 Fair Report: see above

10.3 Art Show Report: No report.
Outstanding issues of carpet squares, see item 3.5 above.

10.4 125 Year Celebration Report: Kim Filmer and Peter Worsley
- A great day, very successful
- Numbers were down due to weather
- Big thank you again to Peter and Kim, Paul Tierney and all involved
- Lots of drinks left over and an account from Campbell’s to be paid

Action: Jenny will bank cash from sale of drinks $110.10
Jenny and Kim will do a stock take and put remainder drinks in the P&F store room for use at the 2012 fair.

- Consensus of the meeting was that a family picnic should be held each year, this would facilitate bringing the boarding and day school communities together.

<table>
<thead>
<tr>
<th>Date</th>
<th>Motion</th>
<th>Moved</th>
<th>Seconded</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.11.2011</td>
<td>Motion: That the family picnic day becomes an annual event at PLC and that it be a boarder run event.</td>
<td>A. Olson</td>
<td>J. Glastonbury</td>
<td>CARRIED</td>
</tr>
</tbody>
</table>
Action: Jenny to discuss this concept with Mark Olson, Boarder Parent Committee Secretary to take this idea forward

10.5 2nd Hand Book Sale Report: Janelle Brunner
- Information is out there in bulletins and on web
- Should have enough volunteers - too many have never been a problem
- Seems year 6 parents (going in to year 7) are still unaware - except word of mouth
- Disappointed that information about the book sale has not been distributed with text book lists

Action: Janelle will contact Head of boarding to make sure boarding house parents and students get the information and forms required.

10.6 Careers Evening Report: no report

10.7 NSW Parent's Council Report: no report

10.8 Prep representative Report: no report

10.9 Uniform Committee Report: Sarah Passey
Sarah has been away for a month but will check up on the situation with the sports skirt.

11. General Business:

12. Business Without Notice:

Meeting Closed: 9.30pm
Next Meeting: Wednesday 8th February 2012