WEDNESDAY 27/08/2014

Chair: K. Battye

Meeting Opened: 7.35 pm

1.0 Statutory Matters.

1.1 Welcome and Apologies: as per attendance sheet


Apologies: C. Hansen, P. Elbourne, D. McIntyre, H. Britton, J. Gordon, M. Olsen, P. Smith

1.2. Acceptance of Previous Meeting:

- Draft minutes from previous meeting emailed out and placed on website.

1.27.08.14 Motion: That the minutes of the Meeting held 30.07. 2014 be accepted as a true and correct record.

Moved: A. Karbowiak.
Seconded: R. Cheney

CARRIED

1.3 Matters arising from Minutes:

- KWS P & F Fair to be held Friday evening 06/03/2015.
- Parents Meet & Greet to be held Saturday 07/03/2015.

1.4 Correspondence:

OUT: By Post: Nil.
OUT: By Email: Nil.
IN: By Post: Nil.
IN: By Email:


2. Issues for Discussion with Principal/Head of Prep:

2.1 B. Kennelly & R.McLean:
• **Photos:** Prep parents would like group school photos to be reinstated please.
• **2nd language in Prep:** No second language offered in Prep since the Japanese teacher resigned. Will this subject be re-instated? There is no French offered in Years 5&6. Could the part time secondary French teachers increase their hours to teach Year 5 & 6?
• **Prep Toilets:** There are no hooks or bench seats/shelves for the children to hang their uniforms when they change into their sports clothes. This is a problem for the older children, especially the girls. There are also no soap dispensers in the prep toilets.

### 3.0 Reports.

#### 3.1 Treasurer – D. Marjoram.

- Progressing to electronic signatories.

**Bank Balances @ 31st July 2014**

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>P&amp;F Account</td>
<td>61,138.58</td>
</tr>
<tr>
<td>Canteen</td>
<td>not applicable, now operated by school</td>
</tr>
</tbody>
</table>

**Outstanding Bills**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repay KWS</td>
<td>16,476.63 @ 30th June 2014</td>
</tr>
<tr>
<td>Conferencing</td>
<td>$120 Estimate For July and August</td>
</tr>
</tbody>
</table>

**Commitments for remainder of 2014**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WishList - DPA Screens</td>
<td>5000</td>
</tr>
<tr>
<td>WishList - Wolaroi seating</td>
<td>20000</td>
</tr>
<tr>
<td>Guest Speaker - P Dilon</td>
<td>3000</td>
</tr>
<tr>
<td>Teleconference @$50/mtg</td>
<td>150</td>
</tr>
<tr>
<td>Yr7 orientation -November</td>
<td>2500</td>
</tr>
<tr>
<td>Staff (200@$10)</td>
<td>2000</td>
</tr>
<tr>
<td>provision for 1H 2015</td>
<td>14000 <em>refer budget document</em></td>
</tr>
<tr>
<td>Contingency</td>
<td>5000</td>
</tr>
</tbody>
</table>

**subtotal** $51,650

**Outstanding Deposits**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>$95 Estimate For August</td>
</tr>
<tr>
<td>Canteen payout</td>
<td>$48,505.01 in two payments</td>
</tr>
<tr>
<td></td>
<td>$28,505.01 deposited 18th August</td>
</tr>
<tr>
<td></td>
<td>$20,000 in November</td>
</tr>
</tbody>
</table>

**Other relevant Reports tabled** none

**Notes**

Missing Feb 2014 Bank statement re-ordered, yet to arrive expect to have P&L and/or Balance sheet for next meeting

**$41,517 available for 2014 School Wish List**

Projecting 14k of expenses in 1st half 2015, as per Budget document.
3.2 Principal's Report.

- Year 11 & 12 exams underway.
- Year 11 student C. Swadley topped the Macquarie University philosophy course.
- Gary Holloway’s swimmers did well in the short course and are at the State Championships this weekend.
- Again a KWS student has won the national Wool for School – C. Davis-Etheridge.
- Prep & senior Choristers performed in Orange & Dubbo with the Australian Opera. The AO music director commented that he had “never heard such a brilliant school choir”.
- C. Burns has resigned and finishes at the end of Term 4. Replacement for C. Burns being sort.
- Heads of Faculty attended a full day workshop on Visible Learning. Visible Learning (Professor Hattie): making learning become prominent in the classroom; children to take ownership of the learning; staff and students learn together.
- Starting Action Research Projects eg. Build evidence on what a student sees as a “good learner” (prep to senior).
- New Business manager commences 03/09.
- Issues from 2.1 addressed to B.K & R. McL and they will provide feedback next meeting (Week 3, Term 4).

3.4 Head of Prep Report:

- Extremely successful ‘Bookweek’ students and staff involved in the dress up as favourite book characters and other activities.
- Koristers performance with the Australian Opera was outstanding. ‘Best School Choir they have worked with’ was the verdict from the musical director.
- Night of the Notables - one of the most impressive Scientia presentations we have had.
- HiCES Debating team now in the semi-finals - wonderful achievement
- Bookweek - ‘Connect to Reading’ - a real credit to all involved - students, staff, parents and our librarian, Nicole Deans.
- Rugby Gala Day most successful - 35 teams competing - huge support from parent body.
- 2 shows - Ghost of a Chanced (5/6) and Star Quest (k-2) are well on the way with performances in 3 weeks.
- iPad Movie Night next Wednesday September 3 - our 5/6 students have written and produced some stunning movies. All are welcome.
- Summer sport- trying to diversify eg. Swimming, tennis, golf.
- NSW cricketing workshop 03/09.
- iPads- students have had them for 2 years. Now what happens as hot swap 2 year warranty is up? Continue iPad for another year. Looking for teacher feedback re learning, then feedback to parents. Hot swap & insurance charge for parents. Years 7, 8 & 9 to have ipads in 2015.
3.4 Boarder Parents report:
- Nil Tabled.

3.5 Prep Report:
- Nil Tabled.

3.6 Y. Choi:
- Academic effort point chart presented to meeting.
- This is still in the planning stage and is yet to be implemented.
- It is designed reward the student for their effort, not just their achievement and is based on “Visible Learning” by Professor J. Hattie & “Learning Muscles” by Professor G. Claxton.
- Study skills: trying to formulate whole school approach. Pack will cost about $18-$20 in 2015 & will include study booklet & laminated student planner wall chart. A summary will be in the 2015 student diary. Also there will be a parent evening re goal setting and a parent booklet, Year 11 – Term 4, 2014 & Year 7 – 10 -2015.

4. Matters for Decision:

4.1 Second Hand Text Book Sale:
- We need a co-ordinator. We have plenty of helpers.
- As this is an important service for families discussed option for paying someone to take on the coordination role.

Actions:
- B.K to investigate external co-ordinator/ second hand sales option.
- K. B to follow up with several parents as coordinators.

5. Matters for Discussion:

5.1 Families to assist with boarder accommodation – holidays/long weekends.
- Over the last 18 months the issue has been raised several times at P and F meetings of options for short-term accommodation for boarders when the boarding houses are closed.
- The need for short term accommodation arises at various times during the school year including:
  - School holiday rehearsals for the senior school musical (last week of mid year holiday)
  - Co-curricular camps like rowing during the holidays
  - School holidays for international students
  - Long weekends for boarders (particularly international students) that may live long distances from the school (not long enough time for journey home and back).
- The P and F have previously discussed formal billeting process. This was not progressed due to perceived requirements for police checks/ child protection standards.
• However, KWS already has a policy and process in place that enables boarder students to be hosted by local KWS families. KWS has an online leave approval system which is overseen by the Head of each Boarding House. Boarding families lodge their leave requests by Thursday of each week which is then approved by the Head of House. If the leave involves a visit to a day student home then it is expected that the parents of the day student would also contact the Head of House to advise their approval of the leave. This works well and could be used in the same way for hosting our international and other students over the long weekends and during holidays.
• This process could be used to enable provision of short term accommodation for boarders during times when the boarding houses are closed and they require accommodation in Orange.
• It is proposed that the P and F takes on the role of identifying local KWS families that are willing to host a boarder when the need arises (match maker role). Once the host family(s) are identified the usual school process is put in place to obtain necessary permissions.
• The P and F could use the school bulletin, P and F email list and our networks to call for EOI to host a boarder. Ideally we would be seeking families that may have children in the same year group and/or similar interests.
• International students have Australian based guardians, but sometimes need a local host family.

Actions
• K. B to draft up email to send out to P & F contact list requesting EOI to take boarder student/international students when need arises.
• Maybe able to have residential musical camp simultaneously with residential senior study camp as a boarding house is open – Y. Choi to investigate. Rowing camp now residential camp thanks to R. Roach.

5.2 Year 7 Orientation Day November 8th 2014:
• Helpers needed. A. K willing to help. KB to liaise with M. Pryse-Jones.

5.3 P & F Indicative Budget 2014-15:

<table>
<thead>
<tr>
<th>Income/assets</th>
<th>Expenses</th>
<th>Estimated position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand (NAB account) @30 June 2014</td>
<td>44,000</td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriptions (2014) deposited 10 July</td>
<td>17,000</td>
<td></td>
</tr>
<tr>
<td>Canteen payout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st August 2014</td>
<td>28,505</td>
<td></td>
</tr>
<tr>
<td>November 2014</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td><strong>Estimated total @ end 2014</strong></td>
<td><strong>$109,505</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses 2014</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitments to Wish list 29th July</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPA screens</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Wolaroi seating</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>Share cost Speaker (P Dillon)</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Teleconference @ $50/meeting</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Yr 7 orientation BBQ (Nov 2014)</td>
<td>2,500</td>
<td></td>
</tr>
</tbody>
</table>
Christmas – staff (200 staff @ $10) 2,000
Outstanding payment owed to KWS** $16,500
Total @end 2014 $49,150
Estimated position at end 2014 60,355

2015 (estimates)
Income
Fair (estimate) 15,000
Subscriptions 17,000
Estimated income 2015 32,000

Expenses 2015
Fair float and provisions 2,000
Prep Meet and Greet 1,500
New Parents Meet and Greet (7th March) 5,000
Share with Boarding/ possibly Ex-students
NSW Parents Council 3,500
Teleconference 8 meetings @ $50 400
NSW Parents Council 3,500
Yr 7 Orientations 2,500
Christmas staff 2,000
Estimated total expenses @ end 2015 20,400
Net 2015 12,400

Estimated position at end 2015 (assuming no other major fundraising activities) $72,755**

** amended to include outstanding payment owed to KWS at August 2014.

5.4.1 Wish List – Parents:
- Music sculpture Prep School.
- A set of bike racks in Prep and Senior school for children to park their bikes when they ride to school (and hopefully encourage more students and staff to ride to school). Perhaps TAS Department can manufacture these. Could get support from Triathlon, Pedal Prix and TAS department. It was noted that there are bike racks available – need to determine usage.
- A large digital scoreboard high on the Southern wall of the in the pool so parents, visitors and competitors can see the race schedule and race times. Support from Prep, Swimming, Waterpolo, Triathlon. Will need to source a costing as anticipated to be a high cost item.
- A digital sign to replace the one in the prep school. Could be repositioned further upstream to help give messages during the Prep Pickup chaos. May get support from Prep and some areas of senior school.
- Additional English texts.
- Query resources for senior drama stream.

5.4.2 Wish List – B. Kennelly:
- $10 000 lighting for performances in the DPA. At the moment we hire the equipment and it is quite expensive (A. Alloway).
- $4 000 student academic services & website (Y. Choi).
- $6 500 digital cameras.
- PLC gym would take any allocation available.

**Action:**
- B. Kennelly to email K. Battye quotes for lighting, student academic services & website, digital cameras.
- KB to prepare composite list of items and costs. This will be discussed at next meeting for decision. $30K - $40K available for allocation.

**5.5 Confirm Dates for 2015 – Fair & Careers Forum.**

- Fair Friday evening 06/03/2015 – K.Bryant one of fair organisers has someone willing to run raffle in conjunction with the fair. We need to nominate what the funds raised by the fair & raffle will go towards. This is to be discussed at the working party fair meeting on Saturday 13/09/2014. It will be then brought back to the first P & F meeting in term 4.
- Careers forum Week 7 Term 2 2015.

**5.6 Thank you to major volunteer parents (leaving in 2014).**

- Function for parents finishing Year 12 2014 on November 21st with the Ex-students Association. P & F could piggy back onto this function.
- Please email J. Welsh P & F secretary with names of P and F volunteer parents leaving in 2014.

**6. Other Business:**
Meeting Closed 9.20 pm.

Next Meeting: Wednesday 22nd October 2014
Time: 7.30pm – 9.30pm
Venue: VC Room, IT/Library Building
Teleconference facility also available

Chairperson Signature

Dated: 