WEDNESDAY 12/02/2014

Chair: Kris Battye

Meeting Opened: 7.44 pm

Due to technological difficulties beyond the control of the P & F the teleconference was unable to occur. Our sincere apologies to those parents and friends of KWS affected by this problem. These difficulties have since been resolved in time for the next meeting and the AGM in March.

1.0 Statutory Matters.

1.1 Welcome and Apologies: as per attendance sheet


Apologies: R. Cheney (meant to be on Teleconference), M. Szrich, C. Hamilton, J & S. Yeo, John Welsh, S. Passey.

1.2 Acceptance of Previous Meeting Minutes:

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

1.12.02.14 Motion: That the minutes of the Meeting held 13 November 2013 be accepted as a true and correct record.

Moved: H. Britton
Seconded: D. McIntyre
CARRIED

1.3 Matters arising from Minutes:

- J. Welsh to email Justine to request information on quantities of food ordered for the Year 7 Orientation Day in November 2013.
- M. Szrich to provide record of quantities for Prep Open Day in November 2013. J. Welsh to email M. Szrich re same.

1.4 Correspondence.

OUT: By Post:

- Christmas cards to staff from the P & F (many thanks to all the helpers) 03/12/2013.
- Letter and donation to Yalari Foundation in lieu of staff gifts from K. Battye to Stanley Waverley, 9/12/2013.
- Thank you card to Mim Pratten for major contribution to P & F from J. Welsh, Dec 2013.
Thank you cards to canteen volunteers - Cindy Williams, Anna Reidy, Bronwen Newman, Jenny Pottie, Brigid Keary, Paula Elbourne, Liz Arundell, Hilary Britton, Jill Peterson from K. Battye, 31/01/2014

Thank you to previous canteen volunteers: Annie Waddel, Jaianne Summers, Cathy Bloomfield, Muffy Steele Park, Trina Redenbach, Jennifer Murray, Pip Jarrett, Claudette Harrison, Fiona Hall, Joanne Cheney, Kate Doyle from J.Welsh 04/02/2014.

Thank you cards Book sale: Jill Laurie, Lisa Chidelow, and Joanne Cheney, 31/01/2014

IN: By Post:
- NSW Parents' Council Affiliation 2014 (including Tax Invoice for a total of: $3781.50) Received 03/02/2014.
- KWS Annual Dinner 22/03/2014 from Paul Tierney.

By Email:
- NSW Parents' Council ebulletin, Sharon Leifer, Fund Raising still unclear. 31/01/2014.
- Cadets parents presentation from Alicia Vandenbos. 02/02/2014.
- Thank you from the Yalari Foundation for Donation in lieu of staff gifts, Llew Mullins, 27/12/2013.
- funding Update, keeping Safe on Schoolies and Active Travel to School. NSW Parents' Council ebulletin, Sharon Leifer, D. 3/12/2013.
- Cyberbullying, B. Kenelly to H. Britton 28/11/2013.

2.0 Matters requiring Decision.

2.1 Signatories for P&F Canteen Account:

Kristine Battye (president) and Sandra Jones (treasurer) are not signatories on the Canteen P&F account, but are signatories on the P&F general account.

Treasurer will make arrangements to establish electronic banking for both accounts to streamline book keeping and management of canteen payments of invoices. All banking transactions require 2 signatories.


Moved: D. McIntyre.
Seconded: P. Elbourne. CARRIED

2.2 Budget for Meet and Greet – Prep:

- Held over to next meeting.

2.3 Budget/Financial Approvals for Fair - float:

Kim Bryant to determine float requirements.

2.4 Renewal of affiliation with NSW Parents Council:
General discussion on the benefits of being affiliated with the NSW Parents Council which acts as an advocate for independent schools.

3.12.02.14 Motion: To pay $3,681.50 for continued affiliation with NSW Parents Council in 2014.
Moved: J. Glastonbury.
Seconded: P. Elbourne. CARRIED

3.0 Matters for Discussion.

3.1.1 Issues for discussion with Principal/ Head of Prep.

• Question: How can communication between the school and parents be streamlined? Improving communication processes between the school and parents has been an ongoing issue but not really resolved. There are a number of issues including:
  o Duplication of distribution of notices/information – paper based and electronic
  o Reliability of access to email/internet (which tends to contribute to the duplication issue)
  o Timeliness of paper-based communication – particularly for Boarder parents
  o There is also access to the “Whiteboard” on the school website but not sure of how widely this is accessed (or known about) by parents.

The P&F has discussed this at various times but we do not have a good understanding of the communication issues parents may face, whether this differs between day, out of town parents and boarders, awareness of various electronic options (whiteboard, boarder portal).

K. Battye to talk to M. Olson at the Boarder Parents' Meeting on 01/03/2014 re communication. D. McIntyre to liaise with parents re communication strategies.

It was suggested that an item be put in the ebulletin asking the parents to have their say on the most effective way to communicate with families. The ebulletin remains the primary place to communicate with families.

• Question: Direct debit – can this be spread over 12 months rather than 10 months? B. Kennelly explained the reasons direct debits are charged over 10 rather than 12 months: for the auditing process; the need to collect bad debts (which thankfully are very few in number) during December – January, prior to the start of the next school year.

3.2 Canteen – report back from committee

• Canteen has started marketing sushi (which is coming onto the menu in February).
• Summer menu commencing - salads and fruit salad choices.
• Anticipating increased use of canteen which will include additional 0.5 hours of overtime for Justine and 0.5 h for Katrina.
• Katrina will meet with Sandra Jones (treasurer) to organise processes to streamline accounts and Katrina will take on ordering and checking invoice, Justine will manage volunteering, development and maintenance of menu and cooking.

3.3 P&F meetings – 2 per term:

• Meetings will be held twice a term - Weeks 3 and 7. This still aligns with the constitution.
• J. Welsh to email C. Kennaugh about changing the website regarding meeting times.

3.4 Boarder Parent's issues:
• M. Olson unable to phone in due to technological problems with the teleconference. K. Battye to attend the Boarder Parent's meeting 1st March.

3.5 Concept of Executive Positions Elect for Succession Planning:
• The concept is to have a President Elect, Treasurer Elect and Secretary Elect so that people may learn about the position prior to taking office. General discussion ensued that was supportive of this concept.
• K. Battye to address this in the e-bulletin asking for people to consider taking on these roles in 2015, and having 2014 as a preparatory year.
• J. Welsh to develop and distribute a motion to extend the tenure of the Treasurer by 12 months in preparation for the AGM.

3.6 Establishment of Working Group for Careers Expo:
• Held over.

3.6 Boot/sports equipment sale at Fair:
• This has been incorporated into the White Elephant Stall which R. & J. Cheney are running. Boots and sports equipment will be considered as a donation to the Fair.

4.0 Reports.

4.1 Treasurer's Report
• The Auditors currently have the books, therefore a formal report not available, so verbal update provided
• December 2013 balance for the P & F was $24 791.31 in the National Australia Bank account.
• The term deposit of approximately $35 000 was withdrawn in December 2013 and used to help pay the outstanding account to KWS for the BBQ. There is still about $9 000 to $10 000 owing.
• Canteen account: $64 853.77.
• One deposit from prep Open day November 2013 outstanding (~$700).
• Review financial position after the Fair and AGM.

5.12.02.14 Motion: Treasurer's report accepted as a true and accurate report.

Moved: P. Elbourne

Seconded: J. Welsh. CARRIED.

4.2 Principal's Report.
• The school and I are incredibly grateful to the P & F for running the second hand text book sale in December 2013 and wish to extend to the P & F and all the volunteers involved our sincere and heartfelt thanks.

• Enrolments are at an all time high: 795 in the senior school and 267 in the prep. The senior school is reaching capacity. The prep school is moving towards the double streaming in all prep classes.

• The students welcomed wearing sports uniform in the first 3 days of this week (10-12/02) during the extreme heat.

• Cyberbullying initiative to be followed up this year. Thank you to H. Britton for her email and support in this matter.

• B. Kennelly looking for a forum on alcohol, violence and kids (Year 9 upwards)/safe partying with parental involvement. Trying to get Paul Dillon, Police school Liaison Officer involved.

• About a third of the school's classrooms are air-conditioned. Air-conditioning to more classrooms is a long term plan. Parental concern that the music room is very hot. B. Kennelly to see that fan is organised for same.

• B. Kennelly planning to draft a statement re alcohol, kids and partying. He would like the P & F’s opinion on the draft statement.

• B. Kennelly has kindly agreed to chair the Annual General Meeting which will occur immediately after the general meeting on Tuesday 12/03/2014.

4.3 Head Of Prep Report.

• Tremendous start to the year. Students very enthusiastic and committed as are the staff.

• iPad have been successfully implemented.

• Information night and Meet and Greet very successful in numbers and objectives met.

• Peer Support commenced last week with Year 6’s nervous but accomplished in their presentations.

• Mr Luke Bracks and Mrs Alicia Holmes have settled in very well and are adding extra skills to the staff.

• In Scientia Maths is a focus for our enrichment program this term.

• Kidslit Quiz is on next Wednesday. Nicole Deans our Librarian has done an enormous job in preparing our team and the whole day.

• Debating – great response from the children. We are submitting two teams from the Prep in the HICES competition this year.

• Swimming Carnival this week. K-2 tomorrow evening from 4.30 pm and 3-6 on Friday.

• For the Fair, Hayley King has relays organised and Ann O’Neill has some great ideas to promote the bottle stall.

• On Friday 07/03 prep & pre prep will be involved in a fund raiser for Relay for Life. D. McIntyre & M. Szrich have offered to help on this day.

• P. Elbourne & K. Bryant to discuss with R. McLean prep car park assess on the Fair Day 28/02/2014.

4.4 Working Party Reports.

4.4.1 KWS Fair: P. Elbourne & K. Bryant.

• Information and advertising on KWS website.

• Flags advertising the fair are due up in the main street of Orange this week.

• Flyers are being put up around town.

    P. Elbourne to send flyer via email to J. Welsh. J. Welsh to distribute to P & F email list asking them to display in shops, offices and work places.

• There will be live music and we will ask people to bring a blanket to sit on.
• The raffle is to be in the middle of the year to coincide with car boot sale.
• Looking to create a "buzz" with the school community with this new platform for the fair ie. "Twilight Food Fiesta".
• Great response from commercial stall holders and from the KWS co-curricular clubs.
• Scholarship day is also on this day and it ends at 2pm. Year 7 2015 orientation ends at 3.30pm. Set up starts after 2 pm. Drop off and so on will be organised at the Fair committee's next weekly working party meeting on Saturday 15/02/2014.
• Activities and stalls are being organised in Year groups for the senior school. This is also a good lead onto class parents in the senior school.

4.4.2 Book Sale:
• Thanks to J. Laurie, L. Chidelow, and J. Cheney for running this and also thank you to the many other volunteers that also helped. On top of all the second hand text books that were sold there was also $700 raised in donation of text book sales.
• Excerpt / key points from email report from Jill Laurie
  o Jill and Lisa stayed at the sale to give people an extra 45 mins to collect money and any unsold books - concerned as there were quite a few who hadn't turned up.
  o Posted a sign - available again for the hour before speech day for those who were late and/or had forgotten. A handful of students turned up at 9.00 and collected their money.
  o $700 to bank for uncollected money
  o $200 representing the proceeds from books that parents had brought in to sell but were happy to donate to the P&F. Lisa Miller said she would bank both in to the P&F main account.
  o Jill has kept all paperwork including details of those who failed to collect and also the signed sheets where people have taken their proceeds. This is in case money never made it home from child to parent (!?) and so on - If any problems or disgruntled parents at a later this will be useful.
  o Gail has a copy of the Book sale policies and procedures at the front desk which she has already shown to a number of people. All information re the book sale does clearly state that any uncollected monies after 2.00 pm on Sale Day would be considered a donation.
  o Jill’s reckoning is that several thousands of dollars saved for the school community on text books.
  o Diligent in having students take back any unsold books so only have a box and a bit left. Perhaps as there's so few we could leave them with the shop for any students who may start mid-year of at the beginning of the year as a last minute thing?
  o Jill would like to thank all the volunteers - they were fantastic as usual.

4.4.3 Cyberbullying:
• H. Britton is investigating options including a potential session with S. McLean, Cybersafety, for the senior school. This would be free. R. McLean registered the prep school for a session on cyberbullying with Cybersmart in the middle of last year. The senior school hopes to piggy back onto the prep school presentation later on this year.

5.0 Other Business:
• Executive are trying to streamline the meeting process. Suggested that all reports for the P & F meetings to be emailed to the Secretary one week prior to the P & F meeting so that reports can be distributed by the secretary to all P & F contacts at least 2 days prior to the meeting. Using this
approach, we would assume that people have had the opportunity to read reports before the meeting. Therefore, chair would ask if there are any issues to be discussed. If not the report would be accepted. This is intended to improve the efficiency of the meeting, and would also provide information to members who may not be able to attend on the night (in person or by phone).

**Next Meeting:**

- Next general meeting Wednesday March 12/03/2014. This will be held in conjunction with the AGM, which will follow the general meeting.

Meeting Closed 9.20 pm.

Next Meeting: Wednesday 12th March 2014  
Time: 7.30pm - 9.30pm  
Venue: VC Room, IT/Library Building  
Teleconference facility also available

Chairperson Signature __________________________

Dated: __________________________