WEDNESDAY 30/07/2014

Chair: R. Cheney (VP) Secretary: JW

Meeting Opened: 7.35 pm

1.0 Statutory Matters.

1.1 Welcome and Apologies: as per attendance sheet


1.2. Acceptance of Previous Meeting Minutes:

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

1.30.07.14 Motion: That the minutes of the Meeting held 04.06. 2014 be accepted as a true and correct record.

Moved: R. Cheney

1.3 Matters arising from Minutes: (Written Report from President, K. Battye 30/07/2014).

As it is unlikely I will be able to attend the meeting on the 30th July (in person or by teleconference), I will provide a report in response to specific items on the agenda.

Item 1.3 Matters arising from the minutes of meeting 4th June, 2014:

Second hand text book sale- KB has spoken with Lisa and Jill.
• Lisa is happy to help but doesn’t want to take it on again this year. Jill’s daughter finishes at KWS this year. Richard has indicated that Jo Cheney is a possibility to assist again this year, and it would be good to identify one or two more to help with coordination.

• **Response from meeting:** R. Cheney stated that J. Cheney is willing to help, but due to their other considerable voluntary involvement with the school she is unable to take on the role of overall coordinator of the 2nd hand textbook sale but will be happy to assist (as will Richard).

• A second hand text book coordinator is needed for 2014. The coordinator role does require significant work – although over a short period of time. This includes liaison with Faculties regarding text books that will be used, ensuring that all students/parents wanting to sell these books understand which can and cannot be sold, receipt, cataloguing all text books for sale and then facilitating the sale day. Richard commented that there can be significant demands placed on the role and that it is vital to have a supportive team for the coordinator to achieve a successful text book sale.

**Transfer of management of canteen to the school.** This was finalised at end of Term 2. Outstanding expenses from the canteen have been finalised and $48,500 (round figure) will be transferred to P and F from the canteen account/school – split over August and November.

• Notification of “responsible persons” to Australian Charities and Not for Profit Commission. KB has removed Sandra Jones as Treasurer from the list of “responsible persons” i.e. office bearers, and Darryn Marjoram is now listed as Treasurer. Other positions listed: Kris Battye as president, Richard Cheney as vice-president, Jean Welsh as secretary. KB will also list Michelle Szrich as Vice President (when obtain details – away on holidays)

• Signatories to the account. Darryn and Kris attended NAB to do this. Process started, but not yet finalised (at 26th July 2014).

**Item 3.2 Issues raised with Principal and Head of Prep School – sent in email to Brian 14/07/14:**

Brian will respond to these at the meeting - 30th July

**Item 4.1 Matters for decision:**

**Raffle Term 4, 2014**

• It was reported to the meeting, via correspondence from Kris Battye that Jane Gordon has undertaken research into organising a raffle for early Term 4, 2014.

• Jane investigated the pros and cons of running the raffle “independently” by the P and F, versus utilising Australian Fundraising. Jane has spoken with Gillian Coleman who has done it both ways.

• In 2012 the raffle was run through Australian Fundraising (AF). AF have a catalogue of prizes to choose from, they print the raffle books and provide software to be used to track who books are distributed to, and then return. They also provide incentive prizes.

• In 2012 the P and F made $7800 from the raffle run through Australian Fundraising. Of the 690 books issue (they were $50 books that year) only 232 were sold which is about 33%. Gillian also confirmed that it was much easier to manage the year that they did it with Australian Fundraising because everything was provided rather than chasing a whole lot of people on different tasks.
Jean has checked records for the 2013 raffle, and looks like a bit over $6,000 made, but not clear whether this was gross or net.

KB has spoken with Brian about running the raffle. He has concerns about managing money, children returning it to the school, and return of sales/books from Boarding families. Brian will discuss his concerns at the meeting.

General discussion on this matter. Response from Meeting: raffle should only go ahead if there is a specific goal to raise money towards. As there is no specific goal at present it was decided not to proceed with the raffle as is a lot of work for a small group and it may be better supported by parents if there is a specific goal. Principal to discuss with senior executive ideas for a major fund raising project.

1.4 Correspondence:

OUT: By Post: Nil

OUT: By Email:

- Assistance with speaker request to NSW Parents Council to secure Paul Dillon (Drug and Alcohol Research & Training).
- Notification to Australian Charities & NFP commission re change of P&F executive.

IN: By Post:

- Thank you card from Cathy Hancock for the flowers given by the P&F on her retirement.
- Independent Schooling In Australia Snapshot 2014 by Independent Schools Council of Australia.
- Fundraiser re exercise book covers.
- Careers works marketing re there website which we can join for a cost.

IN: By Email:

- June Issue of NSW Parents Council bulletin.

2.30.07 Motion: That the above correspondence in & out is true and accurate:

Moved: J. Welsh
Seconded: R. Cheney
CARRIED

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

2.1 B. Kennelly: Signs for toilets near main oval & clean toilets near main oval prior to Saturday Sports Events.
### 3.0 Reports.

#### 3.1 Treasurer.

**Bank Balances @ 30th June 2014**

- **P&F Account**: $44,047.31
- **Canteen**: $106,356.19

**Outstanding Bills**

- **Canteen Wages**: $20,144.40 @ 30th June 2014
- **Canteen expenses**: $37,706.78 @ 30th June 2014
- **Repay KWS**: $16,476.63 @ 30th June 2014
- **Conferencing**: $50 Estimate For July

**Outstanding Deposits**

- **Interest**: $85 Estimate For July
- **Subscriptions**: $17,000 deposited 10th July
- **Canteen payout**: $48,505.01 expected in two payments
  - $28,505.01 in August
  - $20,000 in November

**Other relevant Reports tabled**

- Bank reconciliation report

**Notes:** Missing Feb 2014 Bank statement re-ordered ($8) non-audited Financial Accounts for 2013 expect to have P&L and/or Balance sheet for next meeting.


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**3.30.07.14 Motion:** That the above report be accepted as a true and accurate record.

Moved: D. Marjoram.
Seconded: R. Cheney  
*CARRIED*

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- Calendar Year 2012-13 was not audited as not all the necessary paper work was available to the auditors at the time. The cost to audit this would be $5000 to the P&F. J. Collins states that we are a low risk.
3.2 Principal’s Report.

• **Year 12 Parents and Students survey:** This 200 page document provides valuable feedback to the school. It is very useful for strategic planning. There will be ongoing summaries of this survey in the weekly ebulletin over the next month.

• **Paul Dillon** (educator on drug & alcohol) is booked to speak at the school on Monday 29/07/2015. He will speak to Years 10, 11, 12 and also parents (separately).

• **Joe Donnelly** has retired after 32 years of valuable service to the school. The new Business Manager (new title) Greg Alderson commences early in September. For more information about Greg Alderson please refer to the eBulletin.

• **HSC Textiles, Visual Arts & IST Display** in the DPA Friday 01/08.

• **Wallabies training** on the main oval Tuesday 3pm. Dress: full school uniform.

3.2.1. Issues raised with Principal and Head of Prep School – sent in email to Brian 14/07/14:

• **Clarity around uniform policy & process** - The school senior management have developed a policy statement indicating that requests for changes to the uniform should be progressed through the P&F if there is “wide support”. This is a bit broad. The Uniform Committee that was operating a few years ago had parent representatives from prep and senior school. Would it be possible to have a P&F representative from prep and senior school on the committee?

• **Response:** B. Kennelly did not realise that the P & F have a uniform committee representative elected at the AGM. The P & F would like the term of reference re uniform committee and some regular schedule of meetings to be arranged (eg half yearly) that the committee can meet, including the P&F representative. Mark Olsen, President of boarding parents was concerned about the cost of changes to the uniform. B. Kennelly stated that the change to the year 11 & 12 blazer will be $5 to have the school emblem embroidered on to the blazer. The girl’s blazer will have the emblem embroidered directly onto the garment. The boy’s blazer will have the school emblem embroidered onto a pocket that can be removed should the owner wish to use the jacket once he finishes school.

• **End of Year exam timing.** If end of year exams cannot be earlier in Term 4, then what is the process for feedback & when?

• **Response:** B. Kennelly – the timing of Year 7 to 10 end of year exams is designed to keep the students working. There is no solution yet regarding feedback at the end of the year. One solution is to have the school year start in Term 4 (except Year 7), like the Year 12 model. This may happen in 2 years.

• **Bus Pickup following exams @ PLC.** Scheduling problems with boarders missing lunch, losing preparation/swot time for next exam. Can this please be investigated and rectified? D.B: buses were
late to pick students up from PLC after exams in the half yearly exams 2013, the yearly exams 2013 and the half yearly exams 2014; buses should be able to pick the students up on time.

- **Response:** B. Kennelly agrees that this is unsatisfactory & he will follow up with Gary Yeo (who coordinates the buses).

- **Additional Information on website:** prep handbook (include policy on food allergies), Year 7 handbook, advice to parents on requirements if/when purchasing equipment i.e. specifications, size of ipad; explanation of points/merits system.

- **Response:** B. Kennelly Prep Handbook, Year 7 Handbook are on the website under Forms, Policy & Procedures in Family & Friends. IT requirements are not on the website.

- **Wishlist:** See 5.1

- **Concerns with recent exams.** - What is the process that parents need to undertake to gain feedback re 1/2 yearly exam concerns (if not resolved with class teacher). Concerns that came up related to: time tabling of exams; Relevant material covered by all classes for exams & not just some; Different criteria used by different teachers to mark same exam.

- **Response:** There was a miscommunication and B. Kennelly addressed these concerns to the mathematics faculty when in fact they related to the science faculty re the Year 9 cohort’s low marks in half yearly exams and ongoing concerns regarding the Year 9 science textbook. B. Kennelly suggested that JW ring M. Healey directly re same.

- **WELCOME FUNCTION:** To be held on the day after the 2015 Fair. The tentative date for the Fair is Friday 06/03/2015. Therefore the welcome function will be held on Saturday 07/03/2015. There will be a meeting for boarding parents at approximately 3-4pm, followed by a Welcome Function for new senior day & boarding parents from approximately 5-7 pm. The prep parents’ functions are running well & remain a separate event. Action: JW to email Kris B, PE & KB to confirm date of the Fair & to inform MO prior to the boarding parents’ meeting (16/08).

### 3.2.2 Issues to be raised with Principal/ Head of Prep:

- **Request for signs for toilets to be placed around main oval please.**
  - **Response:** Good idea. B. Kennelly will follow this up.

- **Can toilets be cleaned and paper replenished prior to Saturday sport?**
  - **Response:** B. Kennelly was not aware of this and will follow up to ensure the toilets near the main oval are cleaned prior to Saturday sporting events.

- **Senior School Musical:** Concern that the senior school musical is not always appropriate for the younger students of the school ie. K-2.
  - **Response:** R. McLean: this will be assessed on a yearly basis.

### 3.4 Head of Prep Report:
• A settled start to the term with all programmes curricular and co-curricular following on from last term.

• Outstanding Achievements:
  o Runners up in the State rugby 7’s Championships
  o Phoebe Litchfield vice-captain of the State Primary Cricket team she won the National Championships.
  o HICES debating team in the finals series commencing next week.
  o Chess team came 2nd in Regional Championships by one point.
  o 3 Students ran at the State Cross Country Carnival – Phoebe Litchfield, Max Bylsma and Sophie Martin. Phoebe missed by one place in making it to the National championships.
  o Junior senior and prep group will be performing with Oz Opera in the performance of the Magic Flute next week.

• Events
  o Houses are responsible for fund raising for worthy causes. Douglas House organised fund for $627 for Bear Cottage while McLachlan raised $612 for Jeans for Genes.
  o Scientia – Night of the Notables presentation is next Tuesday August 5 in the Performance Theatre from 2-3:15pm. Everyone is welcome to look at the work of the students.
  o Eisteddfod season has begun and we will enter all the Choirs, 2 Verse Speaking Choirs, Strings, Bands and the various ensembles.

• Staff
  o We welcomed Mrs Gail Kennewell to the Prep office to replace Mrs Cathy Hancock. Gail is now the friendly voice you now hear on the phone.
  o We are very proactive in promoting teaching for young people. At present we have Mr Tom Kreiger working with year 5 and Mr Tim May. We also have 2 students on observation pracs each Friday for this term in the K-2 classes.
  o Excellent presentations from various staff members on courses they have attended. Topics have included Visual Learning, Using feedback appropriately, Autism, Cultures of Thinking and more work on using technology within our teaching/learning. The whole staff K-2 are currently completing an online performance development program which is ongoing and valuable asset in reflecting on current performance using a great range of tools.

3.5.1. iPads:

iPads were introduced into Years 5 and 6 in 2013 after a lot of research and investigation of their implementation across many schools.

After nearly 7 terms usage we have been pleased with the learning opportunities for the students and the skill development of the staff.

Education continually evolves and IT has seen changes occur far more quickly than at any other time. What occurred in school a generation ago does not necessarily mean it will work in today’s classroom.

We must keep our students knowledgeable and aware of current trends both in education and society. Implementing iPads is assisting this and we are frequently looking at the management of them within the
classroom concept. There is much to learn and it is important to have constructive feedback from parents, staff and of course the students.

In the Prep we also have class sets of iPads which are used regularly by our students in years K-4.


The concerns are:

**Parents failing so see any merit in having iPads in school.**

The iPads is not used as a word processor or a storage of all work. There is still a need for handwriting and bookwork. The iPads provide instant feedback. In year 5 students have achieved 85% in all year 5 curriculum outcomes using Mathletics and are now working on the year 6 curriculum solving word problems using algebraic equations. No device provides the accessibility to the curriculum and learning as effectively as an iPad.

In Year 6 in the Conflict and Courage unit Miss Holmes designed a unit of work which was outstanding. She presented it to the Secondary teachers with our Head of Academic Studies stating “the eBook on Conflict and Courage looked better than some of the books I used in Modern History! I think the interactive nature, and feedback through the quizzes and comprehension questions made it more engaging and subsequently a more enjoyable unit of work to complete.”

In music Mrs Sinclair used the iPad to teach music in a creative and engaging manner. The lyrics and music she created with year 6 were of a high standard.

iPads are providing the opportunity for our students to be creative.

iMovie has been used to produce short information reports on science experiments, Antarctic explorers. Inventors and even short advertisements to sell their creative ideas in the Invention unit. Students in year 5 have used Pages to produce brochures promoting their inventions.

**Children are allowed to access games at school and allowed to play during “free time”**.

We have allowed students access to some educational games including SKOLOO, Upwords, word mania etc. this is no different to rewards at other levels – e.g.: board games. Students may access other games downloaded on their iPads but we believe this is irregular.

**Children accessing games and messaging during and after School.**

Our spot checking reveals most messaging occurs after hours. We have to be aware this is the way today’s children communicate whether we agree or not.

It is a challenge we face. So long as the messaging is not written in an offensive manner is there anything wrong with this? The amount of time they spend glued to the screen is another matter and requires some guidelines at home.

Generations before were told they will have square eyes if they watch any more TV - they needed to get outside. In reality not much has changed!

**Cost – could a family of 2 or 3 share?**

The school is very wary of the costs to families. There is added cost to the ones you buy from down the street, however you are fully supported at school in relation to hot swapping or loss of the hardware. The school also has a management system as well as human resources to assist in the implementation.
The school also has employees dedicated to the implementation of iPads to assist staff and students. At any time during the school day this can be accessed.

We will continually monitor the costs.

**Usage of iPads from home to use at school**

We are very wary of ‘outside’ devices and the viruses and problems they may introduce to our school systems. There has been a substantial loss of service this year to our whole system as a result of foreign and infected devices.

Looking to the future we will continually monitor

- The use of games on iPads
- Educate the children about time and tone of messaging.
- Year 5 have reduced the number of days they have been sent home and will continually review this.

At the parent-teacher interviews last term the year 5 and 6 parents were asked about the usage of iPads. The overwhelming response was they are very happy with the usage and learning opportunities they provide.

Technology is now part of our lives and the changes are rapid and significant. We will endeavour, in tandem with our parents and students, to strive to make learning challenging and inspirational.

Thank you to the P&F for raising the issue so a considered response can be made. We are continually looking at ways to improve all our teaching/learning strategies so as to improve the educational outcomes for our children.

### 3.4 Boarder Parent (M. Olsen):

- Many thanks to Sally Ratray-Wood for her help and assistance.

### 3.5 Prep Representative (M. Szrich):

- Wish list suggestion: musical play equipment for the prep school and a parent’s room for the use of day student’s parents.

### 3.6 Canteen:

- See Treasurer’s report.

### 3.7 Careers Forum:

- Feedback that the careers forum was fantastic. However concern from parents that very few Year 12 students were there as the next day they had 2 assessments and a first draft of an English essay due on the following Monday. Mother of a Year 12 boarder said that 2 nights before the careers’ forum they did not know about the event. Similar feedback also gathered by others that Year 12 was not aware of the forum. R. Cheney stated that the forum is compulsory for Year 10, but since education providers have started to attend more Year 11 & 12 have become involved. Year 12 also go to forum held at Charles Sturt University in Bathurst where all education providers are present at a ‘market day’ (however parents do not attend this). The careers forum is well advertised within the school at Assembly, in the newsletter and by Claire Spora to students, year 10 students and their families received a letter regarding the forum. Brian Kennelly stated that KWS has a very busy calendar and a space could not be cleared for the Year 11 & 12, but will take parental comments on board about the
relevance of the careers forum to Years 11 & 12 & their parents. It was suggested that maybe the university providers could come a bit earlier. However the feedback from students & parents is that they received the best information from industry professionals.

3.8 Fair 2015:
- The tentative date for the fair is Friday 06/03/2015. Therefore the welcome function will be held on Saturday 07/03/2015. There will be a meeting for boarding parents at approximately 3-4pm, followed by a Welcome Function for new senior day & boarding parents from approximately 5-7 pm. The prep parents’ functions are running well & remain a separate event. Action: JW to email Kris B, PE & KB to confirm date of the Fair & to inform MO prior to the boarding parents’ meeting (16/08).

4. Matters for Decision:

5. Matters for Discussion:

5.1 Principal/Head of Prep “wishlist” priorities:

P & F members suggested musical play equipment for the prep school and a parent’s room for the use of day student’s parents. (The new boys’ boarding house currently under construction includes a parent’s room for boarding parents.) P & F to email the secretary J. Welsh suggestions for wishlist before the next meeting. Faculties need to be included in the assessment of the priority of suggestions for wishlist. General discussion that “big ticket items” need strategic fund raising with the goal well publicised and the fair and a raffle used to help raise the funds.

Response: B. Kennelly – senior management requests screens for the DPA & the funds to renew, upgrade and increase the seating around the school (Wolaroi site) for the students. Also request that P&F share the cost of Paul Dillon’s speaking engagement in 2015. Re day student parent’s room the school is tight on rooms until the boys’ boarding house is competed.

5.30.07.2014: That the P & F donate $5000 to the school for the purchase of screens for the DPA & that they also donate $20 000 to the school towards the renewal and increase in seating around the school (Wolaroi site) for students.

Moved: R. Cheney
Seconded: J. Welsh

CARRIED
5. Other Business:

- Concern from parents that Year 11 & 12 students need assistance in setting goals & priorities. General discussion around this subject. Goal setting is meant to be done in Tutor at the beginning of term. However in reality this often happens informally with a teacher or coach that the student forms a rapport with.

Next general meeting Wednesday 27th August 2014.
Meeting Closed 9.30 pm.

Next Meeting: Wednesday 27 August 2014
Time: 7.30pm – 9.30pm
Venue: VC Room, IT/Library Building
Teleconference facility also available

Chairperson Signature ________________________________

Dated: ________________________________