WEDNESDAY 04/06/2014

Chair: K. Battye

Meeting Opened: 7.35 pm

1.0 Statutory Matters.

1.1 Welcome and Apologies: as per attendance sheet


Apologies: P. Smith, John Welsh, D. McIntyre, K. Bryant, C. Hansen, M. Olson.

1.2. Acceptance of Previous Meeting Minutes:
• Draft minutes from previous meeting emailed out and placed on website.

1.04.06.14 Motion: That the minutes of the Meeting held 14.05. 2014 be accepted as a true and correct record.

Moved: M. Szrich
Seconded: J. Welsh
CARRIED

1.3 Matters arising from Minutes:
• No one confirmed to co-ordinate second hand text book sale at the end of Term 4. J. Cheney willing to K. Battye to email L. Chidlow re same.
• Raffle maybe Term 3. J. Gordon interested in running same.

1.4 Correspondence:
OUT: By Post:
• Nil

IN: By Post: Nil.
• By Email:
  • Letter B. Kennelly re Uniform.
  • Letter R. McLean Thank you for P & F assistance, especially M. Srzich for catering for WAS & HICES Prep Cross Country.
  • NSW Parents Council Newsletter for Term 2: Minister Pyne on Parent Engagement, Student Maddie talks at ARACY conference, good device posture, NSWPC response on the Budget.
2. Issues for Discussion with Principal/Head of Prep:

2.1 B. Kennelly: The school senior management have developed a policy statement indicating that requests for changes to the uniform should be agreed through the P&F and then submitted to the Uniform committee for consideration. What has happened to the Uniform Committee that was operating a few years ago? This committee had parent representatives from prep and senior school. Can there be more transparency in decisions regarding the uniform?

2.2 B. Kennelly: Policy and procedures re feedback for half yearly & yearly exams. Who do students & parents go to for feedback or arbitration?

2.3 B. Kennelly: During senior exams at the PLC site, boarders have been unable to access a timely bus service to return them to Wolaroi site for meals. There have been occasions when they have been unable to have lunch in between exams. This seems to be a scheduling issue. Can this please be rectified?

2.4 B. Kennelly & R. McLean: Online information. Can the following please be placed on the school website and regularly updated:

- Prep handbook - updated with information on food allergies.
- Year 7 Handbook
- General information for parents & students starting in any year of high school including explanation of points system.
- IT requirements e.g. recommended type of device/ specifications, size of ipad
- Information for boarding parents.

2.5 B. Kennelly & R. McLean: Wishlist.

The P&F has about $30,000 that could be allocated to projects within the school. Seek advice from Principal and Head of Prep regarding priorities for allocation.

Action: These issues are to be raised with Mr Kennelly and/or Mr McLean at this meeting and feedback given at the next meeting in Term 3 Week 3 (30th July) to enable them to give a considered response. K Battye will send email of issue.

3.0 Reports.

3.1 Treasurer.

• J. Collins is arranging the Audited accounts for canteen one for P&F and one for canteen, need to get from auditors. J. Collins will get 2 MYOB files from auditor (Paul).

• Activities expected throughout the year:
  - **Credits**: subscriptions for the year from families; catering;
  - **Debits**: P&F Fair, Careers forum, NSW Parents council.

• **Canteen.** At end of term 2 one cheque will be drawn to cover debtors account plus wages to end of term 2. Then school takes total responsibility for canteen. Residual funds in canteen account will transferred to P&F.

• Snapshot for canteen: At 16th May approx $85k of credits. $20k owing + $17k wages from 1 January to May. Approx $48k credit balance (to P&F) need to confirm with Accounts (may be other commitments). School always pays superannuation on wages, not for P&F to pay.

• NAB current balance @16th May P&F $42k.

• Other actions: D. Marjoram.
  1. Signatories.
  2. Electronic banking to be arranged once authority given on account.
  3. Notify ASIC change of directors.
  4. P&F canteen bank statements to be located.
  5. Accounts (LM) to send P&F statements to DM.
  6. Accounts (JC) to forward P&F end of year to DM.
  7. S. Jones handed over file and cheque book etc... D. Marjoram may need to have a call/meeting to go through it with S. Jones.

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

Moved: D. Marjoram.
Seconded: K. Battye.  
*CARRIED*

• General discussion on what P&F could spend funds on. Next meeting to discuss spending in more detail and wish list to be provided by B. Kennelly & R. McLean.

3.4 Principal’s Report.

• **Staffing:** C. Hancock (Prep Office) resigned effective end of Term 2. G. Kennewell (Senior School Reception) to replace C. Hancock. Now advertising for senior school reception (using prep school interviewees). Sue Ellen Young, Director of Staff Development - advertising for her position and of Term 2/ beginning of Term3, interviewing for her position Term 3. In the National Standards of Education assessment of staff will be expected. KWS is already ahead in this area, as assessments already in place through staff development.

• Leadership camp with Brett Saunders.

• Exams for all senior years.

• Sports, music, cadets, co-curricular all busy.

• **Action:** Question to B. Kennelly to go into email from K. Battye:
  1. Clarity around uniform policy & process - P&F representative?, what does “wide support mean”?
2. **End of Year exam timing.** If end of year exams cannot be earlier then what is the process for feedback & when?

3. **Bus Pickup re exams @ PLC for lunch - scheduling out of sync. Can this please be rectified.**

4. **Information on website:** prep handbook (include policy on food allergies), Year 7 handbook, IT requirements, explanation of points/merits system.

5. **Wishlist: Q. Where do we draw the line for building funds & P&F donations eg. Airconditioning?**
   
   A by b. Kenelley: Traditionally P&F has helped with projects eg health centre was 50:50, bus shelters. We try to work on areas with the P&F that will have an impact across a wide area of the school community eg. Outdoor seating. B. Kenelley to discuss with teaching staff and will prepare a list for P&F for July meeting.

### 3.5 Head of Prep Report:

- **HICES Cross Country** received many compliments from schools regarding the organisation, venue and the City of Orange! Again thank you to the P&F and especially Michelle Srzich for their work in feeding the competitors and their families.

- **Enrichment program** – ‘The Night of the Notables’ is in full swing with 30 children involved. The Performance afternoon will be early next term.

- As mentioned last month more **iPads** have been purchased for K-4 and are being used extensively across various KLA’s.

- **Debating** continues to flourish with our 2 teams performing strongly in the HICES Debating with 1 team undefeated.

- **Prep School Performing Arts Evening** next Tuesday showcasing all the students and their talent in Choirs and Ensembles. All invited. Year 3’s held a mini concert this week demonstrating their skills gained from the Band Program while the Year 1’s performed their String skills last week. Lorraine Moxey, Annie McRae and Katie Sinclair are to be congratulated.

- 4 students competed at the **CWA Public speaking** completion last week.

- **Bear Cottage fundraiser** totalled $618.00 last Friday through gold coin donations and ‘Guess the Number of Jellybeans’.

- **Our Chess Team** will be announced next week to compete at the two local competitions in the last week of term.

- **Sport:** 10 students running at the CIS Carnival next week. Phoebe Litchfield made the State Cricket team to compete in Darwin this month. 12’s Rugby team travelling to Sydney has been a great success so far. Will review at the end of season. Our 7’s team won Regional finals; they are now top play in Sydney and have won tickets to the Wallabies.

- **Carpark & Traffic:** Allenby Road for pick up after sport on Monday & Wednesday being trialled, but is not being used much. Remodelling of the prep carpark to be undertaken soon. If drivers follow the lines it will work; there will be a through lane; the prep drop off zone. Lack of car parking spaces for special events: basket ball courts will be open at these times to accommodate extra vehicles.

- **Review Blanket ban on Certain Foods:** There remain a couple of children now in Year 4 with severe allergies to nuts, so ban on nuts needs to continue. This has been in the prep eBulletin again this week. Eggs, Kiwi fruit and seafood ban also needs to be continued. *Can this please be followed up and put in handbook (preferably online).*

- **Uniform Issues:** Addressed to B. Kennelly earlier.
• **New Curriculum requires new equipment especially science**: Academy of Science, primary connections is a K-Year 6 resource, expensive, but very good, very hands on. K-Year2 resource is $2 400 including 12 kits & 12 unit books.

• **Horse Sculpture** to be erected in Prep area.

3.4 **Boarder Parent:**

• Nil Tabled.

3.5 **Prep- Was & Cross Country Event (9 & 21 May):**

• With nearly $2000 raised I think this was a worthwhile fundraiser for the P&F and many parents gave their time and energy to make the two events a success.

• The Cadets’ BBQ was dirty but worked well, required two people to cook at busy times, with two serving from the bane-maries in the caravan. The tent selling baking required at least two helpers as well.

• While at WAS sales were slow and not very busy, HICES was quite busy with queues for food at time and at least six helpers required to run smoothly, especially 12-2 pm.

• Children in the KWS team were asked to bring a plate of baking for WAS and HICES.

• There appeared to be greater quantities of baking brought to the WAS event, therefore some left over, while the larger HICES event sold out and would have been good to have more donated goods for sale. Perhaps children and parents needed a reminder that HICES is a bigger event and to all bring in something to sell.

• WAS had plenty of food left over as we had slightly over-catered knowing we could reuse the food at the next event, therefore expenses were lower at HICES. Kelly was able to store the unused food for us until HICES and brought back unused bacon and eggs after HICES so we had no surplus stock left over.

• There were about 100 drinks left over from WAS, resold at HICES.

• HICES sold out of sausages, bread and almost sold out of drinks. Definitely greater quantities required next time

3.6 **Canteen:**

• No report tabled.

• H. Britton recommended new menus. During summer no new items e.g. salads went in except for sushi.

• General discussion regarding Healthy Food Guidelines and how it appears these are not being followed as a number of items are for sale outside of these guidelines eg: large flavoured milks. flavoured mineral waters, chocolates. **Action: R. Cheney & K. Battye to follow up with J. Collins.**

3.7 **KWS Fair 2014 (held over from March meeting):** Written by K. Bryant

• Overall P. Elbourne and myself feel that the fair was a huge success. Despite the wet weather again.

• This year we decided on a Friday night, from feedback given by various people, in particular staff at the school.

• Unfortunately, with the weather being wet, it was a bit hard for the committee to make an option on the best day for the fair to be held. Therefore, we will more than likely look at a Friday night again.
We felt the atmosphere on the night was fantastic, and funds raised were in the figure of approximately $18,000. This is on a par with previous years, taking into consideration that the annual raffle has been held over to later in the year. (term 3)

The highlight of the fair was that all sporting groups, musical groups, and P & F all worked together to make the fair a success. We had some old commercial stall holders and new stall holders, which added to the night also.

A special mention to Gary, Brendan, Vanessa and Lisa for the assistance they gave the committee.

As co-ordinator I would personally like to thank all the committee members for their never ending commitment to the fair again, thankyou, thankyou, thankyou. The fair would not be possible without you.

P. Elbourne: - teachers would like the Fair to start earlier; more school based stalls will raise more money; we need to make it all about our school.

3.8 Careers Forum:

P. Solari has this well in hand, ably assisted by R. Cheney (universities). Career's Forum to be held Thursday evening 12/06/2014. Well advertised in the eBulletin.

4. Matters for Decision:


K. Battye already a signatory.

4.04.06.14 Motion: That D. Marjoram be made a signatory of the P&F account & that D. Marjoram & K. Battye be made electronic signatories of the P&F account.

Moved: M. Srzich.
Seconded: P. Elbourne.. CARRIED

5. Matters for Discussion:

5.1 Raffle term3/market day/car boot:

Action: K. Battye to talk to J. Gordon re organising raffle. J. Gordon will need assistance sourcing prizes.
A prep family is willing to donate a prize worth $3,000. K. Battye to write a letter re same.

5.2 Invited Speaker:

General discussion regarding who the guest speaker is aimed at. B. Kennelly stated that the guest speaker is aimed at students, parents and open to other schools. B. Kennelly has been trying to obtain P. Dillon (drug & alcohol issues) as invited speaker.

5.3 NSW Parents Council - what can they do for KWS:

Discussion about how the NSW Parents council may assist KWS to secure P. Dillon as guest speaker.
Action: K. Battye to write to NSW Parents Council regarding assistance to secure P. Dillon as invited speaker.
6. Other Business:

- There is leftover popcorn (from the Fair) & popcorn machine in the P&F storeroom. *Action: H. Britton happy to help use this to sell at upcoming movie nights.*

- **Key to P&F Storeroom:** Access remains an issue. Discussion with B. Kennelly the best way to address this. B. Kennelly stated that the A3 system is appropriate. *Action: B. Kennelly to organise with G. Yeo for P & F Storeroom to be on A3 system - one key to be hung on cup hook in P&F pigeon hole the spare to be kept by the P&F President K. Battye. K. Battye to follow this up with B. Kennelly. NO OTHER KEYS TO BE ISSUED TO P&F STOREROOM.*

Next general meeting Wednesday July 30\textsuperscript{th} 2014.
Meeting Closed 9.00 pm.

Next Meeting: Wednesday 30 July 2014
Time: 7.30pm – 9.30pm
Venue: VC Room, IT/Library Building
Teleconference facility also available

Chairperson Signature


Dated: