WEDNESDAY 14/05/2014

Chair: M. Szrich,

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.

1.14.05.14 Motion: That the minutes of the Meeting held 12.03. 2014 be accepted as a true and correct record.

Moved: M. Szrich
Seconded: J. Welsh
CARRIED

1.3 Matters arising from Minutes:

- These will be addressed when B. Kennelly attends.

1.4 Correspondence.

OUT: By Post:

- Fees letter
- Thank you cards from J Gordon & J Welsh on behalf of the P&F to P Tierney & the EX-Students Association (ESA) for assistance with & sponsorship of the Calcutta at the Fair.

IN: By Post: Nil.

- By Email:
- Issues from March meeting to B Kennelly
- Invitation to the friends of Music AGM on 26/03/2014.
- Martin Williams, President Ex Students Association (ESA), their Mission, Objectives and presentation to School Council 26/03/14.
• NSW Parents Council E-bulletin funding, submissions VET entertainment, Cybersafety, Awards for excellence nominations, council activities. **Action:** J. Welsh to advertise NSW Parents Council newsletter in KWS e Bulletin. Then parents can look up the site themselves and sign up to the NSW Parents Council E newsletter individually.

• **Careers Forum acceptance by following industry expertise to help:**
  Chris Oldroyd (ESA), Finance and Stock broking;
  Christopher Eyles (ESA), Agribusiness;
  Dave Harbison (parent), Agronomy;
  Bob Symes (parent), Mining engineering.

<table>
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<tr>
<th>2.14.05.14 Motion: That the above correspondence in &amp; out is true and accurate:</th>
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<tbody>
<tr>
<td>Moved: J Welsh</td>
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<td>Seconded: K. Battye</td>
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<td>CARRIED</td>
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2. **Issues for Discussion with Principal/Head of Prep:**

2.1 **R McLean:** Prep Carpark: Not much room, lines need remarking, traffic bottle necks.

2.2 **R McLean:** Review blanket ban of certain foods in prep. Some years ago there was a blanket ban on certain foods in the prep school due to allergies. These include seafood, nuts, eggs and kiwi fruit. This blanket ban has not been advertised with new parents. The children involved are older now. **Can this policy please be reviewed, updated and advertised on an ongoing basis.**

2.3 **R McLean:** Uniform issues re prep school: Shorts versus long pants for the boys remains controversial.

2.4 **R. McLean:** Prep wish list – for further discussion with R. McLean at June meeting as he is an apology tonight (school excursion). Prep are actively involved in fundraising through catering for prep sporting event e.g. Prep WAS & HICES events.

2.5 **B. Kennelly:** Senior Carpark: A repeat offender keeps parking in the drop off zone. Can this please be addressed?

**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 June to enable them to give a considered response.

3.0 **Reports.**

3.1 **Treasurer.**

**Treasurer**

Nominated: D. Marjoram

Nominated by: K. Battye 2nd: R. Cheney **ELECTED**
No further nominations

### 3.2 Canteen – Transition of Management.

- Report from K. Battye – 05/05/2014
- The P & F have operated the school canteen for many years using a mixed model of volunteer management (by the canteen committee), part-time employees, & volunteers to assist in food preparation & serving. The canteen treasurer’s role has also been voluntary. Reliance on volunteers to support the operation of the canteen, & oversee the management of the management has become increasingly difficult. As there were no nominations for the canteen treasurer at this year’s P&F AGM, this highlighted the difficulty of continuing to operate under this volunteer model. The school has offered its support and will trial the management of the canteen in Term 2, with the view that the management will transition to the school at the end of Term 2.
- The key features of the transition include:
  1. Deputy Bursar will take over the financial management of the canteen.
  2. Current staff (canteen manager & canteen assistant) retained, continue as employees of KWS, now reporting to Deputy Bursar.
  3. Financial accounts finalised at the end of term 1 i.e. all outstanding invoices & salaries paid, with balance of monies held in KWS P&F canteen account transitioned to the KWS P&F main account (at the end of Term 2 – timeframe of trial).
  4. NSW Healthy canteen guidelines will inform canteen menu planning.
  5. KWS P&F will have a liaison representative that will be the parent body link to the Deputy Bursar- it is proposed that Richard Cheney takes on this role as the Chair of the Canteen Committee.
- Volunteers will be requested for special days only.
- 2013 - Net Income from canteen = $13,292.

### 3.3 KWS Fair 2014 (held over from March Meeting).

- Held over to June Meeting.

### 3.4 Principal’s Report.

- Really good finish to Term 1 – with the following activities: Year 7, Music & Cadet camps; Year 12 retreat; work experience; community service. There was positive feedback from all venues, especially regarding Year 12 – “nicest most polite group”.
- Great start to Term 2 with Year 9’s excursion to The Snowy Mountains which also generated positive feedback about the students.
- Term 2: Year 12 exams have just completed exams, Year 11 are currently sitting exams and Years 7-10 commence exams in one and a half weeks.
- Winter sport: 54 teams plus aerobics, runners club.
- Co-curricular includes: music & photo club.
- Strategic plan: now to staff for feedback. Plan will go out to parents late Term 2 or early Term 3.

- At the previous meeting a query was made of Mr Kennelly regarding the system for awarding points to students. Mr Kennelly provided following advice:
POINTS: Explanation of points system is outlined in staff handbook. Explanation of the points system will be disseminated through: the eBulletin; P&F minutes; Tutor groups; and will be included in the 2015 student diary.

1. House points will now be called Citizenship Points (CPs).
2. Students are awarded CPs by any staff for acts of care and service which are deemed special/extraordinary and not far things ordinarily expected of students.
3. These can be both within the school and within the wider community.
4. Points accumulated for each House are tallied at the end of each year.
5. The House with the most points is awarded the P&F Tutor House Challenge Shield on Speech Day.
6. As a guide, it is expected that Staff/Tutors and Heads of Houses will award points 1 at a time and 1 per fortnight on average.
7. Academic Effort Points (AEPs) will be awarded based solely on student effort and learning demonstrated in the classroom commensurate with their abilities.
8. AEPs will focus on academic effort rather than achievement of high test scores alone. That is any student may receive an Excellent point for outstanding academic effort.
9. AEPs will be classified under the same categories: Effort, Achievements and Excellence and will rely on both direct and indirect data.
10. As before 5 points will be awarded Merit Certificate, and will be presented at House Meetings.
11. At the end of the year students in each year who receive numerous points (say 5 Certificates) may be eligible for an Academic Medallion or Special Commendation at Assembly.
12. Merit Certificates are to be signed by the Director of Studies and the Principal.
13. As a guide it is expected classroom teachers will award AEPs between 1 and 3 (max) per fortnight on average.
14. All points are to be submitted by the blue Behaviour Management booklet (pink slips). No points are to be submitted any other way.

- Uniform: Consensus needs to be gained by P&F on uniform concerns. Then these concerns can be addressed by the Uniform Committee. There is criteria that uniform must meet that includes quality, timelessness, value for money, ease of laundering, hard wearing and easy to wear. This will be articulated through the eBulletin.

- Prep Food Allergies: Some years ago there was a blanket ban on certain foods in the prep school due to allergies. These include seafood, nuts, eggs and kiwi fruit. This blanket ban has not been advertised with new parents. the children involved are older now. This issue to be addressed by R. McClean, Head of Prep at the June meeting.

- Carparking: Prep can now be picked up in Allenby Road. The Purple report (budgeting) includes the reconfiguring of the car park in 2105. Senior drop off zone to be re-enforced as the same car parks there. The basketball court will now be used for parking on special occasions.

- Parent Teacher Interviews (PTIs): Letter too slow for some boarder families. Review of PTIs: Parent teacher feedback is being gained into the best ways to run interviews. The suggestion of skyping for boarder parents is being considered.

- Accounts: LMS may help with the reality of being able to email out accounts.

- Social Function for all New Parents in Senior School: (Separate function for Prep best.) A. Miller suggested a Year group get together at one function. To be further addressed at the June meeting.

3.5 Head of Prep Report (Presented by B. Kennelly):
Please accept my apologies for the meeting but I am in Canberra on the Year 6 excursion.

- Very positive start to the term both in the classroom and in co-curricular activities.
- School has purchased more iPads to be used as a class set across K-4. These will be in full operation within the week.
- Staff involved in a Writing Professional Development at the start of term which was outstanding. All staff have used the strategies to engage the children in writing and are reporting a real zest for the subject.
- Excursions this week for Year 4 who are studying our early colonial history by exploring the Rocks while Year 6 are on the Canberra excursion to meet our political leaders.
- Sport – very busy this term
  - Interhouse and WAS Cross Country carnivals were very successful. Very generous support from the P&F in running the food van. Next week’s carnival 16 schools are expected which means 650 students plus spectators. Again the P&F are running the food van.
  - Armidale Rugby trip was again a huge success with the boys coming 4th in their division – best result.
  - Winter sport all underway in Hockey, Netball, Football and Rugby. The 12 years Rugby have entered the Sydney Schools competition and are proving most competitive.
- Music Concert in three weeks (June 10) featuring our choirs and various ensembles. A number of performances are occurring in Assembly featuring our K-2 demonstrating the talent coming through.
- After School Care in now under the direction of United Care Children’s Services. The numbers have certainly dropped with the increase in costs but hopeful they will progress.

4. Matters for Decision:
- Nil.

5. Matters for Discussion:

5.1 Planning P&F Activities for 2014 - 2015:
- **Text Book Sale:** Last Friday of Term 4. Co-ordinators: Jo Cheney definite and maybe Jill Laurie and Lisa Chidlow. K. Battye to check with J.L and L.C.

- **Invited Speaker:** General discussion. B. Kennelly has a list of preferred speakers.


Moved: M. Srzich.
Seconded: J. Welsh.

CARRIED

- **Raffle Term 3 / Market Day / Car Boot Sale:** This needs to be a meeting held outside the normal P&F. K. Battye to speak to J. Gordon & P. Elbourne about this.
- **Meet and Greet – co-curricular & ex students – senior school:** Particular focus on Year 7 & other new parents early in Term 1 2015 as an adjunct to the Fair. It was suggested that this be held on the same
weekend as the Fair, but not at the Fair. E.g. if the Fair was held on Friday night the meet & greet could be held as a Saturday brunch or if the Fair was held on Saturday the meet & greet could be held on Saturday evening. General discussion on the pros and cons of having a meet & greet that also includes the co-curricular clubs some thought of having the co-curricular clubs at the Fair only. No date has yet been set for the Fair. K. Battye to co-ordinate Meet and Greet.

- **Meet & Greet Prep:** P&F sponsor it & give a financial contribution. R.McLean organises it. It was suggested that there be a stronger presence of the P&F through name tags and serving of food. Planned for 2015, Term 1, Week 2 or 3 at the information meeting.

- **Co-ordination of Sponsorship – P&F & Co-Curricular:** There needs to be a separate meeting re sponsorship – K. Battye, R. Cheney & K. Bryant to be involved in this.

- **Communication Improvements:** Held over.

- **Headspace:** Held over.

### 5.2 Careers Forum:

- Co-ordinator P. Solari.
- R.Cheney’s report attached.
- J. Welsh no longer able to assist with forum due to family matters.
- General discussion and then allocation of tasks by co-ordinator to members of the P&F. H.Britton to contact Matt Brown re armed forces, especially navy. Trades & Journalism need to covered. S. Passey to follow up journalism.
- Careers forum Thursday 12/06 at 6 for 6.30 pm in the DPA.
- P. Solari has this in control and will also advertise this in the ebulletin.

### 5.3 Prep- WAS & Cross Country Event (9 & 21 May):

- M. Srzich & helpers have this under control.

### 6.0 Other Issues:

- **Change of date for June P&F Meeting:** Due to the Careers forum the P&F meeting has been moved to Wednesday 4th June, Term 2, Week. J. Welsh to advertise same in eBulletin.

Next general meeting Wednesday June 4th 2014.

Meeting Closed 9.20 pm.

**Next Meeting:** Wednesday 4 June 2014  
**Time:** 7.30pm - 9.30pm  
**Venue:** VC Room, IT/Library Building  
Teleconference facility also available

Chairperson Signature  

Dated: