President Report, July 30 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- I have spoken with Lisa and Jill. Lisa is happy to help but does not want to have overall responsibility of coordination. Jill’s daughter finishes at KWS this year and doesn’t want to take it on again this year. Richard has indicated that Jo Cheney is a possibility, and it would be good to identify one or two more to help with coordination.

- Transfer of management of canteen to the school. This has been 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. I have 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. I 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 2. Issues to be raised with Principal/ Head of Prep

- Request for signs for toilets to be placed around main oval please
- Can toilets be cleaned and paper replenished prior to Saturday sport?

Item 3.2 Issues raised with Principal and Head of Prep School – sent in email to Brian 14th June 2014

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

- 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?
- End of Year exam timing. If end of year exams cannot be earlier in Term 4, then what is the process for feedback & when?
- 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?
- 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.
- Wishlist: Please discuss with teaching staff and we can discuss allocations at the next P&F meeting (July meeting).
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.

Item 4.1 Matters for decision

Raffle Term 4, 2014

Jane Gordon has undertaken some research into organising a raffle for early Term 4, 2014.

She has 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.

Link to Australian Fundraising

You can follow this link to have a look at the catalogue, page 14 describes the raffle and page 15 has the Hamilton Island packages


Prizes

A Kinross family has offered a substantial prize, and Jane was also investigating a main prize of a 5 night package at Hamilton Island.

Jane has found out that if we were to purchase a 5 night package at Hamilton Island commercially it would be about $3100.

This does not include the ticket printing or the incentive prizes Australian Fundraising provides. (The cost of a similar package through AF including prize, ticket printing, incentive prizes and recording software would be approx. $4800). So looking at it Jane suggests there is less than $1000 benefit in structuring it all ourselves and is not sure that the cost/benefit would be worth it particularly if we don’t have many helpers.

Improving return of books
Jane thinks that we should be able to manage a greater return of books based on the timing i.e. not linked to Fair and in Term 4 after school fees paid and if the books were bundled at $40 rather than $50.

Concerns regarding raffle

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.

More broadly, perhaps the decision is at a higher level – as a P&F do we need to run fundraising campaigns outside the major fundraiser and community event – the fair? Perhaps we just focus on the fair and providing services at events where we make a bit of money eg the Prep WAS & CIS cross country. Feedback received is that there are school parents who feel they are already substantially contributing. Particularly with so many co-curricular clubs seeking support also – not just monetary but time support too.

Following these discussions, a decision should be made whether to proceed. Jane has indicated her willingness to coordinate the raffle if we proceed.

Options for decision

- Go with Australian Fundraising. If we do this we need to pay 20% of the cost when the tickets are printed and the balance two weeks before the draw.
- Go alone and run through P and F.
- Don’t have a raffle and look at other fund raising options (although may be small scale for 2014 given now Term 3)
- Maintain the fair as the major fundraising and community event and provide services at events where the P and F may make some money.

To Note:

If go ahead with raffle we need to get these tickets out in the first week of Term 4 which means it will all have to be ready to go by the end of Term 3.

KB - The P and F should meet the cost of the mail out of tickets to families, and minimise impact on KWS staff administration time.

Kristine Battye

26th July 2014