Meeting Opened: 7.33 pm

1.0 Statutory Matters

1.1 Welcome and Apologies
By Teleconference: M. Aldersey

Apologies: G. Hinrichsen, K. Bryant, A. Zielinski, H. Reid, J. Crewe, J. Welsh, D. Marjoram

1.2 Acceptance of Minutes of Previous Meeting:

1.2 03.06.2015 Motion: That the minutes of the meeting held 06.05.2015 be accepted as a true and correct record.
Moved: M. Srzich
Seconded: J. Gordon
CARRIED

1.3 Matters arising from previous minutes:

2.1 Issues raised with B. Kennelly:
- Extension of school shop hours appreciated.
- Query regarding how parents access the second-hand items.
- No feedback from P&F on email protocols.
- Can notices emailed to parents also be emailed to student?
- Gordon House refurbishment.

2.1 Co-curricular issues raised with C. Rowe
- Last minute changes to musicianship classes without parents being informed.
CR response: only one formally cancelled. Music staff keep attendance records and every effort made to notify students if there is a last minute cancellation. Open to suggestions as to what else can be done.

ACTION: D. McIntyre suggests putting changes up on school whiteboard. K. Battye to discuss with C. Rowe / G. Hinrichsen.

- Changes to cadet timetable – are they outlined in the school calendar or e-bulletin?
CR response: Cadet calendar organised term by term and placed on web, in family bulletin and daily bulletin in first week of any term. Cadets starts second week of every term. Changes are announced at assembly. Again open to suggestions on how to improve.

3.3 & 4.1 Robotics programme in Prep school
- R. McLean has obtained further information and quote from Lego. See Priorities For Fundraising below.

4.4: NSW Parents council: KB contacted CEO regarding membership. There has been a recent change in personnel and CEO indicated they have a program of workshops coming up that will also be held in regional areas. He will send us the program we can decide about continuing membership. KB recommendation hold out on joining until see programme.

4.5: Pedal prix big breakfast: Event has been cancelled so P&F help not required.

4.6 Invitation to Business Manager to attend P&F meeting: G. Alderson has been invited and will attend P&F meting T3 Wk7 (26th August)

5.1 Canteen management: KB asked R.Cheney to arrange meeting with G.Alderson to discuss the issues raised at the last meeting with H.Britton to attend. Meeting has not yet occurred.

**ACTION:** KB to organise meeting between G. Alderson and H. Britton and CC R.Cheney.

1.4 Correspondence:
IN: NIL
OUT: NIL

2.0 Issues for discussion with Principal and Head of Prep:
1. Prep school car park: Managing illegal parking, dropping off particularly for pre-prep, real concerns with safety and issues if an ambulance needs to get past gym area. Why was the widening not progressed?
2. No alcohol policy: There was no discussion with P&F or sporting clubs before this policy was implemented. Concern of potential impact on where sporting clubs hold their events.
3. Cyber bullying presentation – where are we up to?
4. Grade 2 class sizes – where is the cut off?
5. Tam-o-shanta and senior girls hairstyles on formal occasions / at formal parades such as ANZAC day.

3.0 Reports

3.1 Treasurer (J. Gordon)
Balance @ 31/05/15 $89,566.93
$1195 to go in from H.I.C.E.S
$59,197 Bank + outstanding deposits + projected income - commitments - bills.
Vote of thanks from the P&F for the contributions of outgoing P&F committee members J Welsh, D Marjoram & R Cheney.
Approval of purchase of gifts as a thank you to these members.

3.2 Principal’s Report.

- **Staff Professional Development:** Wonderful day linked to strategic plan, assisting teachers in classrooms and deepening understanding of what is required. SAS interviewing students K-12 and checking responses vs. teachers. Further staff development day this Friday.
- **Strategic Plan:** Making good progress. Over next 18 months will see big changes in the classroom that will help student learning.
- **Homework Club:** Working well with positive feedback from parents.
- **Co-Curricular Creep:** Ongoing debate as student academics of primary importance but co-curricular is also important. Needs to be continually looked at. Concerned parents should feedback to P&F or co-curricular staff such as C. Rowe and L. Barrett.
- **Increasing Student wellbeing:** School moving to 8 tutor houses in 2016 to increase level of pastoral care. Will be a challenge and produce quite a change. Year 11’s have helped develop the plan to ensure its success.
- **Exams:** at various levels through the school.
- **Drugs seminar:** on ICE for years 10&11.

M Srzich: how well is the new award and reward system working?
B Kennelly: Thinking of upping it to having an academic assembly twice a year (like co-curricular) to reward those who are not top of their class but have done well.

**Issues for discussion**

- No Alcohol Policy: P&F expressed views as per 2.2 above.

**ACTION:** B Kennelly to talk further about the school policy at the next meeting.

- Senior girls hair at formal occasions

**ACTION:** B Kennelly to progress request that senior girls have their hair tied back at formal occasions.

3.3 Head of Prep Report (R. Mclean)

- **HICES Cross-Country:** Thank you to the P & F for support of this event in less than ideal conditions. Had great feedback from the other schools.
- **Homework survey:** Parents meeting on Tuesday 2 June with only a small group attending. Concerns around anxiety and time pressure with other family commitments, and also co-curricular creep. Exploring having a week each term with no homework. Research projects need to be given more scaffolding as guidance. Will use results as input for the staff development day this Friday.
- **High achieving students:** Oliver McLaughlin - representing NSW at the Pacific Games for swimming. Phoebe Litchfield - representing NSW PSSA at the National Hockey Championships.
D. McIntyre: our representative sports people need a mentor within the school to support them, particularly psychologically.
B. Kennelly: it is part of the KWS strategic plan to offer support structures for all high achieving students (not just sport) assisting them with the studies, career goals, self confidence etc.

- **Scientia Science Expo**: high standard of presentations
- **Staffing**: 2 new Teacher’s Aides appointed. - **Bernie Sharpe**  - **Lindy Summerton**. Melinda Ostini has taken maternity leave
- **Notifications**: now being emailed - save time, lost notes & the environment.
- **Robotics**: discussion in relation to P & F contribution
- **Upcoming events**: Performing Arts Concert - Tuesday June 9. Community Concert - Wednesday August 5.

### 3.4 Boarder Parent

- No report provided

### 3.5 Prep Representative Report (S. Harvey)

- **H.I.S.C.E.S**: catering went well (separate report by M.Srzich) – next time need to provide gluten fre and vegetarian options. Consider using same format for Experience Day.
- **Car Park**: ongoing issues. S. Harvey already in discussion with R. McLean and issue to be raised further at tonight’s meeting.

### 3.6 Canteen:

- No report provided
- K. Battye to organise meeting as per 5.1 in previous minutes above.

### 4.0 Matters for Decision

#### 4.1 Priorities for Fundraising:

- **Robotics programme in Prep School**: R. McLean has obtained quote from Lego of $11,219 which will provide 2 sets, one for stage 2 and one for stage 3. He would like an additional $250 to buy a starter kit for Kindergarten. This would be used to ascertain value of investing more in the K-2 area in the future. The plan would be to add to the programme in future years endorsing it as a P&F supported programme.
  
  D McIntyre made suggestion of parent sponsorship of particular parts of the kit. R McLean believes this will be useful in a few years when the school starts entering competitions.

#### 4.2 Paul Dillon Workshop

- Parents workshop Monday 27th July 7pm. Students in years 10, 11 and 12 will have a separate presentation.
• Four parent presentation options tabled based on abstracts provided by P Dillon. General agreement amongst P&F that elements of all of them would be relevant to the KWS community. Concern over kids exposure to drugs, but also alcohol as it is the current #1 problem for teenagers.
• S Crisp proposed we ask P Dillon to do a tailored presentation based on the age of the children at KWS covering drugs and alcohol.

**ACTION:** B Kennelly to contact P Dillon to discuss.

### 5.0 Matters for Discussion

#### 5.1 Careers Forum:

• Comprehensive report provided by E. Bylsma and presented by J. Gordon.
• J. Gordon talking with E. Bylsma and G. Hinrichsen and supporting on behalf of P&F where necessary such as with floor plans.
• Special thanks to Georgie and Emma for all their hard work and effort.

**ACTION** P&F to do thank you cards.

**ACTION** J. Gordon to advise P&F if more help needed with the careers forum.

#### 5.2 Trivia Night: (D McIntyre)

• Date confirmed for Friday 4th September in DPA, $25pp, no kids. Capacity 450 people on tables of 8. Theme will be Orange. Bring own food.
• Great team of about 10 people making it happen.
• Will use an outside company to do the questions, MC etc. questions and answers done electronically to add extra dimension to evening. Company takes percentage of ticket sales ($9 of $25).
• Will have a few big-ticket items to auction on night. Platters of desserts available to sell on the night.

**ACTION:** D McIntyre to contact Ex-students association through G. Hinrichsen to seek their involvement.

#### 5.3 Sustainable Schools & second hand textbooks:

• Trading website where a school and or individuals can load up items to sell secondhand. Software matches buyers and sellers. School booklist would be uploaded saving admin time and organization of a single book sale. Takes 3 days to set up. Current used by James Sheahan Catholic High School.
• Costs involved: $200 one off set up, $ 990 per annum (set for 3 years) enabling school community to use it for free (otherwise $1 per trade and $20 per family per year).
• Concerns: How will boarder parents feel about it? People will be responsible for posting out their items if the buyer is not located within KWS.

**ACTION:** J. Gordon to follow up with D. Marjoram to understand IT perspective

**ACTION:** J. Gordon to talk to JSCHS and get feedback based on their experience to date.

#### 5.4 G. Alderson presentation to P&F:

**ACTION:** All: P&F members to send K. Battye topics that they would like Greg to address.
Items for next meeting
  • Year 7 orientation

Meeting Closed 9.15 pm.

Next Meeting: Wednesday 29th July 2015, 7.30pm

Chairperson Signature

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Dated:

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