1.0 Statutory Matters

1.1 Welcome and Apologies
In Person: M. Srzich, A. Karbowiak, S. Harvey, C. Fraser, L. Dunworth, S. Passey, K. Bryant, J. Crewe, J. Welsh, J. Gordon, M. Aldersey, D. McIntyre, R. McLean (7.50pm), G. Alderson (8.05pm)
By Teleconference: J. Glastonburry, K. Battye (7.55pm)

Apologies: A. Zielinski, H. Reid, B. Kennelly,

1.2. Acceptance of Minutes of Previous Meeting:

<table>
<thead>
<tr>
<th>1.2. 26.08.2015 Motion</th>
<th>That the minutes of the meeting held 29.07.2015 be accepted as a true and correct record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved:</td>
<td>K. Bryant</td>
</tr>
<tr>
<td>Seconded:</td>
<td>J. Welsh</td>
</tr>
</tbody>
</table>

CARRIED

1.3 Matters arising from previous minutes:
- Using whiteboard for co-curricular changes
  **ACTION:** A Karbowiak to follow up with G Hinrichsen
- Ex students involvement in trivia night – invitation sent.
- Careers night thank you cards
  **ACTION:** J Gordon to follow up with G Hinrichsen
- Gordon House letter
  **ACTION:** J Gordon to follow up. Remove from future agendas
- Cyber-bullying presentation
  **ACTION:** A Karbowiak to check on history and discuss with H Britton
- Senior girls hairstyles at formal events – B Kennelly followed up
- Publication in newsletter of Paul Dillon link – done.
- Membership of NSW Parents council – general agreement that we need to make better use of our membership than in last few years. S Harvey and S Passey volunteered to be the liaisons.
  **ACTION:** J Gordon to follow up on membership invoice.

<table>
<thead>
<tr>
<th>1.3 26.08.2015 Motion</th>
<th>We continue with our membership of the NSW Parents Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved:</td>
<td>K. Bryant</td>
</tr>
<tr>
<td>Seconded:</td>
<td>J. Welsh</td>
</tr>
</tbody>
</table>

CARRIED
IN:
Email from Jenny Glastonbury re how school fees can be paid
Email from J Welsh congratulating school on the naming of Blackman House

OUT: Nil

2.0 Issues for discussion with Principal and Head of Prep:
Issues for head of Prep - as per Prep School Report from S Harvey (see attached & below)
Issues for Principal (for K Battye to email to B Kennelly)
  - Communication about places for prep students in the High school
  - Is the BBQ now functioning properly?
  - Duty of care at cadet camps

3.0 Reports

3.1 Treasurers Report (J. Gordon)
See attached
Email been sent to parents regarding P&F subs.

### 3.1 26.08.15 Motion: That the above report be accepted as a true and accurate record.
Moved: J. Welsh
Seconded: K. Bryant

3.2 Canteen Report (K Battye)
  - H Britton and K Battye met with G Alderson to discuss future plans for canteen management.
  - Canteen coming under the overall management of the Boarders Dining Room chefs. Some lunch options available to boarders will also be available for sale at the canteen. Chefs will be responsible for the menus and the ordering. Healthy canteen food guidelines will be better intergrated with current unhealthy options (lollies, chocolate) being phased out.
  - Changes to come into effect from term 4.

3.3 Head of Prep Report (R. Mclean)
Report tabled as per attached.
In addition:
  - The art work for the trivia night will be ready on Monday with photo’s being taken for promotion.
  - Children will be given opportunity to purchase small gifts for fathers day through the school.

D. McIntyre commented the Prep school did a fantastic job on the community concert. S Passey commented there was great interaction between the Senior Prep students and the older people – it would be great to keep this going.

3.4 Principals Report (B. Kennelly)
No repoprt available

3.5 Boarder Parent
No report provided

3.6 Prep Representative Report (S. Harvey)
Report tabled as per attached with R McLean responding to each item:
  - Car park issues will be covered by G. Alderson
  - R. McLean will follow up on suggested “opt-in hard exercise” period before assembly.
• Acknowledgement of the need for parents to receive confirmation they have a place in the senior school following the submission of the parental place required confirmation form.

4.0 Matters for Discussion

Greg Alderson Q&A (from questions agreed at July P&F meeting)

G. Alderson gave an overview of his role and responsibilities. He is appointed by the School Council as the senior member of the non-teaching staff and is responsible for the 140 non-teaching staff (from the registrar to the cleaners). His job is to deliver a functioning organisation as defined by the school strategic plan, realigning it as necessary to fit with the plan with work particularly around remediation and compliance. He has a broader, more commercial role than predecessor Bursar J Donnelly.

1. Risk Management: For every activity (on or off site) need to undertake risk management. With respect to P&F activities/events, the steps are as follows:
   a. Plan (in detail) what you would like to do.
   b. Review the plan and determine limits / parameters.
   c. Forward plan to G Alderson’s team for review. All events need to be reviewed - Trivia night, orientation day, P&F fair etc.
   d. Decide what can and can’t happen. What you can do to manage and mitigate the risks (not possible to remove all of them).

   - G Hinrichsen is our go to person for liaison particularly regarding dates and the calendar.
   - For the P&F fair all vendors need a risk assessment as well as their own insurance. They need to show us their process for how they handle their machinery.
   - Eradicate risks where we can accepting we can’t eradicate them all. When can’t eradicate then need to manage them properly.

ACTION: K. Bryant to follow up with Georgie re fair date
ACTION: A Karbowiak to follow up re food handling requirements for events.
ACTION: A Karbowiak to organise separate meeting to go through our upcoming events and start planning out what we need to do risk management wise.

2. Clothing Pool: Now a one stop shop with the quality of what’s in the pool having been raised. All unsuitable clothing was thrown away. Future plans are to make it more like a real shop where people can easily browse; currently this is limited by space. Goal is not to make a loss, but also not worried about making a profit. Changes in the shop mean prices likely to go down at the start of next year.

3. Vehicles / car parking: An engineering solution is not going to solve the problem. It is human behaviour that is the problem, not volume of traffic. Next year doing a whole campus master plan including traffic flows, timings, monitoring etc. As an interim measure hiring additional staff to manage key points in traffic. Haven’t been able to recruit the right people so training in-house. Not yet resourced to mount a campaign to change parental behaviour. There are various ways parental behaviour can be managed such as kids giving their parents tickets with house points being lost as the fine, and name and shame.

ACTION: Discuss at next meeting P&F role in communicating to parents about parking behaviour.

4. School Grounds: No safety issues exist with treatments put on the lawns. Treatments used are fertiliser, broadleaf spray, fungus treatment and blackleaf beetle treatment. All done in school holidays and nothing there that would make the children smell. Ingredient lists and safety data sheets available for any parents who may still be concerned.

5. Billing: Building a new billing system which will include billing as a family rather than individual kids, and payment by BPav. Email billing to come in Feb 2016, and bills will then be available online so can more
easily do periodic payments. Automatic deductions available now. In current interest rate regime there is no financial advantage to parents or the school for paying a year’s fee up front.

6. **Canteen**: Head Chef has started analysis of the canteen this week. Some refurbishment likely for which the P&F will be asked for financial support. Addressing staff management / employee issues. Plan is to extend the flexi school system so eventually a cashless campus. Not all red light food will be removed. Aligning canteen with what happens in the boarding houses. Want to grow culture of managing up to a standard, not down to a price.

**Trivia Night: (D. McIntyre)**: Alcohol license approved. Currently sold 260 tickets with room for total of 480 people. Have a number of volunteers cooking for the dessert platters (60 items each) but would like a few more.

**Prep school questions removed from G Alderson list and answered by R McLean**:
Class sizes: will not change moving forward (20 K-2, 22 3&4, 26 5&6), and there will continue to be two class sizes for each year (no expansion to 3). There will be more teaching support available for dealing with the larger class sizes than have existed traditionally (where there were only 15 or so kids).
Languages: Year 6 trial for oral & aural French has been successful. If French was available throughout the Prep school this would have a big impact on the high school. However, would love to be able to include a language in some form through rest of prep. Considering introducing it as a co-curricular activity rather than formal part of curriculum.
Sport: Will be back to two afternoons a week through summer sports.

**Year 7 Orientation**
ACTION: A Karbowiak to check date with G Hinrichsen and a organise team.

**Secondhand Text Books**
See summary by J Gordon
D McIntyre commented a parent in Prep school is setting up an Ap to deal with selling secondhand items such as text books. However currently unproven and school needs to action something now or won’t be ready in time.

| 5.1 26.08.15 Motion: Accept proposal by J Gordon to use the online Sustainable School Shop for our text books sales at a cost of $1150 for the first year. |
|------------------|------------------|------------------|
| Moved: K. Bryant |
| Seconded: J. Welsh |

**Students & Gaming**:
NSW Parent Council reps (S Harvey, S Passey) to follow up with NSW PC on speakers.

**Meeting Closed 9.25 pm.**
**Next Meeting**: Wednesday 21st October, 7.30pm

Chairperson Signature
Dated: ____________________________________________

**Attachments**
P & F Treasurer's Report
23-Aug-15

Bank Balance @ 23/08/15
P&F Account

$79,354.21

Outstanding Bills or cheques to be presented
KWS P&F Account:

KWS P&F Account owing to KWS
Total $ -

Commitments

Performing Arts $ 7,795.91 Oct 2014 Wishlist remaining
Spotlight $ 990.00
Visual Arts - Prize $ 1,000.00 Oct 2014 Wishlist
English Texts $ 5,000.00 Oct 2014 Wishlist
Academic Services $ 2,000.00 Oct 2014 Wishlist
PLC Rec Equipment $ 4,000.00 Oct 2014 Wishlist
Guest Speaker - P Dillon $ 3,000.00 for July 2015
2015 provision $ 8,500.00 refer Notes[1] below
Prep Robotics Program $ 11,449.00
Contingency $ 5,000.00

subtotal $ 48,754.91 total commitments

Outstanding Deposits

subtotal $0 total outstanding deposits

Projected income

interest remainder 2015 $500 July to December
Subscriptions $17,000 based on 2014 subs, July or September
Trivo Night $5,000 approx

subtotal $22,500 total forecasted income

$30,299 bank + outstanding deposits + projected income - commitments - bills

Notes

(1) 3.5k NSW Parents Council, 0.5k Tele Con, 2.5k Yr1 Orientation, 2k Staff Xmas

Jane Gordon
Prep Report August 2015

- Ongoing known issues with carpark, especially getting in/out at pickup time.
- Some parents have queried the possibility of a 5-10 minute opt-in scheduled hard exercise period directly before assembly, the idea being to assist with sitting still and concentrating in the classroom. E.g. Running 5 times around the oval.
- There has been some general confusion regarding the email and newsletter items regarding enrolment in the senior school for those continuing from prep. Michelle Pryse-Jones has clarified that 52 places are carries for our prep students into the Senior School and there is no need to make an additional enrolment.

Kinross Wolaroi Preparatory School
Head of the Preparatory School – Rob McLean

P & F Report – August 2015

Report

- Revision of homework policy completed - details in the bulletin.
- HICES Debating have made the semi-final for the second year in succession. A tremendous achievement.
- Community Concert - an outstanding achievement by all. Looking to reach out further in 2016.
- iMovie festival on 9 September - some terrific presentations to see.
- HICES Music Festival - 2 students selected plus Katie Sinclair who was very impressed with student’s involvement.
- Athletics - good “hit out” at WAS in preparation for HICES next week.
- Robotics - software is now on the network - quite a deal to set up in preparation for student use.
- SRC - students are being given a voice promoting ideas for implementation. Already some have been enacted.

Many thanks for your support.

Regards
Rob McLean
Second Hand Text Book Sale

Sustainable School Shop

www.sustainableschoolshop.com.au

As discussed at the June meeting, this is a trading website which offers all school items for sale.

It appears to be a good alternative to the text book sale. The booklist is loaded onto the website with ISBN reference. Wanted ads and for sale ads are loaded by families/students using the booklist references and there is automatic matching. The system will match Kinross buyers with Kinross sellers first and then look further depending on the criteria set. It is then the responsibility of the buyers and sellers to arrange pick up and payment.

Sustainable School Shop provides DL brochures, a pdf to load to the website and suggest a weblink from the Kinross website to direct families to the service. They provide a help desk which is where all queries are directed.

The P&F could pay for the service (a family yearly subscription is $19.95 or $1 to place an buy or sell ad). There is a $200 one off initial set up costs (it only takes a couple of days to set up). They have quoted an annual fee of $950 GST inclusive. If we were to also use it for trading second hand uniforms that same fee would be applicable for 3 years.

I have spoken to James Sheahan as they use this service for second hand text book and uniform sales. Their experience has been very positive. They have been using Sustainable Schools for 4 years. They ran an internal trading system prior to this which was time consuming and became unsustainable for their library staff with their other commitments. The only complaint from the parent body is the fees they have to pay as it isn’t subsidised by the school or P&F.

There is a possibility that a purchaser has to deal with 4 different sellers, however the suggestion from James Sheahan was to make sure you get in early and generally your books can be supplied by a single seller.

Based on the information I have gathered and the feedback from James Sheahan, I recommend that we take up the service and that the P&F pays the annual fee and the set up cost. For the first year the total cost would be $1150. It only takes a few days to set up. My feeling is that once we move to this trading system, families will trade uniforms in this manner as well.

Jane Gordon

25/07/2015
Questions for Greg Alderson, KWS Business Manager
P&F Meeting Wednesday 26th August 2015

Topic Area

etary
August 2015