KINROSS WOLAROI SCHOOL
PARENTS & FRIENDS ASSOCIATION
The Boardroom, Wolaroi Mansion

WEDNESDAY 18/11/2015

Chair: K. Battye

Meeting Opened: 7.36 pm

1.0 Statutory Matters

1.1 Welcome and Apologies
In Person: K, Battye, M. Srzich, A. Karbowiak, S. Harvey, C. Fraser, L. Dunworth, J. Crewe, J. Gordon, M. Aldersey, D. McIntyre, M. Aldersey, H. Britton, 8.05pm: R. McLean and B. Kennelly

K. Battye gave formal acknowledgement to Cheryl Hansen, Jenny Glastonbury and Mark Olson who were all attending the P&F for the last time. A thank you gift was presented to each for their many years of contribution to the P&F.

Apologies J. Welsh, H. Reid, S. Passey

1.2. Acceptance of Minutes of Previous Meeting:

<table>
<thead>
<tr>
<th>Motion:</th>
<th>That the minutes of the meeting held 21.10.2015 be accepted as a true and correct record.</th>
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<tbody>
<tr>
<td>Moved:</td>
<td>S. Harvey</td>
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<tr>
<td>Seconded:</td>
<td>H. Britton</td>
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<td>CARRIED</td>
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1.3 Matters arising from previous minutes:

- Risk management and food handling at P&F events – fact sheet distributed to the executive.
- Parents council – S. Harvey still trying to get a date from the NSW PC for a presenter.
- Bus Buddy programme – progressing
- Till purchase – D. McIntyre investigating

1.4 Correspondence: None

2.0 Issues for discussion with Principal and Head of Prep:

- P&F presence at orientation – offer sponsorship of the evening drinks.
- Need to better promote sustainable schools text book selling – would like a link on the school website that is visible and easy to find. The flyers were left out of the book list mailouts.
- Request for extra shade in the prep school – P&F happy to fund.
- Bus usage proposal for prep school
- P&F would like to give some funds to the tow new tutor houses.

3.0 Reports
3.1 Treasurers Report (J. Gordon)
See attached
P&F received $20K from family subscriptions.
Executive approved additional funding for purchasing of lights for the DPA ($7K was already allocated to their purchase and an additional $3.5K was given from other allocated but unused funds).

3.1.18.11.15 Motion: That the above report be accepted as a true and accurate record.
Moved: J. Gordon
Seconded: M. Aldersey CARRIED

3.2 Canteen Report
No report

3.3 Boarder Parent
M. Olson (present at pre-meeting drinks) thanked the P&F for their work and asked we continue to provide teleconference facilities and actively encourage boarder parent participation.

ACTION: K. Battye to invite KWS Director of Boarding, A. Miller to the next P&F so we can discuss how to better engage with boarder parents.

3.4 Prep Representative Report
- BBQ for Prep School open day went well. Need to ensure information such as food quantities is passed on for the next event

ACTION: D. McIntyre to set up KWS P&F drop box as a repository for key information.

3.5 Principals Report
- Thanks to the P&F for a successful year of friend and fundraising. Appreciate the efforts of a small group of committed people.
- Thank you for the extra $3K for the lights for the DPA.
- Orientation day – three fabulous days with wonderful feedback from the boarding community and just under half of 2016 Year 7 parents attending. It was good having the day parents attend the evening function along with boarding parents.

K. Battye: We would like to promote the P&F at the orientation day - information in the take home packs and sponsor the evening welcome drinks. The P&F would also like to hold 2016 welcome drinks (as per 2015) – suggestion of the Friday night before the fair using PLC as the venue.
- New staff – good feedback from staff and community with some great appointments.
- Have seen enormous and ongoing change through the school this year. There has been lots of personal development and learning for staff. Four staff went to Sydney this week and presented action research findings to the independent school sector with great feedback.

K. Battye: We need to promote what happens in the academic programme. It would be useful to have a link to the teachers presentations so parents too can see what happens.

L. Dunsworth: We need to better promote our teachers and their achievements. Can we have photos of teachers available so we can see the faces behind the names.

3.6 Head of Prep Report (R. Mclean)
Report tabled as per attached.
• Many thanks to S. Harvey and her helpers for the open day.
• Bus proposal – meeting with B. Kennelly tomorrow to finalise a plan.
M. Srzich: Need to have information on school buses readily available to parents, particularly the late bus options. Bus plan to be communicated before the end of the term so parents can start planning.
• A plan has been implemented and communicated in bulletin for what happens if a storm occurs at pick up time. In the case of a storm at 3.20pm children will not be taken to the drop off zone until the storm has cleared.
• Date of meet and greet in Feb next year being finalised. D. McIntryre to organise the after party.

4.0 Matters for Information & Discussion

5.1. 2016 Fair: Date confirmed as Saturday 12th March and will form part of wider KWS Muster. The P&F will be supporting the school in developing and running the day. There will be a minimal number of commercial stalls, with those attending mainly being to provide activities. P&F will be incharge of the food and some of the stalls (such as bottle stall).

5.2 2016 Meeting Dates: Dates for P&F metings next year are as follows:
Term 1: Wednesday 10th February and Wednesday 9th March (AGM)
Term 2: Wednesday 11th May and Wednesday 8th June
Term 3: Wednesday 3rd August and Wednesday 31st August
Term 4: Wednesday 26th October and Wednesday 23rd November

ACTION: A. Karbowiak to email meeting dates to G. Hinrichsen so they can be published in the school calendar, and S. Rattay-Wood for room bookings.

5.3 New Tutor Houses:

21.1.15 Motion: The P&F give $1000 to each of the new Tutor Houses, and $500 to each of the existing houses for equipping their house rooms. A total cost to the P&F of $5K.
Moved: M. Aldersey
Seconded: J. Gordon
CARRIED

Meeting Closed 8.57 pm.
Next Meeting: Wednesday 10th February 2016 7.30pm

Chairperson Signature

Dated:
Bank Balance @ 30/09/2015
P&F Account
$70,557.05

Outstanding Bills or cheques to be presented
KWS P&F Account:
KWS P&F Account owing to KWS
Total $ 1,472.66

Commitments
Performing Arts $ 7,795.91 Oct 2014 Wishlist remaining
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
2015 provision $ 5,000.00 refer Notes(1) below
Contingency $ 5,000.00
subtotal $ 29,795.91 total commitments

Outstanding Deposits $ 877.10 proceeds from Prep Open Day BBQ
subtotal $ 877.10 total outstanding deposits

Projected income
Interest remainder 2015 $200 Oct to Dec
Subscriptions $17,000 based on 2014 subs, July or September
subtotal $17,200 total forecasted income

$57,366 Bank + outstanding deposits + projected income - commitments - bills

Notes
(1) 0.5k Tele Con, 2.5k Yr-7 Orientation, 2k Staff Xmas

Jane Gordon
P & F Report – November 2015

Prep School Report

- Grandparents Day an outstanding success with 320 grandparents attending
- Many thanks to Siobhan and her many helpers in running the food tent at Open Day - greatly appreciated
- Open Day - another success with many parents, friends and prospective families in attendance. The robotics demonstration was heavily populated!
- Upcoming camps for years 3-6 as well as sleep overs for our younger students in the upcoming weeks
- Interviews for new staff about to commence for a K-6 Teacher permanent position and a maternity leave for 12 months
- Kindergarten and 1-6 orientation days with many new parents to the school. Looking for a "Meet and Greet" sponsored by the P&F again next February!
- Keen to further discuss the plan to encourage more students to catch the bus home from School in 2016 to alleviate pressure in the car park areas
- Many thanks to the P&F for their continual support of the Prep School
- The positive contribution of those involved is greatly appreciated
- Enjoy the holiday break and a Happy Christmas

Many thanks for your support in 2015.

Regards
Rob McLean
Summary - Prep open Day BBQ November 6th 2015

Expenses

Food
30kg/400 Sausages ($200)
100 Steaks ($220)
35 Loaves White Bread ($80)

Drinks
96 Cans Lemonade
48 Cans Creaming Soda
48 Cans Sunkist
24 Cans Lemon Squash
72 Juice Boxes
96 Bottles of Water

Condiments/Ice/Serviettes/Onions etc. $83.92

Total Expenses $744.52

Takings $1,621.60
Profit $877.08

Notes:

All quantities were based on actual sales from last year.
Between 1/3 and 1/4 of total quantity of meat and bread left over.
We ran out of all drinks, soft drinks quite early.
Ran out of tomato sauce. We purchased 1.5L of each sauce, next year recommend 2L tomato and 1L BBQ.
Recommend next year an additional 48 cans of soft drink. 24 Sunkist and 24 Creaming Soda (very popular) and reduce water quantity by 24 bottles.
Purchased 6kg sliced onions, also ran out, perhaps an extra half kilo next year.
Next year reduce meat and bread quantity by a quarter.
A few volunteers commented that we should offer sausages only, to be considered.

Prices:

Sausage in bread (onions optional) $2
Steak Sandwich (onions optional) $5
Cans $2
Juice/Water $1