Chair: Richard Cheney

Meeting Opened: 7.35pm The General Meeting was held prior to the AGM

1. Attendance: as per attendance sheet
   J. Glastonbury, R. Cheney, G. Coleman (until 8.30pm), H. Britton, J. Welsh, K. Bryant, J. Silvester, S. Passey, P. Solari, R. McLean (8.15pm), B. Kennelly (8.15pm).

   Apologies:
   D. Marjoram, K Rossi, N. Bush, J. Peters, S. Jones, C. Battye, K. Filmer,

2. Acceptance of Previous Meeting Minutes

   72.03.2013 Motion: That the minutes of the previous meeting held 13th February 2013 be accepted as a true and correct record.

   Moved: J. Glastonbury
   Seconded: G. Coleman
   CARRIED

3. 2013 Fair Report - Gillian Coleman
   - Great Committee this year!
   - The weather once again disrupted plans
   - Income from the raffle was disappointing considering ticket numbers per book being reduced, Is there a need for a raffle?
   - Concerns that an unapproved “bush fire” collection was taken at the school entrances - see questions to the Principal 9.2
   - Fair Committee debrief still to take place soon

4. Correspondence In
   4.1 Cheque from YTC $200 donation for fair - Jenny to pass on to Sandra for banking
   4.2 Email from Brian Kennelly - thanking P&F for efforts for the 2013 Fair
   4.3 Email - Rowena from NSWPC, regarding possible meeting when she is visiting the area in April

   Action: Jenny to liaise with Rowena re this.

4.4 Email- from Vanessa re signage funding option

   School Signage Discussion
   - Vanessa’s email regarding LED signage was read out to the meeting (see correspondence in)
   - Consensus on the signage options following Vanessa’s feedback - All communication needs to come through the school website so there is one point of communication.
With the new LMS, ebulletins and school calendar already available - the P&F needs to support the website as the main source of information.

**Action:** Jenny to contact Vanessa to thank her and let her know that the signage option will not be pursued.

5. **Correspondence Out** - Nil

6. **P&F Treasurer’s Report:** - See AGM

7. **Committee Reports:**
   7.1 **Canteen Report** - see AGM
   7.2 **Canteen Treasurer’s report** - Kim Rossi emailed to say that statements from suppliers are due this week therefore no change from last month’s report for this meeting - financials - see AGM
   7.3 **Discussion**
   Hilary noted that the canteen is not very busy when she has come in to volunteer lately. Prep lunch orders were around 20 and she has noticed that it has gone from needing 2 volunteers to only needing one.
   Discussion:
   - It is perceived that Flexischools have decreased the amount of lunches being ordered from the Prep school
   - The menu needs looking at - are we complying with the green, amber and red food category’s
   - It was noted that Flexischools was designed to provide more time for staff as paper bags lunch order where very labour intensive, eg handling money and writing out labels - leaving more time for fresh food preparation
   - ? what daily fresh food preparation is happening
   - Do we accept paper bag lunch orders as well as Flexischools orders?

   **Action:** Richard to discuss at the next Canteen Management Committee (CMC) meeting and a full menu review to be done by the CMC.

8. **Preparatory School Report** - Attachment Rob McLean
   - Rob passes on his thanks to the Fair Committee

9. **Principal’s Report** - Brian Kennelly
   - Fair - Brian conveyed that he is incredibility grateful for all the work done on the fair, in particular thank you to Gillian, Kim and the Fair Committee.
   - New Science Block - is in operation
   - Co-curricular - KWS students continue to achieve great results across many areas
   - C.A.T. Awards - These awards are of a high standard and KWS staff and students are achieving great results.
   - Latest Benchmark Survey - as per recent report in the bulletin. KWS was the highest ranked school for parent satisfaction. Brian will be putting this info on the KWS website once it has been presented to School Council
Feedback from Previous Items raised last meeting (13.02.2013)

- Lack of Information re commencement of cadets for 2013 was an oversight
- Day student transport to town pool for swimming carnival - the students were told they could catch a bus from KWS, it seems students did not pass this information on to parents. Unfortunately information in the bulletins did not convey this.
- School photos - Brian has spoken to the business that has been doing the photos for many years. The Business has concerns re online ordering and copyright. This is being looked into for 2014. May need to use another company. The need to change the current format has been taken on board and this would take the administration of payment etc away from the school.

Questions to the Principal

9.1 Compulsory use of Microsoft Publisher for assignments

Students have been asked to use this specific software to complete certain assignments, the software can only be purchased as a Microsoft office package ~ $500. Can it be made available on the LMS? Why can't students use Microsoft Word as it has the ability to produce the require assignment (brochures)

**Action:** Brain to look into this and see if Publisher can be accessed from the school intranet.

9.2 2013 Fair Issues

- Need to review fair concept, timing, style
- Need to have guidelines on what fundraising by students would be allowed, if it should be allowed. The Fair Committee was approached by 4 different fundraising requests this year from students for different causes/charities. The fair is the schools major fundraiser for the year. Students should be encouraged to participate in the tutor house activities.

**Action:** Brain to have a review of the fair, the issues and suggestions with the Senior Management Team.

10. **Action Decisions from the 13 February 2013 Minutes.**

10.1 **Bus shelter** - Work has recommenced - the concrete slab has been poured.

**Action:** Jenny to contact Vanessa to organise a photo of P&F at the work in progress for the school newsletters.

10.2 **Guest Speaker**

Paul Dillon - Brian has tried on several occasions to secure Paul Dillon with no success.

**Action:** Brian to do source new presenter with the concept of addressing Drug and Alcohol issues.

10.3 **Flexischools** - Online orders are now available across the school

10.4 **School Signage** - See item 4.4

11. **General Business**

11.1 **Allocation of funds from the 2013 Fair**

- As per item 4.4, signage no longer an option
Richard had asked Brian prior to tonight’s meeting for further projects that the P&F might be able to fund.

**Discussions**

1. Prep Playground Equipment - The modular equipment needs to be replaced. Due to cost this needs to be done over time. Rob currently has the first module ready to be installed by grounds staff. Another module would accelerate the replacement schedule.

2. Permanent BBQ near School Canteen - this would eliminate the need for the Lions van and would be able to be utilised for many events by different groups.

3. Science Courtyard - seating, tables and chairs for the courtyard area. A concept of having the periodic tables permanently on the tables is being looked at.

After discussion it was decided that the P&F will contribute to all three projects with funding coming from the following sources:

- $30,000 from 2013 fair proceeds and P&F reserves
  - $15,000 for Prep playground
  - $15,000 science courtyard furniture

- Up to $30,000 from Canteen Accounts for
  - Permanent BBQ facility near the school canteen - the final amount available will be decided after consultation with the Canteen Treasurer to ascertain what funds are surplus to the canteen needs.

11.2 **Certificate of Thanks**

- Gillian asked if KWS has some sort of formal Certificate of Thanks to present to businesses that have supported the KWS Fair

**Action:** Gillian to ask Vanessa for something appropriate.

11.3 **Next P&F Meeting**

- To be held in the new science block and a tour for those interested in looking through it.

**Meeting Closed:** 9.30pm

**Next Meeting:** Wednesday 10th April 2013

**Time:** 7.30pm - 9.30pm

**Venue:** To be confirmed - New Science block with tour of the facility

**Chairperson Signature**

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**Dated:**

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