KINROSS WOLAROI SCHOOL PARENTS & FRIENDS ASSOCIATION
GENERAL MEETING WEDNESDAY 9TH MARCH 2011

Chair: Richard Cheney
Meeting Opened: 7.35 pm

1. Attendance: as per attendance book

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<tr>
<td>Richard Cheney</td>
<td>Mim Pratten</td>
<td>Pauline Solari</td>
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<td>Bev West</td>
<td>Kath Thompson</td>
<td>Kim Filmer</td>
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<td>Jenny Glastonbury</td>
<td>Sarah Passey</td>
<td>Peter Worsley</td>
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<td>Kim Rossi</td>
<td>Janelle Brunner</td>
<td>Kim Brown</td>
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<td>Rebecca Jorquera</td>
<td>Jane Silvester</td>
<td>Helen Gray</td>
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Apologies:

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<tr>
<td>Robyn Hicks</td>
<td>Eileen Holtz</td>
<td>Tanya Swadling</td>
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<td>Darryn Marjoram</td>
<td>Brian Kennelly</td>
<td>Rob McLean</td>
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2. Acceptance of Previous Meeting Minutes

1.3.10: Motion: That the minutes of the previous meeting held 9th February 2011 be accepted as a true and correct record and it is noted that February has been misspelt in the heading of the minutes.

Moved: R. Cheney
Seconded: J. Glastonbury
CARRIED

3. Action Decisions from the 9th February Minutes.

3.1 Career’s Evening Coordinator
Robyn Hicks has offered to take on this role and meetings have commenced with Cherie Byrnes and Louise Brand. Louise will be acting in Cherie’s role while Cherie is on leave. A survey of year 10 students will be conducted to assess the types of careers they would like to see represented at the event.

3.2 2nd Hand Book Recycling
The Jesuit Refugee Service (JRS) based in King’s Cross has expressed interest in these textbooks. See correspondence in.

Action: Jenny to liaise with JRS re delivery of textbooks and potential future recycling of superseded texts.

3.3 Art Fair Silent Auction Rethink
Rob not present at meeting so no feedback from Prep at this stage. Item has been placed on Art Fair Agenda

Action: Outstanding - Rob to report on feedback from Prep teachers

3.4 Canteen/Rugby Use
Bec hasn’t had any feedback from the Rugby Club regarding this.

Action: Richard and Bec to follow up with Rugby Club
3.5 RSA
No follow up at this stage due to fair activities. Cost of TAFE session is approx. $110 per person. To be self funded. Kath Thompson suggested the Canobolas Hotel runs a course for around $80. It was also suggested that other clubs such as rowing and rugby may be interested in doing the course.

**Action:** Jenny to follow up and place expression of interest in bulletin and approach other KWS clubs

3.6 125 Year Celebrations
Coordinator position to be discussed at AGM.

3.7 NSW Parent Council Survey Info
Jenny will see if she can find 4-8 parents interested in participating. If not, no further action on this.

**Action:** Jenny

3.8 Display Boards and Signs for Canteen
These will be up next week

3.9 Letter to Principal re Textbook and Stationery Lists
Brian had passed this letter on to Louise Brand - see correspondence in. Bev believes Brian has received a response from Louise.

**Action:** Jenny to follow up with Brian as next P&F meeting is not until May 11th.

3.10 Bus Shelter Quote
P&F account has been charged an amount around $38,000 towards bus shelter. Paperwork/quotes still outstanding - needed for auditing purposes.

**Action:** Kim Brown to check with Accounts Dept. re quotes/costing

3.11 PLC BBQ Quote
Simon not present at meeting. Quotes are still outstanding. No feedback on whether this work has commenced.

**Action:** Bev to follow up as Simon finishes at the end of term 1.

4. Correspondence In
4.1 NSW Parent Council - Re NAPLAN
4.2 NSW Parent Council - Re Parent-School engagement forum/survey
4.3 Sylvia Winton - Re recycling textbooks
4.4 NSW Parent Council - E-bulletin My School version 2
4.5 Brian Kennelly - Acknowledge of receipt of letter on textbook and stationery lists
4.6 Brian Kennelly - Copy of letter of thanks sent to Gary Fitzgerald re help at fair
4.7 Cherie Byrnes - Re fair and Bec’s help with events

5. Correspondence Out
5.1 Letter to Brain Kennelly - Re stationery and textbooks lists (attached)
5.2 Email to NSW Parent Council following up focus group information

Noted: 4.1, 4.4, 4.6 & 4.7

Jenny to follow up. 4.2, 4.3, 4.5 as per actions above
6. **Principal’s Report:** - Presented by Bev West
Report attached.

Sarah Passey asked Bev about the policy and procedures for the implementation of the new netball uniform. There has been quite a lot of discontent especially in the Prep school. Issues include; cost (from $135) of the outfit especially in relation to limited wear/use with growing children. No consultation or communication with parents. No phasing in process. Bev explained the selection and costing processes and the need to meet the Netball Association standards.

2.3.10: **Motion:** That the P&F write to the Principal outlining the issues raised at the meeting regarding the implementation of new netball uniform and any future sporting uniforms.

Moved: R. Cheney
Seconded: S. Passey

CARRIED

**Action:** Sarah/Richard/Jenny

Pauline Solari asked if past exam papers could be available on the KWS intranet. These have been available previously, Bev will check on the status of these.

**Action:** Bev West

7. **Preparatory School Report:** - Presented by Bev West on behalf of Rob McLean
Report attached

8. **Head Of Boarding Report:** - No report

9. **Treasurer’s Report:**- Kim Brown
Report attached
Estimated 2011 fair profit to be around $30,000
Addition to report: $500 cheque deposit outstanding (proceeds from Calcutta)

3.3.10: **Motion:** That the Treasurer’s Report 9th March 2011 be accepted.

Moved: K. Brown
Seconded: J. Glastonbury

CARRIED

10. **Subcommittee Reports**

10.1 **Canteen Report:**- Bec Jorquera
Includes Canteen Treasurer’s - report attached

Canteen Supervisor Report - Bec Jorquera verbal report
- Bec and Janelle Brunner are putting together a food handling document for volunteers to address OH&S requirements.
- Prefects x 5 have been great, one a day working in canteen
- Improvements with lines and behaviour with instigation of on duty teacher at canteen
- Provision of lunch orders for senior students still an issue due to expected increased workload this will bring and not enough helpers. Possibly look at year 11 & 12 lunch orders being reintroduced first.
- Duties of volunteers need to be specified with task list to be made up this will help with orientation of volunteers and work flow.
Job descriptions need to be drawn up for the Canteen Supervisor and Canteen Assistant positions to benchmark them against relevant award.

4.3.10: Motion: That the Canteen Report and Canteen Treasurer’s Report ‘As at Feb 2011” be accepted.

Moved: R. Jorquera
Seconded: R. Cheney
CARRIED

Kath Thompson asked why the canteen facilities could not be utilised for the fair. The response to this was due to OH&S and liability issues. As canteen manager, Bec is responsible for her workplace and as she was not working on the day, appropriate supervision was not available.

Action: Bec and Janelle - to work on safe food handling handbook
Action: Bec - to develop volunteer task lists
Action: Richard/Kim/Bec/Janelle - to draw up job description for Supervisor and Assistant positions

10.2 Fair Report: - Mim Pratten
- Has had some great positive feedback, particularly from the DPA stall holders
- Has had many notes of congratulations
- Has sent out many thanks you to all who helped.

Kath Thompson reported on the generosity from businesses outside the KWS community.

Kath also tabled a letter she has written to Dianne Gillet regarding the possibility of waiving fees for the day. (Letter on file)

10.3 Art Show Report: - no report

10.4 125 Year Celebration Report: - no report

10.5 2nd Hand Book Sale Report: - no report

10.6 Careers Evening Report: - no report

10.7 NSW Parent’s Council Report: - As per correspondence in and out

11. General Business: - Photo of meeting taken for P&F webpage


Meeting Closed: 9.00 pm AGM followed this meeting
Next Meeting: Wednesday May 11th 2011.

Chairperson Signature

Dated: