Kinross Wolaroi School Parents & Friends Association
General Meeting
10 / 11 / 2010

Chair: Richard Cheney
Meeting Opened: 7.30pm

Attendance:
Eileen Holtz
Rob McLean
Simon Shepherd
Richard Cheney
Jenny Glastonbury
Cheryl Hansen
Kim Rossi
Robyn Hicks
Kim Filmer
Sarah Passey
Pauline Solari

Apologies:
Darryn Majoram, Melanie Pratten, Karen Brill, Kim Brown, Janelle Brunner

Previous Minutes:

Motion: That the minutes of the previous meeting held 13th October 2010 be accepted as a true and correct record.

Moved: Richard Cheney
Seconded: Jenny Glastonbury
CARRIED

Action Decisions from the 13th October 2010 minutes:

Shade cloth for Prep
Issue: original quote was given for imperial quantities and not metric. As a result the cost of the shade cloth is now $2310. Out of meeting approval was sought from the executive and gained for the costs to be covered by the P&F prior to this meeting. The shade cloth should be finalised in the next week. It has been asked that acknowledgement for the purchase of the shade cloth by the P&F be noted in the family bulletins.

Motion: That it be recorded that the out of meeting decision by the P&F executive - that the costs of the Pre Prep shade cloth to the value of $2310 will be funded in full by the P&F- be noted.

Moved: Richard Cheney
Seconded: Jenny Glastonbury
CARRIED

Action: Rob McLean to place a photo and acknowledgement in bulletin once shade cloth is installed.

Boat for Prep Payground
A thank you with photo of the boat was placed the Bulletin.

Careers Evening coordinator.
An add will go in the family bulletins for expression of interest in this position for 2011.

Action: Richard Cheney
Art Fair Canvas Prints
Silent auction copies on canvas are up in the Prep computer lab. It was suggested that parents may be interested in acquiring copies of these.

Action: Richard Cheney and Cheryl Hansen to look in to logistics of this. It would most likely be done as a service to parents rather than a fundraiser as costs would be prohibited.

Canteen - 2011 prefects,
Staff and canteen committee will review the canteen survey. (See also canteen report).

Bus Shelter.
A development application is with Orange City Council and construction should begin in the new year. The aim is to have shelter completed by next winter. Plans and drawings are still required for fundraising promotions for the 2011 fair.

Action: Outstanding

PLC BBQ site
Is proceeding with a second quote to be obtained. Plans and drawings are still required for P&F records

Action: Outstanding, Simon will supply these once available

Letter from Heather Nock
Offer of mending and alteration service will be passed on to the boarding house mothers, school shop and clothing pool.

Action: Jenny Glastonbury to reply to Heather and supply information to school shop, clothing pool, boarding houses.

Deb Ball
Is on this Friday. Richard to follow up with Greg about P&F response to Deb Ball discussion as per previous minutes.

Action: Richard

P&F recognition program
Invitations will go out to Tim Burfitt, Kay Lenehan and Geoff Lenehan inviting them to Christmas drinks prior to the last meeting of the year. Richard has written letters and these were tabled and approved.

Action: Eileen to mail letters.

Christmas gifts to staff
Will consist of a card, nougat wrapped with ribbon to the value of $7.50 for approximately 140 at a cost of about $1 050.

Motion: That Christmas gifts be purchased to the value of $7.50 per staff as discussed.

Moved: Richard Cheney
Seconded: Kim Filmer

CARRIED

Action: Richard Cheney to organise as per last year. Jenny to source nougat and ribbon.
Sun Protection
The PDHPE staff were informed of concerns for the lack of sun protection by students at a recent carnival. Further steps will be taken to ensure that sun protection is a priority.

**Action:** No further action

**Correspondence - In:**
Invitation to NSW Parent Council End of Year Cocktail Party 19th Nov.

**Action:** Jenny to reply

**Correspondence - Out:**
Invitations are to go out as per P&F recognition program invitees.

**Principal's Report:** - Brian Kennelly
- The HSC and SC examinations have been completed.
- Mr Walters will be taking over timetabling
- The Speech Day guest speaker will be Mr Li Cunxin, best selling author of “Mao's Last Dancer.”
- There has been new staff appointments with the English position finalised.
- 2011 will see KWS celebrate 125 years. The first major function will be in November. There will be a Gala Ball and a PLC Family picnic.
- Senior Management will be unavailable for the final P&F meeting for 2010 - apologies accepted.

**Preparatory School Report:** - Rob McLean - (See attached)

**Head of Boarding Report:** - Simon Shepherd.
- The Boarders Parents Executive had their AGM. Meetings are generally held Fair Day and Open Day all welcome.
- A beach volleyball court and a tennis court resurfacing were discussed and concluded that there are more pressing priorities at this time.
- A survey on boarding is on the web. Boarding parents can respond to it.
- The exchange students have returned with positive comments from host families.
- On Open Day boarders were outstanding in showing visitors KWS.
- The Western Region Dragon Boat Race is on this Sunday at Lake Canobolas with KWS the current champions. All are encouraged to support the team.
- Current need for male boarding staff.

**Treasurer's Report:** - No report as Kim Brown was absent.

**Canteen report:** - Including canteen treasurer's report - Kim Rossi.
- Kim has prepared documentation (attached).
- Kim suggested that perhaps Bec Jorquera could give a presentation of what she does as Canteen Supervisor.
- Canteen volunteers are decreasing. Hours are 10.30am to 2pm

Following discussions from Kim's report:

**Motion:** That Kim Rossi look at roster improvements and a hard copy be sent to volunteers with follow up closer to rostered day.

**Action:** Kim Rossi
Motion: That Kim seek further breakdown of wages from Joe Donnelly to determine what payments have been made as costs appear greater than expected.

Action: Kim Rossi

Motion: That lunch orders for High School students be reintroduced to try to improve canteen service.

Action: Richard Cheney

Motions moved in block: Richard Cheney
Seconded: Jenny Glastonbury
CARRIED

Issues with Student helpers.
Several issues have been identified at the canteen. These include student helpers not turning up for duties, giving "mate rates" to other students. Students utilising the canteen are also being rude to parent helpers and poor line behaviour. Staff are also asking for orders or items at inconvenient times.

Action: Brian to meet with Bec to discuss issues and develop a plan to address them

Action: The canteen committee will meet at 5pm on the day of the next P&F meeting.(8/12/10). Please contact Richard if you are interested.

General Business:
Second Hand Book Fair Update
- Everything is going well. It will be held in Rooms 71 &/or 72.
- Dates are :- 8th Dec- drop off books to be sold. 10th Dec– selling of books. Two days only.
- Students and parents can organise themselves through friends etc if they cannot attend.
- All information will be on the web next week and posters will be placed around the school.
- Volunteers are needed. Volunteers so far: Jenny Glastonbury, Janelle Brunner, Kim Filmer, Jane Silvester, Darren Majoram, Jo Cheney, Sarah Passey

Action: Janelle to finalise web and posters, also to put call for volunteers in bulletin. Volunteers to contact Janelle.

2011 Fair
Discussion about dunk tank that was previously used? Belonged to KWS and where it is, why is it not being used.

Action: Brian to talk to Chris to see where it is and if it is able to be used for 2011 fair. The aim to negate cost of hiring one or using two.
Funding request documents
Jenny Glastonbury is developing a process for P&F issuing funding. (see Request For Funding form.) It addresses accountability, where the money goes and aims to aid tracking of invoices for accounts department and P&F treasurer. The documents were tabled and approved for further development.

**Action:** Jenny to finalised form and instructions to applicants for use by anyone requesting P&F funds in the future.

P&F minutes to School Council members.
It has been noticed that P&F minutes and reports are not being distributes to School Council as has previously been the case.

**Action:** Jenny to email minutes to Jeremy for inclusion in Council papers.

Meeting Closed : 8.54pm.

Next Meeting:
Wednesday 8th December
7pm pre meeting Christmas get together for 7.30pm meeting.