

KINGSTON PRIMARY SCHOOL

Parents and Citizens Association Inc

PO Box 1900 Bunbury WA 6231



Minutes

Minutes of the Meeting held on Wednesday, 1st September, 2018, at 6.00pm in the Kingston Primary School Staff Room.

1. Welcome – President

In attendance: Krista Denham, Carol Sadler, Matt Marchese, Julee Smith, Caitlin Crispin, Paul Campaner, Janine Lawler, Nicki Briggs, Alan Kidd, Sharlene Mahaffey, Tanya Meyer

Apologies – Karen Davies, Megan Schneiker, Rebecca Brewerton Roddena Pantall-Park

2. Confirmation of Minutes from the last meeting - 6th June, 2018.

Motion: "That the minutes of the meeting held on 9th May, 2018, be accepted."

1st Janine Lawler/2nd Julee Smith

3. Business arising from previous minutes

3.1 Accounts Auditing

Paul has been in contact with Hot Octopus but unfortunately, they don't do audits anymore. He is aiming to be in contact with Clubs WA, to see if there is anybody that they recommend.

3.2 Quiz Night

The quiz night was a success with \$1,712.00 received and additional donations which should bring the total raised to \$1,900.00. Aim to hold another quiz night next year and try to increase attendance further to make it an even bigger success.

3.3 Sports Shirts

Following up on the discussion of sports shirts from the previous meeting, Tanya informed the committee that she is still seeking costs of the logos prior to any ordering taking place.

4. Correspondence In/Out

No correspondence received

5. Treasurer's Report

Due to the meeting being held on the 1st of the month, the treasurer's report will be tabled at the meeting, allowing for the financials of the previous month to be finalised and recorded.

The figures were still to be finalised at the time of the meeting from the previous month. However, it was noted that canteen has increased substantially from this time last year. The bank balance is looking very similar to last year, also.

Motion: "That the Kingston Primary School P & C Assoc Inc's Treasurer's Report is accepted."
1st Nicolie Briggs/2nd Paul Campaner

Nicki Briggs left the meeting at 6.12pm

6. Other Reports

6.1 Principal's Report – Alan Kidd

To be tabled

Term 3

We have had a smooth start to the term, not by chance but with significant planning around staff and particular students. It is fair to say that the end of term 2 was intense, with a number of child protection matters being dealt with including children being removed from families and/or relocated to new families as well as some new enrolments with significant trauma related behaviours.

A number of key issues have had to be managed over the holiday period.

1. Darryl Owen has been seconded to be Principal of Dardanup PS for at least term 3.
2. Darryl's role will be filled by Davin Ogden.
3. Staff tragedy and student family tragedy, resulting in the death of loved ones.
4. Monike Fitt is continuing as Deputy at Boyanup.

This term will be another big one with year 6 and year 4 swimming lessons, the Japanese exchange students, athletics practice and the open night in week 9.

Quiz Night

Congratulations to the P & C on what I believe was a great night and a demonstration of a sense of community. I have only heard positive reports.

Japanese Students

We believe that we are all systems go for our 20 student visitors and 6 accompanying adults from Takenodai Elementary School. They arrive in Perth in the early hours of Friday morning and will arrive at Kingston at 2.30pm on Saturday. Thanks to all Host families and Buddy families. This is another example of a school community effort with a unique project, not done by any other Primary Schools, that is embedded in our school culture.

Visit

The Minister for Education and Training, Hon. Sue Ellery MLC, has requested the Parliamentary Secretary the Hon. Samantha Rowe MLC, attend schools on her behalf to gain a better understanding of how play is incorporated in teaching and learning in the early years.

In addition, Ms Rowe is leading some work with the Department of Education and Training to better understand and share best practice in reducing bullying behaviour and creating safe and supportive schools.

It is anticipated the visit will take approximately four hours and will provide an opportunity for Ms Rowe to see classrooms and play times in action. Ms Rowe would also like to hear your school's story and the practices that have been implemented to create a safe environment and to reduce bullying behaviour. While at the school, Ms Rowe would like to speak with selected students, teachers and community members regarding the school's work in this area.

Ms Rowe will be accompanied by myself and Catherine Shepherd and it is proposed that this visit take place on Monday 13 August between 10.00-2.00pm.

Lithium Mine

Something that we should keep on our radar is the announcement that Kemerton Lithium will enter construction phase.

Based on the information we have:

- Peak construction workforce 800 – 900 workers (site based)
- Peak manning expected Q1-Q2 2019
- Forecast 70% of the workforce will be existing Bunbury and surrounds workers
- Of the 240-270 out of region workers, they are unsure what proportion will relocate family as opposed to DIDO from Perth.
- There is no estimate on the total workforce impact of the project because of off site and on flow effects from the project.
- Expansion of the plant is scheduled for 2021/2022

We are the closest and possibly most affordable suburb to the site. What this means will be anyone's guess but we would be silly to ignore this in our planning.

Substantive Deputy Process

Due to sustained numbers over recent years, I advertised the third Deputy Principal position as substantive. Anne Curd, the incumbent, won the position in a very competitive field of applicants. We are thrilled to have Anne in a more secure role at our school.

Student Numbers

Numbers have remained steady, and we are currently sitting on 798. We will start modelling staffing projections of 2019 in the next couple of weeks. Kindy enrolments for 2019 are 67 applications so far. We are currently offering 80 positions.

Models of classes for 2019 are currently being developed.

6.2 Uniform Committee – Tanya Meyer

Current Orders:

Date Due:	Supplier:	Item:	Quantities:	Cost:
1/10/18	Perm-A-Pleat	Library Bags	50	\$292.50 +GST
1/9/18	Perm-A-Pleat	Zip Front Jumpers	30 x Size 4, 30 x 12s, 10 x Size 14s	\$1848 +GST
1/9/18	Perm-A-Pleat	School Bags	24	\$691.20 + GST
16/10/18	Tara Uniforms	Polo Shirts	155 (10 x Size 2, 25 x Size 4, 30 x Size 6, 30 x Size 8, 25 x Size 10, 15 x Size 12, 15 x size 14, 5 x Size 16)	\$3392.95

Replacement of faulty polo shirts through Perm-A-Pleat

- The exchange/replacement process took place in the last week of Term 2 and ran very smoothly. To date, we have replaced approximately 500 of the polos. We still have approximately 70-80 polos to exchange. The front office has sent reminders to these families.
- Thank you to the army of volunteers who were on hand every morning and afternoon to exchange the polos!

It was noted that the credit Perm-A-Pleat owed us for the replacement of the polo shirts has now been used in uniform orders.

6.3 Fundraising Committee

As discussed at the last meeting, it was decided that fundraising be run as a committee with delegated duties rather than appoint a coordinator, as this position was not filled. After communicating with the committee, interest was shown by MacKenzie Potter, Kim Basile, Megan Schneiker and Sharlene Mahaffey to delegate duties between them for the events that have been scheduled for the rest of the year.

Members of the committee met to delegate and decisions were made as follows:

Fathers Day Stall	Kim Basile agreed to coordinate the stall this term and Megan Schneiker has offered her assistance and experience. This will be run between Wednesday, 29 th August and Friday, 31 st August.
5c Fundraiser	MacKenzie Potter will be coordinating this fundraising event.
Cake Stalls @ Sports Carnivals	Megan, Sharlene and Kim will work together on this.
Christmas Raffle	Still to be discussed and decided upon. Will revisit this in Term 4.

Carol questioned if the school is joining in with a program of '\$5 for Farmers.' It was noted that the students have organised a couple of charity fundraisers this year such as supporting the Royal Flying Doctor Service and a 'purple day' for epilepsy. Carol will be following up with doing a 'drop box' where people could donate if they wish, rather than a whole school charity fundraiser.

6.4 Canteen Committee – Rebecca Brewerton

- Term 3 has started well. Everything is running smoothly with no major issues so far.
- We have still been running Fridays with volunteers where we can. We have paid staff covering 3 – 4 hours on those Fridays where volunteers are unable to make it.

- Specials have been received well.
- Family meals have slowed right down, as expected at this time of year.
- We will be working with the KIC Committee to help them with catering for Japanese visitors. Is the P&C happy for the canteen to itemise costings and absorb some of these costs. I am expecting catering to come in under \$300.
- We sent an email to all staff to remind them of our policy in regard to students who have no food. Tuesday 24th July, this applies to all students.

If a student does not have food for either recess or lunch please send them to the front office. The administration staff will then attempt to contact parent/carer for permission to give food to the student. The canteen staff are unable to provide food for a student without first attempting to contact the parent/carer.

This process/policy is in place as we have had cases in the past of allergies, refusal to pay, students seeking food from the canteen when they have had their food provided for by their parent/carer. The same rules need to apply for all students unless otherwise directed by principal or deputies.

regards

Nicki
Canteen manager
and
The Canteen Team

It was agreed that the P & C Committee would absorb the costs for catering for the Japanese Exchange Students visitors.

6.5 Kingston International Committee (KIC) – Roddena Pantall-Park

6.6 Safety House

No report

6.7 WHAM Committee – Julee Smith

No report

6.8 Scholastic Book Club – Tammy Davidson and Kylie Tweeddale

To fit with Scholastic's delivery schedule, 2019 Book Fair has been moved from term 3 to term 2. I've managed to push it as far away from Mother's Day as possible, confirmed for June 11 (week 7). In this year's term 2 Book Fair, I streamlined some processes and made some small changes that saved a considerable amount of time and effort, so Book Fair is now easier to run than ever! I've created a full range of templates and checklists so that anybody can follow my written instructions and competently run Book Fair, even if they've never done it before. Still looking for a volunteer to take it on in 2019!

We did still receive a few orders from issue 4, even though we didn't distribute it school-wide; issue 5 is out now. Total value of books earned from Scholastic so far this year is \$1980, including Book Fair.

6.9 School Board Report – Matt Marchese

Matt Marchese tabled the following report from the School Board at the meeting:

From the Board and from having the current P & L presented, the school is currently on Budget for the year and the focus over the past few meetings have been on key points of the business plan on the internet and technology for the school, with new computers being rolled out throughout the school, and more bandwidth.

The board has put forward the Nomination for the WA School of the Year for 2018 as recognition of the ongoing efforts and outcomes of the staff and school leaders.

I would also like to make a point about the AEDC (Australian Early Development Census). We had Anne Curd and Denise Dewar present to the board their presentation on the conference that they attended last month, and it outlines some very key things in the area. Without going into too many details, I would like to put forward that we invite them both or at least one to the next P & C meeting to run through this as it has been put to the Harvey Shire what they need for this program to be run and the Shire has rejected the claim.

There was the discussion about the impact of Kemerton Lithium plant on the school. A board member has reached out to their construction manager the other day to find out some of their resourcing estimates and schedules.

Based on the short chat I had with him, he shared the following information:

- Peak construction workforce 800-900 workers (site based)
- Peak mining expected Q1-Q2 2019
- Forecast 70% of the workforce will be existing Bunbury and surrounds workers
- Of the 240-270 out of region workers, they are unsure what proportion will relocate family as opposed to DIDO from Perth.
- There is no estimate on the total workforce impact of the project because of offsite and on flow effects from the project.
- Expansion of the plant is scheduled for 2021/2022

7. Business Arising from Reports

Nil

8. Items for Decision

Nil

9. Items for Discussion

Nil

10. General Business

10.1 WACSSO Conference

To send delegates to the WACSSO conference proved to be quite a costly exercise for the P & C, so it was decided to leave it for now and acquire the information through alternative sources. Will reconsider next year.

10.2 Father's Day Stall

The stock has arrived for the Father's Day stall and Janine Lawler has agreed to store it until it is needed.

10.3 WHAM

Only have half the volunteers that are necessary to run WHAM, so only one bike rack is being covered per week. Currently, WHAM is sponsored until 2020. It is noted that Bunbury 4 x 4 is still to pay for their sponsorship.

11. Closure

The meeting closed at 7.08pm.