

KINGSTON PRIMARY SCHOOL

Parents and Citizens Association Inc

PO Box 1900 Bunbury WA 6231



Agenda

General Meeting to be held on Wednesday, 20th February, 2019, from 6.00pm-7.00pm in the Kingston Primary School Staff Room.

1. Welcome – President

Apologies –

2. Confirmation of Minutes from the last meeting - 14th November, 2018.

3. Business arising from previous minutes

4. Correspondence In/Out

- P & C Voice – WACSSO – Vol. 26 No 4 – Conference 2018
- P & C Voice – WACSSO – Vol. 27. No 5 – Term 4 2018
- Moon and Back School Gifts – Mother's Day 2019

5. Treasurer's Report

Summary of Financial Position – December 2018

Opening Balance			34,072.42
Receipts			
	Canteen Income	6124.59	
	Fundraising	1711.65	
	Membership	0.00	
	WHAM	0.00	
	Other	0.00	
	Uniform Sales	1744.86	
	KIC	0.00	9581.10
Payments	Canteen Wages	5139.89	
	Uniform Wages	374.40	
	Canteen Food	2789.55	
	Canteen Other	0.00	
	General Expenses	684.12	
	Uniform Expenses	73.45	
	Fundraising Expend	765.00	
	WHAM	20.50	
	Book Keeping	296.64	
	WACSSO/Insurance	0.00	
	Superannuation	1045.36	
	PAYG Tax	1532.00	
	KIC	0.00	12720.91
Closing Balance			30,932.61

Summary of Financial Position - January 2019

Opening Balance			30,932.61
Receipts			
	Canteen Income	0.00	
	Fundraising	0.00	
	Membership	0.00	
	WHAM	0.00	
	Other	4318.05	
	Uniform Sales	4098.00	
	KIC	0.00	8416.05
Payments	Canteen Wages	0.00	
	Uniform Wages	0.00	
	Canteen Food	0.00	
	Canteen Other	0.00	
	General Expenses	0.00	
	Uniform Expenses	452.29	
	Fundraising Expend	0.00	
	WHAM	0.00	
	Book Keeping	0.00	
	WACSSO/Insurance	0.00	
	Superannuation	13.37	
	PAYG Tax	0.00	
	KIC	0.00	465.66
Closing Balance			38,883.00

Summary of Annual Financial Position - End of Year - 2018

Opening Balance			18,119.78
Receipts	Canteen Income	91529.19	
	Fundraising	17216.48	
	Membership	14.00	
	WHAM	750.00	
	Uniform Sales	41089.13	
	Other	2197.50	
	KIC	0.00	152,796.30
Payments	Canteen Wages	39040.21	
	Uniform Wages	4010.41	
	Canteen Food	40647.20	
	Canteen Other	0.00	
	General Expenses	1353.62	
	Uniforms	28483.45	
	Fundraising Expend.	10970.10	
	WHAM	765.60	
	Book Keeping	2932.20	
	WACSSO/Insurance	3023.13	
	Superannuation	4093.55	
	PAYG Tax	4664.00	
	KIC	0.00	139,983.47
Closing Balance			30,932.61

Totals for 2018	Canteen	Uniforms	Fundraising	Other	KIC	WHAM
Income	91529.19	41089.13	17216.48	2211.5	0.00	750.00
Expenditure	88444.96	32493.86	10970.1	4376.75	0.00	765.60
Surplus/Deficit	3084.23	8595.27	6246.38	-2165.25	0	-15.60

Totals for 2017	Canteen	Uniforms	Fundraising	Other	KIC	WHAM
Income	86610.65	49236.68	15543.2	2836.86	895.89	1000.00
Expenditure	94615.02	48648.58	7765.5	18236.84	60.00	742.10
Surplus/Deficit	-8004.37	588.10	7777.7	-15400.00	835.89	257.9

Wow, what an awesome year! 2018 ended with a balance of \$30,932.61 in the bank.

Canteen has had a strong finish to the year, turning over a total of \$91,529.19 in 2018! Almost \$5000 more than 2017. After suffering their first ever and quite a substantial loss in 2017, this has been an incredible turnaround. Although canteen is not there to make a profit (it is a service to the school) they finished the year \$3084.23 ahead - this close finish shows just how much effort they put into pricing their products accurately. Huge 'well done' to canteen for such a fantastic year, your hard work shows in the numbers and is very much appreciated by all.

Uniforms ended 2018 with a profit of \$8595.27.... absolutely incredible! The dramas with the faulty shirts back in April / May did set the total sales back slightly however the management of this and overall management of the uniform shop over the entire year, has been sensational. A volunteer role that has always been a mammoth effort, it has always been a top priority for Tanya and her hard work, passion and dedication has benefitted Kingston P&C immensely.

Fundraising has also been very successful in 2018, ending the year with a profit of \$6246.38. An awesome team effort from so many parents for this incredible result, remembering that we were without a fundraising co-ordinator for most of the year. Successful fundraising events included:

Quiz Night - \$1771.25
Father's Day stall - \$1293.15
Mother's Day stall - \$1264.50
5 cent pieces - \$632.20

\$1711.65 was banked from the Christmas stall on the 4th December, although this does not cover the invoice of \$2343.50, there is plenty of gorgeous Christmas stock left over to hold another stall this year. Thank you to everyone who has volunteered their time for fundraising in 2018.

The 'other' column includes costs like insurances, WACSSO membership, book-keeping costs etc. Income here includes donation from Lester Group, the donation back from the Lions Club and donation cheques from ANZ for home loan referrals.

There are no numbers on the board for KIC in 2018 directly, Roddena's fundraising efforts have this year been focussed on school events like the Mother's Day stall and the quiz night. The fundraising dollars are there however just no amount specifically designated to KIC. Thank you Roddena for your hard work, including when our Takenodai students, parents and teachers were visiting our school in August. Very much appreciated.

WHAM income was only \$750 as one term's donation is still outstanding. That final \$250 payment is expected this month. Thank you so much Julee for your outstanding efforts, year after year.

Heading into 2019, on the 10th January we received \$4318.05 from Kingston Community and Social group (more information to come from Karen Davies) and on the 5th February we paid the \$5000 that we had committed to give the school for the nature play area (near the transportable buildings on the oval). Works were completed over the holidays and the area was open to students on the first day back at school. Thank you, Ms Uren.

Thank you to everyone for such a successful 2018 and terrific start to 2019. We open February with \$38,883.00 in the bank - so nice to see Kingston P&C in a such a great financial position.

Thank you so much to our President Paul Campaner and to our book-keeper Meegan Ujchich for making my job so easy.

Janine Lawler
Treasurer

6. Other Reports

6.1 Principal's Report – Tanya Uren

I am very pleased to report that the start of 2019, whilst busy, has begun very smoothly. Our enrolment is down on expected numbers at the time of writing this report, currently sitting on 755. This will require the school to review and tighten our budgets from our planning at the end of 2018. We will still supply the services of our chaplain, Reet Joy, as well as Speech and Occupational Therapist support. Allied Health services are continuing to operate out of our Early Learning Centre building including our Child Health clinic, and we are very proud that we have been instrumental in having this much needed support available to our community.

Voluntary Contributions

It is very important and beneficial to the school that as many families as possible pay our voluntary contributions. They are set at a very reasonable amount of \$60 for Kindergarten and Pre Primary students and \$40 for students in Year 1 – 6. All contributions go to resources that directly benefit your children. In the past we have had a payment rate of around 41% which is a very disappointing response from our community. As the key parent body of our school I hope the P&C can support awareness around this.

Uniforms

Thank you to all the volunteers involved in ensuring all students at KPS had access to uniforms at the start of the year. Our students looked fantastic on day 1 and this has continued. This sense of belonging and unity would not have been possible without the hours many of you put in behind the scenes.

Japanese Exchange

We have 20 students being accompanied by parents and staff off to our sister school Takenodai later this year. The Kingston International Committee will continue to be an important part of this process and I thank members for their commitment to this program. The committee doesn't fundraise for flights and individual students. However they do fundraise for gifts from one international committee to another and some shared costs like buses. I hope you continue to support this process.

Camp

Planning for our annual Year 6 camp is well on the way. We have 116 students and a large contingent of staff attending. We have worked really hard to keep costs as low as possible. This year due to the number of students and some special needs we have needed to hire 2 large coaches, 2 trailers and a smaller accessible bus to ensure all of our students, staff, equipment and gear can be transported safely. The school has chosen to heavily subsidise the cost of the third bus and we are really pleased to bring the final camp cost to parents to \$285, which is only a \$5 increase on 2018.

Staff News

Congratulations to Mrs Claire Pollard (nee Oakford) who married over the holidays. We welcome back Mrs Alexis Yurisich and Mrs Mandy Mead from leave. Mrs Jen Ellis and Mrs Stacey Daou join our staff as well as our new gardener Renee Kaczmarcka.

Swimming Carnival

Our swimming carnival is going to be held on 7th March at the Harvey Pool. This is a self-nominated event and we ask our parents to strongly encourage their eligible children to participate so the event continues to be a great success.

School Photos

This year school photos will be held on the last week of this term the 9th, 10th and 11th of April. All ordering of photos will be online due to the success and positive feedback from last year's trial.

Cupcakes for Caring

Our school Virtues are the foundation to the success of our school. This year, I am putting a particular focus on the Virtues of **Care** and **Kindness**. I will be hosting **Cupcakes for Caring** every fortnight for students that have been nominated by staff. Children may be nominated for caring to wear their helmets when riding to school, caring enough to persevere with their school work, showing kindness and concern to others and so on.

Dawn Service

The school's annual Dawn Service will be held as usual on the last Friday of this term. The date is the 12th April. This year I would like the P&C to consider the possibility of asking our community for a donation during the community breakfast to support the Soldier On Charity. I have attached information that I have received for you to consider.

6.2 Uniform Committee – Tanya Meyer

- Thank you to everyone who volunteered to help with the Uniform Shop at the start of Term 1. Everything ran smoothly and we were well stocked in all items.
- The polo exchange process for the faulty Perm-a-Pleat polos finished at the end of Term 4. Unclaimed polos have now been reabsorbed into the uniform shop stock.

6.3 Fundraising Committee

Fundraising finished last year with the Christmas Stall. While the invoice was not covered by the initial stall, it was a successful stall taking into consideration that it is the first year we have run this particular fundraising event. Stock left over from last year will be sold this year and previous sales will give a clearer indication of the stock needed to be purchased. As the stall becomes embedded in tradition, increased sales is anticipated.

6.4 Canteen Committee

- We have had a slow start to the year, which is what normally happens, hopefully by week 4 it will pick back up.
- Our lovely volunteers have continued this year
- Our menu has been received really well with the new prices and some new items being chosen by the students. We kept the "good" selling items and will continue to have a rolling fortnightly special which will be advertised in the newsletter and on our pin up board and is available on quickcliq.
- We have started the family meals again this year. Havent sold any as of yet, but I am sure we will. They are still great value being only \$15.
- Canteen made a income of \$91529.19 last year and made a surplus of just over \$3084, which was heaps better than the previous year which the income was \$86610.65 and a deficit of \$8004.87.
- We also made a hard copy of the menu and family dinners, in which we sent out to the family representative last week.

Cheers - Meegan

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

No report

6.6 Safety House

No report

6.7 WHAM Committee – Julee Smith

No report

6.8 Scholastic Book Club – Tammy Davidson and Kylie Tweeddale

Book Club and the Book Fairs raised over \$4,000 worth of books for the library in 2018. The first issue for 2019 has already circulated and the order placed today. Only one Book Fair is scheduled for 2019; June 11-13. I would like to focus on promoting the Book Fair more heavily in the lead-up than in previous years, since there will be only one Fair in 2019, and will welcome any suggestions and assistance.

6.9 School Board Report

No report

7. Business Arising from Reports

8. Items for Decision

9. Items for Discussion

9.1 Executive and Committee Positions 2019

Discussion to take place to give an indication of executive and committee positions – who will be continuing on and which positions will need filling.

10. General Business

11. Closure