

KINGSTON PRIMARY SCHOOL

Parents and Citizens Association Inc

PO Box 1900 Bunbury WA 6231



Minutes

Minutes of the Meeting held on Wednesday, 14th November, 2018, from 6.00pm-7.00pm in the Kingston Primary School Staff Room.

1. Welcome – President

In attendance: Julee Smith, Jayson Hitchens, Alan Kidd, Matt Marchese, Kim Basile, Janine Lawler, Meegan Ujcich, Maria Russ, Karen Davies, Kylie Tweeddale, Tanya Meyer

Apologies – Paul Campaner, Sharlene Mahaffey

2. Confirmation of Minutes from the last meeting - 17th October, 2018.

Motion: "That the minutes of the meeting held on 17th October, 2018, be accepted."
1st Karen Davies/2nd Janine Lawler

3. Business arising from previous minutes

3.1 Nature Playground

Playground to be constructed in 2019.

4. Correspondence In/Out

5. Treasurer's Report

Discussion was held and agreement made for \$100.00 to be spent on a farewell present for Nicki Briggs.

Summary of Financial Position – 31st October, 2018

Opening Balance			29236.90
Receipts			
	Canteen Income	8115.56	
	Fundraising	0.00	
	Membership	0.00	
	WHAM	250.00	
	Other	768.00	
	Uniform Sales	4635.43	
	KIC	0.00	13768.99
Payments			
	Canteen Wages	1842.32	
	Uniform Wages	208.00	
	Canteen Food	3629.56	
	Canteen Other	0.00	
	General Expenses	765.00	
	Uniform Expenses	3474.46	
	Fundraising Expend	0.00	
	WHAM	0.00	
	Book Keeping	148.32	
	WACSSO/Insurance	0.00	
	Superannuation	1074.20	
	PAYG Tax	1121.00	
	KIC	0.00	12262.86
Closing Balance			30743.03

YTD Summary (31 Oct 2018)	Canteen	Uniforms	Fundraising	Other	KIC	WHAM
Income	72562.57	35466.33	15504.83	2211.5	0.00	500.00
Expenditure	68798.60	30320.13	7096.6	4322.63	0.00	745.10
Surplus/Deficit	3763.97	5146.20	8408.23	-2111.13	0	-245.1

YTD Summary (31 Oct 2017)	Canteen	Uniforms	Fundraising	Other	KIC	WHAM
Income	73925.27	43533.55	14631	2041.86	895.89	1000.00
Expenditure	73986.04	44216.51	9427.9	18236.84	60.00	710.60
Surplus/Deficit	-60.77	-682.96	5203.1	-16195	835.89	289.4

Canteen income almost on par with last year however expenditure down, and profits up! Currently sitting at \$72,562.57 of sales for the year with a profit of \$3,763.97.

Superannuation and tax have been paid, total together \$2,195.20.

Awesome uniform sales of \$4635.43 for October, this number also much the same as October last year. Only one outstanding payment for WHAM (however term 4's sponsor has only just paid last week so this will show next month).

Uniform order due early next month at an approximate cost of \$5000.

Christmas fundraising stall coming up which will add even more fundraising dollars onto an already impressive total of \$8408.23. Cost of stock for this was \$2343.50.

I have booked accommodation last week for the education awards coming up this month. We will need four rooms:

- Room 1 – Paul Campaner
- Room 2 – Janine Lawler and Megan Schneiker sharing
- Room 3 – (board member)
- Room 4 – (board member)

Cost of each room will be \$169 at Crown Promenade – total cost to P&C will be \$676. I have done everything possible to get the very best rate and I am confident I have. Huge appreciation from all five of us to P&C for covering the costs of the accommodation.

Closing account balance is \$30,743.03 which is \$17,040.45 higher than this time last year.
Awesome job everyone 😊 - Janine Lawler

Motion: **“That the Kingston Primary School P & C Assoc Inc’s Treasurer’s Report is accepted.”**
1st Karen Davies/2nd Tanya Meyer

6. Other Reports

6.1 Principal’s Report – Alan Kidd

To be tabled

School Structure

I have settled on a school structure for 2018 and will staff this accordingly. It is basically exactly the same number of classes as this year with a few changes to year level groups. We will run 4 x Kindy classes which are already full and we have 2 students on a waitlist already. We will have 4 x PP classes with low numbers which is a fantastic way to start.

There are 25 Primary classes in the structure that looks like this;

K-20	PP-21			
K-20	PP21			
K-20	PP-21			
K-20	PP-20			
Yr 1 – 22	Yr 1 – 22	Yr 1 – 21	Yr 1 – 21	Yr ½ - 10 + 13
Yr 2 – 21	Yr 2 – 22	Yr 2 – 23	Yr 2/3 – 12+11	
Yr 3 – 21	Yr 3 – 21	Yr 3 – 20	Yr 3 – 20	
Yr 4 – 28	Yr 4 – 27	Yr 4 – 28	Yr 4 – 27	
Yr 5 – 26	Yr 5 – 26	Yr 5 – 27	Yr 5 – 26	
Yr 6 – 30	Yr 6 – 31	Yr 6 – 30	Yr 6 – 30	

This structure is based on 778 students and allows for increased enrolment without having to change the structure. If we have an influx due to the new Lithium processing plant, we can absorb 20 – 30 unexpected enrolments.

There will be minimal teaching staff changes for next year as well.

Education Awards

I look forward to enjoying a breakfast at the Crown with our P & C and Board members on Monday, the 26th November. It is an absolute thrill to have Kingston named as a finalist in the “School of the Year” category, and win or not, we should all be proud of what we have achieved as a school community in the ten years that we have been open.

Bad Debtors

I have always had a position that no student misses out on school events due to finance and over the past 10 years I have entered into payment plans for camp, excursions, swimming lessons etc. While most parents honour this, it is clear that there are more and more parents who are using this to default on the agreement made. We are currently \$5,000 down on events this year and some parents have defaulted with more than one child for school camp in concurrent years. While I get that some parents are finding it tough, the school has also had reductions in funding levels and we can no longer carry the debt, nor should we. What I do know, is that it is not the child’s fault. This is on top of about a 35% payment rate of voluntary contributions.

I would be interested in hearing parents views on this matter as I discuss with my admin staff how we seek to get some of these debts paid.

Interschool Athletics

Kingston has won the 2018 Interschool championship shield. Our interschool team of years 4-6 students, who were chosen from the House carnival, excelled in both individual and team events and also represented the school in an outstanding fashion.

New Principal

As I have announced, I will be coming back to Kingston for 3 weeks next year as a hand over period and then taking 12 months leave. The Principal’s position has been advertised and it closed last Monday. The selection panel is now meeting and hopefully we will have a result in the coming weeks.

I would like to take this opportunity to thank the P & C for the outstanding work that you have done over the past 10 years that I have been at this school. You should be proud of how you have been able to continue as a viable, important part of the school.

Have a wonderful holiday break.

6.2 Uniform Committee – Tanya Meyer

Current Orders:

Date Due:	Supplier:	Item:	Quantities:	Cost:
5/12/18 ve w	Tara Uniforms	Polo Shirts	225 (10 x Size 2, 45 x Size 4, 30 x Size 6, 55 x Size 8, 50 x Size 10, 25 x Size 12, 5 x size 14, 5 x Size 16)	\$4925.25
1/2/18 (As needed)	Tara Uniforms	Polo Shirts	175 (25 x Size 4, 25 x Size 6, 50 x Size 8, 50 x Size 10, 25 x Size 12)	\$3830.75

- We will have uniforms available for purchase at the Kindy ‘Stay and Play’ Day on the 28/11/18

6.3 Fundraising Committee

Fundraising is nearing the end for 2018. Last fundraiser is the Christmas stall to be held on Thursday, 29th and Friday, 30th November, 2018. We will be calling for volunteers shortly and working out a roster for classes to visit the stall on these dates. We will also be inviting parents to come and visit the stall to purchase items they may like for the festive season.

6.4 Canteen Committee

- 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.
- Special has been going well, nuggets and salad for the fortnight, so we are running this special again.
- Family meals have slowed right down, as expected at this time of year.
- Senior sports carnival went well, biggest sports carnival that I can remember. No coffee van means excellent sales for the canteen! We did 220 burgers which was 20 more than last year. We had a good number of volunteers once again and at times were run off our feet. We had over \$1438 income for the day which includes eftpos and online orders.
- Disco went well, aprox. \$250.00 profit made on the night, that was from selling water, chips, popcorn (115). Had plenty of volunteers ran very smoothly.

I want to thank all of the past and present P&C members, parents and families who have given their time so generously over the previous 5 years. I have enjoyed every minute of my time volunteering, working as an EA, Special Needs EA, Head Cleaner and most of all Canteen Manager. The biggest compliment for anyone is being able to hand over a role and everything continues as if nothing had changed. Kingston has been a part of my world for over 8 years.... Thank you for the privilege xx

Cheers - Nicki

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

No report

- Interviews have started to find out who will go to Japan next year.
- World Cup to be held in Japan next year.

6.6 Safety House

No report

6.7 WHAM Committee – Julee Smith

No report

- Still no volunteers.

6.8 Scholastic Book Club – Tammy Davidson and Kylie Tweeddale

No report

- Still need more volunteers. Alan suggested that some students could help. Message has also been placed on Facebook and Skoolbag app asking for volunteers.
- The last book fair made the least amount of money to date.

6.9 School Board Report – Matt Marchese

Matt was unable to attend the last board meeting.

He would like to notify the P & C Committee that he will be stepping down from his role as the P & C Committee board representative.

7. Business Arising from Reports

7.1 Bad Debtors (from Principal's Report)

Considering the school is \$5000 out of pocket in 2018, suggestions were put forward in regards to bad debtors:

- Volunteering instead of paying back the money.
- Enable fundraising to take place for camp.

8. Items for Decision

9. Items for Discussion

9.1 Outdoor Cinema Night

Further discussion is needed to complete the planning for the outdoor cinema night.

- Public liability – one gate will be unlocked for toilets.
- Need volunteers to man the gate. They will be required to wear fluoro vests and have torches, maintaining a look out for anti-social behaviour.
- Jayson to contact the Lions about a sausage sizzle.
- Need a letterhead for donations for sausage sizzle.
- P & C to do drinks/coffee or sausage sizzle.
- Santa to make a visit.

Motion: "That the Kingston Primary School P & C Assoc Inc will donate \$50.00 to buy lollies for Santa to give out."

1st Jayson Hitchens/2nd Kim Basile

10. General Business

11. Closure

The meeting closed at 6.52pm.