



## MEETING MINUTES

**DATE:** Tuesday, 8<sup>th</sup> May 2018

**TIME:** 7.00PM

**LOCATION:** School Library,  
KPS Ridgeland Ave, Killara NSW

**TEAM NAME:** KPS P&C Meeting

**MEETING TITLE:** May 2018

**IN ATTENDANCE:**

Belinda Holst	Craig Meares	Phillipa Fox	Tess Lee	Martin Shek
Martin Jopson	Nick Vines	Melissa Brunner	Alistair McDermott	Annamarie Henricks
Nina Kovach	Sandeep Chandra	Brooke Vines		

**APOLOGIES:**

Ashley King	Parth Jasani	Sha Wu	Sarah Li	Roger Chan
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## MINUTES

### CONTENT

### START TIME

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| <b>1. Welcome and formal opening of the meeting</b>  | <b>NV</b> | <b>7.05pm</b> |
| <b>2. Correspondence</b><br>NIL  | BV/SL     |               |
| <b>3. Reports</b>  |           |               |
| • President Report   | NV        |               |
| • Principal Report   | PF        |               |
| • Treasurers report  | CM/PJ     |               |
| • Committee & Community reports  |           |               |
| <b>Monthly reports will be presented at the normal general meeting at the end of the month</b>   |           |               |
| <b>4. General Business</b>   |           |               |
| 1. Strategic Plan  | NV        |               |
| ▪ Website review; move away from online uniform shop and move to a broader marketing format  | HG        |               |
| ▪ Multiple choice surveys to the community with published reported results on the website  |           |               |
| ▪ Calendar of events on the website  | BV/HG     |               |
| ▪ Review of skoolbag, when will the current licence expire?<br>Pip and Martin are to review current usage and report findings  | PF/MJ     |               |
| ▪ Payment portal: will flexischool or other online platform for canteen and payments be better as paypal isn't easy for the committee. To be included in the Skool24 review. | MJ        |               |
| 2. P&C Vacant roles and Current role description definitions   | NV        |               |

- ESL Directory NK/HG to update the website  
 Waiting to fulfill one language, otherwise complete.  
 Nina to meet with Marie Summerville and coordinated community needs with the school.
- Policy, Planning & School Self HG to update the website  
 Role to be assigned to President with proposed description and delegated on an as needs basis at their discretion.
- Road Safety & Traffic Management HT/HG to update website  
 Role to be advertised with proposed updated scope.
- Class Contact Coordinator HT/HG to update website  
 Role to be advertised with proposed updated scope.
- Newsletter Coordinator HT/HG to update website  
 Remove role and assign to Communications/PR duties view to delegate to new assistant role
- Social Media Coordinator HT/HG to update website  
 Remove role and assign to Communications/PR to delegate to assistant or subcommittee.
- Fundraising / Social Coordinator HT/HG to update website  
 Advertise with proposed changes, it was noted that a group of people would be preferable to take over the role as a sub committee to spread the work. KPS will also advertise on behalf of the P&C in addition to the P&C seeking out community members that may be willing to volunteer for the role
- A new role was proposed to assist the Communication & PR role of an assistant or to advertise as a dual role. The Communication & PR role oversees all the communication avenues that the P&C maintain with the website being identified by exec as our priority communication. There should be a active push to drive all online traffic to the website. This recognized the need that the website needs some redevelopment to move away from the uniform shop only format and to rebrand and market the website to the community. HT/ HG to update website

3. P&C Event Leadership structure AH
- Event Leadership structure to change; decided to move our two major annual fundraisers to be overseen by stages rather than year levels to engage a greater pool of volunteer parents. The new breakdown as follows:
    - K- Maintenance days (1 per semester)
    - 1 – Seniors Morning Tea
    - 2 – Fathers Day Breakfast
    - Stage 1 1&2) - A-Thon
    - Stage 2 (3&4) – Major Annual Fundraising Event
    - 5 – Mothers day stall
    - 6 – Leaving Dinner / KPS gift
    - KK – It was proposed that KK could take over hosting movie night completely. This will be tabled at next KK meeting by Mel. MB
4. [P&C ByLaws](#) BV/ HG to update website
- Bylaws as proposed (with change to end of year date 31 Dec) passed by majority vote. With a view that P&C members would seek bylaw from local schools to review if KPS needed to add additional bylaws at a later date.
5. Proposal for contributing funds for KPS canteen renovation NV
- Proposal passed by majority vote to contribute 10k P&C funds towards the KPS kitchen upgrade in line with the amounts KPS and KK are also contributing from their own funds.
    - KK, KPS & P&C to form a subcommittee for the renovation Luke Jacobs as Grounds & Facilities will represent the role of P&C on the committee. LJ
    - Canteen requires airconditioning. Pip to seek cost when getting quotes for the school units, will incorporate in new building scope if possible, otherwise it can be voted on in a future meeting. As an employer, the P&C have a duty of care in working conditions to their employee in the canteen. PF
6. Proposal template to be added to the website. KPS community is invited to bring all proposals before the P&C with the submission of this template prior to a meeting. HG
7. Event Calendar: T2-T4 2018 to be updated and published BV

8. The school and P&C discussed bringing back the school fair as a bi-annual event for the annual fundraiser. Review of current spring fairs in the local schools to be undertaken and proposal for P&C to review to be written.

**Meeting Close: 9.25 PM**

**Next meeting: 22 May 2018**