

Killara Primary School P&C Meeting
26 November 2014
Meeting Minutes

Meeting opened: Dimity McCredie opened the Parents and Citizens (P&C) meeting at 7.30 pm on 26 November 2014 in the KPS Library.

Chairpersons: Dimity McCredie and Vanessa Mayhew

In attendance: Unity Taylor-Hill (Principal), Dimity McCredie, Vanessa Mayhew, Stella Sung, Sandeep Rao, Violetta Sutherland, Claire Moore, Alan Gardiner, Nikki Napier, Carolyn Sinclair and Trish Watson.

Apologies: Matthew Richmond

Minutes from: Minutes from meeting of 26th October 2014, were accepted as true and correct.

Correspondence In/Out: Letter from Greg Piconi, Director Operations, Ku-ring-gai Council regarding a request from Unity and KPS P&C Presidents for the council to commit funds to fix the footpath at the front of the school.

President Report: Refer to attachment 1 for President's report
(Vanessa Mayhew and Dimity McCredie)

Principal's Report: Refer to attachment 2 for Principal's report
(Unity Taylor-Hill)

Treasurer Report: Refer to attachment 3 for Treasurer's Report
(Stella Stung)

General Matters: Update on Northern District Council by Alan Gardiner - Alan Gardiner elected as Regional Delegate for Northern District P&C Council.
Next Regional P&C Council meeting to be held in February/March 2015.
Nothing else of significance to report.

Solar Panel update – No further update - Unity to contact the Assets Department and Procurement to commence this process, to be completed by the end of March 2015. The P&C, as a requirement of the grant, will report on the progress of this installation to ensure that the money is applied correctly.

Proposal to Local Council to seek funds for the footpath at the front of the School
Further to the Minutes, dated 27th August, Council have stated that our required footpath maintenance is not on their priorities list until 2019 – 2020. However, Unity Taylor Hill has received a letter from Council stating that 'minor improvements' will be investigated in the 2015 financial year. Dimity McCredie contacted Greg Piconi from Council to request further information and ask for a commitment from Council to re-prioritise our footpath. A reply stated that it may be appropriate to discuss the matter in February / March 2015 when Council frames its budget for 2015/2016. Dimity McCredie to action at the appropriate

time.

Fund Raising Items and Sponsorship initiatives. Sandeep continues to work on a 'Rebate Program' with three entities.

A list of sponsors is posted on the P&C website and has been published in the newsletter.

The social golf afternoon at Killara Golf Club, held on 20th November was a great success, raising over \$500.

Garden Maintenance. A date for the tree pruning is set for the 5th/6th December. The P&C agreed that this left too little time to arrange for a Maintenance Day before the end of the year. Instead, will arrange for the gardener to return to the school to perform some additional general maintenance around the school grounds before the new school year begins. Dimity to follow up on the initial invoice. It was also noted that the P&C funds the topdressing and oval aerating every second year. Unity to inform the P&C Presidents what the cost of this is, and the P&C has committed to fund this oval maintenance.

P&C to appoint a new Maintenance Administrator.

P&C has requested a Maintenance Levy be added to the Term 2 School invoice. Stella will contact the office in week 9 or 10 of term 1 to ensure that this item is included. The amount charged will be \$50 per family for those NOT attending the Maintenance Day (date TBA).

Update on Mural. The quote for this work is about \$5-\$6k. Unity to request an additional quote for the mural to be painted with 'non-graffiti' paint. Rodney Monk to commence him mural painting on the 13th December.

PAC Transformation. Due to an increase in numbers for the 2015 school year, the PAC will be transformed into 2 classes. The work on this transformation will be completed in the school holidays.

It was noted that a renovation of the PAC was completed a few years ago, funded by the P&C. As a result, questions have been raised regarding several items that may now become 'redundant' due to the transformation. The DEC has committed to 'make good' on the P&C funded additions without the P&C receiving any monetary compensation. Ann McCarthy will give Unity Taylor-Hill a list of these P&C funded items to follow up.

P&C Website. A Website Administrator is to be appointed – P&C Presidents to action.

Matthew Richmond is in the process of setting up the website to cater for 'on-line' uniform ordering. Caileen Cachia has taken photographs of every uniform item, to be loaded onto the website and ready for the new school year. The P&C is also required to have a PayPal account – Stella Sung to action. With regards to the Pay Pal charges of 2.4% + 30c per transaction, the P&C has agreed, and a motion passed, that the 'on-line' ordering system will be on a 'user pays' basis.

Air-Conditioning Proposal. The P&C agreed, and a motion passed, to fund the installation of air-conditioning for the library, up to the value of \$15,000. Unity Taylor-Hill to contact the previous 'DEC Accredited' Supplier to obtain a quote for the library, as well as contacting the DEC for their preferred supplier list. Additional quotes must be obtained for expenditure over \$5,000. Sandeep has agreed to also investigate other quotes.

The P&C also agreed to fund the installation of a fan in the uniform shop. Violetta Sutherland to obtain a quote.

School Facilities. Due to the increase in numbers for the 2015 school year, concerns have been raised about certain capacity issues;
Toilets – Unity Taylor-Hill to investigate capacity and ratio requirements,
Staff-Room – Currently does not comply with necessary standards - to be investigated further, with consideration given to the use of the store room, located next to the staff room,
Killara Kids – The licence is not affected by an increase in numbers and the conversion of the PAC into class rooms, however the school is committed to provide additional indoor space for Killara Kids when it is required.

P&C Vacancies. The following roles will be vacated at the end of 2014;

- Treasurer
- Secretary
- Accounts Receivable
- Newsletter Co-ordinator
- Maintenance – Co-ordinator
- Events Co-ordinator

Early Year Tasks for 2015. Year 1 is to organise a Kindy Morning Tea on 2nd February 2015. Nikki Napier to follow up with the current Kindy Class Mums to assist in the organisation.

A New Family Meeting will be held on 4th February 2015. Unity requires a representative from the P&C to attend and discuss the P&C's role at KPS.

Request for Uniform Shop to be opened on 28th, 29th and 30th January 2015. Nikki Napier to assist when required.

Nikki Napier proposed a meeting pre AGM to discuss any outstanding issues. To be arranged in January.

2015 Budget requirements – the P&C discussed several 2014 budgeted items not spent and whether these should be carried over to the 2015 budget, as follows ;

Library resources – 2015

Solar Panel - 2015

Whiteboards for new classrooms – 2015

I Pads – invoices to be followed up to, 2014 cost.

Easels for Classrooms – 2015

Maintenance for Highbridge / Ridgeland Footpath – 2015

Benches and Casual seating – 2015

Unity to discuss other school requirements for 2015 with Alan Gardiner, teachers and P&C Presidents.

Meeting closed: Dimity McCredie closed the meeting, 9.15pm in the library.

Next P&C meeting: AGM to be held on 25th February 2015

Meeting minutes distribution: To be posted on Killara PS website.