

## MEETING AGENDA

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

**MEETING TITLE:** July 2021

**IN ATTENDANCE:** Sandeep Chandra, Fiona Eggina, Mike Stuart, Pip Fox (KPS), Alistair McDermott (KPS), Darren Kelly, Christine Chan, Annmarie Henricks, Diana Zihlmann, Thomas Zihlmann, Julia Menzies, Lily Wong, Mel Hinds, Taylor Estwick (KK), Sharon Jacobs, Julia Menzies, Bronwyn Layton,

**APOLOGIES:**

## AGENDA

### CONTENT

**1. Welcome and formal opening of the meeting - Sandeep Chandra (SC)**

**2. Minutes of previous meeting (Receipt / Amendments / Adoption) - (SC)**

Moved by: Fiona Eggins

Seconded by: Mike Stuart

**3. General Business**

**Fundraising Target Survey (SC/AH)**

Very limited responses. Reschedule when Covid calms down

**Fundraising Events 2021 (SC)**

Father's Day Market Stall - Cancelled

Lapathon unlikely to take place in Term 3

Fiona to look into online/virtual events & fundraising

**Annual Fundraiser Update (SC)**

**Website Update (FE)**

New website online - further updates to come

**4. Business arising from previous meeting minutes**

**5. Correspondence**

**6. Reports**

- President Report - (SC)
- Committee & Community reports
  - Canteen Report - (LW)
    -
  - Uniform Shop Report (MH)
    - Vote on price of Tunics - still waiting for cost price - not ready to finalise sale price
  - Killara Kids Report
    - Covid Safe Plan in place
    - Gap waived for all families
    - Tile fundraiser almost complete
    - Cookie fundraiser in process
- Principal Report - Pip Fox (PF)
  - Approx 20 students attending daily
    - Lower than most schools
  - High engagement in Google Classroom - higher than last year
  - Devices are available if required to families that need one for Home Learning.

- Lane Cove West have had a positive Covid case - NSW Health operations seemed to be much better this year.
  - Communication & having the structures in place for emergency communication is absolutely key.
- School Disco this Friday at 3:30pm
- Skipping Rope to go out to all students by post during lockdown
  - PF proposes to P&C to cover cost
  - Up to \$3,500 - Sandeep to propose, Darren 2nd; Passed Unopposed
- Treasurer's report - Annmarie Henricks (AH)
  - Uniform Shop - \$6,600 profit YTD
  - Canteen - Revenue comes in prior to expenditure
    - Actual sales: Profit \$4,131 profit YTD
  - P&C overall: Loss ~\$5,000 YTD
    - Contributions not included yet ( \$24,000 )
  - Looking into getting a Debit Card for online purchases/subscriptions
    - Would require detailed policies to be created to manage it.
  - ABR - incorporation status - in progress, taking some time.

**7. Next steps - (SC)**

- **Next meeting: August 24th**

**8. Decisions Required**

Decision No.	Item	Description	Status
210701	Price of Tunics		

**Meeting Close**