

Killara Public School P&C MEETING MINUTES

Tuesday 25 July 2023, 7pm

IN ATTENDANCE: Mike Stuart, Pip Fox (KPS), Sarah Lee (KPS), Belinda Holst, Elise Jones (Killara Kids), Dan Lacy, Annmarie Henricks, Shona Faure, Chris Colquhoun, Gary Brown, Mel Rumble, Ben Mair, Barb Daveson, Julia Menzies, Yaping Zhou, Chami Veitch, Kim Gill, Sonia Singh, Reg Singh, Davina Seeto, Silvia Iskandar



Meeting location: KPS Library and online Teams

Item	Owner	Discussion	Action
Welcome and formal opening of the meeting	Mike Stuart		
Minutes of previous meeting	Mike Stuart	Proposed to accept minutes: Julia Menzies Seconded Chris Colquhoun June meeting minutes accepted	
General Business	Mike Stuart	Silent auction <ul style="list-style-type: none"> Go live tomorrow (26 July), final checks tonight Tea towels <ul style="list-style-type: none"> At the printers now Year 6 and Kindy to purchase Killara Café <ul style="list-style-type: none"> Ran 30 June last day of term Sales \$424, \$286 profit (due to ice slushy machine) Confirmed date – Friday 22 September (last day of school), Year 4 to contribute/support 	All P&C members to promote auction
Business arising from previous meeting minutes	Shona Faure	Polos <ul style="list-style-type: none"> Samples to arrive mid August for tshirts and jackets and Shona will bring options to show Pip & teachers Pip has spoken with teachers and has support Costings to come to August P&C meeting for approval 	<ul style="list-style-type: none"> Treasurer to work with school office for funds transfer

	Annmarie Henricks (Treasurer)	<p>Gazebo</p> <ul style="list-style-type: none"> • Year 6 fund the 3 x 6m gazebo as their gift • Current quote s \$1,240 incl logo • P&C President proposed to cover any gap between Yr 6 fundraising 'mini-fete' and final cost • Shona needs to receive school logo • Year 6 parent Claire B Shona's key contact <p>Financial plan discussion</p> <ul style="list-style-type: none"> • \$20K school contributions still to be transferred • Approx \$102K available • Annmarie shared financial document with income and planned expenditure (see at end of minutes) <p>Grant discussion – apply next year for the NSW Govt Community Building Partnerships grants for outdoor gardens, school play equipment</p>	
Correspondence	n/a		
Reports	Mike Stuart President	<ul style="list-style-type: none"> • Killara Café • Silent Auction • Picnic Dance Saturday 10 November, tentative 10am-3pm <ul style="list-style-type: none"> • Consider timing, Saturday morning sport • Look at 12-5pm, dance in the afternoon • Communicate with neighbours about school planned event, via a letterbox drop and emails if known • Sun risk assessment – under shade MPC, Hall • Lunar New Year 2024 <ul style="list-style-type: none"> • Dragon and martial arts – agreement to proceed for Week 3, Friday 16th Feb 2024 along with Killara Café. • Trivia – Saturday 9th March, suggestion to return West Pymble Bowling Club, P&C pay for Trivia Master, attendees pay directly for own food & drinks. 	<ul style="list-style-type: none"> • Picnic & Bush dance committee to form and start planning

		Note: due to Killara Kids discussion and school holidays, there is no report from the Uniform Shop or Canteen.	
	Elise Jones Killara Kids	<ul style="list-style-type: none"> • Welcome to Elise, taking over the Centre Director role from Molly • Offsite fire drill rescheduled (due to staffing) end of Term 3 • Vacation care went well • Term 3 extra-circular activities are low take-up • Interviews to back-fill staff underway this week 	
	Pip Fox	<p>DoE transformation draft plan</p> <ul style="list-style-type: none"> • Priorities and values – Pip seeking feedback from teachers, P&C, parents, community. <p>Events & calendar</p> <ul style="list-style-type: none"> • Athletics Carnival date pending <p>External validation and school priorities – school self assessment</p> <p>Reports sent out - parent feedback.</p> <ul style="list-style-type: none"> • Students missed hardcopy printout • Parents liked soft copy to refer back to, avoid scrunched up papers • Suggestion the school integrates video/audio comments into • Parents appreciated the detail in the reports <p>Year 3 & 5 NAPLAN results</p> <ul style="list-style-type: none"> • Reviewing outcome of proficiency results and different presentation of data this year <p>Parent/Carer Class List</p> <ul style="list-style-type: none"> • Discussion of use of contact list vs Whatsapp group • Suggestion - consent to be given at the end of the year, add to “return to school year” letter • Can consent be given once for the duration of the time at KPS, parents choose to opt out as necessary • Feedback that the class list is still valued by parents • Request that the Class list is distributed as early as possible in the Term as this is when parents want to connect • Class parents still need class list to validate parents signing up for WhatsApp groups <p>Parent WhatsApp Groups</p>	<ul style="list-style-type: none"> • Pip to share DoE transformation plan in school newsletter, invite people to give feedback • Pip to share overview of NAPLAN outcomes at August P&C meeting • Pip to query with legal if sharing of contact details consent can be for the duration of a child’s time at KPS • Julia to ask Whatsapp class parents to share QR code with Office for future parents to join

		<ul style="list-style-type: none"> • Not managed by the School • Successful Whatsapp groups are “Year groups” that roll-over each year as the grade moves up • Look at QR code option to share Whatsapp early • Class Parent coordinator in 2023 is Julia Menzies 	
	Annmarie Henricks Treasurer	See financial plan discussion above	
Killara Kids & Transition	Dan Lacy	<p>KPS Parent Committee presentation</p> <ul style="list-style-type: none"> • DoE changed rules on OOSH and decision needs to be made to management to P&C or put to tender. Three-year license period • Expiry date April 2024 • 239 kids from KPS attend KK, still vacancies available • Revenue \$900k. \$18K profit • Presentation of pros and cons listed of both options • Acknowledgement of Dan Lacy as President to drive Killara Kids this year and invest time & effort into this investment. Thank you Dan! • How do we inject community into the OOSH care. It could be done in other ways • Hybrid model – P&C run, but paid staff to manage? Co-op model • Care model 1:13 ratio, for-profit ratio is 1:15 ratio • Risk considerations <ul style="list-style-type: none"> ○ Longevity of key personnel ○ Getting the right personnel with relevant experience and willingness to take on the liability of management control ○ Amount of regulation is increasing ○ liability of committee members ○ Child safety and environment • Tender criteria and order of priority <ul style="list-style-type: none"> • Can parents be apart of the tender process? Pip to investigate. • Pip to be apart of the tender process • Capacity – who will volunteer their time in the P&C to manage Killara Kids if it was to come in-house? 	<p>Questions to be addressed</p> <ol style="list-style-type: none"> 1. Tender Process (Pip) 2. Indicative fees (Dan) 3. License fee comparisons (Pip) 4. Timeline of tender 5. Capacity & commitment <p>Dan to address PMC and staff liaison officer at 1 August</p> <p>Mike to write note for newsletter</p> <ol style="list-style-type: none"> 1. Overview of the meeting tonight 2. Discussion of the four points above 3. Proposed vote 4. Only members can vote – pay \$1 prior to meeting (give online link to pay)

		<ul style="list-style-type: none"> Agreement that P&C needs to explicitly but carefully say to the community that “The general consensus is that the KPS P&C don’t have the capacity to take on the role of managing Killara Kids. The next steps will be in the August meeting will be to discuss the following points (see column) and a vote will be proposed” – President comms <p>Note P&C members are eligible to vote if they have paid \$1 in the general meeting prior. Payment can be online at https://www.kpspnc.com.au/kps-pc-store P&C members who are on the Killara Kids Parent Management Committee (PMC) are excluded from the vote</p> <p>Action</p> <ol style="list-style-type: none"> August meeting to address action items and vote If a special meeting is needed after 22 August, potential date is Tues 5 Sept? 	
Next Meeting		Tuesday 22 August, 7pm	

Meeting close approx. 9.45pm

See next page for financial position

Killara Public School P & C Estimated Financial Position Year to 31st December 2023

Cash at Bank @ 25/7/23

Main Account	756.67
Savings Account	66,270.99
Uniform Shop	4,428.32
Canteen Account	1,645.06
Paypal	8,712.44
TOTAL CASH	<u>81,813.48</u>

Add:

P&C Contributions not yet transferred	<u>20,620.00</u>
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Total Cash Available	\$ 102,433.48
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Committed Expenditures

Outdoor Speakers (Estimated)	14,000.00
Silent Disco (Glow sticks/donation)	500.00
Gazebo	1,000.00
Polo Shirts	2,100.00
Parent Workshops	2,500.00
Insurance	975.00
Bush Dance	2,500.00
Teachers Breakfast	500.00
Contribution to Year 6 dinner	1,500.00
Enrichment Teacher/end of year gifts	30,000.00
Trivia Master	400.00
Lion Dance	800.00
	<u>56,775.00</u>

Balance remaining	\$ <u>45,658.48</u>
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