

Killara Public School P&C MEETING MINUTES

Tuesday 27 June 2023, 7pm

IN ATTENDANCE: Mike Stuart, Pip Fox, Belinda Holst, Molly Lock (Killara Kids), Annmarie Henricks, Sam Hicks, Shona Faure, Chris Colquhoun, Stacy Milner (Staff), Ben Mair, Kim Gill, Julia Menzies, Bronwyn Layton, Asefeh Jamshidi, Sonia Singh



Apologies: Davino Seeto

Notes taken via Teams

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		
Year 6 Leadership	Kaya & Zara	<ul style="list-style-type: none">• Athletics carnival• Band attended Killara High showcase• NAIDOC week• Education Week incl. choir, bands• Yr 6 camp to Canberra and Yr 4 to Taronga Zoo <p>Glowsticks ordered \$130, promote wear black on Friday, with pops of neon</p>	
General Business	Mike Stuart	<p>Silent Auction update (Shona)</p> <ul style="list-style-type: none">• School donations listed• Looking at T&C wording• 6 external sponsorships• Start 18 July (first day Term 3), keep live for two weeks <p>Killara Café – Fri 30 June</p> <ul style="list-style-type: none">• Year 5 + other year parents to help	

		<ul style="list-style-type: none"> Cups organised for slushie Ice machine ready, Ben collecting the ice, bag of ice in the canteen freezer. Will need electricity <p>Canteen Freezer and fail of seals.</p> <ul style="list-style-type: none"> Refer to Canteen report Ahead by \$3K - better than this time last year 	
Business arising from previous meeting minutes		<p>Staff clothing</p> <ul style="list-style-type: none"> Shona has received quotes for t-shirts, \$2.1K, soft shell jackets \$4.2K, hats \$30 \$450, \$6.7K total (initial investment) Discussion on use, items required and allocation of item per staff member <p>Agreement from P&C to proceed with polo shirts</p> <p>Gazebo</p> <ul style="list-style-type: none"> 3x3m \$989 incl delivery to KPS gazebo with branding, no walls Seek another comparison quote <p>Tea towels</p> <ul style="list-style-type: none"> Stacy to contact supplier directly, artwork is ready to be scanned in <p>Bush dance</p> <ul style="list-style-type: none"> Annmarie has quote from \$2,500 for bush dance, caller for up to 3 hrs, with 25% deposit required <p>Mike Proposed to proceed with vendor Seconded: Chris Colquhoun Motion: Approved, Annmarie to pay deposit</p>	<p>Pip to gauge interest from teachers (30 staff) to determine quantities for polo shirts</p> <p>Shona to seek another quote for gazebo</p> <p>Stacy to contact supplier with artwork</p> <p>Annmarie to pay deposit</p>
Correspondence		n/a	
Reports	Mike on behalf of Davina Seeto Uniform	Refer to report.	Davina to look into returning excess stock for Peter Pan collar

	Samanthika Hicks Canteen	<ul style="list-style-type: none"> Hot chocolate is very popular and received request to deliver as a birthday treats (Year 5). Arrange approx 10mins before lunch bell. Discussion of alt milk option Price increase on 7 items that are made in-house with fresh ingredients, 50c Proposed by Mike to agree to 7 items 50c increase Seconded: Ben Mair Motion: Passed by P&C Commercial freezer discussion Proposed by Mike: Purchase freezer to the value of \$3,717 ext GST Skipio SFT45-2 Upright Freezer 2 doors Motion: Passed by P&C, Canteen to purchase freezer <p>Next 2-3 meetings Sam will be away, Serena unable to attend the meetings</p>	<ul style="list-style-type: none"> P&C/Canteen to communicate price increase for Term 3 Purchase new freezer
	Mike Stuart President	<ul style="list-style-type: none"> Killara Café P&C Attendance, avg 10-12 people each meeting P&C involvement in running Killara Kids <ul style="list-style-type: none"> Due Diligence financial commitments Additional resource support Financial outlay in/out goings, staff salary Farewell to Molly, Centre Director of Killara Kids 	<ul style="list-style-type: none"> July P&C – discuss P&C involvement in running Killara Kids. Invite Dan Lacy to address meeting
	Molly Lock Killara Kids	<ul style="list-style-type: none"> Molly has resigned, last day will be 12 July to pursue HR career in banking world after 11yrs in education Committee are interviewing, ref checks for replacement underway. Aiming for one week handover Max & Tom p/timers also leaving, may return post travels Kate is returning, new casual Phoebe Fire evacuation drill – postponed to Term 3 Vacation care numbers, avg 30 per day 	

		<ul style="list-style-type: none"> • Appraisals – yearly appraisals for performance and development, 19 staff and will be handed over to new director • Term 3 – extracurricular activities now live 	
Pip Fox	<ul style="list-style-type: none"> • Education Week 3 • Staffing changes, incl. new sports teacher David Lavender, Dance teacher Lindsay Lamb • Parent workshop <ul style="list-style-type: none"> a) Mental Health – Let’s Talk Psychology (Term 3) b) Cyber Security (Term 3) c) Gender diversity (Term 4) <p>Mike proposed proceeding with parent talks at a cost of \$2.5K Second: Chris Colquhoun Motion passed, P&C to cover costs.</p> <p>Uniform review</p> <ul style="list-style-type: none"> • Annmarie to participate in review <p>Assets</p> <ul style="list-style-type: none"> • Playground review, incl removal of spider play • Additional clean ending Term 2 • Roofing project underway during July holidays • Annual Tree audit complete • COLA speakers, waiting on approved provider quote <p>Attendance overview</p> <ul style="list-style-type: none"> • Pip shared data on student attendance. Overall, no significant concerns. Unjustified leave correlates with school population <p>Zones of regulation</p>	<ul style="list-style-type: none"> • Pip to lock in vendors and promote parent workshops • Pip to confirm workshop accessibility - hybrid attendance or post-event recording 	
AH Treasurer	<ul style="list-style-type: none"> • Canteen making a loss of \$1700 as of 27 June (agree to loss to keep it inhouse) • Uniform shop running a loss \$6K. Purchase at beginning of year, Kindy sales at end of the year 	<ul style="list-style-type: none"> • Pip & Annmarie to discuss transfer of P&C parent contributions to P&C bank accounts. • Audit to be finalised 	

		<ul style="list-style-type: none"> • \$90K in bank account <p>Audit – still to be undertaken</p> <p>Question – has the School transferred the parent P&C contributions to our bank account?</p> <p>Given the approval of \$\$ this meeting, anticipated renewal of learning support teacher wages, proposed spend on gazebo/tshirts and broader initiatives, can we have a financial plan/budget to discuss at an upcoming meeting? Link to fundraising activities</p>	<ul style="list-style-type: none"> • Annmarie to prepare future financial roadmap on income/spend
Other business	N/A		
Next Meeting		Tuesday 25 July, 7pm (Week 2)	

Meeting close 8.45pm