

**Kingston Primary School**  
**School Community Association**

**Meeting Monday 27<sup>th</sup> March 2017**

Meeting opened @ 6:36pm

By Chairperson: Alicia Townsend

**Present:**

Emma Etherington, Alicia Townsend, Claudia Nevah, Jodi Enright, Natalie Williams, Dorothy Raymond, Tania Virieux, Vicki Bygrave, Deb Kingston, Georgie Sloan

**Apologies:**

Amy Millhouse, Carolyn Dunstan, Andrew Nash

Minutes from meeting held Monday 20<sup>th</sup> February 2016, true and accurate record of proceedings

**Noted that Jodi Enright has requested that Dorothy Raymond amend her principal's report to accurately reflect the issues on the bush fire re-enactment excursion.**

Moved: Georgie Sloan	Seconded: Emma Etherington
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**Business arising/Actions:**

1. Breakfast Club drinks - email forwarded to all members from Dorothy Raymond

Breakfast Club can continue offering juice to students

2. School budget – email forwarded to all members from Dorothy Raymond

The cost of the Schoolzine contract \$3000 and the agreement has been deferred.

Q> Is there room for support of students, through Teacher Assistant's and members of the child support team?

The association was advised that this is an ongoing process and as much support as possible is provided to all students.

Concern raised about Physical Education classes being removed from the Kindergarten classes this year.

The association was advised that this decision was not a budgetary issue but merely a timetabling issue. The association was advised that historically PE has not been offered to kinder classes, although most members with older students at the school had received PE when they were in kinder. Concern that for some students their first encounter with physical activity will now be in prep, concern around Kinder Development skills raised. The association was advised that it is the sole responsibility of kindergarten teachers to ensure that kindergarten students achieve the skill levels involved in the kinder development check, not that of physical education teacher. Concern also that kinder students in the kinder/prep class have access to the music program and PE program when the other two kinder classes do not have access to either. Was this fair and do the school fees accurately reflect this.

Recommendation:

That Physical Education classes be returned to kindergarten classes as soon as practicable.

Motion:

That the Kingston Primary School budget 2017 be accepted, as per what was presented at the February meeting.

Moved: Deb Kingston	Seconded: Vicki Bygrave
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**Correspondence in:**

Audit - Newton & Associates inc Invoice \$550

Invoices x 3 KPS for welcome back bbq expenses

**Correspondence out:**

Nil

**REPORTS:**

**Principal's report:** Dorothy Raymond

**Principal's Report – 27<sup>th</sup> March 2017**

- The Welcome Back BBQ was a success. There was a good turn up of parents/carers and teachers. There was also a good band of volunteers this year from both parents and staff, which made for smooth running of the event. The Social Circus was a hit with the children and engaged children and adults.
- Breaking News – I was informed last week that we have been successful in the Minor Works Submission for the Upgrade of the Carpark. The Department is currently engaging a Traffic Engineer to come and meet with me and to develop our plan. In the meantime Senior Staff have begun patrolling the driveway to stop cars coming into the top carpark between 8.30 and 9.00 am and in the afternoon between 2.45 pm and 3.15 pm.
- The two Aquatic Carnivals, 3/4 and 5/6, were a great success with high levels of participation in the fun events as well as the competitive events. Boronia ended up the winning House! The following Huon and Channel Carnival last week was also a successful event and we had pleasing comments from teachers from other schools reporting on our Students' excellent behaviour at the Carnival.
- Two Social Skills have now been introduced this year. The first, 'Keep it Small', has become part of the general language around the school and in classrooms, which is great. The second, introduced last week, is Everyone Belongs, which was chosen to tie in with Harmony Day. Cathy Graney and Shona Hunt led the role play this time.  
First lot of U R busted tickets (Positive Behaviour Support) were drawn from the new Treasure Chest at Assembly two weeks ago.
- NAPLAN testing will occur in May – 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>. Good positive preparation has commenced, however the focus is always on rich teaching and learning experiences, based on the curriculum, rather than on teaching the test.
- Two weeks ago we used the money we received as a My Education Pilot School to write Whole School Curriculum Documents incorporating the new HASS curriculum with My Ed. A teacher representative from ECE, 3/4 and 5/6 worked together with Greg Warman, our My Ed co-ordinator, for three days to write the scope and sequences ready to start teaching in Term 2.

- Moderation Day – 13<sup>th</sup> April – We will join Margate, Snug, Bruny and Geeveston to continue our Professional Development around curriculum assessment. We will continue to strengthen our confidence and skill in assessing accurately the A to E standards, particularly in English and Maths. We will be at Margate Primary in the morning and return at lunch time to prepare the HASS units in our Grade groups.
- Progress Reports went home on Friday 17<sup>th</sup> and Parent Teacher interviews will be held 27<sup>th</sup> to the 31<sup>st</sup> March.
- Trauma Network Professional Development meetings continued last week at Kingston High. Our Staff, along with teachers from Kingston High, Blackmans Bay and Illawarra reflected on how we are getting to know our students and what we are doing to help them settle in to their new classes. Teachers sat in mixed School groups and were able to discuss Best Practice across the 4 Schools.
- Census Day was the 24<sup>th</sup> February and on that day we had 403 students. Since then we have had 10 new students arrive who unfortunately are not taken into account for our teacher funding.
- New Upgrades: We needed to replace the ride-on mower early in the year and we have just installed an Air Conditioner into Russell Dowsett's Kinder.
- Kingston Primary got a PR boost at the Love Living Locally Kingborough Festival last weekend. We participated in the Swift Parrot Mural which is now attached to the Library Wall (LINC) facing Hutchins Street. Mrs Karen Aitken worked many hours with 3 students to produce a stunning piece of Art which had lots of great comments and praise at the Festival from the community.

Dorothy Raymond



Moved: Tania Virieux	Seconded: Deb Kingston
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**Treasurer's report:** Deb Kingston

2016 Opening balance: \$9, 538.89

Closing balance: \$20,060.91

Second account opening balance: \$1000.00

Second account closing balance: \$1000.03

Moved: Georgie Sloan	Seconded: Tania Virieux
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### **Uniform shop: Jodi Enright**

Looking about even so far, stock levels are good, out of size 4 polos at present. Bills are also under control and some stock has been ordered but not received yet.

### **Fundraising Committee:**

Welcome Back BBQ went well with a profit of \$326.06 and leftover sausages, veggie burger mix & bread in freezer. Social Circus was a success and very easy people to deal with. A definite consideration for future school events.

Mother's Day stall date will be Friday 12<sup>th</sup> May, with the stall to be run out of the old canteen. This was a real success for the Father's Day stall last year and allowed Alicia and Emma to set up in the days leading up. Alicia to notify office staff for advertising in newsletter and Dorothy to inform staff of the date.

Dorothy has not had time to ask staff about their preference of time of year for future school fairs. Emma requested that representatives from the association and fundraising committee be able to attend staff meetings to assist in better communication. Dorothy agreed to this and will let us know when the first meeting of term 2 is on.

### **Canteen: Alicia Townsend**

Changes ahead for next term, with recess sales being stopped as a trial. Lunch orders will continue as normal with a preorder option available.

Reasons for this trial next term include lack of volunteers making it difficult and the change to 20min recess making it impossible to serve all students within the time frame.

The canteen volunteers have several issues with allergies and anaphylaxis, to be discussed in general business.

The association thanks Alicia and Kellie + their volunteers for the service they provide to the school and acknowledges the efforts made by all involved.

## **GENERAL BUSINESS:**

### **1. POLICY DEVELOPMENT**

#### **School Uniform Policy:**

- The association asks Dorothy Raymond to ensure that the amended uniform policy be uploaded to the school website

#### **Dogs on school grounds:**

- Agreed to amend policy to include no dogs on school grounds instead of just the ECE area.
- Emma to make amendments and present at May meeting

#### **Behavioural Policy:**

- This draft is still being finalised
- Representatives from the working group have been asked to present to the association at the May meeting.
- As the draft is still a long document, Emma will email Kate Duttmer and Tanya Meredith to ask them to forward the draft one week prior to the meeting, to allow everyone with ample time to read. Will be ready to present to staff after the May meeting

#### **Drug :**

- This policy is not officially up for renewal until later in the year, cannot find date of minutes where this was discussed and accepted as a school policy, but Emma will continue to look into this
- General consensus that if the DoE policy covers all the required areas, then there is no need to have our own
- The association passed a motion early 2016 stating that alcohol would not be offered during any school events where students were present. If we do continue to have a separate policy then it needs to accurately reflect this motion.

#### **Sunsmart:**

- Working group needed with equal input from staff and parents
- Unsure when this policy is up for renewal

#### **Move Well, Eat Well:**

- Working group needed with equal input from staff and parents

#### **Information & Communications Technology User K – 6:**

- Out of date and families in grade 3-6 have signed an out of date policy this year
- Does this policy need to be K – 6? Do we need 2 separate policies? If it is to remain a K – 6 policy then should all families sign?

#### **Q> Mobile phones at school?**

Do we have a policy? Do we need a policy?

- This information is contained within the student handbook

Q> When do families receive the student handbook? Carry over answer

## Q> Appearance?

- Does the staff still have a desire for an appearance policy to be created?
- Dorothy indicated yes
- A separate working group will need to be created with equal input and representation from staff and parents

## 2. PROCEDURAL QUERY>

- ALLERGIES & ANAPHYLAXIS:

### Canteen>

The canteen volunteers have had issues with supplying lunches to classes where they know there is an allergy or anaphylaxis to egg. The school had advised them to continue doing so. Volunteers have also not been notified of students allergies/anaphylaxis and were told by a helper that a letter had been sent home to families with children in unit G about avoiding egg.

Alicia Townsend & Kellie Clement, as canteen coordinators have decided they will not be supplying products to classrooms where students with allergies or anaphylaxis are at risk of contact with egg. Along with Deb Kingston, they have accessed details of all classes where a student with an allergy or anaphylaxis is enrolled and class baskets will have “alert stickers” attached to avoid the unthinkable occurring.

Points raised around allergies and anaphylaxis + asthma management included a lack of training and understanding from the staff and students around such a serious issue. Procedural issues were still continuing and putting our students at risk. The DoE has a policy around this, future consideration of a need for a schoolwide policy may be investigated in the future

### Recommendations:

1. That Kingston Primary School provides the same letter to all classes where there is a food related allergy or anaphylaxis as what was provided to UnitG. This should become standard practice at the beginning of each school year and when students enroll throughout the school year
2. That when students with an allergy or anaphylaxis are attending an on campus or off campus school outing, ie grade excursions & sports carnivals, that all participants are notified accordingly
3. That the school contacts and organises adequate training for all staff on anaphylaxis, allergy and asthma in schools.

Dorothy Raymond advised the association that the Royal Hobart Hospital has been contacted and booked for the next PD session at school. Alicia Townsend has indicated that Kellie Clement and herself also wish to attend this training.

#### 4. **AGM – to be held, 3<sup>rd</sup> April, 6:30pm in the school library**

Staff representatives:

- Dorothy Raymond (principal)
- Tania Virieux (1 year remaining)
- Vicki Bygrave (1 year remaining)
- Deb Kingston
- Andrew Nash

Parent representatives:

- Alicia Townsend (1 year remaining)
- Amy Millhouse (1 year remaining)

No nominations have been received by Maree Voss for members, as such:

Emma Etherington nominated the following for parent representatives of the KPS community association:

Natalie Williams. Natalie accepted

Jodi Enright. Jodi accepted

Claudia Nevah. Claudia accepted

The roles of Secretary and Vice Chair will be nominated and voted upon at the AGM next week.

Natalie Williams indicates concern around so many students being out before the bell, and that if it is designed to be for students catching buses that they should be assembling in the designated areas and awaiting instruction from senior teachers before proceeding to bus area. Dorothy indicated this was to eliminate another safety issue and the school is doing their best to ensure everyone is safe.

Claudia Nevah indicated concern around the notice in the school newsletter last week that students are not to ride scooters to school at the moment, due to concerning behaviour and lack of safety equipment worn by some. Dorothy Raymond advises that families only need to contact her as per the newsletter notice and arrangements can be made for individual circumstances.

Alicia Townsend wishes to thank Georgie Sloan for her service as parent representative and vice chair and Emma Etherington for her service as parent representative and secretary and hopes they continue to attend meetings.

Close of meeting @ 8:26pm

Next meeting → **AGM 3<sup>rd</sup> April @ 6:30pm**

Meetings for 2017:

**AGM 3<sup>rd</sup> April**, 15<sup>th</sup> May, 19<sup>th</sup> June, 21<sup>st</sup> August, 18<sup>th</sup> September, 16<sup>th</sup> November, 20<sup>th</sup> November, 11<sup>th</sup> December