

Kingston Primary School

School Community Association

Meeting Monday 19th September 2016

Meeting opened @ 6.33pm

By Chairperson: Alicia Townsend

Present:

Alicia Townsend, Emma Etherington, Georgie Sloan, Natalie Williams, Carolyn Dunstan, Dave Kilpatrick, Deb Kingston, Jodi Enright, Tania Virieux, Vicki Bygrave, Fran

Apologies:

nil

Minutes from meeting held Monday 1st August 2016, true and accurate record of proceedings

Moved: Georgie Sloan	Seconded: Dave Kilpatrick
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Business arising/Actions:

1. School bus arrival times & student supervision – Dave

Commence duty of care for students on the Summerleas Road bus at 8.25am

2. Bank Cards for canteen and fundraising purchases – Deb

Not completed yet

3. Uniform Policy Sub Committee or Working Group to be formed – Emma to email

Working Group formed and well under way. Report to follow

4. Association to have access to space in Newsletter each week – Dave

Association has been offered ¼ page each week, with information to be sent to Sandra by Wednesday of each week. Emma to provide and liaise with committee as to content

5. Identify a senior member of staff to be the liaison with association – Dave

Dorothy will be liaison, while she is on leave, please speak with Andrew Nash

6. Roof structure for ECE Quadrangle – Dave to look into council requirements etc

Dave to look into quotes for several options and bring to next meeting - action

7. Alternate space for association storage and secure area for locking of personal possessions – Deb & Tania

The pantry in the old canteen has been identified as the new storage area. Items for the terrapin need to be moved

8. Access to GP Room - Dave to investigate DoE attending & assessing options

Report from Maree, looked into in previous years. Cost is prohibitive when alternatives are available

Correspondence in:

Invoice Education Department \$3500. Contribution to PA system in GP Room

Cheque \$147.00 (uniform re-imbursments)

Letter regarding early starting of school age, from Jenny Gale DoE – email

Emma to forward this

Correspondence out:

nil

REPORTS:

Principal's report: Dave Kilpatrick

- The SRC plans to conduct one fundraiser and whole school event each term. They are currently planning for the Footy Colours Day and the Day for Daniel.
- Website Update. Webpage is completed and waiting on DoE to complete the new hosting of the URL. Now talking with Schoolzine re electronic newsletter and school notices APP, for development and trial during term 4 and full implementation in term 1 of 2017.
- KidsMatter Update. Teaching staff completed module 1 of Training - Social skills program has commenced.
- School Review was conducted and all staff and SA members have a copy of the report. The report was quite positive and confirmed the priority and school improvement areas that we are planning for.
- Minor works projects. Students have identified extra swings in the primary playground as desirable items. Suggestions for a refit of the 3 -4 common area to provide opportunities for collaborative group work. Two design concepts for a cover over the quadrangle in ECE will be costed.
- Behaviour Management Subcommittee Update. Process mapping for safety routines is completed. I am currently redrafting the policy doc ready for further input from the sub- committee early term 4. I have been in conversations with Judy Travers and Jenny Gale Deputy Secretary DoE regarding the work of our committee and to see where we can have input into some whole of agency review work that is planned to be done in this area.
- Staff Update: Gavin McDonald will proceed on Long Service leave for term 4 with Tamsin Macnair teaching that class. Angela Kadziolka will take Long Service leave for most of Term 4 with Josh Mitchell, who is well known to our students, to cover the PE classes. Karen Aitken is required to use her accrued rec leave balance and as such will be away 7/11/16 until 12/12/16 with Andrew Barr covering her class. Andrew has worked in that class this year. Krystal Clements our school chaplain will continue with us in Term 4. Niki Hussain our social worker will work an extra day a week during

term 4 .This is funded by some grant money that we received from Learning Services to support our work with behavioural needs.

- The new sound system in the multipurpose room will be installed this week. Unfortunately due to the contractors other commitments it will not be ready to be use at the Primary concert .The total cost of this is \$6,150.
- We are proud of our school canteen volunteers for receiving gold accreditation. We will have a whole school assembly on Friday morning of the last day of term and if it can be arranged, we will celebrate this achievement at that time. If not we can do it early term 4.
- Our collaboration with the Rotary Club of Kingston is underway. Our first initiative is the Rotary Readers which will see volunteers listening to students read. Training for the volunteers will be conducted in October.
- I have been attending meetings with the organisation committee of the Kingborough Council 50 year commemoration of the bushfires. Our students will take part in an art competition and a short story writing competition and will be encouraged to attend the commemorative events in Snug. I am also considering a re-enactment of the Kingston State School evacuation to Kingston Beach.

Moved: Deb Kingston	Seconded: Georgie Sloan
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Treasurer's report: Deb Kingston

2016 Opening balance: \$9, 538.89

Closing balance: \$23,384.88

Moved: Georgie Sloan	Seconded: Tania Viriuex
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Uniform shop: Jodi Enright

The order for next year is underway and as always is a daunting and time consuming task. Approx. spend \$18/19,000

Have ordered 10 size 2 polo's and will order in a few small trackpants as well.

Uniform policy working group has identified possible need for beanies, will not act on this yet

Cost of polo's will increase next year again to \$30. This is unavoidable and will only just be covering our costs at this price

Fundraising Committee:

Father's Day Stall successful and mostly positive feedback received. Anyone with any ideas on possible items we could look into would be appreciated.

We need to be aware of items contained in the Move Well, Eat Well Policy and other relevant policies when planning fundraising events, ie we are limited to the number of sausage sizzles we are able to have per year.

Canteen: Alicia Townsend

GOLD ACCREDITATION IS OFFICIAL.

Committee congratulated the volunteers for achieving this, especially in such a short space of time of operation. Presentation will be made early term 4 at a whole school assembly.

A specials day this week to coincide with Footy Colours Day & last day of term, order forms were sent home today. Homemade party pies & sausage rolls as well as fruit kebabs & cold milos will be available, pre order only.

Canteen volunteers will be providing fruit for ECE Athletics Carnival participants and for the Primary Carnival next term

Motion:

Kingston Primary School Community Association preapproves the Canteen Subcommittee to make decisions and access funds for providing catering for school events.

Moved: Alicia Townsend	Seconded: Georgie Sloan
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Uniform Policy Working Group: Georgie Sloan

Work has commenced with clear terms of reference established and a draft policy available for comment this evening. Another meeting is scheduled for this Friday 23rd September.

Angela Kadziolka has joined the working group and will provide us with staff perspective on many of the items that we need clarification on.

The document is a set of guidelines and although we commenced looking at 'uniform' we are now branching out into 'appearance'. Need clear logic and reasoning behind items like 'no nail polish', 'makeup', hair colour for example.

GENERAL BUSINESS:

1. **Breakfast Club** - Fran Muir & Alicia Townsend a. **Funding**

Sponsorship from Coles has ceased as discussed at earlier meeting this year. The Canteen has been supporting Breakfast Club with a weekly donation of \$20. Have realised the need for this to be minuted and official to avoid issues with audits etc.

Motion:

Kingston Primary School Community Association, through the Canteen Sub committee, will provide a \$20 donation per school term week for purchase of miscellaneous items for the school Breakfast Club Program. This donated amount will be clearly shown on all treasury reports.

Moved: Alicia Townsend	Seconded: Emma Etherington
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The donation will be left on the school safe on Fridays for Fran Muir to access and sign off collection of donation.

The association stresses that if Breakfast Club is in need of future assistance to please let us know.

b. **Menu**

Upon looking in to existing school policies, it has been identified that Breakfast Club and possibly the Canteen and Kitchen/Garden program may be operating outside the guidelines.

Action:

Fundraising Sub-committee and all programs that use the kitchen will look further into this and organise a separate working group to ensure we are all abiding by the guidelines.

2. **Community Empowered Schools Workshop**

Workshop was beneficial and we now have access to a \$9000 grant to benefit the association. Handout of grant application and examples passed around

Action:

Emma to send email around to persons interested in working out of session on this.

Suggestion from the workshop would be to consider working collaboratively with other associations from the area. 1 – 2 catchups per year with clear, well defined topics

3. Toilet breaks – parental concern

Concerned raised over students not being allowed to access toilet facilities during class time. Assurance given that this is not/should not be the case. Parents/Carers that are concerned about this should first talk to the class teacher and if unsatisfied with responses or actions, contact school principal Dave Kilpatrick directly.

4. Continuous Improvement

Carry over to next meeting

5. Enrolment stats and catchment area growth – funding?

Carry over to next meeting

6. Swings in the Primary Playground (Dave's report)

Students have identified an additional set of swings for the Primary Playground as desirable.

Action:

Dave to investigate quote for a set of 4 swings and once quote received, an out of session vote on funding will take place

Emma also raised the 'missing slides' again, as the ECE Playground has been without a slide for almost the entire year and now the Primary Playground is missing one of its slides also.

7. Supervision of students after school

Emma posed question of 'When does the school's duty of care actually cease?'

Dave's understanding is that it ceases at 3.10pm when the last bus leaves.

Issues with anti social behaviour in the playground from students that have no parental supervision.

Action:

Emma to contact Maree to look into quotes for clear signage around supervision and also a 'Close Gate" sign for Hutchins Street entrance. Clayton from Southern Signs suggested for quote.

8. Meetings 2016

Concerned raised that with only one remaining meeting scheduled for 2016 we are not going to finish current association business

Change of meeting schedule:

Next meeting Monday 7th November with the last meeting of the calendar year on Monday 5th December

9. Pop-Up Playgroup

The Blackmans Bay Children Services is holding a Pop-Up Playgroup during the school holidays in the carpark. Date: Friday 30th October 1 – 3pm with plenty of play and a sausage sizzle. Gold coin donation appreciated with proceeds going to Kingston Lions Club

10. ECE Swimming Program (letter has been sent home)

Georgie expressed concern that the school has not approached us for financial assistance with this program. We asked for clarification earlier in the year on:

- a. Stats for K – 2 & Grade 6 to assist us in whether we should continue our support of this program vs other items/programs around the school
- b. The costing of the program now that Collegiate Pool has been selected to run the aquatic education program K – 6

Dave expressed that the school has budgeted for the entire program but was intending on approaching the school association for support.

Action:

Dave to access information around the above and present to us at next meeting

11. Q> Have we ever considered a planning meeting and creating a yearly plan for financial planning and perhaps operational planning? (Natalie Williams)

This is not something the association has done in the past but seems beneficial to all parties.

Action:

Emma will draft a plan (using this year as an example) and present at next meeting

12.Q> Why did the Walking School Bus cease to exist? (Claudia Nevah)

This item will be added to the agenda for November's meeting. Understanding is that as it was operated by parental volunteers and the volunteer numbers dwindled to a level that could not sustain the service.

Close of meeting @ 8.41pm

Actions from meeting:

1. Fundraising Sub-Committee and all programs that use the kitchen area to convene a working group to ensure all parties are abiding by the guidelines set out in school policies
2. Out of session working group to work through the Community Empowered Schools Grant Application – Emma to email looking for interested parties to participate
3. Quote for set of 4 swings for top Primary Playground – Dave to access quotes
4. Signs for gates
 - a) Keep closed Hutchins Street
 - b) Supervision

Emma to contact Maree with more information

5. Information around costings and stats for the aquatic education program – Dave to access these and report at next meeting
6. Yearly plan for the association – Emma to draft a plan for discussion at next meeting

Carried over from this meeting:

1. Bank cards for canteen and fundraising purchases
2. Continuous Improvement Tools
3. Enrolment stats & catchment area growth – funding?

For discussion next meeting:

Walking School Bus – please come prepared with information regarding why this ceased and suggestions for how we can make it happen again

Next meeting → Monday 7th November 6.30pm in The Library

Meetings 2016:

7th November, 5th December