

Kingston Primary School
School Community Association
Annual General Meeting Monday 3rd April 2017

Meeting opened @ 1835

By Chairperson: Alicia Townsend

Present: Amy Millhouse, Alicia Townsend, Dorothy Raymond, Andrew Nash, Natalie Williams, Tania Virieux, Vicki Bygrave, Deb Kingston

Apologies:

Emma Etherington, Jodi Enright, Georgie Sloan, Claudia Nevah

Emma Etherington thanks Amy Millhouse for taking the minutes this evening in her absence

Minutes from Annual General Meeting held 4th April 2016, are a true and accurate record of proceedings

Moved: Amy Millhouse (with amendment of name added)	Seconded: Deb Kingston
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Correspondence in:

Carolyn Dunstan – email notification of intention to retire from committee.

Emma Etherington - email notification of intention to retire from committee

Georgie Sloan - email notification of intention to retire from committee

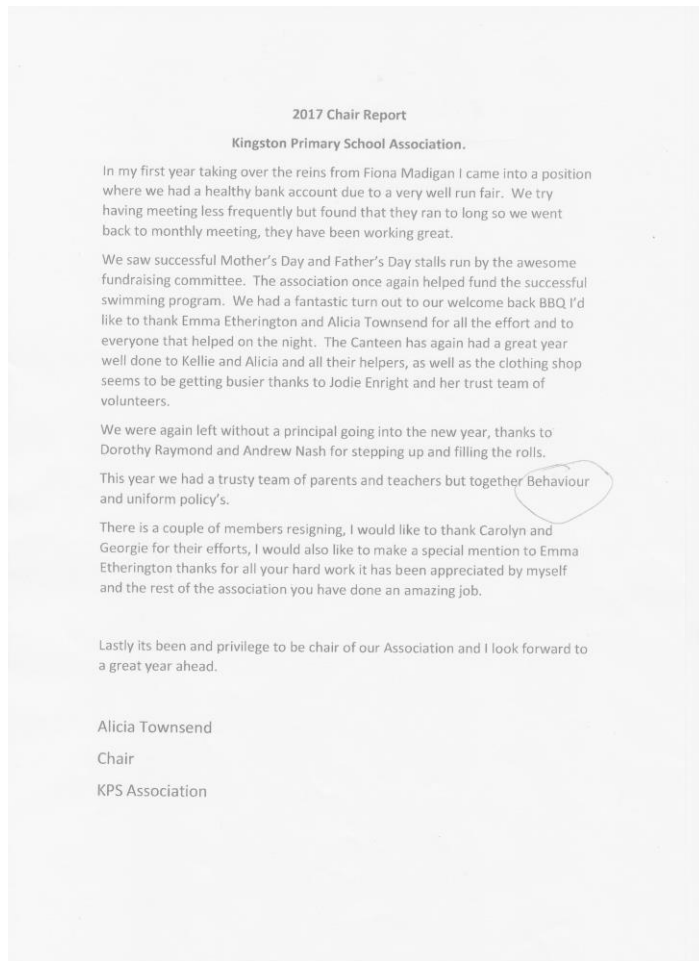
Annual Return/ Audit of association from Newton & Associates

Correspondence out:

nil

REPORTS:

Chairperson Annual Report – Alicia Townsend



Moved: Dorothy Raymond

Seconded: Deb Kingston

Annual Treasury report – Deb Kingston

Opening balance: \$9,538.89

Closing balance: \$7340

Audit to be amended, with, "Channel Football Club", to be removed

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
KINGSTON PRIMARY SCHOOL COMMUNITY ASSOCIATION INC.

I have audited the attached Statement of Income & Expenditure and Statement of Financial Position of The Kingston Primary School Community Association Inc for the year ended 31 March 2016. The Committee is responsible for the financial report and has determined that the accounting policies used are consistent with the financial requirements of the Kingston Primary School Community Association Inc. and are appropriate to meet the needs of the members. I have conducted an independent audit of the Statement of Income & Expenditure and Statement of Financial Position in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies are appropriate to meet the needs of the members.

I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the cash basis of accounting whereby revenue is recorded when it is received, expenses are recorded when they are paid, and no assets or liabilities, other than cash, bank balances, and plant and equipment, are recorded. Accounting standards and other professional reporting requirements are not applicable to the cash basis of accounting adopted by Channel Football Club Inc.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

As is common for organisations of this type, it is not the practice of Kingston Primary School Community Association Inc. to maintain an effective system of internal control over fund raising activities until their initial entry in the accounting records. Accordingly, my audit in relation to fund raising was limited to amounts recorded.

Qualified Audit Opinion

In my opinion, with the exception of the effects of such adjustments (if any), as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial report presents fairly in accordance with the cash basis of accounting, as described above, the payments and receipts of Kingston Primary School Community Association Inc. for the year ended 31 March 2015 and its bank balance as at that date.


Robert J Newton CPA

Dated this 13th day of February 2017

RJ Newton & Associates
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E-mail : admin@newtoncpa.com.au

KINGSTON PRIMARY SCHOOL COMMUNITY ASSOCIATION INC
STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2016

	2016	2015
INCOME		
Uniform Shop Sales	25,290	26,946
Fundraising Income	3,093	23,072
Student Banking	616	792
Canteen	4,644	0
Interest	54	43
	<u>33,698</u>	<u>50,852</u>

TOTAL INCOME 33,698 50,852

less EXPENSES		
Uniform Shop Purchases	15,221	26,694
Fundraising Expenses	4,104	7,133
Annual Return of Association Fee	59	58
Depreciation	351	119
Advertising	10	295
Gifts & Donations	122	3,229
State Representatives Costs	600	800
Sundry	119	1,128
Swimming Course Fees	5,400	4,500
TOTAL EXPENSES	<u>25,986</u>	<u>43,956</u>

NET SURPLUS/(DEFICIT) ON INCOME ACCOUNT 7,712 6,896

KINGSTON PRIMARY SCHOOL COMMUNITY ASSOCIATION INC
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2016

	2015	2016
ACCUMULATED FUNDS		
Balance at Beginning of Season	30,204	23,308
add Surplus/(Deficit) on Income Account	7,712	6,896
ACCUMULATED FUNDS AT YEAR END	<u>37,916</u>	<u>30,204</u>

Represented by:		
CURRENT ASSETS		
CBA Cheque Account 28004484	9,621	9,342
Stock on Hand	26,410	18,319
	<u>36,031</u>	<u>27,661</u>

add NON-CURRENT ASSETS		
Plant & Equipment	2,662	2,662
Less Accumulated Depreciation	(777)	(119)
	<u>1,885</u>	<u>2,543</u>

NET ASSETS 37,916 30,204

Moved: Vicki Bygrave

Seconded: Tania Virieux

The KPS Community Association

appoints as auditor,

Vicki Bygrave to make enquiries prior to appointment

Annual Principal Report – Dorothy Raymond

AGM – Principal's Report- 3/4/2017

Staffing

We have had changes again at Kingston Primary. Dave Kilpatrick was appointed Principal for 2016 and under his leadership some great progress was made particularly in Curriculum and in his work on the Behaviour Support Plan.

At the end of 2016 Dave Kilpatrick was appointed to New Town High for Terms 1 and 2 of 2017. Dorothy Raymond, Assistant Principal was promoted to Acting Principal and Andrew Nash A/AST, was promoted to Acting Assistant Principal.

A new appointee has been Chris Anagnostis, AST and Support Teacher. We are very thankful for the wonderful work Melissa Shearing had done for three years in that role, leaving everything very clear for Chris to follow on. Melissa is very happy with her decision to go back on class, but we were sad to see her go. Chris is certainly doing a wonderful job in the Support Role.

We also said farewell to Gail Tritton and Gavin McDonald who retired from a long and devoted service in the Department and to Debbie Clark who transferred to Taroon Primary after an excellent 10 years of teaching at Kingston. Peta Brinsmead and Neville Styles, two long-serving and dedicated cleaners also retired at the beginning of this year. We wished Neville best wishes with his health after his devastating stroke.

We have a number of new Staff this year. Simon Clifford and Joshua Durno, both on Grade 3/4 are permanent staff. We were very pleased to be able to include a fourth Grade 3/4 again this year to keep those class sizes manageable. Simon and Joshua have both added new energy and new ideas to the Grade 3/4 teaching team.

Lorin Ross has a 12 month contract on the 4/5, this is due to the late notice we had for Gavin's retirement. Fred Lutjens has a 6 month contract on the 5/6, due to Andrew stepping up in Leadership. Both Lorin and Fred are doing an excellent job with curriculum, social skills development and behaviour management.

Stephanie Neal is on a 12 month contract working with Kathryn Gray on the Grade 1. She came to us with a lot of previous experience in multiple educational roles.

We are certainly very lucky with the wonderful group of teachers we have at Kingston Primary. All teachers along with the strong leadership team work hard and enthusiastically for the benefit of our students.

Curriculum

2017 sees HASS (Humanities and Social Sciences) and HPE (Health and Physical Education) requiring reporting. HASS will have an A-E rating in students' reports at mid-year and end-of-year, whilst HPE will have an A-E rating at the end-of-year only.

Four staff members representing each sector of the school spent 3 days recently working together to prepare a scope and sequence of learning units for HASS which teachers from Prep to Grade 6 will be able to use in two year cycles. Teachers work in Collaborative Planning teams to prepare lessons and resources together. This year these team planning sessions occur weekly and I am extremely encouraged by the hard, focused work which teachers are doing to make sure all areas of the curriculum are given a strong focus and ideas from all grade teachers are pooled for the best teaching and learning outcomes. On our student free day, 13th April, Collaborative Planning teams will prepare for starting HASS units in Term 2. HASS will now replace History and Geography on the reports.

HPE as one subject is a new concept for Tasmanian teachers. Angela Kadziolka and Christine Rumley recently spent two days in Launceston with other teachers across the State thinking about this and helping make decisions as to how this will look in the end of year reports this year. Making an on-balance judgement (A-E) taking into account a student's understanding of 'Health' (as assessed by their class teacher) as well as their 'Physical Education' abilities (as assessed by the PE teacher) is not going to be easy.

Kingston Primary is a Pilot School for My Education. Funding was granted for 2017 and Greg Warman is the leading teacher collaborating with Staff and attending Professional Development. Initially My Education will be delivered within the subject areas of HASS and HPE.

'My Education is a supportive and inclusive approach to career education that will inspire and guide all students from Kindergarten to Year 12. It supports students to identify their personal interests, values, strengths and aspirations, and teaches them how to use this knowledge to make decisions about their future learning, work and life opportunities.'

Carolyn Dunstan continues this year in her Raising the Bar AP role. This is the second year of the allocation which we are very fortunate to have. Carolyn is making a huge difference to Literacy practice, understanding, and student outcomes. As much as we hope our NAPLAN results go through the roof this year, it would certainly be great to receive this level of support, leadership and knowledge gained from the wonderful Professional Development offered, as an on-going investment into our students' development. Literacy skills make the most difference for a student and their learning!

Initiatives

Last year 4 local schools got together and discussed how to best help the growing number of students presenting at School with a Trauma overlay. Illawarra, Blackmans Bay, Kingston Primary and Kingston High School decided to form a group called the **Trauma Informed Practice Network** and the project is named 'Personalising Learning through Trauma Informed Practice'. We have now had 3 Professional Learning meetings led by Dr Sonja Vanderaa, a senior Behaviour Consultant specialising in complex trauma and professional learning. Staff are taking this learning back into the classroom. We are seeing teachers using calming strategies, brain breaks and the Zones of Regulation, for example. A leadership group from the 4 schools are going to start collecting data around student behaviour to see if the professional learning makes a significant impact on behaviour and learning. Learning Services is very excited to support this initiative, and have provided a substantive amount of money to see it continue.

We have received a minor works submission package from the Education Department to **re-model the carpark**. This area has been problematic for a very long time and we are very excited to see what plans the Traffic Engineer comes forward with and how this can hopefully make a big difference to the safety and stress levels for everyone!

The 24 Carrot Garden has been a wonderful initiative funded by **MONA**. Grade 3/4 students have learnt so much in the past 3 years about sustainability, and growing and cooking with healthy foods. Unfortunately Mona is weaning us off their funding this year. They are still going to offer support and Professional Development however the Kitchen/Garden TA salary won't be provided by MONA next year. A side benefit from our work with the Stephanie Alexander Garden Program has been getting involved with Foodbank. The co-ordinators of the Canteen, Breakfast Club and Kitchen/Garden Program have all joined forces to utilise the amazing donations from Foodbank on a regular basis which have cut costs and time involved.

On-Going

- Staff will be reviewing a number of policies, due for updates, in Term 2.
- Staff will be continuing training in the Components/Modules of KidsMatter.
- Staff will continually be working on embedding Social Skills through whole school process and integrating into class-based curriculums, Social and Emotional Learning.
- Staff will continue the fine work started last year on whole school scope and sequences in English, Maths and Science. All teachers will continue planning in

Collaborative Grade meetings, supported by senior staff and will continue to follow and develop whole school processes and programs.

- We look forward to working with the Committee of the new Behaviour Support Plan/Policy – 2017, as we prepare for its implementation.

School Association - Thank You

- There are so many people to thank for the great effort supporting our school. I apologise in advance if I don't mention you here but please know that we truly value all the parent help and work and also know that your children will be particularly inspired by seeing you active within the school not to mention all the other students you are making a difference for.
- The Fair organisers and helpers, you have made a difference in supporting the school with the funds to provide Learn to Swim for Grade 6 and Water Orientation for ECE. Plus it was a great fun event for the School Community to be part of. Thanks to everyone involved!
- Jodi Enright and her band of helpers do such a great job in the Uniform Shop, always organised and supportive of new families.
- The canteen has been ably run by Alicia Townsend and Kellie Clements and other volunteers on a Friday. Many children and staff certainly look forward to Fridays! You should be very proud of your great work getting our Canteen to Gold Accreditation!!
- On-going Fundraising. Thank you to everyone who helps with raffles and sausage sizzles and Mothers' Day and Fathers' Day stalls! Every little bit helps to make Kingston Primary that bit better.
- The Welcome Back BBQ, while not meant to be a fundraiser was a great PR success. New families saw us at our best. Thanks to lots of parents/families for your help, making food, preparing, setting up and cleaning up – Amy Millhouse and family, Emma Etherington and family, Deb Kingston, Alicia Townsend and more!
- Finally I want to mention Breakfast Club. Fran Muir and Deb Kingston do such an amazing job every morning providing a range of breakfast food to lots of our students as well as providing a warm friendly atmosphere to catch up with old friends and make new friends. Thank you.

Finally thank you to all the School Association members for the invaluable and on-going support given to the School, but particularly thanks to parents and Staff, who are stepping down tonight after their term of service. Thanks to Carolyn Dunstan and Georgie Sloan, and a huge thanks to Emma Etherington for managing the important role of secretary. Your hard work has been appreciated.

I now look forward to working with the new committee of 2017.

Dorothy Raymond, Acting Principal

Moved: Deb Kingston

Seconded: Tania Virieux

Current Representatives of the KPS Community Association are:

Parent:

Alicia Townsend (1 year remaining, Chair)

Amy Millhouse (1 year remaining)

Jodi Enright

Claudia Nevah

Natalie Williams

Staff:

Dorothy Raymond (principal)

Tania Virieux (1 year remaining)

Vicki Bygrave (1 year remaining)

Deb Kingston (Treasurer)

Andrew Nash

Community Rep:

Aileen Lyle

POSITIONS VACANT:

VICE CHAIR

SECRETARY

Alicia Townsend calls for nominations for the above mentioned positions.

In the event of more than one nomination being accepted for either position, a secret ballot will need to occur with an appointed attendee acting as scrutineer.

Vice Chair:

Natalie Williams was elected unopposed. Natalie was nominated by Vicki Bygrave and seconded by Amy Millhouse

Secretary:

Amy Millhouse was elected unopposed. Amy was self-nominated and seconded by Natalie Williams

The chair welcomes staff members, Andrew Nash and Deb Kingston, and parent members, Jodi Enright, Claudia Nevah and Natalie Williams

The Chair requests the secretary invites outgoing parent and staff members, Emma Etherington, Georgie Sloan and Carolyn Dunstan to the next meeting scheduled for May 19th 2017

Close of meeting @ 1913

Dates for meetings 2017:

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