

Minutes of Kegworth P&C Meeting, 16th September 2020

- 1. IN ATTENDANCE:** Hilary O'Dwyer, Jennifer Vincent, Lisa Bassett, Karen Laing, Leon Berkelmans, Belinda Perih, Tessa Morrison, Helen Johnson, Anna Curtis, Chris Burgoyne, Sara Padgett Kjaersgaard, Jess Cornock, Ali Guirrero, Dustin Blagg
- 2. APOLOGIES:** Lucie Micallef
- 3. MINUTES OF PREVIOUS MEETING:** Approved by Leon, seconded by Karen

4. Guest Appearance

- N/A

5. STANDING ITEMS

5.1 PRINCIPAL: (see also Principal's report attachment)

- Tabled and no questions from P&C
- Belinda spoke to Point 4 of the report: Parents required for a situational analysis group from pre-school through to Y6.. Discussion around whether it should be broader than the P&C however the group needs to be kept small enough to manage. Parents from P&C offering to be involved are Sara (Y1 or Y4), Jess (Kindy), Tessa (Y1 or Y3), Chris (Y1), Jennifer (Y6), Anna (Y1 or Y4). If others are interested they can email the school.
- Post report update: NAIDOC activities planned for term 4 - week 1 looking at anti-racism. This ties in with the school's RAP.
- Post report update: Parent teacher interviews have had good take up in some classes and in some classes there has not been a lot. A survey is being sent out on the process to parents and teachers.
- Positive feedback on the new format of newsletter noted by all.

5.2 TREASURER:

- Tabled and brief summary provided noting;
 - normalised position is \$6.5k loss for CY20 (vs positive \$33k for CY19)
 - P&C historically has given \$25k to the school each year - there are funds to cover this for two years.
 - \$276k in cash - look to actively spend where possible - some is outside P&C control i.e \$17.5k solar grant. Also waiting on installation date for 2017 Y6 gift
- Some fundraising related items were discussed and are noted under Fundraising

5.3 INFRASTRUCTURE AND MAINTENANCE:

- Looking to re-commence master planning of senior playground in 2021
- Belinda would like to do a virtual tour of newly painted buildings but is waiting for dates of when works will be complete.
- No gardening bee this year due to COVID restrictions. Plants will still be required as Sheryl is wanting to do planting at the pre-school and David is doing additional work in the rest of the school ground. Jess, Ali have both offered to propagate plants for the school. **Action:** School to put together a list of requirements; natives, succulents and edile and note in skoolbag. P&C to also do facebook post once plant requirements are known.

5.4 FUNDRAISING AND GRANTS:

- COVID restrictions mean it is not possible to run FARE in 2021- this was also noticed in prior meeting.
- Unlikely that Halloween disco will go ahead - school is looking at doing a mufti/dress up day
- Hillview organic have approached the school to sign up to receive 5% of profits when Keyworth is nominated by the purchaser as the beneficiary. **Action:** Karen and Ali to follow up.

- Leah Radburn has successfully got Kegworth listed as a donation partner for the TOMRA deposit scheme. Kegworth is only noted on some machines so an extension has been requested to compensate for this. **Action:** Jennifer to do a facebook post promoting orange bags at school for plastics/cans and TOMRA for bottles.
- Karen, Jess and Tessa talked to opportunities for remainder of 2020:
 - Pre-Christmas Auction utilising gifts in stock and offloading excess stock in P&C shed. **Action:** Proceed with investigations and developing a plan.
 - Kindy quiz night: Social night for Kindy parents focussed on engagement rather than fundraising. **Action:** Proceed with investigations and developing a plan.
- Karen is pursuing options for Christmas tree sales. **Post meeting note:** This has been secured and will go ahead in 2020.
- Lisa suggested BBQ outside school however there may be issues with council.
- Grant for volunteers available - **Action:** Jennifer to submit application for first aid kits
- Maria is looking at defibrillator with crazy camel income

5.5 UNIFORM ROOM:

- Flexi-schools is working well for new uniforms
- Second-hand music shirts being added to flexi-schools
- Other second-hand uniforms are difficult to add to flexi-schools due to quantity of items and categorization of quality.
- Request was submitted to have a second-hand sale at the front of school periodically. This was approved in principle by Belinda however timing and process would need to be agreed. **Action:** Further discussions to be arranged so this can proceed.
- With people offering second-hand uniforms on facebook it was asked that if \$'s were transacted could this be donated. Balmain provide this function on their flexi-schools account so Kegworth could look to do the same. **Action:** Need someone to set this up
- **Post meeting note:** A separate email address can be set up for the uniform room

5.6 MUSIC SUB-COMMITTEE:

- Music committee making a profit of circa \$700 for CY20
- A number of changes have been made to lessons/bands etc due to COVID restrictions.
- May be able to bring tutors back on site in term 4

5.7 SPORTS SUB-COMMITTEE:

- Father Day stall raised circa \$1k. Funding expected to go towards Long jump pit cover.

5.8 ENVIRONMENT & SUSTAINABILITY SUB-COMMITTEE:

- Refer to notes relating to TOMRA under fundraising
- Opportunity for a learning garden grant but need assistance with application. Sara has offered to assist. Applications require \$1k in kind - Sara proposed and Jennifer resolved and moved for this to be supported by the P&C.
- The Teachers Federation awarded a team of 4 students a \$100 prize for their work sewing bags. They would like to put this money towards metal cups for the canteen to reduce the use of plastic.
- Worm juice sales still occurring

5.9 SAFETY AND TRAFFIC MANAGEMENT:

- Covered in principals report.

6. ACTIONS FROM PREVIOUS MEETING

Status

6.1 P&C Executive Succession Planning - Standing item

- All positions will be 'vacant' at the AGM in Nov
- Karen and Chris are preparing some comms to the border Kegworth community with support from Chris.

	<ul style="list-style-type: none"> • Suggestion to include a full list/diagram of what has been over the last 2 years - could be a 'what we have achieved' Jacinda Ardern style (by Jennifer). • Suggestion of the introduction of a comms role in the exec
6.2 P&C Funding Allocations - Discussion and proposal on how we present current commitments and how to meet future plans	<ul style="list-style-type: none"> • Belinda to provide two funding requests prior to AGM; one as best case and one as back up if there are limited funds.
6.3 Fundraising ideas - Updates on ongoing discussions around future fundraising ideas	<ul style="list-style-type: none"> • Refer to Fundraising 5.4
6.4 Re-engage school community communications - Updates on feedback of the P&C newsletter, drive to the P&C web site	<ul style="list-style-type: none"> • Traffic to the new email addresses has been limited however there was positive feedback about the notifications linking back to the P&C website. New email addresses noted at the end of the minutes. • G-Suite set up for P&C use as it's free for NFP. Could get Office 365 through P&C associated but no appetite to do that. Action: Files from dropbox need to be transferred - Jess nominated Luke to work on the transfer • Chris is looking to update FAQs on the website as asked for approval process - none in place but exec can review any changes if required. • Email addresses noted at end of minutes. • Central calendar being set up on website
6.5 Kegworth Times update	<ul style="list-style-type: none"> • Students being supported via zoom two times a week and are still very engaged • Printed copy issued to students and into the community. • Kegworth Times is a confirmed Finalist for the 2020 ATOM awards (they won in 2019). • Major sponsor of the FARE, Raine & Horne agreed to leave their donation with the school so Kegworth Times has supported them in their printed edition as a gesture of goodwill. It was confirmed their donation has gone to the P&C and note the Kegworth Times. • It was noted Kegworth times has limited fixed costs as the school provides journals and covers the printing costs. It does not want to focus on being income generating through advertising or seeking sponsorship etc so there is no conflict with P&C endeavours..

7. NEW BUSINESS	Status
7.1	•
7.2	•
7.3	•

8. OTHER BUSINESS

Email addresses for P&C

* executive@kegworthpublicschool.com - This email address will send an email to all the executives on the P&C. Good for anyone in the community to contact us about suggestions and/or feedback. Also good for us as an Exec to easily communicate with the group

* contact@kegworthpublicschool.com - The intention of this email address is for the community to contact the P&C for whatever reason. Currently this is configured to send just to the Exec but we can always adjust this ongoing.

* attendees@kegworthpublicschool.com - This is a distribution list to go out to all who have expressed an interest in getting communications from the P&C. It goes to a lot of personal email addresses and probably shouldn't be shared broadly. We can add or remove people at their request.

Meeting ended 8:52pm