

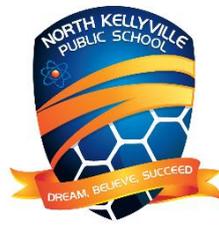


North Kellyville Public School P&C Association P&C General Meeting | Agenda

Details	
Name	NKPS P&C Association General Meeting (Meeting No. 3)
Location	North Kellyville Public School, School Library
Date Time	Wednesday 15 May 2019 7:30pm to 9:00pm
Chairperson	Alison Nicolson President, NKPS P&C Association

Agenda Items

No.	Description	Timing	Responsible
1	Acknowledgement of Country	7:30pm	Alison Nicolson
2	Welcome and Apologies	7.30pm	Alison Nicolson
3	Minutes of the Previous Meeting	7:30pm to 7.40pm	Alison Nicolson
4	Business Arising from the Previous Meeting Minutes	7:30pm to 7:40pm	Alison Nicolson
5	Correspondence and Announcements	7:30pm to 7:40pm	Gloria Hill
6	President's Report <ul style="list-style-type: none"> - Alison will provide an update, including: <ul style="list-style-type: none"> o Mother's Day Stall o Trivia Night o Upcoming events 	7:40pm to 7:50pm	Alison Nicolson
7	Principal's Report <ul style="list-style-type: none"> - Tom will provide an update and address a number of topics, including: <ul style="list-style-type: none"> o Use of Social Media o Bullying and the School's policy and stance o Seesaw 	7:50pm to 8:00pm	Tom Moth
8	Treasurer's Report	8:00pm to 8:10pm	Marichelle Usi
9	General Business	8:10pm to 9:00pm	All
9.1	Closure of Thorogood Boulevard access point		
9.2	Other business		
10	Meeting Close and Next Meeting (Wednesday 19 June 2019)	9:00pm	Alison Nicolson

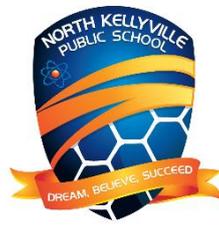


North Kellyville Public School P&C Association Minutes from P&C General Meeting | Meeting No. 2

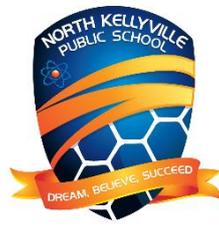
Details	
Name	NKPS P&C Association P&C General Meeting Meeting No. 2
Location	North Kellyville Public School, School Library
Date Time	Wednesday 20 March 2019 7:30pm to 9:30pm
Chairperson	Alison Nicolson NKPS P&C President
Attendees	11 Executive Committee Members, 21 Parents, 6 NKPS Staff Members
Apologies	Nil

Minutes

Agenda Items	Minutes / Action / Summary	Responsible
1. Acknowledgement of Country	The NKPS Acknowledgement of Country was presented at the meeting. The video presentation featured the school and students.	Noted
2. Welcome and Apologies	Alison Nicolson welcomed all attendees to the meeting. No formal apologies were received.	Noted
3. Minutes of the Previous Meeting	The Minutes of the previous meeting held on Wednesday 13 February 2019 were tabled for final review. MOTION: That the Minutes of the February 2019 meeting be accepted as a true and accurate record. <ul style="list-style-type: none">- MOVED by Katie H- SECONDED by Tracy R- No objections were recorded The motion was PASSED and the Minutes were accepted.	Noted
4. Business Arising from the Previous Meeting Minutes	No business arose from the previous meeting minutes.	Noted
5. Correspondence and Announcements	Correspondence Gloria Hill noted the majority of the correspondence in and out related to the setting up of the NKPS P&C, including	Noted



Agenda Items	Minutes / Action / Summary	Responsible
	<p>correspondence with the P&C Federation, PayPal, Commonwealth Bank, and the School.</p> <p>Correspondence: IN</p> <p>18/02/2019 – Fluffie Floss (product promotion)</p> <p>06/03/2019 – ATO (notification of NKPS P&C’s tax file number)</p> <p>08/03/2019 – P&C Federation (acknowledgement of membership application)</p>	
	<p>Correspondence: OUT</p> <p>01/03/2019 – Australian Business Register (ABN registration)</p> <p>05/03/2019 – P&C Federation (membership application)</p>	
	<p><u>Announcements</u></p> <p>Alison Nicolson and Tom Moth provided brief explanations to the new members of the NKPS P&C on the rules of membership of the P&C. Attendees at the March Meeting who were not financial members were invited to become financial members, by paying the membership fee of \$2 to the Treasurer at this meeting. These new members would be eligible to vote on motions at the May meeting, but not be eligible to vote at the March meeting.</p> <p>Further, people who wished to become financial members but were not present at the March meeting may pay their membership fee between the March meeting and the May meeting, but would not be eligible to vote until the July meeting.</p> <p>Alison Nicolson and Tom Moth noted that these were rules set down by the P&C Federation, which is in the NKPS P&C constitution.</p>	Noted
<p>6. President’s Report</p>	<p>Alison Nicolson presented the President’s Report, noting the following key items:</p> <ul style="list-style-type: none"> - A vote of thanks for all the support. - First Executive Meeting was held on 20/02/2019, where the Committee discussed what the P&C wanted to achieve over 2019. Alison Nicolson noted that the focus for 2019 will be fundraising "seed money". - Alison Nicolson noted several events that were in various planning stages, including: <ul style="list-style-type: none"> o Harmony Day 	Noted



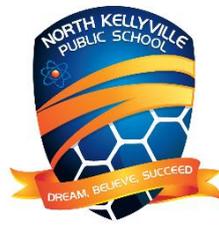
Agenda Items	Minutes / Action / Summary	Responsible
	<ul style="list-style-type: none"> ○ Election Day Sausage Sizzle at West Pennant Hills Public School ○ NKAG Picnic in the Park – P&C Sausage Sizzle ○ Easter Raffle (in April) ○ School Disco (in April) ○ Mother’s Day Stall (in May) ○ Trivia Night (in June) <ul style="list-style-type: none"> - Alison Nicolson outlined the aim of the P&C's fundraising efforts, and noted that the Executive proposed to use the funds towards improvements to be made to the school grounds, including the purchase and installation of playground equipment, and other playground improvements / additions. - Tom Moth noted that the P&C members would be asked to vote on what to spend the money on. Tom Moth further noted that while the P&C Executive Committee may propose a wish list (in consultation with the school), the P&C members have the final vote. 	
<p>7. Principal’s Report</p>	<p>Tom Moth presented the Principal’s Report.</p> <p>The full report is attached.</p>	<p>Noted</p>
<p>8. Treasurer’s Report</p>	<p>Marichelle Usi presented the Treasurer’s Report, noting the following key items:</p> <ul style="list-style-type: none"> - The P&C Bank Account is set up with the CBA - The Draft Budget was tabled, noting assumptions and projections, and further noting: <ul style="list-style-type: none"> ○ Revenue – excludes Grants ○ Expenses – assumed expenditure <p>The Draft Budget was tabled for discussion.</p> <p>Tom Moth noted that the draft budget currently included an assumption that the voluntary contribution uptake would be 100%, and cautioned that the figures be revised to 75%.</p> <p>Mark S noted that it should be made clear that this draft budget was for the first six months of 2019.</p> <p>MOTION: That the Draft Budget for the period January to June 2019 be accepted.</p> <ul style="list-style-type: none"> - MOVED by Marichelle Usi - SECONDED by Gloria Hill - No objections were recorded. <p>The motion was PASSED and the Budget was accepted.</p>	<p>Noted</p>



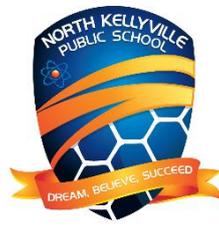
Agenda Items	Minutes / Action / Summary	Responsible
	The full report and Draft Budget are attached .	
9. Items of General Business	9.1 Return and Earn <p>Tom Moth tabled an opportunity for the P&C to coordinate the Return and Earn program which could earn some extra cash. Tom Moth noted that there are companies that P&C can contract to return the recycling for cash, with commission to be paid to the contractor.</p> <p>The P&C Executive Committee undertook to investigate this opportunity further and deferred the discussions to a future meeting.</p>	P&C Exec
	9.2 Speakers Series <p>Tom Moth noted that tonight's Speakers Series Workshop / Parent Information Session on "Helping My Child Read at Home" was a success with good attendance.</p> <p>Alison Nicolson and Tom Moth invited the floor to suggest topics and specific speakers they would like to invite as part of the Speakers Series. Suggested topics included:</p> <ul style="list-style-type: none"> - Mental Health - Cyber Safety / Internet Safety (Castle Hill PAC) – Rob Patterson, Police Youth Liaison Officer - Online Gaming - Self concept/image/worth/confidence – School Counsellor, Inter-Relate - Bullying - Healthy / Fussy Eating <p>Tom Moth and the P&C Executive Committee undertook to discuss these topics further to map out the Speakers Series schedule for 2019.</p>	TM / P&C Exec
	9.3 Inviting suppliers to promote products and services <p>Tom Moth tabled a number of suppliers who have approached him directly seeking partnership opportunities, including:</p> <ul style="list-style-type: none"> - Kerry from Kerry's Little Treasures – school accessories for girls to accessorise their uniforms. Several families have purchased accessories and products from Kerry and provided positive feedback. <ul style="list-style-type: none"> o It was resolved to invite Kerry to purchase some advertising in the Newsletter. 	Noted



Agenda Items	Minutes / Action / Summary	Responsible
	<ul style="list-style-type: none"> - Dave Whetton from School Shades – company selling kids sunglasses with school branding. David is passionate about eye health, but is not a medical professional. Several local schools have purchased from School Shades and have incorporated the eyewear as part of their school uniform. P&C members would like to see David’s medical credentials prior to meeting with him. <ul style="list-style-type: none"> o It was resolved that the P&C will hold over plans to meet with David Whetton for now. 	
	<p>9.4 Band Program</p> <p>Tom Moth tabled a proposal to form the NKPS Band Program for 2020. Tom noted that there are independent service providers which specialise in band programs. These service providers provide sheet music, tutors, band equipment, musical instruments, and assist to plan lessons, etc. Tom Moth suggested that the students participating in the program will undertake on a weekly basis: 1x individual lesson and 1x group lesson, and be part of all performances. Tom recommended that this option be further investigated. The P&C members were very supportive of this initiative and program.</p> <ul style="list-style-type: none"> - It was resolved that a Working Group be formed to initiate the development of the NKPS Band Program for 2020. 	Noted
	<p>9.5 Sub-committees</p> <ul style="list-style-type: none"> - Alison Nicolson outlined her discussions with Tim Spencer (P&C Federation) and explained the need for the formation of sub-committees. Alison Nicolson spoke at length to Tim Spencer in relation to the formation of sub-committees, membership of these sub-committees, the purpose or key objectives, and potential “sponsorship” opportunities. Tim Spencer recommended that sub-committees be formed for “big ticket items” that are run/staffed/”owned” by the P&C, such as a band program, canteen, uniform shop, OOSH. - Tim Spencer noted that NKPS is a newly formed school with a newly formed P&C and recommended that Working Groups be formed. Working Groups are less formal and are just as effective as a sub-committee. - It was recommended that the membership of a Working Group include a P&C Executive Committee 	Noted



Agenda Items	Minutes / Action / Summary	Responsible
	<p>Member as the primary liaison / project leader, with a “project team” of P&C financial members to assist with the planning of the project.</p> <ul style="list-style-type: none"> - With many upcoming events, the intention of the formation of the Working Groups is for each Working Group to focus on one upcoming event. - It was resolved that the following Working Groups be formed: <ul style="list-style-type: none"> o Uniform (led by Sunayana P and Tracy R) o CBA Dollarmites (led by Terri G) o School Disco (led by Alison Nicolson, Artemiss K, Kristy W) o Mother’s Day Stall (led by Tracy R) o Trivia Night (led by Artemiss K) - It was resolved that an Expression of Interest be issued on the next School Newsletter listing all the proposed Working Groups, and all are invited to send their EOI to the P&C. 	
	<p>9.6 Community Grant Application</p> <p>Alison Nicolson tabled the availability of Community Grants which the P&C would be eligible to apply for. Alison Nicolson noted that a Department of Education Community Grant will shortly be opened for applications – around 2 April 2019.</p> <p>Grant recipients can use the funds towards:</p> <ul style="list-style-type: none"> - Shade - Playground equipment - Teaching and Learning Resources - Supplement salaries for learning support <p>It was resolved that a Working Group be formed to investigate grants that the P&C would be eligible to apply for, and to submit grant applications. It was resolved that this Working Group be led by Gloria Hill.</p>	<p>Grants Working Group (led by GH)</p>
	<p>9.7 Update on School Uniforms</p> <p>Tom Moth outlined the results of a recent survey conducted on the need/desire for additional items to be added to the existing suite of uniforms.</p> <ul style="list-style-type: none"> - Sports Uniform – vote was in favour of adding a Sports Uniform. Tom Moth tabled images of the Sports Uniform and noted he had requested samples from Back to Basics. 	<p>Uniform Working Group (led by SS and TR)</p>



Agenda Items	Minutes / Action / Summary	Responsible
	<ul style="list-style-type: none"> ○ It was resolved that the addition of the Sports Uniform will proceed, subject to the samples being approved. - Button Up Shirt – vote was in favour of adding a Button Up Shirt. Tom Moth noted that he personally did not think the students would wear the shirt, with agreement from some of the P&C Members. <ul style="list-style-type: none"> ○ Discussions were tabled regarding different options of the button up shirt – one of the boys and one for the girls. ○ Discussions were tabled regarding different options of button up shirts for the Summer and Winter. ○ It was resolved that the addition of the Button Up Shirt be put on hold. - Winter Uniform – discussions were table regarding the addition of a Winter Uniform. <ul style="list-style-type: none"> ○ Boys – options discussed included long sleeve button up shirts, long sleeve polo shirts, tailored trousers, cargo trousers. ○ Girls – options discussed included long sleeve blouses, tunics, tailored trousers, cargo trousers, leggings. ○ Tom noted the addition of a Winter Uniform will require further consultation with the school community, and expects the addition of a Winter option be available for 2020 (but not for 2019). ○ It was resolved that the addition of the Winter Uniform be put on hold. <p>Tom Moth asked that the Uniform Working Group to start immediately to work with Back to Basics to compile a “wish list” to form the NKPS suite of uniforms.</p>	
	<p>9.8 Other Business</p>	
	<p><u>Easter Raffle</u></p> <ul style="list-style-type: none"> - Alison Nicolson thanked Brett H and Katie H on their efforts towards the Easter Raffle. - Alison Nicolson noted that other donations received and originally intended as prizes for highest raffle ticket sellers will now be used as disco prizes. 	<p>Noted</p>



Agenda Items	Minutes / Action / Summary	Responsible
	<p><u>NKPS and Guardian Realty</u></p> <ul style="list-style-type: none"> - Brett Humby briefly outlined the commercial agreement that his company, Guardian Realty has entered into with NKPS. Brett noted that he had previously entered into similar agreements with other local schools and he was looking forward to working with Tom Moth and the school through this commercial agreement. 	Noted
<p>10. Close and Next Meeting</p>	<p>Alison Nicolson thanked all the members for attending the meeting.</p> <p>Next meeting will be held on Wednesday 15 May 2019 at the NKPS Library, commencing 7.30pm.</p> <p>Meeting was closed at 9.25pm.</p>	Noted



NORTH KELLYVILLE PUBLIC SCHOOL

D R E A M ◆ B E L I E V E ◆ S U C C E E D

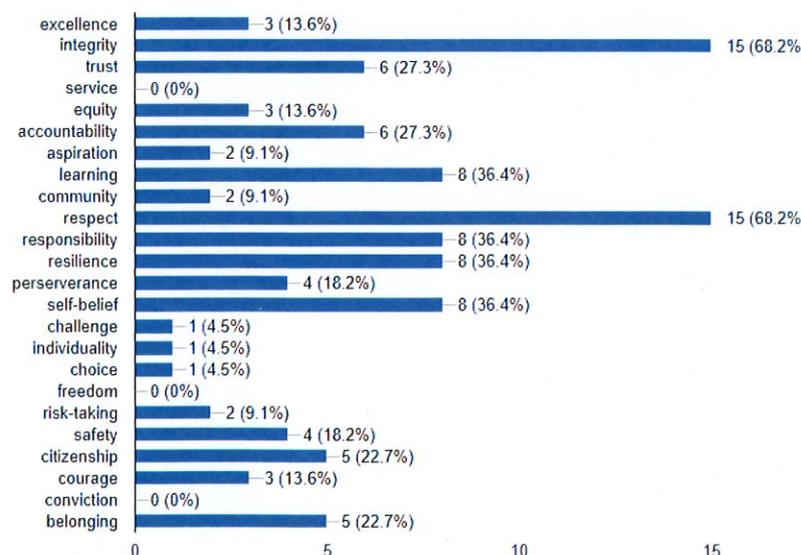
P&C General Meeting 20 March 2019 PRINCIPAL'S REPORT

HARMONY DAY – We can't wait to celebrate Harmony Day tomorrow. Students have been encouraged to wear orange or cultural dress. Those who wear cultural dress will participate in a parade during our afternoon assembly. The assembly will feature a Chinese Dragon Dance, Bollywood Dance and speech from one of our families. The sausage sizzle will occur between recess and lunch time. The school has coordinated this sausage sizzle but is giving all profit to the P&C to help establish some operational funds in the P&C account.

POSITIVE / CONSTRUCTIVE FEEDBACK – Many parents have made use of the positive feedback form on the School Stream app. This has had the desired effect of giving our staff members a spring in their step and smile on their face. We are also happy to receive constructive feedback. This can be directed to me in writing by email or through an appointment.

SCHOOL STREAM – We have close to 300 users of School Stream and will begin utilizing it more. Pushing all sausage sizzle orders through the app was a deliberate strategy to increase downloads. Please let us know if you have any ideas to improve how we use the app as we can work with the developers to make changes as required.

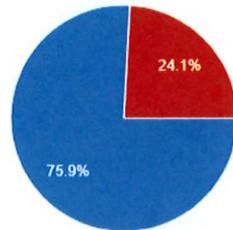
SCHOOL PLANNING – I have been disappointed with the response rate to our school strategic planning consultation survey which has been in the last three Hezlett Happenings. 22 parents, representing about 6% of our parent population have taken part in the 5 minute survey which will potentially have a lifetime effect on the school, its culture and direction. Below are the preferred values parents wish us to focus on:



REVIEW OF PARENT / TEACHER INTERVIEWS – I was thrilled with the recent parent teacher interviews. Our teachers demonstrated commitment and put in a lot of additional unpaid hours to ensure every single parent had the chance for a face to face meeting. Parents, generally, also seemed impressed:

How did you find using the Timify booking system?

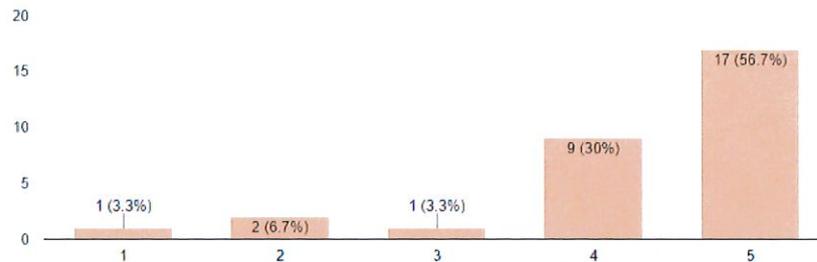
29 responses



- It was terrific. Simple and easy.
- It was okay.
- I did not like the booking system and I will offer an alternative suggestion in the last question of this survey.

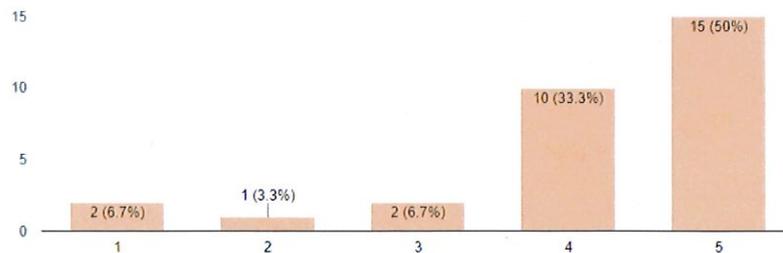
On the scale, indicate how well the interviews achieved the goal of ESTABLISHING POSITIVE PARENT/TEACHER RAPPOROT.

30 responses



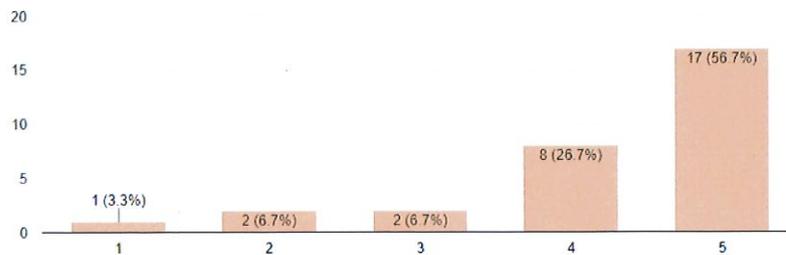
On the scale, indicate how well the interviews achieved the goal of PARENTS BEING ABLE TO TALK TO THE TEACHER ABOUT HOW TO GET THE MOST OUT OF THEIR CHILD (TIPS, HINTS).

30 responses



On the scale, indicate how well the interviews achieved the goal of
HEARING HOW WELL YOUR CHILD HAS SETTLED INTO SCHOOL.

30 responses



ASSISTANT PRINCIPAL RECRUITMENT – We are currently advertising for a permanent Assistant Principal. When we recruit executive staff we form a panel who consider the applications and make a recommendation to the Department’s staffing unit based on the application, referee comments and interview. The panel is made up of Terri Glover (parent), Stephanie Lynam (teacher) and Larissa Maraga (Deputy Principal, Rouse Hill PS).

COMPLETION OF CONSTRUCTION – ADCO and all sub-contractors should have completed all works by the end of the Easter holidays. In Term 2, the whole school will be ours! This will help pedestrian and traffic congestion, as Hipwell Avenue will be open.

PRIMARY ETHICS AND SPECIAL RELIGIOUS EDUCATION – We have had to cancel Hindu scripture despite our large Hindu population due to having no volunteer teachers. If this changes we will commence the classes. Artemiss has been trained as a teacher for Special Education in Ethics and she is hoping to commence as soon as possible. We are still searching for additional Ethics teachers as Artemiss will only be able to service one, maybe two stages.

SCHOOL CONTRIBUTIONS – We thank the community for its patience. Many hurdles have prohibited us from sending out school contribution notices but they are definitely coming via email this Friday! Contributions are sent to recover costs only, not to make profits. Included in the contributions will be a school voluntary payment and a P&C voluntary payment.

DISCO 5 APRIL – The school, with help from the P&C, is holding a disco on Friday 5 April. Class parents will be given the first opportunity to volunteer on the night.

Tom Moth
Principal





**North Kellyville Public School P&C Association
P&C General Meeting 20 March 2019
Treasurer's Report**

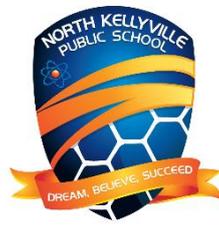
Proposed DRAFT Budget March 2019	
	PROPOSED BUDGET
Revenue from Fundraising Activities	
Harmony Day Sausage Sizzle (March)	\$750
Election Day BBQ (March)	\$2,000
NKAG BBQ Picnic (March)	\$800
School Disco (April)	\$1,500
Easter Raffle (April)	\$10,200
Mothers Day Stall (May)	\$1,000
Trivia Night (June)	\$2,500
Total Revenue From Fundraising Activities	\$18,750
Other Revenue	
Membership Fee	\$70
Levy	\$7,500
Total Other Revenue	\$7,570
TOTAL REVENUE	\$26,320
Expenses	
Incorporation with P&C Federation	\$100
Insurance	\$500
Printing costs	\$500
Catering and Supplies	\$5,220
TOTAL EXPENSES	\$6,320
TOTAL SURPLUS	\$20,000

Budget Assumptions

- Projected budget for first 6 months of 2019
- Still waiting from NKPS Principal quotes to establish exact items we are raising funds for
- More events to be held later this year to generate more revenue and also more expenditure
- Community Grants not included in this iteration of the budget
- Proposed Voluntary P&C Contribution (Levy) of \$25 per student per year to be collected by the school

Recommendation

Proposed Budget is ratified by NKPS P&C Members.



Notes

Key Achievements:

- ABN issued to register name of P&C Association
- Registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC) as at 6th March 2019
- Bank Account established with Commonwealth Bank of Australia
- The Budget is an estimate and derived with known fundraising activities for the 1st half of 2019
- Expenses include an estimate that goods/services are “donated”
- Projected budget for first 6 months of 2019
- Still waiting from NKPS Principal quotes to establish exact items we are raising funds for
- More events to be held later this year to generate more revenue and also more expenditure
- Community Grants not included in this iteration of the budget
- Proposed Voluntary P&C Contribution (Levy) of \$25 per student per year to be collected by the school
- The budget is a statement of intention rather than of fact and can be altered at any time, with due notice given by way of the Agenda, by majority vote, after its initial ratification at a general or special meeting.
- The primary responsibility as Treasurer of a P&C Association is to ensure all funds held and handled by the P&C are properly accounted for and transparent to all members.
- actual income and expenditure levels will be reported at regular interval throughout the year and compared to this budget or to recommend changes to the budget so that it more accurately reflects the real financial situation of the P&C association. These changes, in turn, allow the association to amend its fundraising or expenditure plans for the year.