






**Mount Keira Demonstration School
Parents and Citizens Association**





Term 1

Tuesday 13 February 2018

MINUTES

Meeting commenced at 7:45 pm	
Agenda Item	
1. Welcome	Kerry Sorensen (Chair)
Attendees	Kelly Rewell, Kerry Sorensen, Tenae Carroll, Walid Abou-Halloun, Lisa Cooney, Lili Zlojutro, Brad Newton, Megan Blanchard, Heather Vucenovic, Adrian Tootell, Nicki McNamara, Grant Ellmers, Minh Hao Vuong, Angela Milic, Tony Palmer, Melanie Palmer, Kera Bruton, Peter Martino, Trevor Stewart
Apologies	Deb Stewart, Meli Abou-Halloun, Mel Waterhouse, Maddy Morris, Rebecca Nikolovski
2. Confirmation of last P & C Minutes	Accepted minutes distributed in November 2017– Proposed: Walid Abou-Halloun, Seconded – Lisa Cooney
3. President's Report	<ul style="list-style-type: none"> See Term 1 report from Walid Abou-Halloun <div style="text-align: center;">  Term 1 2018 President Report.pdf </div> <p>Acknowledged the great participation from new parents</p>
4. Treasurer's Report	<ul style="list-style-type: none"> See Term 1 reports <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Term 1 2018 Treasurer Balance Sh </div> <div style="text-align: center;">  Term 1 2018 Treasurer P&L.pdf </div> </div> <p>P&C committee decided to adopt the 'Reckon' online cloud based application to reconcile accounts - Lisa & Wayne Cooney will fund this as a trial for 2018</p> <p>'Reckon' allows read only access for 7 years if we cease to use the application, paper copies are also always kept (including manual a ledger)</p>
5. Principal's Report	<ul style="list-style-type: none"> Welcome to 2018 Extremely busy start to the year, the teachers are very busy 88 students – inundated with out of area applications – currently not accepting out of area applicants Class structure was shared – along with teachers ES1/S1 – 16 children, S1 – 22 children, S2 – 26 children, S3 – 24 children Welcome to Abbey Ford – teaching S2 Lisa Kerrigan – SLSO (Support Officer) Monday – Thursday

	<ul style="list-style-type: none"> • Acknowledged that staff biographies in the Summit were well received • Councillor – Nicole Graham will be working with the school – half a day a week – starting on Thursday 15/2/18 • Staff Leave Brad Hicks continuing leave on a term by term basis Allira Robinson on maternity leave Angela Hay seconded to the District office until 2019 • Tenae confirmed she is a teaching principal however is not allocated a full time class – Tenae is doing the RFF (relief of face to face teaching) across each class room • GA position update – Marcus has been relieving in a temporary position – the permanent 1 day a week role will be advertised – looking to be filled by the end of this term • Feedback is that Class Dojo is working well and will continue this year. Please provide Tenae with any feedback you may have regarding this • Suggested that any concerns regarding our children be discussed with the class teacher first and then with Tenae if needed • Ethics and scripture classes are scheduled to commence Week 4 • School photos 10/4/18 • Rich task showcase 12/4/18 • New school planning cycle has begun. Currently in draft phase – to be presented at the next P&C meeting Action Item: KR to include as item in Term 2 agenda • There are a large number of other initiatives that will continue and be introduced. • Synthetic grass update – regular consultation with the Project Manager (Asset Management). Tender came back 18/12/17 and was well above budget and considered not viable. Asset Management have come out again and there will be a re-tender on a smaller scale space. 4 week turnaround for tenders to be returned. Expected to be at least another 8 weeks + another 4 weeks for construction (while construction is taking place, the space will be 'out of bounds') • Looking forward to the year ahead • Dec 5th target date for End of Year concert – otherwise the following week. • To finish, please remember <i>'it is amazing what we can accomplish when we are in it together'</i>
6. Correspondence	<ul style="list-style-type: none"> • Correspondence received from Jeans for Genes mail passed on to Kerry • Correspondence received requesting information regarding the roles, purpose and policies within the P&C. Discussion held regarding the wealth of information available on the P&C Federation website. Per the 2018 AGM, P&C website will be updated with adopted policies. Action Item: KR will look to include a link to the P&C Federation website where there is a lot of information along with the adopted policies

<p>7. Ongoing business from previous meeting</p>	<p>Update of Action Items from previous meeting</p>  <p>MKDS P&C Previous Meeting Action Items</p>
<p>8. Ongoing Business</p>	<p>8.1 Cookbook Update See separate report</p>  <p>Term 1 2018 MKDS Cookbook - P&C meet</p> <p>Look to plan out the play spaces Action Item: Lili to potentially establish committee to focus on this and put together options</p> <p>Outdoor Update See separate report</p>  <p>Term 1 2018 MKDS Outdoor - P&C meetir</p> <p>Discussion had regarding the timing and availability of people to attend a Saturday morning working bee. Action Item: Lili to consider later timeslot on a Saturday for a future working bee.</p> <p>8.2 Fundraising Update See separate report</p>  <p>Term 1 Fundraising Summary 2018.pdf</p> <ul style="list-style-type: none"> Grants ClubsNSW grants are open for application We have received a \$3,500 grant for the outdoor living classroom We have received a \$15,000 grant for play spaces Action Item: Kerry to seek updated wishlist from school Engraved pavers Discussion had regarding whether we add new named pavers or replace blank pavers with named pavers and use the blanks elsewhere around the school Action Item: Kerry & Lili – replace blank pavers with named pavers and use blanks elsewhere around the school Progressive Dinner Discussion held around planning and jobs required for disco and progressive dinner Action Item: Kerry to design and send out invitations to disco and progressive dinner

Action Item: Lisa to record RSVP's and payments

Action Item: Kelly to record food and manage menu for progressive dinner (i.e. track who is bringing what to the dinner)

Action Item: Heather to source decorations for progressive dinner

Action Item: Heather to seek donations for raffle and silent auction for progressive dinner

Action Item: Volunteer not found to MC and run silent auction for progressive dinner, Kerry to seek volunteer

- Easter Egg Hunt
Targetting Wed/Thursday of the week leading into Easter

Action Item: Heather to purchase and label eggs (120 to be purchased)

Action Item: Kelly to provide Heather with labels, Lisa to provide Heather with list of children

- Bunnings BBQ 22 April (middle Sunday of school holidays)
Discussion was held regarding the need to seek volunteers

Action Item: Walid to co-ordinate and manage the roster with Kerry's support (noting that Kerry will not be in the country over the weekend of the BBQ)

8.4 Uniform Update

See separate report

- Demonstration of proposed new options for girl's uniforms.
Summer: Navy blue culottes with Sky Blue short sleeve collared shirt (as worn by the boys).
Winter: Navy Blue Slacks with Sky Blue long sleeve peter pan collared shirt (as worn underneath the tunic)
White socks with each
Confirmed that the school community was engaged and feedback was positive.
Confirmed availability of stock with supplier.
Confirmed costs of new items – Navy Blue Culottes \$30, Sky Blue Short sleeve shirt \$20, Navy Blue Slacks \$36.

Motion: Introduce above proposed Navy Blue options as alternatives to the current Girls winter and summer uniforms – highlighting that these do not replace the existing uniform, rather provide additional options.

Voted: Majority approved

Discussion was held regarding introducing the same uniform options in grey, i.e. unisex grey pants and grey culottes.

Action Item: Uniform sub-committee to investigate grey option further with focus on supply availability

Discussion around introduction of an emblem to further unify the

	shirts Action Items: Uniform subcommittee to investigate this further 8.5 Monday Munchies Update No update provided at meeting Action Item: KR to ensure Monday Munchies is included within the subcommittee updates for future meetings
9. New Business	No new business raised
10. Close	Meeting closed at 9:35pm

Actions from Meeting Held 12 February 2018

Person/s Responsible	Action Item
Kelly	Include School Plan as agenda item for Term 2 meeting
Kelly	Look to include link to P&C Federation website and update MKDS P&C website with adopted policies
Lili	Look to establish committee to focus on play space options
Lili	Consider later timeslot for a future Saturday working bee
Kerry	Seek updated wishlist from the school
Kerry & Lili	Replace blank pavers with named pavers and use blanks elsewhere around the school
Kerry & Lili	Include families that have left the school when seeking interest in purchasing named pavers
Kerry	Design and send out invitations to disco and progressive dinner
Lisa	Record RSVP's and payments for progressive dinner
Kelly	Record and manage menu plan for progressive dinner (i.e. who is bringing what)
Heather	Source decorations for progressive dinner
Heather	Seek donations for raffle and silent auction for progressive dinner
Kerry	To seek volunteer to be auctioneer and MC for the progressive dinner
Heather	Purchase & label easter eggs (120) for Easter Egg Hunt
Kelly	Provide Heather with labels for easter eggs
Lisa	Provide Heather with list of children for easter egg labels
Valid	Co-ordinate and manage the roster for the Bunnings BBQ 22 April (Kerry to assist in lead up)
Uniform subcommittee	Investigate introduction of an emblem on school shirts to further unify the uniform
Kelly	Ensure Monday Munchies is included within the subcommittee updates for future meetings

Motions Approved

Introduction of additional summer and winter uniform options for girls

- Navy blue culottes with sky blue short sleeve collared shirt, white socks
- Navy blue slacks with sky blue peter pan collared long sleeve shirt, white socks

Term 1 President Report

One of our key focuses last year was to engage more effectively with the community and increase community participation and we have seen an increased level of interest and participation in recent events. We continue to improve the way we engage and communicate with our community and

We have a special little school community that is supportive and inclusive and we welcome new ideas, improvements and members to our P&C community this year.

The focus for this term is working towards the installation of the turf and then starting to think about the play spaces that can be improved.

Now that most cookbooks are sold fundraising will return to pre-cook book activities and the focus will be more on community events.

We have a well-defined events calendar that will be the community stay across events for the year and will help us recruit volunteers for events.

Lastly I would like to mention a big thank you to the continued efforts of the dedicated few families that always assist the P&C and the school year after year.

Balance sheet

Mount Keira Demonstration School P & C Association

As at 10 February 2018, accrual basis

ACCOUNT CODE	ACCOUNT NAME	BALANCE
--------------	--------------	---------

ASSETS

CURRENT ASSETS

-	Bank - Society Cheque account - Special projects	\$48,451.32
-	Bank - P and C Cheque account	\$9,612.86
	TOTAL CURRENT ASSETS	\$58,064.18

TOTAL ASSETS	\$58,064.18
---------------------	--------------------

NET ASSETS	\$58,064.18
-------------------	--------------------

EQUITY

3-0100	Opening Balance Equity	\$56,457.48
-	Current year earnings	\$1,606.70
	TOTAL EQUITY	\$58,064.18

Profit and loss

Mount Keira Demonstration School P & C Association
For 1 January to 10 February 2018, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
-	Cookbook Sales	\$2,000.00
TOTAL INCOME		\$2,000.00
GROSS PROFIT		\$2,000.00
EXPENSES		
6-0400	Insurance - General	-
-	Student Injury Insurance	\$393.30
	Total Insurance - General	\$393.30
TOTAL EXPENSES		\$393.30
NET POSITION		
Income		\$2,000.00
Cost of goods sold		\$0.00
Gross profit		\$2,000.00
Expenses		\$393.30
Other income		\$0.00
Other expenses		\$0.00
NET POSITION		\$1,606.70

Mount Keira Demonstration School

2018

Term 1 Status Update

Assigned In	Action For	Action Detail	Status	Comments
rm 1 General	Bronwyn	Investigate the best way to keep the area leading to the veggie garden near the boys toilets safe, while not making the area inaccessible for the children	Done	Term 1 2018 update - Removed the fence, ramp created for this area
rm 1 General	Lisa	Investigate whether Keiraville preschool still sends the letter re: Working Bee participation, if so, to get a copy and ask about how successful this is for them.	Done	Term 1 2018 update - Updated as part of the Kindy Orientation
rm 1 General	Lili	Write letter re: Outdoor contribution to go with school contribution letter to families.	Done	Term 1 2018 update - Updated as part of the Kindy Orientation
rm 2 General	Walid	Speak to Allira & Kim re: purposes for each method of communication	Ongoing	Term 1 2018 update - Walid to discuss with Tenae
rm 2 General	Lili	To update previous garden plan and consult with staff, families & children	Done	Term 1 2018 update - Sent
rm 2 General	Lili	To get quotes for outdoor work and supplies required, along with checking the quote for artificial turf	Ongoing	
rm 2 General	Angela	Consider organising session on nude food benefits	Ongoing	Term 1 2018 update - Karina forwarded info re: Mad for science program, TC to investigate possibility of joint venture with Mt Kembla Public School - to be revisited in odd year
rm 3 General	Kerry	To agree with those interested in working on Grant Applications what the best method of communication is - i.e. WhatsApp group, email etc.	Done	Term 1 2018 update - Email group set up
rm 3 General	Tenae	Seek further information on specifications for the turf	Done	
rm 3 General	Kerry	Follow up minutes from School Wishlist either with Holly or Michelle Barnes	Ongoing	Term 1 2018 update - To be redone
rm 3 General	Megan	Establish a subcommittee to review concerns raised regarding the school uniform	Done	
rm 3 General	Kerry	To follow up access to Grants Hub	Ongoing	Term 1 2018 update: 14 day free trial - emailed to grants committee to see if it is a viable expense (\$299 is the fee)
rm 4 General	Lili & Kerry	Look into storage options with Marcus and get back to P&C committee with options	Done	Term 1 2018 update - Per Outdoors update in Term 1 2018
rm 4 General	Lisa	Update the kindy orientation doc and include the events for the upcoming year	Done	
rm 4 General	Lili	Get the P&C Life members shield engraved with new life members	Done	

Cookbook update Term 1 P&C Meeting
13 February 2018

Where are we at.....

- Very close to \$70K target
- Great end of year sales
- Good response at both twilight markets
- Good response at pop up stalls
- Great response when parents ask their suppliers/customers to support us
- Good response from kindy families at orientation day
- Thankyou to everyone who continues to purchase, buy, promote our book
- Sales were via office, website, stockists, parents, markets and pop ups.

Whats next.....

- Sell the remaining 300ish books
- Ask new staff and new families to purchase/sell
- Give markets and pop up stalls a rest
- Give our remaining stockists a rest
- Ask for support from businesses who supply MKDS
- Reach out to ex families/staff, life members
- Try door knocking local Mt Keira residents
- Start planning playspaces

Cookbook wishes to all

Lili Zlojutro

Outdoor update Term 1 P&C Meeting
13 February 2018

Where are we at.....

- Term 4 working bee was held 21 October 2017 with great turn out, lots achieved and lovely BBQ and treats for children to end the event
- Paved frog pond path with guidance from relieving GA/ex parent/life member Marcus who in the past paved and planted a lot in our gardens.
- Tuesday gardening days continued last term
- Still trying to achieve medium between lovely practical gardens and the wildlife/children
- Sorted P&C storage – we have catering supplies in the cleaner's cupboard then our tables and gardening supplies are in the sports shed
- Term 1 working bee held last Saturday, thanks to those who helped

What's next.....

- Keep on top of synthetic turf installation – big win for community who have worked very hard to raise the funds.
- Start planning for playspaces – seek input from children, staff and parents
- Always consider Outdoor Plan so we are on same page and channel funds in right direction.
- Continue regular maintenance between working bees
- Seek donations of common bricks/pavers for driveway revamp at next working bee
- Consider purchasing some P&C tools, rake, broom, shovels

Outdoor wishes to all

Lili Zlojutro

Hi everyone, here is the Term 1 2018 fundraising summary. All items in red are attached to an agenda item in the term 1 meeting.

Grants Committee

Thank you to Lili Zlojutro, Grant and Julie Elmers, Hayley Simpson, Jacquie Cousins, Deb Stewart and Angela Milic and Ari Bronska-Milic for their assistance with grant and competition writing in 2017.

Last year we were successful in securing \$15000 in funding for play spaces through the CBP (well done Lili) and last week we also received news that we were successful in obtaining \$3500 in funding through the Eco Schools Grant (Julie supported us in submitting this application in 2016 and it was resubmitted in 2017 with a few minor edits). The \$3500 will be used to rejuvenate the creek area and its development into a living classroom. If you would like to be updated on progress on this area outside of the P&C meetings or then contact me via WhatsApp and I will create a group for interested parents.

The ClubsNSW Grant is now open and we are looking for funding ideas.

If you would like to join the grants committee email group and contribute to any upcoming applications or if you are aware of any upcoming grants or competitions then email them to mkds.pandc@gmail.com . We will keep parents notified especially if we need additional expertise or assistance.

Pavers

A request will go out in the next few weeks to families who would like an engraved paver for the walkway from the entrance of the school to the stairs. Should we remove blank pavers and replace them with engraved pavers or does another section of the school require paving?

Activities list 2018

The welcome BBQ was our first event of 2018. It was a great night with over 30 families in attendance. Thank you again to all the wonderful parents and kids who helped set up/ pack up and contribute to the salads and desserts.

Our next two events are the Kids Disco and Progressive Dinner on the 16th and 17th of March. Our disco committee would like to offer the kids more food options (more like dinner than our current chips and popper). They have discussed with SRC who will hold a mufti day and the money made will provide them with a budget for food. The P&C will contribute \$150 to decorations/ prizes/ ice blocks and chips.

We are looking for volunteers to assist with this year's progressive dinner but taking on one of the following roles:

Attendance – print and send invitations to current families, MKDS staff and life members, document RSVP's

Menu – request and document menu items, offer menu suggestions

Decorations – seek suggestions and request donations for décor items, coordinate set up and pack up roster

Auction – request donations of auction items, write up silent auction sheets for each item

P&C Meeting 13 February 2018 - Fundraising Update

Raffle – request donations for raffle items, distribute raffle tickets to families, collect tickets and payments (thank you Heather V for volunteering)

MC – assist with raffle, auction during the night of the dinner

Please contact mkds.pandc@gmail.com or WhatsApp if you can help organise the event by taking on a coordinator role.

Term 1 2018 30 Jan 2018 to 13 Apr 2018		
Welcome BBQ	9 th Feb Friday 5pm	Volunteers needed from 4pm RSVP and volunteer request will be sent via Skoolbag
Working bee	Saturday 10 th Feb 9am to 12pm	Volunteers needed
P&C AGM and Term 1 meeting	Tuesday 13 th Feb 7pm	AGM: P&C positions open for 2018 Agenda items to be emailed to mkds.pandc@gmail.com by Friday 9 th of Feb
School Disco	Friday 16 th March	Thank you to Cristina, Heather, Michelle and Meli for organising this event
Progressive Dinner	Saturday 17 th March	Volunteers needed. More details via skoolbag
Easter Egg Hunt (to be confirmed)	Date to be decided	Volunteers needed. More details via skoolbag
School Holidays: Bunnings BBQ 22 nd April.		
Term 2 2018 1 May 2018 to 6 Jul 2018		
Working bee	12 th May Saturday	Jobs list/ volunteers needed. More details via skoolbag
Mother's day stall	Thur 10 th and Fri 11 th May	Stall ideas? Request volunteers
P&C meeting	15 th May Tuesday	
Charity Breakfast	8 th June Friday	Contact Homeless Hub for collection items Orders requested 2 weeks prior
Term 3 2018 24 Jul 2018 to 28 Sep 2018		
Working bee	4 th August Saturday	Jobs list/ volunteers needed. More details via skoolbag
P&C Meeting	7 th August Tuesday	
Fathers Day stall	30th Aug and 31 st Aug	Stall ideas? Request volunteers
Term 4 2018 15 Oct 2018 to 19 Dec 2018		
Working bee	27 th Oct Saturday	Jobs list/ volunteers needed. More details via skoolbag
P&C Meeting	30 th Oct Tuesday	
End of year concert	TBA – check if encore performance will be held this year	Decide on food options/ request volunteers

Friendship Seat - still a work in progress. Thanks to Bob Vucenavic for organising it.

Fundraising: Bunnings BBQ raised \$1600, Fathers Day stall \$65, End of year concert \$617

Kerry Sorensen - VP Fundraising