



**Mount Keira Demonstration School
Parents and Citizens Association
Term 3
Tuesday 9th August 2022**

MINUTES

Meeting commenced at 6.06pm	
Agenda Item	
1. Welcome	Angelina N
Attendees	Angelina N, Maddy M, Kera B, Nicki M, Ash J, Lili Z, Vanessa M, Kate G, Jessica L, Natascha K, Narelle, Allira R, Rebecca S, Holly T, Jolyon S
Apologies	Jennifer C, Lucy C, Heather V
2. Confirmation of last P & C Minutes	Confirmed by Kera B, seconded by Nicki M
3. President's Report	<p>Please see attached report</p> <ul style="list-style-type: none"> - No one present at meeting objected to a change in date for Progressive Dinner/Disco – core committee will confirm date change in the coming days. - Angie spoke to closely with Keiraville Community Preschool regarding the way they managed the voluntary levy, and it was shared that this was a huge administrative task for the preschool and chasing parents who chose to donate time but never did, etc. AN asked for feedback from those present at meeting and it was agreed that families simply receive that same information (that it is a difficult task to manage offers of time in place of donations, etc) as a response to why we are simply asking for a levy donation in lieu of a huge fundraiser this year. <p>ACTION ITEM: Angie to organise letter regarding donation levy to go out to families.</p>
4. Treasurer's Report	<p>Please see attached report</p> <ul style="list-style-type: none"> - Very close to covering insurance costs (\$18 out). NM mentioned that this is wonderful as we don't need to dip in to fundraising to cover insurance costs.

<p>5. Principal's Report</p>	<p>Please see attached report</p> <ul style="list-style-type: none"> - Huge thanks for parent contribution and support that has been happening over recent months. - VM wanted to acknowledge the staff for going above and beyond with current staff shortages and illnesses circulating. - AP C & I role being advertised, one day per week off-class position that will begin 2023. Focus will be support for Literacy and Numeracy, and other Key Learning Areas. Currently in final stages on recruitment. Thanks given to Holly for her help on the panel. - Playground update – currently awaiting further quotes. No official confirmation from Assets, but there MAY be some updates to the grounds within the next year. - Reminder that parents are able to come in the school grounds to pick up children. Parents are very welcome on site. - LZ raised point that community hasn't liked high fencing that many schools have in the local area, and it has been a long-standing issue that the school community has fought. VM stated that this would be out of her control and that nothing has been confirmed but it will be a 'wait and see'.
<p>6. Correspondence</p>	<p>2022 P & C Federation Conference will be held October 29 in Sydney, with option of also attending online. Please see Maddy for further information if anyone is interested.</p>
<p>7. Ongoing Business & Sub-Committee updates</p>	<p>7.1 Last meeting action items</p> <ul style="list-style-type: none"> - New paver order <p>Maddy currently in process of organising with Kerry.</p> <p>ACTION ITEM: Maddy to have this ready to roll out for Term 4.</p> <ul style="list-style-type: none"> - Air purifiers/installation and maintenance <p>Done and installed! Thanks Natascha.</p> <ul style="list-style-type: none"> - Fundraising during UCI competition <p>See later</p> <ul style="list-style-type: none"> - Playground grants subcommittee

See later

7.2 Outdoor update

Learning deck

- 4 outside providers sent plans and awaiting quotes. Stay tuned!
- Very busy outdoors currently – huge vegetable and fruit garden happening! So many delicious fruits, vegetables and flowers. Lots of compost also available and children are thinking about how we can possibly sell these to the community.
- Seed donation from a community member and sales will be happening during Spring.
- Need a working bee to get the gully mulched. Looking for free mulch and lots of labour. Possibly this Saturday or next Saturday.
- West Wollongong Garden Club have come to visit and tour the spaces. LZ and children going to speak to them again next month about what and how we grow at MKDS. WGC are coming next Wednesday to donate \$500 worth of tools and Bunnings have jumped on board to donate plants after hearing about this.

7.3 Fundraising update

Raising funds for our playground

- Faced with a huge hurdle of playground quote.
- AN is planning to put out a letter to parents/carers in the hope they will circulate this to the community and asked local business to donate towards our new playground.
- Generic fundraising (pie drives, Bunnings BBQ etc) is wonderful but still dips into parent pockets rather than wider community.
- AN would like to form a committee for the playground fundraising (currently only Steph and Narelle), more help is needed. NS echoed that herself and Steph need more assistance with grants, and also need more community members sending out letters to companies and chasing them up if possible.

ACTION ITEM: AN to form sub-committee for playground fundraising (grants assistance and donations from local businesses)

7.4 Uniform update

- Holly has been in to speak with staff and students and asked for feedback on proposed change.
- Students (SRC) voted unanimously against dress option! Staff agreed that student comfort should be priority so they can learn and play effectively. NM raised point that there are very few girls who currently wear the short option, so the feedback is surprising.
- NM suggested that perhaps we leave the dress as an option as it is already there. LZ echoed this.
- KG raised point that there is a three-year phase-in period in which children could still wear dress, and that may give us more feedback. There is also a skirt option available.
- VM will have another conversation with HT regarding what options are available in terms of a dress.
- LZ raised point that it won't affect current (older) students, but we do need to consider the iconic, traditional Australian school uniform disappearing for the sake of simplification. NM echoed this and suggested perhaps it still be an option.
- VM will speak to HT to get moving on the sport polo/shorts as soon as possible so parents can start purchasing these ASAP. Many children will need new sports uniforms next term.

7. 5 UCI update

- JS – UCI happening from 17/9-25/9. Cyclists will ride past MKDS on 24 & 25/9. Three main ideas for event – activities for kids, promotional work at the site during the race (possibly food and drinks) and fundraising. JS mentioned that the scale of the event is largely unknown but that it should be a great opportunity as Yates Avenue will be the last point of vehicle access on the day so there will be a lot of foot traffic.
- NK – need to lock in decision to do this or not. Thoughts are that on both days we would need to be on site for 4-5 hours each day. Coffee machine, BBQ, cake stall, cold drinks, toilets. Call out to the community for balloon making, face painting and so on (while keeping it low key!). NK has roughly budgeted 600 coffees across the two days, 300 bacon and eggs rolls, etc. Looking at approximately \$2000 cost, with the potential of raising \$9k. NK is looking to put in a council grant, but this would only provide \$1K.
- LZ suggested a gold coin donation for entry could be another simple option with potentially great return.

- NK suggested a volunteer in charge of each main option – coffee, BBQ, cake stall. That person would be responsible for budgeting, purchasing and managing volunteers for that area.
- JS predicts that the racers will be in a fairly tight group at the point of heading through Mt Keira.
- LZ suggested that gold coins alone may be enough to raise a significant amount – recommended that Square be provided as an option rather than cash (KB is looking into)

ACTION ITEM: KB to look into Square/Tap and go payment option for fundraiser

- NM suggested chatting to Ang Koljanin about how she uses her phone to accept payments – possibly an option through an iPad.
- Vast majority present voted for the spending of \$2500 for expenses (coffee, bacon, bread, etc). No one present at the meeting objected.

ACTION ITEM: \$2500 to be paid to cover expenses directly relating to UCI fundraiser (food, drinks, etc.)

- AN asked whether the Bunnings BBQ is something that could possibly be shifted given it is only the weekend before and KB suggested it would be difficult to move and/or cancel at this stage. Agreed that the Bunnings BBQ remained on 17/9/22/
- NK needs:

BBQ coordinator

Cake stall coordinator

Cold drinks and ice creams

Kids activities

- LZ suggested reaching out to whole community. AN/NK to draft a letter for all families to ask for help/time/donations to contribute. LZ mentioned that we need to be very clear about where our money is going.

ACTION ITEM: AN to draft letter to families to ask for help/time/donations for UCI fundraiser.

- VM mentioned that road closures need to be considered and anyone who needs access to the site will have to do so very early.
- AN/NM raised insurance coverage. Verbal information was given that we just need to notify the insurance company, but we do need to get conformation in writing that we are covered for the event.

	<p>ACTION ITEM: NM to gain written confirmation that current insurance policy covers us for UCI fundraiser.</p> <p>7.5 Monday Munchies</p> <p>- Nothing to report. Roster filled for Term 3 and all going well.</p>
<p>8. New Business</p>	<p>8.1 Yearbook</p> <p>Traditionally, a parent has put their hand up to run the annual yearbook. Parents who have previously volunteered are no longer at the school. KG would collect photos and the volunteer parent collates the photos and information and has it processed and printed as a photobook earlier the following year. Currently, no one has volunteered. AN suggested we move this to the WhatsApp group to ask for help.</p> <p>ACTION ITEM: AN to ask for yearbook volunteer in WhatsApp.</p> <p>Year 6 Graduation – KG asked students to vote on an event to celebrate end of Year 6. Unanimous vote for a dinner out somewhere at the end of the year. KG has booked Corrimal RSL club as it provides a small, private room for all students and staff. KG will book a table in bistro for family members also – date set as Friday 16/12/22.</p> <p>8.2 SRC update</p> <p>So far this year, \$1500 has been raised. Huge achievement for a small school! Very enthusiastic group of dedicated students. Current school leaders have been working with Lindsay Park PS and some other schools in the area on various leadership projects.</p> <p>RUOK Day falls within Education/Book Week this year, SRC have asked for a fundraiser to run this term in line with that.</p> <p>Book Week (6th September) – idea has been floated that students have a ‘lunch’ on the day of the parade. Potentially, a picnic lunch for families or a sausage sizzle. Idea was also raised for an outsourced grazing box to be offered to families to pre-order. MM suggested that, given Klarries Kitchen is set to be delivered on Monday 5/9, we contact Klarissa and ask if she would be interested in taking pre-orders for Tuesday instead and offering that to the community as a picnic lunch option. MM to contact Klarissa ASAP.</p> <p>ACTION ITEM: MM to contact Klarissa regarding 6th September potential family picnic order.</p> <p>8.3 Business donations (sub-committee)</p> <p>Letter to circulate to families ASAP.</p> <p>8.4 Progressive dinner – date change/committee</p> <p>Communication to follow in WhatsApp.</p> <p>8.5 Father’s Day Stall</p>

	<p>Dates set for Tuesday 30th August and September 2nd September. AN will put the callout to community to fill jars and donate.</p> <p>8.6 McNamara family leave</p> <p>The McNamara family are heading to the UK for a year. NM clarified that she would continue the Treasurer role abroad unless anyone had any objectives towards this. She is able to continue the role as a 'citizen' given the children would not be enrolled at the school at this time. NM foresees the only issue being that she may need people to physically bank takings, etc. where she can't. KB, AN both offered to help with banking where needed.</p> <p>No objection from anyone present that Nicki continues to maintain this role while overseas as she still maintains an interest in the school and is a financial member.</p> <p>8.7 Second-hand uniform price increase</p> <p>Motion moved and passed to increase second-hand uniform cost to \$5 per item. JL raised that any families experiencing financial hardship be considered.</p>
10. Close	8.12pm

Actions from Meeting Held 9th August 2022

Person/s Responsible	Action Item
Angie	Organise letter regarding donation levy to go out to families.
Maddy	Organise commemorative paver order forms ready to roll out for Term 4.
Angie/Committee	Reach out to parent community for additional parents to join sub-committee for playground fundraising (grants assistance and donations from local businesses). Currently only two parents.
Kera	Look into Square/Tap and go payment option for fundraiser.
Angie/Nicki	Make payment of up to \$2500 to cover expenses directly relating to UCI fundraiser (food, drinks, etc.) when applicable.
Angie	Draft letter to families to ask for help/time/donations for UCI fundraiser.
Nicki	Gain written confirmation that current insurance policy covers us for UCI fundraiser.
Angie	Put out a call for yearbook volunteer in WhatsApp.
Maddy	Contact Klarissa regarding 6th September potential family picnic order.

P&C Presidents Report:

Term 3
09.08.2022

Progressive Dinner

Dinner date is set for late October. Previous discussions supported a trial to move away [from a major fundraiser](#), to a social and relaxed gathering. Please have a think if you can help us plan a very fun dinner event.

Please do try and organise a sitter, bring the partner along, and meet and greet the many wonderful parents, carers and citizens of our school community.

Road World Championships – 18-25 September

Volunteers have been working super hard on their proposal to help raise funds for the school. We are looking for supporters on the day to help.

P&C Levy:

We are due to send out our Levy letter in the next week or two. Keep an eye in your child's school bag.

P&C Insurances and Fees:

The merged cost of insurances and P&C membership is a strong part of our history. Our insurance bills are quite high and for a small school of 60 odd families, this \$25 fee, barely covers the charges.

Our insurances mean we [are able to](#) safely hold events on the school grounds, such as school discos and the progressive dinner etc, and we truly appreciate each family who has been able to contribute. We know times are tough so if you are unable to pay for any reason, or would not like further reminders, please reach out to the P&C Treasurer or President to let us know.

Air Purifiers:

With thanks to the P&C and Vanessa, we now have air purifiers in [each](#) classroom and the front office. This was a fantastic effort by mum Natascha who inspired and educated the P&C to the benefits of providing our children with clean breathing air in our classrooms.

Recycling Bins:

P&C efforts by our Vice President Ash, has now seen multiple bins added to our school playground for 1. food scraps and 2. bottle recycling. Our children are now learning the value of recycling and making a conscious change to reduce the landfill.

Fathers Day:

Stall is set for Tuesday 30 August and Friday 2 September.

We will be doing the famous "jar drive" to treat dad this year. What this means, is every family is asked to bring in one or two jars from home filled with something fun for dad. This can be UNO or cards, or lollies, or jokes. Anything to make dad smile.

Please start collecting your pasta sauce and jam jars at home to help us spoil dad.

Pie Drive:

Wow! What a yummy fundraiser this was... and together, we ate our way to a [profit of over \\$1,350!!!!](#)

Amazing effort from Ash and everyone in our community who shared the link and purchased a treat. THANK YOU.

Playground

This popular equipment is now permanently closed due to occupational health and safety. The Department of Education and the Government and Assets Team will provide clear information on what the P&C can do for our children's wish to have it returned. In the meantime, we are fundraising our little hearts out, to reach the target of over \$70,000 for a replacement.

Fundraising – Two key areas:

Fundraising is now split in to two key areas... raising focused funds for the Playground via grants and business applications, and generic fundraising. Ultimately, all funds are going to the playground.

Generic Fundraising:

To help with the economic challenges, we are focussed on one fundraiser per term and spreading this [in to](#) the community for extra financial support.

This term:

- Lego ~~Bricktastics~~ commission from sales – details will come out in the next P&C Summit
- Bunnings BBQ – 17 September.
- UCI event
- [Fathers day](#) stall – 30 August and 2 September
- Progressive Dinner
- Pies

Sharing our Business ready letter for 'Fundraising for a Playground':

Calling all parents and carers... We need your help.

We have a fantastic letter ready to share with every business in the Illawarra and beyond... Can you help us? Please keep your eyes out for grants or businesses, who might be interested in donating to this wonderful cause for our children.

Angelina Neira, MKDS P&C President

Balance sheet

Mount Keira Demonstration School P & C Association
 For the year ending 31 December 2022 vs year ending 31 December 2021,
 cash basis

ACCOUNT CODE	ACCOUNT NAME	BALANCE	COMPARISON BALANCE
ASSETS			
CURRENT ASSETS			
-	Bank - Society Cheque account - Special projects	\$2,271.90	\$2,402.60
-	Bank - P and C Cheque account	\$20,595.82	\$18,345.54
	TOTAL CURRENT ASSETS	\$22,867.72	\$20,748.14
	TOTAL ASSETS	\$22,867.72	\$20,748.14
	NET ASSETS	\$22,867.72	\$20,748.14
EQUITY			
3-0100	Opening Balance Equity	\$56,457.48	\$56,457.48
3-1000	Retained Earnings Surplus/(Accumulated Losses)	-\$35,709.34	-\$43,501.88
-	Current year earnings	\$2,119.58	\$7,792.54
	TOTAL EQUITY	\$22,867.72	\$20,748.14

Profit and loss

Mount Keira Demonstration School P & C Association
 For 1 January 2022 to 29 July 2022 vs year ending 31 December 2021,
 cash basis

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT
INCOME			
-	Special event - Gift for Glynis Farewell	\$1,035.00	-
-	Compass Garden and orchid produce sales	-	\$346.30
-	Unknown funds - Income	-	\$10.00
-	Bunnings BBQ Fundraiser	-	\$1,018.35
-	Raffle ticket sales	-	\$4,325.00
-	Progressive Dinner	-	-
-	Progressive dinner - Auction sales	-	\$6,329.35
-	Progressive dinner tickets and donations	-	\$1,215.00
	Total Progressive Dinner	\$0.00	\$7,544.35
-	P and C Membership fee	\$1,050.00	\$800.00
-	Fundraising income	-	\$1,171.00
-	Flowers	-	\$85.00
-	Mothers/Fathers day stall	\$414.20	\$428.50
-	Playground fundraising	\$975.00	-
	Total Fundraising income	\$1,389.20	\$1,684.50
-	Cookbook Sales	-	\$187.03
-	Uniform	-	-
-	Uniform - sale of 2nd hand stock	\$266.15	\$456.00
-	Uniform Hats and Bags	\$394.00	\$1,185.00
	Total Uniform	\$660.15	\$1,641.00
-	Monday Munchies	\$10.00	\$126.50
	TOTAL INCOME	\$4,144.35	\$17,683.03
	GROSS PROFIT	\$4,144.35	\$17,683.03
EXPENSES			
-	Compass Garden and Orchid Costs	-	\$386.86
-	Gardening costs	\$130.70	\$65.45
-	Gifts	-	\$109.99
-	Year 6 Farewell Gifts	-	\$150.00
	Total Gifts	\$0.00	\$259.99
-	Bunnings BBQ Fundraising costs	-	\$582.68
-	Special Event costs	\$1,186.43	\$52.50
-	Welcome BBQ Costs	-	\$137.35
	Total Special Event costs	\$1,186.43	\$189.85
-	Donation to school	-	\$5,800.00
-	Fundraising costs	-	-
-	Mothers/Fathers day stall costs	\$255.60	-
	Total Fundraising costs	\$255.60	\$0.00
-	Uniforms	-	-

Profit and loss

Mount Keira Demonstration School P & C Association
 For 1 January 2022 to 29 July 2022 vs year ending 31 December 2021,
 cash basis

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT
-	Uniform Hats and Bags	-	\$1,568.60
	Total Uniforms	\$0.00	\$1,568.60
6-0000	Expenses	\$50.00	-
6-0400	Insurance - General	-	-
-	P & C Insurance package	-	\$640.00
-	Student Injury Insurance	\$402.04	\$384.56
	Total Insurance - General	\$402.04	\$1,024.56
6-0670	Sundry Expenses	-	\$12.50
	TOTAL EXPENSES	\$2,024.77	\$9,890.49
NET POSITION			
	Income	\$4,144.35	\$17,683.03
	Cost of goods sold	\$0.00	\$0.00
	Gross profit	\$4,144.35	\$17,683.03
	Expenses	\$2,024.77	\$9,890.49
	Other income	\$0.00	\$0.00
	Other expenses	\$0.00	\$0.00
	NET POSITION	\$2,119.58	\$7,792.54

Term 3 Principal Report

Assistant Principal, Curriculum and Instruction

Two weeks ago, we advertised an Assistant Principal, Curriculum and Instruction role for Mount Keira Demonstration School. This is a one day a week role and the successful candidate's position description is about improving the literacy and numeracy achievements of our students through teacher professional learning and mentoring and coaching in classrooms. They will not have a class. All primary schools across the state will have an Assistant Principal, Curriculum and Instruction in their schools at the beginning of next year. We were in 'Phase 3', the final phase of the recruitment for these roles. Thank you to Holly Tootell who will be representing the P&C on this recruitment panel.

Playground Equipment

At the end of last term, KidSafe did a comprehensive playground assessment on the playground equipment. Many areas were identified as being non-compliant with current safety standards and require replacement. Overall recommendation was that the playground is unsafe and not to be used.

Huge thank you to Narelle and the others who assisted with the Community Building Partnership Grant application. We won't know the outcome until later in the year - fingers crossed.

As part of the Community Building Partnership grant application, we asked Moduplay to provide some quotes. I have also contacted two other playground companies, Creative Recreation Solutions and Scully Outdoor and am yet to hear back from them. Lili has provided the details of the company who did the mud kitchen and nature playground in our gully area - this may also be another option to look at.

Assets

No official confirmation yet, but we may have some upgrades done to our school site between now and next year e.g. fencing and stairs. Will provide more information when we know more.

New policies

The Inclusive Education Policy for students with disability and the Student Behaviour Policy become operational in Term 4, 2022 and the Restrictive Practices Policy becomes operational in Term 1, 2023. The teachers have been engaging in professional learning on the new policies and reviewing our school-based procedures. The new school behaviour management plan is not due until the end of Term 1 next year. When a draft has been completed, we will share with the P&C and community for feedback.

New Curriculum

The teachers have been continuing to engage in professional development on the new English and Mathematics syllabuses through collaborative planning days and professional learning sessions after school. All the teachers have engaged in user-testing with the new documents for mathematics through a co-planning, co-teaching and co-evaluating approach. This has provided opportunities for the teachers to team teach and see the progression of the new outcomes across stages.

This term, we also have some plans for Mrs Sartori and Mrs Brglevski to visit Keiraville PS to observe some Stage 1 classes who have been trialling the new syllabus. Here at Mount Keira, Miss Reskic has been using the new syllabuses and we've had teachers from Keiraville and Wollongong West visit to see it in action.

We will be hosting our second Curriculum Reform Network meeting for the Wollongong network of 20 schools in a few weeks time.

Community Engagement

We know that COVID-19 measures have meant that we haven't been able to engage our parent community in school programs as we would have done prior to the pandemic. We have delayed our Education Week celebrations to combine with Book Week later in the term, and hope that by then, we'll be able to involve you in some face-to-face activities with your children here at school. We will also be hopefully holding another rich task showcase in Week 9.

I also just wanted to take this opportunity to remind parents that you are able to come into the school grounds to pick up your children in the afternoon, as I know this was something the parents used to do here. We'd love to see you back in our school grounds, in a COVID safe way of course.

UCI World Championships

Over 8 days, 11 World Championship races will take place on public roads between 18 – 25 September, within the Wollongong Local Government Area. Our school will be open and operational; however, access will be limited due to a significant number of roads in Central Wollongong being closed. A website with more information regarding the road closures was sent to all families via Skoolbag today.

Vanessa May

Relieving Principal

