



**Mount Keira Demonstration School
Parents and Citizens Association
Term 4
Tuesday 18th October 2022**

MINUTES

Meeting commenced at 6.02	
Agenda Item	
1. Welcome	Angie N
Attendees	Angie N, Vanessa May, Ashlea Travis, Kate Gehrke, Mel Reskic, Tanja Berglevski, Jessica Levchenko, Ash Jameson, Lili Z, Natascha, Kera, Holly T, Nicki M, Lucy Carolyn, Sam Craddock, Lily Yu, Steph V, Narelle Sykes, Allira Robinson
Apologies	Jennifer Connor
2. Confirmation of last P & C Minutes	*Maddy to resend minutes (all 2022) to office ATTN Ashlea Travis as Ash now looking after school website. Carried by Kera B, seconded by Natascha K.
3. President's Report	Please see attached - P & C Levy to be sent out to families in the first few weeks of 2023.
4. Treasurer's Report	Please see attached - Healthy position to be sitting in this year but huge fundraising goal to meet. - Discussion about whether there should be a buffer left in the account, nothing official but NM's feelings are to leave at least \$2-3k in account. - Some money left over from air filter fundraising that could potentially go towards fundraising. - AN raised idea of KB and AN opening bank account specifically for playground fundraiser. - A new bank account will be created where all fundraising from this year will be added, and a buffer will be left in the current account (for both learning deck and incidentals) - Committee and financial members present at meeting agreed that Ashlee Jameson and Madeleine Morris will be added as signatories on P & C accounts.
5. Principal's Report	Please see attached - Sharon Shanks will be joining as AP C & I on a Tuesday beginning 2023. - Staffing in 2023 is dependent on student numbers.

	<ul style="list-style-type: none"> - Please let the school know as a matter of urgency if you are NOT enrolling your child at Mount Keira Demonstration school next year. - Only two fulltime teaching positions available next year as both Allira Robinson and Ashlea Travis will be returning from maternity leave. EOI process currently in place. - John (GA) has removed remaining poles from fixed equipment. Specific quotes available in President's report at end of document. - Tell Them From Me currently out and open until the end of the week. VM encourages all parents/carers to submit the survey. - VM expressed her gratitude and appreciation to the P & C and parent community as this is her last official P & C meeting as Principal of MKDS.
6. Correspondence	
7. Ongoing Business & Sub-Committee updates	<p>7.1 Last meeting action items</p> <ul style="list-style-type: none"> - New paver order - New paver order to roll out as soon as quotes from paving company are received. New families to receive paver order with Kindergarten transition information. <p>Action Item: Maddy to submit paver order form to Rose once paving company confirms unit prices.</p> <ul style="list-style-type: none"> - Playground grants subcommittee - Some grants have been applied for this year. Looking for more people to take this on. - Yearbook updates - Franca, Ash and Grant on the committee. Working closely with Kate G and other parents to have this complete. <p>7.2 Outdoor update</p> <ul style="list-style-type: none"> - Lots of things flowering after all the rain. - LZ looking to use coconut fibre logs in gully to retain parts of it. Can be ordered quickly if we go ahead with it. Mulch needs to be constantly topped but this will retain the edging and be a more sustainable option. LZ noted that money is currently available in cookbook/outdoor play space account which is used to maintain spaces (sensory path, etc.). Priority to reopen gully (currently closed due to incorrect level of mulch) as there is no playground equipment. - LZ to check with KidsSafe NSW as to whether coconut fibre logs are suitable.

- LZ and AJ working to reduce waste across the school. Composted a huge amount of waste from UCI fundraiser and minimised what was destined for landfill. Kids are involved where possible.
- LZ suggested need to look at whether we are aiming for zero-waste – as a P & C and as a school – and what we need to be doing to make this happen.
- Seedling donations and harvesting have been happening, as well as no-dig beds, composting, signage (to indicate whether they are edible, etc. or not).

7.3 Fundraising update

- As above.
- AN suggested three different avenues for fundraising:
 1. Community grants
 2. Business callouts to community
 3. Generic fundraising

Action Item: AN going to look at establishing three committees (above) and asking parent community to join these committees.

MM suggested that we look at a Grants Coordinator as a position at next year's AGM.

SV suggested a community coffee/bake stall each term using outdoor kitchen to capitalise on bike/foot traffic heading up Mt Keira road. Suggestion was to make it a regular event so community are aware of when it is on. Discussion regarding whether cake stall or BBQ

Action Item: SV looking into coffee machine and possibility of having one donated. SV taking the lead on this initiative.

KG suggested using electric frypans in kitchen as an option – pikelets, etc.

7.4 Uniform update

VM showed proposed Summer uniform changes. Lots of discussion regarding whether the Winter uniform is required next year. Some members present raised concerns about too many options, particularly for girls.

After much discussion:

- 2023 Kindergarten parents will be shown the new polo shirt, culottes and shorts that are to be rolled out Term 1, 2023. At this stage, a move to one annual uniform (both winter and summer) was agreed as a trial for 2023. Existing summer dress to stay until stock depleted and review new style in 2023.

	<ul style="list-style-type: none"> - When cold, children can continue to wear the new polo with navy tracksuit pants (current sports) and existing jumper/jacket won't change. - Uniform survey extended and a wider focus group suggested to refine Winter options, if at all required. - White socks/black shoes - New uniform to start in 2023, but people can transition in from now. <p>7.5 Monday Munchies</p> <p>AN suggested rolling roster (same people remaining on roster from term to term) to reduce difficulty of finding volunteers each term.</p>
<p>8. New Business</p>	<p>8.1 SRC fundraising</p> <ul style="list-style-type: none"> - Amazing effort with fundraising this year! - Halloween Disco held at school Monday 31st 2023. - End of year Christmas Concert bake stall planned. - Whole school behaviour reward with end of year reward day to celebrate. - SRC presence very noticed at school and within the community this year – very student-driven. <p>8.1 Behaviour Policy</p> <p>State-wide implementation of Inclusive, Engaging and Respectful Schools policy. Has been pushed numerous times following consultation. Behaviour, disability and inclusion are a huge part of life at school. Wellbeing is paramount.</p> <p>MKDS (and all schools) have been issued resources and support to implement new policies.</p> <p>Previous 'Student Wellbeing Policy' has been removed from MKDS website as new policies have superseded this.</p> <p>School values have been reviewed, simplified and rewritten so children understand them.</p> <p>VM showed new flowcharts and values resources that are displayed through the school that both staff and students are currently following.</p> <p>8.2 Heavy School Fees</p>

	<p>VM echoed that these concerns have been raised during her time here. Suggested that Tell Them From Me survey is an ideal place to express their concerns.</p> <p>KG noted that reducing school fees is simple enough to do – but it does mean that many opportunities would be removed (Scope IT, Uni Sports, etc.).</p> <p>HT suggested that perhaps families are given a brief outline of expected fees for the term, so families have an idea of what to expect.</p> <p>MKDS can offer financial assistance to parents who need them. There are exceptional circumstances that can be catered for, and families need to communicate this.</p> <p>8.3 Progressive dinner – committee and plan</p> <p>Decision has been made by majority present that Progressive Dinner to be postponed until Term 1 2023. MKDS are holding their school Christmas concert on Wednesday 30th November which will be a similar social gathering for families.</p> <p>Proposed date for 2023 Progressive Dinner – revised to April 1st.</p> <p>Committee to be convened late 2022/early 2023.</p> <p>8.4 Wet Weather Plans (e.g. Book week cancelled)</p> <p>Some parents have raised concerns around the cancelling of events because of forecasted rain, e.g. Book Week. VM and other staff outlines that some indoor restrictions are still in place by the Department for community events which makes it very difficult to run open classrooms, etc. (included in Book Week celebrations) with small indoor spaces.</p> <p>8.5 No Parking zone/expectations</p> <p>VM to outline these restrictions in the Summit.</p> <p>8.6 Security system in the school</p> <p>Move to next meeting.</p> <p>8.7 School fencing</p> <p>Nothing confirmed, but VM recognised that these things can just happen without a lot of prior knowledge.</p> <p>8.8 P & C life member nomination</p>
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	<p>Kerry Sorensen nominated by MM, LZ seconded.</p> <p>Action Item: MM to notify P & C Federation of the nomination and check what procedures are involved.</p> <p>8.9 Year 6 graduation gifts</p> <p>11 pens needed. Ash is sorting pens for students. KG will put them in bags for Year 6s. Pens need to be at the school ready to go for Monday Week 10.</p> <p>Action Item: Ash J to have pens engraved and at the school by Monday 12/12/22.</p> <p>8.10 Leaving family gifts</p> <p>Ash and Lili will sort 7 leaving family gifts.</p> <p>Action Item: Ash/Lili to organise 7 plants for leaving families.</p> <p>8.11 Parents levy – next year</p> <p>HT suggested putting something out to the wider community indicating our potential models of fundraising for 2023 to see what parents are inclined to opt towards. HT happy to put together Survey Monkey to look at what families would prefer to do.</p> <p>Action Item: Holly to liaise with Angie regarding fundraising levy models and putting this in a survey to be distributed to families.</p>
10. Close	8.42pm

Actions from Meeting Held 18th October 2022

Person/s Responsible	Action Item
Maddy	Maddy to submit paver order form to Rose once paving company confirms unit prices.
Angie	Angie to look at establishing three fundraising committees (grants, business and generic) and asking wider parent community to join these committees.
Steph	Steph to look into commercial coffee machines and possibility of having one donated for fundraising purchases.
Ash	Ash J to have Year 6 student pens engraved and at the school by Monday 12/12/22
Ash/Lili	Ash/Lili to organise 7 plants for leaving families
Holly/Angie	Holly to liaise with Angie regarding fundraising levy models and putting this in a survey to be distributed to families.

P&C Presidents Report:

Term 4

17.10.2022

Playground Goals >> Fundraising Focus

Each and every child is dreaming of climbing once again. Fundraising is our number one key focus for the future and we have three focus points this term:

Grants:

Subcommittee wanted... calling all parents and citizens... We are hoping to create a motivated team to help us apply for every active grant in town.

Business Call-Outs:

We have a fantastic letter ready to share with every business in the Illawarra and beyond... Can you help us get this out to local corporations?

Generic Fundraising:

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

- Lego Bricktastics, possible commission from sales can be pushed over Christmas.

Progressive Dinner

Dinner date is set for Saturday 5 November. No fundraising, just a great social and relaxed gathering to finally reunite post COVID. Please join us – even for a short while – to meet and greet the many wonderful parents, carers and citizens of our school community.

UCI Road World Championships:

WOW - \$11,437. No words needed – other than THANK (EACH AND EVERYONE ONE OF) YOU!!!!!!

P&C Levy:

We have decided with all the hard work and the effort from each family towards the UCI, we can comfortably give everyone a break from the Levy trial suggested earlier this year.

Fathers Day:

Thank you to each person who kindly donated a jar or two, your Fathers Day purchases have raised \$605. Great outcome for our playground funds!

Bunnings BBQ:

With amazing work from our Vice President Kera, and the help of her fantastic team... we were able to raise \$670 for our playground! So grateful to all our amazing volunteers 😊

Recycling Bins:

Amazing P&C efforts by our Vice President Ash, is proving successful in so many aspects, it is fantastic to see children value the move from landfill.

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	\$2,107.44	\$2,402.60
-	Bank - P and C Cheque account	\$35,818.17	\$18,345.54
	TOTAL CURRENT ASSETS	\$37,925.61	\$20,748.14
	TOTAL ASSETS	\$37,925.61	\$20,748.14
	NET ASSETS	\$37,925.61	\$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	\$17,177.47	\$7,792.54
	TOTAL EQUITY	\$37,925.61	\$20,748.14

Profit and loss

Mount Keira Demonstration School P & C Association
For the year ending 31 December 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	\$314.50	\$10.00
-	Bunnings BBQ Fundraiser	\$1,397.40	\$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	\$1,075.00	\$800.00
-	Fundraising income	-	\$1,171.00
-	UCI Watch Party	\$13,317.49	-
-	Pie drive	\$4,959.00	-
-	Flowers	-	\$85.00
-	Mothers/Fathers day stall	\$1,019.10	\$428.50
-	Playground fundraising	\$2,975.00	-
	Total Fundraising income	\$22,270.59	\$1,684.50
-	Cookbook Sales	-	\$187.03
-	Uniform	-	-
-	Uniform - sale of 2nd hand stock	\$347.65	\$456.00
-	Uniform Hats and Bags	\$599.00	\$1,185.00
	Total Uniform	\$946.65	\$1,641.00
-	Monday Munchies	\$40.40	\$126.50
4-5120	Interest Received	\$20.54	-
	TOTAL INCOME	\$27,100.08	\$17,683.03
	GROSS PROFIT	\$27,100.08	\$17,683.03

EXPENSES

-	Compass Garden and Orchid Costs	-	\$386.86
-	Gardening costs	\$295.16	\$65.45
-	Gifts	-	\$109.99
-	Year 6 Farewell Gifts	-	\$150.00
	Total Gifts	\$0.00	\$259.99
-	Bunnings BBQ Fundraising costs	\$725.50	\$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	-	-

Profit and loss

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

CODE	ACCOUNT	AMOUNT	COMPARISON AMOUNT
-	Pie drive	\$3,585.40	-
-	UCI Watch	\$1,880.50	-
-	Mothers/Fathers day stall costs	\$255.60	-
	Total Fundraising costs	\$5,721.50	\$0.00
-	Uniforms	-	-
-	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	\$664.00	\$640.00
-	Student Injury Insurance	\$402.04	\$384.56
	Total Insurance - General	\$1,066.04	\$1,024.56
6-0670	Sundry Expenses	\$877.98	\$12.50
	TOTAL EXPENSES	\$9,922.61	\$9,890.49
NET POSITION			
	Income	\$27,100.08	\$17,683.03
	Cost of goods sold	\$0.00	\$0.00
	Gross profit	\$27,100.08	\$17,683.03
	Expenses	\$9,922.61	\$9,890.49
	Other income	\$0.00	\$0.00
	Other expenses	\$0.00	\$0.00
	NET POSITION	\$17,177.47	\$7,792.54

Term 4 Principal Report

Assistant Principal, Curriculum and Instruction

Sharon Shanks from Jamberoo Public School was successful in the merit selection process for the Assistant Principal, Curriculum and Instruction role. She will be working at Mount Keira Demonstration School on Tuesdays next year. We look forward to welcoming Sharon to our school.

Staffing for 2023

We are currently looking at enrolments for next year and classing structures based on our enrolment figures. It is really important for families to let us know if they won't be returning next year. This also affects our staffing arrangements and allocations.

Both Allira Robinson and Ashlea Travis will be returning more days next year, and this means that there will only be two full time temporary teaching positions available. We are currently undergoing an Expression of Interest process to fill these roles for next year.

Playground Equipment

John, our GA has been able to remove the remaining poles from the fixed equipment. A request for temporary fencing has been made to our assets team so that we can secure the site while John removes the concrete and surfacing material.

Creative Recreation Solutions (based at Unanderra) came out to our school site last Thursday to do a site inspection for a quote. I have asked them to do a playground design/quote for \$50 000 and \$70 000, including the rubber surfacing. They will be organising a design team to work with us over the next few weeks.

Tell Them from Me - Parent Survey

The Tell Them from Me survey opened last Monday for Parents/Carers. This survey is done annually and provides valuable information and feedback to the school about your perspectives on your child's education and experiences. I encourage all families to complete the survey. We carefully consider the feedback in these surveys as it helps us look for ways to improve.

Uniform Plan

We have had an excellent response to the uniform survey that was sent out to parents and carers last term. If you haven't had a chance to complete the survey, it will be open until the end of this week.

Proposed plan (see presentation slides)

2023 - Introduction of new summer uniform and further consultation on winter uniform

2024 - Introduction of new winter uniform

2025 - Final year to phase in new uniform

Parent information evening - New curriculum

We would like to get an indication of parent interest in attending an information evening on the changes to the K-2 syllabuses for English and Mathematics. These are the two syllabuses that will be implemented in all schools next year. The 3-6 English and Mathematics syllabuses are coming next year for schools to start the familiarisation process with.

If we have enough interest, we are happy to hold an information evening to discuss the changes to our K-2 curriculum and what it looks like in our classrooms.

New policies

The Inclusive Education Policy for students with disability and the Student Behaviour Policy have become operational this term. Please see attached presentation slides for more information about the changes and our review processes. Tena will continue with the consultation processes as we work towards finalising our School Behaviour and Support Management Plan by the end of Term 2 2023.

Thank you

As this will be my last P&C meeting at Mount Keira Demonstration School, I just wanted to say a huge thank you to all of you. The level of commitment you all display towards supporting our school is incredible. It has been so lovely to see all the parents working together to achieve amazing results this year with the fundraising and also our working bees.

Vanessa May

Relieving Principal