



**Mount Keira Demonstration School  
Parents and Citizens Association  
Term 2  
Tuesday 14<sup>th</sup> May 2024**

**MINUTES**

Meeting commenced at 6.49pm	
Agenda Item	
<b>1. Welcome</b>	Angie N
Attendees	Angie N, Maddy M, Ash J, Kera B, Jess L, Shikha S, Tenae C, Ash T, Bec S, Tanja B, Mel R, Kate G, Nicki M
Apologies	Carolyn P, Narelle N
<b>2. Confirmation of last P &amp; C Minutes</b>	Passed by Jessica Levchenko, seconded by Kera Bruton
<b>3. SRC Report</b>	<p>Current fundraising totals:</p> <p>\$580 – Easter Raffle \$300 – Mother’s Day Mugs \$700 – Snack canteen</p> <p>SRC looking to purchase chess boards and want to start a chess club following a local chess tournament this term.</p> <p>SRC wish to raise issue of the bins. Wildlife are getting into the bins overnight, SRC are currently researching the best way to deal with this issue – whether new bins, outdoor storage, etc.</p>
<b>4. President’s Report</b>	<p>Please see attached</p> <ul style="list-style-type: none"> <li>- Mother’s Day stall – huge thank you to Jess Levchenko for single-handedly supplying the stall with all the goods.</li> <li>- \$740 raised in total – this is all to be spent on resources for the school garden. This motion was passed by all financial members present.</li> <li>- Huge thanks to SRC and staff for the Mother’s Day Breakfast.</li> </ul>
<b>5. Treasurer’s Report</b>	Please see attached
<b>6. Principal’s Report</b>	Please see attached

	<ul style="list-style-type: none"> <li>- Please check the Summit</li> <li>- Please check SchoolBytes app</li> <li>- New laptops have been purchased</li> <li>- 2024 IT program has been running well – lots of impact in a short time</li> <li>- Toilets have been reroofed and refurbished, new toilet has been completed but awaiting certification. Mud kitchen still closed but will be fixed and reopened as soon as possible.</li> <li>- Drain near kitchen continues to be chased up – watch this space.</li> <li>- Lots of sickness and absences – staff and student.</li> <li>- External Validation taking place in Term 3</li> <li>- Issues have been raised regarding photos of children being posted in class WhatsApp groups without photo permission. Please ensure photos are not posted if you are unsure of photo permissions.</li> </ul> <p><b>ACTION ITEM: AN to reach out to community regarding a parent representative in each WhatsApp class group.</b></p> <ul style="list-style-type: none"> <li>- Soccer nets need upgrading, IWB/SmartBoard needed in Wattle room, sensory path needs upgrading/maintenance near Mud Kitchen. Home readers and sports trolley are still being researched.</li> <li>- Behaviour review – students surveyed and changes have been made immediately.</li> <li>- All children will be celebrated at the end of each term, only children who miss out will be children who have received a reflection twice during the term.</li> </ul>
<b>7. Correspondence</b>	N/A
<b>8. Ongoing Business &amp; Sub-Committee updates</b>	<p><b>8.1 Last meeting action items</b></p> <ul style="list-style-type: none"> <li>- <b>Learning deck update/Paver update</b></li> <li>- Waiting for the drains to be installed</li> <li>- Carolyn P has taken on paver order project. Looking into different paver options and once drains installed and pavers can be laid professionally.</li> <li>- <b>Playground grants/Ryan Park donation update</b></li> <li>- Grant is set to expire on 30<sup>th</sup> June.</li> <li>- Sally from Natural Habitat is drawing up a quote that Seth can send through to Ryan Park.</li> <li>- <b>Action Item: Ash J to send quote from Sally over to Seth Tenkate.</b></li> <li>- <b>Undercover space update</b></li> </ul>

	<ul style="list-style-type: none"> <li>- TC was unsuccessful in recent grant to gain undercover space, disabled access to COLA, etc.</li> <li>- Access continues to be an increasing issue – need to be mindful that this is an ongoing problem for wheelchair, pram, elderly access.</li> <li>- Motion passed to remove undercover area from agenda as \$300k considered out of reach as a P &amp; C fundraiser.</li> </ul> <p><b>8.2 Outdoor update</b></p> <ul style="list-style-type: none"> <li>- Ash T raised whether there can be a list of jobs that children can do without parent volunteers present, during Wellness Wednesday.</li> <li>- <b>ACTION ITEM: Ash J to organise a list/plan for children to work through during Wellness Wednesday once Mother’s Day Stall funds have been spent on garden resources.</b></li> </ul> <p><b>8.3 Fundraising update</b></p> <p>See above</p> <p><b>8.4 Uniform update</b></p> <p>No update given</p> <p><b>8.5 Monday Munchies</b></p> <p>No update given</p>
<p><b>9. New Business</b></p>	<p><b>9.1 Clothing swap</b></p> <ul style="list-style-type: none"> <li>- Week 9 – 30<sup>th</sup> June. Steph would like to run with this as a potential fundraiser. She will reach out to the community shortly.</li> </ul> <p><b>9.2 Christmas markets</b></p> <ul style="list-style-type: none"> <li>- Steph V unable to coordinate markets this year.</li> <li>- Steph V has provided Jess L with a huge amount of information and Jess has put together a list of roles/processes involved.</li> <li>- All present agreed that Christmas Markets should go ahead if enough volunteers come forward.</li> </ul> <p><b>ACTION ITEM: Christmas Markets sub-committee to be formed. Jess L to put a poll in WhatsApp group to ask about volunteer availability.</b></p> <p><b>9.3 Progressive dinner</b></p>

	<p>- At this stage, no progressive dinner this year will be held if Markets go ahead. The Markets will continue to be a main fundraiser and there are not enough volunteers coming forward to lessen the load on those who are assisting consistently.</p> <p><b>9.4 School food project</b></p> <p><b>ACTION ITEM: Maddy to move this to Term 3 agenda</b></p> <p><b>9.5 Laptop succession planning</b></p> <p>- Jess L raised issue of laptops needing replacing often.</p> <p><b>ACTION ITEM: Maddy to keep laptop succession planning on Term 3 agenda to discuss how we best keep funds assigned to keep maintaining this significant resource cost.</b></p> <p><b>9.6 PA system/other donations</b></p> <p>Originally approved \$6600, but an updated quote has come in at \$8439. TC asked whether P &amp; C was happy to fund additional cost.</p> <p>P &amp; C will donate a further \$1839 for PA system. Nicki moved as motion, seconded by Maddy M.</p> <p>Soccer nets – need upgrading. Two nets will cost \$506. P &amp; C will donate \$506 towards new soccer nets. Approved by all financial members present. present.</p> <p>P &amp; C has agreed to fund \$3.5k for Smart Board purchase for Wattle classroom – school will pay remaining half.</p> <p>Bike racks - \$1200 – passed by Angie N, seconded by Maddy M.</p>
<b>10. Close</b>	<b>8.25pm</b>

## Actions from Meeting Held May 14<sup>th</sup> 2024

Person/s Responsible	Action Item
Angie	Reach out to community regarding a parent representative in each WhatsApp class group.
Ash J	Send quote from Sally over to Seth Tenkate
Ash J	Organise a list/plan for children to work through during Wellness Wednesday once Mother's Day Stall funds have been spent on garden resources.
Jess L	Christmas Markets sub-committee to be formed. Jess L to put a poll in WhatsApp group to ask about volunteer availability.
Maddy	Move School Food project to Term 3 agenda
Maddy	Keep laptop succession planning on Term 3 agenda to discuss how we best keep funds assigned to keep maintaining this significant resource cost.
Nicki/Angie	Following donations to be made to school: <ul style="list-style-type: none"> <li>- \$1839 for PA system</li> <li>- \$506 for soccer nets</li> <li>- \$3500 towards SmartBoard for Wattle classroom</li> <li>- \$1200 towards bike racks</li> </ul>

## **P&C Presidents Report:**

**Term 2**

**14.05.2024**

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### **Mother's Day Stall:**

Mother's Day stall was 100% waste free, cost free and raised \$550 towards our P&C gardening fund.

Amazing work by wondermum Jessica who hand made EACH item and donated not only her time, but all the amazing materials!

### **Thank you to SRC Vision**

Special thank you to Bec and Tanja for bringing such a strong SRC presence. Lots of parents commented on the wonderful success of our Mother's Day Breakfast at MKDS – everyone feeling very spoiled and loved by our little ones.

### **Welcome BBQ:**

So great to see in term 1, such a large turn-out of wonderful new and old families, coming together and build on relationships and get to know each other at our beautiful school.

### **Local Small Commitments Allocation:**

Ryan Park has set a closing date of 30.06.2024 for the \$50,000 grant application to be completed. Seth is in the process of submitting our last attempt while working with Tenae who will be responsible for managing the project if approved.

### **Mountain Markets:**

We are looking for a new Markets Coordinator, to continue in Steph Viles' place (the Queen of Markets) and run the markets with the help of Steph all the way of course?

### **New Uniforms:**

Just a reminder we are trying to establish some foundation to the concerns surrounding quality of the new polo shirts, with many reports of tearing, fraying and holes in such a short time. We are still looking for photos, so please send them through.

Angelina Neira, MKDS P&C President

## Balance sheet

Mount Keira Demonstration School P & C Association  
 For the year ending 31 December 2024, accrual basis

ACCOUNT CODE	ACCOUNT NAME	BALANCE
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
-	Bank - Society Cheque account - Special projects	\$600.64
-	Bank - P and C Cheque account	\$47,512.66
	<b>TOTAL CURRENT ASSETS</b>	<b>\$48,113.30</b>
	<b>TOTAL ASSETS</b>	<b>\$48,113.30</b>
	<b>NET ASSETS</b>	<b>\$48,113.30</b>
<b>EQUITY</b>		
3-0100	Opening Balance Equity	\$56,457.48
3-1000	Retained Earnings Surplus/(Accumulated Losses)	-\$8,869.01
-	Current year earnings	\$524.83
	<b>TOTAL EQUITY</b>	<b>\$48,113.30</b>

## Profit and loss

Mount Keira Demonstration School P & C Association  
 For the year ending 31 December 2024, accrual basis

CODE	ACCOUNT	AMOUNT
<b>INCOME</b>		
-	P and C Membership fee	\$575.00
-	Uniform	-
-	Uniform - sale of 2nd hand stock	\$75.00
-	Uniform Hats and Bags	\$45.00
	Total Uniform	\$120.00
-	Monday Munchies	\$51.70
4-5120	Interest Received	\$399.33
	<b>TOTAL INCOME</b>	<b>\$1,146.03</b>
	<b>GROSS PROFIT</b>	<b>\$1,146.03</b>
<b>EXPENSES</b>		
-	Special Event costs	-
-	Easter Egg Hunt	\$60.00
-	Welcome BBQ Costs	\$111.20
	Total Special Event costs	\$171.20
6-0400	Insurance - General	-
-	Student Injury Insurance	\$450.00
	Total Insurance - General	\$450.00
	<b>TOTAL EXPENSES</b>	<b>\$621.20</b>
<b>NET POSITION</b>		
	Income	\$1,146.03
	Cost of goods sold	\$0.00
	Gross profit	\$1,146.03
	Expenses	\$621.20
	Other income	\$0.00
	Other expenses	\$0.00
	<b>NET POSITION</b>	<b>\$524.83</b>