



**Mount Keira Demonstration School  
Parents and Citizens Association  
Term 4  
Tuesday 29<sup>th</sup> October 2024**

## MINUTES

Meeting commenced at 6.10pm	
<b>Agenda Item</b>	
<b>1. Welcome</b>	
Attendees	Angie Neira, Kera Bruton, Nicki McNamara, Maddy Morris, Sarah Kok, Shannon, Tanja Brglevski, Tenae Carroll, Kate Gehrke,
Apologies	Ash J, Jess L, Steph, Carolyn P
<b>2. Confirmation of last P &amp; C Minutes</b>	Passed by Kera B  Seconded by Nicki M
<b>3. SRC Report</b>	<ul style="list-style-type: none"> <li>- Funds looking healthy - \$2750</li> <li>- SRC canteen continues to be a hit, new menu items</li> <li>- SRC network meeting will occur in Week 6</li> <li>- Decisions to be made on how funds will be spent – looking into end of year fun day.</li> <li>- Every dollar spent through SRC fundraising goes back to students themselves, ie. Colour Run</li> <li>- Parent help in canteen was wonderful, thank you Sarah!</li> </ul> <p><b>ACTION ITEM: Maddy to put callout in WhatsApp group for additional parent canteen volunteers</b></p>
<b>4. President's Report</b>	<p>Please see attached</p> <ul style="list-style-type: none"> <li>- Huge thank you to Ash, Jess, Shikha and Tenae for restoring the mud kitchen – much appreciated.</li> <li>- Thank you to Sarah for taking on grants applications!</li> <li>-</li> </ul>
<b>5. Treasurer's Report</b>	<p>Please see attached</p> <ul style="list-style-type: none"> <li>- Bank accounts looking healthy – some has already been promised for various things and the school will be invoicing P &amp; C shortly</li> </ul>

<b>6. Principal's Report</b>	<p>Please see attached</p> <ul style="list-style-type: none"> <li>- Lots of events already happening and to occur during the term</li> <li>- Please make sure you are reading the Summit and School Bytes calendar</li> <li>- Planning for next year is well underway – please ensure you let the school know of any enrolment changes</li> <li>- External Validation occurred last term and the end result was very successful. MKDS is excelling in many areas. Huge congratulations to everyone in the school community.</li> <li>- Annual School Report will reflect the growth in these areas.</li> <li>- New School Plan cycle to begin - lots of consultation will be involved.</li> <li>- One area of focus for the next four-year cycle will centre around HPAG students, another will be Explicit Teaching.</li> <li>- Kathy Powzun (Executive Director) visited MKDS in early Term 4 and was blown away at the standard of teaching and learning in the school environment. Huge congratulations to the staff.</li> <li>- Huge thank you to the P &amp; C for the recognition of World's Teacher's Day and their lovely gift.</li> <li>- SAM position has been advertised, applications closed yesterday. Thanks to Kera B for taking on the parent rep position on the panel.</li> <li>- Please ensure if you have any issues you direct them to your child's classroom teacher in the first instance.</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> <ul style="list-style-type: none"> <li>• Noone present from committee.</li> <li>• <b>ACTION ITEM: Maddy to place on agenda for Term 1 2025 meeting.</b></li> </ul> </li> <li>- <b>Playground grants/Ryan Park donation update</b> <ul style="list-style-type: none"> <li>• <b>Successful in gaining grant for \$50,000 for outdoor play space. Amazing!</b></li> <li>• Huge thanks to Seth Tenkate for all of his work.</li> <li>• AMU process will now follow – three quotes will need to be obtained for the play space design. The Department will do the quoting/tender process and AMU will manage that.</li> <li>• Students will be approached for consultation in planning what the money is spent on.</li> <li>• The grant money will be paid to the school and, ultimately, the school will make the final decision on how the money is used.</li> </ul> </li> <li>- <b>Garden during Wellness Wednesday</b> <ul style="list-style-type: none"> <li>• Teachers are in need of a list of gardening tasks that can be done each week during Wellness Wednesday.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Jobs list needed to forward plan for Wellness Wednesday in 2025 – with or without parent volunteers.</li> <li>Gardening activities need to be timetabled in advance in order for teachers/classes to plan and program.</li> <li>Teachers would love a map so they are aware of what is planted where when they visit the garden with students.</li> </ul> <p><b>8.2 Outdoor update</b></p> <p>- <b>Garden report from Ash J in her absence:</b></p> <p><i>Children always gather when the garden door opens and they have been full of questions and eager to help!</i></p> <p><i>List of jobs:</i></p> <p>- <i>Watering the garden beds</i></p> <p><i>We have lots of plants and flowers blossoming that appreciate a water. The children know where the hose is located and most even know where the hose tap turn on point is! In the raised garden bed (closest to Barney) we have larkspur and baby sunflowers growing up. I've been watering them every second day. Some children pop in and help.</i></p> <p><i>We have prepped the second raised bed with our chook, cow, mushroom, straw, hay, lawn clippings recipe and it also needs watering. It will be ready for seedlings next week!</i></p> <p>- <i>Weeding around the garden beds</i></p> <p><i>Our wild weeds are loving the warm weather and odd rain shower. Find a space, sit and pull. Chuck the weeds in the compost bay located near the garden door entry. The section to the right please.</i></p> <p><i>The fruit trees are blossoming, as are the natives we planted around them. The daisies are plentiful. Pick one and pop it behind your ear. A bunch of Year 1 girls loved this!</i></p> <p><i>I will be in the garden Monday 4<sup>th</sup> to plan seedlings. I look forward to the children being involved.</i></p> <p>- School would prefer if seedlings can be planted on Wellness Wednesday so children can be involved – children are on a rotation system so all children are included.</p> <p><b>8.3 Fundraising update</b></p> <p>Christmas Markets</p>
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	<ul style="list-style-type: none"> <li>- See below</li> </ul> <p><b>8.4 Uniform update</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>8.5 Monday Munchies</b></p> <ul style="list-style-type: none"> <li>- Klarries Kitchen, Subway and Sushi all have provided gluten-free options. Difficult to provide a gluten-free option for Dominoes pizza at the stage but can be looked at again down the track.</li> </ul>
<b>9. New Business</b>	<p><b>9.1 Christmas Markets</b></p> <ul style="list-style-type: none"> <li>- Christmas Choir will be singing at the markets</li> <li>- All committees working well - meeting scheduled for Tuesday 12<sup>th</sup> to touch base</li> <li>- In the past, raffle ticket sales have been very minimal. Keeping track of ticket books, whether sold or not they need to be returned.</li> </ul> <p><b>9.2 P &amp; C Disco</b></p> <ul style="list-style-type: none"> <li>- Fully funded by P &amp; C</li> <li>- Parents MUST supervise or nominate a supervising adult</li> <li>- Flyer organised – thanks Zoe!</li> </ul> <p><b>ACTION ITEM: Angie to organise a School Bytes message for attendance numbers, set up/during/pack up volunteers.</b></p> <p><b>9.3 Kindergarten Orientation</b></p> <ul style="list-style-type: none"> <li>- Donation of baked goods required from community morning of Wednesday November 13<sup>th</sup></li> <li>- Volunteers required for morning tea set up/pack up Wednesday November 13<sup>th</sup></li> <li>- Current parents welcome to attend parent meetup at Byarong Park during second orientation Wednesday 20<sup>th</sup> November</li> </ul> <p><b>ACTION ITEM: Angie to send WhatsApp/School Bytes asking for baked goods and volunteers for P &amp; C morning tea Wednesday 13<sup>th</sup> November</b></p> <p><b>ACTION ITME: Angie to send WhatsApp invite for any interested parents to attend parent meet up Wednesday 20<sup>th</sup> November.</b></p>

	<p><b>9.4 Christmas concert</b></p> <ul style="list-style-type: none"> <li>- No P &amp; C action needed</li> </ul> <p><b>9.5 Year 6 gifts/Leaving families</b></p> <ul style="list-style-type: none"> <li>- 11 pens, 5 plants</li> </ul> <p><b>ACTION ITEM: Ash J to organise plants, pens/engraving of pens.</b></p> <p><b>9.6 Life member nominations</b></p> <p>Lisa Cooney – nominated by Kera Bruton, seconded by Nicki McNamara. Everyone present in agreement. Lisa has been instrumental in reorganising many P &amp; C processes and heavily contributed to huge fundraisers over her time at the school. She continues to be involved in many things 'behind the scenes'.</p> <p><b>ACTION ITEM: Angie to organise life member plaque engraving/presentation logistics.</b></p> <p><b>9.7 P &amp; C glassware/dinnerware</b></p> <ul style="list-style-type: none"> <li>- Move to Term 1 2025</li> </ul> <p><b>9.8 Laptop Succession Planning</b></p> <ul style="list-style-type: none"> <li>- Move to Term 1 2025</li> </ul> <p><b>9.10 Teacher Wish List</b></p> <ul style="list-style-type: none"> <li>- Jellybean table</li> <li>- Set of readers (approx. \$2000)</li> <li>- iPads for Wattle/Lilli Pilli</li> </ul> <p><b>AN proposed motion to spend \$2000 on readers K-6.</b></p> <p><b>Motion passed by all financial members present.</b></p>
<b>10. Close</b>	<b>8.17</b>

## Actions from Meeting Held October 29<sup>th</sup> 2024

Person/s Responsible	Action Item
P & C Committee	Third signatory needed for bank accounts – committee members to organise
Ash J/Jess L	<p>Email school with master list of things to do in garden for students to do during Wellness Wednesday – with or without parent assistance.</p> <p>Email school a map of garden so teachers are aware of what is where when they take classes into garden space.</p>
Tenae/Angie	Master volunteer list to go out in Term 1 – tick down box to indicate ability to help with canteen, Monday Munchies, Wellness Wednesday etc.
Maddy	<p>Following items to be tabled for Term 1 2025 meeting:</p> <ul style="list-style-type: none"> <li>- 2025 fundraising plan to be mapped out</li> <li>- Laptop succession planning</li> <li>- P &amp; C glassware/dinnerware hire</li> <li>- Pavers/Learning deck</li> </ul>
Ash J	<p>Purchase 5 x leaving family plants</p> <p>Purchase/engrave 11 x Year 6 pens</p>
Angie	Organise Life Member plaque/presentation
Angie	<p>School Bytes forms/WhatsApp reminders</p> <ul style="list-style-type: none"> <li>- Disco (attendance, volunteers for set up/during/packup)</li> <li>- Kindergarten Orientation Session 1 morning tea (baked goods donation, volunteers to set up/pack up)</li> <li>- Kindergarten Orientation Session 2 parent meetup – open invitation for current parents to attend Byarong Park gathering.</li> </ul>
Maddy	Put callout in WhatsApp group for parent volunteers for canteen

## Balance sheet

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

ACCOUNT T 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	\$50,861.65
	<b>TOTAL CURRENT ASSETS</b>	<b>\$51,462.29</b>
	<b>TOTAL ASSETS</b>	<b>\$51,462.29</b>
	<b>NET ASSETS</b>	<b>\$51,462.29</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	\$3,873.82
	<b>TOTAL EQUITY</b>	<b>\$51,462.29</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	\$850.00
-	Fundraising Income	-
-	Clothing swap	\$993.79
-	Gala Day	\$1,896.93
-	Market Day Income	-
-	Market Day stallholders	\$800.00
-	Total Market Day Income	\$800.00
-	Pie drive	\$2,674.00
-	Total Fundraising Income	\$6,364.72
-	Uniform	-
-	Uniform - sale of 2nd hand stock	\$170.00
-	Uniform Hats and Bags	\$150.00
-	Total Uniform	\$320.00
-	Monday Munchies	\$95.50
4-5120	Interest Received	\$986.75
<b>TOTAL INCOME</b>		<b>\$8,616.97</b>
<b>GROSS PROFIT</b>		<b>\$8,616.97</b>
<b>EXPENSES</b>		
-	Gifts	\$213.50
-	Special Event costs	-
-	Easter Egg Hunt	\$60.00
-	Welcome BBQ Costs	\$111.20
-	Total Special Event costs	\$171.20
-	Fundraising costs	-
-	Gala Day	\$1,213.35
-	Pie drive	\$1,951.10
-	Total Fundraising costs	\$3,164.45
6-0400	Insurance - General	-
-	P & C Insurance package	\$744.00
-	Student Injury Insurance	\$450.00
-	Total Insurance - General	\$1,194.00
<b>TOTAL EXPENSES</b>		<b>\$4,743.15</b>
<b>NET POSITION</b>		
	Income	\$8,616.97
	Cost of goods sold	\$0.00
	Gross profit	\$8,616.97
	Expenses	\$4,743.15
	Other income	\$0.00
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## Profit and loss

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

CODE	ACCOUNT	AMOUNT
	Other expenses	\$0.00
<b>NET POSITION</b>		<b>\$3,873.82</b>