



**Mount Keira Demonstration School
Parents and Citizens Association
Term 2
Tuesday 15 May 2018**

MINUTES

Meeting commenced at 3:30 pm	
Agenda Item	
1. Welcome	Kerry Sorensen (Chair)
Attendees	Kerry Sorensen, Tony Palmer, Mel Palmer, Susan Smith, Rebecca Nikolovski, Lili Zlojutro, Lisa Cooney, Rebecca Green, Tenae Carroll, Glynis Lanyon, Kate Gerkhe, Abbey Ford
Apologies	Kelly Rewell, Megan Blanchard, Angela Milic, Keira Bruton
2. Confirmation of last P & C Minutes	Accepted minutes distributed in March 2018– Confirmed: Lisa Cooney, Seconded – Rebecca Nikolovski
3. President's Report	See Term 2 report from Kerry Sorensen
4. Treasurer's Report	See Term 2 reports at end of meeting minutes
5. Principal's Report	<p>See Term 2 reports at end of meeting minutes</p> <ul style="list-style-type: none"> School plan is on the website Many changes in school office, please be mindful. New director loved playspaces plan. <p>Action Item: Volunteers needed for morning tea set up at even on 23/05</p>
6. Correspondence	None shared
7. Ongoing business from previous meeting	<p>Update of Action Items from previous meeting see report at end of meeting minutes</p> <p>Action Item: Details of fundraising pavers will go out in next Summit.</p> <ul style="list-style-type: none"> Question raised about ordering for future students, examples given from attendees that they generally wait to order a paver for a sibling until they become actual students of MKDS. To cater for this, we decided to place bi annually order. Kerry informed us that P&C policies have been removed from website. Available at request.
8. Ongoing Business	<p>8.1 Cookbook Update See Term 2 report at end of meeting minutes</p> <p>8.2 Outdoor Update See Term 2 report at end of meeting minutes</p> <ul style="list-style-type: none"> Emphasis on AMU delay in turf. Discussions continued around proposed playspaces plan. Plan was fully endorsed by all. Starting with stage 1, followed by stage 2 and/or 3 and finally stage 4.

	<p>Action Item: Inform AMU and book selected contractor for work to begin this term.</p> <p>8.3 Fundraising Update</p> <ul style="list-style-type: none"> Two big fundraisers held. Progressive dinner (our first stand up/cocktail style) and Bunnings BBQ. Thank you to all who contributed. <p>8.4 Uniform Update</p> <ul style="list-style-type: none"> Megan placed hat order, due to low stock and researched cost school logo on shirts. That cost would be \$5 per shirt. The logo would be like sports uniform logo. <p>Action Item: Gather feedback via the Summit.</p> <p>8.5 Monday Munchies Update No update provided</p>
9. New Business	<ul style="list-style-type: none"> Abbey asked that we consider purchasing or seeking donations of soccer balls or in fact any type of balls. <p>Action Item: Decided we ask each family to donated 1 soccer sized ball or pack of tennis size balls.</p> <ul style="list-style-type: none"> Agreed spend up to \$5000 on literacy. As turf and play space projects have not commenced it was agreed that \$5000 can come from existing P&C account funds with a plan to organise a fundraiser for literacy resources. \$4000 already paid towards maths resources
10. Close	Meeting closed at 4:46pm

Actions from Meeting Held 15 May 2018

Person/s Responsible	Action Item
Kerry	Volunteers needed for morning tea set up at even on 23/05
Kerry	Details of fundraising pavers will go out in next Summit.
Tenae	Inform AMU and book selected contractor for work to begin this term.
Meg/Kerry	Gather feedback re: school emblem on uniform via the Summit
Kerry	Decided we ask each family to donated 1 soccer sized ball or pack of tennis size balls.

Motions Approved

- Playspaces Plan was fully endorsed by all. Starting with stage 1, followed by stage 2 and/or 3 and finally stage 4.
- Up to \$5000 towards literacy resources with fundraiser to be scheduled.

Agenda Item 3: Term 2 2018 President's Report

It has been a positive and busy start to the school year with the progressive dinner, school disco, working bee, Easter egg hunt, Bunnings BBQ and mother's day stall.

As a community we have worked hard to contribute to events that brought our families and staff together, improved our school grounds and raised money for school resources. This commitment holds significant benefits for our children who adapt more easily to the school environment, attend school more regularly and show improved school related behaviours including higher results.

There are so many big and small ways that our families make a positive contribution, whether you are putting books away in the library, pulling out weeds in the garden, helping another family by picking up their kids from school, joining a committee, helping at an event or volunteering in the classroom your help is acknowledged and always appreciated.

As a P&C team we have been committed to progressing our projects on turf, play spaces and learning resources as well as documenting our processes for the benefit of future committees. We have clearer financial and procedural guides that are helping us navigate two large projects and also focus on the schools need for math's and literacy resources.

Term 2 will be quieter in terms of P&C activities with a working bee and a fundraiser breakfast for Wollongong Homeless Hub but we do hope to begin both our turf project and play spaces projects after more than 3 years of fundraising. We would like to consider fundraising options for additional literacy resources so look for information in the week 4 summit.



Thank you to Kim Christlo for your constant assistance and support. You are often our pathway to success and we greatly appreciate everything you do for our P&C

Thank you to Tenaë for taking on the extra work involved in managing two outdoor projects

Thank you to the staff who make our children feel loved at this school. We know that you teach and you are great at it, but you always go that extra mile to support them.

Thank you to Lili for working day and night towards raising an unprecedented amount of money for playspaces. Your efforts will benefit the children at our school for the next 15 to 20 years. You really are an amazing member of our school community.

Kerry Sorensen
MKDS P&C President 2018

Agenda Item 4: Term 2 2018 Treasurer Reports

Mount Keira Demonstration School P & C Association

Balance sheet

As at 30 April 2018, accrual basis

ACCOUNT ACCOUNT NAME BALANCE
CODE

ASSETS

CURRENT ASSETS

- Bank - Society Cheque account - Special projects	\$51,346.78
- Bank - P and C Cheque account	\$13,084.25
TOTAL CURRENT ASSETS	\$64,431.03

TOTAL ASSETS **\$64,431.03**

NET ASSETS **\$64,431.03**

EQUITY

3-0100 Opening Balance Equity	\$56,457.48
- Current year earnings	\$7,973.55
TOTAL EQUITY	\$64,431.03

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Parents and Citizens Association
255 Mount Keira Road

Mount Keira 2500

Profit and loss

Mount Keira Demonstration School P & C Association

For 1 January to 30 April 2018, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
-	Bunnings BBQ Fundraiser	\$1,355.65
-	Mufti day money raised	\$144.00
-	Raffle ticket sales	\$911.15
-	Progressive Dinner	-
-	Progressive dinner - Auction sales	\$3,611.99
-	Progressive dinner tickets and donations	\$845.00
	Total Progressive Dinner	\$4,456.99
-	P and C Membership fee	\$960.00
-	Fundraising income	\$100.00
-	Cookbook Sales	\$4,901.36
-	Uniform	-
-	Uniform - sale of 2nd hand stock	\$157.00
-	Uniform - Poppets Sale of stock	\$275.50
-	Uniform Hats and Bags	\$410.00
	Total Uniform	\$842.50
-	Monday Munchies	\$79.50
	TOTAL INCOME	\$13,751.15
	GROSS PROFIT	\$13,751.15
EXPENSES		
-	Gifts	\$52.00
-	Bunnings BBQ Fundraising costs	\$389.90
-	Progressive Dinner Costs	\$38.00
-	Special Event costs	-
-	Disco costs	\$204.24
-	Easter Egg Hunt	\$45.00
-	Welcome BBQ Costs	\$111.36
-	Working Bee costs	\$138.55
	Total Special Event costs	\$499.15
-	Government Grants	\$194.35
-	Donation to school	\$4,000.00
-	Fundraising costs	\$5.00
-	Mothers day stall	\$200.00

Profit and loss

Mount Keira Demonstration School P & C Association

For 1 January to 30 April 2018, accrual basis

CODE	ACCOUNT	AMOUNT
	Total Fundraising costs	\$205.00
-	Cookbook sale costs	\$5.90
6-0400	Insurance - General	-
-	Student Injury Insurance	\$393.30
	Total Insurance - General	\$393.30
	TOTAL EXPENSES	\$5,777.60
NET POSITION		
	Income	\$13,751.15
	Cost of goods sold	\$0.00
	Gross profit	\$13,751.15
	Expenses	\$5,777.60
	Other income	\$0.00
	Other expenses	\$0.00
	NET POSITION	\$7,973.55

Agenda Item 5: Term 2 2018 Principal's Report

1. Welcome back to Term 2 and we have 'hit the ground running.'
2. Attended Principals Conference and network meetings and there are many changes on the horizon for schools administratively and educationally. Learning progressions are in the trial stage and will be released by the beginning of 2019. Finance is continuing to change so please be mindful that the office is a very busy place.
3. This week is NAPLAN week. A very busy time. Please remember that this is one point in time assessment. Results will be available in late August/September.
4. Semester 1 reports will come home the end of this term. Teachers will be available to discuss if there are any concerns. Please make an appointment to discuss the report and any other questions parents may have.
5. New director has been appointed - Dr Margaret Turner (as of the beginning of Term 2)
6. Maths resources boxes nearly ready to go
7. Synthetic grass still in tendering stage
8. A lot happening with the play spaces and tendering process-please be patient.
9. School Plan presentation/overview

Events this term-

- Into the woods, district Cross country
- Simultaneous read 23.5.18
- Group Leadership- 25.5.18
- ICAS testing-throughout-various dates
- Reconciliation Walk 1.6.18
- S3 camp 12.6.18-15.6.18
- Teacher Professional Development courses-throughout
- Athletics Carnival 2.7.18
- Many more events along the way.

Agenda Item 7: Term 2 2018 Action Item Status Updates

Mount Keira Demonstration School			2018	Term 2 Status Update
Raised In	Action For	Action Detail	Status	Comments
Term 2 2017	Walid	Speak to Allira & Kim re: purposes for each method of communication	Closed	Walid emailed Tenae
Term 2 2017	Lili	To get quotes for outdoor work and supplies required, along with checking the quote for artificial turf	Closed	See outdoor update
Term 2 2017	Angela	Consider organising session on nude food benefits	Carried forward to 2019	Term 1 2018 update - Karina forwarded info re: Mad food science program, TC to investigate possibility of joint venture with Mt Kembla Public School - to be revisited in an odd year
Term 3 2017	Kerry	Follow up minutes from School Wishlist either with Holly or Michelle Barnes	Closed	Received
Term 3 2017	Kerry	To follow up access to Grants Hub	Closed	Grants Hub subscribed to
Term 1 AGM	Lisa	Draft and send forms for P&C Membership Fees to all families at the school	Closed	
Term 1 AGM	Kelly	Organise for unsigned approved policy documents to be updated on P&C website	Closed	We will be using the P&C Federation policies rather than creating our own. The drafted policies have been removed from the P&C website.
Term 1 AGM	Kelly	Include as Term 4 agenda item to review P&C policies	Closed	This is no longer required given we are using the P&C Federation policies.
Term 1 General	Kelly	Include School Plan as agenda item for Term 2 meeting	Done	See Term 2 agenda
Term 1 General	Kelly	Look to include link to P&C Federation website and update MKDS P&C website with adopted policies	Closed	Link to P&C Federation website included and per AGM action items, there are no policies to be included
Term 1 General	Lili	Look to establish committee to focus on play space options	Done	
Term 1 General	Lili	Consider later timeslot for a future Saturday working bee	Done	Later timeslot was proposed however clashed with Mothers Day weekend so will be moved
Term 1 General	Kerry	Seek updated wishlist from the school	Closed	Wishlist provided to the P&C from the school
Term 1 General	Kerry & Lili	Replace blank pavers with named pavers and use blanks elsewhere around the school		
Term 1 General	Kerry & Lili	Include families that have left the school when seeking interest in purchasing named pavers		
Term 1 General	Kerry	Design and send out invitations to disco and progressive dinner	Closed	
Term 1 General	Lisa	Record RSVP's and payments for progressive dinner	Closed	
Term 1 General	Kelly	Record and manage menu plan for progressive dinner (i.e. who is bringing what)	Closed	
Term 1 General	Heather	Source decorations for progressive dinner	Closed	
Term 1 General	Heather	Seek donations for raffle and silent auction for progressive dinner	Closed	
Term 1 General	Kerry	To seek volunteer to be auctioneer and MC for the progressive dinner	Closed	
Term 1 General	Heather	Purchase & label easter eggs (120) for Easter Egg Hunt	Closed	
Term 1 General	Kelly	Provide Heather with labels for easter eggs	Closed	
Term 1 General	Lisa	Provide Heather with list of children for easter egg labels	Closed	
Term 1 General	Walid	Co-ordinate and manage the roster for the Bunnings BBQ 22 April (Kerry to assist in lead up)	Closed	
Term 1 General	Uniform subcommittee	Investigate introduction of an emblem on school shirts to further unify the uniform	Closed	
Term 1 General	Kelly	Ensure Monday Munchies is included within the subcommittee updates for future meetings	Closed	

Agenda Item 8.1: Cookbook Update Term 2 P&C Meeting 15 May 2018

Where are we at.....

- Oh soooo close to \$70K target
- Slow but steady start to year
- No stalls held this term for fear of saturating market
- Approached new families/staff to purchase books and also sell to their unique community
- Approached businesses who supply MKDS eg: Chodat, Scope IT etc
- Received support from local clubs
- Thankyou to everyone who continues to purchase, buy, promote our book
- Sales were via office, website, stockists and parents

Whats next.....

- Sell remaining books
- Continue to ask for support from businesses who supply MKDS eg: MSP photography
- Continue to seek support from local clubs
- Reach out to ex families and ex staff to buy a copy
- Try door knocking local Mt Keira residents

Cookbook wishes to all

Lili Zlojutro

Agenda Item 8.2: Outdoor Update Term 2 P&C Meeting 15 May 2018

Where are we at.....

- Term 1 working bee was held 10 February 2018 with great turn out, trees removed, painting inside, tidying sports shed, general tidy up, BBQ/hot cross buns/ice blocks/fruit and veges for all
- We did get some pavers donated, thank you to the Blanchard family
- Reminder of P&C storage – catering supplies in the cleaner's cupboard near the photocopier, trestle tables plus gardening supplies in the sports shed and school bags in the garage **NOTE:** Gazebo stored in sports shed and cookbook team bought side walls and weights which have been filled with gravel and are in easy to transport bags
- Term 2 working bee was to be held last Saturday, postponed due to great opportunity for cookbook stalls being Mothers Day weekend
- Still no synthetic turf. Funds transferred from P&C account 25 Sept 2017. Asset management now up to round 3 of tenders??
- Due to above delays, we decided we should investigate doing this project ourselves so we organised 4 quotes for synthetic turf during term break and handed those over with the view to move forward. Must be under \$30k
- Playspaces - team was formed, ground work completed, options considered, quotes gathered, our recommended plan has been on display for all. Time to move forward.

What's next.....

- Lock in playspace provider
- Keep on top of synthetic turf installation – big win for community who have worked very hard to raise the funds. Suppliers are able to lay turf THIS term.
- Maintenance between working bees where needed
- Seek further donations of common bricks/pavers for paths
- Don't lay pavers along driveway/bin area. The new skip bin means trucks access area and would damage our hard work.
- Educate community to BYO tools to working bees rather than purchasing P&C tools (rake, broom, shovels)

Outdoor wishes to all

Lili Zlojutro