**KPPS P&C**

**Meeting Minutes**

**Wednesday 27th March 2024**

**Meeting opened 2:16pm**

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| **Attendees:** | Emma Snell, Belinda Dunn, Nicole Skiffington, Shaheen Shah, Irene Saye, Joy Buckley, Matt West, Shezly, Cathy Young |
| **Apologies**: |  |
| **Absent:** |  |
| **Minutes**: | Minutes prepared by Nicole Skiffington |

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| Meeting opened and Welcome and acknowledgement to country – SRC Representative Naiarlah |
| Approval of minutes of previous meeting: Belinda Dunn And Matthew West 2nd.  Approval of changes to the KPPS P&C By-Laws as per previous meeting. All in attendance agree and approve. New By-Laws are now in effect. |
| Principals Report – Emma Snell  **Events:**  We have had a wonderful month with our Harmony Day being the highlight of the Term. It was wonderful to involve our diverse community and we hope families enjoyed our showcase of the countries some of our families come from.    Easter Hat Parade is tomorrow and we always look forward to a large turn out on that day. We have chosen not to do an Easter BBQ this year as it is too early in the morning and we ran one on Harmony Day.    **BBQ**  Our BBQ has become a workplace hazard due to how old it has become. Would the P&C possibly consider sourcing a new BBQ and donating that to the school?    Department of Education are making a push for staff well-being and their right to disconnect after school hours.  KPPS are in the process of finding a way to make this happen in a way that best suits the school and staff need. As well as continuing an open communication line with parents and the community. DoE have started that between the hours of 8:25am and 3:35pm is the guidelines for staff contact between other staff/colleagues and parents.  We already have a similar system in place and may rearrange the guideline hours to best suit the school and staff members whilst keeping within guidelines.  **Right to disconnect**  As a parent or carer, you are an important part of our school community. We know that you play a crucial role in helping your child become a motivated learner. Communication between our school and our community is critical for us to partner together.  To give our teachers the opportunity to recharge, spend time with their families and bring their best creative selves to work, we are setting clear expectations for when and how they respond to communication outside school operating hours. This means teachers may not reply to non-emergency messages or emails outside of school operating hours.  Please use the school’s email address for non-emergencies in the first instance or call the school during school hours. Our staff will respond to your queries within 2 school days under normal circumstances.  For longer discussions or complex matters, we ask parents and carers to make an appointment to speak to teachers directly, at a time that works best for everyone.  For emergencies, please email the school email address. Emergencies include serious student health, safety and wellbeing issues.  Our staff will always stay in touch because open communication is what’s best for your child and their education. We don't want you to stop communicating with your teachers – we still want to hear from you if you have any questions or need to discuss a matter about your child. We know it’s often easier to send emails or messages after work. We will make sure we read and respond in school operating hours.  Our dedicated teachers want to help our students achieve their best – we’re on the same team.  Thank you for treating our staff with kindness and respect.    **School Development Days**  Our school staff will be engaged in a variety of new learning over the next few terms.  **Term 2 SDD**  - Preschool team to Cambridge Park PS – Early Learning PL  - SLSOs/Office Staff onsite at KPPS – Behaviour PL  - Teachers to Jordan Springs PS – Curriculum PL  **During Term 2**  - Staff will complete 3x late Wednesday evening PL sessions to make up for not attending the site on Friday 20 December.  \* Focus on Maths PL and Understanding Behaviours.  **Term 3 SDD**  - Office Staff onsite at KPPS  - Teachers and SLSOs to Panthers Conference Centre for a combined day focused on promoting Staff Wellbeing practices.  **Term 4 SDD (Thursday only)**  - All Staff onsite at KPPS  Friday 20 December – Only the school office will be open.    **School Reports in Term 2:**  We are considering going digital with our school reports next term. These would be delivered via SchoolBytes. How does the P&C think our school community would feel about this?  Moving forward with this we may opt to do both a paperless and hardcopy report for the upcoming semester and readdress with feedback following the mid-year report. |
| Treasures Report - Matthew  Current balance: $4,818.95  Recent outgoings: Mother’s Day purchases, with thanks to Shaheen and Irene for organising this.  Across 2 orders $477.50 and $1016.00 coming in under our allotted $2000.00 budget. |
| Paperbag Lunch Programme – Nicole and Cathy  Recently Nicole and Cathy met with David and Kylie from Food Solutions in connection with Christ Mission Possible who provide local schools, including KPPS, with lunches and fruit for the students who unfortunately come to school without meals. This year they have set themselves a goal of handing out 1000 Christmas hampers to those in need and have asked all the schools they work with to help wherever possible. They have set out a list of items they are looking for with a cost per unit and are seeking some help in the form of a food drive or donations where possible.  With discussion amongst the P&C, we have decided to look into our options of possible cheaper versions of any of the listed items. Cathy has agreed to contact David ad Kylie to see if this is a possibility to readdressed at our next meeting. We have also agreed upon 1 mufti day fundraiser.  Belinda Moved a motion to hold 1 mufti day in tandem with the school SRC with the proceeds to be donated towards this cause of Christ Mission Church. Nicole 2nd with Matt agreeing. Motion approved.  It will be assessed after the mufti day to see if it is possible for the P&C to match the funds raised by the SRC to also donate to this cause. |
| Mother’s Day Stall  Mother’s Day stall will be held on Wednesday 8th May 2024 beginning at 11 am with Preschool coming through first, siblings, then class groups following with an option for additional purchases afterwards.  P&C will hold a Sub-committee meeting to organise finer details for this on the 1st May 2024 at 2pm in the library. Set up will happen from 9:30 am prior to the start of the stall. |
| Other Business – School BBQ fundraising, P&C requested donations cover letter from Mrs Snell in order to seek out some extra help from our local businesses to source a new school BBQ as the old one has unfortunately met its end. This is a crucial tool within our school for potential fundraising opportunities and will be looked into replacing as soon as possible.  Lost Property Drive – As we move into winter Nicole resurfaced the idea of a lost property drive and gold coin donation to purchase any unclaimed items for student use. Emma has said she will look into this.  Fundraising Ideas – Please suggest any fundraising ideas to the school and P&C for us to consider.  Cake stalls, donut days, crazy hair days etc |
| Next P&C meeting: 29th May 2024 |
| Meeting Closed 2:54pm |