Keira High School Parents and Citizen’s Association
Minutes – 7 May 2014

Meeting opened: 7.30pm

Attendance: Lauren Borst, Heather Rutty, Robyn Tindall, Kerrie Faulkner, Scott Penning, Susan Engel, Lesley Roberts, Rosemary Isedale

Staff present: David Robson (Principal)

Guests: Piers Ursell (Entertainment Books Fundraiser)

Apologies: Barney Ellevsen (Deputy Principal), David Sharpe (Deputy Principal)

Acceptance of previous minutes: Rosemary Isedale Seconded: Scott Penning

Correspondence:
- P&C Federation Magazine

Guest Speaker:
- Piers Ursell from Entertainment Publications
- Fundraising Opportunity – books contain vouchers for Illawarra businesses that families can use to save money
- Books are $55 each. School receives $11 for each book sold.
- Method: An Entertainment Book is sent home with each student (or family) with a cover letter. If families wish to purchase the book, they pay via EFTPOS or send money to school. If they do not wish to purchase the book, they return it to the school.
- Entertainment Publications generate the cover letter and two reminder letters (if needed)
- Organisation required from P&C is minimal. Some parent assistance is required to record books and money returned.
- Some books will not be either purchased or returned. Entertainment Publications are prepared to write off these books if Keira High proceeds with the fundraiser.
- Issues to consider:
  - Front Office support is essential. David Robson will discuss with the School Administration Manager and the School Executive.
  - David will obtain feedback from a local high school which has participated in this fundraiser.
  - Lauren will investigate the way Woonona Public School runs this fundraiser and discuss with David.
- Motion moved: ‘If all background checks and logistics are suitable, then the P&C supports the selling of Entertainment Books to Keira High School families’. Motion carried.

Treasurer’s Report:
- At 30 April, Balance = $7093.01
- Income = $17.46 plus $2321.00 from Fundraising Donations Fund
- Current Balance = $ 9414.01
- Treasurer’s Report Accepted by Kerrie, Seconded by Lesley
Principal’s Report:

- **School Uniform Shop**
  - There will be no more uniform sales at the school
  - Stock represents a large investment of school funds
  - Staff are often unavailable to assist with uniform purchases
  - Staff time can be more effectively utilised
  - Lowes have agreed to purchase all stock from the school

- **Canteen**
  - Canteen Manager and Canteen Assistant wages represent a large cost
  - No volunteers are currently involved in the canteen
  - Keira Canteen prides itself on being a Healthy Canteen
  - Health more important than profits, but there is potential to increase profit margin
  - Aim: to recruit canteen volunteers from the community

- **P&C Elected Officers**
  - Congratulations and thanks to past and present P&C Office Bearers

- **Relieving Principal**
  - David thanked Barney Ellevsen for accepting the role of Relieving Principal during the latter part of Term 1

- **Security during P&C Meetings**
  - Future meetings will be held in the Office Recreation Room near the Front Entrance so the front door to the school can be locked during meetings. There will be no access to the car park and the car park gates will be locked.

**Grants Team Update:**

- **Community Builders Grant**
  - Funded through Ryan Park’s Office (State MP for Keira)
  - Ryan Park to visit Keira High on 12 May to meet Scott and discuss potential project:
    - Covered area between basketball court and library
    - Polycarbonate, high roof
    - Approx cost $50,000

- **Entertainment Book**
  - See notes above (Guest Speaker)

- **Covering for Main Quad**
  - Executive Staff not keen on the idea
  - David to liaise with captains and/or Student Representative Council to obtain students’ views regarding needs for the school
Keira High School Parents and Citizen’s Association
Minutes – 7 May 2014

- **ANZAC Centenary Grants**
  - Scott met with RSL representatives about ideas for funding applications. RSL reps are involved in the approval process. Idea discussed: Improvement works to back playing fields and fields named in honour of a local serviceman. Scott was advised that this is unlikely to be approved.
  - $125,000 available per federal electorate
  - Applications due by end of May
  - Application must be related to World War One
  - Other suggestions: New flagpoles; scholarships for students affected by war

- **UOW Research**
  - Heather reported that schools can receive incentives to participate in UOW research
  - David has never been approached for Keira HS to participate in UOW Research
  - Heather to follow-up

- **Bunnings BBQ**
  - Robyn to apply for a Bunnings BBQ Date

- **Trivia Night**
  - Decision made not to proceed with a Trivia Night at the moment

**General Business:**

- **Year 8,9,10 Parent Teacher Evening**
  - P&C table was a success
  - Parent details were collected for the P&C Distribution List
  - P&C Flyer was distributed to parents
  - Robyn to send current email distribution list to Scott

- **Fortnightly Newsletter**
  - Two-page fortnightly newsletter was discussed with Barney last term. David to follow-up

- **Weight of school bags**
  - A parent is concerned about the weight of her child’s school bag and enquired about strategies to decrease the load.
  - David to ask teachers if exercise books with fewer pages would be acceptable in an attempt to reduce the weight of school bags

**Meeting Closed:** 9.10pm

**Next Meeting:** Wednesday 4 June 7.30pm Office Recreation Room