**DRAFT**

**Minutes for P&F Meeting**

**Wednesday 15 February 2023**

**7.00pm McLachlan Boardroom KWS**

**Chair – Sarah Glover**

Minutes of the Meeting taken by Catherine Bligh

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| Item | Description / Discussion | Action / Decision |
| 1.0  1.1 | **STATUTORY MATTERS**  **Welcome, Attendance and Apologies**  L Lett gave an Acknowledgment of Country.  **Present**; S Glover, L Lett, C Bligh, J Balcomb, F Haynes, D Haywood, J Divall, C Fraser, J Russell, N Priest, S Burns, J Hinton, S Rourke, P Lai  **By Zoom:** K Nanayakkara, J McColl, G Shannon, A Elder, L Cooper, O Jandera, A Bennett  **Apologies**; T Delbridge, N Sweetapple, K Turnbull, C Baldwinson, C Ivey |  |
| 1.2 | **Acceptance of Minutes of Meeting on 26 October August 2022**  The Minutes of the previous meeting held on 26/10/22 be accepted as a true and correct record.  Moved: S Glover Seconded: C Bligh  CARRIED | Minutes Accepted |
| 2.0  2.1 | **UPDATES**  **Presidents Report – S Glover**  A good start to 2023.   * On the first day of school the P&F held a morning tea to welcome all parents and teachers. The feedback from parents and teachers was positive. Thank you to the ground staff and marketing communications team for helping to run the event. * The Junior School information evening was attended by J Russell and J Balcomb. It was a good platform for P&F to remind people of, and introduce new parents to the association. * The Senior School Ice Breaker event is shaping up to be a great evening. There are last-minute tickets available. Ask for Harriet Alker from the Marketing Dept. * The Junior School Ice Breaker is also coming up. * Confirmation the AGM is on 15 March 2023. The Financials need to be tidied up and need to be circulated 21 days ahead of the AGM. * 24 March is Kinross Open Day. A Bennett to speak on behalf of the Senior School and J Balcomb to speak for Junior School. L Lett and C Fraser will also be there for P&F support on the day. Send a list of P&F participants to J Divall so name tags can be organised. | J Balcomb  C Bligh |
| 2.2 | **Treasurers Report – J Balcomb**  General Ledger - $17,000.00  Term Deposit - $30,000  Approx. $300 for contribution to coffee cart.  Jo suggested the P&F executive regroup to organise financial planning for 2023 possibly straight after the AGM. S Glover to confirm.  Fundraising discussion – A large fundraising function is held every two years with smaller fundraising events held each year. J Balcomb suggested that raffle tickets could be sold at the events like the music/arts showcases. This ensures a wider audience is targeted.  K Strahorn suggested a fundraising idea of a bush dance with a group of musicians from the Blue Mountains and is happy to share further information to the P&F group.  Fun Run and Push Up Challenge are other ideas.  J Balcomb noted that the Junior School families have done most of the cooking at the events. Need to focus on senior school families becoming more engaged.  S Burns said she has a strategic background in fundraising and happy to use her expertise.  S Glover commented on the purpose of fundraising and said that raising money for areas that are used by most of the school will encourage more people to donate. What we raise money for will guide the fundraising targets. S Glover to get back to group on that.  A Bennett suggested holding external focussed events to raise funds such as the lighting of the Christmas Tree and Carols evening. Collaborating with smaller outer communities will not only raise funds but also showcase the school.  K Strahorn suggested the Nativity play is a great way to open up to the public. Invited 300-400 kids to Nativity play to watch. A small fee could be charged.  J Balcomb suggested asking the wider community to be invited (at a fee) to the various guest talks/evenings that KWS offer. An example is Cybersecurity. J Divall said this could be possible and will get back to group with some dates.  D Haywood suggested a Move and Food Fair held on Move and Food Day for Pre-Kinder to year 6. Can get sponsored for it. Healthy lunch box ideas. Connect to fruit markets and healthy food organisations. Also connect with Lifeline.  S Glover would like to discuss more fundraising activities and events at another time and get working groups organised. She will come back to the P&F Executive with a date for the 2023 Huddle to discuss fundraising ideas, financial targets and purpose. | S Glover  K Strahorn  All  S Glover  J Divall  S Glover |
| 2.3 | **Senior and Junior School Update - S Glover and J Russell**  The senior school representative list is now complete with G Shannon offering to fill the Year 9 vacancy. Welcome and thank you to G Shannon for offering to fill this spot.  Junior School representative list is complete. Time to start planning year group events. Year 3 has already had a successful gathering of Pizza in the Park. |  |
| 2.4 | **Boarding Report – C Fraser**  The renovated boarding houses have been extremely well received. A big thank you to Hannah Whittemore for her hard work initiating these much-needed improvements and much appreciation for Addie Nuthall and her creative talent in producing such fabulous results.  Positive feedback from new boarders and families about the way the students are cared for such as the pastoral care and activities offered. |  |
| 2.5 | **Junior School Update – D Haywood**   * The Junior School information nights have been a success. Lots of parents came and appreciated the sharing of information. * We are extremely fortunate to have author Tim Harris back again to work with the kids. Workshops for adults also available. * Lunchtime activities and summer sport are back in full swing. * Technology onboarding completed and successful. iPads for all Year 1-3 students and laptops for all Year 4-6 students. The current Year 7 students seemed to have transitioned more easily into the Senior School with the improved technology training in the Junior School. * Level of pride in the junior school uniform is wonderful. Students love the different choices that the uniform now offers. * NAPLAN workshops for parents are coming up. * Development of leadership skills is continuing. Student voice and student agency is big. An example is Spike Ball. This was suggested by Year 6 students and has been implemented as a pilot program. * Many gap students have been engaged to help in the junior school this year. So, lots of one-one work with students. * UR Strong and Grow your Mind programs are back with recommended programs and apps for kids. * It is shaping up to be an extremely exciting year ahead with lots is happening. We welcome parents to get involved as much as possible. |  |
| 3.0  3.1 | **BUSINESS**  Diary Note – The AGM coming up on the 15 March 2023. All positions of office will be declared vacant.  Questions were asked about the process. S Glover will get back to the group regarding the process once she has referred to the constitution. | All  S Glover |
| 3.2 | **2024 Fair**  The Fair is planned for 2024. J Divall will work on a suitable date and confirm with the President soon. S Glover will check with boarding committees on best dates for boarding families to attend.  We all know how much time and effort is required to hold a successful and worthwhile event. S Glover is excited to see the depth of experience and skill among the parents regarding event organising.  S Glover asked S Burns of her interest in leading the 2024 Fair. S Glover encouraged people to put their names forward. | J Divall  S Glover  All |
| 5.0  5.1 | **OTHER MATTERS**  Year group contact lists - last year there was an opt in system. These lists have been extremely helpful for parents and boarder houses who also have access to the list. It was suggested that the lists be transferred to Google Docs for easier administration and more autonomy by parents.  Year group communication on The Hub – K Strahorn asked about a link for parent conversations on the Hub. J Divall advised that there is a facility for conversations and progress will be made this year. Heidi Anthony is planning to hold sessions for parents to help them navigate around it. | J Divall |
| 6.0 | **CLOSE**  S Glover declared the meeting closed at 8.03pm |  |