



## GENERAL MEETING MINUTES

29.07.2024 KSPS LIBRARY 5.15PM

MEETING 4 OF 8

**QUORUM** (*Quorum is 5, Chair ensures quorum for the meeting to open*)

### ACKNOWLEDGEMENT OF COUNTRY

1. **OPEN** 5.25pm

2. **WELCOME**

3. **ATTENDANCE** *Steven Miles, Jypsie Hoult, Marnie Hopkins, Shayla Rice, Karisa Morrison, Chris Errington, Marnie Hopkins, Mallika Wright, Linda Blackwood, Estelle Taylor, Rob Chapman*

**APOLOGIES** *Prue Dickens*

4. **CONFLICT OF INTEREST DISCLOSURE** *Nil to be reported*

5. **CORRESPONDENCE IN** (*read by Secretary*)

- i. *Follow up emails to Warren in regard to announcement of principal*
- ii. *Supports to be provided to staff and students following the loss of Rachel Jay*
- iii. *Scheduling of the finance session*
- iv. *Beat festival interest to fundraise*
- v. *Fireworks fundraising opportunity to have a food stall*

6. **CORRESPONDENCE OUT** (*read by Secretary*)

- i. *Principal announcement*
- ii. *Meeting reminders and reports*
- iii. *Action item list and previous minutes*

7. **BUSINESS ARISING FROM CORRESPONDENCE**

- Nil

8. **MINUTES OF THE PREVIOUS MEETING**

- i. *Motion that the minutes have been confirmed and moved by Steve Miles and seconded by Marnie Hopkins*

9. **BUSINESS ARISING FROM MINUTES**

- i. *Review of action items listed on previous minutes – see table below*

10. **PRINCIPAL REPORT** (*circulated to all members prior*)

- i. *Slide show presented capturing what is occurring and key focus areas which was well received by those attending.*
- ii. *Recruitment in process, also been reaching out to people that have expressed interest on Facebook etc*
- iii. *Discussion around when having difficult situations arise having a script of some sort also going home to parents to provide guidance on how to approach the topic. Discussion around for the time being letting people process the loss and after some time revisiting how/what to do to have a commemoration event for Rachel within the school space in a manner that is not triggering, and her children agree with. Suggestions made about a article in the paper to acknowledge her time and contribution to the school community*
- iv. *Chris has noted a isolated cases of bullying, there are prompt consequences for these actions. Currently reflecting on current behaviour plans*
- v. *Chris is open to having more community engagements*

*Acceptance of the report moved by the Chris Errington. Moved By Steve Miles and seconded by Jypsie Hoult*

11. **TREASURER REPORT** (*circulated to all members prior*)

- i. *Reports sent out before the meeting with overview of current budgeting outlined*
- ii. *Acceptance of the report moved by Shayla Rice, moved by: Linda Blackwood, seconded by Steve Miles*

12. **CHAIRPERSON REPORT** (*circulated to all members prior*)

- i. *Bus survey discussed as only 3 responses received, decided to have promoted in the newsletter again and have it also posted on the Facebook page as a separate post*



- ii. *Chris was able to confirm that there was a very handover process that has worked well and received ongoing support from Nick Lovering and been supported by Warren Giles also.*

*Acceptance of reports moved by presented Rob Chapman, moved by Linda Blackwood, seconded by Karisa Morrison*

### **13. GENERAL BUSINESS**

- i. *Confirm time frame for agenda and reports to be sent out – carried over from previous meeting.*
  - o *Discussion occurred around current timeframes resulting in multiple emails being sent with the same context and becoming confusing as well as the fact that reports are still not being read before the meeting.*
  - o *Those attending identified less emails are best.*
  - o *All those attending agreed to have a agenda call out with reports and final agenda sent out 3 days before the meeting on the Friday to allow.*
  - o *Karisa to explore setting up calendar invites and if possible, add documents.*  
*Moved By Steve Miles and seconded by Linda Blackwood*
- ii. *Confirm process for out of session items – carried over from previous meeting.*
  - o *Those attending agree that items to be voted on to be emailed with the subject line including the time frame of which a reply is required by.*
  - o *This would only need to occur if items are needed to be passed and not able to wait till the next meeting.*
  - o *Out of session response requires a yes or no response and can be directly back to the secretary and Chair to avoid multiple emails in everyone's inbox*
- iii. *Approval requested for the school to be used as a poll location for the upcoming federal election and proposed hire fee.*
  - o *There will be no interruption to classrooms although need to take in consideration of confidentiality and cover walls or items with student names.*
  - o *Checks completed and those attending agree to have the school used as south side location.*
  - o *No date has been set yet but expected to be in 2025 but could be called earlier.*
  - o *There is an opportunity to have stalls for those waiting to vote*
  - o *There is no guideline in regard to hire fee and Shayla unable to find anyone locally from other schools to provide a price previously charged so will explore Darwin schools.*
  - o *Those attending agreed to have the school as a polling location and hire fee to be determined*
- iv. *Approval from committee members to add Marnie Hopkins as vice principal and Chris Errington as Principal as signatories on the school accounts 015884 435914047 and 015884 435914055*
  - o *All agreed, to have Chris and Marnie added along with Shalya and Belinda to ensure there is always 2 people available if needed.*
- v. *School bus service*
  - o *Discussed during chairperson report with action items to have it promoted again in hope to be able to get more feedback*
- vi. *Clarification of the KSPS screen time policy*
  - o *Policy to be reviewed*
  - o *Clarification the policy to include amount of time spent on screen time, what Apps are used etc*
- vii. *Master plan and SIP review process to be created.*
  - o *Out of date now and previously cost approx. 10k to develop but would have some things that are still relevant*
- viii. *Fundraising*
  - o *Father's Day stall – Karisa will commit to supporting and put a call out for volunteers on Tuesday 27<sup>th</sup> for preschool, Thursday 29<sup>th</sup> August for primary school classes and then left over items on the Friday morning. Linda willing to assist for a few hours on the Thursday morning also.*
  - o *Shayla will order items for the Father's Day stall*
  - o *Ball drop – Estelle has been able to organise a helicopter, agreed to have tickets available for purchase online to make it easier to sell. Golf ball drop to occur on Friday 15<sup>th</sup> Nov after assembly. Jypsie will assist with creating a flyer.*
  - o *Idea of a movie night discussed but will need to be explored more in regard to licencing of screening a movie, who has care of duty of those in school grounds after school hours, options to liaise with KRA for trailer or reedy at KCP to host event and have fundraising opportunities as a community engagement.*

### **14. DATE OF NEXT MEETING** *week 8 Monday 2<sup>nd</sup> Sept 2024*



# KATHERINE SOUTH PRIMARY SCHOOL

Action items to be reviewed

Person responsible	Action Item	Updates
Biddy	To Contact Peter in regard to the bus concerns	No update available at the time of meeting.
Rob	To Draft a letter to the bus company after Biddy has spoken to Peter to capture the driver's perspective.	Haven't yet received information from Biddy to complete task
Rob	Changing the title of the survey	Titled changed as agreed upon at last meeting
Shayla/Marg	To look at the budget and see if the school is able to cover the cost of a subscription to the likes of survey monkey	Does not fit school operations or budget therefor cost can not be covered with school funds.
Biddy	Follow up with the school Shayla/Gary in regard to a jobs list that needs to be completed and speak with Kennards about equipment hire	Works in the preschool area completed without needing to hire equipment as Steve was able to borrow the rotary ho from the high school, due to small space and safety was only a small group helpers present.
Steve/ Agenda item	Facility reports to provide an update at the next meeting	Steve outlined a few task to be completed which will be confirmed at the time of scheduling a busy bee
Steve & Biddy	Coordinate as a subcommittee to schedule a working Bee to assist with the upkeep of the school grounds	Busy bee to be confirmed in hope to take place within the next 3-4 weeks with task such as cleaning chairs, gardening, removal of green waste and other items. Date to be confirmed and advertised.
Prue	Send the link for tidy towns to Marnie to explore further and provide feedback	No update available, Marnie confirmed hasn't yet received details.
Marnie/ Agenda item	Feedback to be provided from the focus presentation positive school culture at the next meeting	There has been a different noticed with others using the term culture also and the school culture and feeling with request being received to come and work within the school in the near future.
Rob/Shayla	Having previous minutes uploaded to school website	Is a work in progress, a tab has been added with for school council and minutes yet to be uploaded currently other task are a higher priority at the moment but once they have been completed minutes will be uploaded.
Marg	Marg to follow up with Shayla about the accommodation costing and if there is any further updates	DOE will not reimburse cost of accommodation but have covered the cost of wages.
Shayla	Events that council could be included in such as the science fair, a list of what is required for the science fair to be provided to Rob	Calendar of events was included last meeting; Biddy was to contact Highschool for science fare items. Shayla has been in contact with the high school who are interested in and waiting to hear back from them. Beat Festival approached for fundraising opportunity but unable to commit as only 1 person replied to email to be able to commit therefor informed, we would not be able to host a stall.
Marnie	To pass on the screen time policy to be reviewed as needs to be updated.	Has not yet been sent out, acknowledged it is overdue for a review. Marnie to send out to have council review.
Biddy	To organise a morning tea for Wed of week 9 for staff	Completed with a Morning tea provided in week 10



**KATHERINE SOUTH**  
**PRIMARY SCHOOL**

Preschool	Fundraising for playground	Following discussion earlier suggestion made to have preschool committee explore fundraising options or look at possible cubby replacement idea to work towards as a long-term goal. Currently no funds available and no fundraising been done to be able to contribute keeping in mind the cost as it needs to be certified.
Chris	School events	Chris to provide a up to date annual calendar of events that the committee would potentially use as fundraising opportunities or assist with in other ways
School parent committee	To assist with cooking of the BBQ and serving at the science fare. School will arrange for the food but needing support to have it cooked and served.	Committee members happy to assist.
Chris/Marnie	Provide an update to families with what is happening with 5/6A. Recruitment update and plan for in the meantime	
Chris/Marnie	Inviting school leaders to meetings and providing some feedback	
Shayla	Bus survey to be included in the newsletter again and promoted on the school Facebook page	
Shayla – to allocate to appropriate person	Vacant positions in after school care, reaching out to MacFarlane to offer as an option if needed. Promote the service on Facebook to encourage others to utilise.	
Karisa	Calendar invites for meetings	
Karisa/Shayla	Father days stall – Shayla will order items and Karisa will organise volunteers	
Jypsie/Estelle	Details for flyer to be sent to Jypsie Estelle to liaise with Shayla about the online ticket sale option?	