

St Joseph's KP Collective Committee
Meeting Minutes

Date: 7 February 2023 **2023 AGM Meeting (Quorum of 8 required)**

Present: Nicole, Bianca, Megan, Emma L, Clare, Lauren, Nerida, Brooke, Amelia, Paige, Heidi, Emma D, Kathleen, Jayne C, Jon Seem, Natalie, Rose, Jen

Apologies:

Next Meeting: 28th February

<u>Agenda</u>	<u>Information</u>	Decisions / Actions / Due / Responsible Person
Prayer	Acknowledgement of Country Prayer	Bianca
Minutes of Previous Meeting Minutes presented instead of previous AGM considering this is the first AGM of this new group Motioned – Natalie Seconded - Jen	AGM Opened 5:05pm	
Business Arising from the Minutes	KP Collective New Email Address – PKANCollective@bne.catholic.edu.au New Committee Members, once elected will be given access to this email account	Nicole Cole
Presentation of Income & Expenditure and Current	<ul style="list-style-type: none"> • The new parent investment account has a substantial amount of money to spend. • Funds raised in the calendar year must be spent in this calendar year. 	Nicole Cole

<p>Balance of P&F account that will be rolled over to Trading Account for KP Collective</p>	<ul style="list-style-type: none"> • Trading account sits separate from the investment account • Nic spoke about the previous P&F. • Nic spoke about our P&F history. • Brock and Jen were holding the line while the new model was set up. • There has been a full audit. • Previous members asked for feedback around the new model, and this was provided via newsletter, and by a Parents Engagement Support group. • 15th of Nov meeting looked at the draft version of the charter. The draft charter/guidelines were sent to the KP Collective • Advice was given by BCE around the setup of the guidelines. • The new model works under the school with the Principal as the final authority. • Nic spoke about the amount of parent P&F Levy. This is high and has not been increase since 2021. • Nic mentioned that parent funds should be used to benefit children directly • <u>Reference to the change in dates in the by-laws – Name changed ‘Contextual Appendix’ now changed to ‘KP Collective Appendix’</u> <p>Summary of funds held as at 7th February 2023</p> <ol style="list-style-type: none"> 1. St Joseph’s P & F Association -\$ 94,532.10 <ul style="list-style-type: none"> • This bank account will be closed • The closing balance will be transferred in the school’s account. 2. P & F Accounts Held Contributions Collected - \$ 106,981.41 <ol style="list-style-type: none"> a. These funds from contributions transferred into the school’s account 	
<p>Election of 2023 Executive Committee Members</p>	<p>Chairperson – Chair the meetings Nominations</p> <ul style="list-style-type: none"> • Natalie Kerr <p>Motion – Jen 2nd - Everyone</p> <p>Deputy Chairperson – Work with Chairperson and step in when needed Nominations – Shared role</p>	<p>Natalie Kerr</p> <p>Rose Townley Jen Arhanic</p>

	<ul style="list-style-type: none"> • Rose Townley • Jen Arhanic <p>Motion - Brooke 2nd - Lauren</p> <p>Secretary – Minutes etc Nominations</p> <ul style="list-style-type: none"> • Nerida <p>Motion – Brooke 2nd - Emma</p> <p>School Leadership Team (Ex-Officio Members)</p> <p>Diocesan Delegate – events to attend and work with Archdiocese Nomination</p> <ul style="list-style-type: none"> • Emma L <p>Motion – Natalie 2nd - Rose</p> <ul style="list-style-type: none"> • Talk about self-nomination, second and vote. Nic spoke about steering away from the old P&F voting system • Rose spoke about the P&F previously and there was a team spirit. They spoke about the different directions that the P&F has taken over the years. • Talk around the importance of engaging year groups and community. • There is hope from Nic to ensure that there is community spirit. 	<p>Nerida Humphries</p> <ul style="list-style-type: none"> - Contact Michael from Network First to set up of OneNote/KP Collective Team - Laptop to be given to Nerida and folder <p>Emma Lawson</p>
<p>Formation and Confirmation of Teams that will operate within the structures of the KP Collective</p>	<p>Ideas:</p> <ul style="list-style-type: none"> - Community Interest - Learning Interest - Service Interest <ul style="list-style-type: none"> • Talk about adding sub- committee as the same as the Interest Teams • Where do parent reps sit within the interest groups. 	<p>Nic added parent reps to be across all interest teams as a liaison with the parent community and supported by the KP Collective</p>

<p>Election of Team Co-Ordinators</p>	<ul style="list-style-type: none"> - Community - Learning - Service 	<p>Community</p> <ul style="list-style-type: none"> - Lauren - Paige - Heidi - Jayne - Brooke <p>Learning</p> <ul style="list-style-type: none"> - Jon Seem - Clare Harris - Mel Telecica n <p>Service</p> <ul style="list-style-type: none"> - Kathleen - Amelia - Emma D
<p>Distribution of St Joseph's KP Collective Charter - FINAL</p>	<p>Nic to confirm wording and highlight yellow.</p>	<p>Nicole Cole</p>
<p>Notification of Committee Members to CSPQ including St Joseph's KP Collective Charter – Final Version</p>	<p>Nic to send to KP Collective Make final – take off draft Send to school community List executive committee members with charter</p>	<p>Nicole Cole</p>
<p>AGM closed at 6:24pm</p>		
<p><u>General Meeting</u></p>	<p>Start of General Meeting 6:25pm</p>	
	<p>Nerida spoke about the sponsors and prizes for the community.</p>	<p>Nic to set up a KP Collective signature</p>

	<p>Looking at doing a lucky door prize at the Welcome Disco</p> <p>Will distribute throughout the year and with a co-ordinated approach.</p> <p>Ensure that all of the communication goes through the KP Collective email address and the school email.</p>	
Business Items		
<p>Welcome Disco update</p>	<p>Prizes to give out on the night.</p> <ul style="list-style-type: none"> - Norman voucher - Bounce pack <p>Suggestions for children's prizes/gifts \$150 in total</p> <p>Talk about buying glow sticks for later events.</p> <p>All Year 4 parents are involved in helping on the night of the disco.</p> <p>Oval – Disco</p> <p>Food – Mercy Place</p> <p>Silver chairs as a barrier and caution tape for barricading play equipment</p> <p>Two security guards patrolling</p> <p>Raffle tickets to be used as \$1 'bucks' – parents to buy multiple tickets to avoid crowding and line-ups for eftpos machine</p>	<p>Nerida Humphries & Brooke Massy</p>
<p>Mother's & Father's Day stall update</p>	<p>Heidi has purchased most of the presents and will need help to get from the room and sort into Mother's and Father's Day boxes. Will need a working bee to help and be there on the day.</p> <p>Need help to sort through the storeroom.</p> <p>Year 6 leaders to help with showing the classes the presents</p> <p>Purchase new tablecloths or ask for donations.</p> <p>Heidi has bought a variety of products for this year.</p> <p>Father's Day may need some more products.</p>	<p>Heidi Hackwood Shannon Staunton</p>
<p>Tech Lunch – Term 1 discussion</p>	<p>Find out from teachers - Who are the parent reps?</p> <p>Amelia and Paige - Year 5</p> <p>Toni Phillips, Terry Hamilton and Angela Leonardi – Year 6</p> <p>Sushi, iceblock and popper Pizza, iceblock and popper</p> <p>Options for a bundle and separate purchases</p>	<p>Year 5 & 6 volunteers required to co-ordinate this first tech lunch</p> <p>Amelia and Paige – Yr 5</p> <p>Terry, Angela and Toni – Yr 6</p>

	<p>Senior students to assist</p> <p>Should we bring back sausage sizzles?</p> <p>Should we change the name of Tech Lunches? Nomination of name by Emma Lawson: KP Tuckshop Lunch Motioned: Everyone 2nd: Everyone</p>	
2023 Inaugural Trivia Night	<p>Budget?</p> <p>Volunteers?</p> <p>Updates to be held over to the next meeting on the 28th February.</p>	Kathleen Whybird
2023 Calendar Update	<p>Meant to be arriving tomorrow (8/2/23) and distributed by the end of the week.</p>	Nicole Cole
Funding request from Director of Music – Alex Predeckij	<p>Yamaha Stagepas 600BT Portable PA - \$1499 Other equipment mentioned in the email.</p> <p>Motioned – Natalie 2nd - everyone</p> <p>See proposal email from Alex – 6/2/23</p>	<p>Nicole Cole on behalf of Alex</p> <p>Request granted</p>
Funding request – PC Locs Cabinets for Italian and Arts (\$6800)	<p>Request granted by the KP Collective</p> <p>Motioned – Jen 2nd - Emma</p>	Nicole Cole
Maths Resource Funding Total \$20,000	<p>Multiple resources to improve numeracy reasoning and fluency. Maths audit by the teachers and resources needed.</p> <p>KP Collective have mentioned that they would be happy support resources for the children/students if the school look after staffing.</p> <p>Motioned: Jen 2nd: Heidi</p> <p>Ensure the community where the funds are going and the rationale behind the spending. Resources with label mentioning who donated the resources.</p>	<p>Megan Lomax</p> <p>Request Granted</p>
General Meeting closed at 7:18pm		