



DRAFT

**MINUTES OF MEETING
HELD ON WEDNESDAY 20/10/21**

Chair: S Glover

The meeting opened at 7:00pm, The Hive, Orange

ITEM		Action
1.0	STATUTORY MATTERS	
1.1	<p>Welcome, Attendance and Apologies</p> <p>In Person: S Glover, O Jandera, L Lett, T Delbridge, A Parry, L Stewart, H Whittemore, N Sweetapple, C Ivey, A Bennett, B Nash, C Fraser, J Balcomb, D Hayward, J Russell, J Pearce</p> <p>By Video conference: A Elder, S Kiss, C Attenborough, J Shannon, L Dunworth, J McColl, K Canning, P Smith, U Ratnayake, V Young, L Ryan, B Conway, K Sweetapple, S Mazlin, B Taylor, E Westcott</p> <p>Apologies: C Brown, A Zielinski, J Dival</p>	
1.2	<p>Acceptance of Minutes of Previous Meeting held on 12/05/21</p> <p>The minutes of the previous meeting held on 12/5/21 be accepted as a true and correct record.</p> <p>Moved: L Lett</p> <p>Seconded: J Balcomb</p>	CARRIED
1.3	<p>Acceptance of Minutes of Previous Meeting held on 6/06/21</p> <p>The minutes of the previous meeting held on 6/6/21 be accepted as a true and correct record.</p> <p>Moved: S Glover</p> <p>Seconded: L Lett</p>	CARRIED
1.4	<p>Acceptance of Minutes of Previous AGM Meeting held on 11/08/21</p> <p>The minutes of the previous meeting held on 11/8/21 be accepted as a true and correct record.</p> <p>Moved: S Glover</p> <p>Seconded: A Bennett</p>	CARRIED
1.5	<p>Review of P&F Constitution extended until 2022</p> <p>It was noted that the P&F Executive will work with the school to review the Constitution and present it to the Committee next year.</p> <p>Action: Constitution to be revised and approved early 2022.</p>	P&F and KWS Executives

2.0	REPORTS	
2.1	<p data-bbox="256 226 582 248"><u>Principal's Report (A Parry)</u></p> <ul style="list-style-type: none"> <li data-bbox="304 259 991 286">- Thanks previous P&F Executive for their contribution. <li data-bbox="304 304 1283 331">- Welcomes the new P&F Committee and boarding families attending via zoom <li data-bbox="304 349 1369 421">- Welcomes back teachers and students into the school for face-to-face learning, return to normal rhythm and friendships. <li data-bbox="304 439 1369 555">- COVID has prevented many social events from proceeding, not just for day students but also for our boarders and the wider Orange community. Year 8s have had 2 years now where engagement has been limited. <li data-bbox="304 573 1369 645">- KWS is sadly unable to arrange any parent social functions under the current COVID restrictions <li data-bbox="304 663 1369 896">- Vaccination rates are in the high 80% range in our LGA, with over 97% of adults having received one dose. Students engaged back in sport, despite limited guidance from NSW Health conversations initiated with NSW Independent Schools have allowed KWS to align school sport participation with that available to the community. Thanks to Priscilla Stanley from Dubbo who assisted the boarders from areas of higher COVID case numbers to return to school. <li data-bbox="304 913 1369 985">- There were a lot of unknowns around the HSC, first exams now scheduled for 9/11/21. Study hubs have been set up at school and are working well. <li data-bbox="304 1003 1369 1075">- Uptake of vaccination from staff has been good, strong compliance with the law that they need to be double vaccinated. <li data-bbox="304 1093 1369 1245">- Prior to 1st December, students aged 16 years and older need to have received double vaccination before attending school sport. Parents have been invited (voluntary) to provide vaccination certificates if their child is to play sport, however it is strongly noted that a family's rights to privacy and personal views will be respected. <li data-bbox="304 1263 1369 1379">- Thanks to all the teachers and the learning after last lockdown that taught us how we can do things better and the importance of human engagement in the learning process. <li data-bbox="304 1397 1369 1550">- Industrial Arts building due for completion next month, students to use the facility from next year. Junior school to utilise 'Windermere' farm. Interviewing and appointing staff is under way, announcement to appear in the next newsletter, good candidates have come forward. <li data-bbox="304 1568 1369 1639">- Senior school leaders induction last week, socially spaced in the chapel – morning tea and lunch. <li data-bbox="304 1657 1369 1809">- New uniform launch delayed with COVID. Uniform video was outsourced but not satisfactory so today KWS created a new video with students wearing the uniform. Uniform launch will occur next week with a video, brochure and steps for purchasing. Students looked great and responded positively. <li data-bbox="304 1827 1369 1899">- Year 12 Graduation will go ahead, still confirming details but will do the best we can to make it special. <li data-bbox="304 1917 1369 2033">- Staff excited about things we can do and positive about next year. Advancing initiatives that we had started but were not been able to follow through on due to the pandemic. 	

A Bennett asked what it would mean for the school if COVID numbers climbed again, and if there were any pre-emptive measures KWS could take to avoid closure. A Parry commented that they are working with NSW Health and the Department of Education and Training, to get the best guidance and to follow that advice. Ventilators are being installed to improve air circulation. Risk management includes a whole range of procedures regarding borders not mixing (those from LGAs of concern not allowed to mix at all), class groups not mixing, mask wearing for students and hand sanitiser.

2.2

Junior School Principals Report (D Hayward)

- Thanks the P&F for the invitation to provide an update.
- Talking to a lot of people, students, community sport groups, ex students and parents. Working hard on our vision and moving forward. Start planning for next year
- Increased Learning Support, more staff into classes for numeracy and literacy. Consistency for Pre-K to Year 2 in literacy. Boost groups for 2.5hrs a week for students needing extra support. Amanda Dodson focusing on contextual learning at 'Windermere' farm, how it can be best used. Kindy growing strawberries. Year 3 made butter. All experiences at Windermere relate to subjects year groups are covering. Well received and students are calm when they come back from a visit.
- Extra curricular being held at lunch time, thanks to the staff for facilitating 10 plus activities in a COVID safe way.
- First afternoon of sport started today, lots of work. Aware how far some students travel and want sport to be purposeful, 3 competitive sports now for boys and girls – cricket, football, basketball. Fitness 2 mornings a week (opportunity for students to engage in other sports we don't offer) and swim squads recommenced.
- Some staffing changes, 2 new staff. We are growing in numbers, 7 new students starting this term. Current year 1 will be splitting into 2 classes for year 2.
- Grateful for the tree house, indoor/outdoor space for Kindy/year 1 – parent gatherings, classes, can be used at lunch times for students. Renovating K to 3 classrooms. Next year the Independent Schools Association will work on literacy at KWS for the whole year.
- Book week held on line, carnival of curiosity for later in the term.

J Balcomb asked if there would be a Graduation for Year 6. D Hayward stated that they plan to have dinner and dancing with just year 6 students, if parents are allowed to come that would be ideal. Trying to keep parents involved as much as possible.

D Hayward added that in December junior school students would have 2 days to experience the next year class eg year 1 go to year 2 for 2 days. Also invite Pre-K and Kindy families to speak to teachers before the school year starts.

2.3

Head of Girls Boarding (H Whittemore)

- Commenced in April so it has been a time of innovation with the challenges of COVID. Boarding cohorts can't mix. Challenging for Sydney boarders, very limited what they

can engage in. Hopefully be able to access the community for weekend activities in the near term.

- Girls boarding enrolments at capacity, boys boarding nearly at capacity.
- Each lockdown we have learnt. Very resilient students, very proud of the boarders.
- Exciting plans for the PLC site, have plans to recarpet and repaint and refurbish the Dorothy Knox Hall. Huge thanks to Addy Nuthal for making those plans come to life.
- Plans to refurbish the Girls Boaring House over the next 2 years.
- Keen for feedback on the current offering - food, academic and accommodation. Reestablish Boarder Parent Committee.
- Appreciative to families all returning in a safe way, and excited to see what we can do. Boarders very happy to be back together, finding ways to connect. School has done a fantastic job of returning them safely.

N Sweetapple asked did the school have any indication as to when Level 2 might come into affect as we are currently level 3. A Parry confirmed that he has not yet been advised.

2.4 President's Report (S Glover)

- Introduced the new P&F Executive and Representatives.
- Sarah was a KWS boarder in the late 80s and has a daughter at the school.
- Big thanks to the previous P&F Executive for all their hard work with the changing tides of lockdown, and for their support and guidance to the new executive.
- Since the AGM, P&F met informally in September to discuss parent year group reps and families/boarders that have missed out over the last 2 years – high priority. P&F Executive met with A Parry, T Delbridge and J Divall in October and the group looks forward to working together.
- Aim for major fund raiser in 2023, with something smaller in 2022.
- Correspondance from Rugby Club President has requesting that friend raising events not be held on same night as the first rugby club meeting, avoid a scheduling clash.
- Other correspondence expressing concern about negative discourse on media platforms, we will work with the school to create and distribute a Code of Conduct.
- Aim to get back to the positive, inclusive community that we had prior to COVID and welcomes any ideas.

J Balcomb added that parents can't attend social events in the evening if their children have early starts the next day because of sport and travel. Be mindful of the parents and students.

A Parry will take the general comment regarding scheduling into consideration, but noted that the school calendar it is busy.

2.5 Financial Update (J Balcomb)

- Brief report, only came into the role in August. No transactions and no events since then.
- Met with J Pearce this afternoon to hand over and there has been a huge amount of work done by J Pearce over the last 5 years.

	<ul style="list-style-type: none"> - Now \$64k in bank account with \$42k of commitments (P&F approved expenditure, school spent the funds but funds have not been moved over the to the school). Will aim to reimburse KWS shortly. - Issue raised in the June meeting about the control of the P&F funds and its holdings. Currently funds are held with NAB and the P&F Executive are appointed as signatories. As per the Constitution the Uniting Church Synod has control of all funds should the P&F be dissolved. The Treasurer and the school's preference are that the current P&F account be closed and that all funds are transferred to a CBA account held by the school whereby the school approves all payments and P&F Executives are not signatories. <p>Motion to transfer the existing P&F funds so they can to be held in trust by KWS and that P&F Executives be removed as account signatories. Accounting and auditing of P&F funds to be completed by the school going forward.</p> <p>Moved – J Balcomb Second - O Jandera</p> <p style="text-align: right;">CARRIED</p> <p>Action: J Balcomb and T Delbridge to facilitate the motion.</p> <p>J Balcomb commented that she can't wait to meet everyone and establish the right mix of friend raising and fund-raising whist using our limited funds strategically. J Balcomb welcomes everyone's ideas and hopes we all have fun.</p> <p>Support from J Shannon noted via zoom.</p>	<p>J Balcomb/ T Delbridge</p>
<p>3.0</p> <p>3.1</p>	<p>MATTERS FOR DECISION & DISCUSSION</p> <p>Year Group & Boarder House representatives and Facebook etiquette</p> <p>S Glover noted that a few years were not covered - Year 2, 3, 5, Pre-prep and Years 10,11,12.</p> <p>J Russell added that she has now filled positions for Year 2 and 3 reps and maybe year 5. Will engage with Pre-Prep to see if a volunteer can be found.</p> <p>N Sweetapple asked for the current Facebook administrators to post a note requesting Year Group Representatives and a summary of the role. S Glover agreed.</p> <p>Actions: A call for Year Group Representatives to be placed on year group Facebook pages</p> <p>S Glover noted that the P&F are working with the school to consider a Code of Conduct to improve Facebook etiquette. Invited members to reach out with any recommendations. Will discuss with J Divall, A Parry and the P&F Committee so we get a broad viewpoint.</p>	<p>J Russell</p> <p>S Glover/ N Sweetapple/ J Russell</p>

	<p>J Balcomb suggested that the Facebook administrator could also be passed on to an ex-student.</p> <p>3.2 Welcome to New Parents and Friend Raising S Glover noted the importance of this and that it will be our focus with smaller social engagements. Up to the year group reps, anything that engages.</p> <p>3.3 Meeting dates for 2022 It was agreed that the following dates would be accepted:</p> <ul style="list-style-type: none"> - <u>Term 1</u>: 16/2/22, AGM 16/3/22 (Zoom) - <u>Term 2</u>: 11/5/22 8/6/22 (Executive only) - <u>Term 3</u>: 3/8/22 - <u>Term 4</u>: 26/10/22 	
<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p>P&F FUND RAISING</p> <p>Fair Day 2023 S Glover noted that a subcommittee will be formed and the P&F are looking for volunteers.</p> <p>Ideas for 2022 S Glover noted that the Trivia Night was very successful in the past. Cookbook could be good if other opportunities are limited. Icebreaker drinks.</p>	
<p>5.0</p>	<p>OTHER MATTERS</p> <p>J Balcomb stated that historically the P&F had contributed funds to the Icebreaker function (half KWS and half P&F).</p> <p>Motion that Icebreaker pricing should not be excessive, the payment split between KWS and P&F should be agreed in advance of each function, and parents attending are to make a monetary contribution.</p> <p>Moved – J Balcomb Second – A Bennett</p> <p style="text-align: right;">CARRIED</p> <p>J Pearce encouraged parents that would attend to contribute as there were a lot of “no shows” at Phillip Shaw. J Pearce added that the last Icebreaker was the most expensive on record.</p> <p>N Sweetapple raised a question as to who was contributing. Budget and split – P&F, school, parents. A Parry negotiated with Shaw post event so there was a discount, particularly as a result of the large number of “no shows”.</p>	

	<p>J Balcomb suggested that we hold two icebreakers and separate the Junior and Senior schools. Large events can be intimidating, especially if it's the first time you are attending. S Glover noted that you are more likely to meet members of your own class in smaller events.</p> <p>J Pearce suggested some fund-raising ideas. Wine and Gin fund raising as an annual event. Previous P&F Executive had tentative discussions with the school and local wine makers (all associated with KWS should be approached). J Pearce suggested that we get more men involved. A Father's Day and Mother's Day breakfast were mentioned. O Jandera strongly supported the concept of a Father and child breakfast.</p> <p>J Balcomb suggested father and child camps at 'Windermere' farm. D Hayward suggested that picnic and sports with the dads might be good idea for the Junior School.</p> <p>J Pearce informed us that historic P&F files were accessible via drop box. O Jandera has viewed the files and volunteered to be the custodian. O Jandera encouraged anyone with relevant documents to send them to her for uploading and safe keeping on drop box.</p> <p>Action: P&F documents to be saved on drop box</p>	O Jandera
6.0 6.1	<p>MEETING DETAILS 2022</p> <p>Next meeting 16th February 2022</p>	
7.0	<p>CLOSE Meeting closed at 8.32 pm</p>	