



## GENERAL MEETING MINUTES

02.09.2024 KSPS LIBRARY 5.15PM

MEETING 5 OF 8

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

### ACKNOWLEDGEMENT OF COUNTRY

**1. OPEN** 5.20pm

**2. WELCOME**

**3. ATTENDANCE** Karisa Morrison, Mallika Wright, Steve Miles, Shayla Rice, Michelle Righton, Marnie Hopkins, Chris Errington, Linda Blackwood, Jypsie Hoult

**APOLOGIES** Rob Chapman, Estelle Taylor

**4. CONFLICT OF INTEREST DISCLOSURE** (*recorded by Secretary*)

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

- i. *Correspondence re the science fare BBQ*
- ii. *Big rivers general meeting – COGSO*
- iii. *AEC hire fee*
- iv. *ICT policy*
- v. *School council chairs and Treasurers 2<sup>nd</sup> DOE online session – 2025 funding and budget cycle*

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

- i. *BBQ duty*
- ii. *AEC hire fee*

**7. BUSINESS ARISING FROM CORRESPONDENCE**

- i. *AEC hire fee had 2 responses to the email sent out but since then there has been 2 other schools in Darwin confirm they have charged \$2500.*
- ii. *Those attending discussed the fee with Shayla confirming majority have charged \$2500, with consideration that over time the increase of prices in general to propose \$3000 as the hire fee*
- iii. *3 members agreed with \$3000 with one member proposing \$10 000.*
- iv. *Due to not meeting Quorum vote cannot be completed therefor out of session email will be sent to those not in attendance and collated with those that have attended.*

**8. MINUTES OF THE PREVIOUS MEETING** (*circulated to all members prior*) (*Motion recorded by Secretary*)

- i. *Will need to be sent out again and ensure they have been read and note any changes required.*
- ii. *Motion that the minutes be confirmed to be completed in a out of session email*

**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. *Recruitment is underway with some ne staff expected to start pending clearances and registration*
- ii. *Only accepting enrolments for certain year levels from those that are residing within the catchment area.*
- iii. *Wellbeing of students and staff still a priority with the counsellor scheduling one on one session with a small group of students to continue to support them after the loss Rachel. Teddy the therapy dog has also been visiting weekly*
- iv. *Isobella from Headspace has been to provide resources to staff*
- v. *Guest speakers also been in with the year 5/6 to talk about juvenile justice with a focus o making better choices to avoid being involved within the justice system.*
- vi. *Threatening behaviour is being taken seriously with very clear consequences to ensure there is a strong message being delivered that threatening behaviour and violent behaviours will not be tolerated. Parents have been contacted, meetings held, suspensions and considerations of removing students from camp if required.*
- vii. *Police have also been in to talk and raise awareness about bullying behaviours.*
- viii. *A behaviour policy is needed to be reviewed*



## KATHERINE SOUTH PRIMARY SCHOOL

- ix. Curriculum map created and due to be implemented. This provides guidance and identifies what is needed to be learned and to what level while highlighting focus areas. Assessments will also be scheduled outlining due dates.
- x. Attendance is still low and room for improvement but currently steady with out further disengagement.

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

- i. See reports for full details, Budgets predict all funds to be spent
- ii. Minor grant re- submitted due to a new form now in place, these had previously been completed and submitted but had to be re done on the new form. This is for the basketball flooring and structure and bus storage area.
- iii. Fundraising is at a loss, but the fathers day stall did well.
- iv. Have had one new enrolment
- v. Shayla proposed the school purchase a ute for maintenance and errand or collecting bulky items. Currently the school has 3 buses and a trailer. The trailer is used for cardboard therefor the trailer is required to be emptied before use each time and is still difficult to move through the school. A ute would be much more practical.
- vi. Shayla has a price of a new ute for over \$60k or the mechanic that services the bus has recommended a ute that's currently for sale (not his or anyone liked to the school) for \$15k-\$16K, the history is known, low klms, 2WD steel tray with bulbar and tow ball. Only being sold due to the owner having a family and upgrading to a twin cab.
- vii. Vehicle assets, with the purchase of a ute then means the school has 4 vehicles with 3 being buses. 1x bus is a 25 seater and used for class excursions and meets the needs of the school, the coaster is only used a few times a year for the over flow of students on bigger trips or school camps although all schools borrow a extra bus for camps and is only once or twice a year, currently the maintenance team use the "bongo" bus that has no real purpose but has ben utilised for extra kids when there is only a few. Meanwhile the minimal use still comes with a cost of maintenance, registering and insuring. The general discussion with those that attended was to move on the assets that are costing money and not being used.
- viii. The KSPS morning school bus service has been suspended, currently costing the school \$500p/w and not being used for the intended purpose to assist vulnerable students to get to school and encourage attendance, currently normally 3-5 students getting on in the morning but all are over the age of 8, do not met the criteria and have other ways to get to school and will often then walk home or there is a few more getting on in the afternoons to get a lift home although they get themselves to school.
- ix. Shayla has proposed amount of up to \$1000 to be allocated for a gift and morning tea for teachers and support staff to acknowledge their efforts on world teachers' day, those attending approved and a email for out of session vote to be completed for approval.

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

- Not available due to Rob being away
- Brief bus survey results shared with others, minimal response but those that completed have shared similar concerns which are being around behavior on the bus (bullying and exposed to inappropriate behavior) and the lack of communication between the bus company and parents with parents not being informed.
- Chris informed that following a incident on the bus and meeting with Peter from the bus company and reviewing video footage, Chris informed there are behaviors and concerns that need to be addressed quickly and teachers to be supported also.
- Currently the bus company informs the school of any suspension and in this case the school supports and will then communicate that with the families.
- Police have been involved and also spoke with students in regard to Bullying and the impacts bullying has.

### 13. GENERAL BUSINESS

- i. Vote on AEC hire fee discussed during action list with the majority agreeing to \$3000 with a out of session vote to occur with one member proposing \$10000
- ii. Across 5/6 schools the hire fee was \$2500
- iii. Proposed Saturday 12<sup>th</sup> Oct to do a busy bee with 4 groups being identified – play area, car park/garden tidy up, vines on back fence and the back area where Stacey has been working on. Shayla and Steve will create the list and advertise for volunteers to assist on Saturday morning.

### 14. DATE OF NEXT MEETING *Monday 21<sup>st</sup> Oct 2024*

### 15. CLOSE *6.37pm*



Person responsible	Action Item	Updates
Biddy	To Contact Peter in regard to the bus concerns	No update available at the time of meeting. – still outstanding
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 – not able to be completed
Steve	Coordinate as a subcommittee to schedule a working Bee to assist with the upkeep of the school grounds	Busy bee didn't occur as originally discussed. Discussion occurred that a busy bee needs to have structure and then advertise what is required and ensure enough resources available. A list is to be created and then the need of volunteers to be advertised. Weeds on fence line, general gardening, pressure washing were a few key areas discussed.
Prue	Send the link for tidy towns to Marnie to explore further and provide feedback	Something to consider next year.
Rob/Shayla	Having previous minutes uploaded to school website	Still a work in progress with other task taking priority.
Marnie	To pass on the screen time policy to be reviewed as needs to be updated.	The school/ education department does not have a screen time policy to outline how much screen time is allowed, a ICT policy was sent out. Screen time policy in progress but again will not include "screen time" time frames as it will identify that screen time is productive, consider what apps are available to who or on what devices and whatever is implemented in the school will be the same for OSHC.
Chris	School events	Nothing been confirmed as of yet and other than school camp and the bull drop. Next year would like to have a calendar to outline possible fundraising opportunities or for the school council to be involved in at events such as sports day, Beat, science fare, fun days, musicals, mother/father days stall
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.	Completed and thank you to those that assisted.
Chris/Marnie	Provide an update to families with what is happening with 5/6A. Recruitment update and plan for in the meantime	Work in progress, was mentioned in the school newsletter. there is a recruitment process happening and waiting on clearance before announcing or providing further updates.
Chris/Marnie	Inviting school leaders to meetings and providing some feedback	Marnie informed this has not yet been able to take place due to time restraints. Marnie is currently on class.
Shayla	Bus survey to be included in the newsletter again and promoted on the school Facebook page	Has been shared on Facebook and in the newsletter.
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.	No longer advertising as currently sitting at 61 positions with a capacity 65 and wanting to hold positions for students of KSPS



**KATHERINE SOUTH**  
PRIMARY SCHOOL

Karisa	Calendar invites for meetings	Gmail does not have a built in calendar and requires another App which does not make sense to add, each individual will need to enter in their own calendars and reminders and agendas will be sent out. Meetings occur on the Mondays of week 3 and 8 of each term.
Karisa/Shayla	Father days stall – Shayla will order items and Karisa will organise volunteers	Father's day stall made a decent profit, did much better then the mother's day stall and had very little left over.
Jypsie/Estelle	Details for flyer to be sent to Jypsie Estelle to liaise with Shayla about the online ticket sale option?	Jypsie has the details and working on a flyer – Ball drop will occur on Friday of week 7 term 4.
Shayla	Set up online ticket option for xmas ball drop fundraiser	
Karisa	Previous minutes sent out with the title stating Agenda	Been corrected on Karisa end and will be re sent
Karisa	Email for out of session vote to those that did not attend in regard to <ul style="list-style-type: none"> <li>- AEC hire fee</li> <li>- Purchase of Ute with the intention of downsizing from 3 buses to 1.</li> <li>- \$1000 world teacher day gifts and morning tea</li> </ul>	