Introduction
The Parents and Friends Association (PFA) operates within the community of Kingswood College, providing representation by parents for parents. It promotes community cooperation through social activities and plays an important role in fundraising for the College. The PFA meeting is a forum for sharing ideas and concerns and operates under the auspices of the College Council.

PFA membership is open to all parents and guardians of students who attend or have attended the College and any other interested person who supports the aims of the Association. Membership of the PFA is voluntary.

Executive Committee
An Executive Committee of President, Vice President, Secretary, Treasurer, Communications Coordinator and Fundraising Coordinator is elected each year at the Annual General Meeting. This Committee works directly with the College Principal.

2011/2012 Executive Committee
President: Tess Brooks
Secretary: Janice Keynton
Fundraising Coordinator: Jo Farrell
Communications Coordinator: Tracey Seignior
Social Coordinators:
Liza Ironside (Junior School)
Leigh Cady (Middle/Senior School)
Book Exchange Coordinator: Lynette McDonald

Tess Brooks can be contacted on 0412 177588 or at geoffbrooks@optusnet.com.au.

Janice Keynton can be contacted by email: jkeynton@bigpond.net.au if you would like to receive minutes and reports relating to meetings.

See contact details for the coordinators on the relevant pages.

PFA events
The best way to meet other families and staff is to participate in one of the events organised or supported by the PFA:

• PFA meetings with speakers/presentations/displays/discussions
• Open Day
• Trivia Night
• Shopping Tour
• Family Golf Day
• Year Level Social Dinners & Family Picnics
• A Night to Remember
• Volunteer Thank you Function

See details of these events below.
PFA Trivia Night
This annual event is a highlight of Kingswood’s social calendar. Come with a friend or organise a table of ten. This event sells out quickly – make sure you book as soon as bookings open.

PFA Year Level Social Dinners
• Years 11 & 12 – 29 March 2011
• Years 8, 9 &10 – 29 June 2011
• Year 7 – 24 May 2011
This is an opportunity to meet other Parents and Staff of your child’s year level socially.

Family Golf Day
Sunday 22 October 2011
Usually close by at Wattle Park or Box Hill Golf Club, this is a family day with an Ambrose format, which suits experienced and beginner golfers alike.

Volunteer Thank You Function
29 November 2011
At the end of each year, Kingswood hosts a terrific Volunteer Thank You Function to spoil our many volunteers and to say a very special ‘thank you’ for their support. All parents and friends who volunteer their services throughout the year are invited.

PFA meetings
PFA meetings PFA meetings are open to all parents. The meetings are generally held on the third Tuesday of each month (excluding school holidays) but check the calendar and newsletter for any changes.

We have refreshments and ‘meet and greet’ from 7.15pm, and meetings start at 7.30pm. All meetings are held in the Cato Centre.

A brief business meeting will be held, responding to reports distributed by executive members prior to the meeting and other items raised in General Business. If you have something you would like PFA to consider it is a good idea to contact the Secretary before the meeting so that time can be allocated:

jkeynton@bigpond.net.au

Following the business meeting we will have a speaker, a presentation, a display of materials that may be of interest to parents, or a topic for discussion.

Remaining 2011 dates:
Wednesday 29 June Principal Elisabeth Lenders to speak on the new Kingswood Model for Learning; then lead a discussion regarding the next Strategic plan with opportunity for parents to have input.
Tuesday 26 July Brenda Schaeffer, School Counsellor, will speak on the issues currently facing young people.
Tuesday 30 August Greta Caruso, Head of English, will lead an interactive presentation on using technology such as smartphones and iPads to support language skills (spelling, vocabulary etc.).
Tuesday 20 September  A display of parenting resources including books for adults, books and posters for children and young people, useful websites and tip sheets (topic TBA – see Kingswood News).

Tuesday 25 October Speaker TBA – see Kingswood News for details.

Tuesday 29 November Note: 7.00pm meeting, 7.30pm Volunteers Function.

PFA Class Representatives

The Parent Class Representatives are the core of the Kingswood PFA. The Parent Class Representatives are parents from each class within the year level and are supported by the PFA and the year level teacher or coordinator. Ideally each class should be represented by a minimum of two parents. Each Parent Class Representative reports to the PFA Communications Coordinator, who in turn reports any comments and issues to the PFA meeting. Parent Class Representatives are encouraged to attend monthly PFA meetings.

The functions of the Parent Class Representative (PCR) are to:

• organise social gatherings for the parents in their class or year level.
• welcome any new parents and to ensure they have a class list, PFA committee list and as much as possible to help them feel a part of the class and the school.
• provide a communication channel between the parents of the class and the PFA through the Communications Coordinator.
• assist with PFA activities.
• have input into the functioning of the PFA.
• liaise with the class or PC teacher or year level coordinator regarding any class fundraising activities.

If you have any queries regarding this role or wish to contact your current Class rep, please contact Tracey Seignior, Communications Coordinator, on 0418 148 513 or by email: seignior@bigpond.com.

Please note – volunteers assisting at the College during student hours must hold a valid Working with Children card. To find out more information and to request an application form, please visit http://www.justice.vic.gov.au/workingwithchildren.

PFA Fundraising

A small, friendly, energetic Fundraising Team manages a variety of events throughout the year – both friend-raising and fund-raising.

During 2010 we organised and assisted with the following:
• Trivia Night including a Silent Auction and “Grange” auction
• Kingswood’s 120th Birthday Celebration
• Christmas in July Shopping Tour
• Welcome and refreshments for “Little Shop of Horrors” Production
• Family Golf Day at Wattle Park.
All profits generated contribute to the enhancement of our children’s learning environment. See the ‘Achievements’ page for some details of projects we have assisted.

If you would like to be involved we would appreciate your input and ideas. You can choose to do as little or as much as you like. Our goal is to have fun along the way!

To the wonderful volunteers who have helped in the past – THANK YOU. We really appreciate your dedication and hope you are able to continue your valuable assistance.

If you would like to be a part of this great group you would be very welcome. Contact our Fundraising Coordinator Jo Farrell on 0403 445 987.


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**PFA Trivia Night 2011 report**

Congratulations and thanks go to the PFA and particularly to Year 7 and 12 parent, Jo Farrell, for the planning and behind the scenes organisation of another Trivia Night. The event was held in May in our enlarged Brimacombe Hall and this year the theme was “2011: A Space Oddity”. Excellent effort went into costumes – some hired and fabulously disguising the wearers (“Who was that ewok?”); others hand-made and so creative that they took out the costume prize for the night. Past President John Lyons’ team collected materials from a reverse art warehouse and made extraordinary silver space outfits that really stood out amongst the crowd!

The trivia aspect was organised by a professional quiz master who kept things moving with questions that were both fun and challenging and a few games we hadn’t seen before. The winning team was also John Lyons’ team – their costume prize of 5 extra points meant that others were ‘pipped at the post’ by 3 points. Clearly the effort put into planning and making their costumes was worthwhile!

Alongside the battle to be Trivia Kings, we ran a silent Auction which added interest and funds to the night’s success. A big thank you to Jo Farrell for the many hours seeking, collecting and displaying the items, which ranged from vouchers for family outings to legal services, from family photography portraits to fashion.

This evening was also an opportunity to farewell our Community Development Officer, Susan Cooper – a keen Trivia Night participant over many years. She has encouraged the parent community to be involved with Kingswood and to have fun! We wish her all the best in her new ventures.

See some photos from the 2011 event on the website.

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**Tuckshop**

Kingswood College is very proud of its "5 Star" Tuckshop – this Council assessed rating has been awarded once again in 2011.

The Manager, Fay Lovus, is employed by the College and is assisted by Katrina Berryman and Huebienh Trinh. PFA is involved in regular discussions with the Tuckshop Manager about the menu and ways in which we can work together for the benefit of the students and the College.
The College appreciates the efforts of the PFA in encouraging people to become volunteers at the Tuckshop. In addition to ensuring Kingswood’s ongoing management of our canteen, this is a wonderful opportunity for parents to see the school in action, meet students and staff, and get to know other parents while assisting our fundraising efforts.

Lots of helpers are needed to cover this 5-day-a-week service, so we need your help one day a month! If you are unable to offer a whole day then perhaps you could spare a couple of hours. Please consider this and call in and talk to us! Don’t let the "5 Star" make you nervous. Systems are in place to ensure that routines and pricing are clear and easy to follow for newcomers.

Our great sense of community stems from the willingness of parents to step in and lend a hand. To all those wonderful volunteers who have helped in the past – THANK YOU – we hope you are able to continue in the future. We’d also love you to help too – even if it’s for one day a month or term.

Please indicate your availability by downloading the PFA Volunteer Form and returning the completed form to your School Secretary. Our Tuckshop Manager will be in contact with you soon thereafter.

Please note – volunteers assisting at the College during student hours must hold a valid Working with Children card. To find out more information and to request an application form, please visit http://www.justice.vic.gov.au/workingwithchildren.

PFA Book Exchange

The Kingswood Book Exchange will again be held in December 2011.

From November, Year 12 students can leave books they wish to sell at the Senior School Office. It is essential that each book has a post-it note attached and that the relevant selling list accompanies books for sale.

The drop off, sale and collection times in rooms V3 and V4 (Senior School) are as follows:

- **Years 10–12 Book Drop Off**
  - Thursday 1 December 2011, 9.00–11.00am
- **Years 7–12 Book Drop Off**
  - Friday 2 December 2011, 8.30am–12.00pm
- **Book Exchange Sale Day to purchase books for 2012**
  - Saturday 3 December 2011, 8.00am–10.00am
- **Unsold book collection**
  - Monday 5 December 2011, 8.00am–9.00am

Students new to Kingswood are very welcome to come and purchase books.
Books will be accepted for sale at the discretion of the Book Exchange. Books that have markings will be sold (if possible) at a reduced price. We cannot guarantee that all books will be sold. Any unsold and uncollected books remaining after 9.00am on
Monday 5 December will be donated to charity. Students and parents have the opportunity to check if they have any unsold books between 8.00am and 9.00am on Monday 5 December.

In 2010 Kingswood PFA took approximately 30 per cent of the Campion new book price as commission. Books were sold at approximately 70 per cent of the Campion new book price. This is the same buying and selling structure as at Campion. **We are currently reviewing this policy. Families will be notified of any change prior to December.**

All books bought are to be paid for at the time of purchase, preferably by cheque made out to Kingswood Parents and Friends or by Visa or Mastercard. All monies made on the sale of books will be posted to you by cheque; there will be a cost to you of 55c to cover postage.

The Book Exchange is run by volunteers on behalf of the Kingswood PFA. It is not in any way connected with Campion Books. This is a major fundraising event for the Association and we ask that you support it.

**PFA Casserole Club**

**The Casserole Club is a relatively new project of our PFA.**

The Club has been formed to help Kingswood families with home cooked meals in times of need – for example, a death in the family or a serious illness. We are looking for enough volunteers on the roster so that we only rarely have to call on people to help – perhaps only once a term or once a year. You don't have to be a Master Chef to be on the roster!!

Anything that you cook for your family would be suitable – our current volunteers often cook a double quantity of whatever they are having for dinner, putting half in the fridge to deliver to Fay in the Tuckshop the next morning.

Some meals we have had so far include quiche and salad, schnitzels and mashed potatoes, curries, casseroles, pasta bake … it doesn't have to be fancy or elaborate. If you have time to make a spare meal on a very occasional basis, please give us a call. Foil containers and labels are provided.

**Melissa and Amanda, Casserole Club Coordinators**

Melissa 0449 901 004   Amanda 0412 397 242

**Please note that if you or someone you know within our school community is in need of this support, please call Melissa or Amanda to talk it over.**

**Note:** The PFA has worked in conjunction with the school leadership to ensure confidentiality and appropriate food management.
Achievements of the Parents & Friends Association

Over the last ten years the PFA has contributed approximately half a million dollars to projects that provide new and improved amenities for the students.

 Initially funds were utilised for maintenance projects and an annual donation to the school libraries. A few years ago PFA established an annual award that is presented to the leading senior art student at Celebration Night.

In recent years the PFA has worked closely with the Principal to direct donations toward a number of larger projects with direct benefit to students.

In 2010 PFA contributed funds which provided the final touches to several major projects – $500 to the new Annette Bennet Science Centre, $25 000 to the furnishings of the newly extended Brimacombe hall (including $20 000 for the new stage curtain), and $1000 for the new Cato Trade Training Centre. We continued to support the libraries and to provide the Senior Art Award.

Projects in previous years have included a donation of $40 000 in 2009 toward major projects including:

• the year 10 courtyard, picnic tables and outdoor landscaping adjacent to the Year 7 Multi Purpose Area

• installation of a water tank and digging patch, enabling the Early Learning Centre to incorporate sustainable practices whilst maintaining opportunities for children’s sensory development

• synthetic grass and landscaping in the Junior School, completing a major refurbishment of this section of our College and providing an all-weather play surface.

Recent PFA major projects

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<thead>
<tr>
<th>Year</th>
<th>Project Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>2010</td>
<td>Brimacombe Hall furnishings</td>
<td>$25 000</td>
</tr>
<tr>
<td></td>
<td>Trade Training Centre fittings</td>
<td>$1 000</td>
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<tr>
<td></td>
<td>Science Centre</td>
<td>$500</td>
</tr>
<tr>
<td>2009</td>
<td>Major projects contribution</td>
<td>$40 000</td>
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<tr>
<td>2008</td>
<td>Year 10 Courtyard landscaping</td>
<td>$62 000</td>
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<tr>
<td></td>
<td>Picnic Tables – Year 7-10</td>
<td>$2 000</td>
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<tr>
<td></td>
<td>Digging patch/water tank – ELC</td>
<td>$5 000</td>
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<tr>
<td>2007</td>
<td>Junior School Landscaping</td>
<td>$50 000</td>
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<tr>
<td>2006</td>
<td>Sound System Brimacombe Hall</td>
<td>$11 000</td>
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<tr>
<td>2005</td>
<td>Landscaping outside Year 7 MPA</td>
<td>$45 000</td>
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<tr>
<td><strong>Total 2005–2010</strong></td>
<td><strong>$241 500</strong></td>
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Early Learning Centre students work off energy in the digging patch.

Middle School landscaping

We hope this informs you as to the work of Kingswood College Parents & Friends Association and look forward to you joining us at a meeting or event.

Kingswood Car Stickers

Show your support for Kingswood by displaying Kingswood’s car sticker on the back window of your car.

If you require additional stickers, please ask your School Secretary.