

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting Minutes

Time/Date: Monday 7pm, 27<sup>th</sup> November 2017

Location: Harbeck Centre (Library)

### 1. Welcome/Apologies

Scott opened the general meeting at 7:02pm, welcomed everyone.

**Apologies:** *Lee Butcher, Helen Davey, Maree Pickens*

### 2. Confirmation of minutes of previous meetings

Exec Meeting 4th Sept 2017

**Motion:** It was moved by Scott Denham and seconded by Sonia Siamos that the minutes of the previous meeting be accepted as true and correct. *Carried without dissent*

### 3. Business arising

- Email from P&C to recognise music teaching staff – Dale has verbally thanked the music teaching staff.
- Update about music stands, band payment transparency – Dale has said that the current music stands are compliant and there are enough. Bands payment is dealt with in the Treasurer's report.

### 4. Correspondence

Date In/Out		From/To	Subject
18th June	P	WACSSO	Certificate of Membership 2017-18
21st June	P	Dept of Veteran's Affairs	Anzac Centenary Local Grants Program Acquittal
21st June	P	Entertainment Books	Account
23rd June	E	Dept of Veteran's Affairs	Anzac Centenary Local Grants Program Acquittal
27th June	E	Globe Insurance Services	Business Property and Uniform stock insurance renewal completed

### 5. Principal's Report

Dale Mackesey presented the Principal's report.

- P&C were happy for Dale to have students sell excess cookbook stock at Edudance concerts to move them on from the duplicating room.
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# MOUNT HAWTHORN PRIMARY SCHOOL

## TOGETHER TOWARDS THE FUTURE

### PRINCIPAL'S REPORT – Monday 27 November 2017

#### DES Review

The Independent Public School (IPS) review was conducted on Wednesday 15 and Thursday 16 November to verify that the commitments of the Delivery and Performance Agreement (DPA) and the schools self-assessment processes against our Business Plan.

The Reviewers were very positive in the exit feedback with the following comments;

- Students were proud of the school and spoke about the opportunities they have through their years.
- The richness of the diverse programs catering to was evident during the visit.
- The student performance is strong and lifting and the school has strategies in place to make further gains.
- Whole school processes are in place and understood by staff, which is driving the many programs.
- Leadership opportunities are in place for staff.
- Support Staff actively add value to the teaching program.
- Data Literacy is evident and is a key component of performance management.
- There are high expectations from staff, parents and students.
- A culture of collaborative planning was evident in year levels.
- Strong processes and planning was evident.
- There is a high quality of Specialist Programs.
- There is strong support from parents and the School's Board is engaged and understands its functions.
- Student at Educational Risk processes and values and virtues programs are of a high quality and understood by staff.
- Sound financial processes are in place (*not at the Principal's house*).

For me it was verification of our collective work of the Team and an indication that the school can make further gains in all areas over the next three years.

#### Structure 2018 (subject to change)

Year Level	K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Total
Anticipated	118	123	110	120	121	100	103	98	
Structure 1	6	5	5	5	5	4	4	3	37

The school would hope to support a 37 class structure with a final decision made after looking at funding requirements and any changes in enrolments.

#### Building Program

The latest update confirmed that the demolition work would be undertaken in first term 2018. At this stage I have not been informed which building firm has been awarded the contract. Planning for the landscaping has commenced with collaboration with Travis Lithgow from the P&C Grounds Committee.

#### Facilities

To support a 37 class structure and the proposed build, the following changes and new facilities will be required:

- converting the existing Italian room into a classroom
- enclosing the undercover area with support from the P&C anticipated budget of (\$ 90 000 to \$108 000)
- relocating the band to the undercover area
- Converting a storeroom in the admin block to house band equipment. School Funded ( \$ 7000)
- relocating three Year 4 classes into demountable classrooms on the top basketball courts parallel to Killarney Street. The relocation is scheduled for December /January
- using the two existing demountable classrooms on the upper area of the oval for Pre-primary classes for the period of the build.

## Staffing

We have commenced filling vacancies in Kindergarten to Year 6 with some outstanding candidates from our recently advertised pool, in accordance with the workforce plan.

## Funding 2017

Salary	YTD as at 02 Nov	Cash	Verified Sep
Carry Forward	\$150,230	Carry Forward	\$211,492
Student-Centred Funding	\$6,608,026	Student-Centred Funding	\$108,730
School Transfers	-\$400,000	School Transfers	\$400,000
Department Adjustments	\$0	Department Adjustments	\$0
<b>Total Funds</b>	<b>\$6,358,255</b>	Locally Raised Funds	\$398,541
Period Spend	\$317,801	<b>Total Funds</b>	<b>\$1,118,763</b>
YTD Spend	\$5,372,149	YTD Spend (Goods and Services)	\$720,114
YTD Balance	\$986,106	YTD Balance	\$398,648
Projected Expenditure (HRMIS)	\$6,308,477	Forecast Expenditure	\$976,316
Future Planned Expenditure (Planning)	\$21,968	Forecast Variance	\$142,447
Forecast Expenditure	\$6,330,446		
Forecast Variance	\$27,809		

## Planning 2018

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**Preliminary Summary**

**Year:** - 2018  
**Version:** - Current

School		Forecast Budget					Budget Split	
Name	Code	Student-Centred Funding	Transition Adjustment	Total After Transition Adjustment	Carry Forward, Transfers and Adjustments	Total	Salary	Cash
Mount Hawthorn Primary School (5321)	5321	\$6,914,546		\$6,914,546	\$168,000	7,082,546	\$6,782,546	\$300,000

Total Expenditure on Staff \$ 6,413,955

Number of Classes 37

Staff Type	\$	FTE
Level 2/3 Teachers	\$4,571,634	47.8
School Administrators	\$496,015	3.2
Education Assistants	\$753,331	14.27
Other Support Staff	\$592,974	8.74

Staffing = 95.76% Cash = 4.24%

### P&C Contributions

The school has a wish list of possible uses for the generous financial support provided by the P&C. I would like your consensus on prioritising the use of the funds:

1. All available funds used to enclose the undercover area (\$ 90 000 to \$108 000) or
2. 70% allocated to the undercover area and 30% towards curriculum areas.

### Acceptance and Provision of Gifts Policy and Procedures

The Department of Education requires all employees to observe the highest standards of integrity, ethics and probity in relation to the acceptance and provision of gifts during the course of their employment with the Department. Staff are required to report any gifts received with a value greater than \$100.00. In simple terms, to clarify, staff are allowed to receive gifts with total value of more than \$100.00 but are simply just required to advise member of school administration who will assist process of recording.

### Cookbooks

There are several boxes of old and new cookbooks stored in the Admin photocopy room. I would like to suggest that some students could sell them at the Edudance Concerts for a heavily discounted price to move them on. We no longer have storage space for them in the Admin or dungeon.

### Woolworths Earn n Learn

Thank you for all the community support. We collected 72,000 points which can be redeemed for resources. As a school we have decided to direct the resourcing to our priority area of STEM and support resource requests from Ed Support Centre. We should receive the goods early 2018.

### Thanks

I have really enjoyed returning to Mount Hawthorn this year and reconnecting to the school community. My experiences visiting other schools in 2017 has reinforced that strong supportive community involvement makes a huge difference and the Mount Hawthorn P&C deliver in spades.

On behalf of the students and staff I thank you and acknowledge to work of parents who are moving on. It's all about culture and the P&C at MHPS reflect the values of volunteering and civics we want to reinforce with the students.

On a personal note have a ripping Christmas and I looked forward to another great year in 2018

Now give me the money!

## 6. Treasurer's report

Rachelle Rose presented the Treasurer's report.

- Refer also to Attachment A - Treasurers Report 2017 term 4 Fair P&L
- Refer also to Attachment B - Treasurers Report 2017 term 4 Raffle P&L
- Rachelle suggested that the \$105,000 was there to spend however to ensure cashflow, provide \$50k first and then later when the P&C contributions (approx. \$50k) are paid.
- Scott discussed the undercover area. Costs have gone up to \$108,000. Our current aim is to use the money when required and as guided by school requirements.
- Alex Castle asked if there were any other possible future requirements e.g. Tiger Turf will need replacement. Dale suggested that this has been reviewed with Tiger Turf and that this is okay for another 3 years.
- Michael Jenkin asked if P&C would contribute \$105,000 to avoid the school the pulling money out of reserve funds. Some of these reserve funds are for Tiger Turf replacement.
- Ed Support also has money put aside for tiger turf replacement.
- Kat Richardson asked about the plans for the undercover area. Dale said he would forward the plans to the exec. Roller doors will be installed, lining ceiling and fire compliancy. No floor changes, no storage.
- **Motion:** It was moved by Scott Yelland that up to \$105,000 is put towards the undercover area project. It was seconded by Rachelle Rose. *Carried without dissent.*

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## Mount Hawthorn Primary School Parents and Citizens Association Inc

### Treasurers Report

27 November 2017

#### Cash Balance

Commonwealth Bank (all accounts) cash balance = \$125,304

Results	Term 3 Profit/Loss	YTD Profit/Loss
Uniform shop	\$784	\$5,822
Canteen	\$4,784	\$2,799

#### Voluntary Contributions

Voluntary contributions received totals \$50,322

#### School Support

\$6,000 contribution to oval maintenance and \$4,000 for primary teaching aids was paid

#### Fundraising Proceeds

See next page for Fair details

#### 2017 Fair Logistics

The money counting went well. The money scales were invaluable. Secure Cash were over half an hour late to pick up the cash and there were then admin problems the next day getting the funds into the P&C bank account. I would recommend another provider for the next fair.

## **Holding Accounts**

\$ 1,419 netball

\$ -1,070 music camp

\$ 349 total

We have agreed to act as “banker” for the school music program next year. This will involve collecting contributions from SIMS parents, holding the cash and paying expenses when requested, the same way we operate other holding accounts.

## **Available Cash**

Canteen and oval provisions have been cleared and returned to general funds.

Out of the funds in the bank, the following is allocated:

Holding accounts	\$1,419	(excluding music camp owing)
Operating cash *	<u>\$20,000</u>	
Total “committed”	\$20,349	

Available funds \$104,955

Please do not hesitate to call me on 0412 667 238 if there are any queries. Rachelle Rose

## **7. Education Support Principal Report**

Alison Harman presented the Ed support principal’s report.

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## **P&C Meeting 5 December 2017**



### *Principal’s Report from the Education Support Centre*

Our school Review is over and done with now which is a relief! It all seemed to go well, ed support staff thought the reviewers seemed very interested in everything that went on and they enjoyed telling them about their classrooms and students.

We have also been organising various projects such as a new garden shed for Early Intervention and the gardener to share. This shed will enable us to remove the old shed to make a space for a demountable toilet for the Early Intervention students, which should all be done before the start of next year. We are also redoing the student toilets in the centre which will be a massive improvement. To minimise the somewhat enthusiastic use of resources seen in our kids, we will have taps that turn off after 10 seconds and hand driers instead of paper towels. As you know painting of the front of the centre is happening but there has been a delay in finishing due to the painter going walkabout.

We have had CCTV cameras installed around our building and I have caught 3 interlopers on film already, one cat, one rat and one human trespasser.

The school is losing seven students at the end of the year and they are not all being immediately replaced so we will be downsizing slightly next year. The Early Intervention Centre is popular as ever and we have had more applications than we can take.

Finally, I came to the wonderful Fair with my one relative (granddaughter) who wasn't sick that day and we had a great time. A second hand pink car for Barbie dolls was the best buy ever as was face painting.

Alison Harman

(Principal)

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## 8. Committee and Representative Reports

### 8.1 Grounds

General discussion about Grounds.

- Dale has cancelled DoE maintenance for Oval. DoE has given \$4000 to school for the annual cost of oval maintenance. School and P&C will share maintenance costs. **Action:** Travis is writing a scope of work for oval maintenance to go to market.
- Mary talked generally about oval stage 2: \$50k was paid to school. Almost all bills are paid. Garden beds left to be completed.
- Mary talked generally about PP Garden beds grant: \$2k was paid to P&C. Project to be finished by August next year.

### 8.2 Events

Sonia Siamos presented the events report.

- Timing is bad for the Casino event – clash with Christmas and general end of year functions. Investigate if we can postpone the event until March next year as opposed to cancelling which will cost us 20%. If there are less than 50 tickets sold, it will not be worth holding the event. Sonia confirmed we can delay the event until Term 1 with no penalty. Agreed to postpone event to March next year. Date to be determined.

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### Events

Then next event is the Casino night on the 1<sup>st</sup> December. This will be held at Braithwaite hall from 7.0 onwards, but unfortunately ticket sales are very very slow, with under 30 tickets sold at the present time.

### Raffle

The raffle has been drawn, submissions completed and prize winners announced.

First prize was the Astari family, second prize was the Webb Family and third prize was Justin Power. The raffle was profitable, as per Rachelle's report, with 380 books being sold. This is only a 60% sales figure, which is a little disappointing given the prizes and also the opportunity to sell these on fair day.

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### 8.3 Fair

Sonia Siamos presented the fair report.

- Refer also to Attachment C - Old School Community Fair Survey Results.
- Michael Jenkin commended Sonia Siamos on the fantastic work she did on the event management plan and logistics. It was a tremendous amount of work. Congratulations to Sonia.
- Scott discussed the “Crazy Crabs” selling of live animals. The issues were kids buying them without parent permission and selling of live animals.
- The P&C acknowledge that it was done with good intentions and with the agreement of the fair committee i.e. we have no issues with the stall holders, they ran a very successful stall fully supported by the fair committee. However, the issues have been brought to the attention of the P&C and the P&C recognises that selling of live animals is not something we should promote and will not have this at future fairs.
- Sonia Siamos has put up her hand to run the next fair if she gets a team to help her.

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#### Fair

The Mount Hawthorn Old School Fair was held on the 28<sup>th</sup> October from 12noon until 7pm.

The event was well planned and organised which reduced the stress on the day as everyone knew what they needed to do, or they could find out with easy access to documentation, someone in a fluoro vest or a radio. Even the weather was kind to us, and the rain held off until we were starting to pack up. We did pack up the tiger turf area earlier than expected, at 6.45pm, but by then, due to the weather, there was limited people around to enjoy the music.

It was noted that the atmosphere was brilliant and it created a wonderful family day in a safe environment. It was also an event where people stayed. I was walking around all day and noticed people there for many hours rather than just a short visit and there were huge smiles on the faces of the kids.

Obtaining volunteers prior to the day was a bit worrying, and we were a little short in a few areas, but these were covered and we got on with it. Next time we will have a dedicated committee person who will look after volunteers.

The fair made a profit, over \$56 000. From this we have identified key areas where we can work smarter to reduce costs for next time.

We offered 4 different online surveys, to visitors, to external stall holders, to class stall holders and to sponsors, to gain feedback about the event. This feedback can be found in the attached document.

Thank you to all Volunteers who assisted at the fair, being parents, staff and students, to all class stall representatives, to the School for allowing us to organise such an event and to the Fair Committee Shoni Lewis, Marlene Kornides, Tiffany Cosby, Rachelle Rose, Scott Yelland, Tracy Denham, Mary Gwynne, Jodie Strickland, Amanda Derbyshire, Karen Kerlin and Rob Wood. Special mentions to Natalie James for organising the buskers stage, Megan Hammond for all the graphic design, and to Michael Jenkin, Travis Lithgo and Tim Swart for donating their whole day to the fair.

Without the tireless work from these people, we couldn't have achieved what we did.

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## 8.4 Grants

Amanda Derbyshire presented the grants report.

### **Grant Outcomes:**

- City of Vincent Cultural Kickstart Grant – successful, \$5000 to contribute to fair costs
- Federal Seat of Perth, Building Stronger Communities Grant – submitted an expression of interest for funds to enclose undercover area - unsuccessful, did not make shortlist

### **Grant Submission:**

- Presentation to the Floreat Lions club on Tuesday November 21<sup>st</sup> – currently considering our request for a donation towards enclosing the undercover area. This could range from \$1000 to up to \$15,000.

### **Grants to be considered:**

- Bankwest Community Grants - \$1000 each month – winner is by popular vote
- If anyone knows any school parents who work at Telstra please let me know as they have an annual grants program.

### **Outstanding Grants:**

- City of Vincent Environment Grant – still needs to be fulfilled

## 8.5 Canteen

- Tracy discussed plastic straws/cutlery – environmental hazard. Other schools have gone with biodegradable cutlery. General discussion about revisiting waste-free in the canteen and in the school. Tracy asked Dale for help with promoting it. Dale expressed interest in looking at waste free education within school e.g. Waste free Wednesday.
- **Action:** Tracy/Amanda to investigate costs of bio-degradable options for canteen and grants/programs to help.
- Rachelle discussed the canteen sales tracking. Spreadsheet has been cumbersome. Rachelle is suggesting that a cash register will be easier than a tablet. Kat suggested manual cash register (not one connected to a tablet) as there are less technical issues.
- **Action:** Rachelle/Tracy will investigate option and cost of cash register for canteen to be purchased. If cost less than \$500, proceed with option (with approval from Exec).

## 8.6 Safety

Karen Sheilds presented the safety report.

- This term the yellow lines have been repainted on Woodstock, Matlock, Ellesmere, and Dover Streets, creating a bolder and more visible presence. Cars are no longer parking on the yellow lines or the marked “no parking” areas.
- Emma Cole continues to work on bollard placement on Matlock St (near the corner of Woodstock & Matlock St) to prevent cars from parking on the footpath – this posed as a safety issue last term as people using the footpath could not do so safely.
- Considering if we need to take some action on Scarborough Beach Road (near Buxton St) to allow for safer crossing area.... Thinking that this will impact the traffic on Killarney St though. Ideas welcome.

- Safety House update – there are now 24 Safety Houses, and a pack on becoming a Safety House will be included in the pre-primary welcome packs. Thanks to Julia Wilcox for her hard work here.

## 8.7 Uniform

Kat Richardson presented the uniform report.

- Michael Jenkin spoke about changing the dress code for the tunic dress to be less specific to give more options to the uniform shop in replacing the tunic dress. The board only requires parent consultation which can be done through notification, inviting feedback and reviewing responses. Alex Castle suggested that the dress code could be modified to be less specific.

# Uniform Shop Report 27<sup>th</sup> November

[Our Activity](#) ◇ [Undercover Area Refurbishment](#) ◇ [RagTagd](#) ◇ [Tunic Dress](#)

## Our Activity

Term 4 in the Uniform Shop is all about 2018 - Leaders shirts for next year's Year 6 cohort, uniforms for the incoming pre-primary cohort, and planning the 2018 pre-term Open Shop session.

Term 4 2017 to Date	Year to Date
<ul style="list-style-type: none"> <li>• 192 customer transactions</li> <li>• 543 items sold</li> <li>• \$12,510 taken in revenue</li> </ul>	<ul style="list-style-type: none"> <li>• 1,047 customer transactions,</li> <li>• 2,610 items sold</li> <li>• \$56,119 taken in revenue</li> </ul>

## Undercover Area Refurbishment

We are looking forward to hearing more about the school's plans for the Undercover Area refurbishment as the schedule and activities will likely impact on our end of year stocktake, and preparation for the 2018 pre-term Open Shop session.

## RagTagd

During the course of the MHPS trial of the RagTagd lost property system, RagTagd entered into an exclusive deal with Spartan Uniform Supplies. Unfortunately Spartan do not carry a stock-line Zip Hoodie, but have provided a price for a custom Zip Hooded Jacket with RagTag sewn in, as well as the Zip Jacket (no hood). Spartan's pricing would require a sell price increase to parents on both styles of winter jacket, and locks the P&C into one supplier for these winter items.

RagTagd supplied some figures on the RagTagd trial as at 22<sup>nd</sup> September, please see attached.

**Propose:** That the P&C review the final RagTagd trial figures at the AGM in 2018. If implemented, sell pricing would be increased in mid-Term 1 for the hoodies and jackets.

## Tunic Dress

Cost to stock the custom Tunic Dress increased again this year to \$52.52. The P&C retails the dress at \$55.00. The Tunic Dress is a low volume seller, 41 dresses have been sold YTD, compared to 62 in the same date range in 2016.

Options for consideration:

1. Keep increasing the Tunic Dress sell price to parents
2. Discontinue the dress option altogether
3. Find a new style of dress that is "off-the-shelf" and can be supplied to families at a more reasonable price.

An example of a newer “off-the-shelf” style of school dress is appended. Option 3 would require a change to the wording of the School Dress Code as established by the School Board, which states: “Girl’s tunic in green and gold check with gold piping”.

**Propose:**

That the P&C Uniform Service explore Option 3, with a short-list of options to present to the AGM 2018.

That the P&C recommend to the School Board that they amend the description of the Girl’s Tunic in the Dress Code to be broader, eg: “Girl’s tunic in green and gold”, allowing for the P&C to explore alternative, lower-cost dress styles.

**Tunic Dress – Option 3 Example**

The Harper Polo Dress by LW Reid. Current cost to supply \$21.85 plus freight.



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**8.8 Fathering Project**

- Dale spoke about the success of the campout. 55 tents!

**8.9 School Board**

Alex Castle presented the School Board report.

- Booklist review went well.
- There is a panel reviewing election procedures. Scott as P&C president is in this discussion process. Entire board is up for election in Term 1 next year. P&C rep on board is not currently a voting member on the board. Currently reviewing 2 options – P&C board rep is elected in P&C AGM and accepted by board (not a voting board member) or P&C determine representative and then the P&C rep is another candidate for election.
- Michael Jenkin discussed different board representatives - Staff rep, parent rep and community rep. The P&C person could be a community rep. General discussion.

## 8.10 Communication

Mary presented the Communication report.

- Reiterated that people should email me if they want to have anything in newsletter, facebook, flexibuzz. I meet with Vicki the Monday morning before the newsletter goes out.

## 9. General business

### 9.1 Draft P&C calendar for 2018

- Mary asked if anyone had any items for the 2018 draft P&C calendar. Refer Attachment D - 2018 draft P&C calendar.

### 9.2 Sponsorship

- Marlene presented suggestions from Julie Pedulla and Larry Harcourt.
  - Give us Dockers/Eagles Jersey for raffling.
  - Give us \$500 for every parent who sell their house with them.
  - Sponsor a program within the school e.g. Talk 4 Write.
- General discussion ensued. It was agreed that the P&C/School would not get involved in the \$500 scheme nor a program sponsor scheme. However Dale will accept an Eagles/Dockers Jersey for a raffle.

## Conclusion

**Next Meeting:** AGM, Monday 7pm, 12th March, Harbeck Centre.

**Meeting closed:** 9:17 pm

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**MARY GWYNNE**  
Hon Secretary

27<sup>th</sup> November 2017

## Attachments

- A. Treasurers Report 2017 term 4 Fair P&L
- B. Treasurers Report 2017 term 4 Raffle P&L
- C. Old School Community Fair Survey Results
- D. 2018 draft P&C calendar

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## Summary of Actions and Motions

<b>Action:</b> Rachelle/Tracy will investigate option and cost of cash register for canteen to be purchased. If cost less than \$500, proceed with option (with approval from Exec).....	6
<b>Action:</b> Tracy/Amanda to investigate costs of bio-degradable options for canteen and grants/programs to help.....	6
<b>Action:</b> Travis is writing a scope of work for oval maintenance to go to market. ....	4
<b>Motion:</b> It was moved by Scott Denham and seconded by Sonia Siamos that the minutes of the previous meeting be accepted as true and correct. <i>Carried without dissent</i> .....	1
<b>Motion:</b> It was moved by Scott Yelland that up to \$105,000 is put towards the undercover area project. It was seconded by Rachelle Rose. <i>Carried without dissent</i> .....	2