

Mount Hawthorn Primary School P&C Association Inc.

Annual General Meeting

Time/Date: Monday 7pm, 26th February 2018

Location: Harbeck Centre (Library)

1. Welcome/Apologies

Scott opened the AGM at 7:07pm and welcomed everyone.

He welcomed John Carey MLA who was invited to speak briefly.

John provided a brief summary:

- Spoke of strong landscaping plan for the PP build.
- Open day at his office May 4th 2018.
- Allison Rolfe asked about the inner city high school. John generally discussed scheduled intake, catchment, goals for the school and use of Subiaco oval. The high school options available for MHPS students were discussed. There is a time period when students will have Churchlands, Mount Lawley and Subiaco.

Apologies: *Sonia Siamos, Marlene Kornides, Mayor Emma Cole, Beatrice Jones, Lee Butcher, Tim Swart.*

2. Confirmation of minutes of previous meetings

2.1 General Meeting 27th November 2017

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

3. Business arising

Nil.

4. Correspondence

Nil.

5. P&C President's Report

Scott Yelland presented the P&C President's report. Refer to Attachment.

- He spoke about Rachelle Rose. Thanked her for her amazing four years of dedication to the Treasurer role.
- Thanked Mary Gwynne as Secretary and presented them with gifts.

6. Principal's Report

Dale Mackesey presented the Principal's report. Refer to Attachment.

- He spoke about splitting the school into 28 classrooms (as opposed to 27) and thinks it was the right decision. However it does mean that the finances are tight.
- Discussed restructuring the Kiss'n'ride.
- Amanda asked about the reasoning behind borrowing once/fortnight. Amanda asked if there was a possibility that children could borrow in that week to keep encouraging reading. Dale discussed the crowded curriculum and the decision to use that week for geography.

7. Education Support Principal Report

Alison Harman presented the Education support principal's report. Refer to Attachment.

- Alison noted the new shed was very positive. Also discussed how valuable David Mort was as a gardener and handyman.
- Generally discussed the restricted funding for children with special needs.
- Alison praised the tree that was planted outside Ed support is growing beautifully and is wonderful. Well chosen. Rachelle noted that it was the Pericles family.
- Scott reiterated that the ESC should keep in mind if they need any support from the P&C.

8. Treasurer's report

Rachelle Rose presented her Treasurer's report. Refer to Attachment.

- Thanked Dale for putting the extra classroom on this year. She very much appreciated the less crowded classrooms.
- Profit of ~\$124k – half was the fair. Well done to Sonia Siamos and the fair team.
- Thanks to Claudia for her excellent book keeping.
- No final number on the undercover area yet.
- Require a new auditor.
- A lot more P&C contributions – possibly that Qkr is an easy option for payment.
- Increase to ESC contribution from 3k to 5k.
- Noted her conflict of interest with Deep Green with the budget for oval maintenance.
- Future investigations for the new Treasurer - canteen POS and cloud based accounting system.

8.1 2017 Financial Statement

- Refer to Attachment.
- Rachelle emphasised that all accounts are available to the school community on request from the Treasurer.

8.2 2018 Budget

- Refer to Attachment.
- General discussion about how new expenses within AGM reports e.g. uniform shop shelving \$6500 and Grounds wish list would fit into the budget. There is a wish list \$15,000 already in the budget. Also fundraisers would be directed towards specific projects.
- **Motion:** It was moved by Scott Yelland that the 2018 draft budget be accepted, Tracy Denham seconded it. *Carried without dissent.*

9. Year in Review – P&C Committees

9.1 Safety

Karen Sheilds presented the safety report. Refer to Attachment.

- Safety committee is recruiting.
- Considering creating a second kiss'n'ride on Killarney St near the tiger turf gate. Investigating options.
- Continually considering how to manage the Matlock St congestion.
- Thanked Julia Wilcox for her safety house work. Julia noted that word of mouth seems to be the best way of recruiting.

9.2 Uniform

Karen Luckett presented the uniform report. Refer to Attachment.

- **Motion:** It was moved by Rachelle to provision \$6500 for uniform shop shelving and new computer. Seconded by Scott Yelland. *Carried without dissent.*
- Alison suggested looking at the new ESC and gardener's shed for shelving ideas.
- Michael Jenkin and Alex Castle suggested that the wording change for tunic be put on the next board meeting agenda. The wording change is suggested in Kat Richardson's report attached.
- Karen noted the amazing effort that Kat Richardson has put in over the years.
- Dale also noted that Kat is getting a commendation for her amazing contribution to the school and the uniform shop.

9.3 Grants

Amanda Derbyshire presented the grants report. Refer to Attachment.

- Floreat Lions club has emailed that they will contribute \$2k to the undercover area.
- The grants position is open.
- Scott thanked Amanda for her amazing efforts.

9.4 Fathering Project

Steve McQuillan presented the Fathering Project report. Refer to Attachment.

- General discussion about suggested events.
- Facebook page and mailchimp newsletter.

9.5 Canteen

Scott Yelland presented the canteen report. Refer to Attachment.

- It was noted that the Canteen still needs a new sink.

9.6 Fair/Events

Scott Yelland presented the fair/events report. Refer to Attachment.

Sonia emailed through the following details:

- 23rd March – Casino night
- 10th June – Family movie session? Hire out Innaloo movies.
- 21st September – Colour lapathon
- 26th October – Disco
- We also wish to have a lamington drive or a hot cross bun drive and some raffle, depending on assistance from the various school years.
- Revisit year groups being in charge of events but lessen the number of events as a lesson learnt from a couple of years ago i.e. too many events or fundraisers. Suggest the disco, cupcakes at the athletics, lap-a-thon, sundowner as good fundraisers/events that can be assigned to a year group.

9.7 School Board

Alex Castle presented the School board liaison report.

- Major work of the board is the IPS review.
- New board member elections.
- Scott noted Alex's long service to the MHPS P&C and thanked her very much for her efforts. She is not renominating for School Board representative.

9.8 Grounds

Travis Lithgo presented the grounds report. Refer to Attachment.

- Focus is the PP build.
- Rachelle asked about the age appropriate-ness of the ex-Mezz playground equipment for Kindy – maybe for the 8-10yr olds instead? Dale noted that this could be considered. They will re-assess where it should go. The equipment will be lower than the original installation.

10. General business

10.1 Adopt TOR

- Mary Gwynne noted that the TOR had not changed from last year but to keep things quite simple in the transition to a new secretary, she would like to re-adopt them at this AGM.
- Travis asked if the quorum could be changed to a number of members.
- **Action:** Mary Gwynne to enquire of WACSSO about changing Terms of Reference Quorum.

11. Election of Executive and Committee positions

Alex Castle read out the list of nominations. She noted that the office bearers were all elected unopposed and congratulated them.

Office Bearers	
President	Scott Yelland
Vice President	Tracy Denham
Hon. Treasurer	Liz Tilmouth
Hon. Secretary	Angeline Hicks
Sub-Committees	
Canteen	Shoni Lewis
Events	Sonia Siamos, Rachelle Rose
Grants	No nominations
Grounds	Travis Lithgo
Safety	Tracy Denham, Julia Wilcox, Karen Sheilds, Allison Rolfe
Uniform	No nominations
Fathering Project	Steve McQuillan
Other	
School Board Liaison	Amanda Derbyshire

All nominations accepted and carried without dissent

Committees are advised to meet soon and select a convenor, who is required to attend each Executive meeting, and then notify the Executive who this person is; all Committee members must be financial members.

12. Conclusion

Next Meeting: Exec Meeting Monday 26th March 2018 7pm Staff Meeting Room

Meeting closed: 8:57 pm

MARY GWYNNE
Hon Secretary

26 February 2018

Attachments

- A. P&C President’s Report
- B. Principal’s Report
- C. Ed Support Principal’s Report
- D. Treasurer’s Report
 - D.1 2017 Financial Statement and Reports
 - D.2 2018 Budget
 - D.3 Auditor’s Report
- E. Safety Report
- F. Uniform Report
- G. Grants Report
- H. Fathering Project Report
- I. Canteen Report
- J. Fair/Events Report including 2018 P&C Calendar Draft Rev 0
- K. Grounds Report
- L. Terms of Reference 2018

Summary of Actions and Motions:

Action: Mary Gwynne to enquire of WACSSO about changing Terms of Reference Quorum. 4

Motion: It was moved by Rachelle to provision \$6500 for uniform shop shelving and new computer. Seconded by Scott Yelland. *Carried without dissent.* 3

Motion: It was moved by Scott Yelland and seconded by Tracy Denham that the minutes of the previous GM be accepted as true and correct. *Carried without dissent*..... 1

Motion: It was moved by Scott Yelland that the 2018 draft budget be accepted, Tracy Denham seconded it. *Carried without dissent.* 2

P&C President's Report 2017

I can't believe another year has flown by. And what a year it's been! I recall writing in my report last year that there would be fewer activities in 2017 as it was a 'Fair Year' – and for the most part that was true. But it would also be true to say that the amount of work that the fair generates is probably equal to or more than a couple of years' worth of general P&C activities. I'll discuss the fair later, but first let's have a look at what else happened in the P&C world this year.

2017 kicked off with a 'new' Principal. I say 'new' because of course Dale is the proverbial prodigal son of Mt Hawthorn Primary School. He left us but has now returned and we welcomed him back with open arms. And then we set about creating so much work for him that I often wonder if he regrets coming back! But in all seriousness, in my short time as President of the P&C, I've been fortunate to have the counsel of three Principals (Carol, Matt and Dale) and I can honestly say that each and every Principal has been a passionate supporter of the school, the students, the parent community and the community in general. We are very lucky.

The role of the P&C is to be a conduit between community and school, to raise funds that will improve school facilities for students, and to provide a voice for parents. Having an approachable and supportive Principal makes my job, and that of every P&C member, easier. Dale – thank you for your support this year. Every term seems to throw up something new and your support and advice this year has been welcomed and greatly appreciated.

Our first event of 2017 was the Welcoming Sundowner held on the school oval. What a great afternoon and evening! We had Katie Hardman's band performing songs from my era (sorry kids!), amazing food courtesy of one of our parents, Sarah B, and the requisite sausage sizzle. The kids had a great time and this all took place on the lush, green lawn that the Grounds Committee spent countless hours bringing up to a very high standard. It is a credit to the Grounds Committee that the oval still looks fantastic at the end of the school year!

The next big event of the year was the Kid's Disco. Another fantastic event with the kids dancing away upstairs and the adults enjoying the watering hole downstairs. Feedback from last year's disco was 'more dancing and less games!' and that's exactly what happened. There was also plenty of delicious food from the 'fire engine' wood fired pizza truck. The P&C organise and run these events as a fun night out for the kids and parents, not solely as a fundraiser, however, if we make a profit this goes straight back into supporting the school.

In October, we held the Old School Community Fair. Wow, what an amazing event. The event attracted thousands of people both local and outside of the area, had ongoing entertainment over six hours and on multiple stages, had school class stalls and external stalls selling everything from pet rocks to some of the best bread and pies I've ever tasted. The Fair day also let kids try to dunk their teachers in the dunk tank (yes it will definitely be into water next time) and culminated in the Principal kissing a cow! It's hard to quantify just how many hours went into planning this event but Sonia Siamos, Fair Chair, and her team did an amazing job of planning and executing this event to the highest possible standard. Sonia, I can't thank you enough. I would also like to sincerely thank all of the Mount Hawthorn parents who put in so many hours and so much work into their class stalls.

Events aside, there are several crucial day to day things that the P&C do. For example, school banking, run by Rowena and scholastic book club, run by Renae. We also have the following sub-committees:

- The **Canteen**: Open 5 days a week, where food is predominantly homemade, has a low additive policy, and eliminates all preservatives where possible. Thank you Sarah and your team for maintaining such a high standard of food quality and for providing delicious food for our kids.
- The **Uniform Shop**: Providing high quality, long lasting and smart looking school uniforms. Kat and Karen have the unenviable task of maintain the ideal stock holding year-round to ensure all the kids are fitted out in accordance with our uniform policy.
- The **Grounds Committee**: This is the team that transformed our oval from patchy to 'Perth Stadium'. But more than this, they also provide input into the school's landscaping plan as well as organising busy bees for planting and tidying of the school grounds. To Travis, Chris and the team, thank you!
- The **Safety Committee**: This is a great initiative that focuses on improving the safety for our kids around the school grounds, such as traffic management, as well as in the community via the Safety House program. Karen and Julia, you're doing an awesome job!
- The **Grants Committee**: Amanda seeks out and applies for appropriate community grants that we can then use for specific projects. This helps to relive some pressure on our fundraising. Thanks Amanda, you've had some great wins this year!
- The **Fathering Project**: This was a new initiative in 2017, but a really important one. Steve and Jools – you've run some great events this year and the camp out in particular was an amazing success. I can only see this getting bigger and bigger! Parents, please visit thefatheringproject.org for more information.

Lastly, I would like to thank the P&C Office Bearers. These are the people with the fancy titles who have some serious responsibilities when it comes to the P&C and who, quite frankly, keep me in my place and tell me what to do. Tracy (Vice President), Mary (Secretary) and Rachelle (Treasurer) – I couldn't and wouldn't do it without you.

2018 will bring with it a new Treasurer and Secretary as Rachelle and Mary step down from these positions. Their dedication and hard work in what are incredibly important roles has been greatly appreciated. I can't thank you enough.

Scott Yelland

President
Mount Hawthorn Primary School P&C



MOUNT HAWTHORN PRIMARY SCHOOL

TOGETHER TOWARDS THE FUTURE

P&C Principal's Report

Monday 26 February 2018

It has been a very smooth and enjoyable start to the 2018 school year with all year levels settling well and a good feel to the classrooms. The facilities and grounds were ready for the first day of the school year, which is testament to the hard work of staff and our very hard working volunteers.

New Staff

We have had minimal changes to staff with Zoe Dinsdale joining us from the Pilbara.

Numbers

K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Total
114	124	109	116	116	102	102	96	879

Finance - as at 23 February 2018

Student Centered Funding SCF	2018 (26 Feb)	2017 (12 Feb)
SSC	\$ 6771 780	\$ 6541 845
Appointed Staff	\$ 6 325 512	\$ 5956 143
Cash	\$ 300 000	\$ 400 000
Variance	\$ 146 268	\$ 87 942

Directions 2018

- Work with the School Board to develop the next Strategic Plan (Business Plan) considering recommendations of the IPS review conducted in 2017
- Continue to ensure the implementation of the WA Curriculum
- Staffing, pathways to permanency process
- Manage the new build and minimize disruption on the campus
- Embed the following whole school approaches:
 - Talk for writing
 - Letters and Sounds
 - Literacy and Numeracy Blocks
 - Google classrooms

Facilities/ Buildings/ Grounds

- Oval maintenance and ongoing management
- Grounds and Gardens Committee has commenced liaising with BMW on grounds component
- Kiss and Ride proposed changes in the near future with full consultation with the City of Vincent, School Board and P&C.

Thanks

- Kat Richardson for further adding value to the Uniform Coordinators position and the work of the team throughout the holidays.
- Rachele and Mary for their significant contribution to the P&C over the past few years.

I really looking forward another fantastic year working with the P&C and wider school community.

Dale Mackesey



P&C Annual General Meeting 26 February 2018

Principal's Report from the Education Support Centre

The ESC had a busy 2017 with three classrooms running plus the Autism Early Intervention Centre. We had 7 students leaving for high school or overseas at the end of the year who were mostly replaced by new young students. We are running this year with two full classrooms which are able to split for some sessions into the third room. We are continuing with Fire Tech Camp who provide us with weekly STEM lessons pitched at the level of our students. In addition, we had a music therapist for Semester 1 and dance teacher for Semester 2 as well as a speech therapist one day a week all year. These will all continue in 2018.

At the start of 2018, the new shed is built and the demountable toilets installed and both now available for use for the autism early intervention centre. Unfortunately these installations were unavoidably delayed until the start of this term which resulted in things being a bit hectic for a few days for Pre Primary students and parents trying to get past. Dave the gardener is sharing the new shed with us and is now happily set up with a work bench and is storing his electric gadgets in there as well.

Our student toilets in the centre have also been renovated and are so much brighter and easier to clean as well as more functional than before. Students are now learning to get used to the new Dyson hand driers.

We have already had a run of significant teacher absences but I am hopeful that we have finally sorted everything out and the centre can run smoothly from now on.

There are no current plans in 2018 for anything major to take place in the Centre now, thank goodness. However, the new Pre Primary build is very close to our outdoor sensory area and autism early intervention centre and we are hoping that it will not be too noisy or dirty. The play equipment and large playground roof in the current Pre Primary area is due to be relocated to the playground in front of the education support centre and will replace the old and frequently repaired equipment in the front playground, which will be brilliant.

Alison Harman

(Principal)

Mount Hawthorn Primary School Parents and Citizens Association Inc

Treasurers Report

For the year ended 31 December 2017

Cash Balance

Commonwealth Bank (all accounts)

Opening balance \$138,743

Closing balance \$139,645 (@ 31/12/17)

\$52,616 (2016: \$44,974) was received in voluntary contributions during the year. This represents an 89% (2016: 77%) take up rate. 31 contributions were paid by QKR. I believe the ability to pay contributions using QKR has increased the number of parents who pay.

No curriculum support (2017: MHPS \$40,000, Ed Support \$3,000) was paid in 2017 as no funds were available after the oval project.

School support in other areas included:

- \$17,700 shade sails
- \$6,000 contribution to oval maintenance
- \$4,000 primary teaching units

Profit and Loss

An accounting profit of \$124,075 (2017: -\$28,355) was recorded for the year. This includes non-cash expenses of \$996 depreciation on P&C equipment. Several recipe books, tea towels and aprons are still held by the P&C and are now being sold at a very discount price. They have been valued at Nil for accounting purposes, resulting in a write off of \$6,594.

Fundraising Income

Fundraising activities excluding the fair generated \$17,631 in revenue and profit of \$7,824. A detailed breakdown of each fundraising activity is attached.

The fair, including the raffle, made a profit of \$53,870.

Canteen

Canteen sales were \$122,130 (2016:\$116,428) and a cash profit of \$4,887 (2016: \$6,770) was made. \$8,090 was left from the provision for canteen upgrade and put back into general funds.

The canteen is still using a money tin to handle cash as a cash register has not yet been purchased. \$500 is provisioned for this.

Uniform Shop

The uniform shop made a profit of \$15,888 (2016: \$3,645) during the year.

Uniform sales were \$68,367 (2016: \$71,148).

Stock on hand as at 31 December totalled \$70,979.

The inventory management and POS software, Vend, continues to work well.

Available Funds

Cash balance as at 24 March 2017 is approximately \$165,000

Out of the funds in the bank, the following have been provisioned:

Undercover area	\$100,000
Netball holding account	\$10,630
Operating cash	<u>\$20,000</u>
Total "committed"	\$130,630

Audit

The 2017 accounts have been reviewed by Ms Erin Croot and no major issues have arisen.

Erin cannot audit the P&C's 2018 financials as she is now Band Treasurer and will have a conflict of interest. If we are unable to find a pro bono auditor I believe we will have to pay between \$2-3,000.

The source documents and accounts are always available for anyone to view.

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

Rachelle Rose

Mount Hawthorn Primary School Parents and Citizens Association Inc
PROPOSED BUDGET
Year Ending 31 December 2018

Income

Bank interest	1,000	
Voluntary contributions	45,000	
Uniform shop sales	70,000	
Canteen sales	125,000	
Fundraising revenue #	<u>37,000</u>	
		278,000

Expenses

Cost of sales			# lapathon	15,000
Uniform shop purchases	50,000		disco	7,000
Canteen purchases	<u>60,000</u>		functions	5,000
		110,000	other	<u>10,000</u>
				37,000
Curriculum support				
MH Primary School ^	35,000		^ no support in 2017 due to oval	
MH Ed Support Centre @	<u>5,000</u>		@ proposed increase from \$3,000	
		40,000		
School support				
Oval maintenance	6,000			
Year 6 end of year	2,000			
Wish list items	<u>15,000</u>			
		23,000		
Employment expenses				
Uniform shop wages	6,000			
Canteen wages	60,000			
Admin wages *	6,000		* proposed increase from \$4,000	
Superannuation	<u>6,840</u>			
		78,840		
General expenses				
Canteen cash register	500			
Dues and subscriptions	1,400			
Insurance	2,000			
Office expenses	<u>3,000</u>			
		6,900		
Fundraising expenses		10,000		
Sinking funds #			# these were cleared out to \$0	
Canteen equipment	2,000		for the oval at the start of 2017	
Tiger turf renewal	5,000			
Playground renewal	<u>2,000</u>			
		<u>9,000</u>		
				<u>277,740</u>

Net Surplus

260

Budgetted Cash Position

Opening cash balance		147,000
Less funds to school for undercover area	- 100,000	
Less operating cash needed	- 20,000	
Less sinking funds	- 9,000	
Plus predicted surplus	<u>260</u>	
		<u>- 128,740</u>

Estimated cash available

18,260

Mt Hawthorn Parents & Citizens Ass Inc

PO Box 251
Mount Hawthorn WA 6915

Category Profit & Loss Statement

January 2017 through December 2017

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Account Name	Selected Period	Year to Date
Canteen	Canteen service	
Income		
Canteen sales online	\$70,236.84	\$70,236.84
Canteen sales	\$51,892.83	\$51,892.83
Provisions not needed	\$8,090.00	\$8,090.00
Total Income	<u>\$130,219.67</u>	<u>\$130,219.67</u>
Cost of Sales		
Merchant fees	\$365.23	\$365.23
Canteen purchases	\$57,690.77	\$57,690.77
Total Cost of Sales	<u>\$58,056.00</u>	<u>\$58,056.00</u>
Expense		
Canteen wages	\$52,813.55	\$52,813.55
Canteen super	\$5,018.50	\$5,018.50
Repairs & Maintenance	\$275.38	\$275.38
Canteen equip depreciation	\$668.00	\$668.00
Bank Fees	\$33.00	\$33.00
Stationery	\$124.71	\$124.71
Other expenses	\$253.00	\$253.00
Total Expense	<u>\$59,186.14</u>	<u>\$59,186.14</u>
Net Profit (Loss)	<u>\$12,977.53</u>	<u>\$12,977.53</u>

Mt Hawthorn Parents & Citizens Ass Inc

PO Box 251
Mount Hawthorn WA 6915

Category Profit & Loss Statement

January 2017 through December 2017

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Account Name	Selected Period	Year to Date
Fair		
Fair activities		
Income		
Rm 1 - Slushies	\$1,220.75	\$1,220.75
Rm 3 - Scholastic book club	\$545.80	\$545.80
Rm 4 - Lolly Bags	\$417.00	\$417.00
Rm 6 - Crazy Crabs	\$3,513.55	\$3,513.55
Rm 7 - Christmas	\$1,419.50	\$1,419.50
Rm 8 - 2nd hand clothes	\$1,670.00	\$1,670.00
Rm 10 & KRed - Wine	\$5,435.42	\$5,435.42
Rm 11 - Paper planes	\$139.20	\$139.20
Rm 12 - Cupcakes iced coffee	\$1,763.25	\$1,763.25
Rm 14 - Coffee body scrub	\$253.40	\$253.40
Rm 15 - 2nd hand toys	\$1,518.15	\$1,518.15
Rm 16 - Face painting	\$505.00	\$505.00
Rm 17 - Bakery	\$3,941.61	\$3,941.61
Rm 18 - Icy poles	\$369.00	\$369.00
Rm 19 - Succulents upcycle	\$1,182.20	\$1,182.20
Rm 21 - Fairy floss	\$1,741.00	\$1,741.00
Rm 22 - Soft drinks	\$1,824.00	\$1,824.00
Rm 23 - Strong arm striker	\$475.85	\$475.85
Rm 24 - Lob a Choc	\$1,446.00	\$1,446.00
Rm 26 - Booze barrow	\$838.30	\$838.30
Rm 31 - Gymbus	\$1,721.00	\$1,721.00
Rm 33 - Glitter and tattoos	\$370.50	\$370.50
Rm 34 - Popcorn	\$717.10	\$717.10
Rm 35 - P&C merch and food	\$545.00	\$545.00
Rm 36 - Pet rocks	\$203.30	\$203.30
Rm 38 - 2nd hand books	\$1,214.60	\$1,214.60
Rm 39 - Cakes	\$1,291.50	\$1,291.50
Rm 40 - Xbox FIFA	\$503.25	\$503.25
Rm 41 - Hamper basket	\$763.45	\$763.45
KBlue - Halloween	\$1,229.15	\$1,229.15
KOrange - Sausage sizzle	\$2,342.75	\$2,342.75
KPurple - Dress ups	\$695.15	\$695.15
KGreen - Necklace making	\$279.80	\$279.80
KYellow - Dunk the teacher	\$805.00	\$805.00
P&C - Ride Tickets	\$6,311.19	\$6,311.19
P&C - Kiss the Animal	\$884.80	\$884.80
External stall leases	\$1,420.00	\$1,420.00
External stall donations	\$2,037.75	\$2,037.75
Porsche hot lap raffle	\$736.10	\$736.10
Raffle ticket sales	\$19,207.80	\$19,207.80
Raffle sponsorship	\$4,000.00	\$4,000.00
Fair sponsorship	\$4,700.00	\$4,700.00
Fair community grant CoV	\$5,000.00	\$5,000.00
Total Income	\$87,198.17	\$87,198.17
Expense		
Bank Fees	\$37.50	\$37.50
Fees & Permit	\$114.00	\$114.00
Printing and stationery	\$1,229.43	\$1,229.43
Rm 1 - Slushies	\$380.00	\$380.00
Rm 6 - Crazy crabs	\$1,957.32	\$1,957.32
Rm 7 - Christmas	\$78.00	\$78.00
Rm 10 & KRed - Wine	\$38.76	\$38.76
Rm17 - Bakery	\$1,182.48	\$1,182.48
Rm21 - Fairy floss	\$255.75	\$255.75
Rm22 - soft drinks	\$840.00	\$840.00
Rm31 - Gymbus	\$583.50	\$583.50

Mt Hawthorn Parents & Citizens Ass Inc

Category Profit & Loss Statement

January 2017 through December 2017

23/02/2018

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Account Name	Selected Period	Year to Date
Fair		
Fair activities		
Rm34 - Popcorn	\$328.25	\$328.25
KBlue - Halloween	\$375.00	\$375.00
KOrange - Sausage Sizzle	\$1,006.07	\$1,006.07
Fair expenses	\$6,999.36	\$6,999.36
Ride hire costs	\$8,440.88	\$8,440.88
Hire of equipment (fair)	\$3,404.00	\$3,404.00
Raffle prizes	\$6,078.00	\$6,078.00
Total Expense	<u>\$33,328.30</u>	<u>\$33,328.30</u>
Net Profit (Loss)	<u>\$53,869.87</u>	<u>\$53,869.87</u>

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Job Profit & Loss Statement

January 2017 through December 2017

23/02/2018
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Account Name	Selected Period	Year to Date
Cupcakes 2017	Athletics 2017	
Income		
Sausage sizzle & Cake stalls	\$2,190.05	\$2,190.05
Total Income	<u>\$2,190.05</u>	<u>\$2,190.05</u>
Expense		
Other food and drink	\$89.89	\$89.89
Total Expense	<u>\$89.89</u>	<u>\$89.89</u>
Net Profit (Loss)	<u>\$2,100.16</u>	<u>\$2,100.16</u>
Disco 0817	Disco Aug 2017	
Income		
Ticket sales	\$4,655.00	\$4,655.00
Product sales	\$3,089.40	\$3,089.40
Function sponsorship	\$152.00	\$152.00
Total Income	<u>\$7,896.40</u>	<u>\$7,896.40</u>
Expense		
Products Purchased	\$614.83	\$614.83
Other food and drink	\$706.96	\$706.96
Venue hire	\$100.00	\$100.00
Entertainment	\$1,600.00	\$1,600.00
Try Booking fee	\$194.83	\$194.83
Fees & Permit	\$53.00	\$53.00
Total Expense	<u>\$3,269.62</u>	<u>\$3,269.62</u>
Net Profit (Loss)	<u>\$4,626.78</u>	<u>\$4,626.78</u>
Ent17	Entertainment Book 2017	
Income		
Entertainment books	\$630.00	\$630.00
Total Income	<u>\$630.00</u>	<u>\$630.00</u>
Expense		
Entertainment Book	\$280.00	\$280.00
Total Expense	<u>\$280.00</u>	<u>\$280.00</u>
Net Profit (Loss)	<u>\$350.00</u>	<u>\$350.00</u>
RecipeTTAprons	Tea tls, aprons, recipe b	
Income		
Product sales	\$140.00	\$140.00
Total Income	<u>\$140.00</u>	<u>\$140.00</u>
Expense		
Recipe Book	\$3,456.07	\$3,456.07
Tea towels & Aprons	\$3,138.88	\$3,138.88
Total Expense	<u>\$6,594.95</u>	<u>\$6,594.95</u>
Net Profit (Loss)	<u>-\$6,454.95</u>	<u>-\$6,454.95</u>

Mt Hawthorn Parents & Citizens Ass Inc

Job Profit & Loss Statement

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Account Name Selected Period Year to Date

Account Name	Selected Period	Year to Date
Sausage 0317	Election Sausage 2017	
Income		
Sausage sizzle & Cake stalls	\$4,713.70	\$4,713.70
Total Income	<u>\$4,713.70</u>	<u>\$4,713.70</u>
Expense		
Sausages & buns	\$489.62	\$489.62
Other food and drink	\$182.01	\$182.01
Venue hire	\$154.00	\$154.00
Total Expense	<u>\$825.63</u>	<u>\$825.63</u>
Net Profit (Loss)	<u>\$3,888.07</u>	<u>\$3,888.07</u>
Sundowner Mar17	Sundowner Mar17	
Income		
Sausage sizzle & Cake stalls	\$1,745.65	\$1,745.65
Total Income	<u>\$1,745.65</u>	<u>\$1,745.65</u>
Expense		
Sausages & buns	\$587.94	\$587.94
Other food and drink	\$640.36	\$640.36
Equip hire	\$249.00	\$249.00
Entertainment	\$159.00	\$159.00
Total Expense	<u>\$1,636.30</u>	<u>\$1,636.30</u>
Net Profit (Loss)	<u>\$109.35</u>	<u>\$109.35</u>

Mt Hawthorn Parents & Citizens Ass Inc

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Category Profit & Loss Statement

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Account Name	Selected Period	Year to Date
Other P & C		
Other P & C		
Income		
P&C membership fees	\$26.00	\$26.00
Voluntary Contributions 2017	\$52,615.90	\$52,615.90
Other canteen sales	\$635.74	\$635.74
Bank Interest	\$449.08	\$449.08
Provisions not needed	\$20,335.61	\$20,335.61
Entertainment books	\$630.00	\$630.00
Footy tipping	\$255.00	\$255.00
Sausage sizzle & Cake stalls	\$8,649.40	\$8,649.40
Ticket sales	\$4,715.00	\$4,715.00
Product sales	\$3,229.40	\$3,229.40
Function sponsorship	\$152.00	\$152.00
IGA Comm Chest	\$141.42	\$141.42
Bubbler donation	\$53.85	\$53.85
Oval donations	\$56.00	\$56.00
Vincent Environmental Grant	\$2,000.00	\$2,000.00
Total Income	\$93,944.40	\$93,944.40
Cost of Sales		
Rag Tag D	\$116.23	\$116.23
Merchant fees	\$69.50	\$69.50
Total Cost of Sales	\$185.73	\$185.73
Expense		
School Equipment	\$4,000.00	\$4,000.00
Safety House	\$430.00	\$430.00
Year 6	\$1,041.67	\$1,041.67
Fathering Project	\$120.00	\$120.00
Grounds maintenance	\$6,000.00	\$6,000.00
Other capital projects	\$17,700.00	\$17,700.00
Uniform wages	\$148.62	\$148.62
Canteen wages	\$101.64	\$101.64
Canteen super	\$23.78	\$23.78
Repairs & Maintenance	\$984.50	\$984.50
Bank Fees	\$104.41	\$104.41
Dues & Subscriptions	\$1,242.67	\$1,242.67
Depreciation other equipment	\$328.00	\$328.00
Insurance	\$1,868.87	\$1,868.87
Postage & Shipping	\$186.00	\$186.00
Stationery	\$15.25	\$15.25
Internet	\$452.54	\$452.54
Other expenses	\$259.00	\$259.00
Admin wages	\$4,000.00	\$4,000.00
Products Purchased	\$614.83	\$614.83
Recipe Book	\$3,456.07	\$3,456.07
Tea towels & Aprons	\$3,138.88	\$3,138.88
Entertainment Book	\$280.00	\$280.00
Sausages & buns	\$1,077.56	\$1,077.56
Other food and drink	\$1,985.37	\$1,985.37
Equip hire	\$249.00	\$249.00
Venue hire	\$254.00	\$254.00
Entertainment	\$1,759.00	\$1,759.00
Try Booking fee	\$194.83	\$194.83
Fees & Permit	\$106.00	\$106.00
Other Functions	\$296.80	\$296.80
Total Expense	\$52,419.29	\$52,419.29

Mt Hawthorn Parents & Citizens Ass Inc

Category Profit & Loss Statement

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<u>Account Name</u>	<u>Selected Period</u>	<u>Year to Date</u>
Other P & C	Other P & C	
Net Profit (Loss)	<u>\$41,339.38</u>	<u>\$41,339.38</u>

Mt Hawthorn Parents & Citizens Ass Inc

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Mount Hawthorn WA 6915

Category Profit & Loss Statement

January 2017 through December 2017

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Account Name	Selected Period	Year to Date
Uniform		
Uniform service		
Income		
Uniform sales - Vend	\$68,367.00	\$68,367.00
Total Income	<u>\$68,367.00</u>	<u>\$68,367.00</u>
Cost of Sales		
Uniform purchases Vend	\$46,637.30	\$46,637.30
Merchant fees	\$2,820.21	\$2,820.21
Stock adjustments	-\$2,711.87	-\$2,711.87
Total Cost of Sales	<u>\$46,745.64</u>	<u>\$46,745.64</u>
Expense		
Uniform wages	\$4,922.72	\$4,922.72
Uniform super	\$159.09	\$159.09
Canteen super	\$54.12	\$54.12
Bank Fees	\$344.42	\$344.42
Other expenses	\$253.00	\$253.00
Total Expense	<u>\$5,733.35</u>	<u>\$5,733.35</u>
Net Profit (Loss)	<u>\$15,888.01</u>	<u>\$15,888.01</u>

Erin Croot
PO Box 22
Mount Hawthorn WA 6915

23rd February 2018

The Treasurer
Mount Hawthorn Primary School Parents and Citizens Association
PO Box 251
Mount Hawthorn WA 6915

RE: Review of the Mount Hawthorn Primary School Parents and Citizens Association Financial Statements and Records for the year 1st January 2017 to 31st December 2017

I enclose the Review Report for the 2017 year for presentation at the Annual General Meeting of the Mount Hawthorn Primary School Parents and Citizens Association (Association) as required under the *Associations Incorporation Act 2015* which states:

- Tier 2 associations (revenue of \$250,000 or more, but less than \$1,000,000) must prepare financial reports that give a true and fair view of the financial position of the association in accordance with Australian Accounting Standards. Such reports must be reviewed by a member of a professional accounting body.

I have conducted the Review based on the information provided to me by the Association.

I find that the financial statements prepared by the treasurer and other authorised person on behalf of the Association to fairly represent the financial transactions of the association.

The Association maintains the financial records to a high standard and the financial position is strong and stable.

Please note the following:

- As some of the fundraising activities in the Association deal with the handling of cash, it is beyond the scope of this review to test the accuracy of these receipts and they are taken to be correct as reported.
- The *Associations Incorporation Act 2015* commenced 1 July 2016. The Association must review and update their rules accordingly. Refer to the Department of Commerce for more details.

Should you have any queries feel free to contact me.

Kind regards,



Erin Croot
Certified Practising Accountant
CPA 9268547

INDEPENDENT REVIEW REPORT TO THE MEMBERS OF THE MOUNT HAWTHORN PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION

Report on the financial report

I have reviewed the attached annual financial report, being a special purpose financial report, of the Mount Hawthorn Primary School Parent's and Citizens Association (Association), which comprises the assets and liabilities statement, the income and expenditure statement and the statement by the Executive Committee as at 31st December 2017.

The Association's Committee's responsibility for the financial report

The Committee of the Association are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Associations Incorporation Act 2015*. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Reviewer's responsibility

My responsibility is to provide a statement on the financial report based on my review. I conducted my review in accordance with Australian Auditing Standards. Those Standards require I conduct the review on the basis of the procedures described and whether anything has come to my attention that causes me to believe that the financial report is not presented fairly, in all material respects.

The Standards require me to comply with the requirements of the applicable code of professional conduct of an accounting body.

What is a Review?

A review is an engagement designed to provide limited assurance (rather than the higher, 'reasonable' assurance in an audit) that the financial report is free from material misstatement. A review consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review may bring significant matters affecting the financial report to the reviewer's attention, but it does not provide all of the evidence that would be required in an audit.

Unlike an audit, a review does not provide a basis for expressing an opinion whether the financial report is presented fairly, in all material respects, in accordance with the applicable financial reporting framework. The objective of the reviewer is to plan and perform the review to form a conclusion whether, on the basis of the review, anything has come to the reviewer's attention that causes the reviewer to believe that the financial report is not prepared, in all material respects, in accordance with the applicable financial reporting framework (i.e. a negative opinion is provided).

Independence

In conducting my review, I have complied with the independence requirements as a Certified Practising Accountant.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the annual financial report of the Association does not present fairly, in all material respects.



Erin Croot
Certified Practising Accountant
CPA 9268547
Dated: 23rd February 2018

Mt Hawthorn Parents & Citizens Ass Inc

PO Box 251
Mount Hawthorn WA 6915

Balance Sheet

As of December 2017



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Assets			
Current Assets			
Cash On Hand			
Cheque Account	\$78,818		
Online Saver Account	\$60,501		
DR Savings Account	\$326		
Petty Cash Uniform	\$200		
Petty Cash Canteen	\$100		
Total Cash On Hand		\$139,946	
Receivables			
Other Debtors	\$3,341		
Total Receivables		\$3,341	
Prepayments			
Uniform Inventory			\$3,027
Uniform inventory Vend	\$53,933		
Uniforms offsite (not in Vend)	\$17,047		
Total Uniform Inventory		\$70,979	
Total Current Assets			\$217,292
Non-current Assets			
Plant & Equipment			
Office equipment	\$278		
Less depreciation	-\$149		
P&C Equipment	\$1,855		
Less depreciation	-\$432		
Canteen Equipment	\$7,903		
Less depreciation	-\$2,238		
Total Plant & Equipment		\$7,216	
Total Non-current Assets			\$7,216
Total Assets			\$224,509
Liabilities			
Operating Liabilities			
Trade & Other Payables			
Trade Creditors	\$6,566		
Payroll Liabilities			
PAYG withholding payable	\$1,678		
Superannuation accrued	\$1,444		
Total Payroll Liabilities		\$3,122	
Total Operating Liabilities			\$9,688
Holding accounts			
Band camp	-\$1,570		
Netball holding account	\$1,419		
Total Holding accounts			-\$151
Total Liabilities			\$9,537
Net Assets			
			\$214,971
Equity			
Retained Earnings		\$90,897	
Current Year Surplus/Deficit		\$124,075	
Total Equity			\$214,971

Mt Hawthorn Parents & Citizens Ass Inc

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Profit & Loss Statement



January 2017 through December 2017

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Income

Voluntary Contributions & Memb	
P&C membership fees	\$26.00
Voluntary Contributions 2017	\$52,615.90
Total Voluntary Contributions & Memb	<u>\$52,641.90</u>
Sales	
Uniform Shop Sales	
Uniform sales - Vend	\$68,367.00
Total Uniform Shop Sales	<u>\$68,367.00</u>
Canteen sales	
Canteen sales online	\$70,236.84
Canteen sales	\$51,892.83
Total Canteen sales	<u>\$122,129.67</u>
Other canteen sales	<u>\$635.74</u>
Total Sales	<u>\$191,132.41</u>
Bank Interest	\$449.08
Provisions not needed	\$28,425.61
Fundraising Revenue	
Entertainment books	\$630.00
Footy tipping	\$255.00
Sausage sizzle & Cake stalls	\$8,649.40
Fundraising Functions	
Ticket sales	\$4,715.00
Product sales	\$3,229.40
Function sponsorship	\$152.00
Total Fundraising Functions	<u>\$8,096.40</u>
Total Fundraising Revenue	<u>\$17,630.80</u>
Fair 2017	
Class Stall Income 2017	
Rm 1 - Slushies	\$1,220.75
Rm 3 - Scholastic book club	\$545.80
Rm 4 - Lolly Bags	\$417.00
Rm 6 - Crazy Crabs	\$3,513.55
Rm 7 - Christmas	\$1,419.50
Rm 8 - 2nd hand clothes	\$1,670.00
Rm 10 & KRed - Wine	\$5,435.42
Rm 11 - Paper planes	\$139.20
Rm 12 - Cupcakes iced coffee	\$1,763.25
Rm 14 - Coffee body scrub	\$253.40
Rm 15 - 2nd hand toys	\$1,518.15
Rm 16 - Face painting	\$505.00
Rm 17 - Bakery	\$3,941.61
Rm 18 - Icy poles	\$369.00
Rm 19 - Succulents upcycle	\$1,182.20
Rm 21 - Fairy floss	\$1,741.00
Rm 22 - Soft drinks	\$1,824.00
Rm 23 - Strong arm striker	\$475.85
Rm 24 - Lob a Choc	\$1,446.00
Rm 26 - Booze barrow	\$838.30
Rm 31 - Gymbus	\$1,721.00
Rm 33 - Glitter and tattoos	\$370.50
Rm 34 - Popcorn	\$717.10
Rm 35 - P&C merch and food	\$545.00
Rm 36 - Pet rocks	\$203.30
Rm 38 - 2nd hand books	\$1,214.60
Rm 39 - Cakes	\$1,291.50
Rm 40 - Xbox FIFA	\$503.25
Rm 41 - Hamper basket	\$763.45
KBlue - Halloween	\$1,229.15
KOrange - Sausage sizzle	\$2,342.75
KPurple - Dress ups	\$695.15

Mt Hawthorn Parents & Citizens Ass Inc

Profit & Loss Statement

January 2017 through December 2017



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KGreen - Necklace making	\$279.80	
KYellow - Dunk the teacher	\$805.00	
P&C - Ride Tickets	\$6,311.19	
P&C - Kiss the Animal	\$884.80	
Total Class Stall Income 2017	\$50,096.52	
Fair External Stalls		
External stall leases	\$1,420.00	
External stall donations	\$2,037.75	
Porsche hot lap raffle	\$736.10	
Total Fair External Stalls	\$4,193.85	
Fair Raffle		
Raffle ticket sales	\$19,207.80	
Raffle sponsorship	\$4,000.00	
Total Fair Raffle	\$23,207.80	
Other Fair Income		
Fair sponsorship	\$4,700.00	
Fair community grant CoV	\$5,000.00	
Total Other Fair Income	\$9,700.00	
Total Fair 2017	\$87,198.17	
Other Revenue		
Sponsorship		
IGA Comm Chest	\$141.42	
Bubbler donation	\$53.85	
Oval donations	\$56.00	
Grant Revenue		
Vincent Environmental Grant	\$2,000.00	
Total Other Revenue	\$2,251.27	
Total Income	\$379,729.24	
Cost of Sales		
Uniform Shop		
Uniform Shop Purchases		
Uniform purchases Vend	\$46,637.30	
Rag Tag D	\$116.23	
Total Uniform Shop Purchases	\$46,753.53	
Merchant fees	\$3,254.94	
Stock adjustments	-\$2,711.87	
Total Uniform Shop	\$47,296.60	
Canteen purchases	\$57,690.77	
Total Cost of Sales	\$104,987.37	
Gross Profit	\$274,741.87	
Expenses		
School Support		
School Equipment	\$4,000.00	
Safety House	\$430.00	
Year 6	\$1,041.67	
Fathering Project	\$120.00	
Grounds Expenditure		
Grounds maintenance	\$6,000.00	
Total Grounds Expenditure	\$6,000.00	
Other capital projects	\$17,700.00	
Total School Support	\$29,291.67	
Uniform & Canteen Expenses		
Uniform Shop Expenses		
Uniform wages	\$5,071.34	
Uniform super	\$159.09	
Total Uniform Shop Expenses	\$5,230.43	
Canteen Expenses		
Canteen wages	\$52,915.19	
Canteen super	\$5,096.40	
Repairs & Maintenance	\$1,259.88	
Canteen equip depreciation	\$668.00	

Mt Hawthorn Parents & Citizens Ass Inc

Profit & Loss Statement

January 2017 through December 2017



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Total Canteen Expenses	\$59,939.47	
Total Uniform & Canteen Expenses		\$65,169.90
General & Admin Expenses		
Bank Fees	\$519.33	
Dues & Subscriptions	\$1,242.67	
Depreciation other equipment	\$328.00	
Insurance	\$1,868.87	
Postage & Shipping	\$186.00	
Stationery	\$139.96	
Internet	\$452.54	
Other expenses	\$765.00	
Employment Expenses		
Admin wages	\$4,000.00	
Total Employment Expenses	\$4,000.00	
Total General & Admin Expenses		\$9,502.37
Fundraising expenses		
Products Purchased	\$614.83	
Recipe Book	\$3,456.07	
Tea towels & Aprons	\$3,138.88	
Entertainment Book	\$280.00	
Sausages & buns	\$1,077.56	
Other food and drink	\$1,985.37	
Equip hire	\$249.00	
Venue hire	\$254.00	
Entertainment	\$1,759.00	
Try Booking fee	\$194.83	
Fees & Permit	\$220.00	
Printing and stationery	\$1,229.43	
Total Fundraising expenses		\$14,458.97
Fair expenses 2017		
Stall Expenses 2017		
Rm 1 - Slushies	\$380.00	
Rm 6 - Crazy crabs	\$1,957.32	
Rm 7 - Christmas	\$78.00	
Rm 10 & KRed - Wine	\$38.76	
Rm17 - Bakery	\$1,182.48	
Rm21 - Fairy floss	\$255.75	
Rm22 - soft drinks	\$840.00	
Rm31 - Gymbus	\$583.50	
Rm34 - Popcorn	\$328.25	
KBlue - Halloween	\$375.00	
KOrange - Sausage Sizzle	\$1,006.07	
Total Stall Expenses 2017	\$7,025.13	
Other Fair Expenses 2017		
Fair expenses	\$6,999.36	
Ride hire costs	\$8,440.88	
Hire of equipment (fair)	\$3,404.00	
Raffle prizes	\$6,078.00	
Total Other Fair Expenses 2017	\$24,922.24	
Other income expenses		
Other Functions	\$296.80	
Total Expenses		\$150,667.08
Operating Profit		\$124,074.79
Other Expenses		
Net Surplus / (Deficit)		\$124,074.79

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Safety
DATE:	16 February 2018
PREPARED BY:	Karen Sheilds

POINTS OF INTEREST	
1.	Most cars now recognizing the yellow line markings around the school and not parking over these. However we are having problems in the Kiss and Ride area and a re-education is currently being planned. This will be student led and re-enforced through the newsletter and social media channels.
2.	Year 6 students will be commencing a traffic management campaign in Killarney St – details to be issued in the next newsletter.
3.	After a consultation in December 2017 between COV, Dale Mackesey and myself, possible island plans for the bottom of Killarney St were cancelled due to fears that a one car exit would further add to the traffic issues that we already experience in Killarney and Matlock Streets.
4.	An enquiry/request to create a 2 nd Kiss and Ride to relieve congestion in Killarney and Matlock Streets is currently being assessed by the City of Vincent.
5.	A reminder to be issued via the newsletter and facebook regarding parking on verge/s in Killarney St. We are urging parents to please try and avoid this as verge parking is for primarily for residents
6.	Request with COV to paint “no stopping” on the honeycomb (top of Killarney).
7.	Possibility of changing signage at Kiss and Ride to say “no stopping” instead of 5 minute parking.
8.	Safety house update: we currently have 25 Safety Houses. We would like to re-post in the newsletter encouraging new interest.
9.	
10.	

FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	N/A
• FUNDS REQUIRED	N/A
ITEMS FOR AGENDA	
• FOR DISCUSSION	
• FOR APPROVAL	N/A

Uniform Service Report

PROFIT AND LOSS STATEMENT

Please refer to the Treasurer's Report for full account.

- Sales Revenue: \$68,367.00, Net Profit: \$21,799.01, Transactions: 1,149 orders filled
 - Increased net profit due to fewer than usual stock orders placed in 2017, especially the yearly bulk order of gold polos which will be due in beginning of May 2018.

FOR APPROVAL - FINANCIAL

1. **\$1,500.00 for new Shop computer**, including peripherals and anti-virus software subscription.
 - Our Point of Sale system is cloud-based, requiring a device with modern operating system and anti-virus protection. The existing Shop computer is over 4 years old, not upgradeable and frequently crashes.
 - A business-grade all-in-one model is recommended (monitor with hard-drive attached). Laptops and tablets are not ergonomic for other Shop processes (email, QKR, information sheets, forms, SignUp etc).
2. **\$5,000.00 for new Shop shelving**.
 - \$2,000 has been approved for Shop fit-out in previous years but not spent.
 - Shelves need to be of weight-bearing quality and fixed to the walls for safety.
 - If approved, the Shop fit-out needs a champion within the P&C to drive it please! It's been Kat's experience there is not enough time to fit this project in with normal operations of the Shop.

POINTS OF INTEREST

- Counter service was available every Tuesday afternoon during term, except for the last week of Term 4. We also continued to be available via appointment for new families throughout the year.
- Second annual special Open Shops and bookable appointment sessions for new Pre-Primary families were held in Term 4, 2017.
- The Uniform Service "shop-front" on QKR was launched in August 2016. In its first full year of operation, orders placed on QKR accounted for 24% of revenue.
- Karen Luckett joined us as the new Uniform Coordinator in March 2017.
- Uniform Prices:
 - Prices on all items were reviewed at the end of Term 1 2017. Prices were increased in April 2017 for the following optional items: the school bag (increased to \$40), the library / boot bag (increased to \$15) and the art smock (increased to \$20).
 - Price rises are likely to be needed in 2018 for the following uniform items: the tunic dress (to \$60), and the zip jacket (to \$30).
- Dress Code:
 - At the General Meeting on 27th November 2017, we requested that the School Board consider amending the description of the Girl's Tunic in the Dress Code to be broader, eg: from "Girl's tunic in green and gold check with gold piping" to "Girl's tunic in green and gold". This would allow for the P&C to explore alternative, lower-cost tunic styles. We look forward to hearing from the School Board on their progress with this request.
- RagTagd
 - RagTagd lost property tracking was trialed in 2017, with sample tags sewn into winter gear by volunteers, and results of the trial presented to the P&C in November 2017. During the trial period, RagTagd entered into an exclusivity agreement with Spartan Uniform Supplies.
 - Subsequently, the Uniform Service investigated Spartan's winter gear offerings and pricing. We **do not recommend** sourcing our zip jackets and zip hoodies via Spartan, due to reasons of price and requiring a custom make on the zip hoodie. We therefore also **recommend discontinuing the trial of RagTagd**.

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- EOY 2017 Stocktake
 - During the last weeks of Term 4, Karen physically counted 3,025 items in stock, whilst continuing to operate the Shop and moving stock to temporary storage in the Music Room. A herculean effort, and an overall variance of 1.72% over the quantity of stock recorded in VEND.
- Open Day 2018
 - 137 orders processed, \$9,085 total sales.
 - Thank you to volunteers Lara Warner, Mary Gwynne, Rachelle Rose, Tracy Denham, student Claire and MHPS alumni Liam.
 - Special mention to the school staff including Dale, Sharron and Dave for helping us make it work this year in our temporary location out the front of the Music Room.
- Passing the Baton 😊
 - This is Kat Richardson's last MHPS P&C meeting. Kat will not be re-nominating for Uniform Committee, although she will continue to be available to Karen for advice if needed.
 - Hand-over documents are stored on the Google Drive associated with the Uniform Service's Gmail account.

END OF REPORT

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Grants
DATE:	22/02/2018
PREPARED BY:	Amanda Derbyshire

POINTS OF INTEREST	
<p>1. Applied successfully for the following grants:</p> <ul style="list-style-type: none"> a. Balls4All – 20 netballs for the netball club b. City of Vincent Environment Grant \$2000 – to establish vegetable gardens in the Pre-Primary area c. City of Vincent Community Engagement Grant - \$5000 to contribute to fair costs 	
<p>2. Presented to the Floreat Lions Club for a donation to the fit out of the school undercover area – still waiting on outcome</p>	
<p>3. Expression of interest to Tim Hammond, Federal MP for Stronger Communities grant - unsuccessful</p>	
<p>4. Two community budget submissions were made to the City of Vincent for the following:</p> <ul style="list-style-type: none"> a. Street trees along Ellesmere – CoV would be happy to provide and plant street trees along Ellesmere on council land b. Sponsorship of school fair – advised to apply for grant 	
<p>5. Applied to the Dept of Sport and Recreation for an Equipment Grant under the auspices of the school netball club – deemed not eligible</p>	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	0
• FUNDS REQUIRED	0

ITEMS FOR AGENDA	
<ul style="list-style-type: none"> • FOR DISCUSSION 	<ol style="list-style-type: none"> 1. There is a disconnect between the applying of grants, the responsibility for the implementation of the grant and then the reporting of the grants. For future grants this needs to be set out clearly when the grant is first received to ensure we commit the funds as and when we said we would. 2. The development of a wish list of projects and from the school and P & C made the targeting and application for grants a lot easier. Would recommend the P&C develop a wish list of projects with consultation with the school and school community in Term 1 each year to allow focus.
<ul style="list-style-type: none"> • FOR APPROVAL 	

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Fathering Project- Mount Hawthorn GOATS
DATE:	21 February
PREPARED BY:	Steve McQuillan
POINTS OF INTEREST	
<p>1. Events held</p> <ul style="list-style-type: none"> • WAFL match thanks to Cam Knapton • November School Camp out (to be an annual event) – 50 tents, and lots of fun • WACA game WA vs NSW, thanks to Justin Bird for organizing with Shaun Marsh • Dads gathered at Paddington Hotel – many new faces turned up, 35 attendees 	
<p>2. Events scheduled</p> <ul style="list-style-type: none"> • Beach activity day – at Floreat Beach on Sunday 11th March • Tentative plan for Mothers Day • Fundraising sausage sizzle Aug-Sept (near to Fathers Day) • School Camp out – November 2018 	
<p>3. Thanks to the Dads involved – big thanks to our 'Champion dads' (or 'Big Kids' as I call them) : Jools Spon-Smith in particular as the key organiser and communicator. Damien Caraher ("The Canadian"); Justin Bird; Kevin ("Bacon") Reece; Dan Loden; and many others who have chipped in. Also thanks to Dale and teachers for assisting in the Camp Out</p>	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	None – self funded
• FUNDS REQUIRED	None at this time
ITEMS FOR AGENDA	
• FOR DISCUSSION	Nil
• FOR APPROVAL	Nil

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Canteen
DATE:	26 Feb 2018, AGM
PREPARED BY:	Lee Butcher

POINTS OF INTEREST	
1. Canteen – Point of Sale (POS) System	
<ul style="list-style-type: none"> • The 2017 P&C audit identified that we needed to improve the Canteen’s cash management system to improve transparency, accountability and protection for Canteen staff and volunteers. • System needs to be as simple as possible, and provide daily or weekly reports of what cash and card transactions are coming in over the counter. • The online ordering system is working well, so we are not looking to touch that. • Options that have been considered include: <ul style="list-style-type: none"> ○ Purchase a tablet with free POS software system (e.g. eHopper) to record transactions, tally orders and provide a report at the end of each day/week; ○ Hardcopy worksheet noting that Canteen staff currently use a notebook to informally tally lunch orders (noting this does not include all over the counter transactions); and ○ Manual Cash Register. • Following trials of the hardcopy sales tracking sheet, it has been recommended that a manual cash register be purchased. More user friendly than a tablet and hardcopy tracking sheet. • P&C approval for purchase up to \$500. • <i>ACTION: Confirm preferred option with Canteen staff and P&C Treasurer and purchase.</i> 	
2. Waste free canteen	
<ul style="list-style-type: none"> • P&C discussed use of plastic straws/cutlery vs biodegradable options. • Opportunity to align waste free education with school e.g. Waste free Wednesday. • May be options for grant funding to support roll-out. • <i>ACTION: Invite interested person to investigate costs of bio-degradable options for canteen and possible support programs and grants.</i> 	
3. Other	
<ul style="list-style-type: none"> • Canteen staff have noted continuing damage to security screens. Reported to front office. 	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	\$0
• FUNDS REQUIRED	\$0
ITEMS FOR AGENDA	
• FOR DISCUSSION	See above
• FOR APPROVAL	None

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Fair
DATE:	22 February 2018
PREPARED BY:	Sonia Siamos

POINTS OF INTEREST	
1.	The fair was run on the 28 th October from 12noon until 7pm, or when it started to rain.
2.	The profit from the fair and associated raffle was approximately \$56 000.
3.	The fair was well received and supported by the school and the classes.
4.	Feedback was mostly positive, with the usual wanting to buy out of the fair, and not sell live animals.
5.	The classes supported the fair really well with their choices of stalls and support of the theme.
6.	The atmosphere on Fair Day was amazing and has been envied by other schools, such as Wembley and Woodlands.
7.	The Fair Committee and P&C team pulled together to produce this fantastic day with a brilliant financial result.
8.	This year we will prepare all the paperwork and procedures for the 2019 Fair.
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Refer to Treasurer's report.
• FUNDS REQUIRED	
ITEMS FOR AGENDA	
• FOR DISCUSSION	Cost per class to run a fair stall. Buy out of fair cost or strategy. Fair Frequency.
• FOR APPROVAL	

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Events
DATE:	22 February 2018
PREPARED BY:	Sonia Siamos

POINTS OF INTEREST	
1.	Limited number of events held as it was a fair year. Sundowner 2107, Election Day sausage sizzle and cake stall, disco, casino night postponed and Welcome Sundowner 2018.
2.	More volunteers are required to help at these events. The 3 on the events committee do so much running around for these events that they will burn out fast. Need more volunteers to help during the day.
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Refer to Treasurer's report
• FUNDS REQUIRED	
ITEMS FOR AGENDA	
• FOR DISCUSSION	Obtain debit card for paying for event items. Increase in numbers of volunteers. Finding out what types of events the school body wants us to run. Ensuring there isn't cross over with events run by other arms of the P&C.
• FOR APPROVAL	

2018 P&C Calendar - Revision 0

JANUARY						
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P&C events/meetings

Term 1	Term 2	Term 3	Term 4
16th February - Sundowner 26th February - Annual General Meeting	26th March - Exec Meeting 23rd March - Casino Night		
		18th June - Exec meeting 10th June - Family movie night TBA	
		3rd September - Exec meeting 21st September - Colour Lap-a-thon TBA	
		26th November - Exec meeting 26th October - Disco TBA	
Term 1 2019 Proposed AGM - Monday 11th March 2019 7pm Harbeck Centre			

Notes

- 1) General meetings are 7pm Harbeck Centre. Written reports required from convenors. All welcome.
- 2) Exec Meetings are 7pm Staff meeting room. Exec and Convenors only.
- 3) Items for agenda & reports should be emailed to mpspc@gmail.com by the Friday prior to a meeting.

Public Hol School Dev Day Newsletter

Western Australia Public Holidays 2018

Holiday	Date	Holiday Type	Area
New Year's Day	Monday, 1 January 2018	Public	WA Wide
Australia Day	Friday, 26 January 2018	Public	WA Wide
Labour Day	Monday, 5 March 2018	Public	WA Wide
Good Friday	Friday, 30 March 2018	Public	WA Wide
Easter Monday	Monday, 2 April 2018	Public	WA Wide
ANZAC Day	Wednesday, 25 April 2018	Public	WA Wide
Western Australia Day	Monday, 4 June 2018	Public	WA Wide
Queen's Birthday *	Monday, 24 September 2018	Public	WA Wide
Christmas Day	Tuesday, 25 December 2018	Public	WA Wide
Boxing Day	Wednesday, 26 December 2018	Public	WA Wide

Term 1 Term 2 Term 3 Term 4

2018 WA SCHOOL HOLIDAYS AND TERM DATES

Period	Start	Finish	Length
Term 1	Wednesday 31 January, 2018	Friday 13 April, 2018	11 Weeks
School Holidays	Saturday 14 April, 2018	Sunday 29 April, 2018	
Term 2	Monday 30 April, 2018	Friday 29 June, 2018	9 Weeks
School Holidays	Saturday 30 June, 2018	Sunday 15 July, 2018	
Term 3	Monday 16 July, 2018	Friday 21 September, 2018	10 Weeks
School Holidays	Saturday 22 September, 2018	Sunday 7 October, 2018	
Term 4	Monday 8 October, 2018	Thursday 13 December, 2018	10 Weeks
School Holidays	Friday 14 December, 2018	Sunday 3 February, 2019	

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Grounds
DATE:	26/02/2018
PREPARED BY:	Travis Lithgo

POINTS OF INTEREST
1. New Pre Primary Build Landscape – Requested final drawings from BMW. Increase of budget from \$50k to \$100K for new landscape works
2. Relocation of existing play infrastructure to other areas of the school. Plan to be formalized and distributed to relevant parties. Budget \$10k in relocation costs
3. Upgrade of the soft fall and play area outside Early Learning area next to Undercover area. Existing Pre Primary Shade Area to be relocated to this area for cover. Shade cover relocation covered in new build works. Possible inclusion of new seating area for year 6 students using existing seating. Soft fall Budget \$10K.
4. Upgrades to play area outside of Grounds person’s new shed. Removal of old play equipment and replace with playground from under existing shade structure
5. Conversion of old Grounds persons shed to additional Pre Primary storage
6. Removal of Cape Lilac Tree outside Autism Early intervention playground and replacement with mature tree
7. Salvaging of handrails from Pre Primary area to install along top of wall near room 14
8. Flagging and root zone protection to 2 x semi mature Tipuana Tipu in Pre Primary Area
9. City of Vincent Environment Grant \$2000 – to establish vegetable gardens in the Pre Primary Area. Incorporate this into the overall landscape installation for the Pre Primary build
10. Salvage of The Mezz Play Equipment for the Kindergarten. Budget \$2.5k in relocation costs
11. Installation of mature trees in Tiger Turf area to provide shade. Relocation of shade structure over lower Pre Primary playground equipment to outside room one in the Primary School

12. Development of standard specification for the maintenance of the oval so that prices can be sought for provision of services for the next 3 years. State Government to refund the school approx. \$4 k for maintenance costs. Budget a top up of \$8k for a total contract value of \$12k

FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)

<ul style="list-style-type: none"> • MONEY SPENT 	Nil
<ul style="list-style-type: none"> • FUNDS REQUIRED 	Playground relocation - \$10K Soft Fall Replacement - \$10K The Mezz Playground Equipment Installation - \$2.5K Additional Turf Maintenance Costs - \$8K Approx. \$30 K
ITEMS FOR AGENDA	
<ul style="list-style-type: none"> • FOR DISCUSSION 	N/A at this stage
<ul style="list-style-type: none"> • FOR APPROVAL 	TBA – Final location for existing infrastructure from new works area

2018 P&C Calendar - Revision 0

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P&C events/meetings

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Term 1 2019			
Proposed AGM - Monday 11th March 2019 7pm Harbeck Centre			

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CANTEEN SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-Committee shall be called the Mount Hawthorn Primary Schools P & C Association Canteen Sub-Committee ("the Canteen SC").

2.0 COMPOSITION:

- 2.1 (a) The Canteen SC shall consist of not more than five members, one of whom shall be a member of the P&C Executive Committee;
- (b) The P & C President is, ex officio, a member of the Canteen SC; and
- (c) The Canteen Supervisor (or a nominated employee) shall be an advisor to the Canteen SC and may attend its meetings.
- 2.2 Members of the Canteen SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Canteen SC, an election may be held at a P & C General meeting to fill the vacancy.

- 2.3 The Canteen SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive, the Canteen SC shall be responsible for:

- 3.1 Drafting and periodically reviewing the P & C's Canteen policy.
- 3.2 Establishing and maintaining nutritional guidelines for the Canteen.
- 3.3 Ensuring that relevant legislation relating to taxation, superannuation, health and safety is adhered to by Canteen employees and volunteers as appropriate.
- 3.4 Acquiring suitable stock and goods for sale in the Canteen, and setting and periodically reviewing prices and menus in consultation with the Canteen Supervisor.
- 3.5 Acquiring and maintaining suitable equipment for use in the Canteen. Equipment purchases over the value of \$500 must be first be authorised by the P & C Executive. Annual expenditure of suitable equipment must not exceed \$2,000 unless authorised by the P & C Executive.
- 3.6 Recruiting volunteers to assist in the Canteen as necessary.
- 3.7 Ensuring all Canteen employees are aware of relevant Government or WACOSS training initiatives.
- 3.8 Drafting individual employee/employer agreements including wages, duties and conditions for all Canteen employees for approval by the P & C Executive.
- 3.9 Establishing credit accounts with Canteen suppliers as required; and
- 3.10 Ensuring that the P & C's Grievance Settlement/Dispute Resolution Procedures are followed.
-

4.0 DUTIES OF CANTEEN SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Canteen SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Canteen is presented at all General and Executive meetings of the P & C and at such other times as directed by the P & C Executive. The report shall include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P & C.

5.0 DUTIES OF THE CANTEEN SC SECRETARY:

- 5.1 The Canteen SC Secretary shall have custody of the documents of the Canteen SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Canteen SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Canteen SC meeting.

6.0 MEETINGS:

- 6.1 Meetings of the Canteen SC shall be at such times and places as determined by the Canteen SC provided that not less than three days notice shall be given to Canteen SC members by the Canteen SC Secretary.

7.0 QUORUM:

- 7.1 A quorum shall comprise 50% + 1 one of the current membership of the Canteen SC.

8.0 VOTING:

- 8.1 All members and ex officio members of the Canteen SC shall be entitled to one vote on any resolution at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

- 9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE CANTEEN SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT TO DIRECTION
FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: *Mary Gwynne (27/2/18)*

P & C Secretary

FUNDRAISING SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-Committee shall be called the Mount Hawthorn Primary Schools P & C Association Fundraising Sub-Committee ("the Fundraising SC").

2.0 COMPOSITION:

- 2.1 (a) The Fundraising SC shall consist of not more than five members, one of whom shall be a member of the P&C Executive Committee.; and

(b) The P & C President is, ex officio, a member of the Fundraising SC.

- 2.2 Members of the Fundraising SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Fundraising SC, an election may be held at a P & C General meeting to fill the vacancy.

- 2.3 The Fundraising SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive the Fundraising SC shall be responsible for:

- 3.1 Organising and carrying out of fundraising event approved by the P & C or the P & C Executive.

- 3.2 Ensuring a calendar of fundraising events for the following year is tabled and adopted at the P & C's AGM.

- 3.3 Providing a "time-line" for each fundraising event (this could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received by the P & C and sent home, etc). Each time-line would be relevant to the particular event).

- 3.4 Ensure that the process for collection of monies related to any fundraising event is approved by the P & C Executive (this process should ensure that there are two people collecting and counting the money received and where it is to be handed over to the P & C Treasurer counted once again and a receipt being issued by the P & C Treasurer).

4.0 DUTIES OF THE FUNDRAISING SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Fundraising SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.

- 4.2 The Convener shall ensure that a written report of the activities of the Fundraising SC is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive.

5.0 DUTIES OF THE FUNDRAISING SC SECRETARY:

- 5.1 The Fundraising SC Secretary shall have custody of the documents of the Fundraising SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Fundraising SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Fundraising SC meeting.
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6.0 MEETINGS:

6.1 Meetings of the Fundraising SC shall be at such times and places as determined by the Fundraising SC provided that not less than three days notice shall be given to Fundraising SC members by the Fundraising SC Secretary.

7.0 QUORUM

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Fundraising SC.

8.0 VOTING:

8.1 All members and ex officio members of the Fundraising SC shall be entitled to one vote on any resolution at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE FUNDRAISING SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: *Mary Gwynne (27/2/18)*

P & C Secretary

GRANTS SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Committee shall be called the Mount Hawthorn Primary Schools Parents & Citizens' Association Inc. Grants Sub-Committee ("the Grants SC")

2.0 COMPOSITION:

- 2.1 (a) The Grants shall consist of not more than five members, one of whom shall be a member of the P&C Executive Committee.; and

(b) The P & C President is, ex officio, a member of the Grants SC.

- 2.2 Members of the Grants SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Grants SC, an election may be held at a General meeting of the P & C to fill the vacancy.

- 2.3 The Grants SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive the Grants SC shall be responsible for:

- 3.1 Liaising with the Principals and the P & C Executive to identify funding needs within the School (including any programs which require funding before being implemented).
- 3.2 Seeking out and identifying relevant grants and sponsorship opportunities that meet those identified funding needs.
- 3.3 Conducting an assessment of whether the pre-requisites for any grant and any applicable ongoing commitments required by any grant can be satisfied before an application for a grant is lodged.
- 3.4 Preparing grant applications for endorsement by the P & C Executive before submission.
- 3.5 Seeking help with the preparation of grant applications from within and without the School community as appropriate.

4.0 DUTIES OF THE GRANTS SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Grants SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Grants SC is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive. The report is to identify all current and pending grant applications.

5.0 DUTIES OF THE GRANTS SC SECRETARY:

- 5.1 The Grants SC Secretary shall have custody of the documents of the Grants SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Grants SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Grants SC meeting.
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6.0 MEETINGS:

6.1 Meetings of the Grants SC shall be at such times and places as determined by the Grants SC provided that not less than three days notice shall be given to Grants SC members by the Grants SC Secretary.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Grants SC.

8.0 VOTING:

8.1 All members and ex officio members of the Grants SC shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

NOTE: THE GRANTS SC IS AT ALL TIMES RESPONSIBLE TO THE GENERAL MEETING OF THE P & C AND IS SUBJECT TO DIRECTION FROM THE P & C EXECUTIVE.

I certify that these Terms of Reference were adopted at the P & C AGM held on 26th February 2018

Signed: *Mary Gwynne (27/2/18)*

P & C Secretary

GROUNDS SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Committee shall be called the Mount Hawthorn Primary Schools Parents & Citizens' Association Inc. Grounds Sub-Committee ("the Grounds SC")

2.0 COMPOSITION:

- 2.1 (a) The Grounds SC shall consist of not more than ten members, one of whom shall be a member of the P&C Executive Committee.; and

(b) The P & C President is, ex officio, a member of the Grounds SC.

- 2.2 Members of the Grounds SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Grounds SC, an election may be held at a General meeting of the P & C to fill the vacancy.

- 2.3 The Grounds SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive, the Grounds SC shall be responsible for:

- 3.1 Drafting and periodically reviewing a Master Plan for the campus grounds.
- 3.2 Liaising with the Principals to establish the ongoing needs of the school community.
- 3.3 Preparing and presenting a brief plan and a draft budget for the work proposed to be completed in the following 12 month period at the P & C's AGM.
- 3.4 Promoting the work of the Grounds SC within the School community; and
- 3.5 Organising the work required to complete the planned in each 12 month period.

4.0 DUTIES OF GROUNDS SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Grounds SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.

- 4.2 The Convener shall ensure that a written report of the activities of the Grounds SC is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive. The report presented at the P & C's AGM shall contain a brief plan and a draft budget for the work proposed to be completed in the following 12 month period.

5.0 DUTIES OF THE GROUNDS SC SECRETARY:

- 5.1 The Grounds SC Secretary shall have custody of the documents of the Grounds SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Grounds SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Grounds SC meeting.
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6.0 MEETINGS:

6.1 Meetings of the Grounds SC shall be at such times and places as determined by the Grounds SC provided that not less than three days notice shall be given to the Grounds SC members by the Grounds SC Secretary.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Grounds SC.

8.0 VOTING:

8.1 All members and ex officio members of the Grounds SC shall be entitled to one vote on any resolution at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE GROUNDS SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: *Mary Gwynne (27/2/18)*

P & C Secretary

SAFETY SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Committee shall be called the Mount Hawthorn Primary Schools Parents & Citizens' Association Inc. Safety Sub-Committee ("the Safety SC")

2.0 COMPOSITION:

- 2.1 (a) The Safety SC shall consist of not more than five members, one of whom shall be a member of the P&C Executive Committee.; and

(b) The President of the P & C is, ex officio, a member of the Safety SC.

- 2.2 Members of the Safety SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Safety SC, an election may be held at a General meeting of the P & C to fill the vacancy.

- 2.3 The Safety SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive, the Safety SC shall:

- 3.1 Establish the Safety House Program within the catchment area of the Schools.
- 3.2 Monitor all Safety Houses within the catchment area of the Schools.
- 3.3 Liaise with the Principals to ensure that students at the campus receive information and education about the Safety House program.
- 3.4 Liaise with the Principals to facilitate publicity for the Safety House program through the Schools newsletters.
- 3.5 Liaise with neighbouring Safety House committees for additional Safety House applications and exchange of ideas.
- 3.6 Ensure that relevant Safety House guidelines and policies are followed.
- 3.7 Appoint delegate/s to the Regional Committee and/or State Safety House Association.
- 3.8 Establish the ongoing needs of the school community with regards to traffic calming and/or crosswalks associated with the school.
- 3.9 Liaise with the Principals to ensure that students at the campus receive information and education about traffic crosswalks and other traffic/safety measures/policies instilled at the campus.
- 3.10 Liaise with the Principals to facilitate publicity for traffic policies through the school newsletters and other communication methods.
- 3.11 Manage any traffic plans, crosswalks, traffic wardens associated with the school including training, uniforms and equipment for traffic wardens.
- 3.12 Liaise with the City of Vincent, Department of Road and Transport and other relevant authorities with regards to traffic plans and policies at the school and surrounding streets.
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3.14 Prepare and present a brief plan and a draft budget for costs/training/requirements of any traffic policies.

3.15 Promote the work of the Safety SC within the school community.

4.0 DUTIES OF SAFETY SC CONVENER:

4.1 The Convener, when present, shall preside at all meetings of the Safety SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.

4.2 The Convener shall ensure that a written report of the activities of the Safety program is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive.

4.4 The Convener shall ensure that in the event of the Safety SC disbanding arrangements be made to remove all safety house signs in the area controlled by the Safety SC.

5.0 DUTIES OF THE SAFETY SC SECRETARY:

5.1 The Safety SC Secretary shall have custody of the documents of the Safety SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Safety SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Safety SC meeting.

6.0 MEETINGS:

6.1 Meetings of the Safety SC shall be at such times and places as determined by the Safety SC provided that not less than three days notice shall be given to Safety SC members by the Safety SC Secretary.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Safety SC.

8.0 VOTING:

8.1 All members and ex officio members of the Safety SC shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE SAFETY SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: Mary Gwynne (27/2/18)

P & C Secretary

UNIFORM SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Committee shall be called the Mount Hawthorn Primary Schools Parents & Citizens' Association Inc. Uniform Sub-Committee ("the Uniform SC")

2.0 COMPOSITION:

- 2.1 (a) The Uniform SC shall consist of not more than five members, one of whom shall be a member of the P&C Executive Committee.; and
- (b) The President of the P & C is, ex officio, a member of the Uniform SC.
- (c) The Uniform shop supervisor (or a nominated employee) shall be an advisor to the Uniform SC and may attend its meetings
- 2.2 Members of the Uniform SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Uniform SC, an election may be held at a General meeting of the P & C to fill the vacancy.
- 2.3 The Uniform SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive, the Uniform SC shall be responsible for:

- 3.1 Developing procedures for:
- 3.1.1 setting the sale price for new uniform items;
 - 3.1.2 ordering and distribution of new uniform items; and
 - 3.1.3 purchasing and selling of second-hand uniforms.
- 3.2 Organising the purchase of uniform items with the proviso that the stock levels of these items shall not exceed the levels set for the Uniform SC by the P & C Executive.
- 3.3 Recruiting such volunteers to assist in the Uniform service as shall be considered necessary and ensuring that the "Helpers' book" is filled out and signed by volunteers at the conclusion of each session those volunteers assist the Uniform service.

4.0 DUTIES OF UNIFORM SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Uniform SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Uniform service is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive. Each report shall contain a summary of sales and purchases since the preceding report and the current stock holdings of uniform items.

5.0 DUTIES OF THE UNIFORM SC SECRETARY:

- 5.1 The Uniform SC Secretary shall have custody of the documents of the Uniform SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Uniform SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Uniform SC meeting.
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6.0 MEETINGS:

6.1 Meetings of the Uniform SC shall be at such times and places as determined by the Uniform SC provided that not less than three days notice shall be given to the Uniform SC members by the Uniform SC Secretary.

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Uniform SC.

8.0 VOTING:

8.1 All members and ex officio members of the Uniform SC shall be entitled to one vote on any resolution at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE UNIFORM SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: Mary Gwynne (27/2/18)

P & C Secretary

FATHERING PROJECT SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-Committee shall be called the Mount Hawthorn Primary Schools Parents & Citizens' Association Inc. ("the Fathering Project SC")

2.0 COMPOSITION:

- 2.1 (a) Not more than five financial members one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be ex officio a member.
- 2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Fathering Project SC an election may be held at a general meeting of the P&C to fill the vacancy.
- 2.3 The Fathering Project SC when formed shall elect from its members a Convener and a Secretary and, if required, a Treasurer.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Fathering Project SC shall be:

- 3.1 *The Fathering Project committee shall be responsible for:*
- *the organising and carrying out of Fathering Project events approved by the P&C;*
 - *ensuring a calendar of Fathering Project events for the following year is tabled and adopted at the last meeting for the year of the P&C;*
 - *providing a "time-line" for each event, (This could include such things as order forms sent home, return date, money to accompany order, expected date of goods being received and sent home, etc – each time-line would be relevant to the particular event.);*
 - *ensure that the process for collection of monies related to any fundraising event is approved by the P&C;*
 - *stay current with communications from The Fathering Project team.*
 - *ensure any activities are consistent with the principles of the Fathering Project.*

(Any others which would be relevant to the particular school)

4.0 DUTIES OF CONVENER:

- 4.1 The Convener when present, shall preside at all meetings of the Fathering Project SC. In the event the Convener is absent the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a report of the activities of the Fathering Project SC is presented to all general meetings of the P&C Association (or executive committee) and at such times as directed by the general meetings of the P&C Association. All activities must be approved by a general meeting (or executive committee meeting) before being implemented.
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5.0 DUTIES OF THE SECRETARY:

5.1 The Secretary shall have custody of the documents of the Fathering Project SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association as required.

6.0 MEETINGS:

6.1 Meetings of the Fathering Project SC shall be at such times and places as determined by itself provided that not less than forty-eight (48) hours notice is given. (Suggest seven (7) days notice. It is desirable to meet at least once a month preferably just prior to a general meeting of the P&C to enable a report to be prepared.)

7.0 QUORUM:

7.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Fathering Project SC.

8.0 VOTING:

8.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

8.2 Voting shall be by show of hands.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved by the general meeting of the P&C Association.

NOTES:

1. *It is not a requirement that the principal be a member of the Fathering Project SC. However if the P&C Association wishes the principal to be a member the principal can be either elected or ex officio.*
2. *Where the Fathering Project SC is established during the year the members are elected at a general meeting of the P&C. All members of a committee of the P&C must be financial members of the P&C.*

**NOTE: THE FATHERING PROJECT SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: Mary Gwynne (27/2/18)

P & C Secretary

FAIR SUB-COMMITTEE TERMS OF REFERENCE

1.0 NAME:

- 1.1 The Sub-Committee shall be called the Mount Hawthorn Primary Schools P & C Association Fair Sub-Committee ("the Fair SC").

2.0 COMPOSITION:

- 2.1 (a) The Fair SC shall consist of not more than ten members, one of whom shall be a member of the P&C Executive Committee.; and

(b) The P & C President is, ex officio, a member of the Fair SC.

- 2.2 Members of the Fair SC shall be elected each year by the Annual General Meeting of the P & C by and from the financial and ex officio members of the P & C. In the event of a position becoming vacant on the Fair SC, an election may be held at a P & C General meeting to fill the vacancy.

- 2.3 The Fair SC shall elect from its members a Convener and a Secretary.

3.0 RESPONSIBILITIES:

Subject to direction of the P & C and/or the P & C Executive the Fair SC shall be responsible for:

- 3.1 Organising and carrying out of the Fair event approved by the P & C or the P & C Executive.
- 3.2 Providing a "time-line" for the fair event.
- 3.3 Ensure that the process for collection of monies related to a fair event is approved by the P & C Executive (this process should ensure that there are two people collecting and counting the money received and where it is to be handed over to the P & C Treasurer counted once again and a receipt being issued by the P & C Treasurer).

4.0 DUTIES OF THE FAIR SC CONVENER:

- 4.1 The Convener, when present, shall preside at all meetings of the Fair SC. If the Convener is absent, the meeting shall elect a chairperson for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of the Fair SC is presented to all General and Executive meetings of the P & C and at such times as directed by the P & C Executive.

5.0 DUTIES OF THE FAIR SC SECRETARY:

- 5.1 The Fair SC Secretary shall have custody of the documents of the Fair SC and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P & C on request by the President and a copy of all Fair SC minutes shall be forwarded to the P & C Secretary for electronic filing immediately after each Fair SC meeting.
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6.0 MEETINGS:

6.1 Meetings of the Fair SC shall be at such times and places as determined by the Fair SC provided that not less than three days notice shall be given to Fair SC members by the Fair SC Secretary.

7.0 QUORUM

7.1 A quorum shall comprise 50% + 1 one of the current membership of the Fair SC.

8.0 VOTING:

8.1 All members and ex officio members of the Fair SC shall be entitled to one vote on any resolution at a meeting at which they are entitled to be present.

9.0 ALTERATIONS TO RULES:

9.1 All proposed amendments to these rules must be approved at a P & C General meeting.

**NOTE: THE FAIR SC IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P & C AND IS SUBJECT
TO DIRECTION FROM THE P & C EXECUTIVE.**

**I certify that these Terms of Reference were adopted at the P & C AGM
held on 26th February 2018**

Signed: *Mary Gwynne (27/2/18)*

P & C Secretary
