

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting

### Minutes

Time/Date: Monday 7pm, 14<sup>th</sup> May 2018

Location: Harbeck Centre (Library)

#### In Attendance

##### Office Bearers

Scott Yelland	P&C President
Tracy Denham	P&C Vice President
Liz Tilmouth	Hon Treasurer
Angeline Hicks	Hon Secretary

##### Committees

Shoni Lewis	Canteen
Steve McQuillan	Fathering Project
Mary Gwynne	Uniforms
Travis Lithgo	Grounds
Amanda Derbyshire	School Board
Julia Wilcox	Safety
Karen Lockett	Uniforms

##### School Representatives

Dale Mackesey –	Principal MHPS
Alison Harman -	Principal Education Support

##### Other Attendees

Maggie Twomey  
Christopher Gwynne  
Bruce Webber

#### 1. Welcome and Quorum

The President welcomed all present at the meeting and declared the meeting open at 7.15pm.

#### 2. Apologies

Sonia Siamos – Events  
Karen Sheilds - Safety  
Allison Rolfe – Safety  
Dan Loden – Fathering Project

#### 3. Confirmation of minutes of previous meetings

Executive Meeting : Monday, 26 March 2018, 7pm  
Annual General Meeting : Monday 26 February 2018, 7pm

**Motion:** It was moved by Scott Yelland and seconded by Travis Lithgo that the minutes of the Annual General Meeting, held on Monday 26 February 2018 be accepted as a true and correct record of that meeting. *Carried without dissent.*

**Motion:** It was moved by Scott Yelland and seconded by Travis Lithgo that the minutes of the Executive Meeting, held on Monday 26 March 2018 be accepted as a true and correct record of that meeting. *Carried without dissent*

#### 4. Business arising

1. Update school wishlist (for utilisation of P&C funds); **Complete**
2. Delegate required to sell Entertainment Cards/Books for FY18/19; **Complete (Julia Wilcox)**
3. The P&C (SS) will request that the Fathering Project provide dates of events to the Committee for incorporation in to the annual calendar: **Incomplete. Follow up required with SS and SM.**
4. Confirm that there is \$6,500 in the current budget for the uniform shop computer and shelving. **Complete. The budget will be deducted from general "wishlist" pot of \$15,000.**
5. Uniform shop - quotes for new computer and shelving: **Complete.**
6. Canteen - quotes be presented for the sink and the window cleaning; **Window cleaning complete and sink is work in progress.**
7. Quote for new computer for the canteen point of sale (approximately \$1,500); **Not Complete.**
8. Change signatories on Comm Bank accounts; **Complete**

#### 5. Correspondence

Date In/Out	To	From/To	Subject
11/05/2018	Vicki Roberts	Scott Yelland	Floreat Lions Grant Opportunity
May 2018	SY	David (photographer)	Photo/David. \$40 per child. To be promoted by P&C. Not if going to affect teaching program. Scott to respond.
09/05/2018	P&C	P&C	City Beach High School Site Petition – Seeling the land. Not something that we will share with the school.
14/05/2018	SY	CUA	Fun Run Fundraising Opportunity

#### 6. Principal's Report

Dale Mackesey presented the Principal's report, which included the following points:

- an update on the consultation process with the school community to create a vision statement. It will be compared to the current mission/objectives, to ensure that it still current and valid; and
- term 2 planning information, including;
  - Naplan, which starts 15 May 2018 and the intention to transition to NAPLAN online next year; and
  - reporting to parents to be arranged between teachers and parents, following the decision not to go ahead with two half days where students do not attend school; and
  - school semester reports will be sent via email on Wednesday 27 June 2018; and
  - confirmation that the bi annual parent survey year will be undertaken in 2018.
- grounds and gardens update; and
- update on the pre-primary building program noting the expected completion date is 15 January 2019. Potential delays may be incurred, depending on weather over winter; and
- effectiveness of new "Kiss and Ride" system which is working well and the intention to seek sheltered area for kids to sit; and
- investigation of sustainability programs for the school undertaken with the aim of reducing our carbon footprint, including Waste Free Wednesdays; and
- P&C curriculum funding – following a donation by the P&C \$35,000, to be distributed by the Finance Committee to various cost centres.

## 7. Education Support Report

Alison Harman presented her report.

## 8. Treasurer's Report

Liz Tilmouth reported on cash at bank as follows:

CBA Cheque Account	\$72,556.35
Online Saver	\$40,610.20
DR Savings Account	\$1087.66

The P&C discussed the difficulties experienced in changing signatories with CommBank.

**Action:** Treasurer to investigate moving the banking facilities across to Westpac.

## 9. Committee and Representative Reports - Travis Lithgo

### 9.1 Grounds

- Travis Lithgo verbally presented a report from the Grounds Committee, which included;
- o discussion concerning the PP builders lack of care for existing mature trees and possibility of seeking compensation for losses; and
  - o the movement of playground equipment between school sites; and
  - o garden/landscape works being undertaken to broaden the PP play area, during the build; and
  - o planned busy bee for the July school holidays to complete some works.

**Action:** Grant from COV has not been spent yet and this may need to be reported to COV.

**Action:** add to P&C wishlist one iron filtration system to cleanse bore water (\$35,000)

### 9.2 Events – presented by Tracy Denham

Tracey Denham presented the Events report (in the absence of Sonia Siamos) and noted the date of upcoming events, in particular the movie afternoon at Innaloo on 10 June.

### 9.3 Grants – (Natalie DAbrew)

The P&C noted that The Floreat Lions had called for grant submissions and this was to be investigated by the P&C. **Action.**

**Action:** Building Block Medical Centre that wanted to sponsor something? P&C will follow this up.

### 9.4 Canteen – Shoni Lewis

Shoni Lewis presented her report noting that the sink was yet to be fixed and further quotes need to be received. **Action.**

### 9.4 Safety – Tracy Denham

Tracy Denham presented the Safety report, noting that the recent changes to after school Kiss and Ride had been extremely successful and also that expressions of interest to be a safety house had increased.

As previously mentioned, the intention was to provide a shelter to for the Kiss and Ride.

### **9.5 Uniform – Mary Gwynne**

The appointment of Mary Gwynne to the Uniform Committee which was accepted and carried without dissent.

Mary presented her report and noted the following points:

- stock of existing zip jackets with no hoods would be sold and not restocked; and
- the committee were investigating a new supplier for the tunic dress which may be more cost effective; and
- the uniform shop computer and shelving quotes had been received and ordering was to commence. The Committee were happy to engage with a local supplier, Tang, where ongoing support was offered; and
- shelving was to be supplied by Dexion, despite the higher costs, as they offered delivery and installation
- refer to Appendix “A” which depicts the plan for the uniform shop upgrade.

Motion: It was moved by Scott Yelland and seconded by Steve McQuillan to approve expenditure to purchase a computer from Tang and shop shelving from Dexion, as per the quoted costs. *Carried without dissent*

### **9.6 Fathering Project – Steve McQuillan**

Steve McQuillan advised on upcoming events and work undertaken on the Fathering Project logo.

### **9.7 School Board – Amanda Derbyshire**

Amanda Derbyshire presented her report and noted the following points;

- the School Board meeting held on 28 March 2018 covered Board Priorities and the newly formed committee members of the Board sub-committees; and
- Marlene Kornides was elected as a new member of the Board.

### **9.8 Communications**

Position vacant.

## **10. General business**

Nil.

## **11. Next meeting**

The Committee confirmed that the next meeting (General Meeting) would be held on Monday 18 June, 2018 at 7pm in the Staff Room.

## **12. Closure**

There being no further business, the meeting was declared closed at 8.40pm.

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**ANGELINE HICKS**  
Hon Secretary

14 May 2018

## Summary of Actions

<b>Issue</b>	<b>Date</b>	<b>Responsible</b>
Grounds grant from COV has not been spent yet and this may need to be reported to COV.	14 May 2018	Travis Lithgo
Canteen - quotes be presented for the sink	26 March 2018	Shoni Lewis
Treasurer to investigate moving the banking facilities across to Westpac	14 May 2018	Liz Tilmouth
Add to P&C wishlist one iron filtration system to cleanse bore water (\$35,000)	14 May 2018	Angeline Hicks
The Floreat Lions had called for grant submissions by June 2018.	14 May 2018	ALL
Building Block Medical Centre that wanted to sponsor something? P&C will follow this up.	14 May 2018	Scott Yelland
Fathering Project to provide all dates for future events on 2018 to Sonia Siamos to ensure coordinated with school functions.	26 March 2	Steve McQuillan/Sonia Siamos
Quote for new computer for the canteen point of sale (approximately \$1,500)	26 March 2018	Shoni Lewis

## SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Uniform
DATE:	14 <sup>th</sup> May 2018
PREPARED BY:	Mary Gwynne

### POINTS OF INTEREST

1. This term marks the first term without Kat Richardson and thanks her excellent handover, Karen Lockett is now well ensconced and running the shop without a hitch.
2. Karen has completed the stocktake for first term.
3. An order of zip hoodies has just arrived.
4. Yearly bulk order of gold polos is due in May 2018.
5. We currently have plenty of tunic dresses in stock so we will keep the price the same for the remainder of the year. We still need to consider whether to continue this.  
P&C previously recommended amending the school dress code from "Girls tunic in green and gold check with gold piping" to "Girl's tunic in green and gold". Query for Amanda Derbyshire if this has been discussed at the school board meetings.
6. Existing stock of zip jackets (no hood) will be sold and not reordered.
7. It has already been agreed that we replace the uniform shop computer. After considering our options, we propose a small desktop<sup>1</sup> locked in a pedestal cabinet with a 22" monitor.  
  
Our preference is to go to a local supplier e.g. Tangs who can supply at competitive prices to online. We then have local support - the difference between us spending hours on the phone with the technician diagnosing the fault so that they can come out and fix it versus taking it into Tangs who will interface with the technician.  
  
The quote from Tangs came in at \$1,145 including GST. This was on the 26<sup>th</sup> March 2018. We may not get this exact model. A decent 22" monitor will be below \$300 so our \$1500 budget is attainable.

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<sup>1</sup> 8GB RAM (for using cloud based VEND, gmail, Qkr etc) and a solid state hard drive (for reliability).

8. We had \$2000 for shop shelving approved in the budget last year which wasn't spent and the AGM passed a motion to increase the budget to \$5000.

**The plan**

Shelves (for boxes) need to be sturdy and not easily toppled. Cupboards are required to prevent dust ingress on open stock as there is no ceiling in the uniform shop. David Mort used Dexion for his gardener's shed and was very impressed. We also considered the Bunnings Rack-It product as an alternative. We recommend a combination of the two.

Refer to sketch at the end of this report.

**The cost**

A	Shelving Dexion	delivered and assembled <sup>2</sup> 3mx 2m x 600mm	\$875 + GST
B	Cupboards Dexion	2 x cupboards with tambour doors 1.98mx 1.2m x 460mm	\$2070 + GST
C	Bedford Cupboard Bunnings	White 2 Door Pantry 1.8m x 900mm x 409mm	\$189 incl GST
D	Pedestal Bunnings	lockable metal cabinet	\$508 incl GST

*Subtotal \$3936.50*

Allowance to buy new plastic boxes at about \$15 each (guess 10 boxes).

*Total approximately \$4100*

**Additional considerations:**

- Removing the metal cabinets and shelving.
- When Dexion are allowed on school grounds.
- Volunteers to help with stock movement.

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

• MONEY SPENT	Refer Treasurer's report for current sales and expenditure.
• FUNDS REQUIRED	\$1500 (computer) + \$5000 (shelving)
<b>ITEMS FOR AGENDA</b>	
• FOR APPROVAL	1. Computer purchase 2. Shelving/Cupboard purchase

<sup>2</sup> Shelving Bunnings quote - \$643 incl GST (not including pick up, deliver and assembly)

# The plan

