

Mount Hawthorn Primary School P&C Association Inc.

General Meeting

Minutes

Time/Date: Monday 7pm, 31st July 2017

Location: Harbeck Centre (Library)

1. Welcome/Apologies

Scott opened the general meeting at 7:02pm, welcomed everyone.
Scott welcomed our new grounds convenor Travis Lithgo.

Apologies: *Karen Sheilds, Karen Luckett*

2. Confirmation of minutes of previous meetings

Exec Meeting 12th June 2017

Motion: It was moved by Tracy Denham and seconded by Tim Swart that the minutes of the previous meeting be accepted as true and correct.

Carried without dissent

3. Business arising

Nil

4. Correspondence

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

5. Principal's Report

Dale Mackesey presented the Principal's report.

- Book review includes reuse and uniformity of supplies
- CCTVs will go to school board to have policy established
- **Action:** P&C Pres/VP and Fair rep speak at staff meeting in Term 3.
- Aiming for 2018 demountables in top staff carpark P&C sponsored verge parking. Staff are supportive with travelsmart initiatives.
- Rachelle asked about the Band room. Dale said that at the moment it is staying but have been looking at enclosing the undercover area as nothing is certain yet. Dale will bring the costs to the P&C for review.
- Scott asked about the Junior school building. Leaks are still occurring in the same place. Same issues.



MOUNT HAWTHORN PRIMARY SCHOOL

1 Killarney Street MOUNT HAWTHORN WA 6016 / Phone: (08) 9242 3677 /
www.mounthawthornps.wa.edu.au / ABN: 21 900 255 136

‘Together Towards the Future’

PRINCIPAL’S REPORT – Monday 31 July 2017

Term 2 Highlights

- T4W training 99% complete and fully embraced by staff.
- Data literacy commenced with the Dashboard PL.
- Year level Strategic Plans completed.
- Reporting to Parents sent electronically.
- Updated 2017 Operational Plan.
- PM process commenced with all staff.
- Curriculum Leaders established.
- Revise and review PL plan.
- Duty and BMIS data positive.

Term 3 Planning

- Prioritise further professional learning and time for staff to implement T4W.
- Establish consistent Literacy & Numeracy Blocks.
- Review report data against Like Schools.
- Plan for Science (Scientist in Residence) and Book Week.
- Staff to work on integrating STEM activities through year level common assessment tasks.
- Work with School Board to establish after school Coding Club.

Relationships

- Bronwen Mears working with Tracey Denham for the P&C and Kaye Ward from the School Board to review book suppliers for 2018.
- Gifted and Talented workshop for Liaison Parent Meetings (Week 5)
- Follow up on possibility of installing CCTV cameras in the Hangar and non-slip coating on the stage in response to Community Forum from Term 2.
- P&C/ Fair/Schools Board update for staff members in upcoming staff meetings.
- Continue to work with Grounds & Gardens Committee to support work commenced throughout the campus including the new building program.
- Continue to work with Student Councillors and Year 6 Leaders for their input in campus improvements and traffic strategies around the school with Karen Shields from the P&C.

Leading Self and Others

Harvard 2017

One of the key take outs for me is that we will continue to look at the culture of MHPS with school community as a priority.



Staff

- Continue to establish class visits for colleagues and Line Managers in the priority areas of Literacy & Numeracy.
- Staff to reflect on performance against AITSL Standards.
- Establish Instructional Leaders throughout all phases of learning.

Leading Management of School

- Commence looking at structures for 2018.
- Advertise Teaching Pools for 2018.
- Arrange interim facilities - temporary classrooms to accommodate building program for next year.
- Seek support from School Board and P&C to develop a short term parking strategy to accommodate the location of demountable classrooms in the top teacher's car park.
- Work with School Board Sub-Committees to drive key strategies outlined in the Operational Plan.

Resources

I have outlined a Curriculum Wish List for the P&C below and also revisited enclosing the Undercover Area - project that has been discussed at length in previous years by the P&C. It is another major project and would require debate by the broader P&C.

The school sees many benefits that would complement the teaching and learning program and would be an overall asset for the future.

What	Action	Due by	Cost Estimate
Curriculum Areas - \$2000 each	Allocate funding - purchases reported to parents via the school NL	ASAP	\$14,000.00
CCTV Cameras in the Hangar	Have quotes pending Board approval		\$10,000.00
Limestone retaining wall for Kindy sandpit and bobcat work	Get quotes	ASAP	
Remote Control for sprinklers	For gardener	ASAP	\$2,000.00
Renovation of the Junior School Building common areas - new ovens, sinks, carpentry.	Get a design and quotes	End of April?	
Nature play areas around the school	School have paid Nature play solutions to come up with a concept design and costing (started in December 2016). Get the completed design and costing.	End of March?	
Tablets - would like to purchase ~120	Get quotes	ASAP	\$15,000.00

6. Treasurer's report

Rachelle Rose presented the Treasurer's report.

- Rachelle would like approval to purchase a money counting machine.
Motion: It was moved by Rachelle Rose to purchase the money counting machine and seconded by Mary Gwynne. *Carried without dissent.*
- **Action:** Mary to confirm with Christopher Gwynne and Lee Butcher about releasing the remaining monies in the oval and canteen funds.

Mount Hawthorn Primary School Parents and Citizens Association Inc

Treasurers Report

28 July 2017

Cash Balance

Commonwealth Bank (all accounts) cash balance = \$85,195

Results	Term 2 Profit/Loss	YTD Profit/Loss
Uniform shop	\$2,067	\$6,458
Canteen	\$1,255	-\$409

Voluntary Contributions

The school has paid \$45,360 in voluntary contributions to the P&C.

School Support

\$17,700 paid for the junior school shade sails

Fundraising Proceeds

No fundraising events were held during the term. \$210 profit has been made from selling Entertainment books.

2017 Fair

Planning is underway for the financial side of the 2017 fair. I will be contracting Secure Cash to collect the cash at the end of the fair. I would like to purchase a note and coin scale to increase money counting accuracy. I have found a company in Melbourne who can supply one as pictured for \$401.50.



Holding Accounts

\$ 175 footy tipping
\$ 2,153 netball
\$ 8,073 music camp
\$10,401 total

Available Cash

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

Oval fund (no movement)	\$21,447	
Canteen fund (no movement)	<u>\$ 8,090</u>	
Total provisions		\$29,537
Holding accounts		\$10,401
Operating cash *		<u>\$40,000</u>
Total "committed"		\$79,938
Available funds		\$5,257

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

7. Education Support Principal Report

Alison Harman presented the Ed support principal's report.

- Tracy asked Alison if the new build has taken into account ESC requirements for toilets. Alison confirmed that it is now in the build.



Mount Hawthorn ESC Report for P&C Meeting Monday 31st July

1. We are still awaiting the arrival of the mural for the undercover area, it should not be much longer now. We will let you all know when it is installed.
 2. Skate boarders damage to the roof of the sensory area is now letting in a lot of rain. The sooner we can scare off the skateboarders the better!
 3. The Autism Early Intervention Centre is going to get a small demountable toilet put near it which will be for our students while the new build is going on and continue after that possibly, so we are happy!
 4. Just a reminder that some of our students have very high needs and experience the world very differently to many of us. Therefore, we sometimes have a student who has become emotionally dysregulated and aggressive taken into the outside sensory area (next to the pre-primary area) for a few minutes at a time for their own and for other people's safety. They do not remain there very long and there is always a staff member with them, watching them continuously while they are in there, even if it is not always obvious from the outside world. Every instance, time and duration of emotional dysregulation and aggression is recorded and data analysed. This allows us to plan to minimise episodes of dysregulation by providing whatever is needed to keep our students as happy and calm as possible.
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8. Committee and Representative Reports

8.1 Grounds

Travis Lithgo presented the grounds report.

- Major issues for grounds is the PP build and the fig tree being removed. Rob Bodenstaff (The Arbor Centre) has put a value of \$400k. Those trees were planted with the Braithwaite park trees when Mt Hawthorn was established. Dale and Travis are having discussion with DoE. \$50k to move the tree compared to erecting a shade structure to compensate. Time is running out to move the tree (would take about a year).
- Review area behind the canteen
- Planting around the oval to finalise that area of the school
- Rebound wall will be rendered. Try and get some input from the school students as a theme for the wall (mural).
- Mary asked about the PP raised garden beds (grant that Amanda has won). Dale said he would also like PP parents involved in that (refer Christopher Gwynne's report)
- Naomi asked Dale about meeting with DoE. Dale gave a brief synopsis of the process so far. The plans at the school board meeting in May was very much presented as a final plan. Landscaping around the building is still being discussed. General discussion about the build.
- School board meeting minutes from May have just been approved where the queries about the removal of the tree and alternative plans were first raised by P&C representatives.
- Nick asked how much work to revisit the design. Dale was unsure. Architect final designs are complete.
- General discussion the process which is resulting in the tree being removed is not fully transparent and further answers should be sought out from the architect.
- **Action:** Travis to collate a list of queries to go back to the architect (Nathan Zudeveld).
- Oval Report from Christopher Gwynne – refer Attachment A.
- Clarification about turf maintenance. P&C have budgeted (accepted at 2017 AGM) \$6000 for turf maintenance. School is paying the bills so Christopher has not seen any of the invoices but P&C will be reimbursing the school \$6000.

8.2 Events

Sonia Siamos presented the events report.

Disco

- 18th August
- Braithwaite Hall and playgroup. Similar format to last year.
- Better DJ and 2 resident special guest DJ's from school
- Pizza van will be in attendance
- Should be a great night
- Ticket sales are already doing well
- Need more volunteers

Casino

- 18th November
- Venue to be decided.

8.3 Fair

Sonia Siamos presented the fair report.

- Busy planning
- Everyone had lots on regarding their sections but are working well
- Sponsorship is being pushed hard at the present time – Sizzler have sponsored \$2000 and will be selling cheesy toast at the fair.
- Class stalls are mostly sorted
- External stalls are booked
- Fine tuning commitments from community partners
- Working on the entertainment schedule
- Confirming hire equipment and logistics
- Proposed to present the risk analysis and event management plan to the P&C by the 28th September
- **Action:** Establish a \$100k fund for enclosing the undercover area. P&C fair funds can partly be allocated to this.
- Also agreed that although we have a fundraising theme to enclose the undercover area, this will not be in competition to curriculum support but in parallel with it.
- **Action:** Review School wishlist at the next meeting when oval and canteen funds have been re-allocated.
- Raffle
 - The tickets are being printed as we speak and these will be distributed this week by the teachers ready for sale commencing 7th August. Tickets can be on sale until 28th October, and at 5pm at the fair, the winners will be drawn.
 - Tickets can be handed back into the front office box at any time, please make sure they are handed in early if they are full books.
 - I will compile a list of people, including teachers, who wish to sell a book and the returned ones will be issues to these people.
 - Abel Property have sponsored \$4000 to the raffle. Thank you!

8.4 Grants

Amanda Derbyshire presented the grants report.

- Dan Loden said that we should be able to apply for the CoV grant now as budget submission is complete.
- Dan noted that the CoV does get a significant discount for purchasing trees so definitely use that.

Grants Sub-committee Report

28th July, 2017

Grant Outcomes:

City of Vincent Community Budget Submissions – not successful

- Two submissions made of behalf of MHPS P&C
 - Street trees along Ellesmere – CoV would like to proceed with this under current programs in place
 - Sponsorship of MHPS Community fair – funding allocated to community & cultural grants, will need to apply separately for one of these grants for the fair.

Department of Sport & Rec Equipment Grant – deemed not eligible due to netball club being attached to a school

Grants to be considered:

STEM Makers Projects – Stream A– opens on 1st August – very competitive, need to put in a submission straight away as submissions get looked at in order they are received. Maximum grant is \$5000.

Grant is for schools to develop maker spaces where students can apply their STEM knowledge, develop entrepreneurial skills, and gain experience in working with emerging and advancing technologies (Stream A)

To be eligible your project must establish a STEM-related maker space in your school and include:

- the identification of an appropriate maker space at the school – either a dedicated or portable storage space
- the identification of at least one staff member with appropriate skills/experience and drive to be the project lead (a Maker Project Champion) and be responsible for how the maker space runs
- a plan for how the whole school will be encouraged to be involved in the maker space and how it will be sustainable beyond the life of the project
- a minimum of \$2,000 in eligible expenditure.

If the school would like this I can put in an application for this grant, I need a teacher willing to champion the project.

Digital Literacy School Grants – now open until 11th August. \$10,000-\$50,000.

Focus on:

- engaging students with the Australian Curriculum: Digital Technologies

This grant may be more suitable for the school to apply for, probably outside of the P&Cs domain.

Bankwest Community Grants - \$1000 each month – winner is by popular vote

8.5 Canteen

Rachelle Rose presented the canteen report. Refer Attachment B.

- **Motion:** It was moved by Rachelle Rose that we approve \$400 for purchase of a new tablet and bracket for POS system hardware. Seconded by Scott Yelland. *Carried without dissent.*

8.6 Safety

Karen Shields presented the safety report.

- Increased focus on traffic calming around the school (committee headed by Bronwen Mears, supported by year 6 students)
- Project involving year 6 students handing out faction tokens for doing the right thing around the kiss and drive, and encouraging walking to school
- Bumper sticker competition to be launched
- Hit and Run reported in Killarney St last week (Thursday after school) putting children at risk, a reminder to SLOW DOWN around the school please, no appointment or activity is more important than the safety of our students!
- 20 confirmed safety houses and continually looking for more
- Open to ideas on how to promote and grow the network

8.7 Uniform

Kat Richardson presented the uniform report.

- Karen Luckett is the face of the uniform shop now.
- New hoodies are in.
- Spent a lot of volunteer time with the Qkr transfer.
- RagTagd shelving has been installed in junior and senior school.
- \$5 markup on hoodies to cover tags. Not doing it for hats because it is a more significant markup.

8.8 Fathering Project

Dan Loden presented the Fathering Project report.

- First fathering project event this Saturday – 36 RSVPs to the WAFL footy.
- Big camp out – 14th October

8.9 School Board

Alex Castle presented the School Board report.

- Already discussed PP build.
- Welcome to country is now a part of assemblies.
- Meeting with members of the skateboarding community in an effort to find some positive strategies of dealing with vandalism resulting from skateboarding activities.

8.10 Communication

- Facebook – promote community events, services etc.
- Newsletter – fortnightly meeting going well. Dale has been taking some of the P&C items into his introduction. Always beneficial to have appreciation shown from the principal and not just the P&C. Aids the cohesion between P&C and school. We are also keeping Flexibuzz to being timely reminders.
- Still looking at communicating the fundraising targets/projects completed/what the P&C does to the school community utilising the school website, facebook, newsletter, mailchimp. Not sure what was most effective, so instead I started creating spreadsheets. Lists of P&C possible projects, achievements, school wishlists. Work in progress but it is progressing slowly. Maybe something to start 2018 with.

- Thanks to Dale and Vicki for their support.

9. General business

9.1 RAC Little Legends

- Scott and Dale to sign up the school.

9.2 Meetings in Term 4 and Fair

- Mary noted that we may need extra meetings close to fair. Mary needs to give a week's notice to members should we need any meetings.

Conclusion

Next Meeting: Monday 7pm 4th September Exec meeting Staff meeting room.

Meeting closed: 8:55 pm

MARY GWYNNE
Hon Secretary

31st July 2017

Attachments

- A. OvalReport_cgwynne31stJuly2017
- B. Canteen Report.

Summary of Actions and Motions

Action: Establish a \$100k fund for enclosing the undercover area. P&C fair funds can partly be allocated to this.	6
Action: Mary to confirm with Christopher Gwynne and Lee Butcher about releasing the remaining monies in the oval and canteen funds.	3
Action: P&C Pres/VP and Fair rep speak at staff meeting in Term 3.	1
Action: Review School wishlist at the next meeting when oval and canteen funds have been re-allocated.	6
Action: Travis to collate a list of queries to go back to the architect (Nathan Zudeveld).	5
Motion: It was moved by Rachelle Rose that we approve \$400 for purchase of a new tablet and bracket for POS system hardware. Seconded by Scott Yelland. <i>Carried without dissent.</i>	7
Motion: It was moved by Rachelle Rose to purchase the money counting machine and seconded by Mary Gwynne. <i>Carried without dissent.</i>	3
Motion: It was moved by Tracy Denham and seconded by Tim Swart that the minutes of the previous meeting be accepted as true and correct.....	1

Team,

Please see budget status below. Stuff in grey is not certain.

Currently I estimate we have \$4300 in uncommitted grant (State and Local Govt) to cover costs of PP garden beds, retic mods, mulch and plants.

Status:

- Stage 2 almost complete - mostly thanks to Travis, who has been spectacular.
- Wall will be rendered when it stops raining
- Final bit of fencing around peppermint tree being done at Dale's request (\$880) due to neighbour security concerns.
- Quotes pending for cover onto long jump pit
- I've asked Dale to canvas PP teachers about getting PP parent support for garden bed project – no schedule yet.
- Please see attached email from Dale re: new 2 story build and fencing

Oval turf maintenance is ongoing. So far so good. No idea about costs here (school is paying, I'm just providing advice & coordination).

Other news:

David Mort asked me to be a reference on his permanent application as groundsman. I asked him (and Dale) where I should sign.

Cheers

Christopher

Oval Renovation Coordinator (soon to be retired 😊)

Oval Stage 2 - Actual costs & Invoices	Totals-->	\$ 47,678.92	\$ 52,446.81	
Supplier	Task	Cost exc GST	Cost inc GST	Paid by
Agrimate fencing	All fencing	\$ 29,400.00	\$ 32,340.00	School
Bardfield	New post sleeves	\$ 1,200.00	\$ 1,320.00	School
Bricklayers	Wall construction and filling	\$ 1,200.00	\$ 1,320.00	School
GHD	Engineering detail	\$ 250.00	\$ 275.00	P&C Paid direct
Hinds's Sand Supplies & Earthmoving	15m3 white sand, 10m3 lawn sand	\$ 1,555.18	\$ 1,710.70	School
Sports & Recreation Surfaces	Tiger Turf	\$ 3,500.00	\$ 3,850.00	School
The Landscaping Firm	Concrete footpaths	\$ 850.00	\$ 935.00	School
The Landscaping Firm	Concrete pad for long jump pit	\$ 4,420.00	\$ 4,862.00	School
Travis - P&C		\$ 57.00	\$ 62.70	P&C Paid direct
Travis - P&C	Bricks, cement, supplies	\$ 1,366.74	\$ 1,503.41	P&C Paid direct
zzz Pending	Pit cover	\$ 1,200.00	\$ 1,320.00	Pending
zzz Pending (Adam ??)	Rendering	\$ 1,200.00	\$ 1,320.00	Quote only
zzz Pending Agrimate fencing	Extra fence and gate	\$ 880.00	\$ 968.00	Quote only
zzz Pending Hinds Sand	Extra sand	\$ 600.00	\$ 660.00	Cant find invoice - might be on original
zzz Pending - Garden beds & mulch				
	Total Grants	\$ 52,000.00		
	Uncommitted	\$ 4,321.08		

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Canteen
DATE:	31 July 2017, MHPS P&C Meeting
PREPARED BY:	Lee

POINTS OF INTEREST	
1. Canteen – Point of Sale (POS) System	<ul style="list-style-type: none"> • The last P&C audit identified that we needed to get on top of the Canteen’s cash management 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. • The Uniform Shop use Vend which has stock tracking and ordering capabilities, but which is overkill for the Canteen. Instead, I’m proposing we trial eHopper which is a free POS software system that is easy to set up and use. • Please let me know if you are aware of any other systems that we should consider first. • The only new purchase required is a basic 10-inch tablet plus a robust stand, so that it can sit on the counter. Officeworks quote would be \$300 - \$400 for both. • The cheaper option would be to see if anyone has a second-hand tablet they are willing to donate.
2. Canteen – computer cupboard	<ul style="list-style-type: none"> • We have purchased and installed a wireless mouse and keyboard, and an additional shelf to tidy up the myriad of cords in the computer cupboard. • Total cost was ~\$50 for mouse and keyboard, and hardware for shelf from Bunnings.
3. New computer - deferred	<ul style="list-style-type: none"> • The old computer is still doing the job – so not looking to replace just yet. • Printer is getting past it and expect that we may need to buy a new one if it continues to give Sarah grief (it’s on its last warning...).
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
MONEY SPENT	\$50 on mouse, keyboard and shelf hardware (to be reimbursed).

FUNDS REQUIRED	Approval for up to \$400 for a new tablet and bracket for POS system hardware (unless some has a second-hand tablet to donate).
FOR DISCUSSION	
<ol style="list-style-type: none">1. Does anyone have any other suggestions for free POS software?2. Does anyone have a 10 inch tablet they are willing to donate?	