

Mount Hawthorn Primary School P&C Association Inc.

General Meeting

Minutes

Time/Date: Monday 7pm, 6 August 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
Mary Gwynne	Uniforms
Julia Wilcox	Safety
Karen Lockett	Uniform Shop Coordinator

School Representatives

Dale Mackesey	Principal MHPS
Alison Harman	Principal Education Support
John Siamos	School Board President

Other Attendees

John Burke - here

1. Welcome and Quorum

The President welcomed all present at the meeting and declared the meeting open at 7.02pm.

2. Apologies

Sonia Siamos – Events
Amanda Derbyshire – School Board Liaison
Steve McQuillan - Fathering Project
Karen Shields - Safety

3. Confirmation of minutes of previous meetings

Executive Meeting : Monday, 18 June 2018, 7pm

Motion: It was moved by Scott Yelland and seconded by Tracy Denham that the minutes of the Executive Meeting, held on Monday 18 June 2018 be accepted as a true and correct record of that meeting. *Carried without dissent.*

4. Guest Speaker – John Burke Inner City School Principal

John presented to the P&C on the new Inner-City College.

5. Business arising

1. Treasurer to implement changes in banking facilities. Open new Westpac accounts, consider the EFTPOS machines and close down CBA accounts. **Incomplete. Carry Forward.**
2. Update school wishlist (for utilisation of P&C funds); **Complete**
3. Building Block Medical Centre potential sponsorship of netball team asap. **Complete. Opportunity passed.**

4. Quote for new computer for the canteen point of sale (approximately \$1,500). Cash register now purchased and quotes obtained from Tang for Computer. **Part Complete**
5. Contact other local schools/P&Cs (Aranmore, West Leederville, Lake Monger, Kyilla, North Perth) and discuss the possibility of combining resources concerning the athletics facilities at Floreat Athena Grounds. **Incomplete. Carry forward.**
6. Investigate current insurance coverage for office P&C office holders. **Incomplete. Carry forward.**
7. Lodgements pending at present are ACNC and AIS (due June, 30). The Australian Charities and Not-for-profits Commission (ACNC) is now required in a different and extended format and we are to request an extension to complete this. **Complete**
8. Advertise for new auditor for the year ending 31 December 2018. Advertised, yet position vacant. Carry forward as action item. **Incomplete.**
9. Treasurer to consider required changes to the Constitution. **Incomplete.**
10. Create process for pre-approval where projects or events conducted by subcommittees off the P&C's bank account. incur shortfalls in cash. **Incomplete.**

6. Correspondence

Date In/Out	To	From/To	Subject
July 16, 2018	P&C	AWESOME Festival 2018	Fundraising at festival via artworks, crafts, home-made jewellery, greeting cards, lucky dips or sell unwanted toys. The P&C confirmed they will not participate.

7. Principal's Report

Dale Mackesey presented the Principal's report (refer attached) which included the following points:

- the retirement of Bronwen Mears in term 3 concluding with a special assembly in her honour to be held in Term 4 (December 7). Dale proposed to the School Board and P&C an annual Music Award in her honour. The P&C supported this suggestion and agreed that Dale should take this idea to the school board; and
- grounds and gardens update including the Margaret Kindy Grounds Redevelopment; and
- update on the pre-primary building program noting the expected completion date is 15 January 2019; and
- update on minor works and maintenance including details on leaking roof in the Junior Primary; and
- the "Your Move Initiative" which encourages students to walk and ride to school. Dale noted that this initiative was supported by the City of Vincent with a Bike Education Grant of \$2500, and;
- the sustainability school programs, in conjunction with Curtin University where an audit of our current status would cost \$6 per student. The COV have agreed to pay \$3,000 of this and the school has requested that the P&C consider funding the remaining \$3,000.

Motion: It was moved by Scott Yelland and seconded by Angeline Hicks that the P&C support this initiative and that subject to confirming the availability of funds/future raising of funds, the P&C would contribute the remaining \$3000 to the Sustainable School Initiative. *Carried without dissent.*

- commencement of Year 6 Student Submissions to identify and raise funds for projects around the school. The P&C agreed to support this program; and

- Review of current format for school photos is underway and a small committee would be formed to look into the alternatives; and
- the School have updated their wishlist to include \$3k for the Clever Climate Program and there would be further updates relating to Year 6 Campus Projects and the Honour Board.

8. Treasurers Report

Liz Tilmouth presented her report (refer attached) , including the year to date balance sheet and profit and loss noting that there was \$59k cash at bank and that contributions received to date were \$45k.

Financial Report for the Year Ending 31 December 2017

Liz Tilmouth tabled previously audited and r3ecently reformatted 31 December 2017 Financial Report of the Mount Hawthorn Parents' and Citizens' Association Inc for approval by the P&C, which included the Executive Committee Report and Executive Committee Declaration.

Motion: It was moved by Angeline Hicks and seconded by Tracy Denham that the Financial Report for the year ending 31 December 2017, as tabled, be accepted and approved and signed by Scott Yelland. *Carried without dissent.*

Motion: It was moved by Angeline Hicks and seconded by Tracy Denham that Elizabeth Tilmouth was authorised to lodge the Financial Report with the Australian Charities and Not-for-profits Commission. *Carried without dissent.*

Banking

Liz noted that the proposal to change banks was still being investigated with the Treasurer looking in to EFTPOS options.

Insurance

Liz noted that she was looking in to quotes for Officeholder cover and John Siamos offered to provide another quote for comparison.

9. Education Support Principal Report - Alison Harman

Report was tabled (refer attached) and there was discussion about playground delays.

10. Committee and Representative Reports

10.1 Grounds

No report.

10.2 Events

Tracey Denham presented the Events report (see attached) and noted the date of upcoming events, including the Lamington Drive and Colour Lapathon.

The P&C noted that the election cake stall raised \$1,500.

Entertainment books have raised \$1,500 to date.

10.3 Grants

The grants update was tabled noting that the committee are preparing a timetable for potential future grants.

10.4 Canteen

Shoni Lewis presented her report (attached) noting that the sink was now fixed. The canteen successfully passed an inspection from the Education Dept – with minor points to correct.

The canteen are currently seeking quotes for a new computer and monitor from Tang.

10.5 Safety

Tracy Denham discussed the recent meeting of the Safety Committee, noting that they were looking into parking changes in the surrounding streets and safe crossing alternatives. Discussion of concerns for school staff parking on Kalgoorlie St, to be relayed back to the committee.

10.6 Uniform

Mary Gwynne presented her report (refer attached) and noted that the net profit year to date was \$12k.

10.7 Fathering Project

No report, upcoming dates for events were noted.

10.8 School Board

The Board Liaison report was tabled (as attached), noting next meeting was on 15 August. The School Board are continuing work on the business plan.

10.9 Communications

Position vacant.

11. General business

Nil.

12. Next meeting

The Committee confirmed that the next meeting (Executive Meeting) would be held on Monday 3 September, 2018 at 7pm in the Staff Room.

13. Closure

There being no further business, the meeting was declared closed at 8.49pm.

ANGELINE HICKS

Hon Secretary

6 August 2018

Summary of Actions

Issue	Date	Responsible
Treasurer to implement changes in banking facilities. Open new Westpac accounts, consider the EFTPOS machines and close down CBA accounts (once everything else is up and running in Westpac).	18 June 2018	Liz Tilmouth
Quote for new computer for the canteen point of sale (approximately \$1,500). Not complete.	26 March 2018	Shoni Lewis
Contact other local schools/P&Cs (Aranmore, West Leederville, Lake Monger, Kyilla, North Perth) and discuss the possibility of combining resources concerning the athletics facilities at Floreat Athena Grounds.	18 June 2018	Scott Yelland
Investigate current insurance coverage for office P&C office holders.	18 June 2018	Liz Tilmouth
Appoint new auditor	06 August 2018	Liz Tilmouth
Treasurer to consider required changes to the Constitution.	18 June 2018	Liz Tilmouth
Create process for pre-approval where projects or events conducted by subcommittees off the P&C's bank account. incur shortfalls in cash.	18 June 2018	Liz Tilmouth
Clever Climate Program funding to be considered by the P&C	06 August 2018	Liz Tilmouth