

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting

### Minutes

Time/Date: Monday 7pm, 29 October 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

Karen Sheilds – Safety  
Sonia Siamos – Events  
Amanda Derbyshire – School Board Liaison  
Julia Wilcox – Safety  
Dan Loden – Fathering Project  
Allison Rolfe - Safety

##### School Representatives

Dale Mackesey	Principal MHPS
Alison Harman	Principal Education Support

#### 1. Welcome and Quorum

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

#### 2. Apologies

Alex Castle,  
Karen Luckett  
Mary Gwynne  
Travis Lithgo  
Shoni Lewis

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

General Meeting : Monday, 6 August 2018, 7pm

**Motion:** It was moved by Scott Yelland and seconded by Tracy Denham that the minutes of the General Meeting, held on Monday 6 August 2018 be accepted as a true and correct record of that meeting. *Carried without dissent.*

#### 4. Business arising

1. Treasurer to complete change-over to Westpac in 2019. **In progress.**
2. Quote for new computer for the canteen point of sale (approximately \$1,500). Cash register now purchased and quotes obtained from Tang for Computer. **Complete.**
3. 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. **In progress.**
4. Investigate current insurance coverage for office P&C office holders. **Incomplete. Carry forward.**

5. Advertise for an accountant to “review” the financial statements for the year ending 31 December 2018. **Incomplete. Carry forward.**
6. Treasurer to consider required changes to the Constitution. **Closed. No action required.**
7. Create process for pre-approval where projects or events conducted by subcommittees off the P&C’s bank account. incur shortfalls in cash. **Incomplete. Carry forward.**
8. Clever Climate Program funding to be considered by the P&C. **Closed. See below.**

## 5. Correspondence

Date In/Out	To	From/To	Subject
October	P&C	Anzac House	Thanks for assisting

## 6. Principal’s Report

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

- **Teaching and Learning Self Assessment.** Currently underway which is assessing academic and non academic data. The results are positive and in 2019 numeracy has been identified as a priority area. Parents will be able to review the results in the annual report.
- **Grounds and Gardens.** New PP build estimated handover 29 January 2019. Julian Rose has supplied a quote for a Landscaping Masterplan for the P&C’s consideration. The total cost was \$7,500 which included consultancy and scoping of a full master plan for the grounds of MHPS currently and in to the future.

The P&C discussed the merits of the master plan including that it allowed a more focussed and strategic approach to grounds and gardens for the next 5-10 years, it allowed specific areas to fundraise for, it would save costs caused by improper planning now and in the future and it would be a road map for future P&C’s, once this committee has changed membership.

**Motion:** It was moved by Scott Yelland and seconded by Tracy Denham that the P&C support expenditure of \$7,500 on the preparation of a well-scoped grounds master plan. *Carried without dissent*

- Grounds works were completed at Margaret Kindergarten over the holidays with further work hopefully scheduled for early 2019, including some work on the turf areas.
- Dale advised that the school had met with COV reps concerning a plan to plant trees on Killarney Street, as part of strategy to increase the tree canopy.
- **Staffing and Class Structures** – Dale advised that there would be some key staff, such as Bronwyn Mears departing at the end of the year and that school and P&C representatives were invited to a farewell sundowner on 2<sup>nd</sup> December to thank departing families from the P&C and School Board.

Dale advised that enrolment numbers were not yet finalised and as a result, staffing plans were being prepared for two class structures with class lists distributed late January as in previous years.

- **Relationships.** Dale shared the results of the school survey, recently undertake which illustrated satisfactory results, when assess against like schools.
- **Floreat Athena.** Dale advised that relationships between local schools, the Floreat Athena Football Club and the COV were being formed with the expectation that Britannia will be used as a communal sporting venue for the schools, and that a local Little Athletics Club would be trialled.

- Discussion was undertaken as to the success of the new fortnightly library program. Some parents were not supportive of this. All indications were that it had been extremely successful however Dale agreed to ask librarians for any further input.

## 7. Treasurers Report

Liz Tilmouth presented the Treasurer's report (refer attached) which included the following points:

- Update on financials which included the balance sheet and profit and loss and noted that there was approximately \$67k in the bank, prior to \$5k of committed funds being paid to Education Support. The Committee agreed that there were surplus funds to support the Clever Climate Program.

**Motion:** It was moved by Scott Yelland and seconded by Angeline Hicks that the P&C support the Clever Climate Initiative by contributing \$3,000 to the school towards the program. *Carried without dissent.*

- **Voluntary Contributions 2019.** The Committee discussed the current contribution rates and the possibility to cap voluntary contributions to two children (currently attending MHPS).

**Motion:** It was moved by Scott Yelland and seconded by Tracy Denham that the P&C change the current charge for voluntary school contributions so that families that have three or more children (currently attending MHPS in the 2019 school year) would be capped at the fee for two children (or \$140). *Carried without dissent.*

- **Canteen financials.** The Treasurer advised that the canteen is showing approximately a \$5,500 loss after wages and 48.5% gross margin (budgeted 52%). The committee to look at price increases for next year.
- **Uniform shop financials.** The treasurer advised that the uniform showed a profit of approximately \$6,000 and a 21% gross margin after stock adjustments, merchant fees and software costs. The committee to look at price increases for next year.

## 8. Education Support Principal Report - Alison Harman

Report was tabled (refer attached) and there was discussion about the new structure of Specialist Learning Centres in the metropolitan area.

## 9. Committee and Representative Reports

### 10.1 Grounds

No report. Discussed previously in the Principals update.

### 10.2 Events

Sonia Siamos presented a verbal update on recent events, noting the following;

- On a year to date basis, events had contributed approximately \$30k (before the discos), with approximately \$23k of this coming from the lapathon.
- The school disco held on Friday 26<sup>th</sup> October was a very successful school, community event, selling over 600 tickets across three sessions.
- To close out the year the committee are planning a honey sale or cookie dough fundraiser.

## **The Fair**

The Committee discussed the proposed fair to be held in 2019 and noted that planning had commenced, off the back of a highly successful fair in 2017. Discussion continued concerning the frequency of the fair, noting that it was currently bi-annually. The Committee discussed the frequency of the event in comparison to other schools and the ability to get enough volunteers to run a successful fair in 2019, along with other pros and cons of extending the frequency of the fair out to three years, as opposed to two.

Following discussion surrounding the impact on the P&C Exec Committee, details of work that had already commenced on a 2019 fair, (excerpt of which is attached), the committee proposed a motion to schedule the next fair for 2020. ie a 3 year interval.

**Motion:** It was moved by Scott Yelland and seconded by Tracy Denham that the P&C postpone the next fair until 2020 and continue at three yearly intervals. *Carried without dissent*

## **Annual General Meeting and 2019 Sundowner**

The Committee discussed the proposed date for the Annual General Meeting of the P&C, being the 11 March 2019 and then proposed that the 2019 sundowner be held in the fortnight prior to this, as a run up to the AGM.

### **10.3 Grants**

The grants report was tabled noting that the most recent grant application (Maccas Junior Sports) was rejected and this would be resubmitted in the next round.

### **10.4 Canteen**

No report.

### **10.5 Safety**

Karen Sheilds discussed the recent developments in safety, which included the following:

- the funds raised by the lapathon (circa \$23k) would contribute to the "kiss and ride revamp and shelter; and
- ongoing parking issues around the school; and
- safety house update.

### **10.6 Uniform**

The uniform report was tabled. No comments.

### **10.7 Fathering Project**

Dan Loden discussed upcoming dates for events including the hair braiding event and the Dads Camp Out on 17 November 2018.

### **10.8 School Board**

The Board Liaison report was tabled (as attached). School board meeting is next week. Short journey transport policy. Transperth now transporting children to swimming lessons, aim of increasing safety.

### **10.9 Communications**

No report.

## 10. General business

Scott Yelland advised that David Peter Photography had offered to sell photos of the sports carnival via the P&C to raise funds. The Committee agreed that this may be perceived as promotion of a particular business and agreed it was not appropriate.

## 11. Next meeting

The Committee confirmed that the next meeting (Executive Meeting) would be held on Exec Meeting, Tuesday 7pm, 20 November, Staff Room

## 12. Closure

There being no further business, the meeting was declared closed at 8.51pm.

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**ANGELINE HICKS**

Hon Secretary

29 October 2018

## Summary of Actions

<b>Issue</b>	<b>Date</b>	<b>Responsible</b>
Treasurer to complete changes in banking facilities. Inc the EFTPOS machines and close down CBA accounts (once everything else is up and running in Westpac).	18 June 2018	Liz Tilmouth
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.	6 August 2018	Dale Macakesey  School Board  Ange Hicks
Investigate current insurance coverage for office P&C office holders.	18 June 2018	Liz Tilmouth
Appoint accountant to review the financial statements for the year ending 30 December 2018. Communications to go out to parents - or get quotes from firms	06 August 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
Dale to canvas the success/popularity of the fortnightly library program with the school librarians	29 October 2018	Dale Mackesey