

P&C PRESIDENTS REPORT TO AGM (2019)

And just like that, 2018 is done and dusted. Where does the time go? This is the time of year when we get a chance to relax a little, reflect on what the P&C has achieved during the year and start planning the next year. One thing is for certain – 2018 was another year packed full of events, fundraisers and busy bees.

At the start of every year we host a Sundowner to welcome new parents to the school and existing parents back. This event is always popular as it gives the parents and kids a chance to relax and socialise in an informal setting, often with a refreshing beverage or two. But there is another reason why we host the Sundowner - We're trying to raise awareness of the P&C AGM and encourage people to attend. The AGM is where parents can find out about and get involved in the P&C. We'd love to see you at the 2019 AGM in March.

The role of the P&C is multifaceted. In a nutshell we are a conduit between the parent community and the school, but we're so much more than that. We work closely with the Principal and the teachers to determine the needs of the school and we provide assistance – often financial – to help the school obtain what they need. Sometimes it's visible, such as funding the work to enclose the undercover area, but sometimes it's not as visible. I'm aware that we are often viewed as just a fundraising organisation, and the reality is that we do fundraise, but it's always for a worthwhile cause.

Our big capital works project in 2018 was enclosing the undercover area. At a cost of approximately \$100k it certainly wasn't cheap, but it has given us a space that can now be used year round with protection from the elements. The school band now has a space for their weekly rehearsals. OSCA are now able to accommodate all students on the one school site instead of spread across the school and Braithwaite Hall. And as we recently saw, we can now hold the kids disco at the school!

There are many ways you can get involved in the P&C. We have several subcommittees that you can join, you could put your hand up to help out at events, or you could volunteer to help out in the canteen. Every little bit helps and we always welcome new members. The Subcommittees consist of:

Canteen : Uniform Shop : Grounds : Events : Safety : Grants : Fathering Project
: Communications : School Board Representative

On top of these there are also there is also School Banking and Scholastic Book Club.

There isn't enough space to personally thank each and every person on these committees but to each and every one of you, thank you. You have all donated your time for the betterment of the school and that should be applauded.

As is always the case, the Events committee organised and ran some amazing events this year. Who could forget the Casino Las Vegas night? The kids loved the movie afternoon (The Incredibles 2), a by-election meant another sausage sizzle and cake stall, there was a lamington drive, a colour lapathon and the awesome kids disco. And to finish off the year there's the honey and cookie dough fundraiser! My sincere thanks to everyone in the Events team for all your hard work.

2019 will see a number of changes to the P&C. After 3 years in the role of President I will be stepping down at the AGM, as will Tracy Denham, VP, and key members of the Events team. In fact all roles are vacated at the AGM and anyone wishing to fill a role simply needs to attend the AGM and

nominate. If you have ever wondered what the P&C is about or have considered joining, 2019 will provide a great opportunity to come in and make a difference. The truth is that I joined the P&C somewhat reluctantly 3 years ago but I consider it one of the best decisions I've ever made.

I'd like to extend my thanks to Dale Mackesey for always being a strong advocate of the P&C. We've always enjoyed a fantastic working relationship and this is something that truly benefits the school. And to everyone that has helped out in any way on the P&C this year or years past, thank you. Many hands make light work.

Best wishes for the future.

Scott Yelland

President
Mount Hawthorn Primary School P&C

MOUNT HAWTHORN PRIMARY SCHOOL

TOGETHER TOWARDS THE FUTURE

P&C Principal's Report

Monday, 4 March 2019

It has been really great to start the year with the new facilities ready for day one and space for the very happy Specialist Programs to operate. There is a nice balance to classes and the Year 6 leaders have started magnificently under the guidance of Ms Pitsikas. We are looking at finalising the Business Plan with the School Board, which will guide the direction of the school over the next three years.

I was asked what the school would like from the P&C and I believe the following statement from the new Business Plan sums up our view

"At Mount Hawthorn Primary school there is a strong commitment to not only developing and nurturing positive relationships with parents but also providing opportunity to enhance parental involvement in our close knit school community to strengthen our relationships further. Underpinning this, to be successful we place a strong emphasis on parent communication and involvement."

Staffing

We have had minimal changes to staff with Katherine Hehir (Kindy Maternity Leave) and Jayden Carr (JP Science) joining the team in 2019.

Lorena and I are really enjoying working together and are finding we have complementary skills and importantly, shared beliefs about the direction of the school. My work with Labor Relations is rewarding and has benefits to Mount Hawthorn Primary School, which includes further developing the Distributed Leadership Model, and is proving to be very successful. I (Lorena) have really enjoyed my extended leadership into the senior years – re-engaging with the students and parents, supporting the transition of students junior to senior and supporting the whole school directions.

Numbers

	K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Total
2018	114	124	109	116	116	102	102	96	879
2019	100	124	119	113	114	115	95	98	878
#Classes	5	5	5	5	5	4	3 1X5/6	3	30 + 5

Finance - as at Monday, 1 March 2019

School		Forecast Budget					Budget Split		Forecast Salary Expenditure					Forecast Variance
Name	Code	Student-Centred Funding	Transition Adjustment	Total After Transition Adjustment	Carry Forward, Transfers and Adjustments	Total	Salary	Cash	Appointed Staff	New Appointments	Casual Payments	Other Salary Expenditure	Total	Salary
Mount Hawthorn Primary School (5321)	5321	\$7,018,196		\$7,018,196	\$222,384	7,240,580	\$6,790,580	\$450,000	\$6,613,919	\$20,389	\$112,883	\$19,873	\$6,767,063	\$23,517

Directions 2019

Teaching

Priority Areas

- Numeracy with a focus on embedding Numeracy Blocks and whole school processes (iMaths, proficiencies, plenary)
- Literacy – Talk for Writing and Phonics (Letters and Sounds) MACQLIT for Yr 3-6 for Literacy Intervention (SAER)
- STEM - Integrating STEM through the teaching program
- Sustainability - Waste, Energy and Sustainability (WES)
- Launch Friendly Kids Friendly Classroom program to support Values and Virtues program
- Aboriginal Cultural Studies - Integrating the Aboriginal Cultural Standards through whole school processes
- Continue to support the Specialist Programs (Languages, Science, PE, Music, Library, Visual Arts)

Facilities/ Buildings/ Grounds

- Oval maintenance and ongoing management
- Kiss and Ride proposed changes in the near future, with full consultation with the City of Vincent, School Board and P&C.
- Richmond Street grounds and play areas (stage 2)
- Prioritising projects outlined in the Campus Plan Master Plan with the P&C

P&C Curriculum Support 2019

Mathletics	Art - Resources
Library	
Phys Ed - Classroom sports equipment	
Science /STEM - Resources	
Early Childhood Resources	
Italian - Tablets	

Thanks

We would like to thank all outgoing members of the P&C for their support of the school and continuing a rich tradition of volunteering and adding to the learning environment for the students and staff.

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

Dale Mackesey

Lorena Rock

P&C - Principal's Report from the Education Support Centre - March 2019



In 2018, the ESC had two classrooms running as well as the Early Intensive Intervention Program. We had 4 students leave for high school at the end of the year and we have had 5 new students in 2019 as well as 6 new Kindy students in the Early Intensive Intervention Program. This means that our student numbers remain pretty steady. We had a music therapist for Semester 1 and dance teacher for Semester 2. We had regular visits from a speech pathologist one day a week to help the staff maximise opportunities for communication with all the students. The new Pre Primary building is now complete and very beautiful and the play area outside the front of ed support is now covered and has new play equipment which has proved to be outstandingly popular with all the students in the entire school! The EIIP kids feel very included in the new pre-primary playground but we are having a glass fence put in to enclose a small area as our Kindy kids are always a bit flighty for the first few months. We have started to use two new assessments with our students which have been developed by our own staff, a Numeracy and Literacy Checklist and an Independence Checklist. We hope we now will have really fine grained assessment methods to show progress for our students and after they have been assessed for 3 years running, we will have an idea of how successful we have been.

Alison Harman (principal)

Mount Hawthorn Primary School Parents' and Citizens' Association Incorporated

Treasurer's Report

For the year ended 31 December 2018

Cash Balance

Opening balance:	\$142,445
Movement for the year:	(69,504)
Closing balance:	\$72,941

Voluntary Contributions and P&C Memberships:

\$49,701 (2017: \$52,642) was received in voluntary contributions during the year. These are collected by the school on our behalf and followed up for unpaid amounts in case parents have just forgotten but meant to pay. This is helpful in maximizing collections.

School support in 2018 was as follows:

\$105,000	Enclosure of the undercover area outside the canteen. (\$100,000 provided for in 2017 accounts, under provision of \$5,000)
\$35,000	Curriculum Support – Mt Hawthorn Primary School
\$3,000	Climate Clever Program Initiative
\$5,000	Curriculum Support – Mt Hawthorn Education Support
\$6,000	Contribution to oval maintenance
\$955	Year 6 graduation activity and year book
\$130	Safety House
\$2,285	WES Mural contribution
\$5,000	Kindy grounds project (funded from Lions Club Grant)

Future commitments (from current year funds):

\$4000	Adopt a tree project for Mount Hawthorn Primary School year groups
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\$7,500 Master Plan to guide planning of future grounds projects and spending

Profit and Loss

A net surplus of \$9,889 (2017: \$23,872) was recorded for the year. The net cash decrease for the year is \$69,504 (2017 Net cash increase \$3,402).

Fundraising Income

Fund raising activities generated \$56,429 revenue (2017 \$17,631) and a surplus of \$39,089. The highest fundraising fundraisers were the lapathon (\$21,060), the disco (\$5,846), the Cupcakes at the faction carnival (\$2,513), Entertainment books (\$1,638), and Election sausage sizzle (\$1,332).

Canteen

Canteen sales were \$119,536 (2017: \$122,130) and a surplus of \$898 (2017: \$4,887) was made.

A digital programmable cash register has been purchased for the canteen. This will be used to improve canteen management.

Given the profits for the canteen have fallen over the past year to almost breakeven, we will review operations of the canteen to ensure that it remains at least a breakeven position for the P&C.

Uniform Shop

The uniform sales were \$70,352 (2017: \$68,367).

Stock on hand as at 31 December was \$61,307 (2017: \$70,978).

The uniform shop had a surplus of \$5,969 (2017: \$15,888) during the year after writing off \$6,166 (2017: (\$2,712)). \$4,000 related to write off discontinued and slow moving stock. Due to the migration of year 7 to high school in 2014 (2013 was the last year we had year 7's at the school), larger sizes held are unlikely to sell and so have been written down to zero. Some stock items have been discontinued due to poor sales and where the sale of these items is unlikely, they have been written down to zero also. Other discontinued stock is carried at cost and will be sold at prices close to cost to liquidate the remaining stock.

We continue to learn how to use Vend to better manage the uniform shop.

Available funds

Cash balance as at 3 March 2018 is approximately \$111,000.

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

Club holding accounts	\$3,000
Provision for Tiger Turf Renewal	\$5,000

Provision for Playground Renewal	\$2,000
Provision for Canteen Renewal	\$2,000
Provision for Oval Maintenance	\$6,000
Provision for Master Plan	\$7,500
Provision for Tree Project	\$4,000
Provision for Kiss & Drive (estimated) ¹	\$21,000
Operating cash	<u>\$20,000</u>
Total Committed	<u>\$70,500</u>

¹The P&C fundraised in the 2018 financial year with a Lapathon to raise money for Kiss & Drive Bus shelters for which we have not got quotes for yet. Approximately \$21,000 was raised and is set aside for this expenditure in 2019.

Audit

The attached 2018 Financial Report has been prepared by Liz Tilmouth and reviewed by Mr Craig Pentland, Chartered Accountant and no major issues have arisen.

The Financial Report is prepared annually from the Association's books and records to provide our members, and stakeholders with useful information about the Association and you are welcome to request a copy at any time. The books and records are also available to our members to view at any time.

Please do not hesitate to call me on 0439 310 722.

Liz Tilmouth

4 March 2019

Mt Hawthorn Parents & Citizens Ass Inc

PO Box 251
Mount Hawthorn WA 6915

Category Profit & Loss Statement

January 2018 through December 2018

4/03/2019

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Account Name	Selected Period	Year to Date
Canteen	Canteen service	
Income		
Canteen sales online	\$64,376.51	\$64,376.51
Canteen sales	\$55,159.20	\$55,159.20
Total Income	<u>\$119,535.71</u>	<u>\$119,535.71</u>
Cost of Sales		
Merchant fees	\$768.90	\$768.90
Canteen purchases	\$56,169.06	\$56,169.06
Total Cost of Sales	<u>\$56,937.96</u>	<u>\$56,937.96</u>
Expense		
Canteen wages	\$55,119.28	\$55,119.28
Canteen super	\$5,223.31	\$5,223.31
Repairs & Maintenance	\$298.65	\$298.65
Canteen equip depreciation	\$738.00	\$738.00
Bank Fees	\$59.20	\$59.20
Loss on sale of fixed assets	\$121.00	\$121.00
Stationery	\$140.50	\$140.50
Total Expense	<u>\$61,699.94</u>	<u>\$61,699.94</u>
Net Profit (Loss)	<u>\$897.81</u>	<u>\$897.81</u>

Mt Hawthorn Parents & Citizens Ass Inc

Category Profit & Loss Statement

January 2018 through December 2018

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Account Name	Selected Period	Year to Date
Other P & C		
Other P & C		
Income		
P&C membership fees	\$24.15	\$24.15
Voluntary Contributions 2018	\$49,676.50	\$49,676.50
Bank Interest	\$150.21	\$150.21
Entertainment books	\$2,548.00	\$2,548.00
Footy tipping	\$659.00	\$659.00
Sausage sizzle & Cake stalls	\$6,124.00	\$6,124.00
Lapathon other	\$22,056.00	\$22,056.00
Ticket sales	\$12,466.01	\$12,466.01
Product sales	\$12,452.05	\$12,452.05
Function sponsorship	\$123.75	\$123.75
Raffle ticket sales	\$209.00	\$209.00
Bubbler donation	\$393.82	\$393.82
Other Sponsorship Revenue	\$500.00	\$500.00
Undercover Area Donation	\$2,000.00	\$2,000.00
Grant Lions Club	\$5,000.00	\$5,000.00
Total Income	\$114,382.49	\$114,382.49
Expense		
Curriculum Support	\$38,000.00	\$38,000.00
Curriculum support - Ed Suppt	\$5,000.00	\$5,000.00
Safety House	\$130.00	\$130.00
Year 6	\$955.20	\$955.20
Grounds maintenance	\$6,000.00	\$6,000.00
Grounds capital projects	\$11,500.00	\$11,500.00
Busy bee food & drink	\$161.99	\$161.99
Grounds annual provisions	\$7,000.00	\$7,000.00
Other capital projects	\$12,330.27	\$12,330.27
Canteen provision for upgrade	\$2,000.00	\$2,000.00
Bank Fees	\$25.93	\$25.93
Depreciation other equipment	\$374.00	\$374.00
Insurance	\$2,890.16	\$2,890.16
Loss on sale of fixed assets	\$103.00	\$103.00
Stationery	\$412.43	\$412.43
Internet	\$27.98	\$27.98
Other expenses	\$535.87	\$535.87
Admin wages	\$5,900.00	\$5,900.00
Workers' Compensation	\$752.90	\$752.90
Products Purchased	\$5,782.12	\$5,782.12
Sausages & buns	\$670.40	\$670.40
Other food and drink	\$3,774.46	\$3,774.46
Equip hire	\$2,799.00	\$2,799.00
Venue hire	\$2,627.50	\$2,627.50
Entertainment	\$800.00	\$800.00
Try Booking fee	\$68.75	\$68.75
Lapathon	\$818.12	\$818.12
Total Expense	\$111,440.08	\$111,440.08
Net Profit (Loss)	\$2,942.41	\$2,942.41

Category Profit & Loss Statement

January 2018 through December 2018

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Account Name	Selected Period	Year to Date
Uniform		
Uniform service		
Income		
Uniform sales - Vend	\$70,352.00	\$70,352.00
Total Income	<u>\$70,352.00</u>	<u>\$70,352.00</u>
Cost of Sales		
Uniform purchases Vend	\$50,324.98	\$50,324.98
Merchant fees	\$1,854.14	\$1,854.14
Freight	\$15.00	\$15.00
Stock adjustments	\$6,166.04	\$6,166.04
Total Cost of Sales	<u>\$58,360.16</u>	<u>\$58,360.16</u>
Expense		
Uniform wages	\$3,742.06	\$3,742.06
Uniform super	\$231.11	\$231.11
Uniform other expenses	\$1,162.39	\$1,162.39
Uniform Shop Equip Depreciatio	\$347.00	\$347.00
Bank Fees	\$248.97	\$248.97
Postage & Shipping	\$210.93	\$210.93
Stationery	\$0.00	\$0.00
Total Expense	<u>\$5,942.46</u>	<u>\$5,942.46</u>
Net Profit (Loss)	<u>\$6,049.38</u>	<u>\$6,049.38</u>

Mt Hawthorn Parents & Citizens Ass IncPO Box 251
Mount Hawthorn WA 6915**Job Profit & Loss Statement****January 2018 through December 2018**3/03/2019
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Account Name	Selected Period	Year to Date
Cookie 18	Cookie Dough	
Income		
Product sales	\$820.00	\$820.00
Total Income	<u>\$820.00</u>	<u>\$820.00</u>
Expense		
Products Purchased	\$785.50	\$785.50
Total Expense	<u>\$785.50</u>	<u>\$785.50</u>
Net Profit (Loss)	<u>\$34.50</u>	<u>\$34.50</u>
Cupcakes 2018	Faction Carnival 2018	
Income		
Sausage sizzle & Cake stalls	\$2,523.10	\$2,523.10
Total Income	<u>\$2,523.10</u>	<u>\$2,523.10</u>
Expense		
Other food and drink	\$10.00	\$10.00
Total Expense	<u>\$10.00</u>	<u>\$10.00</u>
Net Profit (Loss)	<u>\$2,513.10</u>	<u>\$2,513.10</u>
Disco 1018	Disco Oct 2018	
Income		
Ticket sales	\$5,947.00	\$5,947.00
Product sales	\$3,465.05	\$3,465.05
Function sponsorship	\$123.75	\$123.75
Total Income	<u>\$9,535.80</u>	<u>\$9,535.80</u>
Expense		
Products Purchased	\$1,815.13	\$1,815.13
Other food and drink	\$1,474.24	\$1,474.24
Entertainment	\$400.00	\$400.00
Total Expense	<u>\$3,689.37</u>	<u>\$3,689.37</u>
Net Profit (Loss)	<u>\$5,846.43</u>	<u>\$5,846.43</u>
Honey18	Honey Sales	
Income		
Product sales	\$1,808.00	\$1,808.00
Total Income	<u>\$1,808.00</u>	<u>\$1,808.00</u>
Expense		
Products Purchased	\$690.49	\$690.49
Total Expense	<u>\$690.49</u>	<u>\$690.49</u>
Net Profit (Loss)	<u>\$1,117.51</u>	<u>\$1,117.51</u>
Hot18	Hot X Buns 2018	
Income		
Product sales	\$1,940.00	\$1,940.00

Job Profit & Loss Statement

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Account Name	Selected Period	Year to Date
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Hot18	Hot X Buns 2018		
Total Income		\$1,940.00	\$1,940.00
Expense			
Products Purchased		\$1,350.00	\$1,350.00
Total Expense		\$1,350.00	\$1,350.00
Net Profit (Loss)		\$590.00	\$590.00
Lapathon 0918	Lapathon Sept 18		
Income			
Lapathon other		\$21,836.00	\$21,836.00
Total Income		\$21,836.00	\$21,836.00
Expense			
Lapathon		\$776.12	\$776.12
Total Expense		\$776.12	\$776.12
Net Profit (Loss)		\$21,059.88	\$21,059.88
Movie18	Movie Night 2018		
Income			
Ticket sales		\$2,935.10	\$2,935.10
Raffle ticket sales		\$209.00	\$209.00
Total Income		\$3,144.10	\$3,144.10
Expense			
Products Purchased		\$121.87	\$121.87
Venue hire		\$2,400.00	\$2,400.00
Total Expense		\$2,521.87	\$2,521.87
Net Profit (Loss)		\$622.23	\$622.23
Sausage 0718	Sausage Elect Jul18		
Income			
Sausage sizzle & Cake stalls		\$2,174.50	\$2,174.50
Total Income		\$2,174.50	\$2,174.50
Expense			
Sausages & buns		\$302.90	\$302.90
Other food and drink		\$539.50	\$539.50
Total Expense		\$842.40	\$842.40
Net Profit (Loss)		\$1,332.10	\$1,332.10
Vegas March18	Vegas March18		
Income			
Ticket sales		\$2,500.00	\$2,500.00
Product sales		\$2,700.00	\$2,700.00
Total Income		\$5,200.00	\$5,200.00
Expense			
Other food and drink		\$787.74	\$787.74
Equip hire		\$2,799.00	\$2,799.00
Venue hire		\$227.50	\$227.50

Job Profit & Loss Statement

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Account Name	Selected Period	Year to Date
Vegas March18	Vegas March18	
Entertainment	\$400.00	\$400.00
Try Booking fee	\$68.75	\$68.75
Total Expense	<u>\$4,282.99</u>	<u>\$4,282.99</u>
Net Profit (Loss)	<u>\$917.01</u>	<u>\$917.01</u>

**THE MOUNT HAWTHORN PRIMARY SCHOOL PARENTS'
AND CITIZENS' ASSOCIATION INCORPORATED**

FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2018

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EXECUTIVE COMMITTEE REPORT

Your Executive Committee submits the financial report of the Mount Hawthorn Parents' and Citizens' Association Incorporated (the Association) for the year ended 31 December 2018.

EXECUTIVE MEMBERS

The names of the Mount Hawthorn Parents' and Citizens' Association Incorporated Executive Committee throughout the year and at the date of this report are as follows. Members were in office for the entire period unless stated.

Mr Scott Yelland	President
Mrs Tracy Denham	Vice President
Mrs Angeline Hicks	Secretary
Mrs Elizabeth Tilmouth	Treasurer

PRINCIPAL ACTIVITIES

The Mount Hawthorn Parents' and Citizens' Association Incorporated raises money to go towards capital projects and educational support to the students at the Mount Hawthorn Primary School and the Mount Hawthorn Educational Support Centre. Voluntary contributions are collected from families of children at the school and various fundraisers are held as well as a School Fair, held every third year, which is a major fundraiser and community event. 2017 was the last year the fair was held.

SIGNIFICANT CHANGES IN THE STATE OF AFFAIRS

During the past year the Committee resolved to change the frequency of the school fair from every two years to every three years. The next school fair will be held in 2020.

REVIEW OF OPERATIONS

The operating surplus for the year was \$9,889 (2017: \$23,872).

SIGNIFICANT EVENTS AFTER THE REPORTING DATE

No circumstances or events have arisen subsequent to the end of the year that have had, or are likely to have, a material impact on the operations of the Association or the financial statements.

LIKELY DEVELOPMENTS AND EXPECTED RESULTS

Operations in 2019 are likely to be similar to 2018 except there will be no Fair.

ENVIRONMENTAL REGULATION AND PERFORMANCE

The Association is not subject to any particular or significant environmental regulation.

REVIEWER'S INDEPENDENCE DECLARATION

The Reviewer's Independence Declaration is included at the end of this financial report.

Signed in accordance with a resolution of members of the Executive.

A handwritten signature in black ink, appearing to be 'S. Yelland', written over a faint horizontal line.

Mr Scott Yelland
President

4 March 2019

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31 DECEMBER 2018

		31 December	31 December
		2018	2017
	Note	\$	\$
Revenue	3	304,270	379,320
Operating expenses			
Employee benefits expense	3	(70,969)	(67,898)
Depreciation		(1,683)	(996)
Repairs and maintenance		(299)	(1,260)
Other operating and administrative expense	3	(221,430)	(285,294)
Net surplus for the year		9,889	23,872
Other comprehensive income		-	-
Total comprehensive income for the year		9,889	23,872

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes.

STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2018

		31 December 2018 \$	31 December 2017 \$
	Note		
Assets			
Current Assets			
Cash and cash equivalents	4	72,941	142,445
Trade and other receivables	5	2,462	993
Prepayments		-	3,028
Inventories	6	61,307	70,978
Total Current Assets		136,710	217,444
Non-Current Assets			
Plant and equipment	7	12,064	7,216
Total Non-Current Assets		12,064	7,216
Total Assets		148,774	224,660
Liabilities			
Current Liabilities			
Trade and other payables	8	3,617	9,892
Provisions	9	11,500	100,000
Total Current Liabilities		15,117	109,892
Non-Current Liabilities			
Provisions	9	9,000	-
Total Non-Current Liabilities		9,000	-
Total Liabilities		24,117	109,892
Net Assets		124,657	114,768
Equity			
Reserves			-
Accumulated surplus		124,657	114,768
Total Equity		124,657	114,768

The above statement of financial position should be read in conjunction with the accompanying notes.

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2018

	Accumulated Surplus \$	Total Equity \$
At 1 January 2017	90,896	90,896
Surplus for the year	23,872	23,872
Other comprehensive income	-	-
Total comprehensive income for the year	114,768	114,768
At 31 December 2017	114,768	114,768
 At 1 January 2018	 114,768	 114,768
Surplus for the year	9,889	9,889
Other comprehensive income	-	-
Total comprehensive income for the year	124,657	124,657
At 31 December 2018	124,657	124,657

The above statement of changes in equity should be read in conjunction with the accompanying notes.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2018

		31 December 2018	31 December 2017
	Note	\$	\$
Cash flows from operating activities			
Receipts from donations and gifts		50,780	54,093
Grant receipts		5,000	7,141
Members and customer receipts		247,072	288,370
Interest received		150	449
Payments to suppliers and employees		(206,697)	(224,348)
Payments to benefactor – Mount Hawthorn Primary School		(162,576)	(120,866)
Net cash flows provided by operating activities	10	(66,273)	4,839
Cash flows from investing activities			
Payments for plant and equipment		(6,531)	(402)
Net cash flows used in investing activities		(6,531)	(402)
Net cash flows from financing activities			
Increase/(decrease) in indemnity for trust accounts		3,300	(1,035)
		3,300	(1,035)
Net increase in cash and cash equivalents		(69,504)	3,402
Cash and cash equivalents at beginning of the year		142,445	139,043
Cash and cash equivalents at end of the year	4	72,941	142,445

The above statement of cash flows should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

1. ASSOCIATION INFORMATION

The financial report of the Mount Hawthorn Primary School Parents' and Citizens' Association Incorporated for the financial year ended 31 December 2018 was authorised for issue in accordance with a resolution of the Executive Committee.

The Mount Hawthorn Primary School Parents' & Citizens' Association Incorporated (Association) is an Association that is incorporated and domiciled in Australia.

The nature of the operations and principal activities of the Association are as described in the Executive Committee Report.

The principal place of business of the Association is 1 Killarney Street, Mount Hawthorn, Western Australia.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Preparation

The financial report is a special purpose financial report which has been prepared in accordance with the Associations Incorporation Act 2015 of Western Australia and to satisfy the reporting requirements of the Australian Charities and Not-for-Profits Commission Act 2012. The Executive Committee has determined that the Association is not a reporting entity, because there are no users of the financial report who are unable to command the preparation of reports to satisfy their information needs.

Statement of Compliance

The special purpose financial statements have been prepared in accordance with the requirements of the Associations Incorporation Act 2015 of Western Australia, the recognition and measurement requirements of the Accounting Standards, and the disclosure requirements of those of the Accounting Standards that apply to non-reporting entities. Specifically, the following accounting standards have been applied as appropriate for not-for-profit entities:

AASB 101 – Presentation of Financial Statements
AASB 102 - Inventories
AASB 107 – Cash Flow Statements
AASB 108 – Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110 – Events after the Reporting Date
AASB1031 – Materiality
AASB1048 – Interpretation of Standards
AASB 1054 – Australian Additional Disclosures

No other Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies have been adopted in the preparation of this financial report. These policies have been consistently applied to all years presented, unless otherwise stated.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Cash and cash equivalents

Cash and cash equivalents in the statement of financial position comprise cash at bank and in hand and short term deposits with an original maturity of three months or less, that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the statement of cash flows, cash includes cash and cash equivalents as defined above, net of outstanding bank overdrafts.

Trade and other receivables

Trade receivables are recognised initially at fair value, which is generally the original invoice amount. They generally have 30 to 60 day terms.

Collectability of trade receivables is reviewed on an ongoing basis. Individual debts that are known to be uncollectible are written off when identified.

Inventories

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the net selling price in the ordinary course of business, less the estimated costs of completion and net selling costs.

Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items. Repairs and maintenance costs are recognised in the profit or loss as incurred.

The cost of each item of plant and equipment is written off over its expected economic life, adjusted for any salvage value if applicable. The depreciation rates used for each class of plant and equipment are as follows:

	2018	2017
Plant and equipment	10-20%	10-20%
Office furniture and equipment	10-20%	10-20%

Property, plant and equipment, continued

Derecognition

An item of plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Impairment

Plant and equipment is reviewed for impairment if there is any indication that the carrying amount may not be recoverable.

Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable. Donations received from parents are accounted for on a cash receipts basis.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Trade and other payables

These represent liabilities for goods and services provided to the Association prior to the end of the financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Provisions

Provisions are recognised when the Association has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Revenue recognition

Revenue is recognised and measured at the fair value of the consideration received or receivable to the extent it is probable that the economic benefits will flow to the Association and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised:

(i) Rendering of services

Membership fees are payable when members apply for membership to the association. Revenue is recognised when members make payment.

The Association undertakes various activities as well as running a uniform shop and school canteen, which include fundraising events and a school fair every two years. Revenue and expenses related to such activities is recognised as follows:

- For activities that are completed on or before the reporting date, revenues and related expenses are incorporated in the current year's results.
- For activities which take place after the end of the financial year, any revenue received and expense incurred prior to the reporting date is deferred and carried forward in the statement of financial position as unearned income and prepayments respectively.

Canteen and uniform shop sales are recognised as revenue when physical control of the goods passes to the purchaser and the cost of the transaction can be measured reliably. Risks and rewards of ownership are considered passed to the buyer at the time of delivery of the goods to the customer.

(ii) Interest revenue

Revenue is recognised as interest accrues.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Goods and Services Tax (GST)

The Association is not required to be registered for GST at this time and does not elect to be registered for GST. Accordingly, all revenues have no GST included and all expenses and assets are recognised inclusive of the amount of GST which as a non-registered entity is not refundable. The Treasurer continually reviews the turnover of the Association to ensure it is not required to be registered for GST.

- GST incurred on a purchase of goods and services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable.
- Payables are stated with the amount of GST included.

Income taxes

The Association is exempt from income tax under Division 50-15 of the Income Tax Assessment Act 1997.

Comparative information

Comparative information has been restated where required for consistency with current year disclosures.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

3. REVENUE AND EXPENSES

Revenue

	31 December 2018 \$	31 December 2017 \$
Voluntary contributions and membership fees	49,701	52,642
Sales uniform shop	70,352	68,367
Sales canteen	119,536	122,356
Fundraising revenue	56,429	17,631
Fair revenue	209	87,198
Capital projects provided for not expended fully written back	-	28,426
Interest	150	449
Other	7,893	2,251
	304,270	379,320

Expenses

Employee benefits expense:

Salaries and wages	64,761	61,987
Superannuation expense	5,454	5,255
Other	753	656
	70,968	67,898

Other operating and administrative expenses:

Administration and office expenses	5,714	4,517
Cost of Sales Uniform Shop	59,129	47,297
Cost of sales Canteen	56,169	57,485
School support	68,747	11,592
Fundraising expenses	17,340	46,703
Capital projects	12,330	117,700
	219,429	285,294

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

4. CASH AND CASH EQUIVALENTS

Cash at bank and in hand
Bond – hall hire

31 December 2018 \$	31 December 2017 \$
72,941	139,945
-	2,500
72,941	142,445

5. TRADE AND OTHER RECEIVABLES

Voluntary contributions paid in following year
Raffle ticket sales paid in following year
Funds held in Trust (see Note 8)

2,462	672
-	170
-	151
2,462	993

6. INVENTORIES

Uniform Stock

61,307	70,978
61,307	70,978

Inventories are carried at the lower of cost and net realisable value.

Due to the changes by the education department in 2013 whereby primary school finishes at year 6 rather than year 7, the Association has stock on hand that is discontinued and slow moving (large sizes) that are unlikely to sell. This stock has been written down to zero as it is unlikely that the stock will be sold at all or in a timely manner. The amount of the write down is \$4,000. The stock is still on hand and has not been disposed of and could be sold but the likelihood of sale in a reasonable time is low.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

7. PROPERTY, PLANT AND EQUIPMENT

	Uniform Plant and Equipment	Canteen Plant and Equipment	Office Equipment	Other Plant & Equipment	Total
31 December 2018		\$	\$	\$	\$
At cost	4,623	9,450	-	1,855	15,928
Accumulated depreciation	(347)	(2,737)	-	(780)	(3,864)
	4,276	6,713	-	1,075	12,064
31 December 2017		\$	\$	\$	\$
At cost	-	7,903	278	1,855	10,036
Accumulated depreciation	-	(2,239)	(149)	(432)	(2,820)
	-	5,664	129	1,423	7,216

Reconciliation of carrying amount at the beginning and end of the year

	Uniform Plant and Equipment	Canteen Plant and Equipment	Office Equipment	Other Plant and Equipment	Total
Year ended 31 December 2018		\$	\$	\$	\$
Opening carrying amount	-	5,664	129	1,423	7,216
Additions	4,623	1,908	-	-	6,531
Disposals	-	(121)	(103)	-	(224)
Depreciation	(347)	(738)	(26)	(348)	(1,459)
Closing carrying amount	4,276	6,713	-	1,075	12,064
Year ended 31 December 2017		\$	\$	\$	\$
Opening carrying amount	-	7,903	278	1,453	9,634
Additions	-	-	-	402	402
Depreciation	-	(2,239)	(149)	(432)	(2,820)
Closing carrying amount	-	5,664	129	1,423	7,216

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

8. TRADE AND OTHER PAYABLES

Trade payables
Accruals
PAYG payable
Funds held in trust

31 December 2018 \$	31 December 2017 \$
469	6,770
-	1,444
-	1,678
3,148	-
3,617	9,892

Trade and other payables are non-interest bearing and generally settled on 30 day terms. Due to their short-term nature, their carrying amount is assumed to approximate their fair value.

Funds held in trust are for clubs and other groups such as the Netball Club, Music Camp organisers, the Fathering Project, Computer Club and the USB recording of the Finale Concert which are subgroups of the Association set up by parents for specific purposes outside the Association's main role. The Association holds the funds of these club and groups in the Association bank account.

9. PROVISIONS

Current
Enclosure of undercover area¹
Grounds Master Plan provision
Year Group Tree Project

-	100,000
7,500	-
4,000	-
11,500	100,000
Non-Current	
Tiger Turf renewal provision	5,000
Playground renewal provision	2,000
Canteen renewal provision	2,000
9,000	-

1. Note that this was underprovided for in 2017 as the Association actually committed to cover \$105,000 towards the cost of the enclosure of the undercover area.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

31 December 2018	31 December 2017
\$	\$

10. CASH FLOW RECONCILIATION

Reconciliation of surplus to net cash flows from operations

Net surplus for the year	9,889	23,872
Adjustments for:		
Depreciation and (profit)/loss on sale of assets	1,683	996
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(1,620)	(842)
(Increase) / decrease in prepayments	3,027	(3,027)
(Increase)/decrease in inventories	9,671	3,390
Increase/(decrease) in payables	(79,500)	(20,000)
Increase/(decrease) in provisions	(9,423)	450
Net cash inflows/(outflows) from operations	(66,273)	4,839

11. EXPENDITURE COMMITMENTS

The Association has committed, before the end of the accounting period, to supporting the school in commissioning a Grounds Master Plan. This will provide a plan for future improvement projects to the school grounds over coming years. The cost is estimated to be \$7,500 and a provision has been raised accordingly. A preliminary report has been completed over the Christmas school holidays and submitted to the school for review.

The Association has committed to providing funds for the Kiss and Drive Shelters fundraised for in 2018. At this time no estimate is available for the completion of these shelters and the school is continuing to work with the City of Vincent who will provide decommissioned bus shelters for this purpose which the school will install. No provision has been made in this report for the completion of this project.

The Association is also committed to the replacement of playground equipment, canteen equipment and the tiger turf resurfacing. The Association is currently assessing the amount of funds to be withheld to cover these future costs and will report this in the next Financial Report. The Association is responsible for the repair and/or replacement of these assets. Due to the large cost involved funds are set aside over a number of financial periods. Funds held previously for this purpose were used for the upgrade of the school oval and need to be replenished.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

12. REVIEWER'S REMUNERATION

The Reviewer for the year ended 31 December 2018 is Craig Pentland.

	2018	2017
	\$	\$
Review fees for review of the financial report	-	-
The review was conducted as a Pro Bono service.	-	-

13. CONTINGENT LIABILITIES

The Executive Committee is not aware of any circumstance or information which leads them to believe that there are any material contingent liabilities outstanding or likely to be outstanding as at 31 December 2018.

14. SIGNIFICANT EVENTS AFTER THE BALANCE DATE

No circumstances or events have arisen subsequent to the end of the year that have had, or are likely to have, a material impact on the operations of the Association or the financial statements.

EXECUTIVE COMMITTEE DECLARATION FOR THE YEAR ENDED 31 DECEMBER 2018

This special purpose financial report has been prepared to satisfy the reporting requirements of the Associations Incorporation Act 2015 of Western Australia.

The financial statements and notes of the Mount Hawthorn Parents' and Citizens' Association Incorporated are in accordance with the Associations Incorporation Act 2015 of Western Australia, including:

- (i) giving a true and fair view of the Association's financial position as at 31 December 2018 and its performance for the financial year ended on that date;
- (ii) complying with Australian Accounting Standards (including Australian Accounting Interpretations) as described in Note 2; and
- (ii) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become payable.

This declaration has been made in accordance with the constitution of the Mount Hawthorn Parents and Citizens Association Incorporated.

For and on behalf of the Executive Committee



Mr Scott Yelland
President

4 March 2019

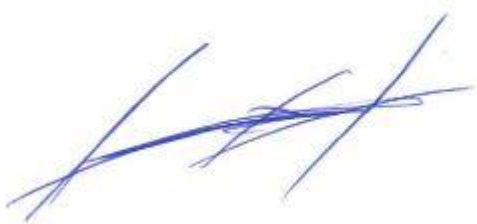
REVIEWER'S INDEPENDENCE DECLARATION FOR THE YEAR ENDED 31 DECEMBER 2018

REVIEWER'S INDEPENDENCE DECLARATION UNDER
SECTION 307C OF THE CORPORATIONS ACT 2001

TO THE OFFICEHOLDERS OF MOUNT HAWTHORN PARENTS' AND CITIZENS' ASSOCIATION
INCORPORATED

I declare that, to the best of my knowledge and belief during the year ended 31 December 2018 there have been:

- i. No contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the review; and
- ii. No contraventions of any applicable code of professional conduct in relation to the review.



Craig Pentland
Chartered Accountant

INDEPENDENT REVIEWER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2018

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 Parents' and Citizens' Association Incorporated (Association), which comprises the statement of financial position as at 31 December 2018, the statement of profit and loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Executive Committee's declaration.

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

The Committee of the Association is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Associations Incorporation Act 2015* and the *Australian Charities and Not-for-Profits Commission Act 2012*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Qualification

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.

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

INDEPENDENT REVIEWER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

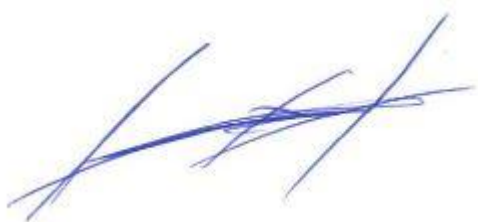
financial report is not prepared, in all material respects, in accordance with the applicable financial reporting framework (i.e. a negative opinion is provided).

Independence

In conducting my review, I have complied with the independence requirements as a Chartered 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.



Craig Pentland
Chartered Accountant
CAANZ 424237
Dated: 4 March 2019

Mount Hawthorn Primary School Parents and Citizens Association Inc
PROPOSED BUDGET
Year Ending 31 December 2019

Income

Bank interest	1,000
Voluntary contributions	48,000
Uniform shop sales	70,000
Canteen sales	120,000
Fundraising revenue #	36,000
	<u>275,000</u>

# lapathon	15,000
disco and ticket sales	6,000
functions	5,000
other	<u>10,000</u>
	36,000

Expenses

Cost of sales	
Uniform shop purchases	56,000
Canteen purchases	56,000
	<u>112,000</u>

Gross Profit

163,000
59%

Curriculum support	
MH Primary School ^	35,000
MH Ed Support Centre @	5,000
	<u>40,000</u>

School support	
Oval maintenance	6,000
Year 6 end of year	2,000
School wishlist items	15,000
	<u>23,000</u>

Employment expenses	
Uniform shop wages	4,000
Canteen wages	55,000
Admin wages	6,000
Superannuation included with wages	5,500
	<u>70,500</u>

General expenses	
Dues and subscriptions	1,400
Insurance	2,000
Office expenses	3,000
	<u>6,400</u>

Wish list items - capital purchases	
Laptop Computer Bookkeeper	1,600

Fundraising expenses	12,000
----------------------	--------

Sinking funds #	# these were cleared out to \$0
Canteen equipment	2,000
Tiger turf renewal	5,000
Playground renewal	2,000
	<u>9,000</u>

Net Surplus 500

Budgetted Cash Position

Opening cash balance	72,941
Less funds held on trust for clubs	- 3,000
Less funds to school for Master Plan	- 7,500
Less funds for tree project	- 4,000
Less available for Kiss & Drive Shelters	- 21,000
Less sinking funds	- 9,000
Less operating cash needed	- 20,000
Plus predicted surplus	<u>500</u> - 64,000

Estimated cash available 8,941

SUB-COMMITTEE REPORT FORM

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

POINTS OF INTEREST	
1.	Most cars recognizing the yellow line markings around the school and not parking over these. Ranger presence has been an effective reminder of this in the first few weeks of 2019.
2.	Kiss and Ride procedures working effectively now after the re-design in 2018. Road markings updated, old signs removed and new signs created. Kiss and ride now opening at 3.10pm and is working well. Propose message of re-enforcement needed from time to time about not queuing prior to 3.10pm
3.	Walk to school days worked well last year, year 4's enjoyed monitoring the entrance points to the school the reward of faction tokens were well received. Propose doing same again this year.
4.	Recent parent request due to a child escaping (and running away) from the Early Intervention Centre this week – can we please urgently issue via newsletter/flexibuzz. Please ensure that all gates are closed and locked behind you as you enter and leave the school.
5.	A reminder to be issued via the newsletter and or Flexibuzz 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.	Safety house update: we currently have 28 Safety Houses.
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 SubCommittee Report

MHPS P&C AGM 8th March 2019

Profit and Loss Statement

- Please refer to the Treasurer's report for full accounts.

For Approval – financial

- No extra expenditure above and uniform stock purchases.

Summary of our year:

- Counter service was available almost every Tuesday afternoon during term. The last Tuesday of term was reserved for stocktakes. Karen Luckett also made herself available for appointments throughout the year.
- Qkr orders represent a significant amount of purchases. These orders are all delivered to the children's classrooms. The uniform shop has received compliments about this service from grateful busy parents.
- Stocktakes were completed each term. For Terms 3 and 4, the stocktake was completed using Vend which is exciting. Liz also completely checked the reconciliation between Vend and MYOB at these stages.
- Karen and I refitted the uniform shop on Friday June 1st with a great group of volunteers (Emma Rogers, Chris Gwynne, Matt Sevier, Wes Bromley, Jared Brotherstone, Mark Trevaskis, Nathan Russell, Jeremy Gittens). This included a new computer/monitor (local supplier Tangs with after sales support) and new shelving/cupboards (Dexion/Bunnings).

Item	Cost
Bunnings Pedestal	\$508
Tangs Computer/Monitor	\$1,375
Dexion Shelving/Cupboards	\$2,740
<u>Total (budget approved at last year's AGM was \$6,500)</u>	<u>\$4,623</u>

The result has been fantastic with workers in the uniform shop appreciating the visibility of the stock especially during stocktakes.

- Term 4 kept the uniform shop busy with Year 6 Leader shirt orders, PP orientation days (Wednesday 21st November and Wednesday 28th November) as well as samples going to the Kindy classes.
- 2019 started with the usual busy open day (Wednesday 31st January 2019) manned by Karen, Emma and Mary with help from offspring. Thank you Amy, Josh, Claire, Anouk, Leanne and Georgia. We used two registers for that day which helped immensely.
- The first 3 weeks of term 1 have been hectic with large amounts of Qkr orders being placed and Tuesday counter service also being hectic.

Points of interest

- Various stock items have been discontinued according to their sales history.
- Liz and Karen are working with suppliers for gold polos and tunic dresses and it should be decided upon early this year. We may be able to cut the lead time on the gold polos significantly.
- The year went smoothly thanks to Kat Richardson's excellent handover. The uniform shop was well stocked and orders placed so that Karen, Liz and I had the year to learn the ropes.
- Thanks to Liz Tilmouth who spent many hours reconciling Vend and MYOB throughout the year and has sought alternative suppliers as well as being integral in finding that balance between maintaining stock levels and expenditure.
- Thanks to Emma Rogers who volunteered every Tuesday afternoon and for all the uniform shop stocktakes, refits and open days.
- Thanks to Karen Luckett our Uniform Shop Co-ordinator who has such a helpful and patient attitude. She is always there with a smile and reassuring nature. Our parents are very lucky to have such a person running the uniform shop.

I am retiring from Uniform shop convenor this year but will continue to help Karen in the uniform shop on Tuesdays.

Mary Gwynne

Uniform SubCommittee Convenor 2018

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Grants
DATE:	1 st March 2019
PREPARED BY:	Natalie D'Abrew

POINTS OF INTEREST/ DISCUSSION

- Current Project list
 - WES Mural - Retrospective funding
 - STEPup: MHPS Tree Legacy Project
 - Healthy Friendships – Parent training/info sessions
 - Cybersafety – parent info sessions
 - Killarney Street Greening Project
 - Margaret Kindy Sporting equipment
- P & C wish list of items/projects in consultation with the school and school community for 2019.

ITEMS FOR AGENDA

- **Grant Applications**
 - City of Vincent's Budget Submission – Lodged 1st March 2019. Killarney Street - Greening Project. \$50K.
- **Unsuccessful Grants**
 - Woolworths Junior Landcare grant application – WES
- **P & C wish list** of items/projects in consultation with the school and school community for 2019.

Grants in Preparation

- Heathway Health Promotion Grant. Healthy Friendships. Looking into the eligibility and fit. No closing dates. Application must be submitted 3 months prior to project start date. Submission for start Term 2. Staff Contact: Cherrie Fletcher.
- City of Vincent 2019 Environmental Grants. Closes 29th March
 - WES Mural.
 - STEPup: MHPS Tree Legacy Project

- STEPup: MHPS Tree Legacy Project– Sourcing tree sponsorship. Bunnings, Hawaiian Mezz, Aldi, Community Grants. CoV donations.
- Maccas Junior Sporting Grant Round 1. Margaret Kindergarten sporting equipment. Due date: 31st March 2019. Reworking the unsuccessful application to resubmit.

Notes:

MONEY SPENT

\$0

FUNDS REQUIRED

TBA

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Fathering Project- Mount Hawthorn GOATS
DATE:	28 February 2019
PREPARED BY:	Steve McQuillan
POINTS OF INTEREST	
<p>1. Events held included</p> <ul style="list-style-type: none"> • Beach event – March 2018 – Sandcastle competition – up to 90 dads and kids at Floreat beach. Lesson – never bury the actual prizes! • Amazing Race – around Mt Hawthorn – with Mayor Emma Cole having 70 pictures taken! • WAFL Footy match at Leederville Oval – again thanks to Cam Knapton • Bunnings Sausage sizzle on Fathers Day weekend Main Street Osborne Park • November School Camp out run for the second year with 85 tents! • Once a term Dads gatherings – at the Paddington Hotel, and Pirate Bar – many new faces as the Goats spread the word. <p>Once again we thank the school, and P&C for helping the Goats become a</p>	
<p>2. Events scheduled</p> <ul style="list-style-type: none"> • Beach activity day – at Floreat Beach on Sunday 10th March • Fundraising sausage – will be a yearly fundraiser • School Camp out remains a key event in November 	
<p>3. Thanks to the Dads involved – our 'Champion dads' (or Goats) group continues to work well, with new members joining during the year. Thanks to these and others who have chipped in: Jools Spon-Smith, Damien Caraher, Justin Bird; Kevin Reece; Dan Loden; Ed Wilcox, Hemmy ('the') Mistry, Jason Scrivener, John Lawe-Davies and many others who have chipped in.</p> <p>Once again we thank the Dale and Vicki Roberts and other school staff, as well as the P&C for helping the Goats become established.</p>	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Events are 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:	1 March 2019, AGM
PREPARED BY:	Shoni Lewis

POINTS OF INTEREST

Menu

- The new menu launched term 4 last 2018 remains almost unchanged, only we have a new sushi supplier (the company we've used for years has closed).
- As per our usual approach (ie to keep outside food providers the best quality and local) we are trialing Yoshino Sushi (from Newcastle Street).
- We'll submit an update for an upcoming newsletter.

Waste Reduction

- We will continue to consider ways to reduce our waste this year.
- We're sure there's more potential reduction, we just need the time for research.

Coffee

- The canteen could offer to sell coffees at assemblies.
- This has been raised before, but as always we'd require volunteers to run it.

Profit/Loss

- 2018 ended with a profit of \$897.81.
- There are no significant upcoming expenses planned / expected.

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

MONEY SPENT	\$0
FUNDS REQUIRED	\$0

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Events
DATE:	28 February 2019
PREPARED BY:	Sonia Siamos

POINTS OF INTEREST

1. 2018 was a year full of varied and fun events. We organised, ran and fundraised from a Sundowner, Election Day sausage sizzle and cake stall, disco, casino night, movie afternoon, hot cross bun drive for Easter, lamington drive, lapathon, honey, stalls at edu dance concerts, carnival cupcake stalls, busy bees and cookie dough.
Photos of some of these events are below
2. Thank you to Jenny Petroboni for being such an important part of the events team and to Tracy Denham and Scott Yelland for unfailing support and always being a body on the ground.
3. Jenny and I are stepping down from Events after a number of year. We have collated materials to assist in handover to the new events committee.

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	
• FOR APPROVAL	



SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Grounds
DATE:	4/03/2019
PREPARED BY:	Travis Lithgo

POINTS OF INTEREST
1. School Master Plan in final stages of development. Awaiting feedback from Architect and committee members. CoV has offered financial assistance
2. Tiger Turf replacement outside of undercover area paid for under new build and the relocation of the shade structure from the Pre Primary. No out of cost expense incurred
3. Irrigation upgrades to Margaret Street irrigation. Bore license does not allow for additional irrigation to be taken from ground water. Further direction needs to be sought over winter
4. Removal of debris from next to grounds persons shed. Bin required
5. Move old Grounds persons shed to oval for additional PE storage. Concrete pad needs to be installed
6. Review layout of running track and resolve uneven gradient along Scarborough Beach Rd which might be unsafe to use for this purpose.
7. New Poinciana to be installed inside front gates off Scarborough Beach Rd. Tree has been purchased and is awaiting finalization of fence location prior to installation
8. Salvaging of handrails from Pre Primary area to install along top of wall near room 14. Quote for installation required.
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 and the integration of the new build into the old. Potential location discussed as the area where the redundant grounds shed is located

10. Tree planting project for each year requires sign off. Approximate cost \$500 per year group. First year approximately \$3,000 due to all years needing a tree. Suggest a Poem and art collaboration for each year about how a tree growth mirrors their own. Possibly the year six work with the PP for this.	
11. 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	
12. Oval rejuvenation has occurred over January but closer monitoring is required during Oct – Dec. C Gwynne has suggest installation of Soil Moisture sensors to aid in better management of the irrigation system. Training might also be an option for Dave Mort through the Irrigation Association of WA	
13. Quote for Iron Filtration has been submitted to the school and P&C. Will require additional fundraising for this project to go ahead. It will be a critical factor in the long term viability of the new landscape upgrade for the school.	
14. Mid-year busy bee needs to be scheduled to have an overall grounds clean up and assist Dave Mort to stay on top of the grounds and gardens. Suggest this could be an annual event with a follow up social function.	
15. Lower Tiger Turf may need to be refurbished in the next two years. Approximate cost \$35,000. Cost most likely needs to be met by the P&C, Dale to clarify. A plan of how this area it to be used and possible inclusion of shade trees should be considered.	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
• MONEY SPENT	Installation of Mezz Play Equipment - \$2K Soil analysis for oval - \$300 Additional Turf Maintenance Costs - \$8K
• FUNDS REQUIRED	Additional Turf Maintenance Costs - \$12 to 15K (19 – 20 FY) Approx. \$30 K
ITEMS FOR AGENDA	
• 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
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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.
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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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

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 11th March 2019**

Signed: _____

P & C Secretary