

# Mount Hawthorn Primary School P&C Association Inc.

**Annual General Meeting**  
**Time/Date: Monday 7pm, 11 March 2019**  
**Location: Harbeck Centre (Library)**

## 1. Welcome/Apologies

Scott Yelland opened the AGM at 7:04pm and welcomed everyone.

Refer attendance listing for further details of attendees.

Scott noted the following apologies:

**Apologies:** *Karen Sheilds, Mary Gwynne, Shoni Lewis, Natalie D'Ábrew*

Scott welcomed John Carey MLA who was invited to speak briefly. John provided an update in the Inner City College and advised that the school was expected to be completed on time and enrolments were commencing.

## 2. Confirmation of minutes of previous meetings

### 2.1 General Meeting 29<sup>th</sup> October 2018

**Motion:** It was moved by Scott Yelland and seconded by Tracy Denham that the minutes of the previous General Meeting be accepted as true and correct. *Carried without dissent.*

## 3. Business arising

Nil.

## 4. Correspondence

Nil.

## 5. P&C President's Report

Scott Yelland presented the P&C President's report. (Refer to Attachment).

Scott extended his thanks to the many people who have volunteered the time to the P&C with particular note to departing members; Tracy Denham, Mary Gwynne, Karen Sheilds and Sonia Siamos and her events team.

## 6. Principal's Report

Dale Mackesey presented the Principal's report. (Refer to Attachment).

Dale advised also that the school were intending to form a parent representation group to work on the naming of the Inner City College.

Dale also advised that the administration body had been working on implementing a new procedure to manage unexplained attendances at school, whereby a daily call or SMS would be made to parents.

Dale thanked Scott and the departing committee members for their tireless commitment to the school and the parent body.

## 7. Education Support Principal Report

Alison Harman presented the Education Support Principal's Report. (Refer to Attachment)

Alison noted that the 2019 school year had started off well and number were at capacity and advised that the new playground equipment outside Education Support were extremely popular.

## 8. Treasurer's report

Liz Tilmouth presented the Treasurer's report for the year ending 31 December 2018. (Refer to Attachment)

- Liz acknowledged the auditor, Craig Pentland, who volunteered his time to complete the audit of the accounts.
- Liz also noted that \$49k in voluntary contributions were received from families in 2018 (81%) compared to \$52k in 2017 (89%), and after expenditure there was a net surplus of approximately \$10,000 for the year.
- Liz noted major expenditure items completed during the year including;
  - Enclosing the undercover area (\$105k)
  - Curriculum support (\$40k)
  - Clever climate program (\$3k)
  - Oval maintenance (\$6k)
  - Kindy Grounds (\$5k)
  - WES Mural (\$2k)

The Treasurer tabled the financial statements (refer attached) for the year ending 31 December 2018, which had previously been distributed. Thanks were extended to Craig Pentland for conducting the audit on a voluntary basis. Liz emphasised that all accounts are available to the school community on request from the Treasurer.

- Liz advised that the auditor (Craig Pentland) had nominated himself for the position of the auditor for 2019.

**Motion:** It was moved by Liz Tilmouth and seconded by Angeline Hicks that Craig Pentland was appointed the auditor for the calendar year 2019. *Carried without dissent.*

- The Treasurer tabled the budget 2019, as previously circulated.

**Motion:** It was moved by Scott Yelland that the 2019 draft budget be accepted and adopted, Angeline Hicks seconded it. *Carried without dissent.*

## 9. Year in Review – P&C Committees

### 9.1 Safety

Scott Yelland presented the Safety Report. (Refer to Attachment)

### 9.2 Uniform

Scott Yelland presented the Uniform Report. (Refer to Attachment)

### 9.3 Grants

Angeline Hicks presented the Grants Report. (Refer to Attachment)

### 9.4 Fathering Project

Dan Loden presented the Fathering Project Report. (Refer to Attachment).

Dan advised that the Dads Beach event held at Floreat on 10 March was highly successful with great participation.

### 9.5 Canteen

Scott Yelland presented the Canteen Report. (Refer to Attachment)

### 9.6 Fair/ Events – Sonia Siamos

Sonia Siamos presented the Events Report. (Refer to Attachment)

Sonia thanked all of the volunteers who assisted in the running of a successful sundowner 8<sup>th</sup> March.

Sonia made special thanks to Jen Petroboni who had volunteered many hours to assist on events over the year and advised that in their time working as a team they had raised approximately \$144k over fairs and fundraising events.

### 9.7 School Board

Amanda Derbyshire advised that she was intending to continue in the role as Board Liaison. No report was presented.

### 9.8 Grounds – Travis Lithgo

Travis Lithgo presented the grounds report. (Refer to Attachment)

Travis discussed two projects that were forecast for completion in 2019, the adopt a tree project for incoming students and also continued support of the oval maintenance and well-being.

## 10. General business

### 10.1 Adopt TOR

- Angeline Hicks noted that the TOR had not changed from last year.
- The Terms of Reference were previously distributed and tabled as read.

**Motion:** It was moved by Angeline Hicks that the Terms of Reference (updated for 2019) be accepted and adopted, Liz Tilmouth seconded it.  
*Carried without dissent.*

## 11. Election of Executive and Committee positions

Scott Yelland read out the list of nominations. He noted that the office bearers were all elected unopposed and congratulated them.

<b>Office Bearers</b>	
President	Julia Wilcox
Vice President	Belinda Owen
Hon. Treasurer	Liz Tilmouth
Hon. Secretary	Angeline Hicks

<b>Sub-Committees</b>	
Canteen	Shoni Lewis
Events	Sally Herbert, Amy Pham, Amy Pontague, Pippa Scheepers
Grants	Natalie D Ábrew
Grounds	Travis Lithgo
Safety	Tatianne Miriam Hogg, Allison Rolfe
Uniform	Tehani Dellar-Pratt, Liz Tilmouth,
Fathering Project	Dan Loden
Communications	Tracy Denham (not a committee as such)
<b>Other</b>	
School Board Liaison	Amanda Derbyshire
Auditor	Craig Pentland

*All nominations accepted and carried without dissent*

Committees are advised to meet soon and select a convenor, who is required to attend each Executive meeting, and then notify the Executive who this person is; all Committee members must be financial members.

### **Banking Arrangements Transition**

The Treasurer noted the appointment of a new President and Vice President, Ms Julia Wilcox and Ms Belinda Owen, respectively.

The P&C Executive Committee approved that the signatories and electronic banking authorities to all of the Mount Hawthorn Primary School P&C bank accounts with Commonwealth Bank and Westpac Bank be changed to reflect the following:

1. Add Ms Julia Wilcox and Ms Belinda Owen as signatories and electronic banking authorisers; and
2. Remove Mr Scott Yelland Mrs Tracy Denham as signatories and electronic banking authorisers; and
3. Angeline Hicks and Elizabeth Tilmouth are to remain as signatories and electronic banking authorisers.

The Treasurer was delegated authority to change the signatories and electronic banking authorities, as approved above, and lodge all forms with the bank for immediate effect.

## **12. Conclusion**

**Next Meeting:** Exec Meeting Monday 25<sup>th</sup> March 2019 7pm Staff Meeting Room

**Meeting closed:** 8:06 pm

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**ANGELINE HICKS**

Hon Secretary

11 March 2019

## **Attachments**

- A. P&C President's Report**
- B. Principal's Report**
- C. Ed Support Principal's Report**
- D. Treasurer's Report**
  - D.1 2018 Financial Statement and Reports**
  - D.2 2019 Budget**
  - D.3 Auditor's Report**
- E. Safety Report**
- F. Uniform Report**
- G. Grants Report**
- H. Fathering Project Report**
- I. Canteen Report**
- J. Events Report**
- K. Grounds Report**
- L. Terms of Reference 2019**