

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting Minutes

Time/Date: Monday 7pm, 13 May 2019

Location: Harbeck Centre (Library)

### In Attendance

#### Office Bearers

Julia Wilcox	P&C President
Belinda Owen	P&C Vice President
Liz Tilmouth	Hon Treasurer
Angeline Hicks	Hon Secretary

#### Committees

Tatiane Miracy-Hogg	Safety
Amy Pham	Events
Tehani Dellar-Pratt	Uniforms
Amanda Derbyshire	School Board Liaison
Travis Lithgo	Grounds
Pippa Scheepers	Events
Shoni Lewis	Canteen
Dan Loden	Fathering Project

#### School Representatives

Dale Mackesey	Principal MHPS
Alison Harman	Principal Education Support

### 1. Welcome and Quorum

The President welcomed all present at the meeting and declared the meeting open at 7.01pm.

### 2. Apologies

Natalie DÁbrew - Grants  
John Carey – Labour for Perth

### 3. Conflicts of Interest

Travis Lithgo advised that he was an employee of Deep Green Landscaping.

### 4. Confirmation of minutes of previous meetings

Annual General Meeting:	Monday, 11 March 2019, 7pm
Executive Meeting:	Monday, 25 March 2019, 7pm

**Motion:** It was moved by Liz Tilmouth and seconded by Julia Wilcox that the minutes of the previous Annual General Meeting, held on 11 March 2019 at 7pm and the Executive Meeting held on Monday 25 March 2019 at 7pm, be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

### 5. Business arising

Issue	Date	Responsible	Action
Lodgement of ACNC report by Treasurer	25/03/2019	Liz Tilmouth	Closed.
Lodgement of ASIC to report change in office holders	25/03/2019	Liz Tilmouth	Closed.
Possibility of changing the Executive Meeting	25/03/2019	Julia Wilcox	Closed.

time to be discussed.			Exec Meetings to start at 7.15pm.
Issue of Prep Primary Safety/Accessibility via gate on Scarb Beach Rd.	25/03/2019	Dale Mackesey/Tatianne Miracy Hogg	Closed. Parents to be advised that CCTV will be installed, along with appropriate signage to enhance safety & security
Investigate securing office holder insurance.	2018	Liz Tilmouth	Outstanding
Request for assistance from P&C – school band camp insurance.	2019	Belinda Owen	Closed. WACCSO does not cover groups that are not officially part of the P&C. School bands are excluded from insurance.

## 6. Correspondence

Date In/Out	To	From/To	Subject
9 May 2019	P&C	Floreat Athena	Little athletics request for social media promotion. Require approx. 10 parent volunteers.
9 May 2019	P&C	West Australian	Registration for Classroom Cash.
1 May 2019	P&C	Tonche Gibbings	Membership Enquiry, Closed
30 April 2019	P&C	Jodie Strickland	Fundraising – Butcher, Passed to events.
29 April, 2019	P&C	Leederville Tennis	Free Local Community Tennis Program, promoted on social media.
9 April, 2019	P&C	Jon Finneran	Dinner Twist Fundraising. Passed to events.
18 March 2019	P&C	Melanie McRoberts	Inter school Swimming Carnival. Funded breakfast.
February 2019	P&C	School Band (Tina Watkins)	Insurance request for P&C assistance.

The correspondence in was received as per the above list.

## 7. Principal's Report

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

### Term 2 Activities

- Enrolment Levels – currently 883 students; and
- NAPLAN testing, commences 13 May 2019 (year 3 and 5); and
- Year 6 camp; and
- School photos; and
- Semester one reporting; and
- Leadership changes, noting that whilst Dale Mackesey is off premises on Wednesdays, Lorena Rock will be acting Principal. And also, that Perisse Pitsikas will be taking some leave in the middle of the term with her role backfilled by Katie Hardman and Cailie Spencer.

### Projects and Resources

Dale Mackesey advised that a number of small maintenance projects and room refurbishments were underway or planned, including repairs to the tiger turf and minor works

to the front of school (construction of bin storage area).

### **School Wish List**

Dale Mackesey advised that he had worked with the P&C to update the school wish list, identifying and prioritising projects for 2019. Larger projects included the Kiss and Ride, Grounds, Pre-Primary play equipment, Kindy Play Equipment and the proposed outdoor classroom.

The school wish list was tabled. It was noted that in 2019 in addition to the Pre Primary Play Equipment, the P&C would be responsible for funding \$25,000 towards school curriculum items, \$4,000 towards Kindy Play Equipment (from Obstacle-a-thon), \$15,000 towards Kiss and Drive, \$10,000 for school oval maintenance, and \$2,000 for new faction sports marquees.

## **8. Treasurers Report**

Liz Tilmouth presented the Treasurer's report (refer attached).

Liz provided an update in the financials noting that the P&C had recently paid for the first instalment of the PP playground equipment of \$13,040 and that the net amount of cash on hand after this payment (excluding the sub-accounts, not owned by the P&C) is 120,000??

The Treasurers report was adopted by the Committee.

## **9. Education Support Principal Report - Alison Harman**

Alison Harman tabled the Education Support Principal Report was tabled. Alison provided an update on works being undertaken around the Ed Support Centre.

The Education Support Centre report was adopted by the Committee.

## **10. Committee and Representative Reports**

### **10.1 President**

Julia Wilcox tabled the Presidents Report (refer attached).

Julia advised that in conjunction with the school, the spending priorities for 2019 had been refined, and as a result the following items of expenditure were proposed;

1. The President proposed that the P&C provide the school with \$25,000 for curriculum support for the 2019 year. Discussed ensued.

**Motion:** It was moved by Liz Tilmouth and seconded by Angeline Hicks that the P&C provide \$25,000 financial support for the school curriculum in 2019. *Carried without dissent.*

2. The President proposed that the P&C transfer the \$4,000 earned in the Kindy Obstacle-a-thon to the school, for the purposes of funding the Richmond Street Kindergarten playground. Discussion ensued.

**Motion:** It was moved by Belinda Owen and seconded by Angeline Hicks that the P&C transfer \$4,000 to the school to fund the purchase of Kindergarten play equipment. *Carried without dissent.*

3. The President proposed that the P&C provision for future expenditure of up to \$15,000 to contribute towards the school Kiss and Drive project. Discussion ensued.

**Motion:** It was moved by Belinda Owen and seconded by Liz Tilmouth that the P&C provision for future expenditure of up to \$15,000 to contribute towards the school Kiss and Drive project. *Carried without dissent.*

4. The President proposed that the P&C provision for future expenditure of up to \$10,000 to contribute towards the school's oval maintenance program for 2019. Discussion ensued.

**Motion:** It was moved by Belinda Owen and seconded by Liz Tilmouth that the P&C provision for future expenditure of up to \$10,000 to contribute towards the school's oval maintenance program. *Carried without dissent.*

5. The President proposed that the P&C provision for future expenditure of up to \$2,000 to contribute towards the purchase of Sports Marquees, as required by the school for 2019. Discussion ensued.

**Motion:** It was moved by Belinda Owen and seconded by Liz Tilmouth that the P&C provision for future expenditure of up to \$2,000 to contribute towards the school's purchase of sports marquees. *Carried without dissent.*

The P&C discussed the current status of the Kiss and Ride and the delay on approvals forthcoming from the City of Vincent.

The P&C discussed the timing of the construction and installation of the second part of the pre- primary play equipment, by Childscapes, which is expected to cost \$18,000. It was proposed, that if possible, the work be completed in July school holidays.

**Motion:** Following confirmation that funding was available, it was moved by Julia Wilcox and seconded by Liz Tilmouth that the P&C support the installation of part two of the pre-primary nature play equipment in July 2019 and that the previously approved expenditure of \$18,000 be undertaken. *Carried without dissent.*

Action: JW to liaise with Childscapes on timing of possible installation and to enquire about the "heavy machinery" charge on the invoice.

The Committee discussed the proposal to change the time of the Executive Meetings and following a poll amongst the Executive Committee members, the meeting start time was changed to 7.15pm.

The Presidents report was adopted by the Committee.

## **10.2 Grounds (Travis Lithgo)**

Travis Lithgo presented the report of the Grounds Committee and noted the following;

- Proposed Busy Bee in Pre-Primary Grounds on Saturday 29 June (8-12); and
- Installation of planters between new and old Pre-Primary buildings; and
- Bus stop privacy planting;
- Upgrade (installation of artificial turf) of the interface between stage and Pre-Primary area; and
- Tree replacement within the Early Invention Centre, where quotes were being gathered.

The Committee discussed the grounds committee request for funds for topsoil and paving and irrigational modifications of approximately \$2,450. The Committee noted that a grant was provided by the City of Vincent (Environment Grant) for this work in a prior year and that this could now be closed out.

**Motion:** It was moved by Julia Wilcox and seconded by Angeline Hicks that the P&C approve the expenditure of approximately \$2,450 on the installation of new planters in the pre-primary grounds. *Carried without dissent.*

The Grounds report was adopted by the Committee.

## **10.3 Safety (Tatiane Miracy-Hogg)**

Tatiane tabled the Safety Report (refer attached).

Tatiane provided an update on the activities of the safety committee, including;

- Looking in to quotes for lockable scooter racks; and

- City of Vincent Active Transport Grant application (to be drafted); and
- Kiss and ride safety campaign; and
- Kiss and Ride shelter design and approval, which was underway, but notably slow response from the City of Vincent; and
- Kiss and Ride shelter artwork proposal for cultural designs from local community to be showcased.

The Safety committee report was adopted by the Committee.

#### **10.4 Uniform Shop (Tehani Dellar-Pratt)**

Tehani tabled the Uniform Shop Report (refer attached).

Tehani provided an update on the activities of the uniform committee, including;

- Leaver shirts cost per unit, which were to remain consistent with prior years at \$32.50; and
- Projections for the year have been undertaken; and
- Onboarding of the new supplier for the gold polo, Wanneroo Uniforms, who would supply from the end of this year. The Committee were happy with the quality and consistency of the product provided.

The Uniform Shop report was adopted by the Committee.

#### **10.5 Events (Amy Pham)**

Amy Pham presented the Events Committee Report, noting the following;

- Successful fundraisings undertaken via the Easter Bunraiser (\$700 profit), Provedores Market food stall (\$200 profit); and
- Proposed Obstacle-a-thon for Pre-primary, this was still being discussed with the school; and
- Election Day Cake Stall to be held on 18 May 2019;
- Woolworths earn and learn stickers were being collected.

The Events committee report was adopted by the Committee.

#### **10.6 Grants (Natalie DÁbrew)**

The Grants report was circulated and tabled and the current grants in progress were noted (see attached). The Grants report was adopted by the Committee.

#### **10.7 Canteen (Shoni Lewis)**

The Canteen report was tabled and there were no points to note. The Canteen report was adopted by the Committee.

#### **10.8 Fathering Project**

Dan Loden provided a verbal update to the P&C, noting that the Fathering Project, Mountain Goats Dads Night held on 10 May was successful with a large turn-out.

The Committee discussed upcoming events including the Amazing Race on 9 June 2019 and a potential Dad/Daughter dance performance.

#### **10.5 School Board**

The School Board Liaison report was tabled (as attached).

Amanda Derbyshire advised that the draft business plan would be sent to the P&C for comments and that the business plan would be issued to the school community in due course.

The School Board Liaison report was adopted by the Committee.

**11 General business**

None.

**12 Next meeting**

The Committee confirmed that the next meeting (Executive Meeting) would be held on Monday, 17 June 2019 at 7.15pm.

**13 Closure**

There being no further business, the meeting was declared closed at 8.10pm.

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**ANGELINE HICKS**

Hon Secretary

13 May 2019

## **Summary of Actions**

<b>Issue</b>	<b>Date</b>	<b>Responsible</b>
Investigate securing office holder insurance.	2018	Liz Tilmouth
Little athletics request for social media promotion. Require approx. 10 parent volunteers.	13/5/2019	Belinda Owen
Reporting policy to be highlighted and disclosed in the newsletter.	13/05/2019	Dale Mackesey
Advise, via school newsletter that school has addressed safety concerns (PP gate/Accessibility via Scarb Beach Rd.	13/05/2019	Dale Mackesey/Tatianne Miracy Hogg
Heavy equipment charge – Childscapes	13/05/2019	Julia Wilcox

# **APPENDIX**

## **Principals Report - P&C**

### **Term 1 Highlights**

Many highlights including the Yr 6 Leadership, Swimming Carnival (local and inter-school success), Tennis Tournaments and the WES / Sustainability Program. Good balance of classes across the school. Current enrolment 883 students. The level of interest on the filling of P&C and Schools Board positions and the subsequent installation of the Climbing Frame at the Pre Primary to further develop the new build.

### **Term 2**

Business Plan - close to completion.

### **Teaching & Learning**

- NAPLAN Online (Week 3 and 4)
- Yr 6 Camp (Week 4)
- School Photos (Monday Week 4 and 5), Interschool Sport incl Cross Country, Music (Choir, Orchestra performances), Protective Behaviours (PP and Yr 5), Bike Education and a variety of excursions and incursions.
- Reporting to Parents end of Semester - Student Progress Formal Reports

### **Leadership**

Dale & Lorena to again share the Principal role. Dale will be out of the school every Wednesday and will also be travelling statewide this term. Jen Meyer, Cherrie Fletcher and Caillie Spencer will continue to backfill Admin roles which they have done fantastically in first term.

Perisse will be taking some leave in the middle of the term with her role backfilled by Katie Hardman and Caillie Spencer. We will endeavour to minimise disruptions to the classroom and will spread the tasks across a number of aspirants.

Student leadership will continue and Semester 2 Councillors will be elected end of term.

Many opportunities for our students leaders to represent and host events, all with positive praise and accolades.

### **Learning Environment**

- Friendly School Plus Implementation on track
- Cyber Safety Parent Information session well attended and received.

### **Relationships**

- New assembly format receiving positive feedback - continue to reflect and refine.

### **Resources**

- Projects Underway or planned

### **School Funded Minor Works**

- Facilities : We would like to progress working with the sub committee to develop a Reserves Plan and a transparent Facilities Maintenance Plan.
- Room Refurbishment Program; Carpets, painting, LCD lights, white boards
- Painting : Common Areas
- Heaters : Taking out obsolete heaters
- Doors : Between the new Pre-primary to reduce noise

### **Education Department Faults**

- Bitumen Repairs ( ongoing)
- Termite Damage Rm 12
- Woodwork repairs to sections of Senior Block ( to be followed up about general condition)
- Ongoing repairs to Tigerturf

### **Potential Projects:**

Kiss & Ride joint project being designed with consultation with joint school and P&C funds

### **Grounds**

**Staffing:** Additional staffing of Gardener/ Handyperson Margaret Kindy.



**Minor Works:** Brick wall at the front of the school and construction of bin storage area. School funded @ \$15 000.

**Play Equipment:**

- Pre Primary Monkey Bars ( P&C)
- Margaret Kindy additional play equipment ( \$4000 P&C, \$4000 School)
- Outdoor Classroom consultation of design (staff, P&C, Liaison Parents)

**Gardens**

- Planter boxes and mature tree Pre-Primary
- Potential planting of trees Killarney Street linked to grant applied for in first term.

**Schools Wishlist**

WHAT	COST ESTIMATE	SCHOOL CONTRIBUTION
Curriculum	\$25,000	NA
PP Climbing Equipment Phase 1	\$18,000	NIL
Kindy Play Equipment	\$4000	\$4000 Obstacle-a-thon
Kiss n Drive	\$15,000	\$15, 000 Lap-a-thon 2018
School Oval Maintenance	\$10,000	\$10,000 Lap-a-thon 2019
Outdoor Classroom Phase 2		2020
Marquees	\$2000	Ongoing Term 4 2019

# Mount Hawthorn Parent and Citizens Association Incorporated

## Treasurer's report

### 30 April 2019

1. The current bank balance at 2 May 2019 is \$165,000 (Approximately \$125,000 at CBA and \$40,000 at WBC)
2. Attached are the Profit and Loss (Accrual) and Profit and Loss Canteen, Other P&C and Uniform shop and the Balance Sheet at the end of last term 30 March 2019. Fundraising is not provided as apart from the Sun downer the figures are not complete.
3. I am working on, and hopefully will have prepared by the meeting next week, a cash flow budget. This is particularly important to know for canteen and uniform shop and timing of expenditures for our projects.
4. I will endeavour to get the forms completed and in for the officeholder's insurance by the next meeting.
5. ACNC Annual return and ABN update of officeholders completed.
6. New accounting system (Xero) up and running but transactions are not yet up to date from when we converted to the new system (8 April 2019) to date. Reporting is not ready to go and involves a fair bit of work from me setting it up. Reports from the new system will be presented at the next meeting (17 June 2019).
7. Changes of signatories to Westpac occurred smoothly and Commbank changes - not so smoothly. Commbiz has not recognised the new signatories to access Commbiz and perform authorisations. We will process all weekly payments from our Westpac account. As Commbank is our outgoing bank we will continue to have myself, Liz Tilmouth, together with either Tracy Denham or Scott Yelland authorise transfers to Westpac required to accommodate this until Commbank accounts are fully transferred and closed.
9. Once the new accounting system is up to date and running smoothly:
  - A list of changes of forms required to update our bank details to the new Westpac account will be compiled and actioned.
  - A review will be conducted of any direct debits to our bank accounts which need to be changed.
  - QKR receipts will be redirected to Westpac
  - My Online canteen receipts will be redirected to Westpac.
  - EFTPOS will be transferred to Westpac.