

Mount Hawthorn Primary School P&C Association Inc.

General Meeting

Minutes

Time/Date: Monday 7pm, 5 August 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 Pontangue	Events
Tehani Dellar-Pratt	Uniforms
Amanda Derbyshire	School Board Liaison
Shoni Lewis	Canteen

School Representatives

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

1. Welcome and Quorum

The President welcomed all present at the meeting and declared the meeting open at 7.12pm.

2. Apologies

Natalie DÁbrew - Grants
John Carey – Labour for Perth
Travis Lithgo - Grounds

3. Conflicts of Interest

Standing conflicts were noted.

ie. Travis Lithgo is an employee of Deep Green Landscaping.

4. Confirmation of minutes of previous meetings

General Meeting: Monday, 13 May 2019, 7pm
Executive Meeting: Monday, 17 June 2019, 7pm

Motion: It was moved by Belinda Owen and seconded by Julia Wilcox that the minutes of the previous General Meeting, held on 13 May 2019 at 7pm and the Executive Meeting held on Monday 17 June 2019 at 7pm, be taken as read and confirmed as a true and accurate record.
Carried without dissent.

5. Business arising

Issue	Date	Responsible	Status
Band Camp – Caz Schumer.	05/08/2019	Caz Schumer	Thankyou to the P&C for ongoing administrative and financial assistance.
Investigate securing office holder insurance. <Contact being made with Globe>	17/06/2019	Belinda Owen	On-going
Little athletics request for social media promotion. Require approx. 10 parent volunteers.	13/5/2019	Belinda Owen	On-going
Organise P&C Day event	17/06/2019	Julia Wilcox	Closed

6. Correspondence

Date In/Out	To	From	Subject
18 June 2019	P&C	Alfred Low – Transition Town Vincent	Worm Farms
4 July 2019	P&C	REDHAGE BASKETBALL PTY LTD	REDHAGE BASKETBALL PTY LTD
25 July 2019	P&C	Life Education	Grant not successful
30 July 2019		LOADED BRUSH	Fund raising, Art Jam
3 August 2019	Events	bringYO Sustainability Focused School Fundraising Opportunity	Fundraising
5 August 2019	WACCSO	New Constitution to be ratified.	Strict on having 7 days notice for any financial requests.
5 August 2019	School	Dale Mackesey	School Contributions to be agreed for 2020.

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:

- Band Camp Update – Dale to action a working committee with Penny McNiff concerning the school band camp and ongoing support; and
- School Business Plan (2019-2021) complete and will be launched to the school community; and
- Leadership – Lorena Rock will be relieving when Dale is travelling for the department of education to alternate sites; and
- Attendance - MessageYou has been launched successfully; and
- Project update - including that Kiss & Ride installation is being planned; and
- Outdoor Classroom Project update - noting that the expected costs of \$100,000 may be shared between Special Education, the school and the P&C. The school have committed to contribute \$30,000 to the project, and the Education Support School has committed a further \$30,000. Dale advised that this must now pass to the Education Department for procurement; and
- Gardens and Grounds – work to commence on the Tree Legacy Project in conjunction with Travis Lithgo, following successful funding via a grant.

The Principals report was adopted by the Committee.

8. Treasurers Report

Liz Tilmouth presented the Treasurer's report and profit and loss statements. The Treasurer advised that there was \$67,000 cash at bank as at 29 June 2019. Of this, \$18,000 represents provisions, plus \$13,000 for Kiss and Drive and \$10,000 for the oval.

The Treasurers report was adopted by the Committee.

9. Education Support Principal Report - Alison Harman

Alison Harman tabled the Education Support Principal Report, noting current issues.

The Education Support Centre report was adopted by the Committee.

10. Committee and Representative Reports

10.1 President

New WACCSO constitution

The Committee noted that on 31 July 2019 all members were sent information on the new P&C Constitution that must be adopted at a general meeting. The new constitution made significant changes to the governance of the Committee and full details can be found on the WACCSO website.

<https://www.newconstitution.education/constitution-in-full>

Voluntary Contributions

The school requested that the P&C consider the voluntary contributions charges for 2020 to allow the commencement of book list preparations for next year. Following discussion, it was agreed that the charges would not change from the current amounts.

Motion: It was moved by Julia Wilcox and seconded by Liz Tilmouth that the P&C voluntary contributions for calendar year 2020, remain the same as the current charges. *Carried without dissent.*

Outdoor Classroom

Julia Wilcox tabled the Presidents Report (refer attached) and the Committee discussed the Outdoor Classroom Project. The Committee agreed that subject to analysis of the free cash flow, they would like to contribute one third of the costs to the Outdoor Classroom and will also assist the school by lodging a grant application for \$20,000 from the State Government.

The Presidents report was adopted by the Committee.

10.2 Grounds (Travis Lithgo)

No report.

10.3 Safety (Tatiane Miracy-Hogg)

Tatianne verbally updated the Committee on recent safety issues, noting that parents were still concerning about the crossing points around the school.

10.4 Uniform Shop (Tehani Dellar-Pratt)

Tehani tabled the Uniform Shop Report.

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

- Term 2 stock take was completed; and
- Graduation shirts sizing issues being resolved.

The Uniform Shop report was adopted by the Committee.

10.5 Events (Amy Pontague)

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

Planning has commenced for the disco to be held on 30th August and an adults evening on 9 November 2019.

The Events sub 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.

Other grants that were in planning or progress included an application for a project grant of \$20,000 from the State Government and a small transport grant for a scooter rack grant from the City of Vincent.

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)

The Fathering Project report was tabled.

The Committee noted that The GOATS in collaboration with the City of Vincent re running a Father child dance event on the 1st of September.

The Fathering project report was adopted by the Committee.

10.5 School Board (Amanda Derbyshire)

The School Board Liaison report was tabled.

Amanda Derbyshire advised that the next School Board meeting is to be held on 21 August 2019.

Amanda and John Siamos also advised that the Board will consider recognition of the volunteers in the school community and the P&C award to be put forward for a school commendation.

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, 9 September 2019 at 7.15pm.

13 Closure

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

ANGELINE HICKS

Hon Secretary

5 August 2019

Summary of Actions

Issue	Date	Responsible
Band Camp working committee	05/08/2019	Caz Schumer Dale Mackesey Julia Wilcox
Investigate securing office holder insurance. Directors and Officers (D&O) Liability Insurance – <i>Globe Insurance have now provided their proposal for Association Liability. The Vice-President will provide a further update at the next P&C executive meeting.</i>	17/06/2019	Belinda Owen
Little athletics request for social media promotion. <i>The Vice-President continues to progress the relationship between Little Athletics, Floreat Athena and surrounding schools. At this stage the action has stalled as Little Athletics require one of the involved parties to become an affiliate member. Contact has been made with Floreat Athena to determine whether they are able to take on this role for the project to remain viable.</i>	05/08/2019	Belinda Owen
Outdoor classroom procurement process and managing the current quote that is in place.	05/08/2019	Julia Wilcox Dale Mackesey
P&C/school community contribution award	05/08/2019	Amanda Derbyshire Julia Wilcox
Gardens and Grounds – work to commence on the Tree Legacy Project in conjunction with Travis Lithgo, following successful funding via a grant.		Travis Lithgo Dale Mackesey
New WACCSO Constitution to be ratified. To be addressed at next Genrral Meeting in term 4.	5.08.2019	A HICKS

APPENDIX



MOUNT HAWTHORN PR

TOGETHER TOWAR

Principals Report – P&C 5 August 2019

2019 – 2021 Business Plan

The Business Plan has gone through an extensive consultation and was shared with the School Board and P&C Executive on Thursday 1 August. The document is supported by annual Operation Plans and will guide our planning for the next three years.

Teaching and Learning

- NAPLAN Online was completed with minimal disruption at MHPS, however across the country it was problematic.
- Student Progress Formal Reports were sent out and staff has been working on the data to inform planning for this semester.
- Alison Jesson and the HASS Committee will be working with key stakeholders, including Traditional Owners and indigenous students, to giving existing buildings Noongar names to enhance the great strategies being implemented throughout the school around the Cultural Standards Framework.
- Reporting to Parents: Feedback on Interviews

Leadership

Dale will continue working in a reduced capacity with Labour Relations and will also be heading for the Kimberley in Week 5, conducting School Reviews. Lorena will be relieving as per first semester. Lorena (Week 8 Term 3 to Week 3 Term 4) and Perisse (Weeks 6-10 Term 3) will be taking leave at the end of term and into the first three weeks of 4th term. Positions will be backfilled using aspirants, as we continue to identify and develop them.

Learning Environment

- Behaviour Management Policy Review: Incorporating Good Standing
- Erin Erceg presented a Friendly Schools Plus Parent information evening this term.

Relationships

- Complaints Management: Update
- Communication Policy Review

Attendance

MessageYou - The process of contacting parents of students highlighted as having an unexplained absence via SMS has commenced with 37 parents contacted since Tuesday, start of Term 3.

Tablet Program

Preliminary consultation with staff and parents will commence about extending the BYO Tablet Program to include Year 4. A decision will be made after extensive communication. The Year 4 staff can see benefits for their program which is the primary driver for the initiative.

Junior Primary Roof

Significant work to resolve issues is ongoing with the School Board, OHS Reps and the Education Department. Another Engineer has been commissioned to look at long term solutions. In the interim, faults will be called through as required.

Senior Primary

The Department has committed to replacing rotting woodwork and retaining the garden beds.

CCTV

CCTV has been installed in the new build and undercover area to heighten security.

Margaret Kindy

The Department has agreed to assess work required on the original building which is leased from the City of Vincent. The new climbing gear has been installed over the last break and demonstrates you do not get much for \$ 8000.

Potential Projects

Kiss & Ride planning is underway and hopefully installation will occur in the near future.

Projects

The Education Support and School are looking at allocating funds to the Outdoor Classroom Project. Figures will hopefully available for the meeting on 5 August.

Dale Mackesey

30/07/2019

Mount Hawthorn Parent and Citizens Association Incorporated

Treasurer's report

5 August 2019

1. The current available bank balance at 29 June 2019 is \$67,000 after reducing by current liabilities, payroll liabilities and club accounts. Of this \$18,000 represents provisions for Tiger turf \$10,000, Canteen \$4,000 and Tree project \$4,000. Remaining balance is \$49,000.
2. Attached are the Profit and Loss (Accrual) and Profit and Loss Canteen, Other P&C and Uniform shop for the year to date up to 26 July 2019 and the Balance Sheet at 26 July 2019.
3. Also attached is a Cash Flow Statement which shows our cash inflows and outflows from our activities which are mostly from operations. The financing cash flows show cash from the club accounts.
4. EFTPOS transaction costs need to be reviewed and compared prior to moving from Commbank to ensure that we cannot do better with a system such as Square. I am currently researching this. There will be a cancellation fee of \$110 per facility so total of \$220 when we shut down our Commbank EFTPOS. At present changing to Westpac is estimated to save us \$75 per month across both facilities (uniform and canteen). The benefit of Square is that no fees are payable over periods not in use such as school holidays. This is not the case with the bank systems. A parent, Rebecca, has advised us on two systems to investigate Square and Tyro and to ask banks to match the rates if they are lower. I will report back to the next meeting on these systems.
5. Approval to put funds in a high interest savings account or term deposit until used once funds available for investment are calculated.
6. Progress on bank changeover:
 - A list of school forms which include our bank account details will be compiled. **To be completed.**
 - A review will be conducted of any direct debits to our bank accounts which need to be changed. **Done for Vend and Xero, outstanding Inet.**
 - QKR receipts will be redirected to Westpac - **Done**
 - My Online canteen receipts will be redirected to Westpac - **Done**
 - EFTPOS will be transferred to Westpac – **more research required.**
7. Cash flow will go down to \$36,000 by July and will recover to almost where it started providing fundraising is the same this year so we should end with about \$70,000 in the bank to spend next year. Most of the club money is expended by then. Note final balance is significantly affected by whether we raise the same amount of funds for our fundraising. We have the following events still to come if we repeat what was done last year:
 - Cupcakes sports day \$2,500 (unlikely to make same as was split and PP made \$750 and rest of school \$1750. (Sept)
 - Lapathon last year \$23,000 budgeted \$16,000 this year.
 - Lamington Drive made: \$1,500 (August)
 - Disco made: \$11,000 (October)
 - Honey and cookie dough made \$3,000 (December)
 - Parent event still to run this year? Unknown in past haven't made much on these.
 - Footy tipping about \$650 (October deposited)
 - Still between \$10,000 and \$12,000 in parent voluntary contributions to make last years figure.