

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting Minutes

Time/Date: Monday 7pm, 28 October 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 Pontague	Events
Tehani Dellar-Pratt	Uniforms
Travis Lithgo	Grounds
Shoni Lewis	Canteen
Sarah Brown	Music

#### 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 7.00pm.

The Committee welcomed a new member Sarah Brown, the convenor of the music sub-committee.

### 2. Apologies

Natalie DÁbrew - Grants  
John Carey – Labour for Perth  
Sonia Siamos – Fair/Events  
Amanda Derbyshire – School Board  
Dan Loden – Fathering Project

### 3. Conflicts of Interest

Standing conflicts were noted.

### 4. Confirmation of minutes of previous meetings

General Meeting - 5 August 2019  
Executive Meeting – 9 September 2019

**Motion:** It was moved by Elizabeth Tilmouth and seconded by Julia Wilcox that the minutes of the previous General Meeting, held on 5 August 2019 at 7pm and the Executive Meeting held on Monday 9 September 2019 at 7.15pm, be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

## 5. Business arising

Issue	Date	Responsible	Status
Containers for Change. Ensure on the Agenda for Term one, 2020. Carry forward to 2020.	9/09/2019	Elizabeth Tilmouth Julia Wilcox	Carry forward to Term 1, 2020
Commendation scheme nomination	9/09/2019	Julia Wilcox Belinda Owen Amanda Derbyshire	Closed. New process in place.
Insurance cover to be confirmed	9/09/2019	Belinda Owen	Closed. Complete.
Canteen Staff to consider permanent part-time contracts	9/09/2019	Elizabeth Tilmouth Belinda Owen Shoni Lewis	Carry Forward. Aim for new contract on 1 July 2020. Get advice from Fair Work.
Credit card provider decision to be made, Tyro vs Westpac	9/09/2019	Elizabeth Tilmouth	To be actioned in 2020 after the AGM.
New lost property process to be discussed with the school	9/09/2019	Tehani Dellar-Pratt Julia Wilcox	Closed. New process in place.
Request to City of Vincent for the speed signage to be placed around the school.	9/09/2019	Dan Loden Tatiane Miracy Hogg	One sign is now in place. More to be erected around the school perimeter.
New WACCSO Constitution to be ratified at the General Meeting.  Ensure document lodged once adopted	9/09/2019	Angeline Hicks	To be closed after the meeting on 28/10/2019.
Cash handling process and job descriptions to be drafted to comply with WACSSO. Table and minute at next General Meeting		Elizabeth Tilmouth	Complete. See Treasurers report
Gardens and Grounds – work to commence on the Tree Legacy Project in conjunction with Travis Lithgo, following successful funding via a grant.	05/08/2019	Travis Lithgo Dale Mackesey	Work has commenced. Close item.

### 5.1 Music Parents Sub Committee

The President welcomed Sarah Brown, the proposed convenor of the Music Parents Subcommittee. Ms Sarah Brown tabled the proposed terms of reference of the new committee (previously circulated) and they were taken as read.

The President proposed a motion as follows:

**Motion:** It was moved by Julia Wilcox and seconded by Angeline Hicks, that the P&C admit a new sub-committee to the P&C, called the Music Parents Sub-Committee, to be convened by Sarah Brown and be governed by the “**Terms of Reference for the Music Parents’ MPC Committee**” effective immediately. *Carried without dissent.*

### 5.2 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. A copy of the new constitution, which had been previously circulated was tabled.

The following two resolutions are to be tabled in the meeting and voted upon:

The Secretary proposed that the following motion be considered by the Mount Hawthorn Primary School Parents and Citizens Association Incorporated.

**Motion: “That any previous constitution is hereby rescinded and that the Parents and Citizens Association Constitution dated June 2019 provided by the WA Council of State School Organisations be adopted as the Constitution of the Mount Hawthorn Primary School Parents and Citizens’ Association Inc”.**

The motion was seconded by Julia Wilcox and carried following a show of hands (100% of voting in favour).

The Secretary proposed that the following motion be considered by the Mount Hawthorn Primary School Parents and Citizens Association Incorporation.

**Motion: “That the members of the Mount Hawthorn Primary School Parents and Citizens’ Association Inc hereby authorise the Secretary of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporation Act 1995.”**

The motion was seconded by Julia Wilcox and carried following a show of hands (100% of voting in favour).

## 6. Correspondence

Date In/Out	To	From	Subject	Action
15/10/2019	P&C	John Carey	2019 Community Bake Off	Newsletter /Social Media Promotion requested
26/09/2019	P&C	Leederville Tennis	Family Day	Newsletter /Social Media Promotion requested
24/09/2019	P&C	City Of Vincent	Vincent Gold Rush	Newsletter /Social Media Promotion requested
24/09/2019	P&C	City Of Vincent	St John WA defibrillator grant	Suggested application to Grants team.
23/09/2019	Events	The HitOz Team	School Wellbeing - Healthy Hands Fundraiser	Passed to Events for consideration

The correspondence in and out 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:

- Review of academic data being understood, priority is grammar and punctuation; and
- Additional funds provided from state government for grounds and gardens; and
- Kiss and ride progressing, due to commence soon;
- Student numbers for 2020 discussed, bringing 2 kindy classes up to main campus; and
- Dale congratulated the P&C for a very successful year.

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 \$66,000 (after liabilities and provisions), less \$30k for outdoor classroom

and \$10,000 for fair planning. Roughly \$26k available. The Committee agreed to fund \$25k in curriculum contributions for 2020.

The Treasurer requested that the following payments be approved;

- the Year 6 Parent Graduation committee requested \$150 towards holding the Year 6 Graduation at the Churchlands SHS Concert Hall this year; and
- purchase of a new computer screen for the canteen, following a break-in and the replacement cost being \$220.

**Motion:** It was moved by Angeline Hicks and seconded by Julia Wilcox that the Committee approve the following expenditures;

- \$150 to the Year 6 Parent Graduation committee; and
- \$220 for the purchase of a new computer screen for the canteen.

*The motion was carried without dissent.*

The following position descriptions were tabled for approval in conjunction with newly adopted P&C constitution.

1. Uniform Shop Assistant
2. Uniform Shop Supervisor
3. Canteen Supervisor
4. Canteen Assistant
5. Book-keeper.

**Motion:** It was moved by Angeline Hicks and seconded by Julia Wilcox that the Committee approve the job descriptions for the following roles;

1. Uniform Shop Assistant
2. Uniform Shop Supervisor
3. Canteen Supervisor
4. Canteen Assistant
5. Book-keeper.

*The motion was carried without dissent.*

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.

Allison advised that student numbers are full for 2020 and that delays were being experienced with the Outdoor Classroom Project, due to red-tape and tender process.

The Education Support Centre report was adopted by the Committee.

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

### **10.1 Grounds (Travis Lithgo)**

Travis provided an update on Grounds works under-way including

The following proposed expenditures were discussed:

1. Oval edge and corner upgrade - \$5,500.00
2. Remote irrigation control system \$ Total spend \$1,200 and \$120 per annum for SIM card access.
3. Bus stop planting for privacy - Cost approximately - \$800.

Travis advised that the interface area between stage and PP area required rectification works to be undertaken and that costs will need to be investigated and also that the planters installed in busy bee, need to be filled with plants.

The Grounds report was adopted by the Committee.

### **10.2 Safety (Tatianne Miracy-Hogg)**

Tatianne tabled the Safety Report, noting the following issues:

- The Kiss and ride infrastructure will be implemented soon; and
- The safety committee are working with Cherrie Fletcher on the “Your move” initiative and planning to reward the usage of the bridge; and
- Scooter racks grants have been lodged; and
- A school parent completed a survey on traffic for a traffic warden on Scarborough Beach Road, which was submitted to the Main Roads. This is a work in progress.

The Safety report was adopted by the Committee.

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

Tehani tabled the Uniform Shop Report.

Tehani provided an update on the activities of the uniform committee including that Kindy fittings would be arranged in term 4 and the new lost property process has been implemented.

The Uniform Shop report was adopted by the Committee.

### **10.4 Events (Amy Pontague)**

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

- Upcoming adult event, Lets Bowl, which was currently only 35% filled; and
- Travel Tumbler sales were slow and the minimum unit purchase is 100; and
- Proposed events calendar for next year to be agreed in conjunction with the school.

The Events sub-committee report was adopted by the Committee.

### **10.5 Fair (Sonia Siamos)**

The Fair Report was tabled and it was noted that committee members were required to assist in planning.

Sonia requested \$10 000 this year to cover deposits for rides and an ATM booking.

**Motion:** It was moved by Shoni Lewis and seconded by Julia Wilcox that the Committee approve a transfer of \$10,000 to the Fair Account to be used for bookings and deposits relating to the Fair (2020). *The motion was carried without dissent.*

### **10.6 Grants (Natalie DÁbrew)**

The Grants report was circulated and tabled and the current grants in progress were noted.

The Grants report was adopted by the Committee.

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

The Canteen report was tabled and the following points were noted:

- Waste Reduction: the canteen was switching to bamboo cutlery, it was not as cost effective as the plastic cutlery, however, following a trial with plastic, the bamboo was the preferred product; and
- The canteen had been broken in to three times of late and a computer screen was stolen.

The Canteen report was adopted by the Committee.

#### **10.8 Fathering Project (Dan Loden)**

The Fathering Project report was tabled.

The Dads camp out date has been confirmed as 23 November 2019.

The Fathering project report was adopted by the Committee.

#### **10.5 School Board (Amanda Derbyshire)**

No report.

### **11 General business**

Shoni Lewis advised that she wanted to implement a system to recycle un-used stationery at the end of the year from classrooms, these will be provided to children that cannot afford supplies. Will be promoted in the newsletter. The Committee supported this initiative.

### **12 Next meeting**

The Committee confirmed that the next meeting (Executive Meeting) would be held on Monday, 18 November 2019 at 7.15pm.

### **13 Closure**

There being no further business, the meeting was declared closed at 8.35pm.

ANGE HICKS

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**ANGELINE HICKS**

Hon Secretary

28 October 2019

## Summary of Actions

<b>Issue</b>	<b>Date</b>	<b>Responsible</b>	<b>Status</b>
Containers for Change. Ensure on the Agenda for Term one, 2020. Carry forward to 2020.	9/09/2019	Elizabeth Tilmouth Julia Wilcox	Carry forward to Term 1, 2020
Canteen Staff to consider permanent part-time contracts	9/09/2019	Elizabeth Tilmouth Belinda Owen Shoni Lewis	Carry Forward. Aim for new contract on 1 July 2020. Get advice from Fair Work.
Credit card provider decision to be made, Tyro vs Westpac	9/09/2019	Elizabeth Tilmouth	To be actioned in 2020 after the AGM.
Rectification works between PP Stage and PP Gardens to be costed and commenced	28/10/2019	Travis Lithgo	To be confirmed at 18/11/2019 meeting
Fill PP planters installed during the busy bee	28/10/2019	Travis Lithgo	To be confirmed at 18/11/2019 meeting
Check to see if the school has received \$2k fo the damaged Cape Lilac tree.	28/10/2019	Liz Tilmouth Travis Lithgo	To be confirmed at 18/11/2019 meeting
Grounds expenditure to be authorised at the Exec Meeting on 18/11/2019	28/10/2019	Liz Tilmouth Travis Lithgo	To be confirmed at 18/11/2019 meeting

## **APPENDIX**



# **MOUNT HAWTHORN PRIMARY SCHOOL**

## **TOGETHER TOWARDS THE FUTURE**

### **P&C Principal's Report**

**Monday 28 October 2019**

#### **School Review**

A comprehensive school review in both academic and non-academic areas shows positive longitudinal growth in Literacy and Numeracy. Results of standardised testing has shown students making good progress in many areas. These results reinforce that whole school processes are effective and will be enhanced next year. Our students have performed well in our Specialist areas such as Music, Italian, Science and Physical Education which enhance and add value to the teaching and learning program.

The staff have also been proactive in implementing the Aboriginal Cultural Standards throughout the teaching and learning program with support from Katie Hardman via the Music Program.

Our focus next year is to address the areas of punctuation, grammar and spelling whilst still continuing to refine both literacy and numeracy strategies.

The Annual Report will be distributed at the end of the year with further information on the school's performance and programs.

#### **Grounds and Gardens**

It has been great to have the Campus Plan guide the ongoing maintenance and improvements around both Richmond Street and the main Campus.

- Play facilities and returfing at Margaret Kindy with the P&C funding the climbing frames.
- The ongoing maintenance on the oval and support from the Lapathon.
- Order numbers have been generated for the Kiss & Ride upgrade and hopefully it will be ready before the end of the year.
- The outdoor classroom has been funded with Ed Support managing the project with input from Kylie Grace and the P&C.

#### **Facilities**



## School Funding

A plan for the staged refurbishment of all classrooms has been put into place with a focus on painting, led lighting, pin-up boards and replacing electronic whiteboards.

## Education Department

The School Board has been supporting the school in lobbying to fix ongoing issues with the Junior Primary Roof and the original Margaret Kindy classroom.

Work has also commenced on replacing woodwork in the senior area and fixing sink holes in bitumen areas.

The school was recently allocated an additional \$52 000 which will fund additional painting of external window frames. Additional funding has been allocated to improving car parks next year, however the School Board will lobby to have the money reallocated to external painting.

## Staffing

A Staffing Pool has been advertised to fill potential positions for 2020 with appointments made by the end of this year.

## Structures 2019

### Enrolments (as at October 2019)

K	PP	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
101	106	125	117	110	114	110	97

The staffing planning for two class structures with class lists distributed late January as in previous years.

## Thanks

I really appreciate another very productive year working with the P&C especially after the many changes on the committees. It has been great to see that the work has not skipped a beat and the new committee has supportive existing programs and fundraisers and supported the students in a variety of ways.

On a personal note thank you for the support of me in my role and wish all members a great holiday.

I look forward to doing it all again in 2020.

*Dale Mackesey*



## **P&C - Principal's Report from the Education Support Centre - October 2019**

All is well in the Ed Support centre. We are getting pretty full for next year already, which is good.

We have some projects in hand, after many weeks of waiting, we have finally heard from Programmed about the clean-up for the area of the removed water tank. Someone has at least come out to have a look at it. The next stage is they will have to get three quotes and I think it will not be done this year. We are also trying to get Programmed to contact us about the outdoor classroom construction. We are following the Department rules and have no choice but to go through them as it is a big, expensive project. Programmed have apparently had several people away on long service leave who have not been replaced so they are running very behind on their jobs. Ailsa is organising this but right now our hands are tied until Programmed is ready to start getting involved and I think this is definitely not going to get done in the summer holidays. We do not want to have a big rush anyway, it is a lot of money to spend and we want it done well. Any further updates will be passed on to everyone involved.

Alison Harman (principal)