

Mount Hawthorn Primary School P&C Association Inc.

Annual General Meeting
Time/Date: Monday 7.15pm, 9 March 2020
Location: Harbeck Centre (Library)

President: Mrs Julia Wilcox
Vice President: Mrs Belinda Owen
Secretary: Ms Angeline Hicks
Treasurer: Mrs Elizabeth Tilmouth

1. Welcome/Apologies

Julia Wilcox opened the AGM at 7:15pm and welcomed everyone.

<refer attendance listing for further details of attendees>.

The President confirmed that there was a quorum.

Julia welcomed John Carey MLA to the meeting.

John discussed current issues and noted that Bob Hawke college has opened on schedule and was receiving positive feed-back.

John advised that a pedestrian community survey was underway in Perth and noted that in his meetings with locals, pedestrian safety improvements was the primary issue raised.

John also noted the commencement of Containers for change on June 2, 2020 and encouraged the P&C to look in to their options to register.

Finally, John advised that the recent Coronavirus threat was being taken very seriously by the State Government and planning was underway for safety and precautionary measures.

2. Confirmation of minutes of previous meetings

2.1 General Meeting 29th October 2019

Motion: It was moved by Julia Wilcox and seconded by Belinda Owen that the minutes of the previous General Meeting held on 29 October 2019, be accepted as true and correct. *Carried without dissent.*

2.2 Executive Meeting 18 November 2019

Motion: It was moved by Julia Wilcox and seconded by Belinda Owen that the minutes of the previous Executive Meeting held on 18 November 2019, be accepted as true and correct. *Carried without dissent.*

2.3 Executive Meeting 28 February 2020

Motion: It was moved by Julia Wilcox and seconded by Belinda Owen that the minutes of the previous Executive Meeting held on 28 February 2020, be accepted as true and correct. *Carried without dissent.*

3. Business arising

The President tabled the current list of outstanding action items and advised that these had been deferred to the upcoming executive meeting.

4. Correspondence

Nil.

5. P&C President's Report

The President, Mrs Julia Wilcox presented the P&C President's report for 2019 (refer to attachment), which confirmed that 2019 was a very successful year for the P&C with the completion of key projects such as the Pre-Primary Playground Equipment and planning for the soon to be installed Kiss and Ride and Outdoor Classroom.

The President thanked the departing executive members, Angeline Hicks and Amanda Derbyshire, for their support and service to the P&C over the past few years.

The Presidents Report was adopted.

6. Principal's Report

The Principal, Mr Dale Mackesey presented the Principal's report. (refer to attachment).

Dale discussed the current state of the Corona virus (COVID-19) threat within the community and the school and advised that the school were working hard to be able to respond to any situation as it arises.

Dale advised that starting in 2020, teaching staff would need to complete a finance requisition, through finance committee to request money from the P&C.

The Principal's Report was adopted.

7. Education Support Principal Report

The Education Support Principal, Mrs Alison Harman presented the Education Support Principal's Report. (refer to attachment).

Mrs Harman advised that 2019 had been a successful year in Ed-Support and that one of the key initiatives was the buddy program, which will recommence in 2020.

Alison provided an update on the Outdoor Classroom progress which will be installed in 2020.

The report of the Education Support Principal was adopted.

8. Treasurer's report

The Treasurer, Mrs Liz Tilmouth, presented the Treasurer's report for the year ending 31 December 2019, along with the financial statements for the year ending 31 December 2019, which included the Solvency Statement, which had been previously circulated to members.

(refer to attachments).

The Treasurer also presented the P&C budget for 2020 (refer to attached).

Motion: The President moved that the P&C adopt the financial statements and Solvency Declaration for the year ending 31 December 2019. Angeline Hicks seconded the motion. *Carried without dissent.*

The Treasurer tabled the budget 2020, as previously circulated.

Motion: It was moved by Julia that the 2019 draft budget be accepted and adopted, Belinda seconded it. *Carried without dissent.*

The Treasurer's Report was adopted.

9. Year in Review – P&C Sub Committees

9.1 Safety

Mrs Julia Wilcox presented the Safety Report, which is attached, noting the efforts of Tatianne Miracy-Hogg in 2019 and especially for her drive to get the new Kiss and Ride approved, designed and installed.

9.2 Uniform

Mrs Tehani Dellar-Pratt presented the Uniform Report, which is attached, and noted that the Uniform Shop was currently 100% staffed by volunteers at the moment.

9.3 Grants

Ms Angeline Hicks presented the Grants Report. (refer to attached).

9.4 Fathering Project

The Fathering Project did not have a representative at the meeting, however the Fathering Project Report was tabled. (refer to attached).

9.5 Canteen

Mrs Shoni Lewis presented the Canteen Report., which is attached.

Shoni advised that a review of canteen pricing is currently being undertaken and this will be reviewed with the P&C later in the term.

Shoni advised that there was a long term volunteer (Rose) leaving this year after six years of service and also that a new volunteer, with a disability, had started volunteering at the canteen this term.

9.6 Fair

Mrs Sonia Siamos presented the Fair Report, which is attached.

Sonia noted that the fair date was 7 November 2020 and a committee had been formed to come up with themes and branding.

Sonia advised that Wednesday 11 March was the first class liaison fair meeting.

9.7 Events – Amy Pham

Amy Pham presented the Events Report, which is attached and noted that they would be seeking some new members to join the committee this year.

9.8 School Board

Amanda Derbyshire advised that she will not continue in this role for 2020. The P&C thanked her very much for her assistance in this role in 2019.

9.9 Grounds – Travis Lithgo

The Grounds report was tabled by Travis Lithgo, refer to attached.

9.10 Music Parents Committee

The report for the Music Parents Committee was tabled by Sarah Brown (refer to attached).

The Sub Committee reports were adopted.

10. Report by the Mayor, Mrs Emma Cole

Mrs Emma Cole, the Mayor of the City of Vincent addressed the meeting and noted the following community matters:

- The City of Vincent had given an initial approval to install a crossing/cross walk on Scarborough Beach Road outside the school, however this still had many more steps of approval to proceed through, before it would proceed; and
- In the hope of making parking easier for Kindy parents at Richmond Street, the COV would be using the Easi Park App to allow free parking during drop off and pick up times; and
- The COV Environmental grant is now open for submissions.

11. Election of Executive and Committee positions

Julia Wilcox read out the list of nominations. She noted that the office bearers were all elected unopposed and congratulated them.

Office Bearers	
President	Julia Wilcox
Vice President	Belinda Owen
Hon. Treasurer	Liz Tilmouth
Hon. Secretary	Sharon Heaton
Sub-Committees	
Canteen	Shoni Lewis
Events	Amy Pham, Amy Pontague
Fair	Sonia Siamos, Shoni Lewis and team
Grants	Angeline Hicks, Natalie D Ábrew, Eve Metcalfe
Grounds	Travis Lithgo
Safety	Allison Rolfe
Uniform	Tehani Dellar-Pratt, Liz Tilmouth,
Fathering Project	Dan Loden
Music Parents Committee	Sarah Brown
Other	
School Board Liaison	Jemma Robinson
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.

12. General business

12.1 Adopt Terms of Reference (2020)

The Secretary, Ms Angeline Hicks noted that the TOR for 2020 had been circulated and it had not changed from the previous year, except for the inclusion of the new Music Parents Committee TOR

The Terms of Reference for 2020 were tabled as read.

Motion: It was moved by Julia Wilcox and seconded by Belinda Owen that the Terms of Reference (updated for 2020) be accepted and adopted. *Carried without dissent.*

12.2 Motion to appoint Auditor Craig Pentland

The Treasurer advised that the auditor (Craig Pentland) had nominated himself for the position of the auditor for 2020.

Motion: It was moved by Angeline Hicks and seconded by Julia Wilcox that Craig Pentland was appointed the auditor for the calendar year 2020. *Carried without dissent.*

12.3 Banking Arrangements Transition

The Treasurer noted the appointment of a new Hon Secretary, Mrs Sharon Heaton.

The P&C Executive Committee were required to approve 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 Mrs Sharon Heaton as a signatory and electronic banking authoriser; and
2. Remove Ms Angeline Hicks as a signatory and electronic banking authoriser; and
3. Julia Wilcox, Belinda Owen 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.

Motion: It was moved by Angeline Hicks and seconded by Tehani Dellar Pratt that following changes to banking signatories and banking arrangements be made, with immediate effect:

1. Add Mrs Sharon Heaton as a signatory and electronic banking authoriser; and
2. Remove Ms Angeline Hicks as a signatory and electronic banking authoriser; and
3. Julia Wilcox, Belinda Owen and Elizabeth Tilmouth are to remain as signatories and electronic banking authorisers.

Carried without dissent.

12.3 P&C Calendar 2020

The P&C calendar, as previously circulated, was tabled for discussion.

Motion: It was moved by Angeline Hicks and seconded Julia Wilcox that P&C calendar for 2020 be adopted. *Carried without dissent.*

12.4 Emergency Spending Delegated Authority Approval

The P&C advised that at times during the year there may be a need to enact an emergency spending provision in order to complete necessary repairs or attend to urgent expenses.

Motion: It was moved by Belinda Owen and seconded by Angeline Hicks that the Treasurer and President, together, have delegated authority to spend emergency funds on unforeseen expenses relating to operations of the P&C, with a motion to retrospectively approve expenditure to be moved at the next General meeting. Carried without dissent.

13. Conclusion

Next Meeting: Exec Meeting Monday 30th March 2020, 7.15pm Staff Meeting Room

Meeting closed: 8:27 pm

ANGELINE HICKS

Hon Secretary

9 March 2020

Attachments

- A. P&C President's Report**
- B. Principal's Report**
- C. Ed Support Principal's Report**
- D. Treasurer's Report**
 - D.1 2019 Financial Statement and Reports**
 - D.2 2020 Budget**
 - D.3 Auditor's Report**
 - D.4 Insolvency Statement**
- E. Safety Report**
- F. Uniform Report**
- G. Grants Report**
- H. Fathering Project Report**
- I. Canteen Report**
- J. Events Report**
- K. Grounds Report**
- L. Music Report**
- M. Terms of Reference 2020**
- N. P&C Calendar**