

# Mount Hawthorn Primary School P&C Association Inc.

## General Meeting Minutes

**Time/Date: Monday 7.15pm, 11<sup>th</sup> May 2020**

**Location: Zoom Video Conference**

### In Attendance

#### Office Bearers

Julia Wilcox, P&C President  
Belinda Owen, P&C Vice President  
Liz Tilmouth, Hon Treasurer  
Sharon Heaton, Hon Secretary

#### Committees

Allison Rolfe, Safety  
Amy Pontague, Events  
Tehani Dellar-Pratt, Uniforms  
Shoni Lewis, Canteen  
Sarah Brown, Music  
Angeline Hicks, Grants  
Sonia Siamos, Fair  
Jemma Robinson, School Board

#### School Representatives

Dale Mackesey, Principal MHPS

#### Other Attendees

Kira Sparrow

### 1. Welcome/Apologies

The president welcomed all present and declared the meeting open at 7.15pm.

Apologies were noted from Travis Lithgo (Grounds).

### 2. Confirmation of minutes of previous meetings

Annual General Meeting 9<sup>th</sup> March 2020  
Executive Meeting 30<sup>th</sup> March 2020

**Motion:** It was moved by Shoni Lewis and seconded by Liz Tilmouth that the minutes of the previous Annual General Meeting, held on Monday 9<sup>th</sup> March 2020 at 7.15pm and the Executive Meeting held on Monday 30<sup>th</sup> March 2020 at 7.15pm, be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

### 3. Business arising

Issue	Date	Responsible	Status
Iron filtration system to be installed in 2020. Grounds to put forward a paper which describes the cost and the benefits of the system.	18.11.2019	Travis Lithgo	Dale provided update. The money has been redirected to other maintenance requirements – redo the school bore, connect the reticulation to bore water. No timeline at this stage.  Item to be removed from the agenda.
Containers for Change. Ensure on the Agenda for Term one, 2020. Carry forward to 2020.	9.09.2019	Elizabeth Tilmouth Julia Wilcox	P&C to apply for account for the school.  Carry over to next meeting 15.06.20.
Canteen Staff to consider permanent part-time contracts	9.09.2019	Julia Wilcox Elizabeth Tilmouth Shoni Lewis	Contracts not to be changed whilst Job Keeper being received.  Item to remain on agenda for future review.
Credit card provider decision to be made, Tyro vs Westpac	9.09.2019	Elizabeth Tilmouth	Liz advised Westpac are the best option. Decision made to move ahead with application through Westpac.  Remove from agenda.
Shoni Lewis to liaise with Dale Mackesey to facilitate electrician to attend canteen.	30.03.2020	Shoni Lewis Dale Mackesey	Actioned.  Remove from agenda.
Investigate possibility of canteen offering take away menu during school closure.	30.03.2020	Shoni Lewis	Remove item due to Term 2 being normal school arrangement.
Interface between stage and PP area works required in 2020	18.11.2019	Travis Lithgo	Item to be carried forward for next meeting 15.06.20.

#### 4. Correspondence

Sender	Topic	Date Recd	Recipient
Westpac	Term Deposit Maturity Notification	March 19 <sup>th</sup> , 2020 April 2 <sup>nd</sup> , 2020	The President – passed on to Treasurer
Membership Applications – Multiple	Completed 2020 Membership Forms and Nomination Forms	April 7 <sup>th</sup> , 2020 April 8 <sup>th</sup> , 2020 April 9 <sup>th</sup> 2020	To Sharon Heaton
Commonwealth Bank	Contactless Transaction Limit Increasing to \$200	April 2 <sup>nd</sup> , 2020	P&C – passed on to Treasurer
Westpac	Term Deposit Renewal Notification	April 6 <sup>th</sup> , 2020	The President – passed on to Treasurer
Government of Western Australia – Department of Communities	Working with Children Check for Sarah Wiggett	April 15 <sup>th</sup> , 2020	Claudia Elkington – passed on to Treasurer

#### 5. P&C President's Report – Julia Wilcox

Julia Wilcox provided a verbal update.

Nothing new to report at this stage. Special thanks to Liz for all her hard work arranging Job Keeper etc.

#### 6. Principal's Report – Dale Mackesey

Dale Mackesey presented the Principal's report which included the following points:

Points raised:

- 94% of students back to date
- Anticipate full complement w.c. the 18th May
- Kiss and Ride working well
- School has spent approx \$25K to manage COVID with relief teachers. It's school money and not supplemented by the Education Department
- Additional 4 cleaners helping across the school which also facilitates cleaning during the day
- Teaching and learning programs have been modified
- Cross country to be modified for later in the term
- Year 6 camp has been postponed to later in the year
- Lightening carnival to be run internally with the school
- Protective behaviours to be delivered in a different manor but will still be covered.
- Music program to kick off this week – choir will be split into 20 students. Orchestra and band to also kick off this week.
- Naplan has been cancelled and school will be using other learnings to assist with planning
- First assembly held over the PA
- Student Councillors will be running newsletter every second week
- School board meeting over WebEx on the 23<sup>rd</sup>. Will be looking at teaching and learning program for 2<sup>nd</sup> half of year
- Extensive grounds and gardens work underway

The Principals report was adopted by the Committee.

## 7. Treasurer's report

Liz Tilmouth presented the Treasurer's report, balance sheet and profit and loss statements.

The following points were noted:

- Cash balance looking healthy, especially given the current environment where fundraising is limited
- Liz reiterated P&C are in a position to pay all debts
- JobKeeper has positively impacted our budget position
- P&C has received to date a \$10K stimulus and possibly two more payments of \$5,000 each expected on 28 July and 28 October 2020
- Canteen will be operating as a profit given operating as per normal
- Kiss & Ride – our provision is \$15K, not \$10K as noted in Principal's report

**Action:** Outstanding invoice for oval edges in January. Dale to follow up the invoice and send to Liz.

It has been agreed that at this time funding is not required for HR/legal advice. Julia taking lead on managing and Angeline advised she may be able provide some assistance on questions if required.

**Motion:** It was moved by Liz Tilmouth and seconded by Sharon Heaton the expenditure undertaken from 1 March 2020 to 30 April 2020 as per the Cash Summary report. *The motion was carried without dissent.*

**Motion:** It was moved by Liz Tilmouth and seconded by Julia Wilcox to confirm approval of changing the Xero subscription payment from credit card to bank account direct debit from the main WBC account. *The motion was carried without dissent.*

**Motion:** It was moved by Liz Tilmouth and seconded by Belinda Owen to authorize the Treasurer to change the pricing plan for Vend downwards if required. *The motion was carried without dissent.*

**Motion:** It was moved by Julia Wilcox and seconded by Sharon Heaton to move our Vend payment to annual billing from monthly. *The motion was carried without dissent.*

**Motion:** It was moved by Liz Tilmouth and seconded by Julia Wilcox to close WBC and CBA Credit card accounts as no longer in use and illegal under the new Constitution. *The motion was carried without dissent.*

The Treasurer's Report was adopted by the Committee.

## 8. Committees and Representatives Reports

### 8.1 Safety: Allison Rolfe

Allison Rolfe tabled the Safety report.

No new items during this period.

The Safety report was adopted by the Committee.

## **8.2 Uniform: Tehani Dellar-Pratt**

Tehani Dellar-Pratt tabled the Uniform report.

Points noted:

- The uniform shop continues to be busy
- Year 6 are delivering orders

The Uniform report was adopted by the Committee.

## **8.3 Grants: Angeline Hicks**

The Grants report was presented by Angeline Hicks.

No news on grants which have been submitted.

The Grants report was adopted by the Committee.

## **8.4 Fathering Project: Dan Loden**

All activity has been suspended.

The Fathering Project report was adopted by the Committee.

## **8.5 Canteen: Shoni Lewis**

Shoni Lewis tabled the canteen report.

The following points were noted:

- Canteen has been busy
- No volunteers are currently in although looking to add from w.c. 18<sup>th</sup> May. The volunteers are regulars. Not looking to open up to all parents
- All suppliers are back up and running
- Price review still on the agenda
- If additional funds are available Shoni has requested we consider stainless steel bench tops if possible

The Canteen report was adopted by the Committee.

## **8.6 Fair: Sonia Siamos**

Sonia Siamos tabled the Fair report.

Points raised:

- The Fair team are continuing to work on the assumption the Fair will go ahead in November
- Decision to be made mid-July

The Fair report was adopted by the Committee.

### **8.7 Events: Amy Pontague**

Amy Pontague tabled the events report.

The following points were raised:

- If the fair and disco don't go ahead, we could consider a Readathon in Term 3, potentially August
- Dale confirmed that if we do run a Readathon in August it won't clash with anything
- Dale advised Jennifer Townsend will provide assistance if a Readathon goes ahead
- Would look to make a decision on the disco by mid-July

The Events report was adopted by the Committee.

### **8.8 School Board: Jemma Robinson**

Verbal update provided.

Jemma hasn't been able to attend a board meeting as yet due to timings of meetings and work commitments. Dale advised Board meetings due to resume as per normal shortly.

### **8.9 Grounds**

No report was tabled.

### **8.10 Music – Sarah Brown**

Sarah Brown presented the music report.

Points raised:

- Choir, orchestra and band to kick off again this week w.c. 11<sup>th</sup> May
- No plans for scheduled performances
- Band camp is still a possibility and in discussion amongst Band Committee.

The Music report was adopted by the Committee.

## **9. General business**

### **9.1 Insurance**

Liz attended a WACSSO seminar and topic of Insurances raised.

**Action:** Belinda and Liz to discuss our options prior to renewals.

## **10. Conclusion**

It was confirmed that the next meeting (Executive Meeting) is scheduled to be held Monday 7.15pm 15 June 2020. Location TBC (Harbeck Centre or Zoom).

There being no further business, the meeting was declared closed at 8.15pm.

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**SHARON HEATON**

Hon Secretary

11 May 2020

## Summary of Actions

<b>Issue</b>	<b>Date</b>	<b>Responsible</b>	<b>Status</b>
Containers for Change	9.09.2019	Elizabeth Tilmouth Julia Wilcox	P&C to apply for account for the school.  Carry over for discussion at next meeting.
Interface between stage and PP area works required in 2020	18.11.2019	Travis Lithgo	Item to be discussed at next meeting 15.06.20.
Pre-Primary Grounds Landscaping	11.05.20	Travis Lithgo	Funding has come through from the Education Department to fix up some of the landscaping in the PP area. Travis to arrange quotes from previously used playground installer. Funding will come straight to the school.  Travis to advise progress at next meeting 15.06.20.
Insurances	11.05.20	Belinda Owen Elizabeth Tilmouth Shoni Lewis	Team to review Insurances prior to renewal and advice at next meeting 15.06.20.
Grounds: Edging Invoice	11.05.20	Elizabeth Tilmouth Dale Mackesey	Dale to follow up outstanding invoice and provide to Liz for processing.
Canteen Staff - consider permanent part-time contracts	9.09.2019	Julia Wilcox Elizabeth Tilmouth Shoni Lewis	Contracts not to be changed whilst Job Keeper being received.  Item to remain on agenda for future review.