

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 7.15pm, 10th August 2020

Location: Harbeck Centre

In Attendance

Office Bearers

Julia Wilcox, P&C 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
Travis Lithgo, Grounds

School Representatives

Dale Mackesey, Principal MHPS

1. Welcome/Apologies

The president welcomed all present and declared the meeting open at 7.17pm.

Apologies were noted from Dan Loden (Fathering Project), Jemma Robinson (School Board) and Belinda Owen (P&C Vice President).

2. Confirmation of minutes of previous meetings

General Meeting 11th May 2020

Executive Meeting 1st July 2020

Motion: It was moved by Sharon Heaton and seconded by Julia Wilcox that the minutes of the previous General Meeting, held on Monday 11th May 2020 at 7.15pm and the Executive Meeting held on Wednesday 1st July 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
Containers for Change	9.09.2019	Elizabeth Tilmouth Julia Wilcox	P&C has secured a code. Scheme commences on the 1 st October 2020. Bin won't be available at school initially. Recruited Catrina Campbell-Fraser as rep for Containers for Change. Item can be closed.

Interface between stage and PP area works required in 2020	18.11.2019	Travis Lithgo	Travis suggested tidying up the area, eg install synthetic grass. Action: Travis to request a couple of quotes and present to P&C at next meeting on the 14.09.2020.
Pre-Primary Grounds Landscaping	11.05.20	Travis Lithgo	Item completed and closed.
Insurances	11.05.20	Belinda Owen Elizabeth Tilmouth Shoni Lewis	Insurances have been renewed. Item closed.
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.
Bench for canteen area	1.07.20	Shoni Lewis	Shoni is looking to package it up as part of a canteen grant. Will include uniforms, stainless steel bench and bench for undercover. Action: Shoni to advise progress at next meeting 14.09.2020. Action: Shoni to liaise with Ange for any assistance on grant application.
July executive meeting to be scheduled	1.07.20	Sharon Heaton	Executive Meeting to be held before the evening of the 6th July to approve budget spend. Close item.
Public Officer role	1.07.20	Elizabeth Tilmouth	Motion: It was moved by Julia Wilcox and seconded by Sharon Heaton to appoint Elizabeth Tilmouth into the role of Public Officer. <i>The motion was carried without dissent.</i> Action: Liz to advise the Tax Officer.
Uniform Convenor	1.07.20	Julia Wilcox Belinda Owen	Tehani has agreed to continue working in the uniform shop on a volunteer basis so will therefore continue in the role as Uniform Convenor.

			Item to be closed.
Holding of netball club monies	10.08.20	Elizabeth Tilmouth	Action: Discuss options at next meeting on the 14.09.2020

4. Correspondence

Sender	Topic	Date Received	Recipient
City of Vincent	Volunteering survey from the Department of Communities	31.07.20	Secretary
Containers for Change	Information Sessions	30.07.20	Secretary
WACSSO	Certificate of Membership	29.07.20	Secretary
Vend	Annual Vend subscription for MHPS Uniform	04.07.20	Secretary, Treasurer, Uniform

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

No report tabled.

6. Principal's Report – Dale Mackesey

Dale Mackesey talked through his report. Report to be shared with team when minutes are distributed.

The following points were raised:

- Recommencement of activities such as school sports and banking
- Parents are being invited into the classrooms to review work in both Week 5 and Week 10
- Initial review of survey results looks positive with detailed results to be shared with School Board and wider community soon
- Enrolments for 2021 indicate a growth in student numbers
- Outdoor classroom has commenced
- Oval will need refurbishment towards the end of the year and the P&C will be approached by the school to assist with funding
- P&C contribution to stay at \$70 per student, capped at \$140 per year. Wording on booklist form to be altered to make it clearer for parents the amount is capped at \$140 per family
- In keeping with the cultural framework, the school is looking at printing staff shirts with a Noongar pattern. School has requested a contribution from the P&C

Action: Tehani to email Sharron Proctor a request to source quotes on the installation of an air conditioning unit to the canteen and uniform shop area.

Motion: It was moved by Dale Mackesey and seconded by Julia Wilcox for the P&C contribution in 2021 to remain at \$70 per student, capped at \$140 per family. *The motion was carried without dissent.*

Motion: It was moved by Julia Wilcox and seconded by Sharon Heaton that the P&C subsidise the purchase of staff school shirts for NAIDOC week up to the value of \$1,000. *The motion was carried without dissent.*

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:

- Business areas projected to achieve pre-COVID budgets
- \$5K COVID stimulus has been received in July with another \$5K due early October
- Reporting method has changed following discussions with Auditor
- Cash balance remain unchanged and is looking healthy
- Liz reiterated P&C are in a position to pay all debts
- Term deposit to be rolled over for another 3 months through to early October 2020

Motion: It was moved by Liz Tilmouth and seconded by Sharon Heaton the expenditure undertaken from 1 June 2020 to 31 July 2020 as per the Cash Summary report. *The motion was carried without dissent.*

Action: Liz to discuss with sub committees the change to reporting method.

The Treasurer's Report was adopted by the Committee.

8. Committees and Representatives Reports

8.1 Music: Sarah Brown

Sarah Brown tabled the Music report.

Points noted:

- A parent email has been received about the possibility of younger children joining the choir. The request was again discussed with Mrs Hardman who indicated it was not possible.

Motion: It was moved by Sarah Brown and seconded by Julia Wilcox that the choir age to remain as Year 5 and Year 6 only. *The motion was carried without dissent.*

The Music report was adopted by the Committee.

8.2 Uniform: Tehani Dellar-Pratt

Tehani Dellar-Pratt tabled the Uniform report.

Points noted:

- Uniforms being requested at no cost due to financial hardship currently done on an ad hoc basis. All agreed it should be a confidential process with the number of people being made aware of the request as small as possible.

Action: Tehani to update the form to introduce a place for the school to sign off on a request

The Uniform report was adopted by the Committee.

8.3 Grants: Angeline Hicks

The Grants report was presented by Angeline Hicks.

Points raised:

- STEPup Grant hasn't been spent as yet. Money received last year.

Action: Ange to confirm amount of STEPup Grant was \$1,200

Action: Travis to develop tree mapping plan for the next 6-7 years. Add the information to the current grounds plan

The Grants report was adopted by the Committee.

8.4 Fathering Project: Dan Loden

Fathering Project report distributed prior to meeting. Dan Loden apology for meeting.

The following points were noted:

- Sausage sizzle spot has been secured at Bunnings on the 23rd August. Will be used as a fundraising opportunity. No cost to P&C and due to COVID restrictions no-one under the age of 18 will be involved.

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:

- Need to start considering how we deal with transition of existing volunteers with a couple of people finishing up at the end of this year and others leaving at the end of next year
- Discussion needs to be had with parent who had incident with child receiving incorrect sandwich order in Term 2

Action: Julia and Shoni to meet to discuss recruitment plan

Action: Dale to raise parent issue with Perisse to assist in establishing an amicable/workable solution for future orders. Discuss further with Shoni

The Canteen report was adopted by the Committee.

8.6 Fair: Sonia Siamos

Sonia Siamos tabled the Fair report.

Points raised:

- Meeting was held with fair members 05.08.2020
- Discussion had on whether we run a bar at the fair. Sonia has been in contact with an external business called The Little Bar Cart as a potential supplier. Has to be licensed in a 9m x 9m area that is sectioned off. They would like to be at the school for a 4hr duration. P&C won't be receiving any profits from the stall.

Action: Julia to send out a survey to the Exec team to gauge appetite on having a bar at the Fair

The Fair report was adopted by the Committee.

8.7 Events: Amy Pontague

Amy Pontague tabled the events report.

The following points were raised:

- Following the announcement of the delay of Phase 5 restrictions being introduced, the suggestion was made to cancel the school disco.

Motion: It was moved by Amy Pontague and seconded by Julia Wilcox that the school disco be cancelled. *The motion was carried without dissent.*

The Events report was adopted by the Committee.

8.8 School Board: Jemma Robinson

No report was tabled.

8.9 Grounds

No report was tabled.

8.10 Safety – Allison Rolfe

Verbal update provided.

Points raised:

- Scooter rack/locker requires installation still. Travis to install and be advised of location
- Significant number of people using Kiss and Ride which is causing queues and traffic backlog. Look at getting school councillors to develop a flyer communicating dos and donts around use of the Kiss and Ride. Dale/school to reintroduce delayed pick ups
- Cross walk application has been actioned again. Dale has received information which he will pass on to Allison for review

Action: Dale to discuss with Cherry where the racks are being stored and advise Travis where to install them in the PP area.

Action: Allison to discuss with Dale the Kiss and Ride issues and the rules which need adopting. Information then needs to be disseminated to the wider community

Action: Dale to include information in the newsletter of reverting to pick up only commencing at 3.10pm for Kiss and Ride

Action: Dale to share with Allison information recently received on the cross-walk application status

The Safety report was adopted by the Committee.

9. General business

9.1 P&C Voluntary Contributions for the booklist

Agenda item Covered under Principals report

10. Conclusion

It was confirmed that the next meeting (Executive Meeting) is scheduled to be held Monday 7.15pm 14 September 2020. Location Harbeck Centre.

There being no further business, the meeting was declared closed at 8.30pm.

SHARON HEATON
Hon Secretary

10 August 2020

Summary of Actions

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Interface between stage and PP area works required in 2020	18.11.2019	Travis Lithgo	Travis suggested tidying up the area, eg install synthetic grass.

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