

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 7.15pm, 26th October 2020

Location: Harbeck Centre

In Attendance

Office Bearers

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

Committees

Allison Rolfe, Safety
Shoni Lewis, Canteen
Angeline Hicks, Grants
Sarah Brown, Music
Sonia Siamos, Fair
Tehani Dellar-Pratt, Uniforms
Dan Loden, Fathering Project

School Representatives

Dale Mackesey, Principal MHPS

1. Welcome/Apologies

The president welcomed all present and declared the meeting open at 7.18pm.

Apologies were noted from Amy Pontague (Events) and Travis Lithgo (Grounds).

2. Confirmation of minutes of previous meetings

General Meeting 10th August 2020

Executive Meeting 14th September 2020

Motion: It was moved by Sharon Heaton and seconded by Julia Wilcox that the minutes of the previous General Meeting, held on Monday 10th August 2020 at 7.15pm and the Executive Meeting held on Monday 14th September 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
Interface between stage and PP area works required in 2020	18.11.2019	Travis Lithgo	Item completed and can be removed.
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 now minutes from General

			Meeting on 10th August confirmed.
Holding of netball club monies	10.08.20	Elizabeth Tilmouth	Action: Liz to meet with Allison Rolfe and netball committee to set up account with signatories/approvers and P&C Xero access. Action item to be removed.
Canteen recruitment plan	10.08.20	Shoni Lewis Julia Wilcox	Action: EOI to go in newsletter requesting volunteers. Aiming for enough regular volunteers therefore not requiring additional paid staff.
Scooter Rack installation	10.08.20	Allison Rolfe Travis Lithgo Dale Mackesey	Racks have been located. Still require installation. Dale advised more credits have become available for additional scooter racks to be ordered. Action: Dale to follow up Travis on installation.
Long service leave	14.09.20	Liz Tilmouth	Action: Liz to ensure there is a provision raised for accrual of long service leave in light of employment contracts being offered. Item actioned and can be removed.
Family Fun Day	14.09.20	Belinda Owen Sonia Siamos	Action: Belinda working with Sonia to ensure a risk assessment is completed prior to the event. Plan development underway.
Grounds Busy Bee	14.09.20	Julia Wilcox	Action: Julia to set up booking system for people to be able to confirm availability to help with Busy Bee. Item actioned and can be removed.
Composting Bins	14.09.20	Angeline Hicks Travis Lithgo	Action: Shoni to discuss with Mel Russell a process to enable canteen to commence use.

4. Correspondence

Sender	Topic	Date Received	Recipient
Containers for Change	Multiple Newsletters	September and October	Secretary
WACSSO	P&C Voice Magazine	September	Secretary
LW Reid	Uniform Catalogue 2020/2021	September	Tehani Dellar-Pratt

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

Julia Wilcox talked through her report.

The following points were raised:

- Outdoor classroom and surrounds almost complete.
- Would like WES Branding to be added to Container for Change bins which require the purchase of the bins so stickers can be applied. **Item has been altered and no longer looking to purchase the bins. Remove motion for funds.**
- In place of purchased bins, would like to purchase x2 fixed bale frames. Will borrow 2 for the fun day before decision is made on purchasing the frames.
- Wishlist has been circulated. Items 1 – 7 to be scoped and quoted. Items include;
 1. School entrances (inc. Kindy) - design and quote required
 2. Paving, Seating, Greening on Killarney St – design and quote required
 3. Tiger turf enhancement (inc. shade) - design and quote required
 4. Fairy garden renovation - design and quote required
 5. Sustainability zone - design and quote required
 6. Playground shade sail - design and quote required
 7. Fixed pergola/gazebo near oval – design and quote required
 8. Canteen upgrade - \$6,500
 9. PP Synthetic turf slope - \$18,000
 10. Oval extension – REMOVE FROM LIST

Motion: It was moved by Julia Wilcox and seconded by Sharon Heaton to approve spend of up to \$200 on the purchase of 2 frames. *The motion was carried without dissent.*

Action: All Wishlist items to be costed before decisions are made. Dale to get quote on items 1, 6 and 7. Travis to arrange quote for items 2, 3, 4, 5.

6. Principal's Report – Dale Mackesey

Dale Mackesey talked through his report.

The following points were raised:

- A comprehensive school review is underway in both academic and non-academic areas.
- Ongoing work continues in developing and embedding the Reconciliation Action Plan (RAP).
- The Biannual Survey has indicated overall satisfaction rate at or above previous years.
- A Type A Cross Walk has been approved for Scarborough Beach Road.
- The Junior Primary refurbishment program has seen all carpet and lights replaced.
- Undercover area project nearly complete.
- The Principals position has been advertised due to a reclassification.

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 remains unchanged and is looking healthy through to the end of the year.
- P&C contribution towards outdoor classroom requires payment in November 2020. Liz will require invoice from school to facilitate P&C payment.
- CBA Bank Accounts have been closed.
- Option suggested to investigate rates at Judo Bank for Term Deposit
- There has been a change in sub-committee reporting. Liz to meet with relevant parties to explain further.
- Netball Club – funds to be removed from P&C account and put into an account in the name of Mt Hawthorn Primary School netball club and operated by the Netball club subcommittee.
- LSL has now been accrued for canteen employee.
- Agreed to continue with provisions in 2021. Change “Tiger Turf” to “Grounds”.

Motion: It was moved by Liz Tilmouth and seconded by Sharon Heaton the expenditure undertaken from 1 September 2020 to 30 September 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 operational spend on oven and microwave to the value of \$3,717. *The motion was carried without dissent.*

Motion: It was moved by Liz Tilmouth and seconded by Sharon Heaton uniform spend for canteen staff of \$560. *The motion was carried without dissent.*

Action: Liz to meet with Allison Rolfe and netball committee to set up account with signatories/approvers and P&C Xero access.

Action: Belinda raised that the Directors Liability is due for renewal. ~\$1,600 against operational spend. Liz and Belinda to liaise.

Action: Liz to meet with relevant parties to explain change in sub-committee reporting.

Action: Liz to look into Judo Bank rates for Term Deposit. Agreed to put away up to \$50K.

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:

- Band tour has been scheduled for the 12th November.
- The 2021 music camp has been booked at Ern Halliday for 17th - 19th July 2021.
- Finale concert scheduled for the 2nd December. To be held on the grounds of MHPS due to COVID restrictions.
- 6 families are being followed up for outstanding band fees.

The Music report was adopted by the Committee.

8.2 Uniform: Tehani Dellar-Pratt

Tehani Dellar-Pratt provided a verbal update.

Points noted:

- School bags haven’t been ordered for a number of years. Price per bag has increased from \$30 to \$39 per bag so looking to increase charge out rate of bags to \$45 from \$40. Agreed to update the costs now in QKR.
- Uniform shop opened for the first-time last week. Agreed to place something in newsletter to promote the shop being back open.

- “My story” staff t-shirts will be stocked through the canteen.
- Discussions being held on whether the Uniform shop will also stock the netball uniforms.
- Looking at having ‘Try-on-packs’ again for Kindy orientation.
- Job description being developed for a paid Uniform role. Advertising will commence at the same time as Canteen role.

Action: Dale will confirm we can use the dungeon for storage of bags.

Action: Advertise paid uniform shop supervisor role.

The Uniform report was adopted by the Committee.

8.3 Grants: Angeline Hicks

The Grants report was presented by Angeline Hicks.

Points raised:

- Environmental grants x2 to be spent
- Grant wasn’t received for the Canteen bench.

The Grants report was adopted by the Committee.

8.4 Fathering Project: Dan Loden

The Fathering report was presented by Dan Loden.

The following points were noted:

- The annual big camp out is planned for the 14th November and tickets were all sold out the same weekend they went on sale.
- Draft risk plan has been developed.
- Plans for 2021 events yet to be finalised – tentatively considering a beach day in term 1 and a fathering speaker event (Cyber Safety potentially).

Action: Draft risk plan for Camp Out to be sent to Belinda for review.

Action: Place note in newsletter to confirm the Camp Out has sold out.

Action: Dale suggested sending email to Kindy Dad’s to promote the Fathering Project.

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:

- Permanent contracts have been signed by Canteen Manager along with Assistants.
- Received confirmation that the Robin Bromley Grant was unsuccessful.
- Funds have been requested to purchase a new convection oven with stand as well as upgrading the island counter to stainless steel.
- Shoni to have initial discussions with OSCA (Wilma) on options to share some costs from the above points along with consumables ongoing.
- Ange and Shoni to discuss requesting sponsorship/donation from suppliers for the oven.

Motion: It was moved by Julia Wilcox and seconded by Liz Tilmouth retrospective operational expenditure of \$980 for the counter installation due to COVID restrictions. *The motion was carried without dissent.*

Motion: It was moved by Shoni Lewis and seconded by Julia Wilcox to purchase a new convection oven and stand to the value of \$3,960 + GST. *The motion was carried without dissent.*

Motion: It was moved by Shoni Lewis and seconded by Julia Wilcox to spend \$1,488.30 + GST to invest in upgrading the island counter to stainless steel. *The motion was carried without dissent.*

Action: Shoni to liaise with OSCA (Wilma) on potential opportunities to share some of the canteen costs.

Action: Shoni and Ange to liaise on sponsorship/donation requests from suppliers.

The Canteen report was adopted by the Committee.

8.6 Fair: Sonia Siamos

Sonia Siamos tabled the Fair report.

Points raised:

- Work is well underway to prepare for the Family Fun day on the 7th November.
- Sold 534 tickets to date. Largest proportion for the afternoon session. Each session will be capped at 900.
- Volunteer spots are filling up well. Kids of parents that have volunteered can attend both sessions.
- Fair budget was pre-approved and that budget will now be allocated to this event, \$9,000 - \$9,500.
- Due to volume of sausages which require cooking it was suggested the Fair team source an additional BBQ to borrow for the day.

The Fair report was adopted by the Committee.

8.7 Events: Amy Pontague

Amy Pontague was an apology for the meeting but the Events report was distributed prior to the meeting.

The following points were noted:

- Lamington drive to proceed. Forms due for dispatch after the family fun day.

Motion: It was moved by Amy Pontague and seconded by Julia Wilcox to spend up to \$5,000 on the purchase of lamingtons in December. *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. Travis an apology so no verbal update provided.

8.10 Safety – Allison Rolfe

Allison Rolfe tabled the safety report.

Points raised:

- Cross walk on Scarborough Beach Road will be installed over the January 2021 school holidays. Once works have been completed, the position for the attendant will be advertised with the aim to have the cross walk up and running in Term 1, 2021. Will be in place for 5 years before reassessing school numbers and usage.

- All agreed that Melissa Cullenane should be nominated for a Board Commendation (P&C unable to purchase a gift/voucher).
- Allison continuing to work on 40km signage location and requesting some modifications on Scarborough Beach Road.
- City of Vincent have proposed the installation of a raised platform at the intersection of Ellesmere and Matlock Street. Requires some additional resident consultation before confirmation and install.

Action: Shoni and Allison to discuss limited hour parking on Kilarney Street.

The Safety report was adopted by the Committee.

9. Other business

1. Board commendations

Suggestion for Melissa Cullene for her work on the Cross Walk and Rose Cave from the Canteen.

Action: Julia to write one up for Melissa Cullene and Shoni for Rose Cave.

10. Conclusion

It was confirmed that the next meeting (Executive Meeting) is scheduled to be held Monday 7.15pm 23 November 2020. Location Conference Room.

There being no further business, the meeting was declared closed at 8.46pm.

SHARON HEATON
Hon Secretary

28 October 2020

Summary of Actions

Issue	Date	Responsible	Status
Public Officer role	1.07.20	Elizabeth Tilmouth	<p>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></p> <p>Action: Liz to advise the Tax Officer now minutes from General Meeting on 10th August confirmed.</p>
Canteen recruitment plan	10.08.20	Shoni Lewis Julia Wilcox	<p>Action: EOI to go in newsletter requesting volunteers. Aiming for enough regular volunteers therefore not requiring additional paid staff.</p>

Scooter Rack installation	10.08.20	Travis Lithgo Dale Mackesey	Racks have been located. Still require installation. Dale advised more credits have become available for additional scooter racks to be ordered. Action: Dale to follow up Travis on installation.
Family Fun Day	14.09.20	Belinda Owen Sonia Siamos	Action: Belinda working with Sonia to ensure a risk assessment is completed prior to the event. Plan development underway.
Composting Bins	14.09.20	Angeline Hicks Travis Lithgo Shoni Lewis	Action: Shoni to discuss with Mel Russell a process to enable canteen to commence use.
Wishlist for future projects	26.10.20	Julia Wilcox Travis Lithgo Dale Mackesey	Action: All Wishlist items to be costed before decisions are made. Dale to get quote on items 1, 6 and 7. Travis to arrange quote for items 2, 3, 4, 5.
Directors Liability	26.10.20	Belinda Owen Liz Tilmouth	Action: Belinda raised that the Directors Liability is due for renewal. ~\$1,600 against operational spend. Liz and Belinda to liaise.
Sub-Committee Financial Reporting	26.10.10	Liz Tilmouth	Action: Liz to meet with relevant parties to explain change in sub-committee reporting.
Term Deposit	26.10.20	Liz Tilmouth	Action: Liz to look into Judo Bank rates for Term Deposit. Agreed to put away up to \$50K.
Camp Out	26.10.20	Dan Loden Belinda Own	Action: Dan to send draft risk plan to Belinda for review. Action: Place note in newsletter to confirm the Camp Out has sold out.
Awareness of Fathering Project	26.10.20	Dan Loden	Action: Dale suggested sending email to Kindy

			Dad's to promote the Fathering Project.
Canteen Costs	26.10.20	Shoni Lewis	Action: Shoni to liaise with OSCA (Wilma) on potential opportunities to share some canteen costs for either new projects and/or ongoing use of consumables.
Canteen Volunteers	26.10.20	Julia Wilcox Shoni Lewis	Action: Advertise requesting volunteers for canteen.
School Bag Storage	26.10.20	Dale Mackesey Tehani Dellar-Pratt	Action: Dale confirm use of dungeon as storage for school bags.
Uniform Shop Role	26.10.20	Julia Wilcox	Action: Advertise for paid uniform role.
Purchase of new convection oven for canteen	26.10.20	Soni Lewis Ange Hicks	Action: Shoni and Ange to liaise on requesting sponsorship/donation requests from suppliers.
Parking on Kilarney Street	26.10.20	Shoni Lewis Allison Rolfe	Action: Shoni and Allison to discuss limited hour parking on Kilarney Street.
Board Commendations	26.10.20	Julia Wilcox Shoni Lewis	Action: Julia to write a recommendation for Melissa Cullene and Shoni for Rose Cave.