

# Mount Hawthorn Primary School P&C Association Inc.

## Annual General Meeting

### Minutes

Time/Date: Monday 7.15pm, 8<sup>th</sup> March 2021

Location: Harbeck Centre (Library)

**President:** Mrs Julia Wilcox

**Vice President:** Mrs Belinda Own

**Secretary:** Mrs Sharon Heaton

**Treasurer:** Mrs Elizabeth Tilmouth

### 1. Welcome/Apologies

Julia Wilcox opened the AGM at 7.18pm and welcomed everyone.

<refer attendance listing for further details of attendees>.

### 2. Quorum Confirmation

The President confirmed that there was a quorum.

Julia welcomed Katherine Nash to the meeting.

### 3. Confirmation of minutes of previous meetings

**General Meeting 26<sup>th</sup> October 2020:** It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes of the previous General Meeting held on 26 October 2020 be accepted as true and correct. *Carried without dissent.*

**Executive Meeting 23<sup>rd</sup> November 2020:** It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes of the previous Executive Meeting held on 23 November 2020 be accepted as true and correct. *Carried without dissent.*

**Executive Meeting 25<sup>th</sup> November 2020:** It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes of the previous Executive Meeting held on 25 November 2020 be accepted as true and correct. *Carried without dissent.*

**Executive Meeting 15<sup>th</sup> February 2021:** It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes of the previous General Meeting held on 15 February 2021 be accepted as true and correct. *Carried without dissent.*

### 4. Business arising

The President tabled the current list of outstanding action items and advised that these have been deferred to the upcoming Executive Meeting except for the last two items which have been actioned since the last Executive meeting on 15<sup>th</sup> February 2021.

Issue	Date	Responsible	Status
Wishlist for future projects	26.10.20	Julia Wilcox Travis Lithgo Dale Mackesey	<b>Action: All Wishlist items to be costed before decisions are made. Dale to get quote on items 1, 6 and 7.</b>

			<p><b>Travis to arrange quote for items 2, 3, 4, 5.</b></p> <p>Reference grounds report.</p> <p>Carry over for further discussion at next Executive meeting.</p>
Term Deposit	26.10.20	Liz Tilmouth	<p><b>Action: Liz to look into Judo Bank rates for Term Deposit. Agreed to put away up to \$50K.</b></p> <p>Reference Treasurer's report. Carry over to next Executive meeting.</p>
Awareness of Fathering Project	26.10.20	Dan Loden	<p><b>Action: Dale suggested sending email to Kindy Dad's to promote the Fathering Project.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Canteen Costs	26.10.20	Shoni Lewis	<p><b>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.</b></p> <p>Carry over for next meeting. Dale mentioned can be included as part of the Board report.</p> <p><b>Action: Liz and Shoni to liaise with Dale/Board. Carry over for next Executive meeting.</b></p>
Parking on Kilarney Street	26.10.20	Shoni Lewis Allison Rolfe	<p><b>Action: Shoni and Allison to discuss limited hour parking on Kilarney Street.</b></p> <p>Carry over to next Executive meeting.</p>
Timetable changes for 2021 and canteen comms	23.11.20	Shoni Lewis Dale Mackesey	<p><b>Action: Shoni and Dale to discuss communication options to tie in with changes to timetable and managing meal breaks and lunch order options.</b></p> <p>Carry over to next Executive meeting.</p>

P&C potential curriculum based funding projects	23.11.20	Julia Wilcox Dale Mackesey	<p><b>Action: Julia requested Dale to speak with the teacher funding committee to encourage curriculum project funding options to be suggested to the P&amp;C for 2021.</b></p> <p><b>Action: Liz to set aside \$25,000 for funding of potential 2021 curriculum-based requests to supplement the Grounds wishlist.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Insurance for cash held	23.11.20	Liz Tilmouth	<p><b>Action: Liz to investigate including school banking in the annual insurance cover.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Our Story T-shirts	23.11.20	Tehani Dellar-Pratt	<p><b>Action: Tehani to request quotes from existing suppliers for the supply of Our Story t-shirts.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Uniform Shop Notice Board	23.11.20	Tehani Dellar-Pratt	<p><b>Action: Tehani to get in touch with Dave for potential Notice Board solutions.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Uniform Shop A/C	23.11.20	Tehani Dellar-Prat	<p><b>Action: Dale suggested Tehani follow up with Sharon on the A/C installation.</b></p> <p>Carry over for discussion at next Executive meeting.</p>
Sponsorship Signage	25.11.20	Travis Lithgo	<p><b>Action: Travis liaise with Katherine Nash on signage opportunities for sponsors.</b></p> <p>Carry over for discussion at next Executive meeting.</p>

COVID safe plan for Sundowner event	25.02.21	Amy Pontague Belinda Owen	<b>Action: Amy to provide Belinda with bullet point information on the Sundowner for development of the COVID safe plan.</b>  <b>ITEM ACTIONED AND CAN BE CLOSED.</b>
Fathering project and P&C membership	25.02.21	Sharon Heaton	All Fathering Project committee members are required to be a fully paid 2021 P&C member.  <b>Action: Sharon to share with Dan the current 2021 membership form.</b>  <b>ITEM ACTIONED AND CAN BE CLOSED.</b>

## 5. Correspondence

Sender	Topic	Date Received	Recipient
ACNC Communications	Monthly Newsletter – AIS submission	1.03.21	Secretary

## 6. P&C Presidents Report

The President, Mrs Julia Wilcox, presented the P&C President's report for 2020 (refer to attachment). Despite the challenges faced throughout 2020, the year was successful with the P&C being able to continue running events and fundraising activities within a modified format.

The President thanked Sarah Brown, Angeline Hicks, Sonia Siamos and Allison Rolfe who are stepping away from the P&C as committee members. She also thanked Shoni Lewis for her service and support in the capacity of Canteen convenor but moving into the music convenor role.

**Resolution:** The Presidents Report was adopted.

## 7. Principal's Report

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

Dale also highlighted Term 1 week 6 parents have the opportunity to visit in classrooms and the faction swimming carnival scheduled for 9<sup>th</sup> March.

**Resolution:** The Principals Report was adopted.

## 8. Education Support Principal Report

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

Mrs Harman thanked all involved, including the school and P&C for bringing the outdoor classroom initiative to life. The kids are loving the new environment and enjoying all the activities.

**Resolution:** The Education Support Principal Report.

## 9. Treasurer's Report

The Treasurer, Mrs Liz Tilmouth, presented the Treasurer's Report for the year ending 31 December 2020, along with the financial statements for the year ending 31 December 2020, which included the Solvency Statement, which had previously been circulated to members (refer to attachment).

The Treasurer also presented the P&C budget for 2021 (refer to attached).

**Motion:** The President moved that the P&C adopt the financial statements and Solvency Declaration for the year ending 31 December 2020. Sharon Heaton seconded the motion. *The motion was carried without dissent.*

The Treasurer tabled the 2021 budget, as previously circulated.

**Motion:** It was moved by Julia Wilcox that the 2021 draft budget be accepted and adopted. Belinda Owen seconded the motion. *The motion was carried without dissent.*

**Motion:** It was moved by Liz Tilmouth that the 2020 audit report be accepted and adopted. Belinda Owen seconded the motion. *The motion was carried without dissent.*

**Resolution:** The Treasurer's Report was adopted.

## 10. Year in Review – P&C Committees and Representatives Reports

### 10.1 Safety

Mrs Allison Rolfe presented the Safety report, refer to attached.

**Resolution:** The Safety report was adopted by the Committee.

### 10.2 Uniform

Mrs Tehani Dellar-Pratt presented the Uniform report, refer to attached.

**Resolution:** The Uniform report was adopted by the Committee.

### 10.3 Grants

Ms Angeline Hicks presented the Grants report, refer to attached.

**Resolution:** The Grants report was adopted by the Committee.

### 10.4 Fathering Project

Mr Dan Loden presented the Fathering Project report, refer to attached.

**Motion:** It was moved by Sharon Heaton and seconded by Liz Tilmouth the adjustment to 2021 budget from spend of up to \$6,800 to spend of up to \$7,570 to facilitate the running of events throughout the calendar year. *The motion was carried without dissent.*

**Resolution:** The Fathering Project report was adopted by the Committee.

### 10.5 Canteen

Mrs Shoni Lewis presented the Canteen report, refer to attached.

Additionally noted that the mixer in canteen will need replacing this year.

**Resolution:** The Canteen report was adopted by the Committee.

### 10.6 Events & Fundraising

Mrs Amy Pontague presented the Events & Fundraising report, refer to attached.

Noted that the order was placed for Bricks during school holidays and will take up to 6-weeks for printing.

**Resolution:** The Events & Fundraising report was adopted by the Committee.

### 10.7 School Board

No report was tabled.

### 10.8 Grounds

Mr Travis Lithgo presented the Grounds report, refer to attached.

Noted that a discussion is underway with the City of Vincent for the installation of street trees where the kiss and ride is location. Looking to fund the planting of mature trees, up to 4m. Travis to continue discussions.

**Motion:** It was moved by Julia Wilcox and seconded by Liz Tilmouth spend of up to \$1,500 for a surveyor for the SBR entrance design. *The motion was carried without dissent.*

**Resolution:** The Grounds report was adopted by the Committee.

### 10.9 Music

Mrs Sarah Brown presented the Grounds report, refer to attached.

**Resolution:** The Music report was adopted by the Committee.

### 10.10 Fair

Mrs Sonia Siamos presented the Fair report, refer to attached.

**Resolution:** The Fair report was adopted by the Committee.

## 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.

<b>Office Bearers</b>		
President	Julia Wilcox	
Vice President	Belinda Own	
Hon. Treasurer	Liz Tilmouth	
Hon. Secretary	Sharon Heaton	
<b>Sub-Committees</b>	<b>Members</b>	<b>Convenor</b>
Canteen	Claudia Elkington, Liz Tilmouth	Claudia Elkington
Fundraising & Events	Amy Pontague, Jessica Rocchi	Amy Pontague

Grants	Natalie D'Abrew, Eve Metcalfe	Natalie D'Abrew
Grounds	Travis Lithgo	Travis Lithgo
Music Parents	Shoni Lewis, Sophie Gemmell	Shoni Lewis
Mountain Goats	Jools Spon-Smith, Daniel Loden, Ed Wilcox, Justin Bird	Justin Bird
Safety	Aaron Matthews	Aaron Matthews
Uniform	Tehani Dellar-Pratt, Liz Tilmouth, Tatiane Miraz Hogg	Tehani Dellar-Pratt
<b>Other</b>		
Auditor	Craig Pentland	

*All nominations accepted and carried without dissent.*

## 12. Appointments

### 12.1 P&C Auditor

The Treasurer advised that the auditor (Craig Pentland) had nominated for the position of auditor 2021.

**Motion:** It was moved by Sharon Heaton Heaton and seconded by Julia Wilcox that Craig Pentland was appointed the auditor for calendar year 2021. *The motion was carried without dissent.*

### 12.2 New Bank Signatories

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 are remain unchanged for the year 2021. Julia Wilcox, Belinda Owen, Liz Tilmouth and Sharon Heaton are to remain as signatories and electronic banking authorisers.

**Motion:** It was moved by Amy Pontague and seconded by Claudia Elkington that Julia Wilcox, Belinda Owen, Liz Tilmouth and Sharon Heaton are to remain as signatories and electronic banking authorisers. *The motion was carried without dissent.*

## 13. General Business

### 13.1 Terms of Reference

The Secretary, Mrs Sharon Heaton, noted that the TOR for 2021 has been circulated, with minor changes from the previous year for certain sub-committees.

The Terms of Reference for 2021 were tabled as read.

**Motion:** It was moved by Julia Wilcox and seconded by Belinda Owen that the Terms of Reference (2021) be accepted and adopted. *Carried without dissent.*

### 13.2 P&C Calendar 2021

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

**Motion:** It was moved by Sharon Heaton and seconded by Belinda Owen that the P&C Calendar for 2021 be adopted. *Carried without dissent.*

## 14. Conclusion

The next meeting will be the Executive Meeting on Monday 29 March 2021 at 7.15pm in the Harbeck Centre.

There being no further business, the meeting was declared closed at 8.04pm.

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**SHARON HEATON**  
Hon Secretary

8 March 2021

## Summary of Actions

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