

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 7.15pm, 3rd May 2021

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

Aaron Matthews (Safety)
Amy Pontague (Events)
Natalie D'Abrew (Grants)
Shoni Lewis (Music)
Sophie Gemmell (Music)
Claudia Elkington (Canteen)

Others

Dale Mackesey (Principal)
Alison Harman (ESC Principal)
Catrina Campbell-Fraser
Chiara Pacifici

1. Welcome/Apologies

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

Apologies were noted from Justin Bird (Fathering Project), Travis Lithgo (Grounds), and Tehani Dellar-Pratt (Canteen).

2. Confirmation of minutes of previous meetings

Annual General Meeting 8th March 2021: It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes from the previous Annual General Meeting held on March 8 2021 to be accepted as true and correct. *Carried without dissent.*

Executive Meeting 29th March 2021: It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes from the previous Executive Meeting held on March 29 2021 to be accepted as true and correct. *Carried without dissent.*

3. Business arising

Issue	Date	Responsible	Status
Wishlist for future projects	26.10.20	Julia Wilcox Travis Lithgo Dale Mackesey	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.

			<p>Reference grounds report for further details and next steps.</p> <p>Carry over to next meeting for an update.</p>
Term Deposit	26.10.20	Liz Tilmouth	<p>Agreed to put away up to \$50K.</p> <p>Action: Liz to discuss with Justin Bird the best options for the funds.</p> <p>Carry over to next meeting for an update.</p>
Awareness of Fathering Project	26.10.20	Dan Loden	<p>Dale suggested sending email to Kindy Dad's to promote the Fathering Project.</p> <p>Action: Belinda to contact Vicki with regards to P&C comms to the kindy parents via liaisons.</p> <p>Carry over to next meeting for an update.</p>
Canteen Costs	26.10.20	Shoni Lewis	<p>Shoni to liaise with OSCA (Wilma) on potential opportunities to share some canteen costs for either new projects and/or ongoing use of consumables.</p> <p>Action: To be added to the Canteen subcommittee for the upcoming April meeting. Julia and Claudia to discuss with Dale.</p> <p>Item complete and can be removed from action list.</p>
Parking on Kilarney Street	26.10.20	Shoni Lewis Allison Rolfe	<p>Shoni and Allison to discuss limited hour parking on Kilarney Street.</p> <p>Update provided by Shoni</p> <p>Action: Shoni to liaise between school board and P&C. Board to canvas residents for support.</p> <p>Carry over to next meeting for an update.</p>
P&C potential curriculum based funding projects	23.11.20	Julia Wilcox Dale Mackesey	<p>Action: Julia requested Dale to speak with the teacher funding committee to encourage curriculum project funding options to be suggested to the P&C for 2021.</p>

			<p>Action: Liz to set aside \$25,000 for funding of potential 2021 curriculum-based requests to supplement the Grounds wishlist.</p> <p>Refer to Principal's report for further detail.</p> <p>Action: Dale to provide report at next meeting.</p> <p>Item noted as an opportunity to spotlight what the P&C contributes towards the school.</p>
Our Story T-shirts	23.11.20	Tehani Dellar-Pratt	<p>Tehani provided update. Artwork being recreated by uniform shop supplier. Should be available for Term 3. Expect based on ballpark costs that sale price should be between \$35-40.</p> <p>Leave as action item for Tehani to provide future updates.</p> <p>Carry over to next meeting for an update.</p>
Uniform Shop Notice Board	23.11.20	Tehani Dellar-Pratt	<p>Action: Tehani to get in touch with Dave for potential Notice Board solutions.</p> <p>Item currently on hold.</p> <p>Carry over to next meeting.</p>
Uniform Shop A/C	23.11.20	Tehani Dellar-Pratt	<p>Action: Dale suggested Tehani follow up with Sharon on the A/C installation.</p> <p>Action: Liz to speak with Tehani and provide update at next meeting.</p>
Our story t-shirts and fairy garden coordination	29.03.21	Travis Lithgo Tehani Dellar-Pratt	<p>Suggestion to coordinate the shirt artwork with the fairy garden improvements (Yarning circle).</p> <p>Action: Tehani to arrange for a copy of the artwork to be sent to Travis and further discussions to be held with the artist as required.</p>

			Carry over to next meeting for an update.
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4. Correspondence

Sender	Topic	Date Received	Recipient
Containers for Change WA	Newsletters	16.04.21	Secretary
WACSSO	State Council 2021 Affiliate Report	19.04.21	Secretary
	Event Update – Sustainability event 27 th April to be postponed		
Peg Davies	Newsletter – Sustainability workshops for schools	19.04.21	Secretary
ACNC Communications	2020 AIS Submission Reminder	21.04.21	Secretary
Our Community	Newsletter	20.04.21	Secretary
	Newsletter	21.04.21	
	Webinar on Aboriginal Cultural Awareness & Engagement	23.04.21	

5. President's report

Julia Wilcox presented the President's report.

The following points were noted:

- Request from a student councillor for the purchase of family lockers at school.
- Discussion on a potential P&C volunteer gift fund that parents can contribute funds towards. Need to ensure we build out the guidelines of what will be happening with the funds and who would approve spend.

Action: Dale to investigate possibility of lockers being located in the school grounds (potential location) and how the process would work for students.

Motion: It was moved by Julia Wilcox and seconded by Belinda Owen spend of up to \$1K on the purchase of student lockers pending further feedback on feasibility from Dale.

Action: Belinda to circulate suggested wording for the collection of money which will be promoted via the school website and payment via QKR.

Action: Liz to place on QKR when wording has been approved.

Resolution: The Presidents report was adopted by the Committee.

6. Principal's report

Dale Mackesey presented the Principals report.

The following points were noted:

- Focus on collaboratively planning using data collected to inform decision making.

- Year 3 and 5 students will be participating in NAPLAN this term.
- Recent Cultural Awareness training well received. The RAP committee will further progress the work.
- Acknowledge efforts of staff in the recent Swimming carnival and Interschool carnival.
- Choir performed at the ANZAC assembly.
- The Band will be performing at the Opus Concert later in the term 2, Monday 28th June.
- Lorena confirmed in the position of Level 4 Associate Principal.
- Delivery of Protective Behaviours and Friendly Kids Plus.
- Additional cleaning services to happen using Contract Cleaning.
- Report to be presented at next meeting on funds spent as a result of recent P&C commitment.

Resolution: The Principals report was adopted by the Committee.

Ed Support Report - Alison

- Integration has started with main stream class room. All children have been assigned to a call.
- Ed Support conference held last Friday – Andrew Whitehouse gave a talk highlighting some amazing research around Autism.

Resolution: The ESC Principals report was adopted by the Committee.

7. Treasurer's report

Liz Tilmouth presented the Treasurer's report.

The following points were noted:

- Still working through short-term deposit fund options.
- Moving forward P&L and Balance Sheet using accrual accounting will be presented at a General Meeting and only if requested at an Exec.
- Bank Reconciliations and Banks Statements for all bank accounts will be presented at both General and Exec meetings.

Resolution: The Treasures report was adopted by the Committee.

8. Committees and Representatives Reports

8.1 Events: Amy Pontague

Amy Pontague presented the Events report.

The following points were noted:

- Hot Cross Bun-raiser raised approx. \$600
- Paint N Sip event to take place on the 26th June. Tickets on sale ASAP. Amy to ensure ticket sales refer to "complimentary alcohol provided" Decision has been made to run event exempt from input tax.
- A movie night was suggested by a staff member. Consideration is being given for an event later in the year.
- Disco date is still unconfirmed. Waiting on Athletics, Music and Swimming dates to be confirmed.
- Lapathon proposed for the second last Friday in Term 3. Looking at 17th September as the potential date.
- Consideration to be given to an art auction that was initially proposed in 2019. An idea for late Term 4. Potential date 12th November.

Action: Amy requested any ideas on wine and food donations / catering options for Paint N Sip event to be sent through to her.

Action: Amy and Dale to liaise on possibility of running the art auction.

Resolution: The Events report was adopted by the Committee.

8.2 Music Report: Shoni Lewis

Shoni Lewis presented the Music report.

The following points were noted:

- Caroline Rusden has offered to run the music camp again this year.
- A dedicated music email address has been set up.
- Events have been confirmed including OPUS on the 28th June, Music Camp 18th and 19th July, ABODA 8th August, AMBOC 24th September. Term 4 dates still TBC.
- Dates that are confirmed will be given to Vicki for inclusion on the school calendar.

Action: Shoni / Sophie to provide some wording for the website to sit with the email address.

Action: Belinda to liaise with Vicki about putting the music info and new email address on the MHPS website under the P&C section.

Resolution: The Music report was adopted by the Committee.

8.3 Grounds Report: Travis Lithgo

No Grounds report was tabled. Julia noted the following points:

- Busy Bee information has been promoted via the school newsletter.
- Cultural Garden project – Discussions have been held with Bree Rampal to ensure indigenous features are included in the plans. Waiting on final plans from Justina.

Action: Travis to confirm with Liz costs have been received for trees and ovals based on budgeted spend.

8.4 Grants: Natalie D'Abrew

Natalie D'Abrew presented the Grants report.

The following points were noted:

- Investigating a \$15K grant for mural/cultural garden fund. Proposal being developed.
- Sustainability COV Environmental Grant submitted 30th April to try and secure another worm farm and collection bins.
- Fathering Project COV \$500 donation grant application.
- There would be an opportunity to present a request for funds to the Floreat Lions to recoup costs of purchasing the Year 6 benches. They are comfortable with retrospective submissions.

Resolution: The Grants report was adopted by the Committee.

8.5 Uniform: Tehani Dellar-Pratt

No Uniform report was tabled.

8.6 Canteen Report: Claudia Elkington

Claudia presented the canteen report.

The following points were noted:

- New menu development underway.
- New volunteers starting this year who have committed to regular weekly and fortnightly sessions
- Mixer no longer working so a new one is being purchased.
- Mobile phone will be required for the canteen in the absence of the phone line. A pre-paid phone will be purchased and can be shared with the Uniform shop.
- Project looking to be kicked off to assist with QuickCliq review. Request for a person to help with pulling together the information will be posted by Belinda.
- Cash sales review project will also happen at some point this year. Belinda will also look to advertise for help on this project.
- Finance training course scheduled for the 20th May.

Action: Belinda to post note requesting support for above 2 canteen projects.

Resolution: The Canteen report was adopted by the Committee.

8.7 Safety Report: Aaron Matthews

Aaron Matthews presented the Safety report.

The following points were noted:

- Off the back of issues raised on band kiss & drive, Shoni has been onsite post band session to assist with moving traffic along.
- 5 ideas have been suggested as ways of tackling the undesirable behaviour on school grounds over a weekend.
- Aaron has been liaising with Craig from CoV on parking issues and traffic issues.
- Directive received from Children's Crossing Unit (WA Police).

Action: Aaron to review other schools' initiatives for discouraging poor behaviour on school grounds out of hours.

Resolution: The Safety report was adopted by the Committee.

8.8 Fathering Project: Justin Bird

Justin Bird apology for the meeting. Julia raised the following points:

- Potential Geoff Marsh presentation in May being arranged. Date TBC.
- Holding off on Fathering Project payment.
- No events planned in Term 2. Planning to commence for Big Camp Out in Term 4 although date TBC.

Action: Sharon to email Justin confirming dates that have been locked in for other events and reinforce process to follow prior to committing to dates for events.

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

9. Other business

9.1 Sustainability Proposal

The following points were noted:

- Feels that there are a number of sustainable based projects happening but a disconnect between P&C projects and activities school have been running. P&C receive ad hoc with requests without understanding connection with school projects.
- Dale confirmed there is a Sustainability sub-committee which the school runs with teachers.
- Dale confirmed a sub-committee would sit within the school, not a P&C sub-committee.
- Climate Clever – has been injected with \$'s and now national so more structured than previous years.
- Consideration to be given for parent/s to join the school sub-committee.

Action: Dale to share copy of the plan that exists for current sustainability approach.

Action: Dale to extend invite to resourcing meeting.

Action: Dale and Chiara/Katrina to connect and discuss next steps and report back at next meeting.

10. Conclusion

The next meeting will be the Executive Meeting on Monday 14 June 2021 at 7.15pm in the Harbeck Centre.

There being no further business, the meeting was declared closed at 8.57pm.

SHARON HEATON
Secretaty

10 May 2021

Summary of Actions

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Student lockers	03.05.21	Julia Wilcox Dale Mackesey	Action: Dale to investigate possibility of lockers being located in the school grounds (potential location) and how the process would work for students.
P&C Volunteer Gift Fund	03.05.21	Belinda Owen Liz Tilmouth	Action: Belinda to circulate suggested wording for the collection of money which will be promoted via the school website and payment via QKR. Action: Liz to place on QKR when wording has been approved.
Paint N Sip Event	03.05.21	Amy Pontague	Action: Amy requested any ideas on wine and food donations / catering options for Paint N Sip event to be sent through to her.

Art Auction	03.05.21	Amy Pontague Dale Mackesey	Action: Amy and Dale to liaise on possibility of running the art auction.
Music information on P&C section of MHPS website	03.05.21	Shoni Lewis/Sophie Gemmell Belinda Own	Action: Shoni / Sophie to provide some wording for the website to sit with the email address. Action: Belinda to liaise with Vicki about putting the music info and new email address on the MHPS website under the P&C section.
Canteen Projects	03.05.21	Belinda Owen	Action: Belinda to post note requesting support for above 2 canteen projects.
Behaviour on school grounds outside of school hours	03.05.21	Aaron Matthews	Action: Aaron to review other schools' initiatives for discouraging poor behaviour on school grounds out of hours.
Fathering Project Events	03.05.21	Sharon Heaton	Action: Sharon to email Justin confirming dates that have been locked in for other events and suggest dates aren't locked in until checked with other planned P&C activities.
Sustainability Approach	03.05.21	Dale Mackesey Catrina Campbell-Fraser Chiara Pacifici	Action: Dale to share copy of the plan that exists for current sustainability approach. Action: Dale to extend invite to resourcing meeting. Action: Dale and Chiara/Katrina to connect and discuss next steps and report back at next meeting.