

Mount Hawthorn Primary School P&C Association Inc.

Special General Meeting Minutes

Time/Date: Monday 7.15pm, 14th June 2021

Location: Conference Room

In Attendance

Office Bearers

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

Committees

Aaron Matthews (Safety)
Amy Pontague (Events)
Natalie D'Abrew (Grants)
Shoni Lewis (Music)
Sophie Gemmell (Music)
Claudia Elkington (Canteen)
Travis Lithgo (Grounds)
Justin Bird (Fathering Project)

Others

Dale Mackesey (Principal)
Duncan Pratt
Katharine Nash

1. Welcome/Apologies

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

2. Quorum Confirmation

The president confirmed that there was a quorum.

3. Confirmation of minutes of previous meetings

General Meeting 3rd May 2021: It was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes from the previous General Meeting held on May 3 2021 to be accepted as true and correct. *Carried without dissent.*

4. 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. Reference grounds report for further details and next steps.

			<p>Carry over to next meeting for an update.</p> <p>Agreed that wishlist projects will form part of grounds report moving forward. Item to be closed.</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> <p>Duncan to pick up moving forward.</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> <p>Item actioned and can be closed.</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>Ongoing updates to be covered in Safety report. Item to be removed from list.</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</p>

			<p>potential 2021 curriculum-based requests to supplement the Grounds wishlist.</p> <p>Refer to Principal's report for further detail.</p> <p>Item noted as an opportunity to spotlight what the P&C contributes towards the school.</p> <p>Action: Dale to provide update at next meeting.</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> <p>Item covered off in uniform report. Remove from list.</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> <p>A/C has been installed. Action completed and removed.</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</p>

			<p>to be sent to Travis and further discussions to be held with the artist as required.</p> <p>Carry over to next meeting for an update.</p> <p>Action completed and can be removed.</p>
Student lockers	03.05.21	Julia Wilcox Dale Mackesey	<p>Action: Dale to investigate possibility of lockers being located in the school grounds (potential location) and how the process would work for students.</p> <p>Dale confirmed a spot has been found for the lockers. \$1K funds committed from P&C meeting on 3.05.21 will be utilised.</p> <p>Item actioned and can be closed.</p>
P&C Volunteer Gift Fund	03.05.21	Belinda Owen Liz Tilmouth	<p>Action: Belinda to circulate suggested wording for the collection of money which will be promoted via the school website and payment via QKR.</p> <p>Action: Liz to place on QKR when wording has been approved.</p> <p>Actioned and closed.</p>
Paint N Sip Event	03.05.21	Amy Pontague	<p>Action: Amy requested any ideas on wine and food donations / catering options for Paint N Sip event to be sent through to her.</p> <p>Promotion of event underway and catering arranged.</p> <p>Item to be closed.</p>
Art Auction	03.05.21	Amy Pontague Dale Mackesey	<p>Action: Amy and Dale to liaise on possibility of running the art auction.</p> <p>Event has been scheduled.</p> <p>Action: Belinda, Duncan, Amy to discussed GST exemption.</p>

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. Belinda has provided info to Vicki. Item to be closed.
Canteen Projects	03.05.21	Belinda Owen	Action: Belinda to post note requesting support for above 2 canteen projects. Item on hold. Tehani may know a parent who can assist with project.
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. Investigation complete. Item to be closed.
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. Events has now been scheduled and item can be closed.
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. Actioned. Dale has met with Catrina and Chiara and project progressing as part of School and

			Board. Item can be closed.
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5. Correspondence

Sender	Topic	Date Received	Recipient
Elizabeth Tilmouth	Email resignation from Treasurer, Elizabeth Tilmouth – Outgoing P&C Treasurer	27.05.21	Secretary, President, MHPS Principal, MHPS Board Chair
WACSSO	WACSSO Annual Conference – registration available	24.05.21	Secretary
ACNC Communications	ACNC e-monthly newsletters	06.05.21 and 03.06.21	Secretary
Our Community	Various E-Newsletters	03.06.21, 31.05.21, 26.05.21, 25.05.21, 19.05.21	Secretary

6. President's report

No President's report was tabled.

7. Principal's report

Dale Mackesey presented the Principals report.

The following points were noted:

- Thanked Liz Tilmouth for her service to the P&C.
- Kindergarten enrolments close at the end of term.
- Art staff happy to support the P&C run art auction.
- Cherrie Fletcher will be assisting the running of the Lap-a-thon.
- Killarney Street trees have been sourced and planting should occur soon.
- A quote request will be sent through for the installation of the bricks. Discussion at the meeting for Travis and Dale to liaise prior to requesting quotes to establish whether brick installation can be included as part of busy bee.

Action: Travis and Dale to liaise on brick installation.

Resolution: The Principals report was adopted by the Committee.

8. Treasurer's report

Liz Tilmouth presented the Treasurer's report.

The following points were noted:

- Consideration to be given to put excess funds in a short-term deposit for up to 3 months.
- Suggestion made to investigate development of new P&C policies:

1. When expert or legal consultant opinions are sought.
 2. Two Management Policies – one for each business operated by the P&C.
- Back pay has currently been factored into the list of liabilities as an estimate.

Action: Julia to look at policies and other required policies.

Resolution: The Treasures report was adopted by the Committee.

9. Committees and Representatives Reports

9.1 Events: Amy Pontague

Amy Pontague presented the Events report.

The following points were noted:

- Paint N Sip take up hasn't been as strong as would have liked so ticket sales have been opened up to Wembley Downs PS. Since issuing report additional tickets to both events have been sold.
- Art auction scheduled for 12th November. An 'Art Auction Support Committee' will be required in Term 3 to assist with Year 1 & 2 projects along with Kindy kids. Those year groups will require some additional report. Amy has compiled a spreadsheet for teachers to complete to establish what assistance will be required.
- New format disco has been confirmed which will exclude Kindy kids who will have their own event down at Richmond Street in term 4. Event scheduled for 10th September. Dale confirmed parents area ok to run again.
- Lapathon scheduled for the 17th September (confirmed date as initial date locked in was the 24th Sept). Proposal to use Holi Colour as opposed to parents having to purchase coloured t-shirts. Have agreed to revert to coloured t-shirts and dress ups. Ed Support will also be invited to the event this year.
- Cupcake stalls will go ahead at all 3 carnivals.

Action: Nat to send Amy suggestion for food truck option for school disco.

Motion: It was moved by Julia Wilcox and seconded by Sharon Heaton spend of up to \$7,000 on the disco. *The motion was carried without dissent.*

Motion: It was moved by Amy Pontague and seconded by Belinda Owen spend of up to \$500 for food and beverages for the art auction. *The motion was carried without dissent.*

Resolution: The Events report was adopted by the Committee.

9.2 Music Report: Shoni Lewis

Shoni Lewis presented the Music report.

The following points were noted:

- OPUS annual concert scheduled for the 28th June. Rehearsals have begun.
- Music camp scheduled for the 18th and 19th July. Camp insurance covered by P&C Insurance. Numbers are slightly down so extending date for sign up.
- Annual music budget submitted requesting approval.
- Five new pieces of music have been purchased in time for the music camp.

Action: Sharon to ask PSO about options for purchasing equipment for public schools.

Action: Nat to look into potential Grant options to help facilitate the purchase of equipment, specifically 2 x Timpani which are sitting in future equipment purchases.

Motion: It was moved by Shoni Lewis and seconded by Julia Wilcox to approve retrospective spend of \$497.36 for the purchase of music. *The motion was carried without dissent.*

Motion: It was moved by Shoni Lewis and seconded by Julia Wilcox to approve spend of up to \$10,860 for the purchase of new equipment. *The motion was carried without dissent.*

Motion: It was moved by Shoni Lewis and seconded by Belinda Owen to approve band camp spend of up to \$17,573.43. *The motion was carried without dissent.*

Resolution: The Music report was adopted by the Committee.

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.
- The Fathering Project CoV \$500 donation grant application no longer being investigated as Amazing Race not being held in CoV.
- Renaming of lower junior building which also encompasses inclusive mural and Fairy Garden work. Looking to rename lower building in honour of May O'Brien. Nat has been working on the proposal to be able to communicate to stakeholders.

Resolution: The Grants report was adopted by the Committee.

8.5 Uniform: Tehani Dellar-Pratt

Tehani presented the uniform report.

The following points were noted:

- Lost property policy being slightly amended to allow parents (&students) access to lost property every day.
- Our story shirts are in production and hoping to receive before NAIDOC week.
- A/C unit has been installed.
- Suppliers are requesting Summer (large) stock earlier.
- Tati investigating opening 1 morning a week for half an hour.
- Work still underway on pricing however have managed to lower the cost of dresses.

Action: Liz suggested looking at increasing insurance to cover additional stock as a result of story shirts.

Motion: It was moved by Tehani Dellar-Pratt and seconded by Belinda Owen spend of up to \$10,063.56 on the purchase of our story t-shirts. *The motion was carried without dissent.*

Motion: It was moved by Tehani Dellar-Pratt and seconded by Julia Wilcox spend of up to \$150 on the purchase of a clothes rack to display lost jumpers. *The motion was carried without dissent.*

Resolution: The Uniform report was adopted by the Committee.

8.6 Canteen Report: Claudia Elkington

Claudia presented the canteen report.

The following points were noted:

- Canteen staff and committee members attended a Financial Management workshop carried out by WASCA.

- WASCA Facilitator complimented running of the canteen and have provided some areas of improvement which are no urgent and will be investigated throughout the year.
- Consideration being given to engage WASCA to prepare a report on the canteens current compliance with best practice canteen policy and procedures.
- A refurbished till has been purchased which will help monitor the sale of individual items. Claudia looking to sell old register and contribute funds back to P&C to cover the cost of new one.
- Suggestion made by outgoing Treasurer to investigate the use of Square to help with ongoing inventory management and POS solution.
- Costing review of items will be undertaken by end of Term 4.
- Internal cash security controls being reviewed.

Action: Tehani to provide information to Claudia/Belinda on parent who may be able to assist on analysis of QuickCliq data.

Motion: It was moved by Claudia Elkington and seconded by Belinda Owen to approve spend of up to \$200 on a new cash register. *The motion was carried without dissent.*

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:

- Checks being conducted on 8 potential new safety houses. We have lost 3. Current total of 26 Safety Houses in Mt Hawthorn network.
- Aaron has been liaising with Craig from CoV on parking issues and traffic issues. Meeting held to review traffic on the corner of Kilarney and Matlock Streets. Issues raised during assessment included:
 - Removal of x1 parking space on MHPS access road.
 - Angled parking on Kilarney Street.
 - Traffic during drop off and pick up times. Potential is to make Matlock parking on one side only.
 - School zone on Matlock St towards Ellesmere too close to school so looking to extend to the speed hump.
 - No Signage on new speed hump near cnr Matlock and Ellesmere.

Action: Dale requested that Aaron speak with CoV on placing trailer every couple of months (or at least once a Term) around school with notices targeting parents.

Resolution: The Safety report was adopted by the Committee.

8.8 Fathering Project: Justin Bird

Justin Bird presented the Fathering Project report.

The following points were noted:

- Karate event scheduled for the 19th June.
- WAFL Football Game last week of July.
- Geoff Marsh presentation scheduled for 6th August. Speaker fee will be incurred. Previously approved at the start of the year as part of Fathering Project annual budget.
- Zoomazing Race last 2 weekends of August, held at Zoo. Will be instead of Amazing Race.
- Holding off on Fathering Project payment.

- Planning to commence for Big Camp Out in Term 4 although date TBC.

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

8.3 Grounds Report: Travis Lithgo

No Grounds report was tabled.

Travis noted the following points:

- Scarborough Beach Entrance project on hold at the moment.
- Travis has received a quote for the Fairy Garden 'Cultural Garden' project. We will now request an additional 2 quotes for the work. Justin is going to provide assistance on getting the additional quotes.
- Post receiving the quotes we can then establish whether it's a project (ie. parent volunteers) could help manage to save on costs.
- Travis has also completed a costing for the Woodstock entrance project and will share information in preparation for the next meeting.
- Any money spent for the busy bee will need to be retrospectively approved as budget for a bin and sausage sizzle haven't been approved in previous meetings.

Action: Julia will provide Justin with information to be able to get additional 2 quotes for Fairy Garden. Will be presented and discussed at next meeting to be able to make a decision.

10. Election of Office Bearer – Treasurer Role

Julia Wilcox read out the list of nominations. We noted office bearer was elected unopposed and congratulated him.

Office Bearer	
Hon Treasurer	Mr Duncan Pratt

Nomination accepted and carried without dissent.

It was noted that handover has commenced between outgoing Hon Treasurer, Mrs Liz Tilmouth, and incoming Treasurer, Mr Duncan Pratt.

11. Appointments

11.1 New Bank Signatories

The Secretary noted the appointment of a new Hon Treasurer, Mr Duncan Pratt.

The P&C Executive Committee are required to approve that the signatories and electronic banking authorities to all of the Mount Hawthorn Primary School P&C bank accounts with Westpac Bank to changed to reflect the following:

1. Add Mr Duncan Pratt as a signatory, electronic bank authoriser and administrator; and
2. Remove Mrs Elizabeth Tilmouth as a signatory, electronic bank authoriser and administrator; and
3. Mrs Julia Wilcox, Mrs Belinda Owen and Mrs Sharon Heaton are to remain as signatories and electronic bank authorisers.

The President was delegated authority to change the bank signatories and electronic banking authorities, as approved above, and lodge all forms with the bank for immediate effect.

Motion: It was moved by Shoni Lewis and seconded by Aaron Matthews that the following changes to banking signatories and banking arrangements be made, with immediate effect:

1. Add Mr Duncan Pratt as a signatory, electronic bank authoriser and administrator; and
2. Remove Mrs Elizabeth Tilmouth as a signatory, electronic bank authoriser and administrator; and
3. Mrs Julia Wilcox, Mrs Belinda Owen and Mrs Sharon Heaton are to remain as signatories and electronic bank authorisers.

Carried without dissent.

12. Other Business

12.1 Sibling Photos

Discussion about not sufficient number of sibling photos available to book as part of school photo process through Kapture.

Action: Dale to follow up

12.2 Handover Notes

Sharon suggested that over the next 6 months, P&C office bearers and sub-committees need to allocate time to writing handover notes.

Action: Carry over as an agenda item for future meetings.

13. Date of Next Meeting

The next meeting will be the General Meeting on Monday 9 August 2021 at 7.15pm in the Harbeck Centre.

14. Close

There being no further business, the meeting was declared closed at 8.56pm.

SHARON HEATON
Secretaty

14 June 2021

Summary of Actions

Issue	Date	Responsible	Status
Term Deposit	26.10.20	Duncan Pratt	<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> <p>Duncan to pick up moving forward.</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>Item noted as an opportunity to spotlight what the P&C contributes towards the school.</p> <p>Action: Dale to provide update at next meeting.</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>
Art Auction	03.05.21	Amy Pontague Dale Mackesey	<p>Action: Amy and Dale to liaise on possibility of running the art auction.</p> <p>Event has been scheduled.</p> <p>Action: Belinda, Duncan, Amy to discuss GST exemption in respect of total included supplies to date this year and estimated.</p>
Canteen Projects	03.05.21	Belinda Owen	<p>Action: Belinda to post note requesting support for above 2 canteen projects.</p> <p>Item on hold. Tehani may know a parent who can assist with project.</p>
Installation of 'Buy a brick'	14.06.21	Travis Lithgo Dale Mackesey	<p>Action: Travis and Dale to liaise on brick installation and whether quote from bricklayer is required.</p>

Policies and procedures	14.06.21	Julia Wilcox	Action: Julia to look at policies and other required policies.
School disco	14.06.21	Natalie D'Abrew	Action: Nat to send Amy suggestion for food truck options.
Band equipment	14.06.21	Sharon Heaton	Action: Sharon to ask PSO about options for purchasing equipment for public schools.
Band equipment	14.06.21	Natalie D'Abrew	Action: Nat to look into potential Grant options to help facilitate the purchase of equipment, specifically 2 x Timpani which are sitting in future equipment purchases.
Uniform insurance	14.06.21	Tehani Dellar-Pratt	Action: Liz suggested looking at increasing insurance to cover additional stock as a result of story shirts
QuickCliq project	14.06.21	Tehani Dellar-Pratt	Action: Tehani to provide information to Claudia/Belinda on parent who may be able to assist on analysis of QuickCliq data.
Safety initiative	14.06.21	Aaron Matthews	Action: Dale requested that Aaron speak with CoV on placing trailer every couple of months (or at least once a Term) around school with notices targeting parents.
Fairy Garden 'Cultural Garden' project	14.06.21	Julia Wilcox	Action: Julia will provide Justin with information to be able to get additional 2 quotes for Fairy Garden. Will be presented and discussed at next meeting to be able to make a decision.