

Mount Hawthorn Primary School P&C Association Inc.

General Meeting

Minutes

Time/Date: Monday 7.15pm, 23rd August 2021

Location: Harbeck Centre

In Attendance

Office Bearers

Julia Wilcox, P&C President
Belinda Owen, Vice President
Duncan Pratt, Hon Treasurer
Sharon Heaton, Hon Secretary

Committees

Natalie D'Abrew (Grants)
Shoni Lewis (Music)
Claudia Elkington (Canteen)
Justin Bird (Fathering Project)
Travis Lithgo (Grounds)

Members

Sophie Gemmell
Danielle Patterson
Jamie Von Nida
Michael Sheilds
Ryan Darrach
Catherine Rea
Catrina Campbell-Fraser

Others

Dale Mackesey (Principal)
Katharine Nash (Board Member and Independent Officer managing secret ballot)
Karen Sheilds (Independent Officer to manage secret ballot)

1. Welcome/Apologies

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

Apologies were noted from Aaron Matthews (Safety), Amy Pontague (Events) and Tehani Dellar-Pratt (Uniform).

The President confirmed there was a quorum.

2. Confirmation of minutes of previous meetings

Special General Meeting 14 June 2021

Resolution: That it was moved by Julia Wilcox and seconded by Belinda Owen that the minutes from the previous Special General Meeting held on June 14, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 5 July 2021

Resolution: That it was moved by Sharon Heaton and seconded by Belinda Owen that the minutes from the previous Executive Meeting held on July 5, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 26 July 2021

Resolution: That it was moved by Julia Wilcox and seconded by Sharon Heaton that the minutes from the previous Executive Meeting held on July 26, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 9 August 2021

Resolution: That it was moved by Belinda Owen and seconded by Duncan Pratt that the minutes from the previous Executive Meeting held on August 9, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

3. General Business

3.1 Enacting Rule 9.0 from the Constitution: Suspension or Expulsion of Members of the Association

Motion: That it was moved by Julia Wilcox and seconded by Belinda Owen that the recommendation to expel Elizabeth Tilmouth from the Association is approved and a vote to be held by secret ballot. *This motion was carried without dissent.*

The ballot papers were distributed to all members by Karen Sheilds and Katharine Nash acting as independent officers to oversee the secret ballot process. Karen and Katharine collected the ballot papers and left the room to undertake the count.

On return, Karen confirmed the ballot received more than the required three-quarter majority vote of financial members in favour of expelling Elizabeth Tilmouth from the Association therefore the Special Resolution motion was carried.

Motion: That it was moved by Sharon Heaton and seconded by Julia Wilcox that the ballot papers be immediately destroyed. *This motion was carried without dissent.*

The outcome of the vote takes immediate effect.

Action: Sharon Heaton to give written notice of the outcome to Elizabeth Tilmouth within 7 business days of the decision.

4. Business arising

Issue	Date	Responsible	Status
Term Deposit	26.10.20	Duncan Pratt	Agreed to put away up to \$50K. <u>Action: Liz to discuss with Justin Bird the best options for the funds.</u> Carry over to next meeting for an update. Duncan to pick up moving forward. Based on upcoming projects and budgeted future spend, term deposit no longer require and item can be removed from agenda. Close item.
P&C potential curriculum based funding projects	23.11.20	Julia Wilcox Dale Mackesey	Action: Julia requested Dale to speak with the

			<p>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><u>Refer to</u> 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> <p>Discussion around upcoming P&C projects and managing requests from teachers for 2022.</p> <p>Action: Dale to create a standardised form for funding requests and share with teachers in term 4. Important to highlight funding requests are not guaranteed for 2022.</p> <p>Further discussion on importance of highlighting to parents where P&C funds are spent. Dale communicated the school is looking to include a page in the annual report dedicated to the P&C to raised awareness of projects supported across the school including where funds were spent in 2021.</p> <p>Carry item over to 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><u>Item currently on hold.</u></p> <p>Carry over to next meeting.</p>
Art Auction	03.05.21	Amy Pontague Dale Mackesey	Event has been scheduled.

			<p>Action: Belinda, Duncan, Amy to discussed GST exemption.</p> <p>Carry over to next meeting.</p> <p>Event planning underway by Amy. Future information on Art Auction to be covered within Events report.</p> <p>Item to be removed from action list.</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> <p>Item to be removed as resource no longer required.</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> <p>Action: Travis has organised a quote and will provide supplier details Dale.</p> <p>Upon installation comms to be sent to parents.</p> <p>Carry over to next meeting.</p>
Policies and procedures	14.06.21	Julia Wilcox	<p>Action: Julia to look at policies and other required policies.</p> <p>Information has been covered in President's report.</p> <p>Remove from action list.</p>
Band equipment	14.06.21	Sharon Heaton	<p>Action: Sharon to ask PSO about options for purchasing equipment for public schools.</p> <p>Item to be closed as no assistance can be provided.</p>

Band equipment	14.06.21	Natalie D'Abrew	<p>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.</p> <p>Work ongoing so action item to carry over and update to be provided at next meeting.</p>
Uniform insurance	14.06.21	Tehani Dellar-Pratt	<p>Action: Liz suggested looking at increasing insurance to cover additional stock as a result of story shirts</p> <p>Issue has been addressed and can be removed from action list.</p>
QuickCliq project	14.06.21	Tehani Dellar-Pratt	<p>Action: Tehani to provide information to Claudia/Belinda on parent who may be able to assist on analysis of QuickCliq data.</p> <p>Project underway and update provided within Canteen report. Action item can be removed from list.</p>
Safety initiative	14.06.21	Aaron Matthews	<p>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.</p> <p>Carry over for update from Aaron at next meeting.</p>
Fairy Garden 'Cultural Garden' project	14.06.21	Julia Wilcox	<p>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.</p> <p>Action has been completed and can be removed. Future updates on project will be covered under Grounds and/or President's report.</p>

5. Correspondence

Sender	Topic	Date Received	Recipient
Microsoft Tech Support	Microsoft non-profit offer	12.08.21	Secretary
WACSSO	Talking Leavers Event	05.08.21	Secretary
Kevin Reece	Foody Bag	27.07.21	Secretary
Debbie Booth – WACSSO	Certificate of Membership and Insurance Information	02.08.21	Secretary and Treasurer

6. President's Report

Julia Wilcox presented the President's report.

The following points were noted:

- Free version of dropbox needs to be updated to a paid subscription. Moving to Microsoft Sharepoint. Looking to secure 'non'profit' status. Nat providing assistance to secure but if not successful we will need to pay for a subscription.
- Discussed the policies which have been developed – Delegated Financial Authority Policy, Gift Giving Policy and Legal & Other Advice Policy.
- Details were provided on the inclusions for the proposed Cultural Garden project. Justin confirmed that the supplier would not be available to start until the Term 4 January school holidays. Everyone agreed this was a suitable time frame. The Grounds Convenor, Travis, will act as the liaison with the proposed supplier EEscape Travis noted that EEscape may have some suggestions to further enhance the proposed design. Duncan requested Travis to liaise with supplier on issuing of invoices with first requiring payment in January to cover deposit and remaining invoiced on completion.

Motion: That it was moved by Julia Wilcox and seconded by Belinda Owen spend of up to \$828 per year to purchase MS Sharepoint for up to 10 people. *The motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and seconded by Duncan Pratt that the Delegated Financial Authority Policy be approved for use and reference by the Association. *The motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and seconded by Belinda Owen that the Gift Giving Policy be approved for use and reference by the Association. *The motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and seconded by Belinda Owen that the Legal and Other Advice Policy be approved for use and reference by the Association. *The motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and second by Duncan Pratt spend of up to \$57,013.50 to proceed with the Cultural Garden project and engage EEscape as the supplier. *The motion was carried without dissent.*

Action: Travis to confirm with EEscape project is approved to ensure resourcing is locked in for January school holidays.

Resolution: The President's report was adopted by the Committee.

7. Principal's Report

Dale presented the Principal's report.

The following points were noted:

- Planning underway on what remote learning will look like.
- School review coming up on the 8th September and the P&C will be invited to participate.
- Faction carnival for Years 3-4 scheduled for the 24th August.
- Enrolments are in for 2022. Staffing pool has been shortlisted.
- Strategic vision being developed to establish what MHPS looks like in the next 3 to 5 years.
- Dale confirmed the music committee in 2022 will fall back within the school remit, not the P&C. The 2022 music budget will need to be submitted to Dale and Katharine as opposed to the P&C for approval.

Resolution: The Principal's report was adopted by the Committee.

8. Treasurer's Report

Duncan presented the Treasurer's report.

The following points were noted:

- Cash balance continues to look healthy.
- The Cultural Grounds project has been factored in as a commitment (based on unapproved proposal).
- Discussion around likelihood our annual turnover this year will eclipse \$150K for the 12-month period therefore pushing us past the GST threshold. One suggestion is to look at applying GST to uniform items. Agreed we need to investigate further and item for next Executive meeting.

Action: Duncan to work through GST implications and provide recommendations at next Executive meeting.

Resolution: The Treasurer's report was adopted by the Committee.

9. Committee and Representative Reports

3.1 Events

Amy Pontague was an apology for the meeting. Julia Wilcox presented the Events report.

The following points were noted:

- Lapathon taking place on the 2nd last Friday of Term 3. Pledge letters have been issued.
- Art Auction planned for Term 4. Letter has been distributed requesting parent support for each year group.
- Amy has requested any recommendations for face painters and raffle donations for disco.

Action: Julia to follow up Amy about people not being able to see who is already signed up for volunteer slots.

Action: Julia to follow up with Amy on RSA requirements for people signing up to serve at the bar as may need reinforcing for those already signed up to help.

Motion: That it was moved by Julia Wilcox and seconded by Belinda Owen to approve spend of up to \$200 for Lapathon prizes. *This motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and seconded by Duncan Pratt to approve spend of up to \$4,100 for art auction. *This motion was carried without dissent.*

Resolution: The Event's report was adopted by the Committee.

3.2 Music

Shoni Lews and Sophie Gemmell presented the Music report.

The following points were noted:

- 123 students attended the music camp. Shout out to Caroline Rusden who led a terrific team of parents who helped.
- OPUS Event was a huge success and an honour to be a part of.
- Looking to book music camp dates for 2022 for the same time next year.
- Budgeted spend for next year will need to go through the School and Board due to shift in Music Committee responsibility.
- Shoni presented conductor request for pay increase. Looking to increase band fees next year to cater for increase in costs from Conductor. General consensus from team to approve the pay increase and team acknowledged the substantiation provided in the pay rise report distributed prior to the meeting. Increased fees will be captured in the 2022 budget.

Action: Shoni/Sophie to share an image with Belinda which can be used in the Newsletter to highlight the success of the OPUS event.

Motion: That is was moved by Shoni Lewis and seconded by Belinda Owen to approve spend of up to \$700 to cover the increase in fees for the band conductor. *This motion was carried without dissent*

Resolution: The Music report was adopted by the Committee.

3.3 Grounds

No report tabled.

Action: Sharon to double check spend that was approved to cover costs of busy bee.

3.4 Grants

Natalie D'Abrew presented the Grants report.

The following points were noted:

- Nat is preparing a proposal to try and secure some funding for the Cultural Garden.
- Microsoft submission to secure non-profit status for Sharepoint pending.
- A grant to assist with the purchase of band equipment is being investigated.

Resolution: The Grants report was adopted by the Committee.

3.5 Uniform

Tehani Dellar-Pratt was an apology for the meeting. Julia Wilcox presented the Uniform report.

The following points were noted:

- Our story shirts have sold very well. Size 2 and 4 shirts to be ordered for Kindy and PP students.
- Request for improved storage to house the shorts, skorts and additional overflow stock. This will provide more movement in what is a small space, security as it's a lockable unit and additional storage as it's a larger cupboard.
- It is time to order the Summer stock uniforms to ensure delivery in Term which will also take us over to Term 1 of 2022.

Motion: That it was moved by Julia Wilcox and seconded by Shoni Lewis spend of up to \$1,005 to cover the cost of additional storage. *This motion was carried without dissent*

Motion: That it was moved by Julia Wilcox and seconded by Sharon Heaton spend of up to \$30,000 to purchase summer stock uniforms, bags and additional story shirts. *This motion was carried without dissent.*

Resolution: The Uniform report was adopted by the Committee.

3.6 Canteen

Claudia Elkington presented the Canteen report.

The following things were noted:

- New menu to be printed following update.
- Recipe costing to be undertaken by Sarah and Claudia by end of Term 4.
- Cash security will be reviewed post visit by WASCA.
- Review underway of the different online ordering platforms. Recommendation will be presented post review.
- Procedures document has been developed by Sarah and Shoni. Sarah is now testing it prior to finalising. A copy of procedures document will be printed out and held in the canteen.
- 2 x part-time employees have recently handed in their resignation to finish up at the end of the year. We thank them both for their commitment and time. Recruitment will commence shortly. Claudia and Julia are managing and will provide an update at the next meeting.
- The Canteen would like to invite WASCA (WA School Canteen Association) to review the Canteen's current processes and procedures. Dale (School Principal) confirmed he, or a delegate, was comfortable to be involved in the review and would be available for meetings as required.
- It was acknowledged at the meeting that Claudia has made significant in-roads into working through action items which have been discussed throughout the year. Thank you Claudia.

Motion: That it was moved by Claudia Elkington and seconded by Belinda Owen spend of up to \$150 to allow for the programming of the till to facilitate monitoring of individual items sold. *This motion was carried without dissent.*

Motion: That it was moved by Claudia Elkington and seconded by Julia Wilcox that the P&C agree to inviting WASCA into the MHPS Canteen to undertake a review. *This motion was carried without dissent.*

Resolution: The Canteen report was adopted by the Committee.

3.7 Safety

Aaron Matthews was an apology for the meeting. Julia Wilcox presented the Safety report.

The following points were noted:

- Aaron continues to manage the safety houses. Currently we have 25 in the Mt Hawthorn network.
- Working through issues and suggestions raised by CoV assessment. Work underway to extend school zone speed limit further away from the basketball court entrance.

Resolution: The Safety report was adopted by the Committee.

3.8 Fathering Project

Justin Bird presented the Fathering Project report.

The following points were noted:

- Fee for the Fathering Project has been paid but consideration to be given what we will do next year.
- Geoff Marsh even has been deferred.
- Consider some form of recruitment campaign to gather more volunteer support in 2022.

- Term 4 camp out would suggest avoiding weekend of the 13th/14th November due to art auction on the 12th. Consider running on the 6th/7th November.

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

10. Other Business

No additional items raised.

11. Date of Next Meeting

Next meeting: Executive Meeting, 13 September 2021 at 7.15pm in the Conference Room.

12. Close

There being no further business, the meeting was declared closed at 9.14pm.

SHARON HEATON
Hon Secretary

25th August 2021

Summary of Actions

Issue	Date	Responsible	Status
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><u>Refer to</u> 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> <p>Discussion around upcoming P&C projects and managing requests from teachers for 2022.</p> <p>Action: Dale to create a standardised form for funding requests and share with teachers in term 4. Important to highlight funding requests are not guaranteed for 2022.</p> <p>Further discussion on importance of highlighting to parents where P&C funds are spent. Dale communicated the school is looking to include a page in the annual report dedicated to the P&C to raised awareness of projects supported across the school including where funds were spent in 2021.</p> <p>Carry item over to next meeting.</p>
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			Carry over to next meeting.
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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. Work ongoing so action item to carry over and update to be provided at next meeting.
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. Carry over for update from Aaron at next meeting.
Expulsion Communication	23.08.21	Sharon Heaton	Action: Following outcome from secret ballot, Sharon to issue Elizabeth with letter confirming result.
Cultural Garden Project	23.08.21	Travis Lithgo	Action: Travis to confirm with EEscape project is approved to ensure resourcing is locked in for January school holidays.
Turnover Threshold	23.08.21	Duncan Pratt Belinda Owen	Action: Duncan to work through GST implications and provide recommendations at next Executive meeting.
School disco	23.08.21	Julia Wilcox Amy Pontague	Action: Julia to follow up Amy about people not being able to see

			<p>who is already signed up for volunteer slots.</p> <p>Action: Julia to follow up with Amy on RSA requirements for people signing up to serve at the bar as may need reinforcing for those already signed up to help.</p>
Newsletter	23.08.21	Shoni Lewis Sophie Gemmell Belinda Owen	<p>Action: Shoni/Sophie to share an image with Belinda which can be used in the Newsletter to highlight the success of the OPUS event.</p>
Busy bee spend approval	23.08.21	Sharon Heaton	<p>Action: Sharon to double check spend that was approved to cover costs of busy bee.</p>