

Mount Hawthorn Primary School P&C Association Inc.

Executive Meeting Minutes

Time/Date: Monday 7.15pm, 25th October 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

Sophie Gemmell (Music)
Justin Bird (Fathering Project)
Claudia Elkington (Canteen)
Tehani Dellar-Pratt (Uniform)

Others

Dale Mackesey (Principal)
George Nicholls

1. Welcome/Apologies

The president welcomed all present and declared the meeting open at 7.16pm.

Apologies were noted from Shoni Lewis (Music), Natalie D'Abrew (Grants), Travis Lithgo (Grounds), Aaron Matthews (Safety) and Amy Pontague (Events).

2. Quorum Confirmation

The President confirmed there was a quorum.

3. Confirmation of minutes of previous meetings

General Meeting 23 August 2021

Resolution: That it was moved by Sharon Heaton and seconded by Belinda Owen that the minutes from the previous General Meeting held on August 23, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 13 September 2021

Resolution: That it was moved by Sharon Heaton and seconded by Belinda Owen that the minutes from the previous Executive Meeting held on September 13, 2021 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

4. 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 George Nicholls

Nomination accepted and carried without dissent.

It was noted that handover has commenced between outgoing Hon Treasurer, Mr Duncan Pratt, and incoming Treasurer, Mr George Nicholls.

5. Appointments

5.1 New Bank Signatories

The Secretary noted the appointment of a new Hon Treasurer, Mr George Nicholls.

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 George Nicholls as a signatory, electronic bank authoriser and administrator; and
2. Remove Mr Duncan Pratt 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: That it was moved by Julia Wilcox and seconded by Tehani Dellar-Pratt that the following changes to banking signatories and banking arrangements be made, with immediate effect:

1. Add Mr George Nicholls as a signatory, electronic bank authoriser and administrator; and
2. Remove Mr Duncan Pratt 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.

6. Business arising

Issue	Date	Responsible	Status
P&C potential curriculum based funding projects	23.11.20	Julia Wilcox Dale Mackesey	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. Action: Liz to set aside \$25,000 for funding of potential 2021 curriculum-based requests to supplement the Grounds wishlist. Refer to Principal's report for further detail. Item noted as an opportunity to spotlight what the P&C contributes towards the school.

			<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>Item completed and can be closed.</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>Action: Julia to provide some words for inclusion in the annual report</p> <p>Action: Dale will aim to provide budget requests for final Executive meeting (November).</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 to be closed and will be captured in the sub-committee report moving forward.</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>Action: Travis is meeting with brick layer on the 26th Oct to discuss installation.</p>

			Carry over to next meeting.
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> <p>Nat has identified a potential community grant for music instruments. Working through with Sophie/Shoni and will be reported on in future Grants reports.</p> <p>Item can be closed.</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>Action: Dale to provide Aaron with Alex Castle details.</p> <p>Aaron has spoken with Alex regarding traffic and parking issues around school.</p> <p>Aaron continues to follow up with CoV. Ongoing and carry over to next meeting.</p> <p>Carry over for update from Aaron at next meeting.</p>
Cultural Garden Project	23.08.21	Travis Lithgo	<p>Action: Travis to confirm with EEscape project is approved to ensure resourcing is locked in for January school holidays.</p> <p>Travis meeting with EEscape 14th September to kick off project.</p> <p>Item to be closed and future updates will be covered in Grounds report.</p>
Flyer to attach to booklist	13.09.21	Julia Wilcox Belinda Owen	Action: Julia/Belinda to investigate including a flyer/slip with booklist

			Item can be closed. Information will be included in annual report.
Music plans for 2022	13.09.21	Dale Mackesey Shoni Lewis Sophie Gemmell	Music committee will be sitting under the School Board for 2022 and no longer be accountable within the P&C. Action: Dale suggested a meeting with Shoni and Sophie to discuss plan for 2022. Item has been actioned and can be closed.

7. Correspondence

Sender	Topic	Date Received	Recipient
Mr Duncan Pratt	Resignation from role as Treasurer	20.10.21	Secretary, President

8. President's Report

No report was tabled.

9. Principal's Report

Dale presented the Principal's report.

The following points were noted:

- Full report following review by Dept of Education's Public School Accountability to be posted on the website after the School Boards meeting in November. Next review to occur in 3-years
- The school this year is using Class Solver program to assist in in the class placement process
- Seven teacher retirements will occur at the end of the year
- World Teachers Day is Oct the 29th and we will be recognising May O'Brien
- Mural work underway

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

10. Treasurer's Report

Duncan presented the Treasurer's report.

The following points were noted:

- An allocation of \$10K for oval maintenance has been allowed for in the budget and requires approval to transfer funds to the school
- Cultural garden amount has been allocated into budget
- Lapathon was very successful with just under \$18.5K received

Motion: That it was moved by Julia Wilcox and seconded by Sharon Heaton the transfer of up to \$10,000 to the school for payment towards the school oval maintenance.

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

11. Committee and Representative Reports

11.1 Canteen

Claudia Elkington presented the Canteen report.

The following things were noted:

- Volunteer recruitment has been very successful with new faces coming in and helping out. Most slots have been filled
- Other recruitment is underway for paid roles
- WASCA won't start their review until the minutes are approved (Draft not sufficient). Claudia will engage them in the next week or so now that the minutes from the General meeting on the 23rd August 2021 have been approved

Resolution: The Canteen report was adopted by the Committee.

11.2 Safety

Aaron Matthews presented the Safety report.

The following points were noted:

- Working through issues and suggestions raised by CoV assessment. Confirmation that work is underway to extend school zone speed limit further away from the basketball court entrance and parking on Kilarney St will become 3-hour parking zone. No timeframes have been confirmed by CoV.

Resolution: The Safety report was adopted by the Committee.

11.3 Events

Amy Pontague presented the Events report.

The following points were noted:

- Kindy fun zone was very successful and lots of fun for the kids. Julia said it was a great opportunity to talk to parents on
- Art auction has sold 45 tickets to date, aiming to sell at least 100 if possible
- Due to sizes of art pieces some of them may not fit into people's houses therefore Amy has started contacting some businesses to see if they would like to attend the event to purchase some pieces
- Looking at setting up a pre-event for teachers to be able to view the artwork

Motion: That it was moved by Julia Wilcox and seconded by Sharon Heaton spend of up to an additional \$500 for the art auction to cover additional costs incurred. *This motion was carried without dissent.*

Motion: That it was moved by Julia Wilcox and seconded by Tehani Dellar-Pratt retrospective approval of up to \$945 for the payment of George & Gina for the Paint and Sip function. *This motion was carried without dissent.*

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

11.4 Music

Sophie Gemmell presented the Music report.

The following points were noted:

- Band tour happened on the 21st Oct
- Music under the stars event scheduled for the 1st December. Discussed the catering options for the event and Sophie mentioned looking at going with a sausage sizzle
- Final band session breakfast scheduled in for the 9th December
- Music brochure being put together with a draft hopefully ready to share for the Executive meeting in November

Action: Sophie to confirm with Belinda whether they would like a volunteer booking system to be set up for the Music Under the Stars event

Resolution: The Music report was adopted by the Committee.

11.5 Grounds

No Grounds report was tabled.

11.6 Grants

Natale D'Abrew an apology for the meeting.

The following points were noted:

- Work continues on looking at a grant opportunity for the mural/cultural garden
- Work also underway on a potential community grant option for musical instruments

Resolution: The Grants report was adopted by the Committee.

11.7 Uniform

Tehani Dellar-Pratt presented the Uniform report.

The following points were noted:

- Delays noted for orders placed for Term 4
- Quotes being gathered for netball uniforms
- Kindy letter to be issued welcoming new parents
- Tehani will be stepping down as Uniform convener in 2022 therefore position to become vacant next year

Resolution: The Uniform report was adopted by the Committee.

11.8 Fathering Project

Justin Bird presented the Fathering Project report.

The following points were noted:

- Funcat event was a success
- Camp out on the 6th November is a sell out. Discussion on whether another sleep out could be held in Term 1 for parents that missed out. Dale confirmed he was ok with it

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

12. Other Business

12.1 2022 Meeting Calendar

Term	Date	Event
1	Friday, 25 February 2022	Sundowner
	Monday, 28 February 2022	Exec
	Monday, 14 March 2022	AGM
	Monday, 4 April 2022	Exec
	Holiday Break 9th April - 25th April	
2	Monday, 9 May 2022	GM
	Monday, 13 June 2022	Exec
	Holiday Break 2nd July - 17th July	
3	Monday, 1 August 2022	GM
	Monday, 12 September 2022	Exec
	Holiday Break 24th Sept - 9th Oct	
	Monday, 24 October 2022	GM
	Monday, 21 November 2022	EXEC
	Holiday Break 17th Dec - 31st Jan	

Action: Sharon to share calendar with Vicki to confirm if proposed dates are ok

13. Date of Next Meeting

Next meeting: Executive Meeting, 22 November 2021 at 7.15pm in the Conference Room.

14. Close

There being no further business, the meeting was declared closed at 8.18pm.

SHARON HEATON
Hon Secretary

25th October 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>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> <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>Item completed and can be closed.</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>Action: Julia to provide some words for inclusion in the annual report</p> <p>Action: Dale will aim to provide budget requests for final Executive meeting (November).</p>

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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>Action: Dale to provide Aaron with Alex Castle details.</p> <p>Aaron has spoken with Alex regarding traffic and parking issues around school.</p> <p>Aaron continues to follow up with CoV. Ongoing and carry over to next meeting.</p> <p>Carry over for update from Aaron at next meeting.</p>
Catering option for Music Under the Stars event	25.10.21	Sophie Gemmell	<p>Action: Sophie to confirm with Belinda whether they would like a volunteer booking system to be set up for the sausage sizzle.</p>
2022 Meeting Calendar	25.10.21	Sharon Heaton	<p>Action: Sharon to share calendar with Vicki to confirm if proposed dates are ok</p>