

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 7.15pm, 9th May 2022

Location: Harbeck Centre

In Attendance

Office Bearers

Rebecca Hargrave, Vice President

George Nicholls, Hon Treasurer

Sharon Heaton, Hon Secretary

Committees

Justin Bird (Fathering Project)

Claudia Elkington (Canteen)

Sarah Menezies (Uniform)

Aaron Matthews (Safety)

Travis Lithgo (Grounds)

Adele Cope and Shari Stockdale (Events)

Others

Lorena Rock

Navneeta Prasad

Mark Robinson

1. Welcome/Apologies

The Secretary welcomed all present and declared the meeting open at 7.15pm. Apologies were noted from Tasha Hawkins (President) and Lynda Roberts-Hall (Grants).

2. Quorum Confirmation

The Secretary confirmed there was a quorum.

3. Confirmation of minutes of previous meetings

Annual General Meeting 14th March 2022

Resolution: That it was moved by Sharon Heaton and seconded by George Nicholls that the minutes from the Annual General Meeting held on 14 March 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 4th April 2022

Resolution: That it was moved by Sharon Heaton and seconded by George Nicholls that the minutes from the Executive Meeting held on 4 April 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

4. 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 2022.

			<p>Dale is working through the process with teachers to collate the wishlist for 2022 which will all be curriculum-based requests.</p> <p>Action: Dale to share at the next Executive meeting on the 28th Feb 2022 Exec meeting.</p> <p>Shayne confirmed that the school is collating their wishlist and are waiting on confirmation of budgets for 2022 which occurs at the end of March.</p> <p>With the appointment of the new principal the school is still to advise wishlist request. It has been noted a funds allocation has been included in the 2022 budget.</p> <p>Action: Lorena/Leon to advise further at next meeting.</p>
Work Health and Safety	22.11.21	Belinda Owen	<p>Action: Belinda to set up a Hazard and Incident register for use in the future.</p> <p>Action: Sharon to share register with Rebecca.</p> <p>Sharon has shared register with Rebecca. Item can now be closed.</p>
Update 2022 Membership form online (QKR)	28.02.22	Sharon Heaton George Nicholls	<p>Sharon advised membership forms have been updated for 2022.</p> <p>Action: Sharon and George to liaise to ensure form captures correct information via QKR.</p>

5. Correspondence

Sender	Topic	Date Received	Recipient
WACSSO	Term 1 Week 10 WACSSO eNews	8 th April 2022	Secretary
WACSSO	Affiliation Fees Invoice for 2022-2023 financial year	1 st May 2022	Secretary, Treasurer

6. Treasurer's Report

George presented the Treasurer's report.

The following points were noted:

- Government grant has now been received
- Uniform expenses have been incurred
- Cultural Gardens payment yet to be received from school for P&C to process
- George confirmed that the ATO PAYG payment is due and will be processed within required time frame
- Discussed the max spend levels available to canteen in light of supply issues and not being able to rely on orders placed with suppliers to fulfil requirements. TOR amounts do not cover the amounts which Sarah is spending

Action: George to reach out to Tracey-Anne to follow up outstanding Cultural Garden invoices.

Action: George to liaise with Claudia on maximum spend levels and look at some alternative options.

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

7. Committee and Representative Reports

7.1 Safety

Aaron Mathews presented the Grounds report.

The following points were noted:

- No new items to raise
- A couple more safety houses have been lost
- We have still not heard anything since items were raised with CoV months ago. nothing heard from CoV on outstanding items.

Action: Aaron send Justin background on projects we are waiting to hear back from CoV on so Justin can see if we can get any traction on outstanding items through Dan Loden.

Action: Aaron/Mark to send Bec information on Safety House for newsletter.

Resolution: The Safety report was adopted by the Committee.

7.2 Fathering Project

Justin Bird presented the Grants report.

The following points were noted:

- Speaker event held on the 6th May was well received
- 4th June Riddlers Event has been earmarked
- 28th May is the planned WAFL event
- Proposed movie night term 3 at Floreat Athena. Further details TBC
- Term 3 speaker on the cards

Action: Justin to confirm details with Bec for WAFL event on the 28th May for inclusion in the newsletter.

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

7.3 Canteen

Claudia Elkington presented the Canteen report.

The following points were noted:

- WASCA audit has been completed and they did not find any issues with the current procedures and policies
- Online canteen ordering system will be reviewed this year to consider moving to QKR
- Claudia noted she will be away from June until October

Action: Claudia requested a social post be sent out requesting volunteers. Bec and Claudia to liaise.

Resolution: The Canteen report was adopted by the Committee.

7.4 Uniform

Sarah Menezies presented the Uniform report.

The following points were noted:

- Uniform shop is back open Wednesday afternoons 2.30 – 3.30pm
- Lost property options discussed as continues as an ongoing issue
- Plenty of second-hand uniforms also available. Lorena suggested a promo to kindy years
- Sarah raised the purchase of a compactable for the storeroom. Believe it was already approved but then help off due to COVID
- Discussed the selling of keep cups on election day as to whether that is an option.

Action: Sharon to review past minutes to confirm if any sign off was received on additional compactable storage for the uniform shop.

Action: Sarah and Lorena to discuss information being sent to kind parents about the second-hand uniforms.

Resolution: The Uniform report was adopted by the Committee.

7.5 Grounds

No report tabled. Travis noted the following points:

- The next busy bee has been earmarked for the 17th September. Usual format with sign-ups requests and BBQ as a thank you to helpers. Closer to the time Bec will compile information to be placed in the school newsletter.

7.6 Events

No report tabled. Shari/Adele noted the following points:

- Work is underway on preparing for the Election day sausage sizzle
- At the next meeting further details will be presented on other event ideas for 2022.

8. Other Business

8.1 Principal's Report

Lorena presented the Principal's report.

The following points were noted:

- Lorena welcomed Mr Leon Wilson to the school, commencing 9th May 2022. Acknowledged the work of My Shayne Harris who led the school for term 1 2022
- The school continues to navigate the complexities experienced by COVID. Staffing is a big challenge
- NAPLAN testing in weeks 3 and 4 for the Year 3 and 5 students
- Showcase of term 2 to date has undoubtedly been the official opening of the May O'Brien building
- Year 6 camp has taken place albeit in a modified format with no sleep over

- The school would like to run Kindy Obstacle-A-Thon with money raised going directly back to the Kindy outdoor environment to purchase more sensory equipment. Details to be placed on QKR to enable parents to pay via the app.

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

8.2 Comms Plan

Bec shared that she is working on a comms plan which she will share with the team at the next meeting.

8.3 P&C Facebook Page - Access

The transition of office bearers has caused issues with admin access to the P&C FB page. We haven't been able to log in and no one appears to have admin rights. If can't be resolved we will have to create a new page.

9. Date of Next Meeting

Next meeting: Executive Meeting, 13 June 2022 at 7.15pm. Location TBC.

10. Close

There being no further business, the meeting was declared closed at 8.52pm.

SHARON HEATON
Hon Secretary

10th May 2022

Summary of Actions

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 2022. Dale is working through the process with teachers to collate the wishlist for 2022 which will all be curriculum-based requests. Action: Dale to share at the next Executive meeting on the 28th Feb 2022 Exec meeting. Shayne confirmed that the school is collating their wishlist and are waiting on

			<p>confirmation of budgets for 2022 which occurs at the end of March.</p> <p>With the appointment of the new principal the school is still to advise wishlist request. It has been noted a funds allocation has been included in the 2022 budget.</p> <p>Action: Lorena/Leon to advise further at next meeting.</p>
Update 2022 Membership form online (QKR)	28.02.22	Sharon Heaton George Nicholls	<p>Sharon advised membership forms have been updated for 2022.</p> <p>Action: Sharon and George to liaise to ensure form captures correct information via QKR.</p>
Cultural Garden Invoices	9.5.22	George Nicholls	Action: George to reach out to Tracey-Anne to follow up outstanding Cultural Garden invoices.
Canteen spend levels	9.5.22	George Nicholls Claudia Elkington	Action: George to liaise with Claudia on maximum spend levels and look at some alternative options in light of supply issues.
Outstanding Safety Items	9.5.22	Aaron Mathews Justin Bird	Action: Aaron send Justin background on projects we are waiting to hear back from CoV on so Justin can see if we can get any traction on outstanding items through Dan Loden.
Safety House	9.5.22	Aaron Mathews	Action: Aaron/Mark to send Bec information on Safety House for newsletter.
WAFL Event: Fathering Project	9.5.22	Justin Bird Rebecca Hargrave	<p>Information to be placed in next newsletter.</p> <p>Action: Justin to confirm details with Bec.</p>
Request for canteen volunteers	9.5.22	Claudia Elkington Rebecca Hargrave	<p>Claudia requested a social post be sent out requesting volunteers.</p> <p>Action: Bec and Claudia to liaise.</p>
Compactable storage for uniform shop	9.5.22	Sharon Heaton	Action: Sharon to review past minutes to confirm if any sign off was received

			on additional compactable storage for the uniform shop.
Second-hand uniforms	9.5.22	Sarah Menezies	<p>Sarah advised there are a lot of second-hand uniforms for sale. Lorena suggested sending a note to kindy parents.</p> <p>Action: Sarah and Lorena to liaise to get a note out to kindy parents.</p>