

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 7.15pm, 1st August 2022

Location: Harbeck Centre

In Attendance

Office Bearers

Tash Hawkins, President
Rebecca Hargrave, Vice President
George Nicholls, Hon Treasurer
Sharon Heaton, Hon Secretary

Committees

Justin Bird (Fathering Project)
Lynda Roberts-Hall (Grants)
Aaron Mathews (Safety)

Others

Leon Wilson, Principal
Alison Harman, Education Support Centre Principal
Pia Hazelwood

1. Welcome/Apologies

The Secretary welcomed all present and declared the meeting open at 7.19pm. Apologies were noted from Claudia Elkington (Canteen), Travis Lithgo (Grounds), Adele Cope and Shari Stockdale (Events).

2. Quorum Confirmation

The Secretary confirmed there was a quorum.

3. Confirmation of minutes of previous meetings

General Meeting 9th May 2022

Resolution: That it was moved by Sharon Heaton and seconded by George Nicholls that the minutes from the General Meeting held on the 9 May 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 13th June 2022

Resolution: That it was moved by Sharon Heaton and seconded by George Nicholls that the minutes from the Executive Meeting held on the 13 June 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 their wish list request. It has been noted a funds allocation has been included in the 2022 budget.</p> <p>Action: Carry over to next meeting and Leon to provide update and next meeting.</p> <p>Leon in liaison with teachers on wishlist requests for 2022. Three requests have been included in current Principal report (reference Principal section for further details). Item can be closed and Leon will submit future requests as part of Principals report.</p> <p>Action: Close item.</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>Sharon and George to liaise to ensure form captures correct information via QKR.</p> <p>Action: Carry over to next meeting.</p> <p>Item actioned and can be closed.</p>
Canteen spend levels	9.5.22	George Nicholls Claudia Elkington	<p>Action: George to liaise with Claudia on maximum spend levels and look at some alternative options in light of supply issues.</p> <p>Action: Sharon to reach out to Claudia and provide update at next meeting.</p>

			Ongoing discussions still underway. Carry over to next meeting.
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. Carry over to next meeting.
Second-hand uniforms	9.5.22	Sarah Menezies	Sarah advised there are a lot of second-hand uniforms for sale. Lorena suggested sending a note to Kindy parents. Sarah developed flyer in Canva in preparation for promo to Kindy parents. Carry over to next meeting.
Music Grant Funds	13.6.22	Lynda Roberts-Hall George Nicholls Leon Wilson	Action: George/Lynda to send to Leon summary of music grant so transfer of money can occur and school is aware of submission brief parameters to facilitate writing of acquittal report. Carry over to next meeting for an update.
ACNC Submission	13.6.22	Sharon Heaton George Nicholls	Action: Sharon and George to liaise to confirm submission of appropriate ACNC documents before end of June 2022. Item actioned and can be closed.
Term 3 and 4 Events	13.6.22	Adele Cope Tasha Hawkins Bec Hargrave	Action: Adele and team to meet to start planning for future events. Meeting held on the 4th July and events planning underway. Item can be closed and Events report referenced for future updates. Item actioned and can be closed.
Riddlers Event Comms	13.6.22	Bec Hargrave Tasha Hawkins Justin Bird	Action: Bec/Tasha to liaise with Justin to ensure Riddlers Event is posted on socials.

			Item actioned and can be closed.
Riddlers Risk Assessment	13.6.22	Justin Bird	Action: Justin to follow up the development of a risk assessment for the Riddlers event. Item actioned and can be closed.
Canteen closure 1 st July	13.6.22	Sharon Heaton	Action: Sharon to confirm with Claudia Quick Cliq ordering is deactivated for the 1st July. Item actioned and can be closed.
Uniform convener role	13.6.22	Tash Hawkins	Position still vacant. Action: Tash to follow up potential candidate to fill the uniform convener role. Action: Send out a message via parent liaisons and include in email to membership base when minutes are distributed.

5. Correspondence

Sender	Topic	Date Received	Recipient
Coogee Primary School	WA P&C Facebook Page	4 th July 2022	President, Secretary
ACNC Communications	Monthly e-newsletter	7 th July 2022	Secretary
	Annual Information Statement Submission	24 th July 2022	

Discussion around email from Coogee PS regarding P&C FB page.

Action: Sharon to follow up and find out further information about the FB page post meeting and share with team.

6. President Update

No report tabled. Tash noted the following points:

- Shari has resigned from the events convener role so replacement will need to be found to assist Adele over Semester 2.
- Recruitment of uniform convener continues.
- Discussed the use of parent liaison channel to put message out about recruitment of volunteers to fill these two roles.

Action: Tash/Bec to liaise with school to send message out to parents liaisons about vacant volunteer roles.

7. Principal's Report

Leon Wilson presented the Principal's report.

The following points were noted:

- As per the Public School Review recommendations the school has two clear priorities:
 - o Student achievement and progress
 - o Teacher quality
- In Semester 2 the school is partnering with Shaping Minds to further support teachers development.
- Submission received from the school on funding request to cover the cost for decodable readers in both upper and junior primary as well as support for NAIDOC week. Requests endorsed by Principal and committee agreed requests can be deducted from 2022 wish list budget already allocated. Formal approval will be requested and next Executive meeting.
- Realignment of leadership portfolios undertaken.
- Planning underway for the 2023 school year.

Action: Tash to incorporate request for funding spend into next meetings President's report to receive approval.

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

8. Treasurer's Report

George presented the Treasurer's report.

The following points were noted:

- Annual employee payment summaries lodged with ATO.
- 30 June uniform stock take completed.
- June 2022 quarter superannuation paid.
- AL and LSL accrual to be reconciled.
- 2021 Annual Information Statement has been submitted.
- Additional note: award rates changing from the 1st July 2022 which will require a revision to employee contracts.

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

9. Committee and Representative Reports

9.1 Events

Rebecca Hargrave presented the Events report on behalf of Shari and Adele:

The following points were noted:

- Bake sale for junior carnival pushed back from the 3rd to the 10th Aug due to weather. No volunteers have been requested to date to help man the stall.
- Lapathon to be held week 10 which is last week of term, either the Thursday or Friday. Investigating colour run as an option and findings will be shared with team and Leon to decide feasibility.
- Planning for the fathers day raffle underway with verbal agreement received from multiple vendors.
- Looking to run a Halloween themed disco in term 4.
- Important that all events are accompanied with a completed risk assessment. This covers the P&C insurance requirements so mandatory that it's completed.
- Discussed the importance of requesting and enabling volunteers to sign up to help at events. The signup tool has worked well previously and should be used for future events such as the bake off to encourage volunteers. Some parents look for this option when they hear events have been scheduled and is their way of getting involved and giving back to the school. It's not the requirement for the Events committee to run all events and should be tapping into a broader audience for assistance. Having a list of volunteers also gives us a database of

volunteers to tap into for the bigger events such as the school disco where we need a large number of volunteers.

Action: Tash to follow up getting posters up to promote the cup cake stalls.

Resolution: The Events report was adopted by the Committee.

9.2 Grants

Lynda Roberts-Hall presented the Grants report.

The following points were noted:

- Ongoing discussions amongst the grants team on the types of funding to investigate.
- Investigations underway on whether a grant could be requested through Healthways to do a cover over the oval playground. Covering the playground was something previously explored as part of the grounds wish list developed in 2021 so would align well to previously ear marked opportunities for improvement.
- Potential funds for tents for use in Fathering Project events still being explored.
- Lynda noted the success of the recent music camp. Discussion around the need to engage other schools who take part in the music camp to ensure volunteers are also coming from other schools and not solely arranged by Mount Hawthorn parents.

Action: Sharon to find grounds wish list and share with Lynda.

Action: Leon to reach out to Principals of other schools participating in music program to encourage the recruitment of volunteers.

Resolution: The Grants report was adopted by the Committee.

9.3 Safety

Aaron Mathews presented the Safety report.

The following points were noted:

- Still waiting on confirmation from CoV on timings and next steps on actionable items:
 - o CoV liaising with owner of parking space on MHPS access road
 - o CoV planning on extending the No Standing zone near the crossing point on Matlock Street
 - o CoV confirmed they have a digital sign on a trailer and currently has a mechanical problem but should be available next term. Discussions to continue once fixed with the school about utilising every so often to help reinforce parking restrictions around the school
- Discussion on whether P&C could fund a new scooter rack for the front of the school where the bikes are currently parked (between library and class block). Funding would need to be requested as part of a report.

Action: Aaron to investigate scooter rack costs.

Action: Sharon to review past minutes and share any information on scooter racks from previous discussions.

Resolution: The Safety report was adopted by the Committee.

9.4 Fathering Project

Justin Bird presented the Fathering Project report.

The following points were noted:

- Planning underway for Dad's catch up in term 3. Potentially Friday 12th August.
- 27th August – Transition Town Vincent movie night planned and to be hosted by Floreat Athena. Fathering Project not organising this event. Justin to share some info.6

- Term 4 plans include 12th Nov Dwellingup Camp.
- Big Camp Out; looking to defer to Term 1 and pitch to younger class years.

Action: Justin to share details with Bec re Dad's catch up to promote via socials.

Action: Justin to share information with Bec on movie night to promote via socials.

Action: Justin to ensure risk assessment template is completed prior to Dwellingup camp out.

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

9.5 Canteen

Sharon Heaton presented the canteen report on behalf of Claudia Elkington.

The following points were noted:

- Canteen menu and cost per item being reviewed to ensure pricing is appropriate and make sure no items are making a loss.
- Off the back of the canteen manager being away, debrief to be scheduled to discuss what worked well and any areas of improvement to assist future leave cover.
- Review of online canteen ordering system pending. Findings will be presented to committee when ready.

Resolution: The Canteen report was adopted by the Committee.

10. Other Business

10.1 Parent Survey

Rebecca presented some top line insights from the survey distributed. More detailed report will be presented at the next meeting.

Action: Bec to share findings at next meeting.

10.2 Wellness Sub-Committee

Pia Hazelwood talked to the idea of setting up a new Wellness Sub-Committee to sit within the P&C. Proposal has been created which will be shared with committee to gather feedback and further discussions on the idea.

Action: Sharon to add item to agenda for Executive meeting in September to continue discussions.

Action: Sharon to reach out to WACSSO to discuss the mechanics of introducing a new sub-committee.

11. Date of Next Meeting

Next meeting: Executive Meeting, 12 September 2022 at 6.30pm in the staff conference room. Agreed to change the time from 7.15pm to 6.30pm.

12. Close

There being no further business, the meeting was declared closed at 9.17pm.

SHARON HEATON
Hon Secretary

1st August 2022

Summary of Actions

Issue	Date	Responsible	Status
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. Action: Sharon to reach out to Claudia and provide update at next meeting. Ongoing discussions still underway. Carry over to next meeting.
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Uniform convener role	13.6.22	Tash Hawkins	Position still vacant.

			<p>Action: Tash to follow up potential candidate to fill the uniform convener role.</p> <p>Action: Send out a message via parent liaisons and include in email to membership base when minutes are distributed.</p>
Notice to parent liaisons about vacant roles	01.08.22	Tash Hawkins Rebecca Hargrave	Action: Tash/Bec to liaise with school to send message out to parents liaisons about vacant volunteer roles.
WA P&C Facebook page	01.08.22	Sharon Heaton	Action: Sharon to follow up and find out further information about the FB page post meeting and share with team.
Future School spending request	01.08.22	Tash Hawkins	Action: Tash to incorporate request for funding spend into next meetings President's report to receive approval.
Posters for carnival cup cake stalls	01.08.22	Tash Hawkins	Action: Tash to follow up getting posters up to promote the cup cake stalls.
Grounds Wish List – cover for playground	01.08.22	Sharon Heaton	Action: Sharon to find grounds wish list and share with Lynda.
Music volunteers from other schools	01.08.22	Leon Wilson	Action: Leon to reach out to Principals of other schools participating in music program to encourage the recruitment of volunteers.
Additional scooter rack for school grounds	01.08.22	Aaron Mathews Sharon Heaton	<p>Action: Aaron to investigate scooter rack costs.</p> <p>Action: Sharon to review past minutes and share any information on scooter racks from previous discussions.</p>
Fathering Project – Dads Catch Up	01.08.22	Justin Bird Bec Hargrave	Action: Justin to share details with Bec re Dad's catch up to promote via socials.
ToV Movie Night	01.08.22	Justin Bird Bec Hargrave	Action: Justin to share information with Bec on movie night to promote via socials.

Dwellingup camp out	01.08.22	Justin Bird	Action: Justin to ensure risk assessment template is completed prior to Dwellingup camp out.
Parent Survey	01.08.22	Bec Hargrave	Action: Bec to share findings at next meeting.
Wellness Sub-Committee proposal	01.08.22	Sharon Heaton	Action: Sharon to add item to agenda for Executive meeting in September to continue discussions. Action: Sharon to reach out to WACSSO to discuss the mechanics of introducing a new sub-committee.