

Mount Hawthorn Primary School P&C Association Inc.

General Meeting Minutes

Time/Date: Monday 6.30pm, 24th October 2022

Location: Harbeck Centre

In Attendance

Office Bearers

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

Committees

Lynda Roberts-Hall (Grants)
Aaron Mathews (Safety)
Justin Bird (Fathering Project)
Travis Lithgo (Grounds)
Claudia Elkington (Canteen)

Others

Leon Wilson, Principal
Alison Harman, Education Support Principal

1. Welcome/Apologies

The President welcomed all present and declared the meeting open at 6.39pm.

2. Quorum Confirmation

The President confirmed there was a quorum.

3. Confirmation of minutes of previous meetings

General Meeting 1st August 2022

Resolution: That it was moved by Sharon Heaton and seconded by George Nicholls that the minutes from the General Meeting held on 1 August 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 18th August 2022

Resolution: That it was moved by Sharon Heaton and seconded by Tash Hawkins that the minutes from the Executive Meeting held on 18 August 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

Executive Meeting 12th September 2022

Resolution: That it was moved by Sharon Heaton and seconded by Tash Hawkins that the minutes from the Executive Meeting held on 12 September 2022 to be taken as read and confirmed as a true and accurate record. *Carried without dissent.*

4. Business arising

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. 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. Close item.
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. School has advised they cannot accept the funds directly given the grants was issued to the P&C. Action: George to talk to Marjorie about payment options. Discussion in hand. Payment from P&C to school to be actioned. Close item.
Uniform convener role	13.6.22	Tash Hawkins	Position still vacant. Action: Tash to follow up potential candidate to fill the uniform convener role.

			<p>Tash confirmed person who put their hand up last year no longer able to take on the role.</p> <p>Action: Bec to compile note to be sent to parent liaisons before end of Term 3. Include information about uniform convener.</p> <p>Position still vacant. Recruitment for multiple positions required and captured under Other Business.</p> <p>Carry over to next meeting for update.</p>
Notice to parent liaisons about vacant roles	01.08.22	Tash Hawkins Rebecca Hargrave	<p>Action: Tash/Bec to liaise with school to send message out to parents liaisons about vacant volunteer roles.</p> <p>Sharon has prepared comms and sent out via Jaiyden about uniform role and volunteers needed more broadly.</p> <p>Carry over to next meeting for further update.</p>
WA P&C Facebook page	01.08.22	Sharon Heaton	<p>Action: Sharon to follow up and find out further information about the FB page post meeting and share with team.</p> <p>Carry over to next meeting for an update.</p> <p>Item not a priority and to be closed.</p>
Dwellingup camp out	01.08.22	Justin Bird	<p>Action: Justin to ensure risk assessment template is completed prior to Dwellingup camp out.</p> <p>Carry over to next meeting for update.</p>
Parent Survey	01.08.22	Bec Hargrave	<p>Action: Bec to share findings at next meeting.</p> <p>Carry over to next meeting.</p> <p>Action: Bec still to share report findings with the team.</p>
Wellness Sub-Committee proposal	01.08.22	Sharon Heaton	<p>Action: Sharon to add item to agenda for Executive meeting in September to continue discussions.</p>

			<p>Action: Sharon to reach out to WACSSO to discuss the mechanics of introducing a new sub-committee.</p> <p>Discussed merits of proposal and unanimous agreement that P&C doesn't currently have resourcing to facilitate introduction of another sub-committee. Also cross-over with school with teachers being the remit of the school to manage.</p> <p>Action: Tash to send response to Pia.</p> <p>Item has been actioned and can be closed.</p>
Naidoc Week Spend	12.09.22	Leon Wilson	<p>Action: Leon to confirm the total amount spent for NAIDOC week prior to P&C transferring full amount of \$5,259.</p> <p>Leon confirmed total funds spent came to \$4,199 which means less spend than monies approved at meeting on 12th September 2022.</p> <p>Action: George to arrange transfer of funds to school.</p> <p>Item can be closed.</p>
Shade sail over play equipment near basketball court.	12.09.22	Travis Lithgo	<p>Action: Travis to share information with Leon on shade sail which was over the playground to see whether there is an opportunity for Leon to follow up with Education Department to support costs associated with erecting a new one.</p> <p>Travis shared details at meeting. Leon to follow up and share update at next meeting.</p> <p>Carry over to next meeting.</p>
Insurance for camp out	12.09.22	George Nicholls	<p>Action: George to check on insurances and advise the team.</p> <p>Item actioned and can be closed.</p>
Canteen online ordering platform	12.09.22	Sharon Heaton	<p>School moving to Compass as a communication tool. Leon suggested Compass</p>

			<p>considered as the online ordering platform as part of the ongoing review.</p> <p>Action: Sharon to share information with Claudia for consideration.</p> <p>Item actioned and can be closed. Ongoing information will be incorporated into Canteen report.</p>
Busy Bee 15 th October	12.09.22	Tash Hawkins Bec Hargrave	<p>Action: Tash to create busy bee sign up form.</p> <p>Action: Bec to send out comms to promote busy bee and share sign up link with parents.</p> <p>Close as event didn't progress due to lack of numbers.</p>

5. Correspondence

Sender	Topic	Date Received	Recipient

6. President's Report

- A request has been put forward for the P&C to fund the Year 6 leavers yearbook. Cost presented includes design and printing.
- P&C would like to purchase 2 community noticeboards which can be used for ongoing communications. One would be placed at the main school outside the U/C area and another at Kindy.
- Leon suggested on comms a QR code to our FB page should be included.

Motion: That it was moved by Tash Hawkins and seconded by George Nicholls to approve spend of up to \$1,750 on the Year 6 yearbooks.

Motion: That it was moved by Tash Hawkins and seconded by George Nicholls to approve spend of up to \$630.50 on the purchase of 2 x Community notice boards.

Action: Details of notice boards to be shared with Leon so that school can buy them on P&C behalf and P&C will reimburse the school once completed.

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

7. Principal's Update

- Biggest change is the leadership structure. Interview process has commenced for the level 4 Associate Principal role.

Action: Leon to send invoices for budget items previously signed off, including clickers, decodable readers and NAIDOC spend.

8. Education Support Update

- Disco update: Alison confirmed a message went out to parents letting them know that any Ed support kids attending the disco will need a support worker/carer to attend with them.

9. Treasurer's Report

- Reconciliation underway of funds received from both Lapathon and Kindy Obstacle-a-Thon. Confirmation to be provided at next meeting of full reconciliation and funds raised.
- Quarterly uniform stock take completed.
- AL and LSL accrual to be reconciled.

Action: George to liaise with Marjorie on funds which need transferring from P&C to school.

Action: George to share details at next meeting of funds raised held in Term 3.

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

10. Committee and Representative Reports

10.1 Grants

Lynda Roberts-Hall presented the Grants report:

The following points were noted:

- Investigating possible Sunsmart UV signage opportunity.
- A number of musical items have been purchased as part of the Stronger Communities Grant.
- Also looking at whether there is an option to get some composted mulch from CoV. Travis shared information at meeting on mulch requirements.

Resolution: The Grants report was adopted by the Committee.

10.2 Safety

Aaron Mathews presented the Safety report:

The following points were noted:

- No movement on items.

Resolution: The Safety report was adopted by the Committee.

10.3 Canteen

Claudia Elkington presented the Canteen report2:

The following points were noted:

- Every single item has now been costed. Overall, most items are not running at a loss except fruit (seasonal) and spring rolls which are at even cost. Margin is down though due to rising costs of both cost of goods and overheads. As a result discussion held at meeting around increasing the cost of certain items to future proof going into 2023. Agreed that we would action for Term 4 rather than hold off until next year.
- There are not enough volunteers to help supplement paid employees in the canteen currently, especially to cover the significant increase in orders which happens at the back end of a week (Thursday and Friday specifically). Agreed that we need to employ a new casual staff member starting immediately to help ease the load in the absence of being able to secure regular volunteers.
- Will continue to put comms out requesting volunteers on a regular basis as this requirement doesn't change even though bringing on additional casual staff member.

- Platform review underway in light of school moving to Compass.
- WA Canteen day is the 4th November. Comms to be posted to acknowledge the effort of staff and volunteers in the canteen.
- Claudia building wishlist for 2023 to share with team.

Action: Claudia to implement cost changes across QKR and printed menus.

Action: Sharon and Tash to put comms out about price increase. Will wrap up into other comms going out.

Action: Sharon/Tash/Claudia to liaise with school about acknowledgement of canteen staff and volunteers at assembly on 4th November.

Action: Sharon and Tash to put comms out about Canteen Day.

Motion: That it was moved by Claudia Elkington and seconded by George Nicholls to approve employing a new casual staff member starting immediately to assist with canteen staffing issues.

Resolution: The Canteen report was adopted by the Committee.

10.4 Uniform

Sharon Heaton presented the Uniform report:

The following points were noted:

- Stock take completed in school holidays of Term 3.
- Discussion around who is accessing uniform store and management of stock. Sharon/Tati to discuss with admin team about managing requests from parents moving forward and if payment hasn't been received stock can't be taken.
- Comms to be sent out about Leaders Shirt to Year 5's.
- Contract with Wanneroo Uniforms needs signing
- Uniform Convener role still vacant.

Action: Sharon/George to sort new contract with Wanneroo Uniforms

Action: Sharon to liaise with Leon and school admin on process for supplying uniforms to parents and students in future.

Resolution: The Uniform report was adopted by the Committee.

10.5 Fathering Project

Justin Bird presented the Fathering Project report:

The following points were noted:

- Dwellingup event sold out very quickly. Meeting scheduled for the 26th Oct to finalise plans for event
- Team is proposing to hold an event at the Zoo on the 4th December. Parents will pay for their own entry. Request for funds has been submitted to cover kids entry, entertainment, lawn hire, food along with Amazing Race style activity.

Motion: That is was moved by Justin Bird and seconded by George Nicholls to approve spend of up to \$1,500 to hold event at the Zoo.

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

10.6 Events

Sharon Heaton presented the Events report:

The following points were noted:

- Planning for school disco well underway with event scheduled for 28th October. Volunteer sign up lagging so post disco meeting on the 18th Oct decision was made to put ticket sales on hold until more parents filled places, especially for the Year 4-6 session. It resulted in nearly all positions being filled so ticket sales resumed that week.
- Only other event proposed between now and the AGM is the Sundowner to welcome parents and students into 2023. A volunteer will need to put their hand up to arrange if we are to hold.

Resolution: The Events report was adopted by the Committee.

10.7 Grounds Update

No report was tabled although Travis was able to provide a Grounds update.

The following points were noted:

- Issue with retic so Travis has had to fix (under warranty).
- Irrigation to trees on Killarney needs to be installed as council no longer watering them.
- Scooter rack has been found but Leon to follow up as waiting on model information to assist with installation.
- Year tree – potentially behind canteen area in nook next to school tree. Still to replace tree from last year which died.

Action: Leon to follow up scooter rack email so Travis can sort installation.

11. Other Business

11.1 Roles to Recruit for Next Year and Comms Plan to Facilitate

All of the below roles will become vacant in 2023 so recruitment plan needs to be developed. Two essential roles are the Secretary and Vice President as without these roles the P&C can't operate.

- Secretary
- Vice President
- Events
- Uniform
- Grounds
- Also need to replace for safety role
- Grants

Sundowner can be used as a means to talk about role of the P&C. If class meetings are held at the start of Term 1 2023, P&C members can also request a slot to talk about the role of the P&C and the roles in an endeavour to encourage new members.

11.2 2023 Budgets

The Secretary reminded the team that at the next meeting budgets to be submitted for next year to assist the Treasurer build the 2023 budget.

11.3 Proposed meeting dates for 2023

The Secretary proposed the following meeting dates for next year:

Term	Date	Event	Notes
1	Monday, 20 February 2023	Exec	Hold in case any budgets require sign off prior to AGM
	Friday, 24 February 2023	Sundowner	Public holiday on Monday 7th March therefore don't hold on 3rd March
	Monday, 13 March 2023	AGM	
	Monday, 3 April 2023	Exec	
Holiday Break Friday 7th April - Sunday 23rd April			
2	Monday, 8 May 2023	GM	
	Monday, 12 June 2023	Exec	5th June PH
Holiday Break Saturday 1st July - Sunday 16th July			
3	Monday, 31 July 2023	GM	
	Monday, 4 September 2023	Exec	
Holiday Break Saturday 23rd Sept - Sunday 8th Oct			
4	Monday, 23 October 2023	GM	
	Monday, 20 November 2023	EXEC	
Holiday Break Friday 15th Dec - Monday 29th Jan 2024			

No objections raised.

Action: Sharon to liaise with Jayden and request dates added to the 2023 school calendar. Also ensure rooms are booked for meetings.

12. Date of Next Meeting

Next meeting: Executive Meeting, 21 November 2022 at 6.30pm in the Staff Conference Room.

13. Close

There being no further business, the meeting was declared closed at 8.36pm.

SHARON HEATON
Hon Secretary

25th October 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. Discussions still underway. Carry over to next meeting.

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Parent Survey	01.08.22	Bec Hargrave	<p>Action: Bec to share findings at next meeting.</p> <p>Carry over to next meeting.</p> <p>Action: Bec still to share report findings with the team.</p>
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			<p>Travis shared details at meeting. Leon to follow up and share update at next meeting.</p> <p>Carry over to next meeting.</p>
Community Notice Boards	24.10.22	Tash Hawkins	<p>Action: Details of notice boards to be shared with Leon so that school can buy them on P&C behalf and P&C will reimburse the school once completed.</p>
School wishlist items	24.10.22	Leon Wilson George Nicholls	<p>Action: Leon to send invoices for budget items previously signed off, including clickers, decodable readers and NAIDOC spend.</p> <p>Action: George to liaise with Marjorie on funds which need transferring from P&C to school.</p>
Funds raised from Events	24.10.22	George Nicholls	<p>Action: George to share details at next meeting of funds raised held in Term 3.</p>
Scooter rack	24.10.22	Leon Wilson	<p>Action: Leon to follow up scooter rack email so that Travis has make/model info to facilitate install.</p>
Canteen Price Updates	24.10.22	Claudia Elkington Sharon Heaton Tash Hawkins	<p>Action: Claudia to implement cost changes across QKR and printed menus.</p> <p>Action: Sharon and Tash to put comms out about price increase. Will wrap up into other comms going out.</p>
WA Canteen Day 4 th November	24.10.22	Claudia Elkington Sharon Heaton Tash Hawkins	<p>Action: Sharon/Tash/Claudia to liaise with school about acknowledgement of canteen staff and volunteers at assembly on 4th November.</p>

			Action: Sharon and Tash to put comms out about Canteen Day.
Uniform contract	24.10.22	George Nicholls Sharon Heaton	Action: Sharon/George to sort new contract with Wanneroo Uniforms.
School admin supplying uniforms	24.10.22	Sharon Heaton	Action: Sharon to liaise with Leon and school admin on process for supplying uniforms to parents and students in future.
2023 Meeting Dates	24.10.22	Sharon Heaton	Action: Sharon to liaise with Jaiyden and request dates added to the 2023 school calendar. Also ensure rooms are booked for meetings.

DRAFT