

**Mt Hawthorn P& C Association Inc.**

**GENERAL MEETING MINUTES**

**Harbeck Centre – 7:00pm, Monday, 8 April, 2013**

**Present:** *See attendance list*

**1. Welcome/Apologies**

Tim opened the meeting at 07:30 and welcomed everyone

**Apologies:** *Dan Cady, Anthony Ellis, Justine Daly, Stuart Naj*

**2. Minutes of previous meeting**

It was moved by Alex and seconded by Tara that the minutes of the previous be accepted as true and correct.

*Carried without dissent*

**3. Business arising**

Nil

**4. Correspondence**

**In:**

Interschool Swim Breakfast request

City of Vincent – Nature play forum notice

Dept Environment and Conservation WARRA Grants - Community Grants

Scheme Round 2 – notice

Parent – canteen customer complaint

WACSSO – invitation to P&C training program

WACSSO – Annual conference agenda item form

**Out:**

Certificates of appreciation

Letter to Eleni Evangei

## 5. Treasurer's report – Lesley Abraham

### Cash

Period 1st Jan 2013 to 5th April 2013

### Current account balances

Commonwealth	\$111,000
Bendigo	\$2,000

### Summary of income for the period (gross income figures only)

Canteen income (15% down from previous year)	\$16,800
Uniform income (14% up from last year)	\$29,400
Voluntary Contributions (20% up from last year)	\$34,400

**Action:** Dale to follow up with Marjorie to understand the change from last year.

Polling day income	\$1,200
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Notes:

The school term was approx. one week shorter due to the Easter holidays

### Summary of major spending for the period

Du Clene canteen clean last term	\$775
Drawings for the undercover area	\$5,050
Photo's for the aerial view of school	\$910
Bill for previous fair (2011)	\$600
Upcoming payment for playground fencing	\$1500

All in all it's been a great start to the year and Anna, the new bookkeeper is doing a fabulous job and thanks to her there has been a seamless transition for the school and P&C as she has taken over the books.

There have been a few stumbling blocks to overcome with the bank signatories which have now been rectified and aspects of the internet banking are currently under investigation.

**Action:** Lesley to follow up with the Bank to resolve the online banking issue.

We are sitting on a considerable sum at the moment, which will obviously diminish as we attend to the curriculum support and current grounds expenditure.

One of the main aims this quarter is to highlight the areas of expenditure that are a priority and to introduce some forms and procedures for the financial side of the P&C. The aim of these is to standardize the P&C procedures and assist in the record keeping for events, activities and fundraisers.

Just a reminder that the P&C operate an open book policy, all elements of the financial records are accessible for any enquiries. If anyone would like any clarification on any aspects of the income or expenditure please feel free to email me on [lesleyandtony1@bigpond.com](mailto:lesleyandtony1@bigpond.com) or call me on 04167 99286.

Lesley is to introduce common forms to be used for all P&C income/expenditure.

## **6. School and committee reports**

### **6.1 School Ed Support Centre (Kaylene Allen)**

All is well at the Education Support Centre, all students working well and integration into some mainstream classes for Term 2 has been planned.

We have recently had the porch repainted and it looks much nicer and brighter. We are currently planning to redo the fence between the ESC sensory area and the pre primary area and when that is done we will be having some sensory panels installed along it for our kids to play with. The ESC contributed towards the new playground in the pre-primary area and our Early Intervention students enjoy playing with their mainstream peers on all the new equipment available to them.

At the end of last year the ESC arranged for the limestone wall along the side of the path near the ESC to be built and it looks wonderful and much tidier, particularly now that woodchips have been added by the working bee, thanks to everyone who helped with that. There was an understanding that the P&C would contribute towards this wall and I think you will remember that the ESC did not to receive funds last from the P&C so that this could go towards the wall. The total cost is in the attached invoice which has now been paid, so perhaps the P&C could decide what they want to do about it.

### **6.2 Canteen – *Tania Boylen***

Canteen has been extremely busy.

Have lost Janet lost until end of term due to external injury. Celia and Sarah are covering the short fall.

Flowers to be sent form the P&C.

Extra help on Thursdays would be appreciated.

New menu for Term 2.

### **6.3 Fundraising – Helen / Rob / Alex**

Potential dates being planned for disco, lap-a-thon, quiz night, pavers

Election BBQ raised \$1200 and included many new faces.

Entertainment books have arrived and will be distributed by Helen.

Footy Tipping has got off to a good start with 40 people enrolled in the competition. There are 6 people who have not paid as yet, but most of these we have spoken to and payment is on its way. The entry fee is \$50.

There are about 20 people in the system that have not paid, tipped or logged in since last year. After 4 rounds we will assume these people don't wish to participate this year and will remove them from the system.

Given that last year we only just broke even, we propose that prize money be set the amounts used the year before:

Weekly prize - \$20 (for tipping all 9 games correctly)

End of Season prizes:

First Prize - \$350

Second Prize - \$250

Third Prize - \$100

This would result in a profit of \$840.

### **6.4 Grants – Rob Papparde**

We have convened at a meeting on 26 March 2013

We have appointed a convener (Rob)

The grants that are coming up are:

a) Waste Wise program

b) Artist in Residence Program

c) Community Grants Scheme

Next task is to meet with Dale and the Grounds committee to discuss priorities.

### **6.5 Grounds - Kim**

As per attached report (appendix)

Kim – to be Convenor with Stuart to be involved in School Campus planning role

Want to get as many people involved as possible.- suggest that it starts with a calendar of events that can get advertised

Busy bees discussion. Next one beginning May.

Grounds communication is key to getting more involved.

Idea to have a gardening group that could include children and Grandparents etc

### **6.6 Safety House – *Kylie Petrou***

30<sup>th</sup> year for safety house this year.

Focus on Safety House state art competition this year May 20<sup>th</sup>-24<sup>th</sup>

Safety House tent to be used for the “lost children” tent at the fair.

CEO Safety House has offered to the Parent Liaison group in Term 2.

### **6.7 Uniform – *Maree Pickens***

Sales are growing strongly and has been very busy (3 person job)

Maree might run into an issue in running the shop on Thursdays given change of work situation.

Following the AGM, we have

- discontinued zip jackets without hoods
- hat options are being investigated
- new skirt and skort options are available for viewing

### **6.8 Communications – *Alex Castle***

Things are ticking along as usual with Communications. We have approached the parent liaisons to send us their class lists to add to the newsletter list, with a good response. We now have 543 subscribers, which is a growth of about 50 people this year.

We are making some progress on the new branding for the P&C. Some initial designs have been circulated and some discussion begun!

### **6.9 Fair – *Shari McKeon***

Faire scheduled for 9<sup>th</sup> Nov 1-7pm

Good class response so far – only 2 classrooms have not yet made contact.

Sponsorship proposals are currently being constructed.

A bit slow on attracting volunteers

Shari will be available Thursdays at 2pm next term in the staff meeting for class assistance etc

Looking at several charities to be incorporated into the fair as beneficiaries.

### **6.10 School Board – Alex Castle**

School Board is currently reviewing the Uniform Dress Code with Shari working with Maree to review in particular the options for girls (pants and skirts/skorts) and hats. The Board has issued an Interim Dress Code to say that girls should not be wearing leggings without something over the top such as a skirt and skort. “Leggings are underwear not outerwear.”

Board Elections are being held again with calls for nominations at the moment – due 12th April 2013.

## **7. Principal’s report**

### **P&C Curriculum Funding 2013**

English	\$2,000
ICT	\$8,000
Maths	\$5,000
Music	\$2,600
PE	\$2,000
Art	\$2,400
<b>TOTAL</b>	<b>\$22,000</b>

Money was allocated based on submissions by Cost Centre Managers and are in line with school planning.

As per agreement at the P&C meetings of 2012 and 2013, I respectfully request \$15,000 towards the Pre-primary grounds upgrade and \$22,000 for curriculum purposes as outlined above.

### **Projects 2013**

Fairy Garden - Julian Rose is providing a proposal for the redevelopment of the Fairy Garden area.

### **Facilities**

Richmond Street grounds have been completed, with grass areas and a bike track being funded by the Education Department.

Prices for additional gates at the front of the school and access to the oval via Woodstock Street are being obtained and will be actioned as soon as possible.

We are looking for some new paths to be established from the gates at the front of the school. This could be a focus for the completion of the brick-paving project.

## **Survey Feedback**

### **Information Sessions**

We have had mostly positive feedback in relation to the format of the meetings, with sessions for junior primary to be scheduled earlier in 2014.

### **Booklists Campion**

We received a great deal of negative feedback about the distribution of booklists, which will be forwarded through to the supplier, Campion.

### **Parking**

I have received a DRAFT proposal for modifications to the parking signage along Killarney and Matlock Streets. The modifications will be placed on the agenda for the Planning Committee. The proposal includes extending the existing Kiss & Ride and making 13 diagonal bays on Killarney Street into 5 minute parking to ensure they are pick up and set down only.

## **8. General business**

### **8.1 Growers Market Update**

The Farmer's Market that was discussed and investigated last year is not going ahead at this stage.

There are a few reasons for this:

1. Kyilla Primary School's market has been approved and will be beginning on 8<sup>th</sup> June. They were further ahead in the process than us and had lodged a DA with the Council before we really began.
2. Given that we hopefully will have a major building this year, it may have been logistically difficult.
3. I have also heard that the Dept of Education not keen on using school grounds for farmer's market.

### **8.2 Campus Planning Update**

- a) \$1.25mil planning underway

Letters went out to Elini Evangelis following the election result.

Dept of Education now waiting for Dept of Finance to 'open up the coffers'.

Architects have assisted in determining how best to use the money – resolved in: undercover area; music facility on eastern side including

staging/performance area; top play ground – multi cover undercover area / shed

Scope meeting to happen once Department of Education approaches. This probably won't happen until after the state budget which has been pushed out to August this year.

b) Traffic management planning is currently underway with ideas around extended kiss and drive.

c) Fairy garden planning underway

d) School entrance improvements are being planned

### **8.3 Sponsorship and Community Advocacy – Guidelines**

Lots of projects on the go this year that will require sponsorship: eg fair, quiz night etc

School has sponsorship policy as does the P&C (which is somewhat dated)

Tim would like to form a work group to provide feedback by the end of April to the board to give the Fair team some guidelines to work with during the year.

Please let Tim/Graeme know if you are interested.

### **8.4 Kindy BBQ – Richmond St**

Due for a BBQ at Richmond St.

They are also looking for a 4x2 black board to fix to the outside of one of the walls that the grounds group could organise.

Date to organise once the grass is established (early term 2) – 17<sup>th</sup> May

### **8.5 Auditor**

Peter Fisher introduced himself.

Peter indicated that he usually undertakes Quarterly reviews and so would come once / quarter.

Name tags and volunteer register would be an excellent idea.

**9. Next meeting: 20 May 2013**  
**Meeting closed: 21:10 hr**



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**G. Gleeson**

HON SECRETARY

8 April 2013