

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:00pm, Monday, 20 May, 2013

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:50 and welcomed everyone

Apologies: *Robert Papparde, Maree Pickens, Bronte Pyett*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

Nil

4. Correspondence

In:

Petition from students requesting soccer goals

WACSSO state council elections – calling for State Council Representatives - Perth South electorate

Invitation To Cancer Council Morning Tea with Eleini Evangel

Out:

5. Treasurer's report – Lesley Abraham

Cash Balance as at 1st May

Commonwealth	\$64,000
Bendigo	\$2,000

The canteen and uniform shop are running well and are meeting expectations for the start of term two. The canteen has implemented some small price increases and new menu items and we will ascertain their success as the weeks go by. The uniform has been very busy at the start of term two.

Income

Voluntary contributions 2013 total	\$34,390
Umbrella income	\$1,880
Second hand uniform sales	\$295

Expenditure

Curriculum Support MHPS 2013	\$22,000
Curriculum Support Ed support 2012	\$3,000
Curriculum support Ed support 2013	\$3,000
Grounds Projects to MHPS	\$15,000
Polling day income to MHPS library	\$1,200
Payment for fencing	\$1,760
Purchase of 100 umbrellas	\$1,936

Points of interest for the period

The P&C purchased 100 umbrellas and gifted 30 to the primary school. The remaining 70 sold quickly and a further 100 have been ordered. The entertainment books are now on sale.

Notes for the coming months

The ATO are raising the rate of superannuation guarantee over the next seven years from 9% to 12%. This will commence on the 1st July with a 0.25% increase from 9% to 9.25%.

Lesley will be organising a meeting with Shari, the fair coordinator, to discuss the financial requirements and expectations of the fair from a P&C perspective in the coming weeks. The aim of this is to fine-tune the bookkeeping requirements/banking needs etc. from lessons learned over the last couple of fairs with a view to being prepared for term three and four.

When an actual expense is higher than that agreed at a General Meeting, any expense over the approved amount requires General Meeting approval. Suggestion is that we include a contingency in the approved amount.

Action: Lesley to bring a proposal to the next meeting.

Tim met with the auditor for 2013 - Mr Peter Fisher - last week.

In that meeting the P&C were presented with a letter of engagement, which needs to be executed following tonight's meeting.

We also have been provided advice on registering "not for profit status" as community organisation per an earlier enquiry. This too will be executed with the support of the general meeting.

The P&C also requested some advice on:

1. Developing a forecasting framework for managing outgoings on each Fair stall.
2. Mapping a clear cash management strategy for the income derived on the Fair event day.
3. Protocols for managing the appropriate acquittal of grants where they carry across multiple P&C terms.

We welcome Mr Fishers professional expertise and knowledge in the administration arena.

Update on Net Banking. Request for Book Keeper to be a 'view only' for bank reconciliation purposes– forms to fill out tonight.

6. School and committee reports

6.1 School Ed Support Centre (Alison Harman)

There is nothing new to report to the P&C all is going well. Thanks go to the P&C for refunding us for the limestone wall.

6.2 Safety House – *Kylie Petrou*

Working on getting the map done (at Landgate)

6.3 Uniform – *Maree Pickens*

- Challenging to keep on top of things given changing work commitments and shop demands. Shari and Mel are helping run the shop in Maree's absence.
- Need to look at online form via online canteen to allow to process orders outside busy periods.
- Notice to go out on various noticeboards (including online canteen etc)
- Change of hat still being investigated
- No Jazz pants available yet

6.4 Grants – *Lisa Patterson*

Key points:

- Currently looking at a bunch of grants to support such things such as:
 - School shelters
 - Fairy Garden
 - Kiss and drive (RAC road safety)
 - Water waste wise

6.5 Grounds

Brief meeting yesterday

7th June busy bee – 3.30pm – 2 hr – BBQ - focus areas - to meet at canteen area for pre-prepared working sheets. Work areas will include:

- Top dressing oval
- Pre-primary small jobs (including garden retic, 20 new tyres, black board paint, weeding, wood chipping)
- Weeding

Anticipated cost approx. \$1500

6.6 Fundraising – *Anthony Ellis*

Disco: To be held Friday, 21 June at Floreat Athena Football (Soccer) Club. Junior Disco to run 5:30pm – 7:00pm; Senior Disco to run 7:30pm – 9:00pm. Theme is "Anything Goes – Wear your favourite costume". Tickets are \$10 and go on sale this Friday before school and will be on sale at the end of each week (by the Year 7 disco committee and Helen Davey). We are looking for some prizes to be awarded at each disco, so if anyone has any ideas/donations, let us know!

'Parents' night": Traditionally, this has been a Quiz Night but it has been suggested that we could run this as a Bingo night or something that caters to those who are put off by quiz nights. [Suggest we canvas support for a change at the GM]. Proposed date: Friday, 16 August.

Movie fundraising: We have received a proposal from Event Cinemas, Innaloo to hold a fundraising event at their complex. Event Cinemas would offer the P&C tickets at a discounted rate, to which the P&C would add a margin for fundraising. Alternatives are that we could reserve a whole cinema (the smallest seats about 200) and choose almost any movie we like, Event Cinemas can also provide a microphone and we can run some games/audience participations before the movie or we can reserve a section of a regular public session. If reserving an entire cinema, tickets are offered at a \$4-5 discount, if reserving a section of a cinema, tickets are offered at a 50% discount plus a small surcharge. Ticket prices are higher for new release "blockbusters". The Committee proposes holding a movie event early in term 3. [are we seeking support at the GM?]

Lap-a-thon: Aimed at raising money for the Killarney St. Bush Garden and the Junior School Fairy Garden. Looking at last week of term 2 – TBC. Suggestion is to link the fundraising for the requested soccer goal nets, netball goals, (as well as some other ideas.)

Other fundraising ideas being considered:

- Shopping evening at House, The Mezz – P&C sells tickets (suggestion is \$10), shoppers receive a glass of champagne plus 30% off purchases from House. We can look into whether this can be extended to other stores in The Mezz complex as well.
- Parent/child football game and barbeque – could be held on the School oval at around AFL finals time.

6.7 Canteen

Key points:

- Canteen is running well
- Janet is still on the mend
- Great transition into the new menu
- Looking to do an audit of canteen electrics shortly

6.8 Communication

Key points:

- School Questionnaire changed this year – it is now once a term via school liaison and targets a few issues only at a time – had good response term 1 Suggested to add a couple of P&C questions for timely issues.
- Looking at better options for noticeboards

6.9 School Board

Key points:

- New Board in place - John Simonis and Kimberly Mann are new Board members this year. Michael Jenkins remains the Chair
- Campus Planning is underway
- 'Uniform Dress code', 'Behaviour Management' and 'Reporting to Parents' policies are next due for review

6.10 School Fair

Key points

- Planning is ticking over well
- Working on the budget – getting lots of input from within the school
- Noted that a school family has donated all the printing
- Drafting sponsorship letters for classes to use
- Tim spoke of the idea of listing businesses who have provided sponsorship onto the fair website as well as possibly the P&C / school website. To be discussed at a later date.

7. Principal's report

Band Invitation Opus Concert 1 July

The Mount Hawthorn Band is the only primary school band ever to be invited to perform at the Opus Concert at the Concert Hall at the end of the term. The Opus Concert is an annual event held by the School of Instrumental Music and celebrates excellence in instrumental music in Western Australia.

Projected Numbers 2014 (Education Department Figure)

K	PP	1	2	3	4	5	6	7	Total
110	119	111	99	91	84	80	63	62	819

Actions Term 2

- Seek confirmation of students leaving at the end of 2013
- Look at possible structures
- Apply for additional accommodation (if necessary)
- Staffing will be confirmed in third term.

Undercover Upgrade - Concept Drawings developed in consultation with Campus Planning Committee including a music facility and new covered courts. The next stage will hopefully occur after the budget is released. The Committee's preference would be to commence the project after the fair.

Treasurer to note: There is a possible outstanding invoice for architecture fees (QS report, sketching proposal) that may arrive if Sandover Pinder are not appointed. To be included in forecast expenditure. TS to seek out invoice for second stage work estimated at \$2,500.

Fairy Garden - Julian Rose has been engaged to draw up the plans in consultation with staff members. The work will be staged and hopefully commence during the next holidays. Plans will include a possible shelter for a new Kiss & Drive near the junior playground.

Killarney Street Bush Garden - Plans have been developed for the establishment of a garden in front of the Art Room which will hopefully include two shelters for students waiting at the Kiss & Drive.

Traffic Management Plan - I have attached a DRAFT copy of Plans for the extension to the "Kiss & Drive". After consultation with Dr Alison Harman, I have decided to extend the existing Kiss & Drive to include the bus zones, as the buses depart at 2.45pm. The Campus Planning Committee, in consultation with representatives from the P&C, School Board and staff, are also considering establishing a new Kiss &

Drive area adjacent to the Junior School playground, to include 5 minute parking bays and a supervised waiting area for children.

Year 7 Transition - The Year 5, 6 and 7 teachers have commenced planning for the 2014 transition year with the following initiatives being implemented:

- New leadership shirt to be designed by current Year 5 students and worn by Year 6 students in 2014. Year 7 students will be wearing the existing leadership shirt for the last year.
- Two camps will be organised for both Year 7 and Year 6 students. Dates will be finalised and communicated to parents next semester
- Leadership opportunities will be given to both Year 6 and Year 7 students in 2014
- Two graduations will be held in 2014
- An information session for parents of Year 6 and 7 students will be held in Term 4.

Behaviour Management Policy

This policy has been reviewed by the staff in consultation with a group of parents who have expertise in behaviour management and social work.

Reporting to Parents

The Reporting to Parents Policy is currently being reviewed with a survey planned for parents this term after the Liaison Parent Meetings.

Information Sessions

- Cyber Safety – David Cook, Lecturer in Computing and Security
- Protective Behaviours – Ali Fisher
- ICT – A parent session will be held by the ICT Committee demonstrating how both tablets and electronic whiteboards are used to support the curriculum.

Discussion on cars travelling up Killarney St the wrong way.

Action: Graeme to send a letter to the City of Vincent requesting better signage with respect to not entry off Killarney St off Scarb Beach Rd.

8. General business

8.1 Robert Papparde – Exec Election

Secretary has received a nomination form from Robert Papparde for P&C Exec (was an oversight by Rob at the AGM).

Rob's nomination was voted and accepted by the meeting.

8.2 Uniform Policy

Peter Ficko requested an update around the Uniform Policy concerning leggings / skorts / Jazz pants.

Peter noted that the School Board is required to consult about any changes to the uniform policy.

Peter's question is about 'what consultation process was engaged via Board or P&C'? There also is a current supply issue with Jazz pants and questions if the change in policy is timely.

Tim noted that the P&C doesn't drive uniform policy (just runs a uniform shop). Biggest issue in sourcing is that the on quality option is \$10 more expensive than

the current. Policy was discussed at a previous P&C meeting (2012) and also at the AGM where there was general agreement. No P&C survey has gone out although suggested that that might be a path forward.

Dale commented that the policy came from the school to the Board.

Alex noted that the interim dress code was just clarifying the existing policy (where leggings are not included.) Alex thought that allowing leggings 'under something else' was actually a concession by the School Board.

General discussion around consultation which was noted had been via several school newsletters, previous P&C meetings and parent liaison meetings.

Shari noted that the interim policy actually was driven for the purpose of the school hat. At the time it was decided that leggings should also be tackled, as leggings that were being worn were see-through and too short.

Shari noted that at the end of last term we ran a three-week survey around trial fabrics on the shorts and should soon have a recommendation to put forward.

Alex commented that the school should take a conservative approach and not just what is current trend.

Shari noted that feedback is being gained from staff, children and will be in a future parent survey. The final uniform code will be formally released for consultation.

Dale commented that the focus has been on Year 6 and 7 girls.

Tim commented that the general P&C is comfortable with where the uniform process is.

Peter is happy with what the P&C has done and noted that he thinks that there is a place for leggings for sport.

8.3 Kyillia Primary Farmers Market

Justine commented that Kyillia Primary would have 3 stalls available for their upcoming farmers market for not-for-profit such as the P&C.

9. Next meeting: 24 June 2013

Meeting closed: 09:30

G. Gleeson

HON SECRETARY

20 May 2013