

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:30pm, Monday, 24 June, 2013

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:40 and welcomed everyone

Apologies: *Dan Caddy, Anthony Ellis, Lesley Abraham*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

1. Lesley to bring a proposal re: requirement for approval of overspends.
Agreed that any 'approval to spend' would include a contingency amount – anything over the contingency would require approval at a General Meeting.
2. 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.
Completed (nothing from City of Vincent to date.)

4. Correspondence

In:

Letter – Eleni Evangel thanking Tim for attending a Cancer Fundraiser morning tea

Out:

Email to City of Vincent Re: Killarney St

Letter to Kindy Parents (Intro to P&C)

5. Treasurer's report – Lesley Abraham

Cash Balance as at 21st June

Commonwealth

Opening Balance \$64,000

Closing Balance \$67,035

Bendigo \$2,000

The canteen and uniform shop are running well and are meeting expectations. The canteen has requested to purchase a food processor, which will be in place at the start of term 3. The online canteen ordering has been busy this term and is on target to continue. The canteen sales are up by 2% from the same period last year however cost of sales are 4.5% higher than last year. The 2.8% costs incurred through the use of the online canteen should also be considered when looking at progress for the period.

Staff costs are up by 13.7%, which is impacting the net position of the canteen, reflecting increased award rates and fewer volunteer hours. The canteen has a number of high quality homemade items on the menu as opposed to shop bought items and this is reflected in these figures.

The uniform shop was very busy at the start of term two. Sales for the year to date are 11.5% up from the same period last year at \$40,976 whereas cost of goods sold has increased by 15% at \$31,908.

Income

Initial figures indicate that the school disco has raised \$3,000 and entertainment book income is around \$480 with the sale of approximately 40 books.

Expenditure

The main expenditure since the last meeting has been the WACSSO affiliation fee, which is \$1,084 and workers compensation, and insurance fees are due at the end of this month. In order to be able to establish an appropriate level of insurance cover for the canteen a stock take has been requested.

Points of interest for the period

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%.

The P&C is an incorporated organisation and has an ABN. I am currently amending the registration details for the ABN and updating the ATO of the current office bearers and authorised contact people. The purpose of this is to pursue the reclassification of the P&C as a charity as instructed by WACSSO. I will report on any progress at the next meeting. I am also meeting with the auditor on Thursday to assist in his audit preparation requirements.

Reimbursement for Sander Pinder Architect fees (pre-election) will be paid

6. School and committee reports

6.1 School Ed Support Centre - *Alison Harman*

Key points:

- Nothing to report

6.2 Safety House – *Kylie Petrou*

Key points:

- Safety House map has come back from Landgate – now looking for somewhere to locate it around the school and website

6.3 Uniform – *Maree Pickens*

Key points:

- Sales still going strongly
- The recent survey results gave a picture of which of the 2 options were desired
- No progress on the 'hat' options yet
- Some discussion around the merits of the white Menzies shirt

- The new Leaders shirt will be displayed with Mr Thompson's class
- Thanks Shari to Mel McInerney for running the shop in Maree's absence
- Term 3 will see Uniform orders via Online Canteen

6.4 Grants – Robert Paparde

Key points:

- Grants being pursued:
 - Grants Grass roots (RAC) (August)
 - Artist In Residence grant (Sept)
 - Anzac centenary grant
 - Coles Garden grant (August)
- Waste authority 'wastewise infinity' awards – Lisa Patterson to progress the application
- Tim noted that it is important that the school is aware of what is being applied for in case any school / volunteer resources are required if successful

6.5 Grounds – Kim Frankowiak

Key points:

Busy Bee 7 June 2013

Very successful Busy Bee held 7 June - 20-30 helpers - weeding, mulching around the pre-primary, sinking of protective tyres around the bike racetrack, straightening of garden bed retainers.

Outstanding unfinished jobs:

- Oval fertilizer application
- Spreading of the remaining wood chips
- Painting of wood board (former basketball backing)

Fairy Garden

Preliminary drawings of the proposed fairy garden development have been completed - emphasis on a retaining wall (with fence on top) along Killarney St and decking of the main play ground area and some play features.

Starting date of the retaining wall is likely to be during the July school holidays followed by decking and play features.

Waste Wise initiative

The Grants committee has found \$14K worth of funds the school can apply for - easy to obtain if we can show documented procedures and methods how the school is recycling and implementing its permaculture/water wise gardening plans.

Undercover/Music Room (\$1.2mil upgrade)

New developments have taken place in regards to the undercover area. It appears that the focus is now on the netball court grounds as a development site, rather than the existing canteen/lunch facility. With 100m² allocated to the newly proposed music room, additional playground space will be looked for to keep with the schools grounds play area commitments. (Cricket net relocation/ conversion?)

Next proposed Grounds Committee Meeting

Wed 26 June 2013 Oxford Pub 8.00pm

Tim thanked Kim for the momentum, energy and co-ordination involved with the grounds, especially a very successful busy-bee.

6.6 Fundraising – *Helen Davey*

Key points:

- 2 discos last week went really well – 480 tickets sold. (300 junior disco). Maybe do PP->Y2 and Y3->Y7 next year to even out the numbers.
- Bricks (Killarney St) going ahead and starting to sell! Going to target Kindy / PP and Yr1.
- Movie at Innaloo to be scheduled later in the year - 297 seats (min 220). To be confirmed at next Exec meeting
- Bingo / Quiz night still being worked through (16th August). “Not your average Bingo night”

6.7 Canteen – *Sarah Wiggett and Celia Hadgraft*

Trade observations:

- The canteen is as busy as ever with Thursdays now just about as busy as Fridays eg. On the Thursday before the long weekend, canteen handed out 174 lunches – we anticipate this was impacted by Friday being a pupil free day.
- Wednesdays are also quite busy now with the introduction of fish and chips.
- Tuesdays are still the quietest day.

Menu observations:

- Milo cookies are proving to be very popular – we are only just managing to keep up with demand but the new mixer will help the situation – they don't take long to bake once mixed. We have decided to limit them to two per child. Some kids have been trying to buy half a dozen at a time and as they are an amber item on the traffic light system, we feel that two is plenty.
- It's soup season again, which is proving popular with the teachers.
- Sushi will be coming off the menu in term three due to drop in demand. This will be replaced with something more “wintery”.

Service observations:

- We still need volunteers – Catherine Lang (Rebecca's mum) has been helping out every Friday, which has been a huge help – thank you!
- Also need to ensure the baskets are collected for lunches in the Junior school – this cuts down on the meals to be provided across the counter at lunch.
- Online Canteen has delivered a couple of glitches ordering, – over the past couple of weeks we have had a few children whose parents thought they had put an online order in however it hadn't come through on the system. A couple of times it was human error although instances have occurred where they have received a confirmation email for the order and the money has been deducted from their account, but the order hasn't come through to us. Canteen staff have advised P&C Exec and have been advising parents to report the error to the - Our Online Canteen helpdesk on **1300 484 888**.

- Despite this, the online canteen system is working well for the canteen staff (reduces the lunch time crush) and is extremely popular with parents.

Staff:

- We have morphed to two staff on the roster for Thursdays to keep up with demand and maintain the integrity of the menu offer.
- Handover of ordering and operations items is going well.
- Janet will be back on board on Mondays at the start of term 3.
- Would be great to have an extra volunteer in printing out the orders each day

Action: Tim to look at installing the printer in the kitchen

Looking ahead:

- Purchasing a mixer to assist with preparing baked goods – budget \$700.
- Will complete a stock take for end of term 2-end term financial status.
- New phone app will be ready for Online canteen in Term 3
- Alex to look at putting a volunteer calendar on the website to attract extra help on Wed/Thrs/Fri. To also be canvased through the next parent liaison meeting.

Tim commented that the canteen runs close to break even despite a more 'home made' menu and is one of the few that runs 5 days/week.

6.8 Communication – Alex Castle

Key points:

- Newsletter goes out this week
- Still looking at noticeboard options – locations and available boards

6.9 School Board – Alex Castle

Key points:

- No meeting since the last P&C General Meeting

6.10 School Fair – Shari

We have organised a fantastic day. There will be entertainment, fresh food, rides, art, craft, games, gifts, prizes and a wonderful variety of stalls.

The entertainment line-up will be the Mount Hawthorn Hummers, The school band, singers, dancers, demonstrations of martial arts, dancing, art and music.

We will have an Exhibition of the students collaborative art which will be on sale by auction on a date yet to be set.

There will be a Silent Auction of products and vouchers donated by various businesses.

We will have marvellous food and refreshments available all day with the World of Sausages, Thai Curry, Italian pasta, Spanish tortillas, Cup Cakes, Large Cakes, Fairy floss, Popcorn, Fruit kebabs.

Loads of fun and games with Lucky Sip, Poo Lotto, Hampers, Tyre Maze, LobaChoc.

A trove of treasures with Kindy Jars, Cheese platters, Garden herbs, Worm Wee, Books, Cartoons, Parasols and Handfans.

Very refreshing refreshments with Homemade Lemonade, Snow Cones, Gelati, Slushie, Coffee, Tea and cool drinks.

Fabulous rides with an Overland train, Enormous Slide, Bucking bulls, Flying chairs, Man Soccer.

And of course loads of fun with the animal farm.

Did we mention there will be loads of balloons, stickers, tattoos, guessing games, raffles and loads and loads of prizes to win.

We will have our very own Vicki Roberts representing the Pink Ladies who will be providing a cup of tea and a chat about the Pink Ladies to support breast cancer. Our very own Katie Hardman will sing a song as pink balloons are released, into the blue skies, in the afternoon.

We will also be providing stalls for our Bali Sister School and OSCA to raise funds for their purposes.

Here is a list of the school stalls so far.

Stalls

Kindy	Treasure Jars	Gift
Kindy	Fresh Fruit and Juice	Refreshment
Kindy	Balls&Balloons	Gift
PP	Coffees of the World	Refreshments
PP	Lucky Dip	Treat
PP	Cupcakes	Treat
Year1	Jams/Preserves	Treat
Year1	Parasols/Fans	Gift
Year1	Cookie Decorating	Treat
Year1	World of Sausages	Food
Year2	Lemonade	Refreshments
Year2	Slushie/Popcorn	Refreshments
Year2	Gelati	Treat
Year3	FairyFloss/SnoCone	Treat
Year4	Train Stop	Ride
Year5	Books	Gift
Year6	Silent Auction	Gifts
Year6	Glass Bottle platters	Gifts
Year7	Drink Stations	Refreshments
Year7	Drink Stations	Refreshments

Foodhall

Year3	Thai Curry	Food
Year3	Spanish Tortilla	Food
Year5	Italian Pasta	Food
Year4	LuckySip	Game

Games

Kindy	LobaChoc	Game
Year2	Tyre Maze	Game
Year3	Poo Lotto	Game
PP	Hamper Raffles	Game
EdSupport	Ride Tickets	Ride

Committee

The committee this year consists of fair liaisons from each class. These liaisons will assist me with organising their sponsorship and organising their stall requirements. Fair meetings will be held every Wednesday afternoon from 2.00pm starting the first week of term 3

Fair Co-ordinator	Shari McKeown
Entertainment Co-ordinator	Amanda Humphreys
Website Designer and Manager	Alex Castle
Website Co-ordinator	Jodie Hameister
Logistics Co-ordinator	Karine Evesque
PR/Marketing	Karen Kerlin
Sponsorship	Shari McKeown/Fair Class Liaisons
Food Health and Safety	Morita Brack

Entertainment

The entertainment will be organised by Amanda Humphreys. We will mainly concentrate on entertainment from within the school community. We are hoping for some roaming entertainment also to enhance the cultural atmosphere.

Website

The fair website will go live the first week of Term 3. This will be designed and managed by Alex Castle. The information, updates and sponsorship to go on the website will be drafted by me and managed by Jodie Hameister.

Logistics

The fair logistics will be looked after by Karen Evensque who is an OH&S Adviser for Woodside.

PR/Marketing

The PR/Marketing for the fair will be looked after by Karen Kerlin. Karen lectures in PR at Curtin University and will liaise with local papers, radio stations etc. All printing is being donated by Hans End, Hepburn Printing. Printing will consist of bumper stickers, posters, banners and flyers.

Sponsorship

We will be sending a letter to all local businesses asking them to become involved in this years fair and providing them with the following options.

This year we can offer you three great opportunities to choose from and become involved.

Level 1 - Advertise your business logo on our Cultural Carnival website with a link to your website and have your business logo printed on our Cultural Carnival newsletters. Provide Cash, Vouchers or Goods to the value of \$1,000 or more.

Level 2 - Advertise your business name on the sponsors' page on our Cultural Carnival website with a link to your website and have your business name printed on our Cultural Carnival newsletters. Provide Cash, Vouchers or Goods to the value of \$500 or more.

Level 3 - Advertise your business name in our Cultural Carnival newsletters. Provide Cash, Vouchers or Goods to the value of \$50.00 or more.

We have sent out sponsorship letters on behalf of the lucky dip stall to local newsagencies asking for small prize donations.

The Mezz Newsagency have become a fair sponsor this year and are regularly donating small prizes that can be used for many stalls throughout the fair. A

parent from our school, Leah Papa, works at the newsagency and has helped form this relationship.

23/06/2013

Foodhall

This year we will be transforming our canteen area into a foodhall and providing amazing food representing many cultures. A parent at the school, Morita Brack, who is a food safety officer, will donate her time and will provide food temperature charts and thermometres to help monitor food safety throughout the fair. Morita will also do regular spot checks on the food temperatures. Morita kindly did this last fair and it worked very well.

Hire Equipment

The P&C will provide order numbers for any equipment that is to be hired.

Hire agreements are in the process of being signed for the following:

PA and lighting	Instandt PA
Stage, Marquee, Chairs, Tables, Umbrellas	Marquee Magic
Rides	Cheeky Monkey
Rides	Monsterball Amusements
Slushie Machines/Popcorn Machines	Passiontails
Fairyfloss/SnowCone	FlossnPop
Animal Farm	Cuddly Farm

Art Exhibition

Each class will provide a piece of collaborative art to exhibit at the fair. There will be an auction to sell of the pieces prior to the fair, date yet to be organised.

External Stall Holders

An application will be sent to previous external stallholders in early July. Their will be an application form and information package for external stallholders available on the website.

50th Year Reunion

The time capsule for the 50th Year Reunion of the Junior School will be opened prior to the fair opening, possible around 12.00. This will take place in the junior school building. I am helping Maureen Seal with the co-ordination of this function.

Work in Progress

MC	organise a couple of teachers to provide MC work during the fair
Rubbish	I have emailed the City of Vincent and I am waiting to hear from them in relation to waste management for the fair.
Food Permits	I need to send to COV
Sponsorship	Sponsorship proposals will be sent to previous sponsors in early July followed by letters being sent to new sponsors.
Electrical	Find someone to look after this on fair day
Security	Find someone to look after this on fair day
Ambulance	Find someone to look after this on fair day
Demonstrations and competitions	Organise different demonstrations and competitions
Class involvement	Speak to the teachers so each class can make decorative hands for decorations at the fair

7. Principal's report

Enrolments

Projected Enrolments 2014

Year	K	P	1	2	3	4	5	6	7	Total
2014	106	119	111	99	91	84	80	63	62	815
2015	111	114	105	103	100	91	81	82		787

Facilities

Nathan Zuideveld from Zuideveld Marchant Hur has been appointed as the Architect for the Undercover Project and is working with the Campus Planning Committee at possible options for the projects. The Committee is looking at the possibility of building a new undercover area, which will incorporate basketball courts and a multi purpose classroom. Updates and plans will be presented to the next P&C meeting.

Grounds

The school has initial plans for the Fairy Garden (attached) and has commenced pricing for retaining and fencing along Killarney Street.

Soccer Goals

The goals have been ordered and we are obtaining a quote for installing additional panels of fencing to accommodate balls hitting the Pre-primary building. We are also looking at options for the AFL goals, which are significantly more expensive and will need additional fencing.

Finances

The Finance Committee is in the process of looking at submissions for an additional funding of approximately \$100 000 from our One Line budget. These projects include early intervention (K-P), furniture / fixtures, ICT and play areas.

Surveys

We have had a positive response to the survey on reporting to parents and the uniforms, with 183 responses. The results are consistent with previous survey results reinforcing that the school is on the right track. We are really happy with the new initiative and importantly we can implement feedback where necessary in a short time frame. Responses will be published on the school website after they are presented to the School Board. The feedback will be used when the School Board reviews the Reporting to Parents Policy.

Reports

The school had 40 parents attend the Reporting to Parents Information Session conducted by Lorena Rock last Friday. The Early Childhood Team designed the new format after feedback from parents last year. Year 1-7 Reports will be sent home at the end of this week.

Kindergarten Sundowner

The Sundowner will be on this Friday, 28 June from 4.00 to 5.30pm at Richmond Street. It has been organised to acknowledge the contribution of the City of Vincent to the redevelopment, with a small presentation to the Mayor Hon. Alannah MacTiernan.

Sustainability

Jennifer Townsend has completed a comprehensive review of the programme, which will be sent to the P&C. The size of the project is considerable and needs to be reviewed in the context of our busy working school. It is one of the many programs we run and I am comfortable with the progress, noting there is room for further consultation.

General business

7.1 Nil

8. Next meeting: 12 August 2013 (General)
29 July 2013 (Exec)

Meeting closed: 09:20

G. Gleeson

HON SECRETARY

24 June 2013