

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:30pm, Monday, 24 March 2014

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:35 and welcomed everyone.

Apologies: *Stuart Nahajski*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

1. Girl Power, Churchlands Bus, Uniform Shop Co-ordinator – discussed in general business

4. Correspondence

In: Aussie Farmers remittance (\$528)

Out: Nil

5. Treasurer's report – *Rachelle Rose*

Cash Balance

Commonwealth Bank
Opening balance \$62,036
Closing balance \$62,906

The sinking fund with the Bendigo Bank has been closed and transferred to the Commonwealth Bank account. I will look at opening a Commonwealth Online Saver interest bearing account to hold the sinking account funds.

I am investigating using CommBiz (the bank's internet business platform) to allow electronic payment receipts such as Bpay and online payments while satisfying the two signatory requirements. Bank fees will be slightly higher (around \$370 pa) however I believe this will be worthwhile for the increased administration ease.

Motion

It was moved by Rachelle and seconded by Alex that a Commbiz account be opened.

Carried without dissent.

Have collected \$12,000 for Netball fees

Stocktake was done on Uniform shop – write off \$1300 (2.4% of sales) (2012 was 2% sales)

Income		Expenses	
Uniform shop sales	\$22,318	Uniform purchases	\$17,460
Canteen sales	\$8,591	Canteen purchases	\$6,487
Pavers	\$100	Sausage sizzle	\$1,477
Recipe book	\$105		
Entertainment books	\$234		
Movie night (to date)	\$120		
Worm farms	\$256		

Voluntary contributions of \$36,820 have been collected by the school and not yet paid to the P&C. This represents a payment rate of 64% and is under our budgeted amount of \$45,000.

We have hired a new bookkeeper to replace Anna Pronk. Trudy Drabble is a self-employed bookkeeper and has a daughter in Pre Primary. She started on Friday 14th March. Thanks very much to Anna for her work.

Being new to this role I am still getting up to speed with most things. I would like to take this opportunity to thank Lesley for the detailed handover and ongoing assistance she has given.

Please do not hesitate to call me on 0412 667 238 if there are any queries.
Rachelle Rose

6. School and committee reports

6.1 School Ed Support Centre - Alison Harman

Key points:

- No report

6.2 Safety House – Kylie Petrou

Key points:

- No report

6.3 Uniform – Maree Pickens

Key points:

- Just about to commence looking for a Uniform shop co-ordinator. Maree and 2 other volunteers are currently running the shop.
- Already sold \$22 YTD
- POS has been working very effectively

- Will look at putting in place some procedures/processes to tighten things up
- There is a bit of excess stock (mainly adult faction shirts) – agreed that we donate to teachers. Zip jackets have also stopped selling due to ‘Hoody’ popularity. Looking to sell at second hand uniform sale which will be held every 2nd last Thursday of each term.

6.4 Grants – Lisa Patterson

Key points:

- Some discussion regarding the ANZAC grant application

6.5 Grounds – Stuart

Key points:

- Reviewing the campus master plan this year / Continuation of planting program / Cricket nets
- Grounds maintenance – 2 sundowners planned this year (May / Sept). Several mini-projects being planned
- Focus areas this year – smaller task forces of interested parents
- Looking at opportunities for using public art on areas of the school
- Looking to get a grounds committee meeting organised – would welcome anyone who would like to get involved – Stuart 0417 844 947 or nahajski@optusnet.com.au

6.6 Fundraising – Helen Davey

Key points:

Outdoor Movie Night

- Going ahead on Friday 28 March, 5.30 start. Screening The Croods. 92 tickets sold online and 80 in person. (172) We need around 250 to break even for the cost of hiring the screen and movie license.
- Tickets are on sale on line with trybooking.com and have been on sale 4 times at school, with more sales happening this week.
- Sausage sizzle, snacks, drinks and slushies will be sold and two raffles will be held – one for a prize hamper and one for “Gold Class” seating, special service, and a “goodies” hamper for the night.
- Helpers as follows:
 - To help Tim on the BBQ – cooking and putting sausages, buns etc together, take money. (3/4 volunteers Shari and Vickie already offered)
 - Sell and supervise slushies (Vidya and Ali are doing this)
 - Sell other snacks, drinks, collect/sell tickets and raffles (Helen + Tara + 1)
 - Sell raffle tickets to the crowd (Yr 6 & 7 “Events Co-ordinators” + 1 adult)
 - Extras just in case
- Other help needed:
 - We are collecting prizes for the raffle and the Gold Class Hamper. If anyone knows of any prizes we can drum up, please let us know. We will

also run the traditional quick game before the screening, so need some small prizes for the winners. (See also heading "PRIZES AND THE COMMUNITY".)

Dates Of Other Events

- Dates were discussed with Dale to ensure no clashes, and the following dates/events have been tentatively planned:
 - Disco 1 – Friday 9 May. This is the end of Week 2 of Term 2
 - Disco 2 – Friday 19 Sept. This is the end of Week 9 of Term 3.
 - "Parent Night" – Friday 16th August. Ideas of what this night may entail to be discussed.
 - Recipe Book Launch – November
- Other ideas have been put forward (by committee members and by school community) for discussion, including an Easter Egg raffle to be run at school, a cake stall to be held at the Sports Carnival, a Xmas in July night at a local eatery, a car boot sale, etc. Suggestions and ideas and help are all welcome!

Brickpavers Deadline

- It has been decided to have a big push for brickpaver orders for the last few weeks of this term, so that we can place an order at the end of the term. The pavers are to be used in the vegetable garden area. Several orders have been with us for over two years, so we would like to honour these and encourage new ones also. The deadline is Thursday, 10 April, and I will order on Friday 11 April.

Read-a-thon

- As discussed with Dale, to be run over Weeks 7 – 10 of Term 2. This is to be a school run event, with support from the P & C, especially with the counting of the incoming donations!

Prizes And The Community

- On approaching a couple of businesses on the weekend for possible donation of product and prizes, our fundraising committee was asked for written requests for managers etc.

Ali and Vidya came up with the idea of approaching local businesses formally, with a letter, at the start of a school year and let them know of the proposed fundraising events for the year. They could then ask them how they would like to support the school in return for advertising and support for their businesses from the school community. This could be in the form of a donation, or agreement to donate a certain amount of produce, vouchers etc., at the beginning of the year that the P&C would then utilise throughout the year at the various events. This would certainly help us with planning but more importantly mean that we are not constantly imposing on the local traders. Local businesses may also like the option of setting a limit to what they can give and not feel put upon, on the spot to help out. Of course businesses that donated this way would then be acknowledged and promoted at each event. For instance if we have a camping event a camping store might like to be involved e.g. "*Mt Hawthorn P&C and Anaconda present...*"

If it is agreed that we can go ahead and do this, we would like to be able to use P&C or school letterhead to make the communication official. We are also aware that Dale is keen to approach local businesses regarding a citizenship program for all shops at the Mezz, so perhaps we could combine the two?

We would also like to draft an annual strategy for managing funding relationships so that there are guidelines for future fundraising committees.

Allocation Of Fundraising

- Dale has provided the following chart for us so that we can decide where to allocate the proceeds from each fundraising event. This way, parents and the community know what we are trying to achieve for the school and can then have evidence of the results.
- It was decided that the proceeds from this week's outdoor movie night will go to purchasing books.

POSSIBLE FUNDING DIRECTIONS 2014

The Finance Committee has prioritised the following possible partial funding of the following projects.

Kindergarten	Outdoor Resources
Pre Primary	Outdoor Resources
Music	Equipment
Art	Resources
Physical Education	Equipment
Mathematics	Mathletics 2014
Library	Books
ICT	Tablets and PC's
Grounds & Gardens	Next stage of Fairy Garden, Pre-primary, Richmond Street sand areas
Classroom Refurbishment	Painting, Carpets & A/C Upper School
Major Project	
Undercover Project	Sound System

Footy Tipping

32 Footy tipping entrants

6.7 Canteen –

Key points:

- Busy start to Term 1
- Inspection and testing of power points completed
- Computer is now installed and prints the bag
- Still looking for a Canteen Convenor

6.8 Communication – Alex Castle

Key points:

- Discussion around frequency of emails from schools
- Survey to be undertaken

6.9 School Board – Alex Castle

Key points:

- Next Board election, the term of electors will be 2 year (instead of 1). Notice for election will be posted shortly.

7. Principal's report

Key issues:

- Rottnest was done for Year 6/7
- Harmony Week Assembly last week
- Lots of excursions / incursions this term
- Anzac services
- Traffic congestion is being looked at – looking at taking more bays and turning into kiss and drive. 170 bikes/scooters on bike day.
- Industrial action is planned for April 1 – details will come out shortly. 60% of schools are over recommended levels
- Parent information sessions – cyber safety & bullying

8. General business

8.1 Girl Power – Ali Fisher

Girl Power – advertising is up and running
Sticking for year 5/6 due to space constraints
Looking at ROCTeen for the older kids
Action: GG to follow-up ROCTeen details

8.2 Churchlands Bus Service – Fiona Miotti

Dale has sent Fiona's letter to Parent Liaison parents
Fiona gave an update on the issue
City of Vincent (John Carey) has indicated that they want to get involved and have resolved to take some action. Alex said that the council would hold a community meeting to discuss this issue and involve school P&C's.
Tim commented that the October mid-year review is a critical time to get a decision (for 2015).

8.3 Uniform Co-ordinator

Draft PD completed. Will be advertising shortly.

8.4 Great Aussie Campout - Fri 11 Oct 2014 (last weekend of school holidays)

Looking at doing a school campout on the school oval.
More details to follow.

9. **Next meeting:** 16 June 2014

Meeting closed: 09:40

G. Gleeson

HON SECRETARY

24 March 2014