

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

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

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:45 and welcomed everyone.

Apologies: *Stuart Nahajki, Vicki McQuillan, Ali Fisher, Lesley Abraham*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

1. Churchlands Bus – issue is still outstanding given only 1 bus is planned for.
2. Canteen operating costs – Have met with Canteen staff to look at menu prices and labour hours. Deficit has improved to some extent.

4. Correspondence

In: Jackie Hair “Wesley College Concerned Parent” – re a proposed 120 patron bar directly opposite one of Perth's elite schools with boarding facilities

Out: Nil

5. Treasurer's report – Rachelle Rose

Cash Balance

Commonwealth Bank (all accounts)

Opening balance \$68,772

Closing balance \$83,165 (@ 17/11/14)

\$1,470 was received in voluntary contributions from Ed Support Centre parents
\$3,000 was paid in Education Support funds to the Ed Support Centre. These funds will be put towards their “sensory magic carpet”.

Electronic Banking

CommBiz working well. The issue with NetLock security for Mac users has still not been resolved by the bank, some reports that a Mac NetLock will soon be available.

Income (year to date)

Uniform shop sales \$52,830
 Canteen sales \$94,049

Expenses (year to date)

Uniform purchases \$42,554
 Canteen purchases \$47,846

Fundraising Income

\$2,448 from the faction carnival cupcakes
 \$221 from the Great Aussie Camp Out
 \$493 from the Ladies night
 \$493 from the Interschool cake school
 \$6,395 receipts to date Recipe Book sales

Canteen

The canteen year to date loss is \$8,109 (term 3: \$13,335). Cash loss totals \$3,273. More discussion in Canteen report if needed.

Available Cash

Out of the funds in the bank, the following have been provisioned:

Undercover area	\$20,000
Canteen annual renewal fund	\$2,000
Playground annual renewal fund	\$2,000
Operating cash	\$20,000
Recipe book printing	\$11,000
Total "committed"	\$55,000
Uncommitted funds	\$28,165

Website Payment Processing

I have investigated several options that will allow us to accept credit card payments through our Internet site. I believe the best and cost effective option is to use an Australian system called Pin. (www.pin.net.au) This costs 2.6% + 30c per transaction. Agreed to build this cost into the pricing.

Initially people who don't pay their voluntary contributions through the book list can use this. It can also be used for Recipe book sales and later online uniform sales. Sample:

The image shows a screenshot of a credit card payment form. At the top, it says "Make a payment to PetRescue" with a Mastercard logo. Below this are several input fields: "Amount to Pay" with a dropdown for "AUD", "Name on Card", "Card Number" (with a masked input), "Expiry" (with a dropdown for "MM/YY"), "CVC", and "Email". At the bottom, there is a red button labeled "Next ->".

Motion

It was proposed by Rachelle and seconded by Alex that the P&C use “Pin” as a payment online payment gateway, to be used as an option for parents to pay P&C/school via a link on the school website.

Carried without dissent

Tim thanked Rachelle and Trudy for a great year

6. School and committee reports

6.1 School Ed Support Centre - Alison Harman

Key points:

- Ed Support has made a contribution to the friendship garden

6.2 Safety House – Kylie Petrou

Key points:

- No report

6.3 Uniform – Maree Pickens

Key points:

- 2 applicants for the Co-ordinator position. Interviews next week.
- Samples are now at Kindy.
- Uniform Shop Open day to be on the same day as book/stationary pickup day. Would request for some year six students to help out
- Year 6 shirts
- Second hand sale to be organised in the next 2 weeks (Shari)
- Desam (makers of polos / hats) have sold. Might be a good opportunity to move to Willams given the have offered to hold 30% more stock and have offered some bonuses?
- Have found a potential smock supplier – proposing to buy

6.4 Grants – Lisa Patterson

Key points:

- No report

6.5 Grounds – Stuart

Key points:

- Keen to complete some work over the Christmas break (Pirate Cove and Friendship Area)
- Discussion regarding the value for money for stage 2 (stage 1 is covering the ‘base part’)
- Undercover area costs for AV and backdrop of stage, side shade etc are still pending what Building and Works covers and what is left over
- Education Department won’t cover AV cameras, basket ball court poles, flag poles

- Brief needs to be put together for 2015 parent liaisons on the use of video camera for class assemblies and permission for recording

Motion

It was proposed by Tim and seconded by Alex that the P&C will provide the school with \$15,000 to fund the balance of the Friendship Area and Pirate Cove projects. These works will be administered by the school and undertaken over the holiday period.

Carried without dissent

6.6 Fundraising – Vidya

Key points:

- Recipe Book is launching this Friday 5-7pm
Cooking demo with Ian Lawless
Looking to spend about \$200 for sundries (cups etc)
Ordered 500 copies
Anticipating to make approx. \$10,000 profit @\$35/book
- 2015 Fair
Proposal re MHPS Fair - Coordinator Position
Targeting event Term 4, 2015 last fortnight in October / first weekend November.
Agreed that the role is offered as a paid position, capped at \$5K in 4 instalments.
Role will be advertised with EOI to President during Term 4, 2014.
The event will have a fundraising contribution target of \$50K with focus elements agreed with school at 2015 AGM.

6.7 Canteen – Vicky/Sarah

Key points:

- Noticeboard has been a great success this year on getting volunteers

6.8 Communication – Alex Castle

Key points:

- Tiqbiz app up and going pushing news out to subscribers
- 2 newsletters will be combined next year (School and P&C) – looking for a most the equivalent of 2 pages (with links to the website for further content)
- Agreed to do an “opt-out” for the newsletter next year
- Dale suggested that the P&C does a hard copy P&C ‘review’ handout each term

6.9 School Board – Alex Castle

Key points:

- Nothing to report

7. Principal's report

Structure 2015 (subject to change)

	K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Anticipated	112	118	111	104	102	89	88	81
Classes	6	5	5	4	4	3	3	3

Facilities 2015

Current classrooms will cater for this structure with a possible one room free for support. There will be a need to revisit facility requirements early in 2015 with the Education Department.

Staffing

Teaching

We have commenced filling vacancies in K-2 with some outstanding candidates from our recently advertised pool, in accordance with the Workforce Plan. The school had 6 vacancies both fixed term and permanent. A number of our fixed term teachers retained their positions.

Principal 2015

The Director of Staffing, Pam Moss confirmed that MHPS will be reclassified as a Level 6 Primary School and sought feedback about when the process of selecting a Principal should occur. Based on feedback from the last School Board meeting, I have requested the process occur early in 2015, at the end of the current Delivery Performance Agreement. I am yet to receive confirmation from the Education Department.

October 2014

School Review

The Independent Public School Review, which was conducted in June, will be a significant resource in our school review for 2014 and will be complemented with academic and non-academic data collected since the review was published. A report on the NAPLAN and SAIS data, with suggested targets will be given at the last Schools Board meeting of the year.

The Leadership Team, ably led by Lorena Rock has taken direction from the Strategic Plan for WA Public Schools 2012 -15 and the work from other like -schools as a starting point. The plan outlines the following priorities:

Priority 1 Success for all students

Priority 2 Distinctive schools

Priority 3 High quality teaching and leadership

Priority 4 A capable and responsive organisation

Priority	
Cluster /Vision/Values/ Beliefs/Context	School Board/Staff/P&C
1. Success for all students	Staff /Leadership Team
2. Distinctive Schools	School Board, Leadership Team
3. High Quality Teaching and Leadership	Leadership Team

4. A capable and responsive organisation	Leadership Team /School Board
--	-------------------------------

The Schools Board will have input on all aspects of the development of the Business Plan with a specific focus on Priorities 2 and 4.

School Staff have commenced the process of developing plans for Priority 1.

Student Centred Funding Budget - October

We have staffed the school according to the initial figure obtained in October with the following breakdown:

The Finance Committee is budgeting in line with resourcing the school at 90% wages and 10% contingencies. This is based on funding as at 30 October of \$5,754,438.

A full breakdown will be presented at the November meeting.

Undercover/Basketball Courts Project

Stage 1: Handover has occurred last week with the bitumen finish being highlighted as an area of concern.

The water cooler has been installed and we are seeking prices for the PA system, which all should be funded by the project to the value of \$ 6000 (Water cooler) and \$ 15 000 (PA).

Stage 2: Due for completion in December

Suggested Opening Ceremony: Term 1 2015 coinciding with a new parent Sundowner.

Grounds and Gardens 2014

Project	Project Cost	2014	2015	P&C
Pirate Park	\$ 60 000	\$ 14 000	15,000	\$ 5,000
Friendship Garden	\$ 40 000	\$ 4 000		\$ 5,000
Oval Maintenance		\$ 5 000		

Facilities 2014

Project	Details	Costing	Comments
Jnr Primary Repairs	Ceiling Replacement Floorings	BMW \$25 000 School \$15 000	There are still issues with leaking
Classroom Refurbishment	Rooms 33 and 34	School \$30 000	Project to continue in 2015

Some discussion around the cost of the Friendship Garden and value for money – “Rolls Royce vs Toyota”. Comment also made that the new garden needs to be robust considering the recent vandalism. Agreed that at some stage we will need to have a discussion regarding budget for the project. Tim commented that it will need a stage approach, hence a plan required.

8. General business

8.1 Anthony Ellis

Dale thanked Anthony for his long contribution to the P&C over the last 6 years. Tim commented that Anthony provided great input into the P&C at a time that many on the P&C were new and there was a lot of change going on in the school.

8.2 Year Book

Vidya asked whether there was any value in doing a Year 6/7 year book. Perhaps some funds could be allocated? Alex said that she could do it provided we could use the class photos and text from their graduation presentations. Would probably cost \$5 per book (x 150 students). Agreed that we could spend up to \$1000 but expect it to be closer to \$600.

8.3 Tear Drop Banners

Getting 2 for free 'drop banners' for the school.
Request from Sally Wright asking whether we could get some faction versions?
Agreed

8.4 LED Sign

Rachelle suggested we use the \$6.5k towards a LED sign.
General discussion about the costs / benefits and potential locations

9. Next meeting: 23 Feb 2015 - AGM

Proposed Meeting Dates - Term 1, 2015

The remaining scheduled dates can be verified after the AGM.

1. Executive Meeting - Feb 9, 2015
2. Sun-downer Fri Feb 20, 2015
3. Annual General Meeting - Feb 23, 2015
4. Exec Planning Meeting - Mar 23, 2015

Meeting closed: 09:45

G. Gleeson

HON SECRETARY

24 November 2014