

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:30pm, Monday, 26 October, 2015

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:30 and welcomed everyone

Apologies: *Vicki McQuillan, Maree Picken, Rachelle Rose, Vidya Finlay*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

- Nil

4. Correspondence

In: Nil

Out: Nil

5. Lorena Rock – Associate Principal update

Earn and learn update

- Great response from community
- 59,000 points = \$3000 worth of goods
- Focus on reading, maths and natural resources particularly for early years (Kindy / PP)
- Given it was well supported by wider community, thought it might be nice to “pay it forward” by acquiring some books for an Aboriginal school in Bunbury whose school library burnt down.
Agreed that this was a great idea and one that could be done on a more regular basis.

6. Treasurer's report – Rachelle Rose

Cash Balance

Commonwealth Bank (all accounts) cash balance = \$83,463

Results	Year to Date Results	Sales (year to date)
Uniform shop	\$6,465	\$48,142
Canteen	-\$695*	\$78,674

* canteen result includes non cash \$2,000 provision for upgrade expense, \$2,836 "income" from 2014 long service leave provision reversed and \$2,444 expense of ex gratia payment to Celia Hadgraft. Net cash operating profit year to date = \$913

Uniform stock on hand = \$35,166

\$15,000 has been transferred to the school for the friendship garden

\$6,865 income for fair stalls received and \$9,043 spent to date

Debit Mastercard and 2nd EFTPOS machine

An application is in progress to open another bank account with the CBA. Once the account is open we can apply to have a debit Mastercard linked to it. The operating method of this new account is Any One Signatory to enable the debit Mastercard linkage. The account will have a maximum of \$500 balance and will be viewable and monitored via our existing CommBiz facility. (Prompted by the need to for a method to pay for the Uniform stock system.)

The EFTPOS machine for the canteen has been ordered and will be installed on Wednesday 4th November, just in time for the fair.

Fair

I have contracted Secure Cash to collect and bank the cash from the fair. This is same company used in 2013. Stall floats of \$4,500 have been requested by Shari and will be prepared on the day before the fair. Cash procedures on the day will be the same as used in 2013. I need one or two more people to help count money on the day.

P&C Money Procedures for fair day

- Collect Float from staff room 11.00am
- Place instructions you are given by the P&C on your stall for stall holders
- Give cash to collector with the P&C exec badge
- They will complete card and enclose with cash
- Change can be requested from collector
- Please request change in \$50 sums
- You can ask a Zone Co-ordinator in a vest to two-way the P&C for money assistance.
- Please do not use the stall takings to reimburse stall participants. All receipts must be provided to the Fair Co-ordinator the week after the fair for any reimbursement.
- At the end of the fair or when your stall sells out the collector will take the rest of your cash to be counted.

ATO Reporting

We have received correspondence from the ATO that the annual PAYG withholding reporting software we are using is out of date and does not comply with their current electronic reporting specifications. This means we need to consider upgrading our version of MYOB (a cost of approx. \$720) or lodge paper reports in 2016. The current version of MYOB is sufficient for the rest of our needs therefore I recommend we lodge paper reports next year.

Holding Accounts

\$3,058 band camp

\$2,203 netball

\$ 250 for footy tipping

\$5,511 total

\$2,090 has been paid for the 2016 Yr 6 camp - to be recovered next year

Available Cash

Out of the funds in the bank, the following is allocated:

Undercover area	\$20,000
Canteen renewal fund	\$4,000
Playground renewal fund	\$4,000
Tiger turf renewal fund	<u>\$5,000</u>
Total provisions	\$33,000

Holding accounts	\$5,511
Ed Support friendship garden	\$3,000
Music stands	\$1,500
Year 6 yearbook	\$1,000
Operating cash	<u>\$20,000</u>
Total "committed"	\$64,011

Available funds	\$19,452
-----------------	----------

The school has requested a total of \$5,765 for the following items:

- \$3,700 new portable PA system
- \$1,465 music stands (allocated above)
- \$600 BBQ

Motion

It was proposed by Tim and seconded by Alex that the P&C allocate

- \$3700 for the purchase of a Portable Sound system and
- \$800 for an industrial Portable BBQ

Motion was carried without dissent

7. School and committee reports

7.1 School Ed Support Centre

Key issues

- No report

7.2 Safety House

Key issues

- No report

7.3 Uniform

Key issues:

- Some October price rises as advertised
- Trialling a new fabric for a new faction shirt
- \$25k stock on order for PP kids
- Leader shirt forms are out with Year 5 families
- Online POS (Vend) is about to start
- Looking at a Saturday or Sunday open day prior to school start

7.4 Grants

Key issues:

- No report

7.5 Grounds

Key issues:

- Friendship garden will be finished by next Tuesday

7.6 Fundraising

Key issues:

- No report

7.7 Fair

- 77 stalls and amusements
- Website working well. Is up to date with sponsors and stalls. Event Map to be loaded.
- Facebook is working well.
- Abel McGrath will be auctioning a cubbyhouse at the fair, they are also providing newspaper advertising and delivering auction flyers date to be confirmed.
- Gary Carvolth has agreed to MC again this year.
- Bumper stickers have been handed out, banners are up and posters and flyers will go out during the next two weeks.
- Two 10x2 ads going in Voice Newspaper 21 and 28 October.
- Volunteer Spot has been set up requesting volunteers for before the Fair, at the Fair and after. There is a link in last week's newsletter.

Things to do:

October

- Order ice
- Order sandbags
- Run two newspaper adverts in Voice
- Move drinks to school
- Organise volunteers for flyers posters
- Finalise running sheet for logistics

November

- Organise volunteers for fair day helpers
- Organise volunteers for clean up after fair day
- Take down banners, posters etc.

Entertainment Program

12.00pm Opening of the Fair by our MC - Gary Carvolth, City of Vincent Representative & Dale Mackesey

12.00pm Mount Hawthorn Band directed by Dale Poynton

12.30pm Mount Hawthorn Orchestra directed by Barbara Symington

1.00pm Mount Hawthorn Hummers directed by Katie Hardman

1.30pm Mount Hawthorn Talent Time - Performances by:

Zoe Edwards

Jasmine Young
 Stephen Phipps
 Blythe Perry
 Matilda Spencer
 James McNiff
 Mae Cooper Way
 Evan James
 Cat Crew

3.45pm Zumba class directed by Emma French
 4.00pm J.A.G.
 4.30pm Amanda Humphreys and Rosie Dagless
 5.00pm Random Axe
 6.00pm Fair Closing Tim Swart Mt Hawthorn P&C President

7.8 Canteen

Key issues:

- Sarah Wiggett is leaving for the UK on Nov 26th for nearly 8 weeks.
- Sarah Byrne will be filling in and volunteers have generously put their names down to help during the last weeks of term. Rose Cave has put her name down every Monday and will cover Friday as well.
- Sarah Wiggett suggested Rose be paid for the three Fridays she will work, as we usually pay for three people anyway. Agreed that the P&C can afford and should pay this given the hours are within the canteen's budget. Rose will need to do the food handling course.
- Sarah will have a canteen 'wish list' of new equipment including two quotes from suppliers ready for the next P & C meeting in November.
- The new roller shutters were damaged last week. Could it be mentioned in the next newsletter that soccer balls should not be kicked in the undercover area and the roller shutters are certainly not to be used as goals!
- Sarah would like to recommend a very strong mesh fly screen be installed in the canteen. (quote attached) Tim suggested given the food safety requirements, we probably need someone to have a look at this prior to next year's AGM
- A new computer and printer for the New Year would be a real asset to the canteen. It would enable Sarah to email directly from the canteen, cut down the amount of time printing labels and dealing with IT issues.

7.9 Communication

- Maree, Vicki and Shari are preparing a mega fair newsletter

7.10 School Board

- Nothing to report

8. Principal's report

Enrolments for 2016

Year Levels	K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Anticipated	117	117	120	108	101	108	88	86

Class Structures

The class structures will be finalised later in the term with an update given to the P&C at the last meeting for the term, and hopefully provide a timeline and the location of the two new

classrooms. The student placement process has commenced and a decision about when to publish the lists will be made later in the term.

Principals Performance Review

Academic Data

- In the priority area of Successful Students, MHPS performance data shows that we need to continue to develop sustained improvements in literacy and numeracy, especially in reading accuracy, comprehension, vocabulary and spelling. This priority will be addressed by implementing an Action Learning Model which includes professional learning linked with instructional rounds, coaching and classroom observations. This model ensures that school planning is being driven by data with clear links to targeted professional development and accountability
- A key aspirational target, based on investigation of the longitudinal data, is to improve the performance of the “middle” group of students, who sat just under the top 20% of all Australian Schools
The deployment of strategies, and the allocation of resources to affect this, is evidenced by the implementation of a suite of approaches and programs. These form the basis of the MHPS Gifted & Talented Policy
- Continue to interrogate the available data, including SAIS and standardized testing in year levels and develop common assessment tasks in conjunction with Brightpath, which can be used for moderation
- Literacy and Numeracy remain the focus for the school’s priorities.

Management Tasks 4th Term

- Cater for anticipated enrolments of 846 students with associated infrastructure, including two new classrooms
- Workforce Planning and staffing - Week 5
- Manage Leave Liability
- 2016 Class Lists
- Forward budgetary planning - Student Centred Funding
- Handover for LSL
- Cost Centre Managers budget submissions
- Operational Plans, Year Level Strategic Plans and Classroom Plans aligned with Business Plan.

Financial Request P&C Term 4

Portable Sound	Mipro 708 Portable PA System	\$3,715
Portable BBQ	Upper Storeroom	Approx. \$800
K & PP Outdoor Equip		\$ 4,000

Engaging and Working with the Community

Dale commented that volunteers, whilst very strong at MHPS, are generally hard to get to P&Cs and the like – people are just very busy. Proposing that the P&C look at doing things a bit differently next year – suggestion is for a fundraising event per year level. This is proposed to spread the fundraising across the school as well as an opportunity to have year groups work closer together as well as having targeted projects for each fundraiser.

Year	Events	Term	Possible Projects
Kindergarten	Obstacle-athon	Term 2	Early Childhood Equipment
Pre Primary	Disco	Term 2	Early Childhood Grounds
Year 1	Movie Night	Term 1	Curriculum Resources Reading

Year 2	Quiz Night	Term 3	Curriculum Resources Reading/Library
Year 3	Athletics carnival / Cup Cakes	Term 3	Science /STEMS
Year 4	Busy Bees – Grounds	Term 1 & Term 4	
Year 5	Lapathon / Spellathon	Term 2	ICT / Physical Education
Year 6	Welcome Sundowner Student fundraising	Term 1	Year Book (Children's fundraising)

Ideas:

- Perhaps the P&C does things like booking venues / setting dates at the start of the year.
- Need to brainstorm what projects are given for each year.
- Good breeding ground for the P&C
- Good to start outside a fair year
- Challenge will be term 1 in getting contact lists

Long Service Leave

Dale will be on leave from Friday, 4 December and Lorena Rock will be relieving in his absence.

Dale thanked the P&C for the year.

Some discussion regarding skateboarding damage / vandalism by 20-somethings adults.

9. General business

9.1 Children's Crossing – Karen Shields

Woodstock St / Matlock is difficult to cross with volume and speed of traffic
Proposal is to put an attendant cross walk which Karen has put together. 163 kids & 350 cars in am alone. (20 kids & 20 cars is the minimum requirement).
Application with Police crossing Department

9.2 Netball Posts

Vicky requested getting some prices to put some wheels on the netball posts as they are very heavy to move. Dale suggested Banfields to get a quote

Next meeting: 23 November 2015

Meeting closed: 09:25

G Gleeson

HON SECRETARY

26 October 2015