

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:00pm, Monday, 3 August, 2015

Present: *See attendance list*

1. Welcome/Apologies

Tim opened the meeting at 07:44 and welcomed everyone

Apologies: *Graeme Gleeson, Helen Davey, Justine Spencer, Maree Pickens*

2. Minutes of previous meeting

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

Carried without dissent

3. Business arising

- ANZAC grant plaques have been installed. Acquittal letter TBC.

4. Correspondence

In: Nil

Out: Nil

5. Treasurer's report – *Rachelle Rose*

Cash Balance

Commonwealth Bank (all accounts)
Cash balance \$105,176

	Term 2 Results	Year to Date Results	Sales (year to date)
Uniform shop	\$226	\$3,586	\$36,068
Canteen	\$522	-\$423	\$46,474

Uniform stock on hand = \$37,543

Quiz night profit = \$7,304

Thermomix raffle profit = \$1,211

Celia Hadgraft Long Service Leave

As previously advised Celia Hadgraft resigned from the canteen after 8 calendar years of service. Upon checking with WA Wageline to calculate her long service leave payout I discovered that she is technically not entitled to long service leave. This is because being a casual worker, long service leave service is not accrued when workers are on unpaid leave - ie during school holidays. With the total weeks

worked excluding school holidays Celia has a service period of about 6.5 years (ie less than the seven year minimum for long service leave entitlement).

Long service leave has previously been accrued for Celia because no one was aware of the unpaid leave non-service accrual provision.

Given that Celia worked for eight calendar years I have calculated a long service leave payout for the General Meeting to consider.

Casual workers' long service leave entitlement is calculated at the average number of hours worked over the period of service. However I was not able to locate weekly timesheet records prior to 2011 so I have taken the average weekly hours worked while Celia was Canteen Manager and extrapolated this back to her commencement date.

There are two options in the average weekly hours - to include school holiday weeks with 0 hours (hence reducing the average) or exclude them.

Including school holiday weeks in the average gives a payout of \$2,444
Excluding school holiday weeks in the average gives a payout of \$3,186

I leave this to the General Meeting to decide which method should be used.

- ***A vote was held as to whether an ex-gratia payment should be made to Celia Hadgraft. Motion was moved by Tim and seconded by Alex C with one dissent.***
- ***P&C found that no long service leave was payable as a result of advice from Wageline.***
- ***Motion was moved by Tim and seconded by Alex C that the amount of the payment be \$2444.79.***
- ***Resolved to write to Celia Hadgraft and to consult with Michael Jenkin on wording of letter.***
- ***Resolved to write to rest of the P&C staff to clarify the position on Long Service Leave for casual workers.***

Holding Accounts

\$7,111 is being held for the band camp organisers

\$3,391 is being held for netball

We have been asked to hold funds for the year 6 camp but to date nothing has come in.

Available Cash

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

Undercover area	\$20,000
Canteen renewal fund	\$4,000
Playground renewal fund	\$4,000
Tiger turf renewal fund	\$5,000
Ed Support friendship garden	\$3,000
Operating cash	\$20,000
Music stands	\$1,500
Trade creditors & tax withheld	\$6,186
Holding accounts	<u>\$10,502</u>
Total "committed"	\$74,188

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

No report

6.2 Safety House

No report

6.3 Uniform

- Secondhand sales are going well
- Cost of unit prices are rising soon – may need to look at some price rises.
- Stocktake is ongoing
- We have signed up for Vend which will handle Retail POS and inventory.
- Treasurer investigating payment options for Vend, given that they need a credit card for payment. Currently being paid for by Alex C and reimbursed by P&C. Not a long term option. Rachelle suggested that we set up a new account with a debit card with a maximum balance of \$500 to minimise risk. Investigate Cloudify (Vend agent) to see what they can offer in payment options.

6.4 Grants

- City of Vincent environmental grant of \$2000 successful for planting in garden bed in Hangar.

6.5 Grounds

- Friendship Garden – aim to have it completed by the School Fair (7th Nov). Next stage is the teepee section and the riverstone path. Dale emphasised

that it is a vital part of the school's play area and a result of Year 7 initiatives from last year. It has been designed and completed by businesses associated with the school, who have done a fantastic job.

- Moved by Alex T, seconded by Justine D that the P&C commit to pay the balance of the amount due for completion of the Friendship Garden, approximately \$17,000. The school and ESC have committed to pay \$8,000.
- Dale reported that the Department is discussing potential new builds and possibly relocating Ed Support. The school community and School Board strongly favour keeping the Ed Support Centre on our campus. P&C reiterated that they are strongly in support of the Ed Support Centre remaining on our campus.

6.6 Fundraising –

- Preparations for the disco are progressing well. Venue is booked for 14th August 2015
- Cupcake fundraiser at Sports Carnival. Maximum of 12 cupcakes per family. We will sell drinks, and 2 coffee vans are coming.
- Yearbook – Helen is going to communicate with Year 6 parents about people interested in coordinating the gathering of information from parents are kids. Recommended budget of \$1000 for printing again.
- Fair – Stalls are going well, and sponsorship flowing in. Need a communications/marketing person who can manage the facebook page for the fair

6.7 Canteen

No report

.

6.8 Communication

No report

6.9 School Board

No report

.

7. Principal's report

Business Plan

Success for all students

Distinctive Schools

High quality teaching and leadership

A capable and responsive organisation

Plan has broader targets as per the recommendations of the DES review in 2014.

Term 3

Success for all students

Continued focus on Vocabulary, Reading and Maths

Analysis of Report Data

Implementation of the **one to one tablet program** (Year 5)

Perseverance and working to best of their ability

Distinctive Schools

Burswood – Choir and Orchestra

Band Camp – Band competition
 Athletics Carnival – P&C Cup Cake stall?
A Capable and Responsive Organisation
 2016 anticipated enrolments

K	PP	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
100	119	109	105	102	88	87	80

As at August possible structures

Possibility of 5 Kindergarten classes

Extra Year 4 Class

Likelihood of an additional transportable (looking at alternatives) for 2016 with a new build for 2017

Community /Student Survey

National Schools Opinion Survey to be conducted early this term and will be the basis of work for the School Board.

Facilities

A playground audit was conducted of the nature based gardens and existing playgrounds, with minor recommendations of the older play equipment. This work will be completed through faults management. I will acknowledge the report in the next newsletter.

Booklists

Lorena has been working with representatives from the Liaison Parents to review our agreement with Campion and assess other suppliers. She is seeking feedback from the P&C tonight via a questionnaire, and a decision will be made next term.

Facilities

Painting/ Carpeting /Air-conditioning

The entire upper block has new carpets and painting has been completed; applied for funding from the Education Department. The Schools Finance Committee has allocated \$ 30,000 to commence the process of replacing aging air conditioners with reverses cycle units in the upper school.

Both older Pre-primary classrooms (Rooms 15 and 16) and the kindergarten have been re carpeted.

Resourcing

Student Centred Funding June 2015

Operating Allocation	\$ 6 438 539
Salary Component	\$ 5 416 568
Operating Cash Budget	\$ 499 471
May Variance	\$ 171 855
Increased Staffing transfer	\$ 76 200
June Variance (reviewed July)	\$ 95 655

Future P&C Funding

Future Directions Update

Project	Comments/Suggestions	Timeline
Curriculum Areas	STEMS Resources Science, Technology, Engineering and Maths	2016 Presentation to the P&C Second semester
Pirate Garden	Possible Busy Bee Junior Years	No funding at this stage
AFL Goals Oval	Permanent AFL goals with a barrier installed	Completed
Friendship Garden Stage 2	Focus for Year 4 to 6 parents	MHPS & MESC to contribute a further \$ 8000 towards the project
Tiger Turf Reserve	Reserve account set up for re-laying tiger turf when necessary.	
Undercover -	Backdrop and Shade	2016

The Hanger		
School Entrance	Community Design Competition for an entrance that can double as a bike shed and seating area for visitors	Incorporated in possible future building program 2017
Year 6 Leaders suggestions	As per 2014 - support a small agreed project from the Year 6 students	Next meeting
Early years K and PP (Lorena)	Enhance/build up resources for early years to accommodate continual growth and learning development (raised) K outdoor resources (Large blocks, tee-pees, climbing ropes and ladders) = \$4000 wish list Fundraising event (Term 3) Obstacle-a-thon P & C \$\$\$ contribution K and PP Literacy and Numeracy resources Woolworths Earn' n Learn project	Kindy fundraiser Term 3 – Obstacle-a-thon. Earn n Learn Term 3. Term 4 redemption – resources early 2016.

- 14th September meeting – shortlisted Year 6 suggestions for small projects
- Tiger Turf is 8 years old. We were advised it would have an approximate life of 10 years.

8. General business

8.1 Greeting Cards – Shari McKeown

Rosie Edmiston, art teacher, has requested \$1322 to purchase greeting cards made from kids ANZAC artwork to be sold at the fair for projected profit of \$1678.

Agreed.

8.2 Mount Hawthorn Hub – Katrina Fisher has been elected to the committee of the Mount Hawthorn Hub and will represent our interests and report back to the Committee. The P&C is now a business meeting of the Hub.

9. Next meeting: 14 September 2015

Meeting closed: 09: 39

A. Castle

VICE PRESIDENT, ACTING FOR HON SECRETARY

3 Aug 2015