

Mt Hawthorn P& C Association Inc.

GENERAL MEETING MINUTES

Harbeck Centre – 7:30pm, Monday, 9th May 2016

Present: *See attendance list*

1. Welcome / Apologies

Scott opened the meeting at 7:35pm and welcomed everyone.

Apologies: Maree Pickens (uniform convenor), Beatrice Jones, Helen Davey, Ben Power

John Carey spoke

- Safety – thanked Karen Sheilds. 1st works on Matlock st completed. 2nd phase in July holidays. Warning to parents about rangers fining people from now on.
- Main roads have changed Scarb Bch Road speed limit to 50, trying to get it down to 40km/hr through the Mt Hawthorn town centre
- North Perth incident – no official commentary from Vincent, just flagging it with each P&C to review their procedures. Vincent can help with facilities e.g. public toilets. Vincent do not regulate.
- Scott asked about the toilets at Braithwaite. Vincent's asset management plan is looking at that including security measures.
- Scott asked about the cost of hiring the hall at Braithwaite. Vincent is looking at the fee structure including the bond for not-for-profit organisations.

2. Minutes of previous meeting (Exec meeting 21st March 2016)

It was moved by Scott Yelland and seconded by Tracy Denham that the minutes of the previous meeting be accepted as true and correct.

Carried without dissent

3. Business arising

Tim Swart discussed getting a school defibrillator.

Key points:

- Attended a St John of God community first responder scheme. Schools are not required to have a defibrillator. There is a not for profit subsidy scheme \$1980 defibrillator from St John of God. Tim is putting it up for consideration.
- Kylie added that we have contacts at the school for St John of God.
- Lorena said that it had been looked at but the cost has been prohibitive. They had been quoted much more ~\$5000-6000. Alison said that Ed Support had been quoted \$2000.
- Rachelle suggested we allocate money for the defibrillator. It was moved that we allocate \$2000 in the budget for the defibrillator. Mary Gwynne seconded it. Lorena indicated that the school would match funds to purchase a second one if needed.
- **Action:** Tim Swart to instigate purchasing one or two defibrillators (ESC and MHPS Admin) in collaboration with Lorena.
- **Action:** Tracy will talk to Jay Smith (parent) about training.

4. Correspondence

	From/To	Subject
In	Jasmin Richardson Centrewest (paper)	Voluntary Workers Insurance and Liability Insurance
In	Michelle Lisa Coleman (email)	Schoolfundraising
In	Rachel Kucera (paper)	Entertainment book info
In	WACSSO (paper)	Various Guides
In	Dept of Commerce (paper)	Change in the Associations Incorporation Act 2015 on 1 July 2016.
In	RAC	RAC Little Legends Program
In	Michelle Lisa Coleman (email)	Schoolfundraising
In	Leslie Corner (email)	Fundraising – Bakeswap
Out	WACSSO, Lorena Rock, Vicki Roberts, Carol Selley, Marjorie Commijs (paper)	WACSSO Office Bearer Form
In	Eleni Evangel (email)	April Newsletter Update
In	Eleni Evangel (email)	Beyond the Classroom Program – Invitation
In	Ken Travers MLC (paper)	Sue Ellery MLC Shadow Minister for Education
In	WACSSO (paper)	WACSSO Sate Council Election 2016
In	ASG (paper)	2016 ASG National Excellence in Teaching Awards nominations
In	The Rocky Road House (email)	Fundraising

5. Principal's report

Lorena Rock presented the MHPS Principal's report.

- Scott thanked Lorena for helping out with various issues that had been brought to the P&C but were school issues.

P & C Principals Report

Welcome to Term 2. I have been Acting Principal from Week 9 Term 1 until Week 4, Term 2 and have been touching base with the P & C and Schools Board during this time. I have mainly been keeping the financial and operational processes maintained in Carol's absence. As my usual role keeps me concentrating on the Early Years classrooms it has been a pleasant change to interact with the older year's students and staff.

Staffing

Staffing is still a challenge with two significant directives, including leave liability and the recruitment freeze. Staff will be notified on an ongoing basis to use their accrued leave and must submit plans to the school principal. We will accommodate leave requests where possible with clear intention to minimise disruption to classes. In the case of large leave entitlements, we will support replacing staff with staff that are familiar and align with our context. We can also access a range of staffing pools to allocate. The support staff freeze has put some pressure on the school in regards to securing some additional staff such as cleaners, front office staff and Education Assistants. We have been creative and networking with other schools to share resourcing and delegate roles of existing staff to ensure we are supporting our students where critical. We hope to be informed of the freeze lift in July.

Semester 2 may see some more changes but for Term 2 we welcome Mrs Bek Terry in Year 1 Rm 12 who is replacing Mrs Estelle Hottes who will return to work in a reduced capacity.

Assessment and Reporting

Term 2 is one of the Assessment and Reporting terms. The Yr 3 and 5 cohorts are involved in NAPLAN in Week 3 as well as all students completing a range of assessment tasks ready for Reporting to Parents. Day 1 of term 2 was our Interview Day which gave the teachers an opportunity to briefly summarise student progress, successes and areas for improvement. The interview day, regular parent teacher interviews and the SAER case conference process are all strategies to share information with our parents in an ongoing way so that each summative semester report is not a surprise.

We will reflect on the operations of the parent interview day with staff. Any parent feedback can be directed to the class liaison parent to submit at the meeting in Week 5.

Professional Development

Writing is one of our ongoing literacy focuses across the school and in term 2 the staff will be engaging in some professional learning called Brightpath that will support our teachers across their own year level and with other colleagues across the school to moderate and make genuine judgements of writing samples. We will start to submit samples in an online fashion to create a database that can be used for teachers in the same year as well as following year to plan for progress of students.

We will also have a pupil free, School Development Day on 3rd June. All staff will be involved in a range of sessions that will support reflection and improvement of teaching practices

including SEN planning, curriculum knowledge and supporting mental and wellbeing of students.

Tree lopping and replacement shade.

We have recently had 3 trees removed/pruned significantly due to risk assessment including the 2 in junior playground and 1 down at Richmond Street site. We have regular site visits and audits from Building Works and Maintenance to ensure our site is safe and healthy and this includes tree audits. The peppermint tree in the Junior/ESC playground had developed severe stress fractures and hollowing that was deemed unpredictable and potentially dangerous. The large tree in the "Pirate Cove" was dying on one half and any pruning would unbalance the tree and prove dangerous. As both trees are in our highly utilised playgrounds they were removed. The stump remaining will comply with height restrictions and planned to be integrated into the existing playground. A unicorn house, fort and cubby house were some of the great suggestions. The removal of these trees creates opportunities to consider alternative shade options.

Parking

Due to some feedback and a more vigilant site assessment some further restrictions have been made to staff in regards to parking to ensure play areas and pedestrian pathways used during pick up and drop off are not accessed.

Keeping our kids safe is a priority and any reflection or action required will be implemented (in a measured way) if compromised. It is also a collaborative effort and when staff are required to comply we would hope this would be supported by parents and community members. Some students have recently been found before and after school unsupervised in the staff car parks and even parents still accessing the staff car parks (only a few). We have a range of staff who have different work hours and commitments across the sites so accessing these areas can be fluid. We have advised that at no times should students be in these areas, even as a thoroughfare. It has been articulated through the staff communication processes and I will reiterate at parent liaison meeting.

Parking and crossing update in P & C business.

Some bouquets....

- P & C with Mother's Day raffle.....
- Mother's Day events across the school including day spas, concerts and afternoon teas.
- The staff in PP who make the outdoor learning environment so stimulating. It has been a focus this year and they always come up with new (inexpensive) ways to engage the kids.
- The other deputies (Bron, Louise and Jen who have supported me in my weeks..... shared the load and increased their time)
- The choir in the Laneways festival..amazing
- The teachers for their commitment and dedication to Interview day - many worked from 7.30am.

Lorena Rock

Acting Principal

May 2016

6. Treasurer's report

Rachelle Rose presented the Treasurer's report.

- Appointment of auditor – Erin Croot has all required qualifications. It was moved that Erin Croot be appointed as auditor for 2016. Scott Yelland seconded it.

Mount Hawthorn Primary School Parents and Citizens Association Inc Treasurers Report 9 May 2016

Cash Balance

Commonwealth Bank (all accounts) cash balance = \$108,658

Results	Year to Date Results	Sales (year to date)
Uniform shop	\$2,462	\$27,000
Canteen	-\$2,636	\$22,872

Account Signatories

The CommBiz authorisers have been updated to the new office bearers.

Fundraising Proceeds

The Easter and Mother's Day raffles were very popular. Ticket sales were:

Easter raffle \$1,046

Mother's Day raffle \$1,169

The Streets and Laneways stall sold \$3,360 worth of tea towels and aprons. The cost of these was \$5,605 however we still have many on hand to sell at future functions.

Holding Accounts

\$8,077 netball

\$1,200 for footy tipping

\$9,277 total

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

Available Cash

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

Undercover area	\$20,000	
Canteen renewal fund	\$19,000	
Playground renewal fund	\$4,000	
Tiger turf renewal fund	<u>\$5,000</u>	
Total provisions		\$48,000
Holding accounts		\$ 7,187
Operating cash		<u>\$20,000</u>
Total "committed"		\$75,187
Available funds		\$33,471

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

7. Committee reports

7.1 School Ed Support Centre

Alison Harman presented the MHPS ESC report.

Key points:

- Struggling with the recruitment freeze until end of June. Trying to get exemption to get an extra education assistant.
- Nothing more to report.

7.2 Safety

Karen Sheilds presented the Safety report.

This report details the progress that we are making in regards to safety improvements at the intersection on Matlock and Woodstock Streets nearest the school oval entrance.

I attended a meeting on the 30th of March with John Carey, Rick Lotznicker (City of Vincent) and all residents with properties immediately adjacent to the intersection. The residents were able to view the proposed plans & voice their issues, I was able to talk about my visibility and safety concerns. Agreements were made at this meeting on how we would proceed.

John Carey confirmed of \$40,000.00 has been approved for phase 1, seeing improvements to commence in the April school holidays. This has now been completed, and consists of:

- 2 islands on Woodstock Street - one nearest the school oval (west) side, and one on the main (east) side. (COMPLETED)
- pine bollards on all properties adjacent to the intersection with "adopt a verge" nature-scaping promised to these residents (COMPLETED, just awaiting plants)
- extension of yellow lines (no parking within 9 metres of an island) (YET TO OCCUR)

Funding of \$60,000.00 has been approved for phase 2, and has been scheduled for the July school holidays. This will include 2 large marked platform type speed-humps on Matlock St, these will form an extension to the footpaths on Woodstock Street (one on each side of the road leading into the school oval entrance).

These measures will reduce vehicle traffic to the general area as parking will be limited. Vehicle speed will also decrease once the speed-humps are implemented which will hopefully see this area become a safe place for students to cross.

John has asked that we re-enforce the "no parking" message via the newsletter, and warn parents of the possible increased ranger presence once the work has finished. (CAN WE PLEASE ADD TO NEWSLETTER)

Thanks
Karen

- Karen thanked Lorena for putting the tiqbiz warning about the Matlock St parking.
- Review the type B crossing requirement after the speed humps are completed.
- Vicki noted that the 40km/hr sign on Matlock st is not very visible.
- Karen said that the Type B crossing approval is valid for a year.

7.3 Uniform

Kat Richardson presented the Uniform report.

Key points:

- Rachelle has reported the figures.
- Carmela is away during June so Kat has requested helpers for Thursday afternoon.
- Rachelle brought up succession planning for Uniform shop.
- Ongoing issues with zip hoodies – faulty and long lead time. Require a local stockist. Kat has noted that she is looking into sourcing another bottle green jacket. Kat asked Alex about the school uniform policy. This will have to be further reviewed when an option has been sourced.

7.4 Grants

Amanda Derbyshire presented the Grants report.

Key points:

- Unsuccessful with the Stronger communities grant for Curtin however we were moved into Perth electorate. Attempting to resubmit under the Perth electorate.
- Applied for ANZ netball nation grant.
- Trying to collate a spreadsheet of all grant opportunities but we need to target them. We need a priority list of P&C projects.
- \$80 to subscribe to a grants website “ourcommunity.com.au”. It was agreed that Rachelle would subscribe to the website. **Action:** Rachelle to subscribe to “ourcommunity.com.au”.
- **Action:** Mary to check Dropbox for any previous grant documents and feedback to Amanda.
- Tracy talked about possible art project ideas.

7.5 Grounds

Tim Swart presented the Grounds report.

Key points:

- Discussed shade
- Top dressing of oval completed at the beginning of term.
- Lorena spoke that the Junior school building roof is being replaced to be announced by Eleni Evangel and Peter Collier at the end of 2016.
- Lorena said that the Room 15/16 PP rooms will be demolished and a 2-storey building (~8 classrooms) will be built starting at the end of 2016. Approximately 9 months of 2017.
- Tracy asked about the fence between the netball courts and the staff car park. Lorena said this is under the school minor works budget. Vicki reported that the single gate near the dental van was broken – also school minor works budget. **Action:** Lorena to add items to school minor works budget.
- Tim brought up the idea of an outdoor classroom. Lorena mentioned the area near PP and the new demountables and getting that terraced. **Action:** Lorena will follow up location and feed back to the Tim.
- Alex conveyed a request from the sports teachers about an easier way of converting the basketball and netball rings. Lorena put this on her list.
- Lorena asked about a Kindy busy bee. Kindy are applying for a City Of Vincent grant that could buy the materials. Just need the busy bee to implement the project. Kindy teachers are putting a proposal together to present to the P&C.

7.6 Canteen

Lee Butcher presented the Canteen report.

Canteen Update

Or as Scott has titled it, “the never ending saga of the kitchen upgrade”.

1. EFTPOS

The Canteen now have an EFTPOS machine at the counter – and Sarah would like to get the word out to parents. I understand this made it into the latest Newsletter.

Q. Any other platforms to assist with this – or do we consider the newsletter adequate?

2. Phone

The phone in the canteen isn't working (for a while now). People are calling through to the office and the office are having to walk over to the canteen to pass on messages.

Q. Does anyone have any background to the phone in the Canteen? Is it a school issue, or do the P&C have a role in it?

3. Refurbishment

Since the last P&C meeting, Carol met with Spotless who advised that we need to address some more stringent requirements (wall and floor tiling) for the refurbishment, to meet the fresh food canteen criteria.

Spotless also advised that we should (or need to?) undertake a feasibility study at a cost of ~\$4.5K to finalise what the specific requirements for the kitchen upgrade are (e.g. power, plumbing, floor & wall tiling, etc).

However, one benefit of doing the feasibility study is that once we have it, we can choose any kitchen supplier / tradespeople that we want - provided they comply with the feasibility study (which could offer some savings by not using Spotless). Is this correct?

Carol previously advised that we should go with Spotless for liability issues and maintenance – which are valid reasons. But we need to ensure that we are not being taken for a ride?

We are also likely to be caught up in a changeover from Spotless to a new Government Approved Supplier. If our job doesn't commence this financial year, then we have to wait for the new Supplier (if we progress that way) – which is the most likely outcome.

Q: Is the Feasibility Study a requirement or a recommendation? And who does it?

Q: Can we go outside of Spotless and ask someone else to design the refurbishment (or undertake the feasibility study) while still meeting the relevant criteria? Has anything already been prepared?

Q: Confirm Roles - who leads on the discussion with Spotless? What is the role of the P&C in the refurbishment?

Key points:

- PL meetings will be used to communicate the EFTPOS machines.
- Phone line in the canteen is not required. **Action:** Lee to remove the phone number from the canteen menu and the website.
- General discussion around feasibility study and execution of the project in order to ensure a result that aligns with requirements of a fresh food canteen but does not become an excessive cost. Also noted that we also had a fully quoted design from Caterlink but unsure as to whether that met the guidelines.
- Ideally maintain a fresh food canteen.
- Noted that the feasibility study needs to be given some direction.
- Rachelle requested that we allow for the \$5000 for feasibility pending discussion between Jason and Lee as to whether this is the preferred path to follow. This will come out of the \$19000 canteen budget. *Carried without dissent.* **Action:** Lee and Jason to request feasibility study if deemed the preferred path.
- **Action:** Lorena will ensure emails from Spotless get forwarded to Lee Butcher for comparison.

7.7 Fundraising

Alison De Mattia presented the Fundraising report.

Key points:

- Tea towels, gift cards, aprons and cookbooks leftover stock.
- Entertainment book fundraiser underway.
- Year 3s are hosting election day.
- Alison brought up purchasing a coffee machine.
- Alison requested that we direct fundraisers to particular projects.
- Alex said that we have 64 in the footy tipping.

7.8 Fair

Scott Yelland talked about the fair.

Key points:

- P&C to source a fair co-ordinator before the end of this year.

7.9 Communication

Alison De Mattia presented the Communication report

Key points:

- General discussion about promoting P&C projects.
- Bronwyn brought up using the school assemblies.
- Alison talked about facebook, tiqbiz and possibly bringing back the P&C newsletter. Suggestion to keep to bullet points with expandable notes.

7.10 School Board

Alex Castle presented the School Board Representative report.

Key points:

- Nothing to report as there had been no board meeting since last meeting. Further update after next boarding meeting.

8. General business

8.1 Associations Incorporations Act 2015

Key points:

- Scott said that there are no issues for MHPS P&C arising from these changes.

8.2 Out of hours surveillance for the school

Key points:

- General discussion about syringes being found in the playground, skateboarders and drain covers being removed.
- Police had recommended cameras as a good option. Lorena said that cameras would be a school issue.
- Maintain an open school.
- Further discussion required.

9. Other business

- Nil

10. Next meeting: Monday 1st August 2016 – General Meeting – Harbeck Centre at 7:30pm

Meeting Closed: 9:45pm.

M. Gwynne

HON SECRETARY

9th May 2016