

**Mt Hawthorn P& C Association Inc.**

**ANNUAL GENERAL MEETING MINUTES**

**Harbeck Resource Centre (Library)  
7:30pm, Monday, 24 February 2014**

**1. Update on building works**

**2. Welcome/Apologies**

Tim opened the AGM at 7:00 pm, welcomed everyone.

**Apologies:** *Anthony Ellis, Shari McKeown*

**3. Confirmation of minutes of previous meetings**

**3.1 Annual General Meeting (25 February 13)**

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

*Carried without dissent*

**3.2 General Meeting (18 November 13)**

It was moved by Maree and seconded by Alex that the minutes of the previous General Meeting are accepted as true and correct.

*Carried without dissent*

**4. Business arising**

Nil

**5. Correspondence**

**In:**

Eleni Evangel – Notice of potential Grant through for Office for Multi-Cultural Affairs

Eleni Evangel – response to 40km/h sign

Ali Fisher - Girl Power at MHPS

Anna Connor (Bookeeper) – email resignation

Viva Subiaco (Photographer) – fundraising

Flight Centre - fundraising

**Out:**

Email to Eleni Evangel – 40km/h speed signs for Scarb Beach Rd

## 6. Principal's Report

### ENROLMENTS

All new enrolments from Pre-primary to Year 7 have been from the schools intake area.

K	P	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
115	116	107	103	91	85	83	61	66

### NEW STAFF

I would like to welcome Miss Larissa Barrett to the team at Mount Hawthorn Primary School. Larissa has come to us from Ellenbrook Primary School and will be teaching in Year 3.

### TERM 1

Swimming, Harmony Week, Tennis Tournament, Faction & Interschool Carnivals and ANZAC Assembly.

### TEACHING

#### Curriculum Priorities

The school will focus on the following areas:

- **Critical and Creative Thinking** – Cross curriculum strategies and cooperative learning strategies.
- **English** - Reading, Vocabulary, Spelling and to increase intensity of teaching and assessing phonics mastery throughout the early years.
- **Mathematics** – Specific Algebra focus.
- **Continued implementation of the Australian Curriculum** – Teach and assess English, History, Mathematics and Science using the Australian Curriculum content and achievement standards in preparation for full implementation in 2015.
- **Year 7 Transition** – Ensure case management plans for Students At Educational Risk (SAER) are addressed in the transition between primary and secondary school.
- **Art** - Artist in Residence (AIR Grant) in third term.

### FUNDING

All public schools are facing budgetary challenges. In order to manage within the newly set budget and staffing levels, the following resource reductions have been actioned. In 2014 MHPS has been able to use some reserves to ensure all programs have been retained. The school community will need to have a full understanding that sustainable decisions about funding will be a community challenge involving the School Board and the P&C.

Resource Reduction	\$ Figure	2014 Considerations
.80 Level 1 School Officer	\$ 44 880	Reduced capacity for community/staff support.
.50 Level Three	\$ 55 550	Staff Meetings & PL days will need to utilised for curriculum development.

<b>.30 Associate Principal</b>	<b>\$ 41 922</b>	<b>Admin will endeavour to continue support wherever possible.</b>
<b>1.00 EA Funding JP</b>	<b>\$ 52 520</b>	<b>Equitable use of available EA support.</b>
<b>LSL Levy Salary Pool</b>	<b>\$ 40 000</b>	<b>Ability to release staff has been greatly reduced and will need to be prioritised.</b>
<b>Total Reduction 2014</b>	<b>\$ 234 872</b>	

#### **POSSIBLE FUNDING DIRECTIONS 2014**

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

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

#### **PARENT INFORMATION SESSIONS**

##### **Term 1**

Classroom Information Sessions

Cyber Safety – Wednesday 26 February

On-Entry Pre-primary – TBA

Positive Schools Overview – incorporating Bullying Policy – TBA

#### **REPORTING TO PARENTS**

Interview Day Monday, 28 April 2014 12.00 – 6.00pm

Interviews upon request

#### **SELF ASSESSMENT**

Independent Public School Review

Monday, 23 June and Tuesday, 24 June 2014

## **SURVEYS 2014**

- Start administering the National School Opinion Surveys for parents, students and staff.
- School based survey as per 2013 concentrating on two topics relevant to the school review process.

## **7. Education Support Report - Alison Harman**

We had a very busy year in 2013. There were major and unavoidable issues for every teacher at different times of the year, each of who needed several weeks off. Luckily we always found good relief teachers but it was a very disrupted year for all the students and education assistants. Despite this drama, and with credit due to a really great staff, all classes progressed through the year very smoothly.

We had a weekly visit from a music therapist and a music teacher one day a week all year. We also had dance classes for one hour a week. All this music has a great effect on communication and motor control for our students, which is why we have such an emphasis on it. It will continue in 2014. Last year we had some minor repairs and repainting done in the school to make the space more flexible and pleasant to be in. We also had some outdoor sensory equipment installed to make the sensory area more interesting for the students.

The excellent staff in the Autism Early Intervention Centre continued to provide support to more capable students to help them enter mainstream classes with less drama. Although we do extensive advertising for the AEIC each year, we find that most of our students come by word of mouth now, through therapists, paediatricians and autism agencies. It is great that we are known in the right circles!

This year in the main part of the Centre we have 19 students and we also have 9 students in Early Intervention, which is close to our maximum. We are, of course, hoping to continue the wonderful interactions we have with the primary school and are planning various opportunities for students from the two schools to work and play together in 2014.

## **8. John Carey – Major City of Vincent**

John Carey addressed the meeting:

- Council Amalgamation
- Braithwaite Park – planning on spending some infrastructure budget prior to July 2015
- Transport Issues

## **9. P&C President's Report**

2013 was a bumpy ride at the beginning with the high of a gaining support for a significant grounds funding commitment, to the challenge of having to re-contest our case to retain this commitment after the State Government budget. A concerted effort through the School Board, the P&C and our local Member of Parliament resulted in positive news about the grounds improvements with funding of \$1.25M being secured. This will provide a splendid amenity to support 'whole of school events' and extend valuable undercover play space for a large student population.

The growth of the school has also impacted the Canteen and Uniform services. Fortunately for the P&C, these areas are led by committed staff and volunteers who every year push the bar a little higher. In 2013, the canteen made a respectful earnings contribution of \$3,332 completing its first full year of trading with both cash and online services. I would like to acknowledge the work of Celia Hadgraft for her

great efforts in the Canteen for over 6 years and welcome Sarah Wiggett as the new Canteen supervisor in 2014.

Similarly, the Uniform Shop operation and the January distribution day is massive logistical exercise that was again executed with aplomb by Maree Pickens and her team of volunteers. Uniforms for 800 plus students, (including two types of leaders shirts, faction uniforms, multiple orders, barcoding etc) are only some of reasons why this has become a job in its own right. The P&C will be reviewing the level of resource support for this role in 2014 to ensure the quality of this great service remains sustainable.

Accredited Safety House locations also increased within the Mount Hawthorn catchment in 2013, with our coordinator Kylie Petrou organising another super safety house week. Other student services such as Scholastic Book Club and school banking, though not specifically P&C business are again made possible through efforts of committed parent volunteers.

The Grants committee submitted three grant applications in the 2013 year, winning the Artist in Residence grant through the efforts of Ms Edmonston and the committee member Bronte Pyett. These submissions take time and diligence with the legacy often a year to 18 months from the application. Importantly, this is also about working with the school to ensure schools strategic objectives are being met.

After months of intensive planning, a barmy Saturday in November provided the setting for an awesome Cultural Carnival that was a testament to the great school community we are. Our fair coordinator Shari McKeown (also School Board Member), did an outstanding job bringing an incredibly successful event together. The "carnival" not only achieved a net contribution of \$31,435, it provided a great opportunity to show case our performing arts talent and participative spirit.

In 2013, sundowners for both campuses, discos, BBQs, cake stalls, grounds busy bees, movie nights, lapathon, worm farm sales and offsite events all formed part of the broad spectrum of community fundraising efforts that delivered \$31,927. This result is as much due to the FUN- team as it is to the parents and local community businesses that never seem to tire of providing assistance for P&C events.

The P&C would also like to thank the parent community for their voluntary contributions, which totalled \$42,742 in 2013. This income supports a range of curriculum initiatives and resource procurement each year at the school, such as the nature play areas, that would otherwise take a great deal more lamingtons and sausage sizzles to achieve.

As an IPS school, (and a good one), there is an errant presumption that fundraising may be a "safety net" for areas no longer part of school budgets. Importantly, we should not take for granted the diversity of options available at this school and though we cannot replace the lost funding we can ensure that the legacy of participation continues at a P&C level.

The P&C understands that the school will face a works program and the complexities of preparing two cohorts of students for High School in the coming year and our focus will be to support the Principal and The School Board in achieving that outcome.

Finally, the P&C would like to recognise the tremendous work of the teachers and support staff in this school, who educate and care for our children so well, and we thank them on behalf of the entire parent body. We are all very lucky to be able to send our children to such a fine school.

## 10. Treasurer's report

This report is for the year to 31 December 2013.

### **Cash**

At the end of the year the P&C held total cash of approximately \$53,000.

### **Fundraising and contributions**

Fundraising activities for the year raised the following:

- Contributions \$42,742
- Fair \$31,435
- Lapathon \$21,089
- Disco \$3,427
- Quiz night \$968
- Movie night \$1063
- Entertainment books \$455
- Footy Tipping \$855
- Pavers \$400
- Worm farm \$780
- Sausage sizzles \$2,914

### **Canteen and Uniform Shop**

The Canteen made a profit of \$3,332 for the year. The canteen sales are up by 12% on last year's figures. The online ordering facility generated \$45,939 in revenue, which represented 49% of total sales.

The Uniform Shop made a profit of \$14,141. This is a 2% increase on last year's figures. Stock on hand at the end of the year was worth approximately \$39,472. \$28,000 curriculum support was provided for the primary school and \$6000 was given to the education support centre for landscaping purposes.

### **Capital Projects and Grounds**

Capital expenditure for the year included the following:

- Lapathon proceeds passed on to the school \$20,750
- Grounds projects \$31,760
- Capital projects \$31,927

### **Audit**

Mr Peter Fisher has audited the accounts.

The Cash disbursement records for the year are available for viewing upon request.

Leslie thanked Anna Pronk for her great work as Bookkeeper.

### **10.1 P&C Budget 2014**

Budget was presented (Appendix)

**Motion:** 2014 draft budget be accepted and adopted.

Motion was moved by Tim and seconded by Maree.

*Carried without dissent.*

## **11. Year In Review – P&C Committees**

### **11.1 Canteen – Tim Swart**

The Mt Hawthorn Primary School Canteen operated its first full year of both online and cash orders in 2013, revising the online order cut-off time to 9.00am after the system had been finessed. There were two menu revisions in the year and they continue to support the school traffic light system healthy eating framework. This also provided the foundation for an improved cost of sales result.

The canteen delivered \$93,522 in sales across its forty trading weeks in 2013. This realised an end operating position of \$3,332, which is a strong result and in keeping with the P&C target objective of breaking even. The Killarney street campus catered for 678 children with our canteen maintaining the same sales to student population ratio \$137.94 pa as in 2012 despite servicing a significantly larger school.

The MHPS canteen operates all week providing catering services to the school community. The P&C employ a Canteen supervisor and two casual staff relying also on the goodwill of available volunteers at peak times to support the dispatching of orders. Staff wages were adjusted in July 2013 as required by the Restaurant Catering & Tearooms Award revision 2013.

P&C canteen share access in the afternoon with OSCA. This relationship continues to support both school community groups. The P&C and OSCA also share the school community office space adjacent to the uniform shop in the undercover area.

A new oven/stovetop was installed in 2013, however there remains a need to review under bench storage and walk in refrigeration space which was “parked” during plans to upgrade the undercover area.

The P&C Executive would like to acknowledge the great work of Celia Hadgraft, Sarah Wiggett, Janet Rossen, and Tania Boylen in delivering a consistently high quality service throughout 2013.

#### **Status Report for February 2014**

The new 2014 menu was launched on the school website and Our Online Canteen, including a majority of the old favourites and some twists for the hotter days in summer. The focus at the start of the year is to ensure there is sufficient awareness of the online ordering system process, particularly for parents new to the school and to find a name for our school canteen.

The canteen will be engaging online supplier orders in Term 1, to reduce staff time shopping for goods. There some concerns about the availability of storage space for dry goods and refrigerated product given the quantum ordered to meet demand. The canteen staff team would like to set out a plan with the P&C to address this given the limited space for expansion.

The canteen will be replacing its sandwich toaster and procuring a rice cooker in Term 1.

Sarah Wiggett who began with the canteen team in 2012 will be taking on the supervisor role for 2014. This term we are seeking to establish an Emergency Roster of people that may be able to assist in the Canteen on short notice. We wish to collate email addresses from people, which will then enable us to do bulk email requests when emergency cover is required. It is hoped that this approach will assist us in sourcing help when emergencies cannot be covered by Canteen staff alone.

## 11.2 Fundraising – Helen Davey

The Fundraising Committee was involved in many fundraising ventures throughout 2013, many of which were aimed at community involvement and participation. Many volunteers helped to make these activities successful and, most importantly, fun!

During 2013, the following fundraising activities were run:

**School Disco.** It was decided to run one disco this year, which was held on Friday, 21<sup>st</sup> June at the Floreat Athena hall. The theme was “Anything Goes – Wear Your Favourite Costume” and tickets were \$10 each. Attendance figures were very high, particularly at the Junior level. It was noted that perhaps in 2014, the Junior Disco should involve PP – Year 2 only and the Senior Disco be for Year 3 – Year 7’s to even out the numbers for each disco. Revenue raised was \$6040.85 with a profit of \$3,427.

**Bingo Night** – Instead of the usual Quiz Night, something a little different was trialled this year – “I Can’t Believe It’s Not Bingo”, Bingo night. This was held on Friday 23<sup>rd</sup> August, also at the Floreat Athena hall. Bingo games, a raffle and some other games were run, and although attendance was not quite as high as we would have liked, a good night was had by all. Revenue raised was \$1268 with a profit of \$968.

**Movie Night** – The outdoor movie night was held towards the end of the year, as a wind-down after the fair, and a relaxing way to socialise. As there was a big focus on the fair in the second half of the school year, it was decided to reduce the price of the movie tickets to \$5 per person. (Another) sausage sizzle was held, as well as snacks and drinks, and an ice cream van was also present. A raffle was run also. We had a fantastic turn out and the revenue raised was \$2663, with a profit of \$1063. We are aiming for another outdoor movie night in March 2014.

**Lapathon** – This was held in July and was very successful. Children were sponsored by family and friends to complete as many laps as they could. The generosity of their sponsors was fantastic and an amazing \$21,089 was raised.

**Brick Paver Project** - \$400 was taken from the sale of brickpavers. We have had several enquiries as to when the pavers will be made and laid.

**Worm Farm** - \$780. Kim Frankowiak and his amazing team of farmers have increased the sales of the worm farm by giving their time to sell them at the Kyilla Farmer markets in North Perth.

**Entertainment Books** - \$3055, with a profit of \$455. Having co-ordinated this along with our bookkeeper, Anna Pronk, I would note that it is a lot of effort and time for small return?

**Footy Tipping** - \$856 (Income -\$2,056)

**Sausage Sizzles** - \$6,137 (\$2,914 profit). A fantastic job done throughout the year by many volunteers at many sausage sizzles!

## 11.3 Grants – Rob Papparde

The Grants team targeted several grants and award opportunities in 2013 with some good results.

The application for Artist in Residence program application was successful, receiving a grant of \$30,000 to implement “My Place”, an artist residency with the students of



Mt Hawthorn Primary to create an interactive digital story collection of site-based narratives and illustrations. Students will be guided and mentored by Perth based children's author/illustrators James Foley and Briony Stewart. Well-done Bronte and everyone else for their work putting it together. The P&C looks forward to its implementation this year.

Lisa Patterson from the team also put together some great work for Infinity Waste Wise Awards. It was a competitive field and this work has put us in a better footing for achieving the award this year.

More recently a submission was made for the Anzac Centenary Local Grants Program, and Lisa has been working with the school to obtain funds from the Federal Government to commemorate 100 Years since the Anzac conflict.

Targeted grants for 2014 will be the \$5000 Community Grants Program through the Office of Multicultural Interests and the Road Safety Grant and the RAC Grass Roots Grant.

We welcome any new members and/or information regarding grants that you feel may be appropriate for our school.

#### **11.4 Safety House – Kylie Petrou**

Safety House is a voluntary, positive, community based scheme, which identifies homes and business that can offer a safe haven for children who feel that they need assistance from an adult. Anyone who applies to the Safety House Program must be given a police clearance before they can be approved, which is paid for by the Safety House Association.

Currently, there are 22 Safety House homes and 3 (including the MHPS site) Safety House businesses in the MHPS boundary area.

Fortunately, there were no incidences reported within the Safety House program for 2013. MHPS pre-primary student Jaya Dean won her age group artwork entry for 2103.

##### Projects completed in 2013

1. 'Large Movable Map' to display Safety House locations. This can be used as a display for events such as Safety House Month, Assemblies, School Tours or the Festival.
2. Safety House information/promotion tent for the Festival.

##### Proposed Safety House projects for 2014

1. Check, Map and Update condition of Suburb Boundary Signs.
2. 'Safety House Month of September'. Safety House Show provisional booking for Tuesday 2nd of September 2013.
3. Continue to recruit Safety Houses, this year looking particularly at having more businesses involved. Would like to aim for 4 new Safety House Business in 2014.
4. Maps of and List of general Safety House Locations for the MHPS web page.
5. Artwork competition entries will be displayed in the library in September.

**Parent Volunteers Are Very Welcome!**

**Love to have Kindy or PP families help with any of the following jobs;**

- Suburb Boundary Signs
- Recruitment of Safety House Homes & Businesses
- Help with Safety House Week in September.

## **11.5 Grounds -**

Another successful year for grounds planning and campus maintenance has past. The grounds team would like to thank all contributing parents for their help and donation of their time during the year contributing to the running of the school gardens, establishing the Waste Wise sustainability program and lending us a hand at busy bees. Some of the achievements of last year were as follows:

### **Six season Aboriginal nature walk**



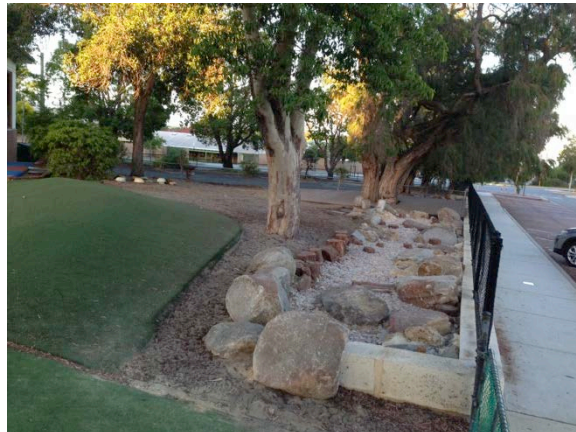
In front of the arts building, (the pick up waiting area) now displays the six season nature walk featuring totems created by Mrs Edmiston's art class nestled among many of our local plants.

The vegetation in this area will transform depending on the time of the year for everyone to enjoy at pick time and lunch breaks.

### **Fairy garden play area**

The fairy's have finally arrived at the junior part of the school. With the generous financial contribution by the P&C and school (\$21K) this anticipated addition will supply many hours of fun for year 1-4's exploring the dry creek bed decking area.

More additions to come. Watch this spot!



### **Worm farming and organics conversion precinct**

The Waste Wise school program has been running for many years in WA and encourages schools to promote recycling, waste reduction and environmentally sustainable practices. These are to be taught from primary to high school grades.



The facility established by the P&C has been providing a continuous flow of high quality compost and liquid fertilizer for the school gardens as well as a fundraising opportunity for the P&C selling the liquid fertilizer at the school and the Kyilla farmers market.

#### Pre-Primary School Grounds

Some further exiting developments have taken place in the Pre-Primary School Grounds with parents and teachers establishing garden beds and composting bins. Fresh vegetable sampling opportunities from 'Wicking-waterwise' garden beds enhance the early education curriculum towards environmental awareness and permaculture practices.

#### Future developments:

The school board is actively lobbying the education department to have the best possible undercover area constructed within this school year in the senior part of the school campus.

School entrance landscaping

Cricket net improvements/re-development opportunity

#### Grounds Committee planning meetings

Please register to participate in informal grounds committee meetings held 3-4 times a year at the Oxford Hotel via our email [MHPStgrounds@gmail.com](mailto:MHPStgrounds@gmail.com) . We are always welcoming new ideas and projects.

### **11.6 Uniform – Maree Pickens**

The Uniform Shop has been very busy throughout 2013 with the increased number of students and the introduction of 7 new items and the Open Day at the beginning of Term 1.

#### SALES RESULTS

Sales for 2013 of \$79,590 with cost of sales of sales of \$65,448 (including purchase of point of sale PC system) resulted in a healthy surplus of \$14,141. The sales increase can be attributed to the higher volume of sales from the large increase in children enrolled at the school and an increased number of items sold per child. Additionally, we launched new skorts, shorts, skirt, pants, knickers and a school umbrella which all proved very popular achieving much higher than expected sales as well as the Yr 6 Leader shirts. Sales were 20% greater than 2012 (\$66,175) but the increase in surplus was only a modest 2% due to the significant increase in inventory to \$39,472 to ensure stock across the additional seven items in the full range of sizes.

#### UNIFORM PRICES

We are pleased that no increases in sale prices of any uniform items were required in 2013. Costs are projected to remain under control for the next six months but a review of prices of some items will be required mid-year most notably for the tunic dresses. Currently priced at \$50 the price will need to rise to \$55.

### STOCK MANAGEMENT

2013 was a little easier for stock management especially with meeting the requirement to select and provide 2 different Leader shirts, one for Yr 7 and a new style for Year 6. We placed our end of year stock orders earlier for delivery pre-Christmas instead of early New Year and this ensured we avoided any Christmas delays. Despite the unexpectedly higher demand from Kindy families we were able to fill all orders by the end of the Open Day on 2014. Inventory management will be a challenge in 2014 due to limited space for the number of items and the desire to ensure adequate inventory to meet demand.

### SECOND-HAND ITEMS

Demand for quality second-hand items continues to grow. Bags of uniforms, unsuitable for reuse, were donated to charity for rags and uniforms suitable for reuse were allocated to the sick bay or returned to the uniform shop for select distribution to families in need. The rest was made available for the Second Hand Uniforms Sales run each Term by Shari McKeown. All funds raised were donated to the P&C for their fund raising efforts. Many thanks to Shari and her helpers that ran these sales, and to Georgia Cassidy who assisted with sorting donated items.

### UNIFORM SHOP VOLUNTEERS

The Uniform Shop had several regular volunteers, Jo Ahearn, Mel McInerney and Shari McKeown. I couldn't run the weekly shop without their help. Sally Stark has ensured the weekly deliveries of uniform orders to children's classrooms, Shari McKeown and Georgia Cassidy often counted large boxes of new stock and Lesley Abraham helped me with stock takes each term during the year and the introduction of the new point of sale PC system. Several other volunteers helped out in emergencies throughout last year and their assistance is much appreciated. Volunteers are still needed – points towards free uniform items are provided!!

### OPEN DAY 2013

Many parents, and several Yr 7 students, enthusiastically volunteered for the Open Day in Term 1, 2014 - over \$10,000 was taken in sales. Thank you to the parent and student volunteers who helped make the day such a success, the parent customers who were so patient with the process and the school for providing us the 'cool' space in the Junior School on such a hot day!!

Finally, I'd like to thank Anna Pronk and Lesley Abraham for their help and advice (and unending patience) with the challenges of forecasting, stock takes and uniform shop bookkeeping and the wonderful addition of the point of sale PC system introduced end year. It promises to make a big difference in sales management and stock monitoring in 2014.

### NEW BUSINESS

For consideration by the P&C for 2014

Proposal 1: Fit out the Uniform Shop with new shelving

Background: The shop has an assortment of old lockers, metal shelving, cupboards and a new dress rack. With the significant increase in uniform items stocked by the shop, we have run out of space to store the inventory and this makes it awkward and unsafe to access stock and manoeuvre around the shop.

Recommendation – Remove all old storage (except dress rack) and install floor to ceiling shelving (attached to walls) to maximise available storage space. Suggest we look at 'off-the shelf' shelving options rather than custom fit out.

**Motion**

It was moved by Maree and seconded by Alex that \$2500 be spent to buy some off the shelf shelving for uniform shop storage.

*Carried without dissent*

Maree also commented that Thursday's are no longer possible for her to continue to man the shop. As such, Maree suggested that we should discuss to make the Uniform shop a paid position (similar to the canteen) and supported by volunteers. Discussed in General Business.

## **11.7 Communication – Alex Castle**

### P&C Corner

The digital format of the newsletter is still well used and our list of subscribers has grown to over 550 people and an open rate of around 60%. As in previous years, there will be another push to sign up more people through the class liaisons, plus some targeted communication to the Kindy and Pre-Primary parents.

Together with the school we will be reviewing the communications process this year to investigate more efficient ways to distribute information to parents and to minimise workload on the admin staff.

### Website

The school website has had a full year of operation and is constantly under review and can be updated to include relevant events and information. We are always looking at ways to extend the functionality of the site by investigating options for accepting online payments for P&C services such as uniform ordering.

In 2013, we trialled using trybooking.com to take payments for the Outdoor Movie with success and I propose that we continue to use this service, expanding it to other events such as discos and quiz nights.

## **12. Election of Executive and Committee positions**

Tim thanked outgoing Exec members for their fantastic contributions.

*Rob Papparde facilitated the election*

### **Executive**

- **Hon President:** Tim Swart
- **Hon Vice-president:** Alex Castle
- **Hon Treasurer:** Rachelle Rose
- **Hon Secretary:** Graeme Gleeson
- **P&C Representative School Board –** Alex Castle
- **Communications –** Alex Castle
- **Exec:** Vidya Findlay
- **Exec:** Ali Fisher
- **Exec:** Justine Daly
- **Exec:** Justine Spencer
- **Exec:** Anthony Ellis
- **Exec:** Helen Davey
- **Exec:** Maree Pickens
- **Exec:** Kylie Petrou
- **Exec:** Lesley Abraham

*All nominations accepted and carried without dissent*

## **Committee**

### **- Canteen:**

**- Fundraising:** Anthony Ellis, Helen Davey, Vidya Findlay, Justine Spencer and Tara Higgins, Ali Fisher

**- Grants:** Rob G Papparde, Lisa Patterson

**- Grounds:** Stuart Nahajski

**- Safety House:** Kylie Petrou

**- Uniform service:** Maree Pickens

**- Communications:** Alex Castle

*All nominations accepted and carried without dissent*

Committees are advised to meet soon and select a convenor, who is required to attend each Executive meeting, and then notify the Executive who this person is; all Committee members must be financial members.

## **13. General business**

### **13.1 Auditor Appointment**

#### **Motion:**

Motion was moved by Tim and seconded by Lesley that Peter Fisher is appointed as Auditor for 2014.

*Carried without dissent.*

### **13.2 Girl Power**

- Session run with girls – issues around friends, peer pressure, empowering girls – common language / skills, choosing appropriate friendships
- Can be run in mothers/daughters or daughters only sessions – after school hours / evenings
- Suggestion that the P&C subsidise
- Cost is \$35/head
- Lisa P commented that there is probably not really a need to subsidise it as the demand would be very high
- Ali suggested that the P&C might want to cover any shortfall in the event it isn't supported
- Tim suggested that the P&C provides some seed funding to get things going.

#### **Motion:**

Motion was moved by Alex and seconded that \$2000 be provided as seed funding (to be used as a shortfall if required)

*Carried without dissent*

### 13.3 Uniform Shop – Paid Position

- Maree initiated a discussion concerning the running of the Uniform shop (currently run on Thursdays with many hours required outside that time).
- It was agreed that the Uniform job is becoming a bigger job each year given the growth of the school, which Maree also cannot continue to do due to work commitments.
- It was put forward that the Position should be a paid one, similar to the Canteen jobs. It was suggested that 4hrs per week x 40 weeks would be appropriate. The Book Keeper role would be reduced by about 2 hrs per week

#### **Motion:**

Motion was moved by Maree and seconded by Tim that the Uniform Co-ordinator be a paid position (4hrs per week for 40 weeks). The position would be reviewed after 12 months.

*Carried without dissent*

### 13.4 Conclusion

Tim thanked all of the Exec and other volunteers who have contributed to the P&C over the last 12 months.

**Next Meeting:** General Meeting: 31<sup>st</sup> March 2014 7.30pm

**Meeting closed:** 10:00pm



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**GRAEME GLEESON**  
Hon Secretary

24 February 2014



## APPENDIX A – FINANCIAL REPORT

Statement of Financial Performance			
2013			
<b>Trading activities</b>			
<b>Canteen service</b>		<b>Uniform service</b>	
Sales	\$93,996	Sales	\$79,591
Less		Less	
Cost of sales	\$50,546	Cost of sales	\$62,819
Gross profit from sales	\$43,450	Gross profit from sales	\$16,778
Less		Less	
Employment expenses	\$40,118	Operating costs	\$2,629
Net trading receipts	\$3,332	Net trading receipts	\$14,149
<b>Total net trading receipts</b>			<b>\$17,481</b>
<b>Fundraising activities</b>			
<b>Fair activities</b>		<b>Other fundraising</b>	
Income	\$62,470	Income	\$43,533
Less		Less	
Expenses	\$31,034	Expenses	\$11,538
Net fundraising receipts	\$31,436	Net fundraising receipts	\$31,995
<b>Total net fundraising receipts</b>			<b>\$63,431</b>
<b>Other P&amp;C activities</b>			
Voluntary contributions	\$42,742	General income	\$3,933
Less		Less	
Other wages	\$5,300	General expenses	\$3,644
Net other P&C activities	\$37,442		\$289
<b>Total net other P&amp;C activities</b>			<b>\$37,731</b>
<b>Surplus</b>			<b>\$118,643</b>



Statement of Financial Distributions				
2013				
Current year amount available for distribution				\$118,643
<b>Financial distributions made during the current year</b>				
<b>Disbursements</b>		<b>School expenses</b>		
MHPS	\$28,200	Capital projects	\$31,927	
Ed Support	\$6,000	Equipment	\$3,143	
		Safety house	\$130	
	\$34,200		\$35,200	
<b>Other distributions</b>		<b>Grounds expenses</b>		
Lapathon	\$20,750	Maintenance	\$2,698	
		Projects	\$31,760	
	\$20,750		\$34,458	
<b>Total financial distributions made during the current year</b>				<b>\$124,608</b>
<b>Total distribution surplus/deficit</b>				<b>-\$5,965</b>

## APPENDIX B – AUDITOR'S REPORT

*INTEGRative Pty Ltd*™  
Resource management consultants  
ABN 16 104 372 312

Date: 19.02.2014

The Treasurer  
Mt Hawthorn Primary School Parent and Citizens Association (Inc).  
PO Box 251  
Mount Hawthorn WA 6915

**Re: Verification of Financial Statements  
Assessment of Risk Management Policy**

I have examined the financial statements and the financial records of the Mt Hawthorn Primary School Parent and Citizens Association (Inc) for the year ending December 2013.

It is my opinion that the financial statements prepared by the treasurer or other authorised person on behalf of the Mt Hawthorn Primary School Parent and Citizens Association (Inc) represent fairly the financial transactions of the association. Nothing has come to my attention that indicates otherwise.

There do not appear to be any legislative compliance requirements or risk issues that are not adequately managed.

I remind executive members that they are responsible under Company and Associations Law for financial, and risk management carried out on behalf of the Mt Hawthorn Primary School Parent and Citizens Association (Inc).

Yours sincerely

*Peter J. Fisher*

Peter J Fisher      Managing Director

Review process

- Attend some general meetings to observe proceedings
- Check wage payment records
- Examine a random sample of source documents
- Observe operations of Uniform Shop, and Canteen
- Review risk management practice
- Test legislative compliance
- Verify the existence of assets listed on the balance sheet

8 ~~Leopold~~ Road, NOLLAMARA WA 6061  
Tel (08) 9440 0617

## APPENDIX C – PROPOSED BUDGET

Mt Hawthorn Primary School Parents and Citizens Association  
Proposed Budget  
Year ending 31 December 2014

<b>Income</b>		<b>\$</b>
Bank Interest	400	
Voluntary Contributions	45,000	
Sponsorship Revenue	-	
Uniform Shop Sales	87,500	
Canteen Sales	100,000	
Fundraising Revenue	30,000	
<b>Total Income</b>	<b>262,900</b>	
<b>Expenses</b>		
Cost of Sales		
Uniform Shop Purchases	70,000	
Canteen Purchases	60,000	
Curriculum Support		
MPHS	32,000	
Education Support Centre	3,000	
School Expenses		
Capital Projects	15,000	
Equipment Expense	1,000	
Grounds Expenditure	15,000	
Employment Expenses		
Canteen Wages	32,000	
Other Wages	5,000	
Superannuation	3,500	
General Expenses	4,700	
Fundraising Expenses	10,000	
Playground renewal reserve fund	2,000	
<b>Total Expenses</b>	<b>253,200</b>	
<b>Net Surplus / (Deficit)</b>		<b>9,700</b>