

# Hawker Park Primary School Parents and Citizens' Association Incorporated



## HPPS AGM 2022

2022 AGM. Voting in new office bearers and executive.

Plans for the year and sub-committee forming.

Voting on items from last meeting.

All new members welcome! Bring \$1 and a friend

When 15-02-2022 at 19:00

Location: Hawker Hub - Hawker Park P.S., Hawker Hub - Hawker Park P.S.

Chairperson Emma Claessen

Minute  
taker Karen Hadfield

Present Rebecca Chamberlain , Emma Claessen , Lynlea Denniston , Andrew Etheridge ,  
Veronica Fry , Anneleis Fuller , Karen Hadfield , Claire Jones , Kym Leary , Shonny  
Lehane , Cassandra O'Sullivan , Deb Ryan , Rebecca Valenti , Tyanna Williams

Apologies Jesica Batista , Sandra Beard , Caroline Centa , Sue Costa , Elizabeth Everall , Nikki  
Fitzpatrick , Megan George , Belinda Hall , Michelle Hinman , Karla Madahar , Suzie  
O'Bree , Claire Ritchie , Lize Stack , Bev Stokes , Melissa Turner

## Minutes

### 1. Meeting Open

7.02pm

## **2. Present/Apologies**

Karen Hadfield, Emma Claessen, Kym Leary, Lynlea Denniston, Claire Jones, Deb Jones, Veronica Fry, Shonny Lehane, Cassandra O'Sullivan, Anneleis Fuller, Tarn Deere, Renee Evans, Anamika Dodan, Bec Chamberlain, Rebecca Valenti, Andrew Etheridge, Daniel Vujcich, Elaine Lek, Tyanna Williams,

Apologies: Monica Deep Chaudery, Claire Butler-Ritchie, Karla Santos, Kristy Moss, Alana Butcher

## **3. Previous Minutes**

1st: Lynlea Denniston

2nd: Claire Jones

Previous AGM Minutes: 1st Emma Claessen, 2nd Kym Leary

[P\\_C\\_Meeting\\_November\\_2021.pdf](#)

[HPPS\\_AGM\\_2021.pdf](#)

## **4. Correspondence**

Fundraising leaflets- shown to attendees

Bank Statements: given to Deb Ryan

## **5. President's Report Summary of 2021**

Emma spoke to the updated P&C Handbook that is available to any new executive or general member to look through.

2021 was a good year for the P&C with all events running smoothly with a great community feel and a lot of fun. The Colour run, Disco and Stalls were all received by the children and the Casino Night was a lot of fun for the parents!! Fundraising was successful and the P&C were able to decide on some big spends for the school including smart screens, swim buses as well as some new equipment for the busy canteen. It's a great time to look forward to some new fundraising goals.

Thank you to all the committee, parent volunteers and to those who look after different aspects of the P&C. Your commitment is much appreciated.

Thanks for all your support over my time as President and all the best to the new crew. I'll be around to help as needed.

## 6. School Report

See attachment

Andrew requesting commitment from P+C to pay for school swimming buses.

Containers for Change discussed: School has approved for the bins to be placed at the school- chained to fence near TA 7

 [Admin\\_report\\_AGM\\_2022.docx](#)

### Decision

Vote on P+C paying for school swimming buses at next meeting

### Tasks

- Get quote for Swimming buses to present at next meeting for voting  
Assignee: Andrew Etheridge  
Due date: 16-03-2022
- Organise Containers for change bins to be provided and secured  
Assignee: Anneleis Fuller  
Due date: 23-03-2022

## 7. Treasurer's Report

See attachment

Deb is happy to continue but has requested the Treasurer position be split into two - Canteen and P&C/Uniform, as it is a lot of work for one person. Someone with experience with payroll would be good to do the Canteen treasurer role.

P&C to recruit asap

 [Treasurers\\_Report\\_15\\_February\\_2022.docx](#)

### Decision

Recruit another treasurer

### 7.1. Audit Review/Uniform Shop/Canteen funds

Deb to send details off for audit review.

Uniform shop- sales ticking over.

Sue is currently doing most of the work from home, goes to sort and distribute uniforms at school when needed. This is Sue's last year as HPPS so need to encourage a successor for next year. Kym Leary and Lynlea Denniston to provide additional support to Sue this year as part of Uniform Committee alongside President and Treasurer.

Emma to follow up Gabrielle Conwell Year 2 mum who may be interested

## 8. **Canteen Report**

See Treasurer's Report

Nic Fitzpatrick has started as Canteen Supervisor. Letter of casual employment contract signed - review by term and sign again each time.

Continual encouragement of volunteering is needed and Signup Zone is available online to facilitate this as well as Bread Roster.

Parent suggestion made Re: of labelling products Gluten free. Same parent is happy to provide gluten free bread to be stored in freezer for future use.

Emma to continue to support Nic as P&C rep with other Canteen committee people being Karen Hadfield, Anamika Dodan

## 9. **Elections: Office bearers and Executive**

Congratulations and thank you to the newly elected 2022 Office Bearers and Executive Committee.

### **Office Bearers**

President: Rebecca Chamberlain

Vice President: Daniel Vujcich

Secretary: Renee Evans

Treasurer: Deb Ryan

### **Executive Committee**

Cassandra O'Sullivan

Emma Claessen

Rebecca Valenti

Kym Leary

### **Tasks**

☑ Call out for extra person to help Deb Ryan (Treasurer) with Canteen/Uniform shop.

Assignee: Rebecca Chamberlain

Due date: 23-03-2022

## 10. General Members/Class Reps/Other Committee allocation

### 2022 Class Reps

Yr6 - TA9 - Kym Leary  
Yr5 - TA7 - Denielle Ritchie  
Yr4 - TA8 - Brittany Stribley  
Yr3 - TA3 - Jesica Batista  
Yr3 - TA4 - Kristy Moss  
Yr2 - TA2 - Dan Vujcich  
Yr1 - TA1 - Naomi Henrickson  
PP - EC1 - Tammy Van den Beuken  
PP - EC2 - Jacinta Davis  
Kindy - Haj Miller

Fundraising: Emma Claessen, Lynlea Denniston, Tarn, Bec Valenti  
Uniform: Sue Costa, Kym Leary, Lynlea Denniston  
Canteen: Emma Claessen, Anamika Dodan, Karen Hadfield  
BFG: Daniel Vujcich and Heather Millar, Renee Evans  
Containers for Change: Annaleis Fuller, Tyanna Williams  
Scholastic Books: Claire Butler-Ritchie  
Entertainment Books: Michelle Hinman- Hall

## 11. Plan future meeting dates

Plan is to have meetings on Weeks 3 and 8 of each term and alternate between Tuesdays and Wednesdays. Afternoon meeting 2pm before pick up will also be planned according to availability of President and secretary.

Next Meeting: Wednesday 23rd March 2022 7pm in the Hawk Hub

Topics to discuss

- Decide on events for the year
- Set dates
- Decide on lead person/people
- Mothers Day plans
- Election plans
- Shed decision

### Tasks

- ☑ Final decision design/colour quote for shed - by executive if required  
Assignee: Rebecca Chamberlain  
Due date: 23-03-2022

## 12. Meeting Closed

8.44pm

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*End of minutes.  
Summary of matters arising are tabled on the following page.*

# Minutes of HPPS AGM 2022 on 15-02-2022

## Summary of Matters Arising

### Decisions

Item Decision

6. Vote on P+C paying for school swimming buses at next meeting

7. Recruit another treasurer

### Tasks

Item	Task	Assigned to	Due date
6.	Get quote for Swimming buses to present at next meeting for voting	Andrew Etheridge	16-03-2022
6.	Organise Containers for change bins to be provided and secured	Anneleis Fuller	23-03-2022
9.	Call out for extra person to help Deb Ryan (Treasurer) with Canteen/Uniform shop.	Rebecca Chamberlain	23-03-2022
11.	Final decision design/colour quote for shed - by executive if required	Rebecca Chamberlain	23-03-2022

## Summary of Attachments

### Attachments

Item File Name

3. [P\\_C\\_Meeting\\_November\\_2021.pdf](#)  
[HPPS\\_AGM\\_2021.pdf](#)

6. [Admin\\_report\\_AGM\\_2022.docx](#)

7. [Treasurers\\_Report\\_15\\_February\\_2022.docx](#)

Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [HPPS AGM 2022](#)