

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting August 2022

When 03-08-2022 at 19:00
Location: Hawker Hub, Hawker Hub
Chairperson Rebecca Chamberlain
Minute taker Renee Evans

Minutes

1. Open meeting

7.03pm

2. Present/apologies

Present - Rebecca Chamberlain, Renee Evans, Deb Ryan, Andrew Ethridge, Kym Leary, Cassandra O'Sullivan, Lynlea Denniston, Veronica Fry, Rebecca Valenti, Felicity Randall, Dan Vujcich, Emma Claessen

Apologies - Karen Hadfield

3. Confirmation of minutes

Minutes accepted:

1st - Cassandra O'Sullivan

2nd - Veronica Fry

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4. Correspondence

Certificate of Membership WACSSO

5. P&C Shed

Shed has been built. No power to the shed at present. A busy bee may be scheduled to help fill the shed and to tidy the space.

6. Canteen review and volunteers

Members discussed ongoing issues with attracting volunteers for the canteen and noted that the Canteen Manager is working additional hours each week. Rebecca Chamberlain presented options for the P&C to consider:

1. Open for an additional part day to allow prep time. Members noted that this option still relied on volunteers to assist with prep.
2. Closing the canteen.
3. Paying the Canteen Manager for additional hours worked. This would require a price increase of 300%.
4. Reduce the canteen service to one day per week. This may exacerbate recruitment issues.
5. Outsourcing - Emma Claessen reported that Warwick SHS could be available to prepare meals as part of a not-for-profit refugee support program. The group queried whether minimum numbers may be an issue.
4. Establishment of a canteen volunteer roster. Each family would need to volunteer once per year.

The P&C members agreed to conduct a poll and supported the establishment of a canteen volunteer roster.

Andrew suggested asking parents not using the canteen to volunteer. The group also noted that those using the canteen may be working and relying on the service it provides. They may also be unable to volunteer given work arrangements. Rebecca C. confirmed that a number of reports had been generated through Quickcliq. The group queried whether meals could be organised by class if outsourced. Andrew confirmed that there was no staff time available to assist distribute prepared meals and there was the ongoing issues of volunteers. Kym noted that parents did not seem to want to be involved appeared worse following COVID.

Decision

Distribute poll outlining options as above - save our canteen focus and the trial of a canteen volunteer roster in Term 4.

Tasks

- ✓ Distribute poll regarding canteen volunteer roster to operate for families from Term 4 2022

Assignee: Rebecca Chamberlain

Due date: 06-09-2022

7. WACSSO Conference

Rebecca Valenti and Deb Ryan have expressed interest in attending.

Decision

Attendance of Rebecca Valenti and Deb Ryan at the WACSSO Conference supported

8. Uniform shop

Rebecca C. commented that it would be good to get the new volunteers for the uniform shop to do the kindy bulk order in Term 4 as a learning experience. Sue Costa would assist.

The group supported the order of a small number of library bags in addition to those required for the new kindy enrolments. Rebecca C. to talk to Sandy at an appropriate time in the lead up to the kindy orders being issued in Term 4.

The group discussed ordering some larger sized school shirts (size 14 or 16). It was confirmed that it could be done as an 8-week special order. P&C to consider numbers and sizes required to inform order. Kym also noted that some children required larger sports shirts for school netball and soccer.

Poll result was to retain a school dress. Sue has sourced another style which is like a t-shirt dress (netball style). It is \$22. The cotton dress is \$18 and the current dress is \$35. Andrew will take a sample of the dresses to the Board for a final determination.

Tasks

- ✓ Follow up with Sandy regarding order of kindy library bags
Assignee: Rebecca Chamberlain
Due date: 30-09-2022
- ✓ Determine sizes of shirts required and number, liaise with Rebecca C
Assignee: Renee Evans
Due date: 30-09-2022
- ✓ Investigate design for school sports shirts to inform order of larger sizes
Assignee: Andrew Etheridge
Due date: 30-09-2022

9. Filming of Christmas concert

Andrew commented that the school was struggling to get parents to complete the online permissions. Andrew confirmed that a permission slip would go home via the Schoolbag app regarding professional filming of the Christmas concert.

Tasks

- ✓ Issue poll regarding filming of Christmas concert and permission information
Assignee: Andrew Etheridge
Due date: 30-09-2022
- ✓ Prepare information regarding filming of Christmas concert
Assignee: Rebecca Chamberlain
Due date: 30-09-2022
- ✓ Adjust financial forecast to include stage
Assignee: Deb Ryan
Due date: 30-09-2022

10. Walking bus

Working bus commences on Wednesday 24th August and Thursday 25th August. Daniel Vujcich and Chris Jones will be leading groups. There are two parents per walking bus. Information as well as permissions will come home. Andrew will mention at assembly. There is also a planned Ride to School Day for approx. Week 9. Andrew will look into logistics as children may need to be 10 years old to participate. The school will conduct activities throughout the day to compliment the endeavour.

Tasks

- Confirm age of children able to participate in Ride to School Day
Assignee: Andrew Etheridge
Due date: 09-09-2022

11. Fundraising and events

Father's Day stall - Cassie - Monday 29th, Tuesday 30th August

Sports Carnival - 1st September. Emma - coffee truck booked, will be located on basketball court. Cake stall, coffee, leftover items from Father's Day stall for sale. Emma and Kim to organise cake stall.

Colour Run - Friday 18 November. Check Lynlea is ok with this date.

Parents night - Saturday 22 October, Warwick SHS. 80s night. Raising money for bike shed.

Bar will require liquor licence. Rebecca C to organise. Post event on Facebook. Seek donations for gifts.

40th anniversary event - Cass commented that the P&C would need to pay \$250 to each food truck present if they did not sell a fixed quantity of items at the event. Andrew commented that the school has a small budget available for entertainment. The P&C members agreed that for people to stay any length of time at the event there needs to be something for the kids to do. The group discussed a fabric art activity or old school carnival games and noted that Lawara used to run a fete and might share supplier lists with the P&C.

Tasks

- Contact Lawara to determine suppliers they use for fetes
Assignee: Emma Claessen
Due date: 30-09-2022

12. Swimming carnival

Andrew noted that children have had fun at previous swimming carnivals. However, the swimming abilities required for such an event were only present in a small number of children. He confirmed that another carnival is not on the agenda at the moment and that the highest swimming grade at the school was currently level 9. The group commented that a number of kids go straight into carnivals at high school

13. Other business

Opinion survey report to be circulated as attachment to Hawker Headlines
Andrew to distribute maths milestones document

Tasks

- Distribute maths milestones document
Assignee: Andrew Etheridge
Due date: 30-09-2022

14. Meeting close

8.35pm

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

Minutes of P&C Meeting August 2022 on 03-08-2022

Summary of Matters Arising

Decisions

Item Decision

6. Distribute poll outlining options as above - save our canteen focus and the trial of a canteen volunteer roster in Term 4.
7. Attendance of Rebecca Valenti and Deb Ryan at the WACSSO Conference supported

Tasks

Item	Task	Assigned to	Due date
6.	Distribute poll regarding canteen volunteer roster to operate for families from Term 4 2022	Rebecca Chamberlain	06-09-2022
8.	Follow up with Sandy regarding order of kindy library bags	Rebecca Chamberlain	30-09-2022
8.	Determine sizes of shirts required and number, liaise with Rebecca C	Renee Evans	30-09-2022
8.	Investigate design for school sports shirts to inform order of larger sizes	Andrew Etheridge	30-09-2022
9.	Issue poll regarding filming of Christmas concert and permission information	Andrew Etheridge	30-09-2022
9.	Prepare information regarding filming of Christmas concert	Rebecca Chamberlain	30-09-2022
9.	Adjust financial forecast to include stage	Deb Ryan	30-09-2022
10.	Confirm age of children able to participate in Ride to School Day	Andrew Etheridge	09-09-2022
11.	Contact Lawara to determine suppliers they use for fetes	Emma Claessen	30-09-2022
13.	Distribute maths milestones document	Andrew Etheridge	30-09-2022

Summary of Attachments

Attachments

Item File Name

3. [P_C_Meeting_Minutes_June_2022.pdf](#)

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [P&C Meeting August 2022](#)