

# Hawker Park Primary School Parents and Citizens' Association Incorporated



## P&C Meeting June 2022

When 15-06-2022 at 19:00

Location: Hawker Hub, Hawker Hub

Conferencing Join via Zoom  
<https://us04web.zoom.us/j/71881957803?pwd=QLeq9yP1OtdMvc4wMSmwrEAkEOZMhg.1> (ID: 71881957803)

Chairperson Rebecca Chamberlain

Minute taker Renee Evans

Present Andrew Etheridge , Renee Evans , Cassandra O'Sullivan , Deb Ryan

Apologies Sandra Beard , Emma Claessen , Michelle Hinman

Unconfirmed Anamika Dodan , Kym Leary

## Minutes

### 1. Meeting open

7.05pm

### 2. Present/apologies

Present - Rebecca Chamberlain, Renee Evans, Deb Ryan, Andrew Etheridge, Kym Leary, Cassandra O'Sullivan, Sue Costa, Lynlea Denniston, Veronica Fry, Kate Hilda  
Apologies - Karen Hadfield, Emma Claessen

### 3. Previous minutes

Minutes accepted:

1st - Veronica Fry

2nd - Rebecca Valenti

[P\\_C\\_Meeting\\_Minutes\\_May\\_2022.pdf](#)

#### 4. **Bike shed**

Bec to obtain quotes for the bike shed.

##### **Tasks**

- ✓ Obtain quote for bike shelter  
Assignee: Rebecca Chamberlain  
Due date: 03-08-2022

#### 5. **Maintenance in the early learning area**

Kate Hilda raised the issue of maintenance in the early learning area. Members discussed a potential busy bee to assist with sand replacement in the sand pits, gardening, painting and general maintenance. Andrew noted that there were no funds allocated for materials from the school.

##### **Decision**

P&C to consider future busy bee involving parents and families

#### 6. **P&C Shed**

Electrician Adrian Smith is completing the electrical work associated with the shed at cost. There is an issue with locating electricians and a permitting process to navigate. Adrian will quote the electrical work and then donate the labour. The materials are estimated at between \$200-300.

#### 7. **WACSSO Conference**

WACSSO Annual Conference is to be held 10-11 September 2022. Deb Ryan indicated she is interested in attending. Cass indicated she may be interested in attending and will confirm with Renee. The P&C is able to send one member free. Members agreed to fund another member should one be interested in attending.

##### **Tasks**

- ✓ Confirm interest in attending WACSSO Conference  
Assignee: Cassandra O'Sullivan  
Due date: 08-07-2022

## **8. Canteen**

Kate Hilda suggested promoting the fresh produce used in the canteen and that items are handmade to entice new customers. Members agreed that the canteen requires more support and that a communication should be put out regarding volunteers. Members raised issues regarding the canteen equipment and acknowledged that there may be costs associated with upgrades to make the kitchen more efficient. The group discussed making sure that communication materials detailed what a volunteer does during a shift to remove uncertainty or apprehensiveness for new volunteers. It was agreed that a monthly busy bee be coordinated. The group noted that the Canteen Manager is turning down paid work and that if volunteers cannot support the canteen the service may not be able to be provided. Members discussed options such as busy bees, rosters or allocation of families as potential options to be further discussed. A pricing review will be undertaken in Term 3.

### **Decision**

Follow up on canteen management issues and requirements

### **Tasks**

- ✔ Produce communication materials regarding canteen volunteering  
Assignee: Rebecca Chamberlain  
Due date: 03-08-2022

## 9. Uniform shop

Bridget Haj and Tash Weiss have agreed to take over management of the Uniform Shop in 2023. Bridget and Tash will look at online options as well as face-to-face purchase options. Sue Costa provided an update regarding the school dresses. She said that the current dresses are handmade and delivery of product is slow. She confirmed that the company has a minimum order requirement that the school cannot fulfill. Sue is considering alternatives including other suppliers or parents supplying an agreed style of dress. Members discussed not having dresses as part of the school uniform (allowing a phase out of the current dresses in stock and with families over the next three years). This was generally supported by P&C members. Andrew noted that the P&C would need to put a proposal to the school board for agreement given that the P&C and Board are responsible for uniform decisions. Kate Hilda raised issues with the current school hats noting that younger children have trouble keeping the hats on. Sue confirmed that the school hats have not had straps as they were considered a strangling hazard. Members discussed new styles of hats with safety straps that come apart easily and that the current school hats are not sunsmart compliant. Sue noted that reversible hats are two hats sewn together and are hard to source.

### Decision

Consider parent opinion on removal of dress as part of uniform or provision of a different style dress

Review hats as part of uniform shop management transition

### Tasks

- ✓ Distribute poll regarding dresses as part of uniform  
Assignee: Rebecca Chamberlain  
Due date: 01-07-2022
- ✓ Coordinate meeting of new uniform management team with Sue Costa  
Assignee: Rebecca Chamberlain  
Due date: 03-08-2022

## 10. BFG

Received grant for worm farm. Dan has produced a cheat sheet to assist with funding applications. The BFG has a large stock of carrots!

## 11. Fundraising and events

Members confirmed to support the following events/fundraisers:

- Lapathon/Colour-run - Lynlea to coordinate. Event to be coordinated by P&C this year. Members agreed that coloured glasses distributed during the event should be returned to class teacher at the end of the day to use for future events. Message to be circulated to estimate number of students who already have coloured glasses to assist in determining order.
- Parents event - Rebecca Valenti to coordinate with assistance. Look to hold the event in mid to early October. Members discussed investigating the purchase of a square reader for a phone or ipad and/or a cheap phone to assist with electronic payments at fundraising events.
- Fathers Day stall - August 29. Cass to put out call for assistance. Parents to contribute goods where possible.
- Cake stall at sports carnival - Thursday of Week 7, Term 3. Dan to consider selling produce from the BFG at the stall.

### Tasks

- ✓ Scope volunteers to assist with Colour Run  
Assignee: Lynlea Denniston  
Due date: 03-08-2022
- ✓ Scope volunteers to assist with parent event  
Assignee: Cassandra O'Sullivan  
Due date: 03-08-2022
- ✓ Scope volunteers to assist with Father's Day stall  
Assignee: Cassandra O'Sullivan  
Due date: 03-08-2022

## 12. Correspondence

Fundraising leaflet

## 13. Finance

Treasurer's report attached

Deb noted upcoming Dress order invoice.

[📎 Treasurers\\_Report\\_13\\_June\\_2022.docx](#)

[📎 Canteen\\_Profit\\_and\\_Loss\\_YTD\\_to\\_13\\_June\\_2022.pdf](#)

[📎 Uniform\\_Profit\\_and\\_Loss\\_YTD\\_to\\_13\\_June\\_2022.pdf](#)

[📎 Main\\_Profit\\_and\\_Loss\\_YTD\\_to\\_13\\_June\\_2022.pdf](#)

#### 14. Administration report

Admin report attached

Andrew outlined plans for the 40th anniversary celebrations including open classrooms, memorabilia and a school Facebook site. The site will be used to promote what has happened and feature events, photo gallery and promote the anniversary. The old Hawker Park PS site has been removed. The school is transitioning to the Connect app in 2023. Transition from Class Dojo will occur in Term 4. There has been good interest in the Your Move initiative. Mrs Randall is organising a Walking Bus. She has distributed notes to families to determine interest and availability of parents to volunteer. Hawker Park will host the interschool event in Week 2 of Term 3. National School Opinions Survey has been distributed. Parents are encouraged to complete to enter the raffle. Andrew noted that responses to the survey doubled when a raffle was introduced.

[P\\_C\\_Admin\\_Report\\_June\\_15\\_2022.docx](#)

##### Tasks

- Remind class reps about school survey and raffle entry  
Assignee: Kym Leary  
Due date: 01-07-2022
- Enquire about food truck for 40th anniversary  
Assignee: Cassandra O'Sullivan  
Due date: 03-08-2022

#### 15. Next meeting

Next meeting is scheduled for Wednesday 3 August at 2.00pm. There was low attendance at the previous afternoon meeting with members expressing difficulty in attending at that time. Members discussed moving this meeting to 7.00pm to allow more people to attend, particularly given there will be some items to be voted on which will require a quorum. An afternoon meeting will be scheduled one week earlier on Wednesday 27 July at 2.00pm. It will be an opportunity for parents to come to school early and to have a coffee and catch up with the P&C president and other available members.

##### Decision

Next P&C meeting to be scheduled to Wednesday 3 August at 7.00pm

##### Tasks

- Reflect amendment in agenda and on Facebook page  
Assignee: Renee Evans  
Due date: 20-07-2022

#### 16. Other business

Notification of parents via an app regarding arrival at school if riding is currently a low priority. The school will consider this as part of the roll-up of apps early next year. However Andrew noted that children under 10 are not supposed to cross the road unattended.

#### 17. Meeting close

8.37pm

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

# Minutes of P&C Meeting June 2022 on 15-06-2022

## Summary of Matters Arising

### Decisions

Item Decision

5. P&C to consider future busy bee involving parents and families

8. Follow up on canteen management issues and requirements

9. Consider parent opinion on removal of dress as part of uniform or provision of a different style dress

Review hats as part of uniform shop management transition

15. Next P&C meeting to be scheduled to Wednesday 3 August at 7.00pm

### Tasks

Item	Task	Assigned to	Due date
4.	Obtain quote for bike shelter	Rebecca Chamberlain	03-08-2022
7.	Confirm interest in attending WACSSO Conference	Cassandra O'Sullivan	08-07-2022
8.	Produce communication materials regarding canteen volunteering	Rebecca Chamberlain	03-08-2022
9.	Distribute poll regarding dresses as part of uniform	Rebecca Chamberlain	01-07-2022
9.	Coordinate meeting of new uniform management team with Sue Costa	Rebecca Chamberlain	03-08-2022
11.	Scope volunteers to assist with Colour Run	Lynlea Denniston	03-08-2022
11.	Scope volunteers to assist with parent event	Cassandra O'Sullivan	03-08-2022
11.	Scope volunteers to assist with Father's Day stall	Cassandra O'Sullivan	03-08-2022
14.	Remind class reps about school survey and raffle entry	Kym Leary	01-07-2022
14.	Enquire about food truck for 40th anniversary	Cassandra O'Sullivan	03-08-2022
15.	Reflect amendment in agenda and on Facebook page	Renee Evans	20-07-2022

## Summary of Attachments



## Attachments

Item	File Name
3.	<a href="#">P_C_Meeting_Minutes_May_2022.pdf</a>
13.	<a href="#">Treasurers_Report_13_June_2022.docx</a> <a href="#">Canteen_Profit_and_Loss_YTD_to_13_June_2022.pdf</a> <a href="#">Uniform_Profit_and_Loss_YTD_to_13_June_2022.pdf</a> <a href="#">Main_Profit_and_Loss_YTD_to_13_June_2022.pdf</a>
14.	<a href="#">P_C_Admin_Report_June_15_2022.docx</a>

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