

Hawker Park Primary School Parents and Citizens' Association Incorporated



P+C Meeting March 2022

P&C Meeting

When 23-03-2022 at 19:00

Location: Zoom, Zoom

Conferencing Join via Zoom
<https://us04web.zoom.us/j/71763100584?pwd=kzP11D5OpidFrW6-LO54BhAbU-8DKa.1> (ID: 71763100584)

Chairperson Rebecca Chamberlain

Minute taker Renee Evans

Present Andrew Etheridge , Veronica Fry , Anneleis Fuller , Claire Jones , Shonny Lehane

Apologies Michelle Hinman

Unconfirmed Kym Leary

Minutes

1. Meeting open

7.05pm

2. Present/apologies

Present - Rebecca Chamberlain, Renee Evans, Deb Ryan, Emma Claessen, Andrew Ethridge, Karen Hadfield, Claire Jones, Kym Leary, Cassandra O'Sullivan, Claire Ritchie, Daniel Vujcich, Tarn Deere, Haj Miller, Felicity Randall

Apologies - Shonny Lehane

3. Previous minutes

1st - Emma Claessen

2nd - Haj Miller

[📎 HPPS_P_C_AGM_2022_Minutes.pdf](#)

4. P&C funding school swimming buses

Swimming commences in weeks 7 and 8 of Term 2.

Andrew confirmed that the quote for school swimming buses was \$4,680.

Decision

P&C to fund school swimming buses at a cost of \$4,680 (1st Kym Leary, 2nd Emma Claessen.)

5. Recruitment of volunteer to assist Treasurer with canteen/uniform shop

Nicole as an option is an issue as she is on the school board and cannot also be co-treasurer. Need to revisit software, reconciling, backend work requirements. Put additional call out on Facebook. Leave for 1 week and then consider alternative options.

Tasks

- ☑ Consider alternative options regarding the recruitment of a volunteer to assist the Treasurer with the canteen and uniform shop where there are no volunteer's forthcoming by 30 March 2022.

Assignee: Deb Ryan

Due date: 10-05-2022

6. P&C shed

Quotes have been received from various sources. Bec outlined options and details of quotes considered. Recommendation is to proceed with Outdoor World. They have worked with the school before and deliver to a high standard. They can manage the permit process, the cost is in line with other suppliers, the design is in keeping with the school aesthetic and the company is aware of the health and safety requirements on site. The quote is \$7,740 (exc. GST). Might need trims to make the shed water tight. Andrew commented that the proposed contractor had worked well with the school previously.

Recommendation is to allocate \$8,500 to this item to cover the cost of additional trims should they be required or increases in material costs

Decision

That \$8,000 of funding be allocated to the new P&C shed and that Outdoor World be appointed as the contactor (1st Kym Leary, 2nd Emma Claessen)

7. Containers for change bin

Bins have been installed (chained to fence), near TA7

Cassy noted that there is a small hole at the top of the container to put cans or bottles which may be an issue if large loads of recyclables are being dropped off. Suggested that you could borrow a key for the container from the front office for large loads.

Tasks

- ✓ Confirm with Annalise how bulk recycling items can be dropped off to the Containers for Change bin if the school is closed.
Assignee: Rebecca Chamberlain
Due date: 10-05-2022

8. Correspondence

Letter from Scott Edwardes to P&C regarding opportunities to engage with the school community.

Stem Classroom Cash flyer from The West Australian.

9. Finance

Treasurer's report attached.

[Treasurers_Report_15_March_2022.docx](#)

10. Canteen

Claire Jones to assist Emma with volunteer site. There may be a cost to send a reminder to previous volunteers.

Consider promoting canteen volunteering roles for people with kids, staggered busy bees, reminders for volunteers, canteen tours straight after drop off

Chat to Nic regarding ideas for canteen and include in future agendas

Discussion regarding appointment of Nic Fitzpatrick as an authorised user of the Canteen Debit Card in her capacity as Canteen Manager. Deb proposed an increase in the petty cash limit to \$300 in response to increased use of the card as a result of grocery shortages at regular locations.

[Resolution_to_use_a_Debit_Card.docx](#)

Decision

Nic Fitzpatrick as Canteen Manager to be appointed as an authorised user of the Canteen Debit Card

Running balance of the Canteen Debit Card to be maintained at a level of \$300.

11. Principal's report

See attached.

[P_C_Admin_Report.docx](#)

12. Fundraising and grant opportunities

Daniel submitted an application for \$1,000 from Landcare to purchase a new worm farm and open hot compost bay from Foothills Sustainability Centre.

Tarn has been working on a City of Joondalup Sustainability Grant and has been liaising with the school and the City of Joondalup. The grant was intended to fund the construction of a bike shelter, however the City advised that this would not be possible given that it was non local government managed land. Tarn is now investigating alternative options.

Daniel has contacted Toyota regarding National Tree Day funding for the BFG but has yet to receive a reply.

Tasks

- ✓ Expand scope of grant for bike shelter and bike activities to include as many year groups as feasible based on support from P&C.

Assignee: Tarn Deere

Due date: 10-05-2022

- ✓ Develop cheat sheet to assist with the completion of grant applications

Assignee: Rebecca Chamberlain

Due date: 10-05-2022

13. BFG

The BFG is bursting with life with a big sweet corn harvest on the way. In April, new seedlings will be planted including a crop of sweet potatoes, carrots, beans and broccoli.

14. AGM and P&C meeting schedule

It is proposed that the AGM occurs as the final meeting of the year, so that the election of office bearers and Executive can occur prior to the commencement of the new school year. This would allow the committee to commence P&C business from the first meeting of Term 1. The AGM could also be used as a review of the year

Propose two meetings per term in Week 3 and 8. Meetings to occur on Tuesdays and Wednesdays, and alternate between afternoons (2-3pm) and evenings (7-8pm). The proposed schedule to be voted on by members is below:

Term 2 - Week 3 – Tuesday 11 May, 2.00pm

Term 2 - Week 8 – Wednesday 15 June, 7.00pm

Term 3 - Week 3 – Wednesday 1 August, 2.00pm

Term 3 - Week 8 – Tuesday 4 September, 7.00pm

Term 4 - Week 3 – Tuesday 25 October, 2.00pm

Term 4 - Week 8 – AGM – Wednesday 23 November, 7.00pm

Trial Term 2 afternoon meeting.

Decision

AGM to be held as the final P&C meeting of the year (Wednesday 23 November 2022)

Proposed meeting schedule for 2022 supported (including meetings on Tuesdays and Wednesdays, alternating between afternoons (2-3pm) and evenings (7-8pm))

15. Register of local businesses

Some have come through. Additional call out through class representatives.

Tasks

- ✓ Register of local business reminder to go through Kim to class reps.
Assignee: Kym Leary
Due date: 10-05-2022

16. Provision of funding for library resources

Carry over agenda item from 2021. Committee previously put this agenda item on hold given more research was required. It was agreed to discuss a library book resources wish list with Joyce Keevil and to reconsider the item in 2022.

Support to action up to \$1,000 (including existing receipts) and then review. Two more families have made donations of books.

Decision

Provide funding towards the purchase of library resources to the value of \$1,000. Reconsider additional contributions each P&C meeting (standing agenda item) 1st - Kym, 2nd - Claire

Tasks

- ✓ Reconsider additional contributions each P&C meeting (standing agenda item).
Assignee: Rebecca Chamberlain
Due date: 10-05-2022

17. Mother's Day stall

Mother's Day week of 2nd May. More father involvement was proposed. Discussion regarding Year 6s to set up and run stalls. Could be run over different days of the week. Karen and Cass to develop concept and to discuss with Andrew regarding logistics.

Decision

Karen Hadfield and Cassandra O'Sullivan to develop concept and discuss further with Andrew

18. Family Photo Shoot

Nic Thacke offering family photo shoot opportunity to school. Time is being offered for free. Nic would run the sessions and bookings. The sessions would be held offsite and according to social distancing protocols. 100% of the funds generated would go to the P&C. The price of the sessions is to be determined, however will not be less than \$150. The photo product would be digital, downloadable from a website. The concept of donation of professional services was supported by P&C members.

Tasks

- ✓ Follow up with Nic regarding this opportunity
Assignee: Rebecca Chamberlain
Due date: 10-05-2022

19. Collation of P&C paperwork

Collation of P&C paperwork and archive materials to commence.

Requires volunteer to pull together paperwork, working notes onto a hard drive.

20. Uniform shop

Emma to liaise with Gabrielle regarding interest in helping out with the uniform shop. Claire happy to help.

Tasks

☑ Liaise with Gabrielle regarding uniform shop role

Assignee: Emma Claessen

Due date: 10-05-2022

21. Other business

Consider 40th anniversary contributions and events at next meeting.

Discuss election stall at next meeting.

22. Meeting close

8.45pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P+C Meeting March 2022 on 23-03-2022

Summary of Matters Arising

Decisions

Item Decision

4. P&C to fund school swimming buses at a cost of \$4,680 (1st Kym Leary, 2nd Emma Claessen.)
6. That \$8,000 of funding be allocated to the new P&C shed and that Outdoor World be appointed as the contactor (1st Kym Leary, 2nd Emma Claessen)
10. Nic Fitzpatrick as Canteen Manager to be appointed as an authorised user of the Canteen Debit Card

Running balance of the Canteen Debit Card to be maintained at a level of \$300.
14. AGM to be held as the final P&C meeting of the year (Wednesday 23 November 2022)

Proposed meeting schedule for 2022 supported (including meetings on Tuesdays and Wednesdays, alternating between afternoons (2-3pm) and evenings (7-8pm))
16. Provide funding towards the purchase of library resources to the value of \$1,000.
Reconsider additional contributions each P&C meeting (standing agenda item) 1st - Kym, 2nd - Claire
17. Karen Hadfield and Cassandra O'Sullivan to develop concept and discuss further with Andrew

Tasks

Item	Task	Assigned to	Due date
5.	Consider alternative options regarding the recruitment of a volunteer to assist the Treasurer with the canteen and uniform shop where there are no volunteer's forthcoming by 30 March 2022.	Deb Ryan	10-05-2022
7.	Confirm with Annalise how bulk recycling items can be dropped off to the Containers for Change bin if the school is closed.	Rebecca Chamberlain	10-05-2022
12.	Expand scope of grant for bike shelter and bike activities to include as many year groups as feasible based on support from P&C.	Tarn Deere	10-05-2022
12.	Develop cheat sheet to assist with the completion of grant applications	Rebecca Chamberlain	10-05-2022
15.	Register of local business reminder to go through Kim to class reps.	Kym Leary	10-05-2022
16.	Reconsider additional contributions each P&C meeting (standing agenda item).	Rebecca Chamberlain	10-05-2022
18.	Follow up with Nic regarding this opportunity	Rebecca Chamberlain	10-05-2022
20.	Liaise with Gabrielle regarding uniform shop role	Emma Claessen	10-05-2022

Summary of Attachments

Attachments

Item	File Name
3.	HPPS_P_C_AGM_2022_Minutes.pdf
9.	Treasurers_Report_15_March_2022.docx
10.	Resolution_to_use_a_Debit_Card.docx
11.	P_C_Admin_Report.docx

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