

# Hawker Park Primary School Parents and Citizens' Association Incorporated



## P&C Meeting May 2022

When	10-05-2022 at 14:00
Location:	Hawker Park Primary School, 47 Hawker Ave, Warwick WA 6024, Australia
Conferencing	Join via Zoom <a href="https://us04web.zoom.us/j/72395216040?pwd=nyuK2I6LUC5oihRzlgQNg3kbgbXNo_1">https://us04web.zoom.us/j/72395216040?pwd=nyuK2I6LUC5oihRzlgQNg3kbgbXNo_1</a> (ID: 72395216040)
Chairperson	Rebecca Chamberlain
Minute taker	Renee Evans
Present	Emma Claessen , Anamika Dodan , Andrew Etheridge
Apologies	Sandra Beard , Tarn Deere , Anneleis Fuller , Karen Hadfield , Claire Jones , Kym Leary , Shonny Lehane

## Minutes

### 1. Meeting open

2.03pm

### 2. Present/Apologies

Present - Rebecca Chamberlain, Emma Claessen, Renee Evans, Andrew Ethridge, Felicity Randall, Kate Hilda

Apologies - Deb Ryan, Dr Irma Roberts

### 3. Previous minutes

1st - Rebecca Chamberlain

2nd - Emma Claessen

[P\\_C\\_Meeting\\_Minutes\\_23032022.pdf](#)

#### **4. Correspondence**

Bank statements

Letters from Bankwest for Renee Evans, Daniel Vujcich and Megan George in relation to provision of access to P&C bank accounts.

Megan George no longer requires access and is now the Treasurer for the Warwick P&C.

Bankwest reinstated officers from 18 months ago and has mixed up Megan's access.

##### **Decision**

Megan George no longer requires access to the accounts

##### **Tasks**

- Return correspondence to Bankwest for Megan George and circulate other correspondence  
Assignee: Renee Evans  
Due date: 27-05-2022

#### **5. Family photo fundraiser**

Nic Thacke offered to run family photo mini sessions. The sessions cost \$150 and \$40 will go towards the P&C. He will run the booking system. It is advertised on the HPPS page. People can distribute the information to anyone. It is first in first served for Saturday and Sunday timeslots. Will be advertised in the Hawker Headlines. The sessions are to be held at Carine Open Space on 18 and 19 June. This time works for Nic as he is a wedding photographer.

#### **6. P&C projects**

No items for a big project or deliverable as yet. An issue to resolve is the bike shelter and guard. Suggestion is to obtain a quote from Outdoor World as they are contracted to deliver the P&C shed. Andrew expressed concern that the area may not be large enough to cater for the number of bikes. The committee considered that the layout of the bike racks was suitable, however that it needed a structure over the top and noted that Greenwood Primary School have a locked fenced area.

##### **Decision**

Obtain a quote for a bike shelter from Outdoor World

##### **Tasks**

- Obtain a quote from Outdoor World for bike shelter  
Assignee: Rebecca Chamberlain  
Due date: 10-06-2022

## 7. Your Move

The school has been registered for Your Move. The initiative encourages children to walk and ride to school more often. Felicity acknowledged that we may need more space in the bike rack area to accommodate any increase and will speak to the grant providers. Daniel and Mrs Armstrong are keen to assist. Andrew noted that some schools have doubled the number of children riding to school. The committee discussed the concerns of some parents with children riding and walking to school given the school does not track attendance. Some schools message when a child arrives. Emma suggested that an autogenerated text might be a possible solution. Andrew expressed concern with parents not responding to a text indicating a child had not arrived at school. Committee discussed walk to school initiatives and Felicity agreed to contact Chris Jones regarding the walking group concept.

### Tasks

- ✓ Investigate duty of care responsibilities regarding notification to parents  
Assignee: Andrew Etheridge  
Due date: 10-06-2022
- ✓ Felicity Randall to discuss walking group with Chris Jones  
Due date: 10-06-2022

## 8. WACSSO Conference

Deb Ryan expressed interest in the upcoming WACSSO conference.

### Decision

Circulate information to members to determine attendance

### Tasks

- ✓ Circulate information on WACSSO conference to determine interest in attendance  
Assignee: Renee Evans  
Due date: 03-06-2022

## 9. Treasurer's report

See attached

[📎 Treasurers\\_Report\\_10\\_May\\_2022.docx](#)

## 10. Canteen

Canteen running at a loss. Hard to compare financial position given three years of inconsistencies. Increase in pricing last year. Canteen is running well, however more volunteers are required, particularly for labelling. Another canteen busy bee to be held soon.

### Tasks

- ✓ Add canteen to agenda for next meeting  
Assignee: Renee Evans  
Due date: 03-06-2022

## 11. Uniform shop

School polos and faction tops order is required. Bec has asked Sue for quotes.

Kindy bags - agreement that new kindy library bags are great and that some parents have requested that they be available to everyone. Uniform shop no longer supplies library bags. New bags are costly. Committee considered that it would not be financially viable to supply to all students.

Emma followed up with Gabrielle regarding possible transfer of uniform shop duties from Sue. Gabrielle has decided against the opportunity. The current systems in place could be renewed by a new volunteer and streamlined.

### Decision

Committee agreed to not support the supply of library bags to all students

### Tasks

- ✓ Follow up on library bag numbers to inform future orders  
Assignee: Andrew Etheridge  
Due date: 10-06-2022
- ✓ Advertise for a volunteer for the uniform shop  
Assignee: Rebecca Chamberlain  
Due date: 10-06-2022

## 12. Principal's report

See attached

[Admin\\_Report\\_May\\_10\\_2022.docx](#)

## 13. Fundraising

Kate interested in potential refresh and maintenance of pre-primary area, perhaps an upcoming busy-bee.

40th anniversary - Committee discussed potential mural with kids and indigenous artist. Bec suggested that Dale Tilbrook could be an appropriate person. Andrew suggested that the wall near the office and TA1 would be appropriate.

### Tasks

- ✓ Reallocate action regarding fundraising cheat sheet to Dan  
Assignee: Renee Evans  
Due date: 03-06-2022

## 14. Election day

Kate Hilda agreed to coordinate election day event. Kate to be supported by other P&C members.

## 15. Other business

Committee to discuss 40th anniversary celebrations at the next meeting  
\$750 additional costs for electrics to new P&C shed. Bec to call Sandie regarding additional cost and to look for contributions from a local electrician.

Friday 20th May is P&C appreciation day.

P&C to consider how to progress with afternoon meetings and to gather interest and attendance

Andrew to progress playgroup concept once COVID has settled.

Swimming is \$27 this year given buses are covered by P&C contribution.

### Tasks

- ✓ Follow up on local electrician to assist with P&C shed and inform Sandie  
Assignee: Rebecca Chamberlain  
Due date: 03-06-2022

## 16. Meeting close

3.09pm

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

# Minutes of P&C Meeting May 2022 on 10-05-2022

## Summary of Matters Arising

### Decisions

Item Decision

4. Megan George no longer requires access to the accounts

6. Obtain a quote for a bike shelter from Outdoor World

8. Circulate information to members to determine attendance

11. Committee agreed to not support the supply of library bags to all students

### Tasks

Item	Task	Assigned to	Due date
4.	Return correspondence to Bankwest for Megan George and circulate other correspondence	Renee Evans	27-05-2022
6.	Obtain a quote from Outdoor World for bike shelter	Rebecca Chamberlain	10-06-2022
7.	Investigate duty of care responsibilities regarding notification to parents	Andrew Etheridge	10-06-2022
7.	Felicity Randall to discuss walking group with Chris Jones		10-06-2022
8.	Circulate information on WACSSO conference to determine interest in attendance	Renee Evans	03-06-2022
10.	Add canteen to agenda for next meeting	Renee Evans	03-06-2022
11.	Follow up on library bag numbers to inform future orders	Andrew Etheridge	10-06-2022
11.	Advertise for a volunteer for the uniform shop	Rebecca Chamberlain	10-06-2022
13.	Reallocate action regarding fundraising cheat sheet to Dan	Renee Evans	03-06-2022
15.	Follow up on local electrician to assist with P&C shed and inform Sandie	Rebecca Chamberlain	03-06-2022

## Summary of Attachments

## Attachments

Item File Name

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| 3.  | <a href="#">P_C_Meeting_Minutes_23032022.pdf</a>   |
| 9.  | <a href="#">Treasurers_Report_10_May_2022.docx</a> |
| 12. | <a href="#">Admin_Report_May_10_2022.docx</a>      |

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