

# Hawker Park Primary School Parents and Citizens' Association Incorporated



## P+C Meeting October 2022

When 26-10-2022 at 19:00

Location: Hawker Hub, Hawker Hub

Conferencing Join via Zoom  
<https://us04web.zoom.us/j/71991461766?pwd=LaZZULyprVBJFkO27FbGIH4UkXXC9w.1> (ID: 71991461766)

Chairperson Rebecca Chamberlain

Minute taker Renee Evans

Present Kym Leary , Deb Ryan , Daniel Vujcich

Apologies Sandra Beard , Anneleis Fuller

## Minutes

### 1. Meeting open

7.03pm

### 2. Present/Apologies

Present - Rebecca Chamberlain, Renee Evans, Kym Leary, Andrew Ethridge, Lynlea Denniston, Daniel Vujcich, Rebecca Valenti, Haj (Bridgette)  
Apologies - Emma Claessen, Veronica Fry, Sue Costa, Cassandra O'Sullivan

### 3. Confirmation of Minutes - 6 September 2022

Minutes accepted:

1st - Kym Leary

2nd - Daniel Vujcich

#### 4. Inwards/outwards correspondence

Nil

#### 5. Administration Report

Andrew read the administration report to those attending. He requested that the P&C move property into the new shed.

##### Tasks

- ✓ Andrew to discuss schedule for 40th anniversary event with Dan  
Assignee: Andrew Etheridge  
Due date: 27-10-2022
- ✓ Purchase appropriate shelving for P&C shed  
Assignee: Rebecca Chamberlain  
Due date: 29-11-2022

#### 6. Finance

Reports circulated to P&C Members with agenda. Reports were not discussed at the meeting.

- [Treasurers\\_Report\\_23\\_October\\_2022.docx](#)
- [Uniform\\_Profit\\_and\\_Loss\\_YTD\\_to\\_5\\_Sep\\_2022.pdf](#)
- [Profit\\_and\\_Loss\\_Uniform.pdf](#)
- [Profit\\_and\\_Loss\\_canteen.pdf](#)
- [Profit\\_and\\_Loss\\_Main.pdf](#)

#### 7. Business arising

Voting on larger size school and sports shirts delayed to a future meeting given a sub-committee could be formed to undertake ordering for 2023.

Andrew provided the details of quotes for covering the existing bike rack (\$14,050 or \$19,940) and completion of a mural on the wall facing TA1 (\$10-12K). Andrew commented that the school would be willing to contribute \$5,000 in 2023 to contribute towards the mural.

##### Tasks

- ✓ Add voting on larger school uniform items to future meeting agendas  
Assignee: Renee Evans  
Due date: 15-11-2022

#### 8. General Business

##### Support for P&C activities and services

Rebecca Chamberlain raised concern regarding the lack of support from parents for P&C activities and events. She noted that a small group of individuals are carrying the volunteer responsibilities associated with P&C activities. She raised concern that no one had shown interest in the P&C president role, however confirmed that Renee, Daniel and Deb were happy to continue in their respective roles at this stage. She confirmed that the AGM could not be held as the last meeting of the year given that schools could not hold two AGM's within the calendar year. She stressed the importance of finding a new P&C president given her families departure from the school early in 2023.

She confirmed that the current committee could not financially commit an incoming committee. She noted that the parent event had previously funded school swimming buses and that this may not be possible in 2023. This would add a cost of \$30 per child for each family to send children to swimming lessons in 2023.

The group noted that volunteering was often cyclical and that we are currently at the bottom of a cycle. Andrew noted that really good people on the committee sometimes prevented new volunteers. All noted that the current model is not sustainable. Rebecca outlined options including scaling back activities and terminating the P&C. Andrew suggested making a list of the P&C contributions to the school to raise awareness. The group discussed the lack of engagement from kindy and pre-primary families and agreed that communications needed to be improved to help inform new parents. Rebecca requested support from the committee to take a hardline position in relation to recruitment of volunteers.

### **Canteen**

Given the current volunteer situation and issues with the new volunteer roster the closure of the canteen is a realistic consideration. The canteen may require significant price hikes next year to make it sustainable. It requires 1-2 volunteers every Wednesday and Friday. At the moment the Canteen Manager is compensating for the lack of volunteers, however this is not sustainable. The new volunteer roster being trialed in Term 4 2022 has been problematic with volunteers not turning up for their shift and not organising replacements. This puts additional pressure on the Canteen Manager. Outsourcing meal preparation requires 1-2 volunteers to deliver meals to classrooms. The school is not able to provide this service and given this it would require two certain volunteers each day the canteen is open. At present this could not be guaranteed. The canteen service provided by a school P&C is not supposed to be profitable, however in reality the current Hawker Park PS canteen service has been subsidized from funds raised through P&C activities. With a drop off in volunteers and parent support for P&C activities and events the level of support that the P&C can provide has fallen.

### **Uniform shop**

The P&C had intended to move towards an online uniform shop service in 2023. The group discussed ongoing issues with this transition and in finding a volunteer/s to take on management of the service next year. There was strong support from the parent base for the school uniform with many commenting that it was neat and tidy. Should the P&C fold in 2023 parents would need to purchase their own uniforms from a nominated online supplier.

### **Decision**

Support for President to communicate a truthful position to the parent group regarding volunteering and school services provided by the P&C

### **Tasks**

- ✓ Draft communications to be distributed to parents  
Assignee: Rebecca Chamberlain  
Due date: 11-11-2022
- ✓ Produce infographic of P&C work and services  
Assignee: Daniel Vujcich  
Due date: 18-11-2022

## 9. Lapathon

Jacqui Thacke is assisting Lynlea with the organisation of the popular lapathon event. The event will be held on 18 November. A new consent form will be sent out 2 weeks prior to the event. The P&C will maintain a staggered start and have some spare shirts at the office for children that forget their own. The P&C agreed that the funding goal of the event was to raise money for the stage for the Graduation and Christmas concert.

### Tasks

- ✓ Distribute new consent form and event information to families  
Assignee: Lynlea Denniston  
Due date: 04-11-2022

## 10. Parent night

The P&C has credits for two entertainment services purchased for the 2022 parent night. They can be used in 2023. The group agreed to proceed with reimbursements for families that had purchased tickets.

### Tasks

- ✓ Issue reimbursements for parent event  
Assignee: Deb Ryan  
Due date: 29-11-2022

## 11. Next meeting

Term 4 Tuesday 29 November 2022, 7pm

## 12. Meeting close

8.42pm

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

# Minutes of P+C Meeting October 2022 on 26-10-2022

## Summary of Matters Arising

### Decisions

Item Decision

- |    |   |
|----|---|
| 8. | Support for President to communicate a truthful position to the parent group regarding volunteering and school services provided by the P&C |
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### Tasks

Item	Task	Assigned to	Due date
5.	Andrew to discuss schedule for 40th anniversary event with Dan	Andrew Etheridge	27-10-2022
5.	Purchase appropriate shelving for P&C shed	Rebecca Chamberlain	29-11-2022
7.	Add voting on larger school uniform items to future meeting agendas	Renee Evans	15-11-2022
8.	Draft communications to be distributed to parents	Rebecca Chamberlain	11-11-2022
8.	Produce infographic of P&C work and services	Daniel Vujcich	18-11-2022
9.	Distribute new consent form and event information to families	Lynlea Denniston	04-11-2022
10.	Issue reimbursements for parent event	Deb Ryan	29-11-2022

## Summary of Attachments

### Attachments

Item File Name

- |    |   |
|----|---|
| 6. | <a href="#">Treasurers_Report_23_October_2022.docx</a><br><a href="#">Uniform_Profit_and_Loss_YTD_to_5_Sep_2022.pdf</a><br><a href="#">Profit_and_Loss_Uniform.pdf</a><br><a href="#">Profit_and_Loss_canteen.pdf</a><br><a href="#">Profit_and_Loss_Main.pdf</a> |
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Attachments can be found under your TidyHQ admin account at:  
Storage > Meetings > [P+C Meeting October 2022](#)