

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting September 2022

When 06-09-2022 at 19:00

Location: Hawker Hub, Hawker Hub

Conferencing Join via Zoom
<https://us04web.zoom.us/j/77342017961?pwd=Abnsjg9KjMCXjM8BzFu2VjsTjkdHrZ.1> (ID: 77342017961)

Chairperson Rebecca Chamberlain

Minute taker Karen Hadfield

Minutes

1. Welcome/Present

Bec Chamberlain, Rebecca Valenti, Karen Hadfield, Andrew Etheridge, Gabrielle Conwell, Tarn Deere, Kym Leary, Deb Ryan, Cassandra O'Sullivan, Ronnie Fry, Lynlea Denniston

2. Apologies

Renee Evans

3. Confirmation of Minutes- 1 August 2022

Kym Leary
Deb Ryan

4. Business Arising

a. Additional uniform orders and sports shirts (larger sizes) . Request for new sports shirt and school shirts to be available in larger sizes. Minimum order of 10 shirts per larger size. Order doesn't need to be in until the end of the year. Cost will be around \$800. Vote on this at next meeting.

Sue Costa can get larger school uniforms if needed. Currently Small Adult/16 polos available. Small adult/16 jackets also available and seem to be an adequate size. Will be included in bulk order for next year.

If larger sizes needed they can be ordered. Suggestion made that year 4 Class rep check with parents now if they think there will be a need.

Planned additional Library bag order- missed cut off date.

Sample dress shown to Board. Concerns voiced over quality of material for cheaper option. Board is planning on doing a survey to determine need/interest in ordering dresses.

b. Canteen Volunteer Roster

Roster to be finalised. Term 4 Roster - Kindy and Year 5. Reasons that these 2 classes chosen are that kindy is a small group and year 5 is a large group. Year 5 has the most class reps. Feedback of roster was requested by Bec Chamberlain, however no response from year 5 parents as roster was not sent out by Year 5 class rep.

2 people rostered for each canteen day and 5 people allocated to busy bee day.

Other suggestions to ease pressure in canteen:

CARAD - Fare go Canteen -Pre packaged food delivered to the school.Nic has been given the details.

Limit items. Outsource particular items ie: sushi. Bec Chamberlain to collate info on this.

Decision

Vote next meeting on ordering larger sizes of school shirt and sports shirt - cost around \$800

Tasks

- ✓ Ask Year 4 Class rep to check with parents if there is a need for larger uniform sizes
Assignee: Rebecca Chamberlain
- ✓ Complete Term 4 contract for Nic Fitzpatrick
Assignee: Rebecca Chamberlain
- ✓ Follow up with School Board re: survey for school dresses
Assignee: Andrew Etheridge
- ✓ Collate information Re: outsourcing some canteen items/limit items
Assignee: Rebecca Chamberlain

5. Inwards/Outwards Correspondence

Inwards: Fundraising flyers - given to Bec Chamberlain.

Decision

6. Finance Report

See attached reports.

Andrew Etheridge has requested a copy of the recent audit to be given to the school.

[Uniform_Profit_and_Loss_YTD_to_5_Sep_2022.pdf](#)

[Main_Account_Profit_and_Loss_1_August_to_....docx](#)

[Treasurers_Report_6_September_2022.docx](#)

[Canteen_Profit_and_Loss_YTD_to_5_Sep_2022.pdf](#)

Tasks

- ✓ Forward a copy of P+C audit to Andrew Etheridge
Assignee: Deb Ryan

7. Reports

a. Principal's report (Attached)

Also discussed P+C paying for Stage for Graduation/Christmas concert. P+C has historically paid for this. Suggested this is made a permanent commitment. Stage costs approximately \$600. Vote next meeting for P+C to pay for cost of Stage hire.

Queens Jubilee tree planting- still looking for landscape gardener contact for someone with machinery to dig big holes for the jacaranda trees.

40th Anniversary: Information been shared on Hawker Park P.S Facebook group. Andrew made the suggestions of possibly having face painting and tug of war in addition to the activities / games that Daniel Vucjich is currently organising.

Year three laptop evening was held last night and went really well.

b. Fundraising and grant opportunities: not discussed as enough fundraising currently.

c. Canteen: discussed in 4b.

d. Uniform shop: discussed in 4a.

e. BFG: not discussed.

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Decision

Vote next meeting for P+C to pay for cost of Stage hire for Graduation/Christmas concert.

Tasks

- ✓ Make enquiries re: Gardener/someone with machinery to dig holes for Jubilee trees
Assignee: Andrew Etheridge

8. General Business

a. Parent night- assistance with seeking donations. Letterhead letter of donation request available and given to some present at meeting to ask for donations. More letters available if needed. Cass will follow up with businesses etc in next couple of weeks to confirm donations.

Noted that more explaining of the event required particularly for new parents.

Catering has been booked.

Deb Ryan - has paid for the comedian and magician.

Discussion on using Quickcliq for purchasing tickets and confirmation needed re ticket price of \$30.

Bec Chamberlain has organised the RSA -liquor licence.

Call out needed for set up, clean up and help on bar. Continue advertising and promotion of event.

b. Lapathon logistics Lynlea Denniston happy to co-ordinate this year but is looking for someone to shadow the organising with her to enable succession planning for subsequent years.

The P+ C has agreed to the purchase of colour run powder up to maximum \$800.

Lynlea will organise purchase of sunnies for kids to wear with the idea of recycling/ keeping as many of them as possible for next year.

Discussion and decision not to count laps.

Suggestion made for incentive for children to raise money . 3 Raffle prizes. 1 raffle ticket per \$10 raised.

Tasks

- Find out when School hall available to set up for the Glam Casino night.
Assignee: Belinda Hall
Due date: 15-09-2021
- Clarify details of parent night and send information through Hawker Headlines
Assignee: Rebecca Chamberlain
Due date: 07-09-2022
- Clarify platform for selling tickets for parent night - ? Quickcliq
Assignee: Rebecca Valenti
- Promote and advertise Parent night
Assignee: Rebecca Valenti
- Promote getting volunteers for Lapathon and succession planning
Assignee: Lynlea Denniston

9. Other business

Digital score board for sporting events: discussed but at this stage does not seem necessary.
Combination of cross country and sports carnival: to be discussed further. Concerns raised at meeting that it would be too much for children in one day. Suggestion made to possibly combine cross country with jumps and throws.

10. Next Meeting

Term 4 Wednesday 26th October 2022, 7pm.

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

Minutes of P&C Meeting September 2022 on 06-09-2022

Summary of Matters Arising

Decisions

Item Decision

4. Vote next meeting on ordering larger sizes of school shirt and sports shirt - cost around \$800

5.

7. Vote next meeting for P+C to pay for cost of Stage hire for Graduation/Christmas concert.

Tasks

Item	Task	Assigned to	Due date
4.	Ask Year 4 Class rep to check with parents if there is a need for larger uniform sizes	Rebecca Chamberlain	
4.	Complete Term 4 contract for Nic Fitzpatrick	Rebecca Chamberlain	
4.	Follow up with School Board re: survey for school dresses	Andrew Etheridge	
4.	Collate information Re: outsourcing some canteen items/limit items	Rebecca Chamberlain	
6.	Forward a copy of P+C audit to Andrew Etheridge	Deb Ryan	
7.	Make enquiries re: Gardener/someone with machinery to dig holes for Jubilee trees	Andrew Etheridge	
8.	Find out when School hall available to set up for the Glam Casino night.	Belinda Hall	15-09-2021
8.	Clarify details of parent night and send information through Hawker Headlines	Rebecca Chamberlain	07-09-2022
8.	Clarify platform for selling tickets for parent night - ? Quickcliq	Rebecca Valenti	
8.	Promote and advertise Parent night	Rebecca Valenti	
8.	Promote getting volunteers for Lapathon and succession planning	Lynlea Denniston	

Summary of Attachments

Attachments

Item File Name

6. [Uniform_Profit_and_Loss_YTD_to_5_Sep_2022.pdf](#)
[Main_Account_Profit_and_Loss_1_August_to_....docx](#)
[Treasurers_Report_6_September_2022.docx](#)
[Canteen_Profit_and_Loss_YTD_to_5_Sep_2022.pdf](#)
7. [P_C_Admin_Sept_6_2022.docx](#)

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