

# Hawker Park Primary School Parents and Citizens' Association Incorporated



## P&C Meeting

When 21-03-2023 at 11:00

Location: Hawker Hub, Hawker Hub

Conferencing Join via Zoom  
<https://us04web.zoom.us/j/71780930976?pwd=RHG5FjSgOQvEkyLxyq12vXkPjkr8wL.1> (ID: 71780930976)

Chairperson Cassandra O'Sullivan

Minute taker Renee Evans

## Minutes

### 1. P&C Meeting March 2023

### 2. Meeting open

7.05pm

#### Decision

### 3. Present/Apologies

Present - Kevin Rudd, Andrew Ethridge, Shen Puccio, Natasha Wiese, Karina Pledge, Jessica Batista, Claire Jones, Nicole Arnold, Cassandra O'Sullivan, Renee Evans, Deb Ryan, Emma Reed

Apologies - Rebbecca Valenti

#### 4. Confirmation of minutes

Minutes accepted:

1st - Jessica Batista

2nd - Claire Jones

#### 5. Inwards/outwards correspondence

Inward - WACSSO State Council Elections email

Inward - Email from Caroline Turner regarding coffee van at the sports carnival.

Andrew commented that the school may not be able to support the offer from Caroline Turner to provide and pay for a coffee van and coffees at the 2023 sports carnival in return for letting her hand out business flyers to the school community.

[✎ Re\\_\\_Sports\\_Carnival\\_Coffee\\_Van\\_vote\\_at\\_ne....eml](#)

[✎ WACSSO\\_State\\_Council\\_Elections\\_email\\_.eml](#)

##### Decision

To support Caroline Turner in sponsoring another fundraising option (i.e. parents event)

##### Tasks

Organise coffee van for sports carnival

Assignee: Emma Reed

Due date: 10-05-2023

#### 6. Election of additional executive members and sub-committee members

Shen Puccio elected unanimously as Executive Member.

Tash and Karina endorsed as sub-committee members for the Uniform Sub-committee.

## 7. Motion regarding parent's night

The fundraising committee to organise an 80s themed quiz night on 17 June to be held at the Warwick Senior High School theatre. The Fundraising subcommittee requests endorsement from the P&C Executive to spend up to \$3,000 on the event. Cass outlined the fundraising proposal. Bec V. has organised some decorations. Gemma Tavale has 2 years on bar manager licence. There is a 5 year term for the bar manager licences. Comedian could be used in intermission between quiz sessions. Bamboozle is the company that has quoted to run the quiz night. Tickets would be approximately \$25-30 and include an entry drink. BYO snacks/dinner will save catering costs. There would be a raffle and silent auction. The P&C could request more donations. Coles voucher may be a good idea in these tough economic times. The event would cater for 120 individuals, 12 tables of 10. 100 people are required for the P&C to break even. Deb Ryan suggested that alcohol be purchased based on the numbers of tickets sold. She confirmed that there is no potential cash flow issue, considering estimated costs for the year, canteen PAYG withholding, WACSSO, insurances and the bulk order of uniform.

The event and hiring of Bamboozle to run the quiz was unanimously supported.

### Decision

Motion supported. Fundraising subcommittee to spend up to \$3,000 on organising 80s themed quiz night and to hire Bamboozle to run the quiz event.

## 8. Finance

Reports circulated to P&C members with agenda. 2022 accounts are currently being audited. Bank approvals for new P&C members are in progress.

[📎 Canteen\\_Bank\\_Reconciliation\\_March.pdf](#)

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

[📎 Treasurers\\_Report\\_13\\_March\\_2023.docx](#)

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

[📎 Estimate\\_Costing\\_of\\_Parent\\_Night.pdf](#)

[📎 Petty\\_Cash\\_Bank\\_Reconciliation\\_March.pdf](#)

[📎 Main\\_Account\\_Bank\\_Reconciliation\\_March\\_2023.pdf](#)

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

[📎 Uniform\\_Shop\\_Bank\\_Reconciliation\\_March\\_2023.pdf](#)

## 9. Uniform Sub-committee report

Bulk order went well. Cass and Tash cleared \$230 worth of stock in stock take sale. Good feedback from school community regarding the sale. Currently sourcing a similar dress to current product. There are two options being considered. One valued at \$42 and one at \$39. The current dress is \$38. Karina is investigating the \$42 option. The order may consist of size 4, 6 and 8s with 10s on request. Emma referenced a buy back system for the uniform shop. The members agreed that Nicole Arnold would table the samples provided by Tash and Karina at the next board meeting in week 4 of Term 2. The P&C could then run a poll to determine whether we could meet minimum order requirements and to test the dress price with the school community. Any second hand uniforms can be dropped off to the front office.

### Tasks

- ✓ Email supplier for additional dress sample  
Assignee: Karina Pledge  
Due date: 03-05-2023
- ✓ Table dress samples at School Board meeting  
Due date: 17-05-2023

## 10. Canteen Sub-committee report

Free bread for volunteers promotion through Bakers Delight Warwick. Good incentive for canteen volunteers. Nominated year group roster has been prepared. Andrew confirmed that the details of the roster could be shared in the school newsletter. The sub-committee raised issues around contingency plans when Nic is sick or away. The group discussed some changes to sign up zone and weekly emails to remind people of sign up zone commitments. Sub-committee requested that volunteers provide a phone number or reference to allow for easy identification. There are a number of volunteers on the bread roster. Busy bee dates set for Monday 23 April and 4 June.

## 11. BFG

Dan has provided handover of BFG. Year 6 class making good use of the garden. Given this a busy bee this term is not warranted. Clarie will contact Ms Armstrong regarding spare beds. The group discussed options for community involvement including opening on a set date each month for a couple of hours or busy bees. The members agreed that the garden being locked was an issue. The garden has been locked due to historical antisocial behaviour issues. The group agreed that potentially opening the garden during certain times and messaging around the purpose of the garden could be positive.

### Tasks

- ✓ Discuss use of spare garden beds with Ms Armstrong  
Assignee: Claire Jones  
Due date: 03-05-2023

## 12. Administration report

Naplan tests running. Different questions for each child. Tests what child knows. Grant for bike rack expansion approved by State. Commonwealth approval will be determined in May. The school is looking for a volunteer to prepare a wreath for the ANZAC day ceremony. The school is looking into QKR, it may require a P&C donation. Dojo will transfer to Connect. Science room upgrades. Issues with availability of places in Zigzags. Andrew requested that the P&C fund the swimming buses in Term 4. Cass confirmed that this was the funding goal of the parents night.

## 13. Fundraising Sub-committee report

Year 6s are not running a Bunnings sausage sizzle this year. This may become a P&C event. Sub-committee discussing whether the welcome picnic could be expanded to include food trucks and community orientated games (like the 40th anniversary day). The sub-committee is discussing fundraising endeavours such as tea towels, dress up days etc, guess the toys in the jar. Jessica Stojkovski MLA has donated a bike for the Year 6 raffle. Fundraising report card has been prepared for the Halloween disco. Jacinta will now coordinate this years event using this information.

[Fundraising\\_sub-committee-report-\\_Tuesday....pdf](#)

## 14. Presidents report

Details of discussion contained within attachments.

[Presidents\\_report\\_Term\\_1-\\_meeting\\_2\\_21.0....pdf](#)

[2023\\_Fundraising\\_Calender-\\_With\\_School\\_Te....pdf](#)

## 15. General business

Cass to catch up with Jacinta regarding Containers for Change.

Cass acknowledged the contribution of Rebecca Chamberlain.

Deb raised the busy bee in the early childhood area. This item will be considered at the next meeting.

### Tasks

Catch up with Jacinta regarding Containers for Change

Assignee: Cassandra O'Sullivan

Due date: 03-05-2023

Forward wish list for EC busy bee to Cass

Assignee: Deb Ryan

Due date: 03-05-2023

## 16. Meeting close

9.00pm

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*End of minutes.*

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

# Minutes of P&C Meeting on 21-03-2023

## Summary of Matters Arising

### Decisions

Item Decision

2.

5.

To support Caroline Turner in sponsoring another fundraising option (i.e. parents event)

7.

Motion supported. Fundraising subcommittee to spend up to \$3,000 on organising 80s themed quiz night and to hire Bamboozle to run the quiz event.

### Tasks

Item	Task	Assigned to	Due date
5.	Organise coffee van for sports carnival	Emma Reed	10-05-2023
9.	Email supplier for additional dress sample	Karina Pledge	03-05-2023
9.	Table dress samples at School Board meeting		17-05-2023
11.	Discuss use of spare garden beds with Ms Armstrong	Claire Jones	03-05-2023
15.	Catch up with Jacinta regarding Containers for Change	Cassandra O'Sullivan	03-05-2023
15.	Forward wish list for EC busy bee to Cass	Deb Ryan	03-05-2023

## Summary of Attachments

## Attachments

Item	File Name
5.	<a href="#">Re_Sports_Carnival_Coffee_Van_vote_at_ne....eml</a> <a href="#">WACSSO_State_Council_Elections_email_.eml</a>
8.	<a href="#">Canteen_Bank_Reconciliation_March.pdf</a> <a href="#">Canteen_Profit_and_Loss_YTD_to_13_March.pdf</a> <a href="#">Treasurers_Report_13_March_2023.docx</a> <a href="#">Main_Profit_and_Loss_YTD_to_13_March.pdf</a> <a href="#">Estimate_Costing_of_Parent_Night.pdf</a> <a href="#">Petty_Cash_Bank_Reconciliation_March.pdf</a> <a href="#">Main_Account_Bank_Reconciliation_March_2023.pdf</a> <a href="#">Uniform_Profit_and_Loss_YTD_to_13_March.pdf</a> <a href="#">Uniform_Shop_Bank_Reconciliation_March_2023.pdf</a>
13.	<a href="#">Fundraising_sub-committee-report-_Tuesday....pdf</a>
14.	<a href="#">Presidents_report_Term_1-_meeting_2__21.0....pdf</a> <a href="#">2023_Fundraising_Calender-_With_School_Te....pdf</a>

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