

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting May 2023

When 10-05-2023 at 11:00

Location: Hawker Hub, Hawker Hub

Conferencing Join via Zoom
<https://us04web.zoom.us/j/71896813873?pwd=bWahzZ6I0btVbbsDtbFxF3IG2BSs6Yt.1> (ID: 71896813873)

Chairperson Cassandra O'Sullivan

Minute taker Renee Evans

Present Andrew Etheridge , Cassandra O'Sullivan , Karina Pledge , P&C Rep Tidy HQ

Apologies Sandie Beard

Minutes

1. Meeting open

Meeting open 7:04pm

2. Present/Apologies

Apologies - Sandie Beard, Andrew Ethridge, Tarn Deere, Kristy Moss, Fionnuala Cassidy, Natasha Weise

Present - Terry Mahoney, Claire Jones, Jesica Batista, Deb Ryan, Rebecca Valenti, Shen Puccio, Cassandra O'Sullivan, Renee Evans, Karina Pledge, Emma Reed, Haj Bridget

3. Confirmation of minutes - 21 March 2023

Minutes accepted:

1st - Claire Jones

2nd - Shen Puccio

[P_C_Meeting_Minutes_21032023.pdf](#)

4. Caroline Turner donation to school library for book week

Caroline Turner was hoping to present a donation to the school at the Book Week assembly. Potential issues with the promotion of a business within the school community. Cass to discuss with Andrew Ethridge.

Tasks

- ✓ Follow up on appropriateness of donation with Andrew and determine amount
Assignee: Cassandra O'Sullivan
Due date: 19-05-2023

5. Football jumpers in larger sizes

Interschool sports coming up. There are no football jumpers in larger sizes. Has been previously discussed at P&C. School to fund and Andrew Ethridge to proceed with order. P&C to consider a contribution towards the purchase once quotes are obtained. Need to be purchased in 10 unit lots at a cost of \$1,200. P&C members recall that the soccer and netball jumpers may also need larger sizes.

Decision

P&C to consider contribution to larger interschool shirt purchase and whether it is all sports or just football that requires larger size jumpers

Tasks

- ✓ Follow up with Andrew regarding larger sizes required and quotes for purchase
Assignee: Cassandra O'Sullivan
Due date: 19-05-2023

6. Parents parking in kiss'n'ride

Parking and misuse of the kiss'n'ride area has been observed by some parents within the school community and P&C members.

Decision

Request schoolbag reminder regarding use of the kiss'n'ride.

Tasks

- ✓ Follow up with schoolbag message regarding kiss'n'ride
Assignee: Cassandra O'Sullivan
Due date: 19-05-2023

7. Inwards/outwards corro

Nil

Decision

8. Finance

Treasurer outlined financial details contained within attached reports.

- [📎 Main_Profit_and_Loss_YTD_to_30_April.pdf](#)
- [📎 Canteen_Profit_and_Loss_YTD_to_30_April.pdf](#)
- [📎 Treasurers_Report_30_April_2023.docx](#)
- [📎 Uniform_Profit_and_Loss_YTD_to_30_April.pdf](#)

9. Principals Report

Successful in the \$25,000 grant application for bike cover, includes 2m bike cover extension and bike racks. Science grade upgrade progressing. New aboriginal mural has commenced. Walking school bus to commence Thursday 11 May, weather dependent. Interschool sports jumpers. Year 6 always included in choice of sport. Positions allocated on merit for years 4 and 5. Swimming buses quote \$4,700. Application in process for QKR. Planned change to Commonwealth with assist. Uniforms - School board to look at new school dress options on Wednesday 17 May. School getting new computers this term, one to go to uniform shop. Tash has spoken with Kevin Rudd regarding spreadsheet for uniform shop. Class Rep meeting to be held Friday Week 6. Emails to reps will go out soon. World of Maths incursion, \$7.50 per student. Parent teacher interview email sent out 10 May.

10. Canteen Subcommittee report

New Food Safety Standards have been introduced. Cass has sent the link to Nic. Canteen is going well. Main thing is keeping up the volunteers. Labelling is the favorite task. Some people transition from labels to other canteen tasks. A couple of days where there isn't someone to fill in a gap. Adjustments to menu for those days where the gaps cannot be filled. Regular volunteers. Class reps to keep posting about volunteering. Handy to have another freezer. Standup door freezer would be ideal in back room, once it is cleared out and things put into the P&C shed. Thermomix is not under warranty and there are no longer spare parts for it. Maybe consider another bowl and blade set. Claire Jones to donate her bowl and blade.

11. Uniform Subcommittee report

A small amount of stock to clear. Some may be able to be given away. Tash needs to order larger sizes. Consider order sooner rather than later. Tash has contacted supplier, there would be a cost of an additional \$20 and then \$2 per shirt. Three polo shirts, sports shirt, jacket. Tash to confirm pricing with Cass. Deb suggested that we progress with minimum order.

Decision

Cass to provide cost for minimum order to Executive to pass as a motion

Tasks

- ✓ Liaise with Tash to determine minimum order cost and prepare motion for consideration of Executive
Assignee: Cassandra O'Sullivan
Due date: 19-05-2023

12. Fundraising Subcommittee report

Mother's Day stall, record number of donations. 10-12 separate donations from parents and grandparents. Cass will put a call out for a volunteer to take on Mother's Day and Father's Day stall coordination in 2024. Cass to hand over during Father's Day stall organization this year. 80s quiz night - tickets on sale, 44% of tickets sold. Teachers will purchase one table. Cass needs the banking details to add to the Humanitix app. They will transfer funds once our bank details are put into the app. Tarn has produced posters and organised app for ticketing. Cass and Rebecca organising entertainment. We have to supply our own projector screen and projector. Jes organising the liquor licence and alcohol supply.

Decision

P&C engage Trevor Reed as bar manager for the 80s quiz night on Saturday 17 June 2023 including payment for his services (\$100). Jessica Batista progress with approvals to obtain bar manager licence for future events.

13. President's Report

The P&C nominated Emma Reed for volunteer for the Nan Marlow Award for Excellence in Volunteering. Cass and Emma to attend the WASCA general meeting. Bag of goodies supplied for other canteen volunteers. Requirement for volunteering callout - 1 more Executive Committee member, Mother's Day and Father's Day coordinator (push for Dad and Mums to volunteer for opposite stall) for next year, Containers for Change. Containers for Change is really about promotion and the school can generate a lot of funds. Jacinta still happy to do school disco. QKR app. P&C Day Friday 19th May. WACSSO Conference is coming up 19-20 August at Crown. 1 person free to attend, 2nd person can attend for a reduced fee (\$250).

14. BFG report

Ms Jeffries and Ms Armstrong coordinating BFG. School has budget this year. Some confusion about state of reticulation. Could be case for additional retic. Busy bee - 1 volunteer attended. Cleaned out the shed. Box full of hats. Could be given to school office for kids with no hats. Tools are required and will be funded by the school. \$1,000 donated by the school, \$500 for the P&C. Garden beds are very compacted. Once you harvest things, soil needs to be turned over. Harvest this term and then refresh soil for start of spring. Weeds around the garden beds. Weed matting job - requires purchase of matting and then busy bee to lay it. Green waste at school - find out where it goes. Ms Jeffries would be preferred option to remove pond. Grill is not attached to the pond. Doesn't appear to be any fish in the pond. Pond prohibitive to fences being removed and the BFG being open. Goals are to work over garden beds and top up with new soil, weed around beds. Term 2 beds are planned. P&C garden bed would be good. Signage about garden beds, welcome sign rotting. New welcome sign including blackboard about what is in season. Seeds may be considered for donation. Worm farm - maybe selling as a fundraiser this term. Is compost in use? Investigate donations from Bunnings. Pick a date for the end of term busy bee. Nothing in week 9 (Saturday or Sunday).

Tasks

- ✓ Claire to set date for busy bee
Assignee: Claire Jones
Due date: 19-05-2023
- ✓ Investigate donations from Bunnings
Assignee: Claire Jones
Due date: 19-05-2023

15. General business

Nil

16. Next meeting - Tuesday, 13 June 2023

17. Meeting close

Meeting close 8.15pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C Meeting May 2023 on 10-05-2023

Summary of Matters Arising

Decisions

Item Decision

5. P&C to consider contribution to larger interschool shirt purchase and whether it is all sports or just football that requires larger size jumpers

6. Request schoolbag reminder regarding use of the kiss'n'ride.

7.

11. Cass to provide cost for minimum order to Executive to pass as a motion

12. P&C engage Trevor Reed as bar manager for the 80s quiz night on Saturday 17 June 2023 including payment for his services (\$100). Jessica Batista progress with approvals to obtain bar manager licence for future events.

Tasks

Item	Task	Assigned to	Due date
4.	Follow up on appropriateness of donation with Andrew and determine amount	Cassandra O'Sullivan	19-05-2023
5.	Follow up with Andrew regarding larger sizes required and quotes for purchase	Cassandra O'Sullivan	19-05-2023
6.	Follow up with schoolbag message regarding kiss'n'ride	Cassandra O'Sullivan	19-05-2023
11.	Liaise with Tash to determine minimum order cost and prepare motion for consideration of Executive	Cassandra O'Sullivan	19-05-2023
14.	Claire to set date for busy bee	Claire Jones	19-05-2023
14.	Investigate donations from Bunnings	Claire Jones	19-05-2023

Summary of Attachments

Attachments

Item	File Name
3.	P_C_Meeting_Minutes_21032023.pdf
8.	Main_Profit_and_Loss_YTD_to_30_April.pdf Canteen_Profit_and_Loss_YTD_to_30_April.pdf Treasurers_Report_30_April_2023.docx Uniform_Profit_and_Loss_YTD_to_30_April.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [P&C Meeting May 2023](#)