

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting June 2023

When 13-06-2023 at 22:00

Location: Hawker Hub, Hawker Hub

Apologies Sandie Beard , Karina Pledge

Minutes

1. Meeting open

7.01pm

2. Present/Apologies

Present - Cassandra O'Sullivan, Renee Evans, Claire Jones, Belinda Hall, Rebecca Valenti,
Emma Reid, Claire Butler-Ritchie

Apologies - Andrew Ethridge, Deb Ryan

3. Confirmation of minutes

Minutes accepted:

1st - Claire Jones

2nd - Rebecca Valenti

[Minutes_P_C_Meeting_May_2023.pdf](#)

4. Inwards/outwards correspondence

Nil

5. Finance

Renee Evans read the Treasurer's report to the committee

- [📎 Treasurers_Report_10_June_2023.docx](#)
- [📎 Canteen_Profit_and_Loss_YTD_to_11_June_2023.pdf](#)
- [📎 Main_Profit_and_Loss_YTD_to_11_June_2023.pdf](#)
- [📎 Uniform_Profit_and_Loss_YTD_to_11_June_2023.pdf](#)

6. Principle's report

Cassandra O'Sullivan read Andrew Ethridge's report to the committee. The school has opened an account with Commonwealth Bank and is currently finalising details. This will make it easier to transition to QKR. School is seeking feedback on the parent interview format and reports. No reminders for bookings was acknowledged as an issue. The end of year concert will be held on Friday 8 December at 8.30am and the Christmas concert will be on Monday 11 December at 6pm. The Christmas concert will feature a Make Your Move dance component instead of Christmas carols by each class. The bike shed will be completed in the school holidays. The school is seeking interest from Year 4 and 5 parents regarding a school trip to Canberra. The trip would cost approximately \$1,700 per student. The interschool cross country will be held on Friday 28 July and the school sports carnival events will be on 29 and 31 August. Smarts Day info has been distributed.

7. Presidents Report

Bunnings sausage sizzle to be considered in 2024. The 80s quiz night is the focus. There has been lots of donations and support. Jessica Stojkovski is sponsoring rounds 4-6. Caroline Turner has expressed interest in sponsoring rounds 1-3. Comedian has been confirmed. Claire Jones queried whether the P&C could purchase alcohol for the event on consignment. Emma Reid confirmed that the P&C has been able to return stock in the past.

Tasks

- ✓ Email Caroline Turner regarding sponsorship of rounds
Assignee: Emma Reed
Due date: 16-06-2023

8. Canteen Sub-committee

WA School Canteen Association general meeting. Emma and Cass attended. Emma did not win the grand prize, however, did receive acknowledgement of her volunteering efforts and a certificate. Cass raised the new Food Safety Standards and policy document provided by the principal. All volunteers are required to complete a training course relating to allergens and safe food handling procedures. Cass recommended that regular volunteers to the training. The school canteen would require a dedicated Food Safety Manager. The cost would be \$295 to complete the training, which would remain valid for 5 years. The training would run for 2 days and components could be completed online.

Tasks

- ✓ Speak with Canteen Manager regarding taking on the role of Food Safety Manager
Assignee: Cassandra O'Sullivan
Due date: 16-06-2023

9. Uniform Sub-committee

No update provided.

Kelly Hall suggested opening the uniform shop before the new school sports carnival so that families could restock in school faction colours.

Tasks

- ☑ Open uniform shop prior to school sports carnival
Assignee: Tarn Deere
Due date: 31-07-2023

10. Mothers and Fathers Day stall

Cass is stepping down from running stalls and is looking for a volunteer to take over. She is also likely to step down as president of the P&C in 2024. Cass has commenced canvassing people that completed the volunteer form. She will advertise in the Hawker Headlines and Schoolbag.

11. BFG

Busy bee planned for 22 July between 2 and 4pm. Claire Jones confirmed that she has spoken to Ms Jeffries who would like the busy bee to focus on getting new soil into the garden beds ready for Term 3. Claire is liaising with Bunnings regarding items for the BFG. The purpose of the busy bee would be to weed the floor around the garden beds, lay weed matting, remove the old pond, clear the garden beds of weeds and add new soil and aerate. Claire is following up with Andrew regarding disposal of green waste.

12. Containers for change

Sandie Huang has taken over role of managing Containers for Change. She has been promoting the initiative on Facebook and has been provided with promotional materials to distribute.

13. General Business

WACSSO Conference August 20 and 21. Deb and Rebbecca to attend.

Year 6 fundraising - sausage sizzle to be held in 1st Wednesday of Term 3. No clash with canteen. There would be vegetarian and vegan options.

There is no sausage sizzle planned for the sports carnival.

There has been lots of interest and some great suggestions for Year 6 fundraising initiatives.

14. Meeting close

8.30pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C Meeting June 2023 on 13-06-2023

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
7.	Email Caroline Turner regarding sponsorship of rounds	Emma Reed	16-06-2023
8.	Speak with Canteen Manager regarding taking on the role of Food Safety Manager	Cassandra O'Sullivan	16-06-2023
9.	Open uniform shop prior to school sports carnival	Tarn Deere	31-07-2023

Summary of Attachments

Attachments

Item	File Name
3.	Minutes_P_C_Meeting_May_2023.pdf
5.	Treasurers_Report_10_June_2023.docx Canteen_Profit_and_Loss_YTD_to_11_June_2023.pdf Main_Profit_and_Loss_YTD_to_11_June_2023.pdf Uniform_Profit_and_Loss_YTD_to_11_June_2023.pdf

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