

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting August 2023

When 02-08-2023 at 11:00

Location: Hawker Hub, Hawker Hub

Chairperson Cassandra O'Sullivan

Minute
taker Renee Evans

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

Apologies Sandie Beard

Minutes

1. Present/Apologies

Present - Claire Jones, Shen Puccio, Andrew Ethridge, Deb Ryan, Cassandra O'Sullivan, Renee Evans, Diane P, Kevin Rudd

Apologies - Tarn Deere, Emma Reid, Nicole Arnold

2. Confirmation of minutes - 13 June 2023

Minutes confirmed

1st - Shen Puccio

2nd - Claire Jones

[P_C_Meeting_Minutes_June_2023.pdf](#)

3. Inwards/outwards correspondence

4 x bank statements Bankwest

Bank statements Commonwealth Bank (provided to Treasurer)

WACSSO newsletter

4. Finance

Main account has had good boost \$17,200. Contributions from the school of \$3,680 received. Have paid insurance and the bulk of the quiz night expenses. Canteen doing well, profit of \$1,400 year to date. Paid super, workers compensation and PAYG withholding. Uniform shop making good income, paid out invoice for bulk order. Bank change has happened to Commonwealth. New account details reflected in relevant places.

[📎 Treasurers_Report_2_August_2023.docx](#)

Tasks

- ☑ Check square reader updated with new bank details
Assignee: Cassandra O'Sullivan
Due date: 18-08-2023

5. Presidents report

Ongoing fundraising commitments and volunteers:

Containers for Change - Sandy Challis

Entertainment Book app (20% of each app purchase to school, can transfer voucher to another person with app, once off use on vouchers only) - Rebecca Leuzzi

Scholastic Book Club - Haj Miller (Bridget)

New volunteers - one more executive committee member, Mother's Day and Father's Day stall coordinator, School Bag post to be done. Sports Day faction carnival - new person to coordinate.

P&C spiel at the assembly on 3 August. Raise awareness of fundraising achievements.

Andrew suggested that P&C could advertise Facebook site in Hawker Headlines. Claire Jones suggested we use channels that aren't on Facebook. Shen commented that we target younger families from earlier years as they may not be working as much and may be more available.

Deb - update brochure and hand out at Kindy orientation day and distribute through school to local area.

Quiz night report prepared - \$5,441.50 gross profit. Lots of hard work from Fundraising Sub-Committee. Special thanks to Lauren Klysz and Gareth Reid.

Father's Day stall - week 7, will flow into sports carnival (Cass to coordinate and to seek donations)

Halloween disco - Jacinta Davis (Friday 27 October)

Colour Run - Jacqui Thacke to run but need new volunteer for future (Friday 3 November)

Christmas raffle - Cass to seek more donations.

2024 - Bunnings sausage sizzle potential for next year as Year 6 fundraiser. Claire raised that the P&C should ensure that they have enough volunteers to support running the Bunnings sizzle before taking it on in future. Cass to pre-book date in March next year to hold it (either to be run by Year 6 or P&C).

Volunteers and Keeping Out Children Safe - Declaration form to be signed by any volunteer coming onto the school (signed on annual basis i.e. canteen, SMARTS Day).

SMARTS Day - Call out for sausage sizzle. Not feasible, lunch time at different time, children in different locations.

[📎 Presidents_report_2_August_2023.pdf](#)

Tasks

- ✓ Prepare School Bag seeking volunteers for all vacant positions

Assignee: Cassandra O'Sullivan

Due date: 18-08-2023

- ✓ Confirm date of Kindy orientation day

Assignee: Andrew Etheridge

Due date: 11-08-2023

6. Principals report

Andrew read from Admin Report Aug 2 2023 (attached)

Stage for Christmas Concert may still be required (approx. cost up to \$700)

Andrew requested the P&C consider funding a partition between TA3 and TA4 (funding of \$13,000 as a contribution)

[Admin_report_2_August_2023.docx](#)

Decision

P&C to work towards contributing \$13,000 towards partition between TA3 and TA4 as first priority. Second priority to upgrade play equipment.

Tasks

- ✓ Request that families notify the front office if not returning to school in 2024 through P&C channels
Assignee: Cassandra O'Sullivan
Due date: 11-08-2023

7. Canteen Sub-committee report

Nic is keen to work in canteen into 2024. Canteen service is popular. Term has started off strong. Will add a large pasta cup to menu (recess). A few cash orders coming over counter, but mainly online. New freezer for canteen obtained. Busy Bee for Sunday 13 August (TBC). Volunteers have started slowly (could be due to late advertising). This term roster is for Kindy 1 and Year 6. Difficulties in getting parents due to the classes involved. Hence, call out for more volunteers. Could add in Kindy 2 to ensure that every Wednesday is covered. Bread voucher from Bakers Delight for volunteers has been received well. Mrs Subotic approached Nic regarding pizzas for One Big Voice. Andrew confirmed that Nic had said no. Nic suggested parents could supply snacks in zip lock bag. Nic is the best option for the Food Safety Manager training. Options available online - Nic can do it in her own time. Encourage regular volunteers to do allergens training.

Decision

Include motion to include payment of \$130 for Nic to undertake 6 hours of online training to become a Food Safety Manager training in next meeting.

Tasks

- ✓ Include information on canteen in the Kindy orientation package
Assignee: Cassandra O'Sullivan
Due date: 18-08-2023

8. Uniform Sub-committee report

Uniform shop running smoothly. Most people paying by direct deposit into bank account. Coming up towards sports carnival people may need some more faction shirts and hats. Tash to confirm opening uniform shop prior to (on a Wednesday) and to put out pre-ordering. Andrew has ordered computer waiting for it to come. Kevin has prepared new spreadsheet for stock control. Kevin Rudd has had no correspondence from the Commonwealth (Kevin to contact regarding access).

9. Fundraising Sub-committee report

80s quiz night summary (attached)

[📎 HPPS_P_C_Fundraising_report_80's_Quiz_nig....pdf](#)

10. BFG report

Had a successful Busy Bee, good attendance (8 different families with children), good progress made. Mrs Jeffries and Ms Armstrong's class are clearing remaining rubbish and weeds in next 2 weeks. Mrs Jeffries has confirmed that the school has budget for BFG to help complete works (ordering wood chips,

Ordered new wheelbarrow. Ms Jeffries will organise gardeners to bring in remaining soil for garden beds and for new pots for fruit trees.

Drain pond, weed matting on a weekend and then children to do wood chipping.

Plant out with seedlings this spring. SMARTS Day activity in the BFG. Post that plant out garden beds. P&C garden bed for canteen (carrots, zucchini, lettuce, herbs, tomato), zig zags have garden bed.

Remove pond and infill and then put a seating area. Mrs Jeffries keen on that idea.

Change lock over to a code padlock with regular volunteers and teachers when pond is removed. Regular change in code.

Tasks

- Contact people that had expressed an interest in the BFG for upcoming pond and weed matting activity
Assignee: Claire Jones

11. Containers for change

\$54 donations to school from container drop off to facility.

Containers for change into Kindy orientation day

12. WACSSO Conference

Deb and Rebecca V. to attend at the end of the month.

13. Primary Principal's Day - Friday 4 August 2023

Andrew said that the school would like to just celebrate a staff day. Amalgamated on Teacher's Day (Friday 27 October).

14. Other Business

Brighten up of the school and more places for kids to play, particularly in junior area. Playground markings can also function as an outdoor classroom. Packages available with options. Upkeep requirements need to be considered. Lateral climbing to promote upper body strength.

Andrew has obtained \$1,000 of interconnecting shapes.

Tasks

✓ Obtain pricing information for playground marking packages

Assignee: Deb Ryan

Due date: 05-09-2023

15. Next meeting

5 September 2023, 7pm

16. Close of meeting

9.00pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C Meeting August 2023 on 02-08-2023

Summary of Matters Arising

Decisions

Item Decision

6. P&C to work towards contributing \$13,000 towards partition between TA3 and TA4 as first priority. Second priority to upgrade play equipment.
7. Include motion to include payment of \$130 for Nic to undertake 6 hours of online training to become a Food Safety Manager training in next meeting.

Tasks

Item	Task	Assigned to	Due date
4.	Check square reader updated with new bank details	Cassandra O'Sullivan	18-08-2023
5.	Prepare School Bag seeking volunteers for all vacant positions	Cassandra O'Sullivan	18-08-2023
5.	Confirm date of Kindy orientation day	Andrew Etheridge	11-08-2023
6.	Request that families notify the front office if not returning to school in 2024 through P&C channels	Cassandra O'Sullivan	11-08-2023
7.	Include information on canteen in the Kindy orientation package	Cassandra O'Sullivan	18-08-2023
10.	Contact people that had expressed an interest in the BFG for upcoming pond and weed matting activity	Claire Jones	
14.	Obtain pricing information for playground marking packages	Deb Ryan	05-09-2023

Summary of Attachments

Attachments

Item File Name

2. [P_C_Meeting_Minutes_June_2023.pdf](#)
4. [Treasurers_Report_2_August_2023.docx](#)
5. [Presidents_report_2_August_2023.pdf](#)
6. [Admin_report_2_August_2023.docx](#)
9. [HPPS_P_C_Fundraising_report_80's_Quiz_nig....pdf](#)

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