

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C Meeting September 2023

When 05-09-2023 at 21:30
Location: Hawker Hub, Hawker Hub
Chairperson Cassandra O'Sullivan
Minute taker Renee Evans
Present Andrew Etheridge , Karina Pledge , Rebecca Valenti
Apologies Sandie Beard

Minutes

1. Present/apologies

Meeting commence 7.05pm

Present - Deb Ryan, Rebecca Valenti, Cassandra O'Sullivan, Claire Jones, Jacinta, Suzie O'Bree, Renee Evans, Karina Pledge

Apologies - Shen Puccio, Andrew Ethridge, Jessica Batista, Emma Reed, Jacqui Thacke

2. Confirmation of Minutes - 2 August 2023

Minutes confirmed

1st - Rebecca Valenti

2nd - Claire Jones

[Minutes_2_August_2023.pdf](#)

3. Inwards/outwards correspondence

Received deposit books for new accounts from Bankwest

4. **Motion - to support the Canteen Manager to undertake online Food Safety Supervisor Training at a cost of \$130 (6 hours training)**

Decision

Motion - P&C supported expenditure of \$350 for the Canteen Manager to undertake online Food Safety Supervisor training (inc. wages)

5. **Business arising**

Deb Ryan shared information regarding play markings from Edu markings. Examples including snakes and ladders and counting games were shared amongst the committee. The silver package was \$12,900 and the gold \$18,900. The company can provide smaller packages to suit and can combine the play markings with a climbing wall item.

Tasks

- ✓ Motion to vote on stage for Christmas concert at next meeting (to value of \$2000)
Assignee: Cassandra O'Sullivan
Due date: 13-10-2023
- ✓ P&C request information on location of stage to facilitate viewing of all dancers.
Assignee: Cassandra O'Sullivan
Due date: 13-10-2023

6. **Finance - Treasurer's report**

Renee Evans and Rebbecca Valenti to resolve access issues with Bankwest.
Deb Ryan noted that another school did not pay \$500 fee for bank toggles.
Renee Evans agreed to be the custodian of the uniform shop stocktake spreadsheet and to assist with development of a template for the uniform sub-committee.

- [Canteen_Bank_Reconciliation_29_August_2023.pdf](#)
- [Treasurers_Report_5_September_2023.docx](#)
- [Main_Account_Bank_Reconciliation_29_Augus....pdf](#)
- [Canteen_Profit_and_Loss_YTD_to_29_August_....pdf](#)
- [Petty_Cash_Bank_Reconciliation_29_August_....pdf](#)
- [Main_Profit_and_Loss_YTD_to_29_August_2023.pdf](#)
- [Uniform_Profit_and_Loss_YTD_to_29_August_....pdf](#)
- [Uniform_Shop_Bank_Reconciliation_29_Augus....pdf](#)

Tasks

- ✓ Renee new custodian of uniform shop stocktake spreadsheet
Assignee: Renee Evans
- ✓ Prepare procedure document for uniform shop
Assignee: Cassandra O'Sullivan
Due date: 13-10-2023

7. **President's report**

No written report provided.

8. Administration report

Admin report - Read by Deb Ryan in Andrew's Ethridge's absence.

Vaping - pre-record info for distribution and printed material preferable.

9. Canteen Sub-committee report

No written report provided.

10. Uniform Sub-committee report

No written report provided.

Suggestion to have uniform shop open day during "40th anniversary" style welcome picnic.

Dress issue sorted. Can order and the supplier can hold stock. Order should go in asap, so that stock can be supplied to customers in time for next year. Tash and Tarn to distribute order info to kindy and pre-primary classes. Tash is doing a great job in the role.

11. Fundraising Sub-committee report

No written report provided.

Fundraising contributions - Deb Ryan queried whether P&C fundraising contribution ideas should be supported by the school? Committee to request that Andrew Ethridge provide rationale for school's highest priorities. P&C to poll school community regarding fundraising contributions and combine school community ideas with school priorities. P&C to prioritise fundraising ideas and provide to the school.

Halloween disco - Friday 27th October, junior and senior (K-2, Y3-6), doors open from 5pm. 7pm start for seniors. Magician is booked for the senior group. Roaming magic rather than formal sit-down show. Tickets cost \$7.50 last time the event was held. Estimating \$1,200 from ticket sales. Fundraising goal is the Christmas stage. DJ free. Lights required. Bag of lollies and light up glow stick for each child. Canteen will be open, water and basic fruit juices, simple foods. Save date notification will be distributed 5 weeks before. Humanitix or another app for ticketing. Cant use Quickcliq as canteen is open that day. Specify parent attendance in advertising. Jacinta has sought input from Emma regarding quantity of food. Deb Ryan requested that Jacinta provide all receipts in a bundle for processing.

Colour Run - 3 November 2023. Jacqui has received a quote for coloured powder which is \$50 more expensive than last year due to postage. \$688 on powder. Aus company all natural ingredients. Jacqui will meet with Andrew, is setting up a volunteer roster and finalise obstacles on a map. Year 6 to help. Jacqui has the event planning in order. Cass to speak with Jacqui and Andrew regarding prizes.

Fathers Day stall went well. New kindy dad helped out. Lots of volunteers. Amanda Lakeman is interested in taking over organising for next year, however is limited by availability. Majority of products sold, small amount left for next year. Book in Bunnings for next year. Referendum bake sale not happening this year.

Tasks

- ✓ Request that the school provide rationale for school's highest fundraising priorities
Assignee: Cassandra O'Sullivan
Due date: 25-10-2023
- ✓ Poll school community regarding fundraising contribution ideas
Assignee: Cassandra O'Sullivan
Due date: 25-10-2023
- ✓ Schedule P&C executive meeting to confirm expenditure of \$1,200 for Halloween Disco
Assignee: Cassandra O'Sullivan
Due date: 12-09-2023
- ✓ Confirm expenditure of \$1,000 for colour run at P&C Executive meeting
Assignee: Cassandra O'Sullivan
Due date: 12-09-2023
- ✓ Discuss colour run prizes with Andrew and Jacqui
Assignee: Cassandra O'Sullivan
Due date: 25-10-2023

12. BFG report

Claire Jones and Renee Evans and families had a work day at the BFG to lay some weed matting, fill in the pond and lay mulch. The BFG is coming along nicely. Additional work days to be held in the future to complete weed matting and mulching.

13. Containers for change

Containers for change kit - Deb to order tool kit

Tasks

- ✓ Order containers for change toolkit
Assignee: Deb Ryan
Due date: 25-10-2023

14. Other business

Constable Care, Bike Safety School. Options of programs for schools. Pricing is \$2,000. Deb and Rebecca to get information for P&C next meeting.

Deb and Rebecca provided update on their attendance at the WACSSO conference. They noted that it was an inspiring conference and a good networking opportunity. School artwork - individual and school prize (get school into it). PPP is online now. P&C survey - request to complete survey. E-news volunteer grants, E-safety. Recordings from workshop can be shared.

Karina - Zigzags - complaints about availability - speak to Andrew. Parents not getting days in October (Thursday afternoons no availability). Request that the school consider alternative options to Zig zags (MBA sports or alternative).

Tasks

- ✓ Request that school consider alternative options to Zig zags for before and after school
Assignee: Cassandra O'Sullivan
Due date: 25-10-2023

15. Next meeting

Wednesday 25 October 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 September 2023 on 05-09-2023

Summary of Matters Arising

Decisions

Item Decision

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| 4. | Motion - P&C supported expenditure of \$350 for the Canteen Manager to undertake online Food Safety Supervisor training (inc. wages) |
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Tasks

Item	Task	Assigned to	Due date
5.	Motion to vote on stage for Christmas concert at next meeting (to value of \$2000)	Cassandra O'Sullivan	13-10-2023
5.	P&C request information on location of stage to facilitate viewing of all dancers.	Cassandra O'Sullivan	13-10-2023
6.	Renee new custodian of uniform shop stocktake spreadsheet	Renee Evans	
6.	Prepare procedure document for uniform shop	Cassandra O'Sullivan	13-10-2023
11.	Request that the school provide rationale for school's highest fundraising priorities	Cassandra O'Sullivan	25-10-2023
11.	Poll school community regarding fundraising contribution ideas	Cassandra O'Sullivan	25-10-2023
11.	Schedule P&C executive meeting to confirm expenditure of \$1,200 for Halloween Disco	Cassandra O'Sullivan	12-09-2023
11.	Confirm expenditure of \$1,000 for colour run at P&C Executive meeting	Cassandra O'Sullivan	12-09-2023
11.	Discuss colour run prizes with Andrew and Jacqui	Cassandra O'Sullivan	25-10-2023
13.	Order containers for change toolkit	Deb Ryan	25-10-2023
14.	Request that school consider alternative options to Zig zags for before and after school	Cassandra O'Sullivan	25-10-2023

Summary of Attachments

Attachments

Item	File Name
2.	Minutes_2_August_2023.pdf
6.	Canteen_Bank_Reconciliation_29_August_2023.pdf Treasurers_Report_5_September_2023.docx Main_Account_Bank_Reconciliation_29_Augus....pdf Canteen_Profit_and_Loss_YTD_to_29_August_....pdf Petty_Cash_Bank_Reconciliation_29_August_....pdf Main_Profit_and_Loss_YTD_to_29_August_2023.pdf Uniform_Profit_and_Loss_YTD_to_29_August_....pdf Uniform_Shop_Bank_Reconciliation_29_Augus....pdf

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