

Hawker Park Primary School Parents and Citizens' Association Incorporated



P&C meeting - 20 March 2024

When 20-03-2024 at 19:00

Location: Hawker Hub, Hawker Hub

Chairperson Rebecca Valenti

Minute
taker Renee Evans

Minutes

1. Present/apologies

Meeting open - 7.03pm

Present - Cassandra O'Sullivan, Deb Ryan, Renee Evans, Natasha Goodchild, Sarah Lightfoot-Stoker, Jessica Bennison, Rebecca Valenti, Claire Simpson, Karina Pledge, Hu Stacey, Andrew Ethridge

Apologies - Karla Madahar

2. Confirmation of minutes - 13 and 29 February 2024

1st - Cassandra O'Sullivan

2nd - Rebecca Valenti

Deb Ryan suggested putting a summary of minutes on web rather than full meeting minutes (confidentiality issues)

3. Business arising

Uniform shop - brief provided to 5 suppliers for outsourcing of uniform shop. Hopeful to have uniform shop up and running in Term 2. A secondhand jacket was sold for \$2. Ally Wigham is happy to start the uniform shop again and just needs to have arrangements confirmed. Pop-up shop (once a week). Jessica Bennison happy to help with simple mending (buttons, hems). Hu Stacey preference to minimise cash handling, use square. Cash handling procedure - two people to sign off, form to be filled out. Claire S. suggested training of new members important. Committee members supported cash given the value of the items being sold. Claire S. suggested 15 minutes before and after school.

Ally Wigham suggested once a month store outside of the Hawker Hub (shed at Hub for storage). Could leverage off having it in the canteen.

Ally to work with Stacey re finances.

Tasks

Ally to work with Hu Stacey regarding finances associated with uniform shop

4. Inwards/outwards correspondence

Fundraising brochures and bank statements.

Bank statements provided to Deb Ryan to facilitate transfer of responsibilities to new Treasurer.

5. Finance

Treasurer's report provided by Deb Ryan as outgoing Treasurer (Attached).

Motion 1 -

Motion 2 -

Financial motions presented to a meeting, 7 days notice required. Once approved at meeting is required as a financial motion - then authority is provided. Stacey created financial motion register. Reference is date and unique number. Write reference number on invoice. Stacey to prepare financial policies and procedures. Can call a special exec meeting to deal with financial motions.

[Canteen_Bank_Reconciliation_to_12_March.pdf](#)

[Canteen_Profit_and_Loss_to_12_March.pdf](#)

[GM_20_March_2024.docx](#)

[Financial_Motions.pdf](#)

[Main_Bank_Reconciliation_to_12_March.pdf](#)

[Main_Profit_and_Loss_to_12_March.pdf](#)

[Petty_Cash_Bank_Reconciliation_to_12_March.pdf](#)

[Uniform_Bank_Reconciliation_to_12_March.pdf](#)

[NetBank_-_Account_Balances_at_12_March.pdf](#)

Decision

Motion 1 - unanimously supported

Bakers Delight rolls used at Bunnings as a good will gesture given they supply bread for canteen.

Motion 2 - Retract motion 2. Emma to provide float and recoup from cash sales on day.

6. Presidents report

No report provided.

7. Administration report

Andrew Ethridge provided administration report.

School teachers doing training to help deal with neuro-diverse children on Friday. Staff rotating through training.

Request for support with school jump pit. Perhaps hire of a dingo to dig the sand pit out. Claire Simpson committed to follow up with some quotes. Andrew to provide dimensions and photos to Claire. Andrew confirmed it is a double width jump pit. Jump pit standards - departmental standards. Photos of Dalmain jump pit.

Interschool is in Term 3 (week 8 and 10).

Emma to book in coffee van for Friday 18 October interschool.

Tasks

- Provide information to Claire Simpson regarding jump pit (quote, dimensions, departmental standards, photos, including photos and details of Dalmain PS)
Assignee: Andrew Etheridge
Due date: 27-03-2024

8. Canteen report

Cass provided an update - Health and Safety inspection of canteen. Some minor issues identified (patching of walls). Sandie to process as standard repair through school. Old printer needs to be disposed of. Received stand up freezer for free last year, however is not working and needs to be disposed of. Stand up freezer needs to be replaced. Emma to test with temperature probe. Claire S. raised that she thought it wasn't maintaining temperature. Does the fridge need to be re-gased. Emma to turn on and check after school holidays. Wish list - fly zapper (electric one attached to the wall). Mounted near entry point near hand wash station. \$249 + shipping. New electrical probe to test food temperatures purchased for \$25. Thermomix needs service. Information sent to P&C email. Current model is to be deleted. Service is required asap. \$160 for service and recalibration (1 hour labour). Cass requested to be included as a financial motion by exec.

Hiring a casual between 11-1pm for peak rush hour - what would that cost per year, based on days worked. Emma did look at people from Centrelink in previous years. Difficult to know who is coming and people didn't show up. Not-for-profit and church organisations - Claire S. are these people available. Indigenous organisations organise volunteers. Seek has a volunteer arm. Put out to school community first (hire of casual). Labour intensive nature of pizza base preparation. Nicky had brought in pre-bought previously, 5 kids did not like them. Diane mentioned a pizza base suppliers. Sub-committee to present options for pizza bases. Deb - order in as much as possible to maximise Canteen Manager's time.

Tasks

- Canteen sub-committee to investigate costs for hire of a casual
Assignee: Emma Claessen

9. Fundraising report

Bunnings sausage sizzle - Roster - buns picked up after 12pm Saturday

Claire S picking up sausages tomorrow.

Karina or Andrew can cut buns and package.

Cash donations are encouraged. Main account provided for cash deposits.

Clicker for gate.

Sausage snipping

Emma to put out communication to people donating to have items delivered to canteen or brought on the day. Andrew to bring 5 bags. Pack up shift requires more helpers.

Can have jams as well as ingredients are on the list.

10. BFG report

Renee queried who the school lead was for the BFG

Joy Davis - Joy has run a gardening club at the bowling club for the last 7 years.

Claire S. can supply anything we need.

Liz Overall has taken Joy on a tour of the BFG.

Tasks

Joy Davis to prepare list of ideas, activities

11. Containers for change

No volunteer at this stage.

12. General business

WACSSO conference attendees confirmed - Rebecca Valenti keen to attend. Claire Simpson and Karina Pledge to attend one day each to accompany Bec.

Financial motion to purchase another ticket for next meeting.

Committee discussed fencing - Claire S to look into fencing. Andrew to send Claire S information regarding length of fencing and design.

Calendar of events - Mother's Day, Father's Day, Kids disco, colour run, bunnings sausage sizzle, parent night (low effort), scitech night, bowling night, christmas raffle or stall, sports carnival cake stall, interschool carnival stall

13. Next meeting - Tuesday 30 April 2024, 7pm

14. Close

Meeting closed 9.00pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of P&C meeting - 20 March 2024 on 20-03-2024

Summary of Matters Arising

Decisions

Item Decision

5. Motion 1 - unanimously supported
Bakers Delight rolls used at Bunnings as a good will gesture given they supply bread for canteen.
Motion 2 - Retract motion 2. Emma to provide float and recoup from cash sales on day.

Tasks

Item	Task	Assigned to	Due date
3.	Ally to work with Hu Stacey regarding finances associated with uniform shop		
7.	Provide information to Claire Simpson regarding jump pit (quote, dimensions, departmental standards, photos, including photos and details of Dalmain PS)	Andrew Etheridge	27-03-2024
8.	Canteen sub-committee to investigate costs for hire of a casual	Emma Claessen	
10.	Joy Davis to prepare list of ideas, activities		

Summary of Attachments

Attachments

Item File Name

5. [Canteen_Bank_Reconciliation_to_12_March.pdf](#)
[Canteen_Profit_and_Loss_to_12_March.pdf](#)
[GM_20_March_2024.docx](#)
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [P&C meeting - 20 March 2024](#)