

Bob Hawke College Parents & Citizens Association Inc.



200324 - BHC P&C - General Meeting

BHC P&C - General Meeting

2020 - Term 1 - Week 8

When 24 Mar 2020 at 2:30 AM

Location: Teleconference, By phone due to social distancing

Chairperson Wayne Dropulich

Minute taker Dipali Patel

Present Solmaz Beit , John Burke , Wayne Dropulich , Nicholas Dufty , Malcolm Harrison , Amanda Jones , Megan Kaino , Dipali Patel , Meena Thiru , Claire Turpin , Melissa Twiss

Minutes

1. Introductory Remarks

WD declared that there are sufficient financial members present to constitute a quorum for an General Meeting.

WD declared the General Meeting opened at 6:37pm.

As a result of the COVID-19 situation the P&C Executive Committee have taken health and safety into consideration and made the decision to hold this meeting as a teleconference meeting. So thank you to everyone who have joined the meeting by phone.

Decision

2. Acceptance of Previous Minutes

 [2020.03.10_bobhawke_pc_exec_com_minutes.docx](#)

Decision

WD proposed a motion.

That the minutes of the previous meeting be accepted as true and correct.

Seconded by MT

Motion Passed

3. Correspondence - In and Out

IN: Letter from Children Road and Safety informing eligible of type B pedestrian Crossing on Roberts Road.

JB has some data from traffic management planning which he would like to share with P&C.

Decision

4. Principals Report

- Thanks to all parents and especially P&C in dealing things with COVID -19
- Dropping attendance in school : Student attendance is consistently dropping from 98% on Monday 16/3/20 to 67% on 24.3.20. Similarly it is dropping in primary schools in local intake area.
- School has to comply with DOE instruction and as Premier's instruction school will remain open until Easter.
- Use of different resources during Closure: School might use Connect program gives a range of application and department will be opening as it provides platform to different apps. Even during closure time school will be providing online material to children to study from home via compass. School will focus on two thing, delivery content for extended period and children are connected to community. All the information will be circulated via compass. Once Microsoft Team is up and running crew team will check in once a week and have a virtual class, so kids are not missing 6 months of education.
- Providing safe environment in school: School maintain rules of social distancing, making sure school is providing a safe atmosphere by cleaning surface couple of times, frequently cleaning water tapes but still significant number off students are dropping.
- Support during self isolation: crew teacher will be be easing that few times a week and lot of correspondence with teachers and class mates. School will try to provide social connection to kids. School will send regular communication via compass and John and staff will be sending out emails to kids.
- Concern about assessments not given: JB mentioned that really the focus should be kids are still continuing to learn instead of focusing on assessment. Kids might not get assessment but might get to do some research project and receive feedback from teachers.
- Gratitude Emails: Staff feeling motivated by receive the gratitude emails and cards from Parents. Parents would like to support staff by providing complimentary luncheon via canteen.

5. School Board Report

Nominee's information was sent out via compass, voting will be held by survey monkey and results will be announced on Monday 30/3/20.

6. P&C Presidents Report

I am honoured to be the inaugural Bob Hawke College P&C President. Thank you all for accepting me in this position.

This initial period for the P&C has been interesting with the COVID-19 situation. The easy option for the P&C would have been to shut down, not have any meetings and wait until this is all over, however the P&C Executive decided that we want to continue to move forward as best we can under the circumstances to put us in a much better position when the situation improves. So, can I encourage everyone to please make the effort to be involved and help move us forward as much as we can. The College and the community needs everyone to be positive and supportive in these times.

7. Treasurers Report - bank account update and approval

Current Net Cash Position: \$2,045.00

Executives to open a P&C bank account at Commonwealth Bank as it is easy to change members every year if needed.

 [200324_Financial_Report.pdf](#)

Decision

Tasks

- ☒ P&C to open bank account at Commonwealth Bank.
Assignee: Meena Thiru
Due date: 07 Apr 2020

8. Business Arising and General Business

8.1. Future meetings

Future meetings will be more organised and meet the constitution and invitations to be sent out prior to 7 days out. All the documents to be emailed to Secretary 1 week prior to meeting to run meeting efficiently.

8.2. TidyHQ

WACSSO has suggested that P&C's uses TidyHQ. Wayne discussed features and tools provided by TidyHQ. They have a 30 days free trial which we have started to use. It provides very efficient tools to store the P&C documents, meeting agenda, store financial report, email communication, members database and save contacts. AJ contacted Chruchlands Senior High School P&C and they said they use it and are very happy with it.

The basic package, which would suit all of our requirements, is just under \$600 per year.

Decision

WD proposed a motion.

That the BHC P&C sign up for the basic package with TidyHQ and authorise spending up to \$600 for the service for the next 12 months.

Seconded by AJ.

Motion Passed

8.3. URL purchase

AJ advised that we can get a URL for a website and email addresses for \$72 for 3 years.

Decision

WD proposed a motion.

That the BHC P&C purchase a URL for \$72 for 3 years.

Seconded by MT

Motion Deferred - Not a priority and will be revisited at a later time.

8.4. Facebook Parents Group

WD created the Bob Hawke College Parents Group on Facebook. It was started in last year as an informal means of communication between parents. WD offered the group to the P&C to become the Bob Hawke College P&C group and be managed by the P&C and the Social Media sub-committee.

JB can put this out in future communication sent out to parents about Facebook page, if requested.

Decision

WD proposed a motion.

That the BHC P&C take over the administration of the Bob Hawke College Parents Facebook group, change the name to Bob Hawke College P&C and use it as a means of communication.

Seconded by MT

Motion Passed

Tasks

- ✓ Bob Hawke College Parents Group on Facebook to be renamed Bob Hawke College P&C

Assignee: Amanda Jones

Due date: 31 Mar 2020

8.5. Sub Committee for Events

Nominations for Events Sub-Committee called for.

Nominations from Melissa, Nicholas, Megan, Solmaz and Malcolm.

All nominees accepted onto the Events Sub-Committee.

With the COVID-19 situation, we will not be able to hold any events in the near future. The Events Sub-Committee should start having video conference meetings to start planning for events, when events are able to be held.

An annual calendar of events to be created.

Terms of Reference for the Events Sub-Committee to be prepared.

Decision

Tasks

- ✓ Members to create annual event calendar

Assignee: Melissa Twiss

Due date: 12 May 2020

- ✓ Terms of Reference for the Events Sub-Committee

Assignee: Wayne Dropulich

Due date: 22 Apr 2020

8.6. Sub Committee for Social Media

Nominations for Social Media Sub-Committee called for.

Nomination from Amanda.

All nominees accepted onto the Social Media Sub-Committee.

More members required for the Social Media Sub-Committee, so everyone encouraged to make it known and see if we can attract a few more members for the Social Media Sub-Committee.

Until more members are found the only social media we will use for now will be the Bob Hawke College P&C Group on Facebook. AJ and WD are admins for the account and will continue to manage it for now.

Decision

8.7. Fathering Project

Fathering Project is a support network group where they have semi regular night outs or group activity with children like camping in school oval. In addition to that there are seminar and webinars organised fathering project.

MH advised that the cost of subscription is \$1100/ per annum.

It was agreed that this is something that we will look to utilise in the future. To prepare for this it was agreed that a Fathering Project Sub-Committee be created to develop this further.

Nominations for Fathering Project Sub-Committee called for.

Nominations from Malcolm and Megan.

All nominees accepted onto the Fathering Project Sub-Committee.

8.8. Friends of Music Program

Ms Hammer wants to have Friends to Music program. JB advised that Ms Hammer was looking towards this group for assistance with fundraising to purchase music instruments and assist in performance costs.

It was agreed that this is something that the P&C would like to assist with. To prepare for this it was agreed that a Music Sub-Committee be created.

Nominations for Music Sub-Committee called for.

Nominations from Dipali and Melissa.

All nominees accepted onto the Music Sub-Committee.

Decision

8.9. Donation for Teachers per Facebook request

Parents would like to support staff by providing gratitude luncheon via canteen. WACSSO have informed the P&C that we are not allowed to carry out this type of activity. Amanda will liaise with Anne as she initiated this idea and wants to lead a gratitude fund collection and inform her that the P&C is unable to be involved.

9. New Business

Next Meeting will be arranged via Microsoft Teams or Zoom.

Looking at current situation we won't have any face to face meeting anytime soon and WD asked JB if it was ok to have some membership forms at front office and parents can fill out a form and pay membership fees. JB suggested to put it online and also drop and will send the message via compass for parents who wants to be member of P&C can pay membership fees at front office.

10. Review of Current Meeting Minutes

For future meetings, can all reports be forwarded to the Secretary prior to the meeting so that they can be added to the minutes quickly during the meeting. Please format it as text to be cut and pasted directly into the minutes and attachments which can be attached to the minutes.

Decision

11. Next Meeting

Wayne declared the General Meeting closed at 8:13pm.

Next Meeting: Tuesday, May 12, 2020 at 6:30pm

Venue: Video conference

Tasks

- ☒ Create agenda for next General Meeting on Tuesday, May 12, 2020
Assignee: Wayne Dropulich
Due date: 28 Apr 2020
- ☒ Issue meeting invites for next General Meeting on Tuesday, May 12, 2020
Assignee: Dipali Patel
Due date: 01 May 2020

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 200324 - BHC P&C - General Meeting on 24 Mar 2020

Summary of Matters Arising

Decisions

Item	Decision
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1.	
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2.	
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WD proposed a motion.

That the minutes of the previous meeting be accepted as true and correct.

Seconded by MT

Motion Passed

3.	
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7.	
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8.2	
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WD proposed a motion.

That the BHC P&C sign up for the basic package with TidyHQ and authorise spending up to \$600 for the service for the next 12 months.

Seconded by AJ.

Motion Passed

8.3	
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WD proposed a motion.

That the BHC P&C purchase a URL for \$72 for 3 years.

Seconded by MT

Motion Deferred - Not a priority and will be revisited at a later time.

8.4	
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WD proposed a motion.

That the BHC P&C take over the administration of the Bob Hawke College Parents Facebook group, change the name to Bob Hawke College P&C and use it as a means of communication.

Seconded by MT

Motion Passed

Item Decision

8.5

8.6

8.8

10.

Tasks

Item	Task	Assigned to	Due date
7.	P&C to open bank account at Commonwealth Bank.	Meena Thiru	07 Apr 2020
8.4	Bob Hawke College Parents Group on Facebook to be renamed Bob Hawke College P&C	Amanda Jones	31 Mar 2020
8.5	Members to create annual event calendar	Melissa Twiss	12 May 2020
8.5	Terms of Reference for the Events Sub-Committee	Wayne Dropulich	22 Apr 2020
11.	Create agenda for next General Meeting on Tuesday, May 12, 2020	Wayne Dropulich	28 Apr 2020
11.	Issue meeting invites for next General Meeting on Tuesday, May 12, 2020	Dipali Patel	01 May 2020

Summary of Attachments

Attachments

Item	File Name
2.	2020.03.10_bobhawke_pc_exec_com_minutes.docx
7.	200324_Financial_Report.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [200324 - BHC P&C - General Meeting](#)