

Bob Hawke College Parents & Citizens Association Inc.



200512 - BHC P&C - General Meeting

BHC P&C - General Meeting

2020 - Term 2 - Week 3

When 12 May 2020 at 2:15 AM

Location: Videoconference

Chairperson Wayne Dropulich

Minute taker Dipali Patel

Present Solmaz Beit , John Burke , Kristie Castagna , Ann Conlon (Executive Committee, Vice President), Louise Driscoll , Wayne Dropulich , Nicholas Dufty , Amanda Faragher , Malcolm Harrison , Amanda Jones , Amanda Kakulas , Marni Klein , Tina McKenzie , Isabella Nash , Annette Nisbet , Dipali Patel , Meena Thiru , Leeanne Thomas , Claire Turpin , Melissa Twiss

Minutes

1. Social Chat and General Q&A

2. 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 6:31pm.

The P&C Executive Committee have taken health and safety into consideration and government rules and made the decision to hold this meeting as an in-person meeting for the P&C Executive with teleconferencing available for all other members to join the meeting. So, thank you to everyone here and those who have joined the meeting by videoconference.

3. Acceptance of Previous Minutes

Decision

WD proposed a motion.

That the minutes of the previous General Meeting on 24 March 2020 and Executive Meeting on 21 April 2020 be accepted as true and correct.

Seconded by MT

Motion Passed

4. Correspondence - In and Out

4.1. Bank letter confirming administrators

 [2020.03.28_Westpac_Administrators.pdf](#)

5. Principals Report

Items

1. COVID 19

Attendance

Today's attendance rate is 91%. This appears to be higher than most WA Public Schools. This week's attendance:

07/05/20 89%

06/05/20 89%

05/05/20 87%

04/05/20 85%

Last week's average was 76%

Pre COVID-19 attendance average 96%

Learning from Home in Term 2

We currently have a small number of students learning from home.

These students will be supported from Week Three with material from the Department of Education Learning from Home resources.

Program Changes

Camp (Week 5) cancelled

Incursions/excursions cancelled until further notice

Community use of facilities on hold

2. Oval Access

Subiaco Oval has been handed over to the College. An announcement will be

made imminently regarding our first run on the oval.

3. Uniform

As the cooler weather has arrived, students have attended school in a variety of non-school uniform clothes. We are trying to understand the best way to address this. I have attached a paper outlining the issue and would like to speak with the P&C members on 12/05 to discuss.

4. College Board Update

I am pleased to announce the following successful staff nominees:

Jeanette Steers; and

Matt Titmanis

In addition, I would also like to acknowledge the following community members who have been co-opted to the Board. They are:

Cátia Malaquias; and

Richard Diggins OAM

5. Student Council

Elections will be held in Week 6

After the official report there was conversation around school camp. With the cancellation of the school camp John mentioned that options would be looked into for a replacement, whether it be another camp toward the end of the year or a day event or multiple of, to enable students to develop leadership, communication and other such lifelong skills.

 [Why_Dress_Code_at_Bob_Hawke_College.pdf](#)

 [Principal_P_C_Update_12_May_2020.pdf](#)

6. School Board Report

7. P&C Presidents Report

This initial period for the P&C has been interesting with the COVID-19 situation. I am so please that the P&C Executive decided to continue to move forward as best we can under the circumstances to put us in the best position possible when larger gatherings are possible, which we are doing well.

The P&C Executive Committee have taken health and safety into consideration and government rules and made the decision to hold this meeting as an in-person meeting for the P&C Executive with teleconferencing available for all other members to join the meeting. So, thank you to everyone here and those who have joined the meeting by videoconference.

It is pleasing to see TidyHQ is being used to increase the efficiency of the administration of the P&C. I note, that the Events Sub-Committee has already used the meeting feature to organise, minute and assign tasks for their first meeting. I encourage all other Sub-Committee to use TidyHQ when they start having meetings and assigning tasks.

It is great to see that most people who are responsible for an update or report as listed in the agenda have send theirs to the Secretary as requested. So, can we all please continue to email the Secretary prior to the meeting so that the details 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.

With the gathering restrictions starting to be eased I believe it will not be too long before we will be able to start having full meetings and events. So, everyone please continue the great work so that we can be ready to be in full operation when we are allowed to be.

8. Treasurers Report

Net Cash Position

Current (12 May 2020): \$1,300.72

At last General Meeting (24 Mar 2020): \$2,045.00

Transactions since last General Meeting

Income

\$2.00 Membership

\$0.12 Bank Interest

Expense

\$588.00 TidyTQ - Annual Membership Fee

\$158.40 Incorporation Fee

9. Sub-Committee Reports

9.1. Events

Sub-Committee: Events

Date: May 8, 2020

Prepared by: Melissa Twiss

A meeting was held by the Events Sub-Committee to discuss events and fundraising in

2020 and 2021. It was decided that fundraising attempts this year should be minimal. Instead, concentrating on social interaction as the current climate of strict social distancing restrictions has not allowed the formation of community bonds required for the College ethos of Excellence Together. Next year, with more families attending the school, and a more normal approach to interpersonal interactions, would give a greater base for events to commence.

The following were discussed at length:

Major events

- 1) Fete/Fair - naming appropriate for community event. Include feeder schools. Use Mueller Park as access better. Use contacts/Parents of current students. Term 4, 2021 for first event. CREW classes to organise stalls. Use of BHC grounds, Mueller park and the road in between for entertainment/venues.
- 2) Recital/Exhibition - to demonstrate excellence among students/family.
- 3) Colour run.
- 4) Quiz night.

Minor Events

- 1) Cycling
- 2) Movie night – possibly on going.
- 3) Car rally
- 4) Camp out
- 5) Crystal Swan boat cruise/disco

Events are to be discussed in more detail, detailing organisational planning at the next sub-committee meeting. We have commenced on a proposed Calendar of Events for 2021 for presentation at the General Meeting in Term 3, Week 8. The events will be the responsibility of 2021 Events sub-committee. 2020 committee to lay the ground work in regards to organisation and research.

As to 2020, it was decided that no fund-raising be attempting due to the COVID situation. Any events in 2020 will be for engagement of the community, bring us together and start the healing process. The following scenarios were discussed:

- 1) Community based welcome's back in term 4. Something like the picnic held at BHC in March.
- 2) On line photo competition, gold coin donation to fund prizes.
- 3) On line dance/family event, gold coin donation to fund prizes. Possibility of students in social media clubs helping to organise event.
- 4) camp out/fathering project overnight stay.

While the welcome back and camp out are dependent on lifting of social distancing regulations currently in place. It is perceivable this will occur within six months. We would like to reach out to the community via social media in the meantime. The on-line events are designed to engage families with the P&C. It is hoped the social media subcommittee and possibly, the student body, will help to organise such events this term.

 [Sub_Committee_-_Terms_of_Reference_Events.pdf](#)

Decision

WD proposed a motion.

Acceptance of Terms of Reference for Events Committee

Seconded by MT

Motion passed

WD proposed a motion.

Added Tina McKenzie and Claire Turpin to the committee

Seconded by MT

Motion passed.

9.2. Social Media

Sub-Committee: Social Media/Communications

Date: May 8, 2020

Prepared by: Amanda Jones

- Jen Griffith confirmed that the blogging club will be happy to work with the P&C social media committee to report on events and provide content, once school clubs are allowed to proceed again.
- Kristie Castagna volunteered to be part of the social media committee.
- Sisonke Msimang volunteered to be part of the social media committee.
- Meeting scheduled with Nicole Cooper and John Burke to coordinate branding consistency between the P&C and the school.
- The school confirmed that the official BHC website is almost complete and the P&C will have a page of content on the site for communicating meeting minutes, agendas, etc.
- Financial Item: A Canva account for the P&C may be useful in the future for professional presentation of content. Canva is the software the school uses to produce the newsletters. If needed, Canva cost is \$167 if paid annually. Not seeking approval at this time.
- Agenda Item: Terms of Reference are submitted for approval.
- Agenda item: Any additional volunteers interested in joining the sub-committee with social media or editing/content development/photography experience?

[!\[\]\(83f22ed94ec5517769dd76d702c6bfd8_img.jpg\) Sub_Committee_-_Terms_of_Reference_Social....pdf](#)

Decision

WD proposed a motion.

Acceptance of Terms of Reference for Social Media Committee

Seconded by AJ

Motion passed

WD proposed a motion.

Added Kristie Castagna and Sisonke Msimang to the committee

Seconded by AJ

Motion passed

Tasks

- ☒ Social Media meeting with Nicole Cooper re branding
Assignee: Amanda Jones
Due date: 12 Jun 2020

9.3. Fathering Project

- Agenda Item: Terms of Reference are submitted for approval.

[🔗Sub_Committee_-_Terms_of_Reference_Father....pdf](#)

Decision

WD proposed a motion.

Acceptance of Terms of Reference for Fathering Project Committee

Seconded by MH

Motion passed

9.4. Friends of Music

Sub-Committee: Friends of Music

Date: May 12, 2020

Prepared by: Amanda Jones

Seeking a lead for the committee, as well as members to join the committee.

Reach out to Liz Hamer (Head of Music) to connect to all Music Parents if lead isn't found in the general meeting.

Terms of Reference are in draft form.

Tasks

- ✓ Reach out to Liz Hamer to connect to all Music Parents to seek a Lead for Friends of Music Sub-Committee
Assignee: Dipali Patel
Due date: 29 May 2020

10. Business Arising and General Business

10.1. TidyHQ

Utilizing TidyHQ well. Sub-committees to utilize going forward for meeting scheduling and task tracking.

10.2. Winter Uniform

Parents on the Facebook page are requesting a warm layer be added to the uniform, to be worn under the jacket and over the short-sleeve shirt. John Burke to address the school and board position.

 [Why_Dress_Code_at_Bob_Hawke_College.pdf](#)

Decision

John confirmed for 2020 winter:

Uniform shop has had some issues with supply due to COVID-19.

Gray or black plain jumpers, cardigans, or fleeces may be worn under the school jacket, or in place of the school jacket if school jacket is unavailable.

Gray long-sleeve t-shirts may be layered under shirts.

Black, gray or skin-toned tights or leggings are acceptable under skirts or shorts.

A long term solution will be discussed with the board, P&C and students for 2021 onwards.

10.3. Parent Engagement

The P&C seeks and values involvement from all parents. As the school grows, our goal is to continue to engage new and existing parents. We hope to grant the parents an active voice in how our school develops and how it is perceived within the surrounding community while acknowledging that the on-going well-being of the students is our highest priority.

10.4. Financial Direction

The financial direction for the P&C will be resolved by Term 4 based on discussions with the school, school board, and the P&C about goals for the school, including the amount of the voluntary contribution going forward. Limited fundraising will occur until financial goals are finalized.

11. Review of Current Meeting Minutes

Post-poned to next meeting.

12. Next Meeting

WD declared the General Meeting closed at 8:25pm.

Next Meeting: Tuesday, June 16, 2020 at 6:30pm

Venue: Bob Hawke College

End of minutes.
Summary of matters arising are tabled on the following page.

Minutes of 200512 - BHC P&C - General Meeting on 12 May 2020

Summary of Matters Arising

Decisions

Item	Decision
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3.	WD proposed a motion. That the minutes of the previous General Meeting on 24 March 2020 and Executive Meeting on 21 April 2020 be accepted as true and correct. Seconded by MT Motion Passed
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9.1	WD proposed a motion. Acceptance of Terms of Reference for Events Committee Seconded by MT Motion passed WD proposed a motion. Added Tina McKenzie and Claire Turpin to the committee Seconded by MT Motion passed.
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9.2	WD proposed a motion. Acceptance of Terms of Reference for Social Media Committee Seconded by AJ Motion passed WD propped a motion. Added Kristie Castagna and Sisonke Msimang to the committee Seconded by AJ Motion passed
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Item Decision

9.3

WD proposed a motion.

Acceptance of Terms of Reference for Fathering Project Committee

Seconded by MH

Motion passed

10.2

John confirmed for 2020 winter:

Uniform shop has had some issues with supply due to COVID-19.

Gray or black plain jumpers, cardigans, or fleeces may be worn under the school jacket, or in place of the school jacket if school jacket is unavailable.

Gray long-sleeve t-shirts may be layered under shirts.

Black, gray or skin-toned tights or leggings are acceptable under skirts or shorts.

A long term solution will be discussed with the board, P&C and students for 2021 onwards.

Tasks

Item	Task	Assigned to	Due date
9.2	Social Media meeting with Nicole Cooper re branding	Amanda Jones	12 Jun 2020
9.4	Reach out to Liz Hamer to connect to all Music Parents to seek a Lead for Friends of Music Sub-Committee	Dipali Patel	29 May 2020

Summary of Attachments

Attachments

Item	File Name
4.1.	2020.03.28_Westpac_Administrators.pdf
5.	Why_Dress_Code_at_Bob_Hawke_College.pdf Principal_P_C_Update_12_May_2020.pdf
9.1.	Sub_Committee_-_Terms_of_Reference_Events.pdf
9.2.	Sub_Committee_-_Terms_of_Reference_Social....pdf
9.3.	Sub_Committee_-_Terms_of_Reference_Father....pdf
10.2.	Why_Dress_Code_at_Bob_Hawke_College.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [200512 - BHC P&C - General Meeting](#)