

# MDHS P&C



## MUKINBUDIN DISTRICT HIGH SCHOOL P&C MINUTES OF THE GENERAL MEETING FRIDAY 23<sup>RD</sup> APRIL 2021, SCHOOL LIBRARY

### 1.0 Meeting Opened & Welcome: 1.03pm

#### Attendance:

##### **P&C Financial Members**

Romina Nicoletti – President  
Kerry Walker – Vice President  
Linda Vernon – Secretary  
Derick Cronje’ – Treasurer  
Val Tilbrook – Canteen Coordinator  
Bruce Gibson – Principal  
Brooke Sobejko – Footy Tipping Coordinator  
Jessica Collins – School Board Chair  
Natalie Roberts – Executive Committee Member

##### **Observers**

Gaye Jones  
Zara English

**Apologies:** Louise Sellenger, Amber Silinger, Suzi Sprigg, Christine Bowron, Nancy Dease, Nicola Marquis, Kelly Onn.

### 2.0 Declarations of Interest: Nil

### 3.0 Previous Meeting Minutes

Romina verbally recapped the previous meeting minutes.

#### **Resolution**

That the Minutes of the P&C meeting held on 8<sup>th</sup> February 2021 be confirmed as true and correct record of proceedings.

**Moved:** Brooke Sobejko

**Seconded:** Derick Cronje’

**Carried 9/0**

### 4.0 Business Arising

|  |  |
|--|--|
| <b>ACTION</b> – Romina to arrange a meeting with Kylie and Centenary Garden Committee (Gaye Jones, Suzi Sprigg and Kerry Walker) and present plan to next P&C meeting. | To be discussed in General Business.   |
| <b>ACTION</b> – Ground Improvement Committee (Christine, Romina) to arrange a Busy Bee as soon as possible to spread the mulch.  | Message from Christine, apologise for this not happening and will organise for post seeding. |
| <b>ACTION</b> – Linda to circulate P&C Scheme ID so that people not in Mukinbudin can also donate at other Refund Points or Bag Drops.                                 | Completed  |

|  |   |
|--|---|
| ACTION: Val to get a simple menu for DISA to Lara for the week of Monday 15 <sup>th</sup> February.                                    | Completed   |
| ACTION – Bruce to provide more definite costings for the Playground Upgrade to the next P&C meeting.                                   | To be discussed in General Business.                      |
| ACTION – P&C to write letters to MP's and Minister for Education on the request to upgrade the MDHS primary toilet block.              | Completed   |
| ACTION – Can Bruce circulate the updated DISA rules to parents prior to the carnival.  | Completed – circulated on Connect.                        |
| ACTION: School to circulate the class timetables for parent information.   | Completed   |
| ACTION – Bruce will discuss high school fridge options at the Admin meeting the next morning and get back to the P&C about this issue. | Completed – Students advised to use the SIDE room fridge. |

*Zara English arrived 1.07pm*

## 5.0 Correspondence

| IN      |  | OUT    |  |
|---------|--|--------|--|
| various | WACSSO E-news  | 16 Feb | Department of Water and Environmental Regulation<br>Container Deposit Scheme<br>Community Grant Acquittal  |
| 16 Feb  | Hon Colin de Grussa MLC & Staff acknowledgement of Support for a New Ablution Block Required for Mukinbudin DHS request.                                 | 17 Feb | Support for a New Ablution Block Required for Mukinbudin DHS <ul style="list-style-type: none"> <li>• Hon. Sue Ellery MLC</li> <li>• Hon. Mia Davies MLA</li> <li>• Hon Martin Aldridge MLC</li> <li>• Hon Jim Chown MLC</li> <li>• Hon Colin de Grussa MLC</li> <li>• Hon Laurie Graham MLC</li> <li>• Hon Rick Mazza MLC</li> <li>• Hon Darren West MLC</li> <li>• Hon Donna Faragher MLC</li> </ul> |
| 21 Feb  | Hon Darren West MLC acknowledgement of Support for a New Ablution Block Required for Mukinbudin DHS request, contact for further assistance if required. |        |  |
| 25 Feb  | Ellen White MDHS, request for invoice for purchase of canteen vouchers for the year.   |        |  |
| 25 Feb  | Kath Brown, Electorate Office Hon Mia Davies MLA acknowledgement of  |        |  |

|        |   |  |  |
|--------|---|--|--|
|        | support for a New Ablution Block Required for Mukinbudin DHS request and meeting for post-election if required.   |  |  |
| 4 Mar  | Lisa Rodgers Director General, Department of Education response for Support for a New Ablution Block Required for Mukinbudin DHS request. On site meeting to be held on 5 March with Principal. |  |  |
| 14 Apr | WACSSO 2021 P&C Office Bearers  |  |  |

### **Resolution**

That the inward correspondence is accepted, and the outward correspondence is endorsed.

**Moved:** Linda Vernon

**Seconded:** Kerry Walker

**Carried** 9/0

## **6.0 Treasurers Report**

Derick provided the Bank Balances as of 20<sup>th</sup> April 2021 to the meeting:

- P&C Account - \$14,469.00
- Term Deposit - \$12, 393.00
- Canteen Account - \$4,583.00

### **Resolution**

That the Treasurer's report be accepted.

**Moved:** Derick Cronje

**Seconded:** Jess Collins **Carried** 9/0

## **7.0 Principals Report**

Bruce tabled the Principal report (attached) and then gave a verbal presentation/discussion.

A summary of key discussion points is below:

- Bruce queried the decision about Canteen not being open on Wednesdays and if it had been advertised? P&C confirmed that the canteen would no longer operate on Wednesday's as there had not been enough support.
- Provided an update on staffing;
  - The Yr3/4 class will have three teachers for Term 2 with Mrs Faithfull (Mon-Wed), Mrs Rice (Thurs) and Mrs McCulloch (Fri).
  - Mrs Rice will teach Secondary English and is undergoing LEAP training to assist this.
  - Advertising will occur in Term 2 for a Deputy Principal, 6-month position only to end of Year initially.
  - Bruce advised that Gavin had not relinquished the permanency (resigned) attached the Principal position at the end of Term 1 and now has until the end of 2021 to make this decision.
  - P&C members noted concerns about the lack of consistency in staffing across the school.
  - Zara raised concerns around English Teacher and Bruce advised to make an appointment with him to discuss specific issues.
- PBS update provided and an explanation on the CARE values. Mathew Baltovich will remain as the internal coach for the MDHS PBS under an agreement with Merredin College.

- Queried Halogen Leadership Camp and why on high school leader's attendance.
- Water fountain issues were reluctantly raised! Understanding that the Primary Water Fountain stops working after lunch, then students cannot access cold water and if the two additional spouts that the P&C agreed to fund last Term have been purchased and installed? Confirmation that the Water Fountain in the Primary was an issue – awaiting someone to fix and Gaye advised that the additional spouts had not yet been purchased and have increased in cost to over \$900 not just the \$700 that the P&C agreed to fund.

*Val Tilbrook arrived 1.25pm*

- Linda asked Bruce for electronic copies of his report for inclusion in the minutes.

## **7.0 Canteen Report**

Val Tilbrook verbally updated the meeting and key points are summarised below:

- Term 1 had okay support overall, but the numbers for Wednesday canteen was low with 1 week having no orders at all.
- Recent power outage with Cyclone Seroja caused canteen to loose a quantity of stock from the fridge and freezers.
- Nippy's Choc Milks have been ordered.
- Completed the WASCA menu review (healthy schools) and overall out menus are okay, but they did have some recommendations. The P&C were supportive of Mrs Tilly implementing canteen menus that work best for her, based on her experience.
- Amended menu for Term 2 and advice that canteen will be Friday's only for the rest of the year to be sent out.

**ACTION:** Update website, Connect and other comms with Term 2 Canteen Days (Friday only) and menu.

## **9.0 General Business**

### **9a. Centenary Garden**

- Bruce and Gaye advised that they had met with Kylie Sippe and viewed the plan that she had undertaken as a project for some study she was personally undertaking. Outlined concepts of waterwise focus, soft/nice looking plants, looking at possibility of removing the lawn. Next steps that the services of either someone in the Department or externally to be engaged to draw up a plan.
- Romina sort clarification on the area of work.
- Bruce clarified that the garden is not for the School Centenary.
- Linda expressed that it was her understanding that from past discussions it was to be the intent of that area of using it both as a commemorative area and include an outdoor classroom element. Disappointed that a plan has not been developed, that the sub-committee have not met as a whole, and that this discussion has been on-going for two years (? Bruce queried) with little progress.
- Derick explained his understanding of his expectations of the process to include a working group, a design, and costings to be presented to P&C for endorsement/input/financial support.

9b. **Playground Upgrades**

Bruce advised the following:

- That the equipment has arrived and is stored at the school.
- No set plan on the installation, likely that only the swings would be installed initially by Mick Sippe.
- No update on any costings for the P&C to consider for contribution towards.

9c. **Primary Toilets**

- Bruce advised that Jack Moraliny (?), Capital Works, Department of Education has since visited (5 March?) the School to review the toilets and some other areas of work required on site. He advised that the Department did agree that the Boys Primary Toilet is not adequate based on the number of students using it. He had not heard back from Jack since that visit but had indicated that it would at least a month. Bruce recapped on the history of the old toilet block and current legal process that are in motion in this space relating to the contractor, noting that a new toilet block would be expensive and not a short-term project.
- Romina suggested that it would be timely follow this up with Jack and check in with the progress on this issue.
- Linda expressed that a transportable toilet block as the primary amenities building for MDHS is not a satisfactory outcome of the whole Primary Toilet saga.

9d. **Container Deposit Scheme – Mukinbudin Donation Point**

**P&C CDS Fundraising Update**

Monthly Update for period ending  
31 March 2021  
Containers Received

| March Donations | Total Donations 2020/21 |                   |
|-----------------|-------------------------|-------------------|
| 1,930           | 15,185                  | Aluminum          |
| 1,607           | 9,030                   | Glass             |
| 437             | 1,991                   | Plastic           |
| 0               | 1                       | Steel             |
| 70              | 218                     | Liquid Paperboard |

**THANKYOU**

**GOAL Annual**



Noted that at the 6-month collection mark (Last Oct-Mar 2021) had hoped to be at \$3,000 funds raised – so a little short of this. Logistics of collection bins were discussed and what is the best method.

## 10.0 Other Business

### Footy Tipping

- Brooke provided an update; 71 tippers joined the competition which is now underway.

### School Centenary 2023

- Linda asked Bruce what the School/ Education Department's intent/plan was to celebrate the School Centenary in 2023.
- Bruce outlined some non-specific thoughts on that it was generally not a large affair from the Department, possibly an afternoon tea, to either possibly doing something with the Shire Centenary in 2022, opening the time capsule (that was meant to be opened in 2020), to consulting with the Shadbolt family.
- Linda suggested that a sub-committee be formed with a representative from the School Board, P&C and Staff member to develop a plan on how to commemorate the MDHS 100 years.

### Kaye Bunney

- Linda outlined that she had been approached by Kaye Bunney with an offer/enquiry if the P&C would be interested in working with her to set up a fund through the P&C to support the provision of school supplies, resources (she spoke about a family she knew needing to buy a special pen to help with dyslexia that costs) and activities (such as camp fees) for disadvantaged children that attend MDHS. She has some money and would like to provide towards such as cause locally (until her funds runs out – or would perhaps like to see others contribute into the program in future). She spoke about she had looked into charities like The Smith Family but if she sponsored a child/children that way there was no guarantee that the child would be in Mukinbudin – which seemed to be important to her.
- Discussion was held and the members decided that this was a very generous offer that the P&C could possibly explore working with Kaye Bunney to set up.
- Noted that obviously privacy was a key factor to successfully set this up and that there be processes and guidelines in place to ensure that funds were spent as they were intended.

**ACTION:** Linda and Romina to sit down with Kaye Bunney to discuss further and develop a draft Terms of Reference and Funding guidelines for a possible program and then present back to P&C.

### Term 2 Assembly Date

- Bruce sought members feedback on preferred dates for the Term 2 Assemblies in Week 5 (to coincide with Bookfair event on 18<sup>th</sup> May or Thursday 20<sup>th</sup> May) and then in Week 11 (Thursday 1 July).
- Zara expressed her concern with the number of certificates being handed out at assemblies with her view that there were too many and that they were then not as valued by students.

## 11.0 Meeting Closed: 2.15pm

## 12.0 Next Meeting: Monday 26<sup>th</sup> July 2021, 7pm, School Staff Room.

# Balance Sheet

## Mukinbudin Parents & Citizens Association As at 31 December 2021

|                                      | 31 DEC 2021   | 31 DEC 2020   |
|--------------------------------------|---------------|---------------|
| <b>Assets</b>                        |               |               |
| <b>Bank</b>                          |               |               |
| Mukinbudin P&C Account               | 14,469        | 10,116        |
| Mukinbudin P&C Canteen               | 4,583         | 6,018         |
| P&C Funds Term Deposit               | 12,393        | 12,383        |
| <b>Total Bank</b>                    | <b>31,444</b> | <b>28,517</b> |
| <b>Current Assets</b>                |               |               |
| Canteen Stock on Hand                | 331           | 331           |
| <b>Total Current Assets</b>          | <b>331</b>    | <b>331</b>    |
| <b>Fixed Assets</b>                  |               |               |
| PA Sound Equipment                   | 9,876         | 9,876         |
| <b>Total Fixed Assets</b>            | <b>9,876</b>  | <b>9,876</b>  |
| <b>Total Assets</b>                  | <b>41,651</b> | <b>38,724</b> |
| <b>Liabilities</b>                   |               |               |
| <b>Non-current Liabilities</b>       |               |               |
| Payables                             | 791           | 791           |
| <b>Total Non-current Liabilities</b> | <b>791</b>    | <b>791</b>    |
| <b>Total Liabilities</b>             | <b>791</b>    | <b>791</b>    |
| <b>Net Assets</b>                    | <b>40,860</b> | <b>37,932</b> |
| <b>Equity</b>                        |               |               |
| Current Year Earnings                | 2,927         | (3,276)       |
| Retained Earnings                    | 37,932        | 41,208        |
| <b>Total Equity</b>                  | <b>40,860</b> | <b>37,932</b> |

# Profit and Loss

## Mukinbudin Parents & Citizens Association For the year ended 31 December 2021

|                             | 2021           | 2020          |
|-----------------------------|----------------|---------------|
| <b>Trading Income</b>       |                |               |
| Canteen Sales               | 1,464          | 4,227         |
| Breakfast Club Donations    | 500            | -             |
| <b>Total Trading Income</b> | <b>1,964</b>   | <b>4,227</b>  |
| <b>Cost of Sales</b>        |                |               |
| Canteen Opening Stock       | -              | 456           |
| Canteen Stock Purchases     | 1,245          | 2,018         |
| Canteen Direct Expenses     | -              | 90            |
| Canteen Staff               | 1,788          | 1,436         |
| Canteen Closing Stock       | -              | (331)         |
| <b>Total Cost of Sales</b>  | <b>3,033</b>   | <b>3,670</b>  |
| <b>Gross Profit</b>         | <b>(1,070)</b> | <b>557</b>    |
| <b>Other Income</b>         |                |               |
| <b>Fundraising</b>          |                |               |
| Infererra 40th Profit       | -              | 2,683         |
| Footy Tipping Profit        | 3,200          | 1,075         |
| DrumMuster                  | -              | 708           |
| School Hats & Bags Profit   | 330            | (107)         |
| Recipe Books Profit         | 20             | 80            |
| Year 5/6 Market Stall       | -              | (11)          |
| Bicycle Tour                | -              | 3,334         |
| Containers 4 Change         | 1,044          | 1,609         |
| General                     | -              | 58            |
| <b>Total Fundraising</b>    | <b>4,594</b>   | <b>9,429</b>  |
| Donations                   | -              | 900           |
| Graduation Donations        | -              | (650)         |
| Interest Income - P & C     | 9              | 132           |
| Members Fees                | 16             | 19            |
| Reimbursements              | 200            | 300           |
| <b>Total Other Income</b>   | <b>4,819</b>   | <b>10,130</b> |
| <b>Operating Expenses</b>   |                |               |
| Breakfast Club              | 390            | 1,773         |
| Country Week Costs          | -              | 1,900         |
| Donations Made              | 55             | 6,071         |
| Office Expenses             | 30             | -             |
| Printing & Stationery       | 8              | 26            |
| Repairs and Maintenance     | -              | 3,174         |
| Subscriptions               | 40             | 477           |
| Sundry Expenses             | -              | 92            |



Profit and Loss

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|                                 | 2021         | 2020           |
|---------------------------------|--------------|----------------|
| Travel - National               | 300          | 450            |
| <b>Total Operating Expenses</b> | <b>822</b>   | <b>13,963</b>  |
| <b>Net Profit</b>               | <b>2,927</b> | <b>(3,276)</b> |

# Mukinbudin District High School

## An Independent Public School

A: White Street, Mukinbudin, WA 6479 | P: 9048 3400  
E: Mukinbudin.DHS@education.wa.edu.au



### **Principals Report – P&C Meeting**

*April 23 2021*

Term 1 was quite busy overall with many events happening across the school.

#### Staff Changes -

- Marc Seatter – Secondary Maths & Primary Digital Tech
- Rebecca Faithfull - now going to be 3 days / week – in 3/4
- Leonie Taylor - Gardener
- Rory Mori – COVID Cleaner
- Katie Rice – 0.8 at school due to undertaking LEAP Secondary English
- Matthew Baltovich – returning to Merredin College

PBS development is going well. We have 4 new values terms – C.A.R.E. which incorporate our desire for the future. Tim Goulter is the communications coordinator as part of his role, and will see that information is shared with the community in the next month.

Playground and swings have arrived. We will coordinate with Mick to schedule a working plan for initial installation - part 1 – swings.



## Term Planner - Term Two 2021

| WK                        | MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY   |          |
|---------------------------|---|---|--|---|--|----------|
| <b>1</b><br>Apr           | 19<br><b>STUDENTS RESUME</b>  | 20  | 21   | 22<br><b>School Photos</b>                            | 23<br><b>ANZAC Service 2:30pm</b><br><b>P&amp;C Meeting 1pm in Library</b> | 24<br>25 |
| <b>2</b><br>Apr/<br>May   | 26<br><b>ANZAC DAY HOLIDAY</b><br><b>Halogen for School Leaders</b> | 27<br><b>Halogen for Schol Leaders</b>  | 28   | 29<br><b>Digger Brooks ANZAC Trailer Visit 9:30am</b> | 30<br><b>Merredin College visit Y 7-10 9am (parents welcome)</b>           | 1<br>2   |
| <b>3</b><br>May           | 3<br><b>Year 5/6 Camp - Point Peron</b>                             | 4<br><b>K/PP Mothers Day Event 12:20-1:20pm</b>                                   | 5  | 6   | 7  | 8<br>9   |
| <b>4</b><br>May           | 10<br><b>NAPLAN Commences</b>                                       | 11  | 12   | 13  | 14   | 15<br>16 |
| <b>5</b><br>May           | 17<br><b>Book Fair</b>  | 18<br><b>Book Fair &amp; Dress Up Parade</b><br><br><b>Awards Assembly 2:30pm</b> | 19<br><b>NSS- Astronuat reading</b>  | 20  | 21   | 22<br>23 |
| <b>6</b><br>May           | 24  | 25  | 26<br><b>PP-Y2- Pete The Sheep Excursion @ Cummins Theatre</b><br><br><b>WISE Womens Showcase @ Murdoch 10am-3pm</b> | 27  | 28<br><b>JDD in Bencubbin Y 3-6</b>  | 29<br>30 |
| <b>7</b><br>May/<br>June  | 31  | 1   | 2<br><b>Spare Parts Puppet Theatre Incursion 11-12pm</b>   | 3<br><b>MDHS Cross Country 1-3pm</b>                  | 4<br><b>SDD</b><br><br><b>EWEN CONF</b>                                    | 5<br>6   |
| <b>8</b><br>June          | 7<br><b>WA DAY HOLIDAY</b>  | 8   | 9  | 10  | 11<br><b>DISA Cross Country @ Trayning- PP- Y6</b>                         | 12<br>13 |
| <b>9</b><br>June          | 14  | 15  | 16   | 17  | 18   | 19<br>20 |
| <b>10</b><br>June         | 21  | 22  | 23   | 24  | 25<br><b>Whole School Production @ Hall</b>                                | 26<br>27 |
| <b>11</b><br>Jun/<br>July | 28  | 29  | 30   | 1   | 2<br><br><b>END OF TERM</b>  | 3<br>4   |