

MDHS P&C



MUKINBUDIN DISTRICT HIGH SCHOOL P&C MINUTES OF THE GENERAL MEETING MONDAY 18TH OCTOBER 2021, SCHOOL STAFF ROOM

1.0 Meeting Opened & Welcome: 4.05pm, Romina, welcomed all in attendance with particular mention to Leah Boehme as the new Principal.

Attendance:

P&C Financial Members

Romina Nicoletti – President
Kerry Walker – Vice President
Linda Vernon – Secretary
Derick Cronje’ – Treasurer
Leah Boehme – Principal
Natalie Roberts – Executive Committee Member
Nicola Marquis - Executive Committee Member
Suzi Sprigg - Executive Committee Member
Brooke Sobejko
Louise Sellenger
Christine Bowron

Observers

Bec Clarke
Zara English

Apologies: Jessica Collins, Kelly Onn

2.0 Declarations of Interest: Nil

3.0 Previous Meeting Minutes

Romina and Louise verbally recapped the previous meeting minutes.

Resolution

That the Minutes of the P&C meeting held on 26 July 2021 be confirmed as true and correct record of proceedings.

Moved: Nicola Marquis

Seconded: Suzi Sprigg

Carried 11/0

4.0 Business Arising

ACTION – Ground Improvement Committee (Christine, Romina) to arrange a Busy Bee as soon as possible to spread the mulch. Romina to contact Christine to discuss.	Christine has spoken with Leonie and a Busy Bee is not required this year.
ACTION: Romina to follow up with Kaye Bunney as to the approval of the Terms of Reference and Funding Guidelines.	Completed. Linda has worked through this.
ACTION: Linda to undertake DrumMuster advertising. Romina to take Bookings. P&C members are welcome to assist, please just get in touch to find out how.	Completed.
ACTION - Natalie to check what dates are available for catering and to ask for volunteers to support her in catering for the Tour Group at Mukinbudin Caravan Park.	Completed.

5.0 Correspondence

IN		OUT	
various	WACSSO E-news	6 Sept	Containers for Change, Change Makers Award Application
2 Aug	Debbie Booth, WACSSO Certificate of Membership and Insurance Information	14 Sept	Graeme Passmore, Book drumMuster site collection for emptying
6 Aug - 6 6 Sep	Kaye Bunney Student Support fund guidelines correspondence	14 Sept	Ellen White, MDHS, P&C Page on Website updated thankyou.
2 Sep	Tanya Gibson, WACSSO Wheatbelt North Councillor Affiliate Feedback	16 Sept	Derick Cronje, invoice and paperwork to drumMuster
3 Sep	Tanya Gibson, WACSSO Wheatbelt North Councillor P&C Day Survey	1 Oct	Dirk Sellenger, Shire of Mukinbudin CEO, thank you for support and donation of \$686.74
14 Sept	Ellen White, MDHS, P&C Page on Website updated.		
1 Oct	Dirk Sellenger, Shire of Mukinbudin CEO, congratulations on Containers for Change first year of operation and donation of \$686.74		
4 Oct	Tim Cusack, Container for Change, finalist in School of the Year category for Change Makers Awards		
7 Oct	Shania McMahon, logos and information for Change Makers Awards.		

Resolution

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

Moved: Linda Vernon **Seconded:** Louise Sellenger

Carried 11/0

6.0 Treasurer's Report

Treasurer's [Balance](#) Report and [Profit and Loss](#) was tabled and Derick provided the Bank Balances as of 18 October 2021 to the meeting:

- P&C Account - \$27,535.00
- Term Deposit - \$12,400.00
- Canteen Account - \$4,818.00

Clarification that the Treasurer's report is reported in a net profit form. So whilst the P&C has received \$6,000 in funds through donations of the Containers for Change initiative due to setting this up and purchasing sheds, bins etc this year the net profit of this activity is reported as \$3,478.

Clarification held on how members and parents can donate towards Breakfast Club. The preference is for cash donations to be paid directly onto the P&C Account (125) at the Mukinbudin IGA. (NOT the P&C Canteen Account).

Resolution

That the Treasurer's report be accepted.

Moved: Derick Cronje

Seconded: Kerry Walker

Carried 11/0

7.0 Canteen Report

Natalie Roberts verbally presented an update. Key points were:

- She stepped into the role as Coordinator in Term 3 and thank you to all the helpers each week who have supported the canteen.
- They have been tracking what items have been successful and not so successful on the menu.
- On average about 20 orders are received each Friday at a value of about \$100 per week.
- She has been trying to keep up with ordering and streamlining things a bit more in Term 4.
- Some thought needs to be put into how the Canteen will be run in 2022.
- Mrs Tilly has expressed an interest in coming back to the Canteen at the end of this Term for a few weeks - Romina will liaise.
- Need to advertise for a few more helpers in the canteen for Term 4 on P&C social media.
- Had purchased some baking trays but would like some better cleaning products. Natalie was directed to source whatever additional cleaning products she needed at the Mukinbudin IGA and put them on the P&C account.
- Brooke noted that Natalie has been cooking muffins and pikelets in advance at home and providing these for the canteen. Everyone was appreciative of this effort.

7.0 Principals Report

Leah tabled the [Principals Report](#) (attached) and then gave a verbal presentation/discussion starting with a little bit of background about herself. A summary of key discussion points is below:

- Bruce and Leah had had a handover day and she would attempt to answer and provide an update on some of the items listed on the P&C agenda.
- Primary School Toilets - will continue to seek and pursue within the Department.
- State Budget funding was only \$10k and has been spent already.
- Playground installation underway, softfall and mulch to be delivered tomorrow. Linda asked how it was all placed in the grass area when from the July P&C meeting members asked/recommended it be split swings on the assembly area lawn and the remainder of it be installed on the Canteen lawn so that the upper primary could also access it. Members expressed disappointment of the loss of the lawn and the concerns of the play equipment in the assembly area being a distraction/issue/restriction on space. Derrick responded that he had asked Bruce about this also and in short the explanation was that there was blue metal and pipes found to be underneath so it could not go on the canteen lawn. Zara expressed disappointment that it was in a location not accessible for the upper primary students to then utilise. Bec Clarke responded there may be an opportunity to take/rotate upper primary up to play on the equipment. Asked for update or clarification if the P&C are required to provide funding towards the installation as previously discussed? Leah thought that the school had the funds to cover all the costs of the playground installation.
- Staffing, Gavin Stevens had relinquished the Principal position and Bruce Gibson had

also relinquished the Deputy Principal position at MDHS, so advertising and recruitment will commence for a substantive Deputy Principal to commence Term 1 2022 and a substantive Principal to commence Term 2 2022.

- Front Garden Update provided, looking at a Bush Tucker Garden and Outdoor Classroom, but this is not a high priority.
- School review process will begin in Week 5. The last MDHS review occurred in 2018 by the Department. Bec Clarke will be working an additional 1 day per week this term to get ready for the review which will go into Term 1 2022. There will be a report from this review process and it will give an idea and direction on future school projects/priorities needed and funding required.

9.0 General Business

9a. Kaye Bunney MDHS Student Support Fund

- Linda followed up with Kaye Bunney to finalise the guidelines. Kaye advised that she would not like her name on the fund and prefer it be known as the MDHS Student Support Fund.
- Derrick advised that \$600 has already been received.
- Linda needs to create the online form and information to be put on the MDHS website and undertake some promotion of this initiative so that people are aware that it is there.

ACTION - Linda to liaise with School Admin to get the information up on the website and some media out about it.

9b. DrumMuster

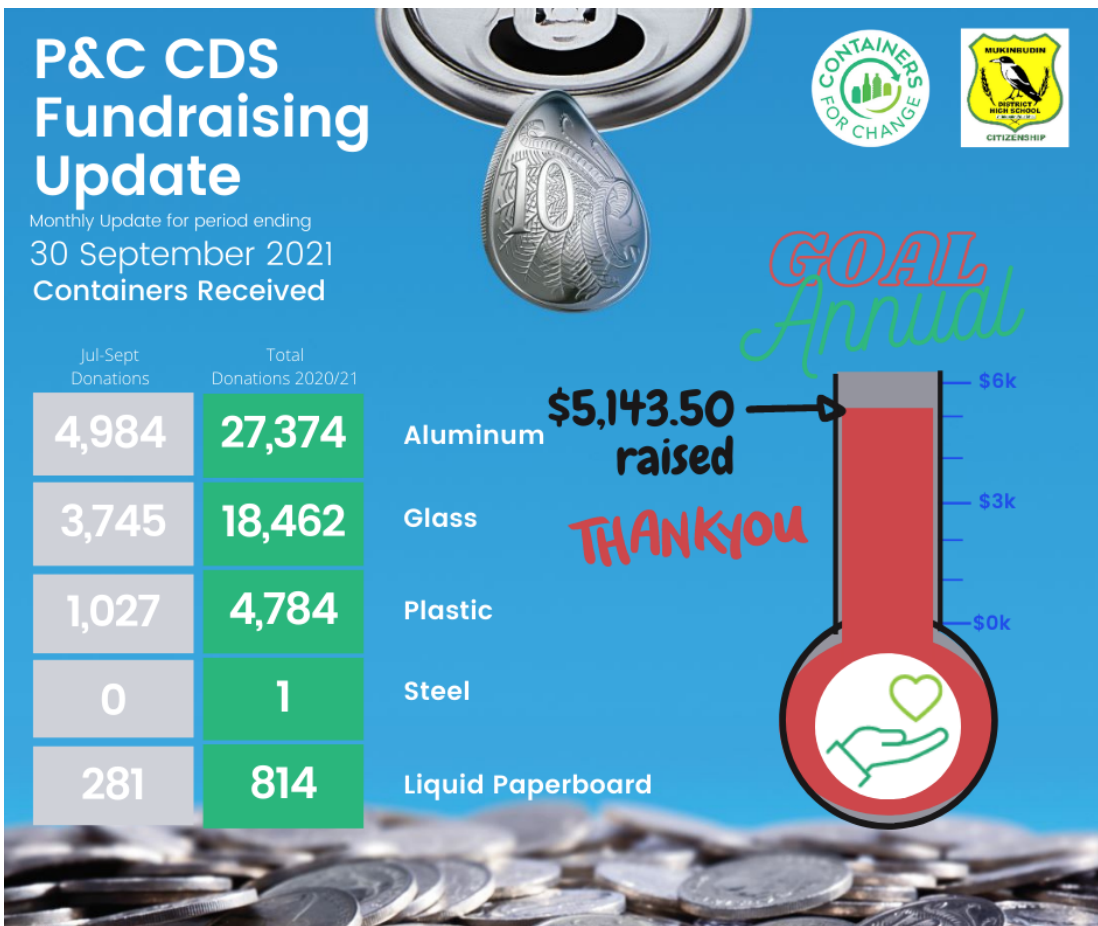
- 1881 containers collected @ \$0.28 = \$526.68
- Cage will now be emptied, tidied up and ready for a collection in 2022.
- If people wish to volunteer to assist with this activity please jsy get in touch as we need you to complete an on-line drumMuster induction and chemical handling course.

9c. Cropping Pledge

- Linda to send out farmer letters in Week 10 of Term 4.

9d. Container Deposit Scheme – Mukinbudin Donation Point

- We achieved our goal of \$6,000 for a year's worth of collecting with the donation from the Mukinbudin Shire of \$686.74 from the Avon Waste refund!
- Thank you to all the bin divers, volunteers and donations for helping each week with this activity.
- The P&C was approached by Containers for Change to enter the Change Makers Awards 2021 for School of the Year as we were in the top 10 Schools in WA for participating in the Scheme. We were then advised we were 1 of 4 finalists and Natalie Roberts represented the P&C at the Awards Ceremony Evening on the 15th October at Crown which was amazing and the winning school was Borden Primary School, who had only 30 students and raised approx \$7,500!
- We will continue this fundraising initiative and aim to raise another \$6,000 over the next twelve months.



9e. Uniform Policy Proposed Amendments

- The School Board has proposed amendments to the MDHS uniform policy. Feedback and comments are to be received by the 1st November 2021. P&C discussion and feedback occurred and key points are summarised below.

5.05pm Louise Sellenger left the meeting.

MOTION

That the P&C does not support the proposed MDHS uniform policy as presented.

Moved: Linda Vernon **Seconded:** Romina Nicoletti **Not passed:** 3/7

- Linda spoke for the motion and her reasons for it being too restrictive/prescriptive, does not reflect clothing that is affordable or suitable/comfortable for all body types and it is not reflective of accepted clothing standards in society today. Also asked had students been consulted as per the Departments Dress policy requirements?
- Views from members put forward around modesty concerns and judgements of appropriateness.

5.15pm Zara English left the meeting.

- Leah advised that the Bencubbin School Council had recently updated their Dress Policy to include the wearing of shorts or skirts over leggings due to concerns raised by male parents.
- A range of concerns raised over particular wording within the policy and having an acceptable list of items and the need of the policy to black and white or to be open to interpretation.
- Romina stated a view that the most important thing is that students turn up and attend

school and not what they are wearing as a public school.

- Derrick shared the difficulty he had recently experienced in trying to buy appropriate fitting and comfortable pants to suit the physique of his daughters.
- Suzi expressed a view that the policy discriminates against female students.
- Bec Clarke advised that staff and the Board had reviewed a range of other District High School Dress Policies.

Resolution

That the P&C recommend the word tracksuit pants is removed and that the policy wording read "Bottle green or black pants".

Moved: Derick Cronje

Seconded: Kerry Walker

Carried 10/0

Resolution

The P & C recommends that under the section sanctions - counselling from a designated staff member on the benefits of a dress code is not supported and this is replaced with "parents/guardians/families of students who do not comply with the dress code requirements will be counselled and their concerns resolved where possible."

Moved: Derick Cronje

Seconded: Kerry Walker

Carried 10/0

5.30pm Brooke Sobejko left the meeting.

- Individuals are invited and encouraged to send through feedback and comments to rebecca.jones2@education.wa.edu.au by Monday 1st November 2021.

10.0 Other Business

- COVID - with WA to re-open borders at some point soon, what may be required to ensure that MDHS is prepared for this and to minimise the risk of COVID in the school environment - has the Dept Ed developed COVID safe plan? For example, do we have adequate ventilation in classrooms? Is a ventilation audit required? Leah had enquired with the Department and had received the following advice:
 - COVID Team would continue with weekly advice by email as per normal.
 - Ventilation advice received was that with the air-conditioning going and a door and window open in the classroom to allow for circulation this is more than satisfactory.
 - Normal COVID standard hygiene - ie vaccine, frequent hand washing, social distancing is still the best defence.
 - The government is encouraging vaccinating children over 12 years of age. Through the Department of Education they have commenced stages 1 & 2, MDHS has not had any contact about vaccine roll out in school other than MDHS was required to nominate a COVID Vaccine Program Coordinator and Gaye Jones was nominated.

5.35pm Christine Bowron left the meeting.

- Suzi asked for an update on the water fountains. It was advised that all the water fountains were operational with a bottle filling spout being installed.

11.0 Meeting Closed: 5.45pm

12.0 Next Meeting: Monday 21st February 2021, 4pm, School Staff Room. This will be the Annual General Meeting to be followed by a General Meeting.

Balance Sheet

Mukinbudin Parents & Citizens Association As at 31 December 2021

	31 DEC 2021	31 DEC 2020
Assets		
Bank		
Mukinbudin P&C Account	27,535	10,116
Mukinbudin P&C Canteen	4,818	6,018
P&C Funds Term Deposit	12,400	12,383
Total Bank	44,754	28,517
Current Assets		
Canteen Stock on Hand	331	331
Total Current Assets	331	331
Fixed Assets		
PA Sound Equipment	9,876	9,876
Total Fixed Assets	9,876	9,876
Total Assets	54,961	38,724
Liabilities		
Current Liabilities		
The Kaye Bunney Student Support Fund	600	-
Total Current Liabilities	600	-
Non-current Liabilities		
Payables	-	791
Total Non-current Liabilities	-	791
Total Liabilities	600	791
Net Assets	54,361	37,932
Equity		
Current Year Earnings	16,428	(3,276)
Retained Earnings	37,932	41,208
Total Equity	54,361	37,932

Profit and Loss

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

	2021	2020
Trading Income		
Canteen Sales	3,157	4,227
Total Trading Income	3,157	4,227
Cost of Sales		
Canteen Opening Stock	-	456
Canteen Stock Purchases	2,578	2,018
Canteen Direct Expenses	155	90
Canteen Staff	997	1,436
Canteen Closing Stock	-	(331)
Total Cost of Sales	3,729	3,670
Gross Profit	(573)	557
Other Income		
Fundraising		
Cropping Profit	9,809	-
Containers 4 Change	3,478	1,609
School Production Profit	1,697	-
Footy Tipping Profit	1,175	1,075
Tour Group 2021 Profit	529	-
DrumMuster	527	708
School Hats & Bags Profit	454	(107)
Recipe Books Profit	110	80
Inferrera 40th Profit	-	2,683
Year 5/6 Market Stall	-	(11)
Bicycle Tour	-	3,334
General	-	58
Total Fundraising	17,779	9,429
Breakfast Club Donations	1,000	-
Donations	200	900
Interest Income - P & C	17	132
Members Fees	16	19
Reimbursements	200	300
Total Other Income	19,212	10,780
Operating Expenses		
Breakfast Club	1,166	1,773
Country Week Costs	-	1,900
Donations Made	155	6,071
Graduation Donations	-	650
Office Expenses	30	-
Printing & Stationery	8	26

Profit and Loss

	2021	2020
Repairs and Maintenance	-	3,174
Subscriptions	552	477
Sundry Expenses	-	92
Travel - National	300	450
Total Operating Expenses	2,211	14,613
Net Profit	16,428	(3,276)

Principal's report – P&C Meeting

Monday 18th October – 4pm

I would like to start by thanking everyone for being flexible with the time for today's meeting. It was very much appreciated.

A little bit about me:

I have lived in Merredin for almost 16 years. I started off as a Pre-primary teacher at South Merredin Primary School before moving up to the College in 2011 when the amalgamation occurred. I worked in the K/P space until Term 2 2017, when I stepped into the Primary Student Services Deputy role. In 2018 I spent 5 weeks of Term 1 as acting Principal at Trayning PS, before moving to Bencubbin PS in Term 2 where I worked as Principal for almost three and a half years. Term 3 this year I was offered a 6-month contract as Principal of Quairading District High School, which I took happily as I was wanting more experience working in the secondary space. The opportunity to move over to Mukinbudin was unexpected, but I am very excited for this next chapter.

I have a husband and two kids in Merredin, my kids are 13 and 10 and have attended Merredin College their entire school life. I am also a Shire Councillor in Merredin and am currently halfway through my second term. Council meetings in Merredin are held on the third Tuesday of the month from 2pm, so I take a half day of leave to attend.

Response to agenda items listed:

- Primary Toilet Block replacement – Bruce tells me that BMW have said that they will not be doing any works on our toilet block. I have emailed the team in Merredin about a range of ongoing projects in the school and have included the toilet block to see if they have anything else to tell me about this.

I have also made contact with the Department's Capital Works and Maintenance division on Friday via email to follow up on a previous conversation that Bruce had with them earlier this year relating to the toilets. I am awaiting a response.

- 21-22 State Budget Funding for transforming existing classrooms into high school science rooms – the school received \$10000 and Bruce has expended this with the support of staff. Staff selected resources and consumables across the school – some of the more expensive items purchased included microscopes, an oscilloscope, circuit kits and Geiger counter.
- Playground Update – the playground has been installed and Leah, Gaye and Bruce met with the contractor regarding retaining and soft fall on Friday. The first truck of soft fall will be delivered on Tuesday (tomorrow). The retaining will be installed after the mulch so that equipment is not driven over the new wall.
- Centenary Planning Update – at present nothing has been organised, this will be a focus in 2022 once admin staffing positions are finalised.
- Bruce mentioned that some initial planning was done to create a new garden at the front of the school. There has been discussions about following a different track and turning this area into a bush tucker garden and outdoor classroom space. I will start looking into this over the term. Gaye has spoken to the water management team at the Department and there may be an opportunity for funding for a consultant to work with us on this area and also across the school to ascertain ways to save water costs – we are waiting for further information on this. For now, the area has been tidied up and is not an urgent priority for the school.
- Any additional funding requirements from P&C for 2022 – at this stage I am not aware of anything, however, I am not confident that there won't be something that comes up. With our school review occurring in Term 1, we may have some clearer direction regarding areas for support once the process is completed.