



**MUKINBUDIN DISTRICT HIGH SCHOOL P&C
MINUTES OF THE GENERAL MEETING
ONDAY 8TH FEBRUARY 2021, SCHOOL LIBRARY**

Followed the Annual General Meeting.

1.0 Meeting Opened & Welcome: 7.35pm

Attendance: Romina Nicoletti, Derick Cronje', Kerry Walker, Val Tilbrook, Linda Vernon, Bruce Gibson, Mathew Baltovich, Louise Sellenger, Amber Silinger, Brooke Sobejko, Jessica Collins, Natalie Roberts, Will Roberts, Suzi Sprigg, Christine Bowron, Marnie Underwood, Nancy Dease, Nicola Marquis.

ACTION: Email P&C constitution to new members.

Apologies: Zara English

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 19th October 2020 be confirmed as true and correct record of proceedings.

Moved: Kerry Walker

Seconded: Nicola Marquis

Carried 16/0

4.0 Business Arising

ACTION: Email P&C constitution to new members.	Completed
ACTION: Centenary Garden, Derick to invite Kylie to the next P&C meeting to present the proposed plan.	Derick advised he had discussed this with Kylie and the process will be that the Centenary Garden Committee will meet first with Kylie and then they will bring the plans back to the P&C. ACTION – 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.
ACTION: School Gardens, Bruce to ask Gaye as to how much mulch is coming and when and if a busy bee is required.	Bruce advised that the mulch has arrived and could be spread at anytime. ACTION – Ground Improvement Committee (Christine, Romina) to arrange a Busy Bee as soon as possible to spread the mulch.
ACTION: Container Deposit Scheme, Derick to speak to the Footy Club and Romina to speak to	Derick had spoken with Footy Club and at this point in time they will support, Romina advised

the Bowls club about the collection of containers and supporting the P&C.	that the Bowling Club was not supportive at this point in time.
ACTION – Container Deposit Scheme , Linda to ask the School/teachers for their support with the CDS initiative by getting students to design posters to then be displayed around town and used by the P&C to promote/encourage donations.	Email sent to Deputy Principal, Mathew Baltovich at the beginning of Term 1 and he had responded with support and Mathew had advised that the posters had gone up and he had provided the information to teachers and they were looking at options to engage students and encourage donations. ACTION – Linda to circulate P&C Scheme ID so that people not in Mukinbudin can also donate at other Refund Points or Bag Drops.
ACTION: Grain Pledge , Romina to put up a laminated poster at the CBH Sample Shed. Linda to do some FB posts in November and December and an open letter to the community in the Muka Matters as well as investigate the opportunity to utilise the Shire’s text message system.	Completed
ACTION: Canteen , Linda to send Mrs Tilly the Pirate Day photos.	Completed
ACTION: Canteen , Romina to liaise with Lara for NAIDOC Day Pre-Order Canteen Notice.	Completed
ACTION: Playground , Bruce to follow up and investigate with BMW and Forpark Australia based on the feedback provided by the P&C. If the playground design is re-amended Derick asked that it be sent to the P&C Executive.	To be discussed in General Business
ACTION: World Teacher Day , Romina offered to bake a cake for the staff.	Completed

5.0 Correspondence

IN		OUT	
various	WACSSO E-news	12 Nov	WA Primary Principals Association – Ian Anderson (in response to Minister Sue Ellery ABC radio interview stating use of transportable buildings including for toilet blocks are only to be a temporary measure in schools). Support concerns around the large use of Transportable Buildings at WA Schools and that Mukinbudin DHS has a transportable toilet block and is not included on the list of schools and P&C concerns that this is not a suitable long-term solution.
13 Nov	WA Primary Principals Association – Ian Anderson, response to transportable	Dec	Thank you Letter to: - KP

	buildings in Primary School noting concerns and support.		- Chatfield's Nursery - Lucia Scari
20 Nov	WACSSO 2020 P&C Contributions Survey	Dec-Jan	Grain Donation Thank You Letter to: - Waralya Downs - D&MA Spark & Co - Wairarapa Farming Company - P Sprigg & Co - A.J Farina Family Trust - RG & JD Maddock
30 Nov	Louise Sellenger, cc seating arrangements for end of year concert.		

Resolution

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

Moved: Linda Vernon

Seconded: Amber Silinger

Carried 16/0

6.0 Treasurers Report

Derick provided the Bank Balances as of 8th February 2021 to the meeting:

- P&C Account - \$10,562.59
- Term Deposit - \$12, 383.16
- Canteen Account - \$3,855.92

Resolution

That the Treasurer's report be accepted.

Moved: Derick Cronje

Seconded: Brooke Sobejko

Carried 16/0

7.0 Canteen Report

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

- Romina clarified with Val as to the operating days of Wednesday and Friday and Val advised that as long as she had the support with adequate orders she would remain with Wednesday and Friday.
- Canteen would commence this coming Wednesday 10th February.
- Would be stocking Nippy's Longlife Choc Milk as it saves issues with PFD only coming fortnightly and stock going out of date.
- Received correspondence from the School from Lara Ballantyne asking if the P&C would be doing lunch orders for DISA Swimming on 8th March. Val advised that she would be happy to do this and has some helpers in mind to assist.

ACTION: Val to get a simple menu to Lara for the week of Monday 15th February.

9.0 Principals Report

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

A summary of key discussion points is below:

- MDHS Student numbers are declining with 20 less students in attendance since 2019. With the Student Centre Funding Model, each student is worth about \$10,000

to the school, so this equates to approximately a \$200,000 reduction in the school budget.

- Mr Shan is a part of the Dept Education Flying Squad and is at MDHS on a 5-week placement only and they are currently advertising for a Maths/Science/Digital Technology Teacher.
- Confirmation that Mr Goulter will be teaching Design and Technology in the High School as well as the Year 1/2 Class Teacher.
- Bruce advised that the staff and students have adapted well, and he believes upon asking students they are in favour and they are liking the longer lunch break.
- MDHS will be re-launching the Positive Behaviours Strategy (PBS), which has been in a stop start process for the last two years. He noted that 70% of WA Schools are using this framework. Mathew Baltovich will now lead this process.
 - Romina clarified that did not the PBS start with Mr Mawer and Bruce confirmed yes, the initial discussions did.
 - Suzi asked if this would include actual consultation with parents as she had really enjoyed this initial communication and engagement with Mr Mawer.
 - Bruce advised that they have started this conversation with staff this week.
 - Mathew added that they will randomly select students to speak to and that a key concept of the PBS is about belonging as it is evidenced that students who feel like they belong have a better time at school.
 - There will be a PBS committee and it will have an opening for a community member and there will be a possible open call to fill this position.
- Romina asked Bruce if he had an idea of how much food the school will receive from Foodbank for Breakfast Club. Bruce advised that this program is run through Alison Nixon. Linda noted that she understood that Foodbank sent out a parcel of dry/long-life food each term dependant on school size and their warehouse stock.
- Bruce advised that BMW had just confirmed and approved the fencing for the area between the basketball court and the carpark and the eastern end of the Basketball court near the road. He has met with the Shire to discuss implementation.
- School Gardens was extensively discussed and in summary:
 - Bruce advised reticulation damage (cords and pipes pull out etc) and unauthorised watering occurred during the January holidays. Also, an anonymous complaint was made to regional office about the state of the MDHS school grounds. Bruce asked that if there are any concerns about the grounds to first communicate this with the school.
 - Derick clarified that there were two separate issues the damage versus the unauthorised watering and that people have been helping is because the school is not doing enough to have the gardens at a reasonable standard.
 - Linda asked if we could not contract out some of the gardening activities?
 - Bruce advised that they have been looking into it but have not decided to do this yet. Had advertised three times last year for a Gardener with no suitable applicants. He also noted that staff members were upset about the complaint to regional office.
 - Romina summed up discussions stating that it was about the people and community having pride in the school and that no staff members should feel upset about the effort they had been putting in, additional to their jobs to upkeep the gardens – in fact, the P&C were grateful for their efforts. The complaint about the

state of the gardens stops with the Principal and needs to be resolved as a priority then concerned community members would not be taking matters into their own hands. The current state of the grounds is disappointing, and this is not how we wish for the school to be presented.

- Val asked if the Peppercorn Tree on the east side near the canteen could be removed due to the roots being on the surface. It was thought that this tree may be outside the school boundary and therefore on Shire property.

- Notice of Motions were discussed before being voted on, key points were:
 - The Yr1/2 classroom had moved to give more space and enhance play-based learning as per the K-2 curriculum.
 - Amber asked for financial requests to be presented with more information including item description and item price/quote.
 - Bruce explained that they had not actually identified how they would spend the \$1,500. Kari Lamond had asked him for a bookshelf play area for the K-PP worth approx. \$700 and Tim Goulter was not aware that Bruce had come to P&C with this request, so he could not provide a specific list of resources the funds would be spent on. Bruce listed examples of toy based resources and attempted to show the meeting the bookshelf play area item on his laptop screen.
(Amber Silinger left the meeting at 8.15pm)
 - Linda asked why could the Dept Ed not provide COVID safe drinking fountains as the P&C had already spent funds on this in 2020.
 - Louise asked was it really necessary to put a water filler on the K-PP fountain as the majority of the 10-12 students would not be able to fill up the water bottles themselves and this classroom already had sinks that staff could re-fill water bottles from for students? What about other fountains in the Primary and Secondary areas being more of a priority?
 - Clarification was sought that the new bottle filling station that the P&C assisted in purchasing in 2020 did not provide cold water, only water straight from the scheme. This was advised as correct. The disappointment in this was expressed, though some noted that some people did not like to drink cold water.
 - Suzi asked if the P&C would look at getting the bottle filling station upgraded to have cold water. Romina advised not at this stage.

Resolution

P&C provide \$700 for 2 water fillers. One for the K-PP Water Fountain and one for a High School Water Fountain.

Moved: Derick Cronje

Seconded: Suzi Sprigg **Carried** 16/0

Resolution

P&C provide up to \$1500 for additional resources and equipment to support play-based learning and environment in K-2.

Moved: Brooke Sobejko

Seconded: Derick Cronje'

Carried 9/7

9.0 General Business

9a. Centenary Garden

Plan to be presented to next P&C meeting.

9b. Playground Upgrades

Bruce advised the following:

- Forpark have not been back in touch about this since the end of last year meeting.
- Dale Cronje' (in lieu of Derick) attended an on-site meeting with Bruce Gibson and Sean Davies about how the current proposed plan could be re-configured or located in another area which was concluded it could not and the best space would be on the lawn to the north of the library and can modify the placement to limit the extent of grass loss, and the utilisation of existing limestone and concrete areas will be able to save a considerable amount.
- The purchase has been covered through a grant.
- Looking at Mick Sippe to oversee the installation.
- P&C support to Pick up / install / and complete new playground structure for secondary students with pine mulch. Costs are still in progress, but as per quote previously shared with P&C.

SUPPLY AND INSTALL: TBC	PRICE
Supply Forpark design WS4-3989a	\$ 28,959.00
Deliver and install WS4-3989a	\$ 7,560.00
Box-out 150mm and supply white washed sand/ or pine mulch (300mm) – 119m ²	\$ 18,200.00
Supply & install single limestone – 44m	\$ 9,100.00
SUB TOTAL	\$ 63,819.00

- Linda voiced concerns that the proposed design seemed unlikely equipment that the high school kids would utilise and play on and this then seems to be a lot of money to expend.
- Derick also was not convinced that the proposed design was what students would utilise, but felt that once it was erected that it could be used by student.
- Will also has concerns on this type of equipment for high school students and asked had we looked around at other high school playgrounds and asked had we actually paid for the equipment.
- Bruce advised he believes that the grant funds had been paid to Forpark direct from regional office and that we cannot change. If we no longer want this equipment, then regional office would allocate it to another school and we would lose the opportunity.
- Linda expressed that this seemed unusual for grant funding from the State Government Shade Sails and Playground grant that is allocated to a school to then be taken away.
- Louise/Will asked could we not split the existing equipment design and have the swings and associated structure on the library north lawn just for the High School Students and the remaining equipment to be located on the lawn near the canteen. This would also allow for both the High School and the Primary students to better utilise the play equipment as well. Many were in agreeance of this suggestion.
- Derick sort clarification on pine mulch and costings and what could be in-kind and what need to be paid for, asked for more definite costings for the next P&C Meeting.

ACTION – Bruce to provide more definite costings to the next P&C meeting.

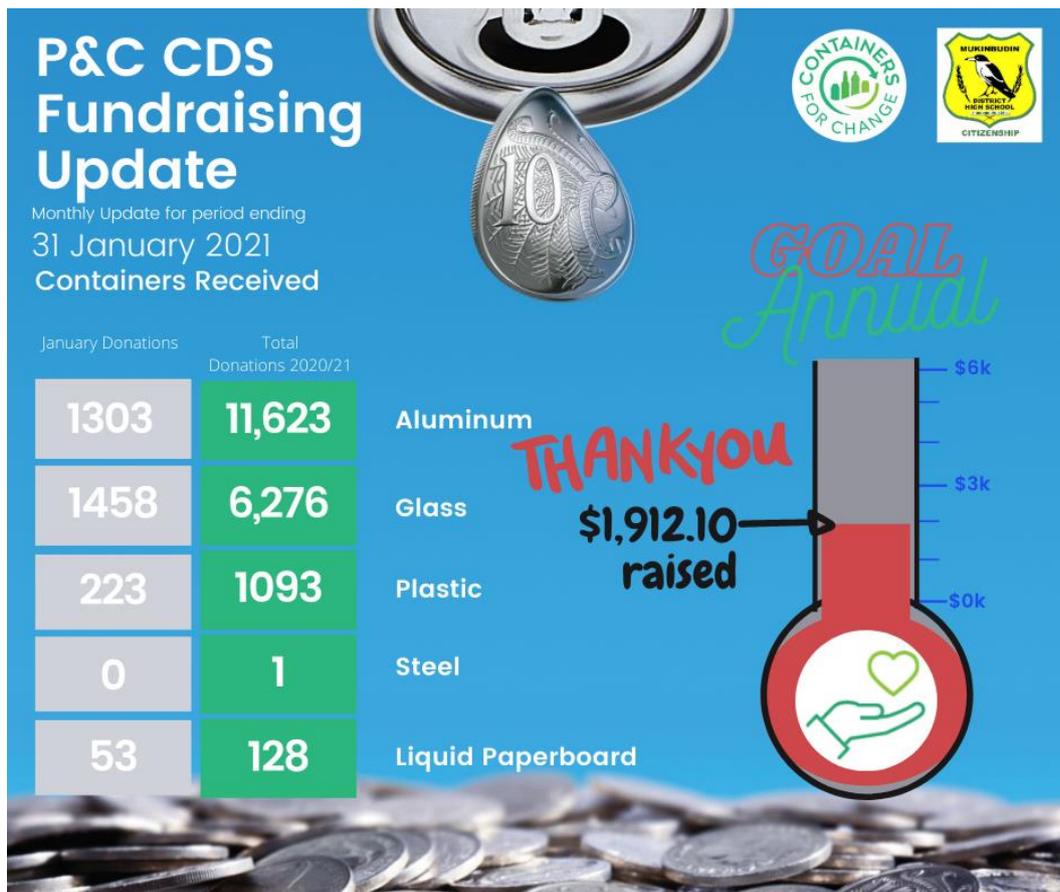
9c. Primary Toilets

In June 2020, the P&C Executive asked that the Principal/School advocate to the Department/Building Maintenance and Works for a better/new primary toilet block as a priority. Update and discussion on how to look to address this in 2021. Education Minister Sue Ellery spoke in an ABC radio interview in November 2020 on how transportable buildings including toilets were not to be a permanent solution in schools in reference to the WA Schools Principals Association report on the number of transportable buildings in schools. Linda had investigated and Mukinbudin was not on the list of schools and had wrote and asked to be included.

- Bruce advised that an exhaust fan had been installed in the boy's toilet, but hand basins were still an issue.
- Kerry asked that she like to see showers provided, as at present the school has none.
- Bruce advised that he had noted it with BMW and not much else he could do. There was also an election and he cannot advocate in his role as a government employee.
- P&C to advocate.

ACTION – P&C to write letters to MP's and Minister for Education on the request to upgrade the MDHS primary toilet block.

9d. Container Deposit Scheme – Mukinbudin Donation Point



We need to increase donations into the P&C Shed!

It is estimated that Western Australians use around 4 eligible containers per person per day. With a population of 555 (2016 Census data), the Mukinbudin community could generate significant income for groups, clubs and individuals.

Return Rate (per person per day)	Number per annum	Refund Value per annum (\$)
1.5	303,862.5	30,386.50
3	607,725	60,772.50

The P&C has a goal of raising \$6,000 in funds per annum through this fundraising initiative and are working hard to get the Mukinbudin community on board. It would be great to see participation and donations into the P&C Donation Shed increased in 2021. In our first three months of this fundraising initiative, we are only just meeting our monthly goals and touching the surface of the number of containers being eligible to return and it would be great to see the number of returned containers increased as it is away that every school family can contribute to raising funds for the P&C and in turn supporting their school.

- *If anyone wants to help with this fundraising initiative, please contact Linda.*

(Marnie Underwood left the meeting)

9e. DISA Swimming Carnival

To encourage and increase participation in the DISA Swimming Carnival by students that the DISA Principals consider amending the DISA constitution and allowing students to participate with an aid if required in the Freestyle events (or all?) with placings to be given to un-aid competitors first and then competitors who use an aid there-after.

Discussion held; key points were:

- Bruce advised in the DISA rules all students who have achieved Stage 3 or above or can swim the distance can participate. The Principals had looked at the DISA rules at the end of last year and some amendments had been made.
- Louise - Novelty races were few and far between and need to be improved/increased to see more participation from students who were not strong swimmers.
- Suzi - is there a reason why we cannot still hold a faction carnival? Bruce answered teachers need more teaching time, so this is not a reality.
- Will - better preparation is needed to lead into the carnival – not just throw kids into it and expect them to participate.
- Kerry – can Butterfly be returned as a Championship race. Discussion on age of Butterfly at Swimming WA and age race versus championship race.
- Bruce made comments around participation and competition, rule interpretations and a perception of how the Muka parents are the new Beacon parents?!

ACTION – Can Bruce circulate the updated DISA rules to parents prior to the carnival.

10.0 Other Business

Class Timetables

- Linda asked if each class's daily/weekly timetable could be shared directly with parents, via Connect if appropriate.

ACTION: School to circulate the class timetables for parent information.

School Board

- Romina asked Jessica Collins if there was anything to update or report from the School Board. Jessica advised that the first School Board meeting was to be in early March, so nothing to report at present. School Board positions and terms expiry were clarified. Chair is appointed annually by the Board.

School Parent Community Helpers

- Clarification was sought from Bruce as to any policy or regulations around this as some concerns raised about the amount of help some classes receive compared to others.
- Bruce advised that it is up to the Teachers and volunteers are to sign in through the front office and have a current Working with Children Check. No minimum or maximum time or number it is up to the Teachers discretion. If there are any detrimental impacts only then would the Principal step in.
- Will noted that the Teachers could do with some more help!

Presentation Night

- Val raised that it was hard to hear at times and asked as to the PA options. Linda noted that it was also difficult to see particularly if you were not near the front.
- Mathew advised that it was likely from students operating the PA as it was the new system. They had attempted to address the visibility issues with hiring a portable stage from Westonia but that did not work as they had envisaged. Lara was currently looking into writing a grant to purchase a stage for the school.

High School Fridge

- Louise asked for clarification as she had asked at previous P&C meetings, was there a fridge available for the High School students to put their lunches in?
- Bruce advised that there was not a fridge available (never has been).
- Discussion held on current fridges in the Primary (P&C had purchased 3 fridges in 4 years), that there was a fridge in the SIDE room (only 2 students utilising that room).
- Mathew felt that that this was not the norm in high school and the risk of lunches being interfered with.
- Some parents felt that this was not the norm at MDHS and with the hot weather and it being normal for the Primary then it should also be provided for the High School students. Other parents indicated that their kids would not use it.

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.

11.0 Meeting Closed: 9.40pm

12.0 Next Meeting: Date TBC – Morning meeting after the ANZAC service in Term 2.

Balance Sheet

Mukinbudin Parents & Citizens Association As at 31 December 2020

31 DEC 2020 31 DEC 2019

Assets

Bank

Mukinbudin P&C Account	10,116	14,672
Mukinbudin P&C Canteen	6,018	4,501
P&C Funds Term Deposit	12,383	12,253
Total Bank	28,517	31,426

Current Assets

Canteen Stock on Hand	331	456
Total Current Assets	331	456

Fixed Assets

PA Sound Equipment	9,876	9,876
Total Fixed Assets	9,876	9,876

Total Assets 38,724 41,758

Liabilities

Non-current Liabilities

Payables	791	550
Total Non-current Liabilities	791	550

Total Liabilities 791 550

Net Assets 37,932 41,208

Equity

Current Year Earnings	(3,276)	(14,271)
Retained Earnings	41,208	55,479
Total Equity	37,932	41,208

Profit and Loss

Mukinbudin Parents & Citizens Association For the year ended 31 December 2020

	2020	2019
Trading Income		
Canteen Sales	4,227	6,776
Interest Income - Canteen	-	1
Total Trading Income	4,227	6,777
Cost of Sales		
Canteen Opening Stock	456	187
Canteen Stock Purchases	2,018	3,674
Canteen Direct Expenses	90	499
Canteen Staff	1,436	1,583
Canteen Closing Stock	(331)	(456)
Total Cost of Sales	3,670	5,487
Gross Profit	557	1,290
Other Income		
Fundraising		
Inferrera 40th Profit	2,683	-
Footy Tipping Profit	1,075	1,550
DrumMuster	708	-
Recipe Books Profit	80	45
Bicycle Tour	3,334	-
Containers 4 Change	1,609	-
General	58	-
Cropping Profit	-	5,292
Book Club Profit	-	-
Mango Profit	-	586
School Production DVDs Profit	-	1,781
Total Fundraising	9,547	9,254
Country Week Donations	-	1,683
Dividends	-	50
Donations	900	1,072
Interest Income - P & C	132	587
Members Fees	19	22
Reimbursements	300	-
Total Other Income	10,898	12,667
Operating Expenses		
Breakfast Club	1,773	1,030
Canteen Grant Expenses	-	536
Country Week Costs	1,900	3,000
Donations Made	6,071	22,682
Year 5/6 Market Stall	11	-

Profit and Loss

	2020	2019
Graduation Donations	650	-
Office Expenses	-	40
Printing & Stationery	26	-
Repairs and Maintenance	3,174	-
School Hats & Bags Net Stock	107	255
Subscriptions	477	590
Sundry Expenses	92	96
Travel - National	450	-
Total Operating Expenses	14,731	28,228
Net Profit	(3,276)	(14,271)

Mukinbudin District High School

An Independent Public School

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Principals Report – P&C Meeting

Feb 2021

Welcome back!

Census numbers – 2019 – 117 2020 – 106 **2021 – 97**

A smooth and calm start to the year.

New teachers –

- Arasu Shan, Department of Education Flying Squad, to teach Secondary Mathematics and Primary Digital Technology.
- Rebecca Faithfull has also joined us as a Literacy Specialist one day a week – working across 1/2 & 3/4

New timetable working very well. Students across the different sections of the school have communicated their favour in regards to the new timetable. They particularly like the longer lunch break, and the one hour after lunch.

We are relaunching PBS which will include a revision of our current behaviour policy over the implementation.

Breakfast club operating 5 days per week. We continue to be supported by Foodbank WA, and also appreciate the donations from local businesses, individuals and the generous ongoing support of our P&C.

Our basketball courts were finally finished during the holidays, and they look great. We are currently waiting for the final parts of this project which will see a new fence installed.

Thanks to the efforts of Tony, Leonie and Gaye for assisting with gardening during the break. We will be advertising once again in the near future. There was interference with our reticulation over the holidays and we were also waiting on repairs to be completed to some sections of the grounds.

