



## MUKINBUDIN DISTRICT HIGH SCHOOL P&C MINUTES OF THE GENERAL MEETING 27TH JUNE 2022, SCHOOL LIBRARY

- 1.0 Meeting Opened & Welcome:** 3.20 pm, Romina, welcomed all in attendance and summarised the P&C objectives.

**Attendance:**

**P&C Financial Members**

Romina Nicoletti – President  
Linda Vernon – Secretary  
Derick Cronje’ – Treasurer  
Karl Moll – Principal  
Nicola Marquis - Executive Committee Member  
Suzi Sprigg - Executive Committee Member  
Christine Bowron - Executive Committee Member  
Val Tilbrook - Canteen Coordinator (4.27pm)  
Peggy Olsson - Footy Tipping Coordinator (online)  
Zara English  
Julie Uden  
Callum McGlashin  
Amber Silinger  
Nikki Purcivell (online)  
Paige Ludwig

**Observers**

Beth Graham (online)  
Ken Olsson

**Apologies:** Kerry Walker, Natalie Roberts, Jessica Collins

- 2.0 Declarations of Interest:** Nil

- 3.0 Previous Meeting Minutes**

**Resolution**

That the Minutes of the P&C meeting held on 4th May 2022 be confirmed as a true and correct record of proceedings with the amendments as requested by Paige Ludwig.

**Moved:** Christine Bowron      **Seconded:** Nicola Marquis      **Carried** 15/0

Paige raised that she would like the unconfirmed minutes of the meeting to be amended to include the requested changes that she submitted via correspondence. These were read out being:

9.0 welcomed Karl Moll ~~ADD~~ *and the admin team are already working very well together.*  
~~DELETE everything has a good vibe.~~ A focus at the moment was working on ~~DELETE the~~  
~~intervention for Literary Plan.~~ *ADD introducing a Literacy Intervention Program in*  
*response to a number of students who are working below grade level.*

10a ~~DELETE Paige~~ *ADD Karl stated* *ADD Paige stated that considering this is an*  
*Operational matter, discussion around this issue is outside the realm of the P&C.*

11.0 Other Business - ~~DELETE and Paige~~ advised that ~~DELETE they~~ *ADD he* would look into this.

MDHS has ~~DELETE seemed to have~~ a high level of communication *ADD with the*  
*community* ~~DELETE here,~~ more than *ADD any other school she has been involved with.*  
~~DELETE where else she has been.~~

ADD Paige welcomed developing strong relationships between the school and the Shire and CRC.

Summary of key points:

- Romina asked was it really necessary to be this detailed as the secretary is a voluntary position doing their best to document the meeting and capture the key discussions.
- Paige advised that she felt it was necessary and preferred to see the amendments as she felt it was reflected in her professional position that any comments made by her are minuted correctly. Also advised that WACCSO states they do not need to be so detailed.
- Derick raised that he had previously had concerns about minutes in past and supported ensuring that they are correct for public circulation.
- Linda noted that it was very difficult to minute verbatim what individuals express or state at meetings and minutes only reflect key words/phrases or points that individuals make to the best of her ability.
- Suzi made a comment that minutes are often a person's understanding/interpretation of what they thought said within the meeting at times this may be different from what people think that they said.
- Karl apologised for the way the last meeting's unconfirmed minutes were handled with the suggested edits, as he was of the understanding that edits were welcomed.
- A discussion was held on how unconfirmed minutes should be circulated to financial members and then distributed to the wider school community.
- Confirmed that in the constitution unconfirmed minutes are to only be circulated to financial members. Currently, this occurs, but they are also posted in a closed Facebook P&C group to current school families - which also includes non-financial members to improve P&C communication and engagement with potential P&C members, due to the length of time between P&C meetings.
- Nikki clarified the process of confirming minutes and that suggestions of opportunity for member input prior to circulating unconfirmed minutes could be lengthy via email and that was the role of adopting the minutes at the next meeting.
- Linda asked for clarification on the unconfirmed minute circulation process - just P&C financial members?

#### 4.0 Business Arising

Yr 11 & 12 SIDE at MDHS	Karl advised - that a survey had been sent out to high school students and that 9 responses were received. The admin team had decided going forward to include SIDE as a part of the School Business Plan for the next 3.5 years. View to have a SIDE Supervisor position as a minimum 0.2FTE position then depending on the number of students enrolled to increase FTE in relation to student numbers and therefore funding available. Look at a meeting with prospective SIDE parents and students in the future. Peggy - asked as to the current SIDE supervisor hours. Karl advised it is currently a 0.4FTE position which is implemented at 1 full day and 2 x ½ days per week currently. It will unlikely change for the rest of this year. The SIDE supervisor's FTE requirements will be reviewed annually. Agreement by all that this was a good outcome for now.
Financial Support for Bus Travel	This was overlooked by Karl and he did not have information available as to the financial needs of the school for bus travel financial support for this year. He will bring this back

	to the next P&C meeting.
School Generator	Karl - had had an initial discussion with Donna Crook from BMW, advice given that it may be tricky due to the number of buildings and powerboards within the school. Now waiting on a visit from Donna in Term 3 to further discuss. Callum - should be able to “plug” into the main power board in front of the school and run all buildings. Should not be tricky. Karl asked to speak to Callum about this further post-meeting.
Primary Toilets	Karl - advised that there have been upgrades to the existing building of fans, lino, and identified requirements and that the current toilet building was set to remain as is was the response provided to the school when asked prior to him being Principal. Christine - is there a number for the sinks/toilets/students ratio? Is it possible to go view the primary toilet block to better understand the issues? Karl - will look into ratios and parents are welcome to view the primary toilet building.
Romina to speak to Kylie Sippe about the past plan she had drawn up for the front garden/centenary garden.	Romina - advised she had spoken with Kylie Sippe, who had advised that she had previously provided the school with a plan for the garden. Karl - had not seen any physical plan but can update that the school has been given some plants and is doing a new design for the area. A grant had also been received and an indigenous seven seasons garden theme design was planned. Paige - that the school review had identified a lack of aboriginal focus across the school and this is one way we can look at addressing this. Romina – asked that the front garden/centenary garden be removed from the P&C agenda/projects going forward. No objections.

Paige asked that the spelling of Karl's name in the previous meeting minutes and her name on this meeting agenda be spelled correctly.

## 5.0 Correspondence

INWARDS CORRESPONDENCE		OUTWARD CORRESPONDENCE	
various	WACSSO E-news	13th May	Lara Ballantyne - copies of the last 2 years confirmed P&C minutes as requested.
6th May	WACSA General Meeting Invitation & Nan Marlow Award for Excellence in Volunteering.		
13th May	Nicola Percival, Membership Application	13th May	Paige Lugwig, response to minutes email advising best process is for addressing at next meeting.
13th May	Paige Lugwig, changes/corrections to 4th May P&C minutes.	16th May	Karl Moll, response to minutes email.

16th May	Karl Moll, advising belief in errors/misrepresentation in 4th May minutes and suggested actions.	25th May	Zoe Bolt, confirming funding of \$100 for Premier Reading Challenge prizes.
24th May	Karen Iazard, WACSSO Annual Conference Sponsorship	16 June	Associations Inc, Annual Information Statement lodged.
24th May	Zoe Bolt, Premiers Reading Challenge P&C request to fund prizes.		
30th May	Karl Moll, thanking P&C for support for Premiers Reading Challenge.		
5th June	Coogee Primary School P&C notification of WA P&C Facebook page and invitation to join.		
8th June	Caitlin Hogan - request P&C support for Radiant Careers Education Program		
16th June	Associations Inc, Annual Information Statement confirmation of lodgement.		
21st June	Rebecca Clarke, DISA Athletics Carnival P&C support.		
22nd June	Membership Application Paige Ludwig, Richard Domingo, Amber Silinger		
23rd June	Membership Application Zara English		

### **Resolution**

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

**Moved:** Linda Vernon    **Seconded:** Karl Moll    **Carried** 15/0

## **6.0 Treasurer's Report**

Treasurer's [Balance Report](#) and [Profit and Loss](#) was tabled and Derick provided the Bank Balances as of the end of April:

- P&C Account - \$49,370
- Canteen Account - \$5,625

### **Resolution**

That the Treasurer's report be accepted.

**Moved:** Derick Cronje                      **Seconded:** Suzi Sprigg                      **Carried** 15/0

## **8.0 Principals Report**

Karl gave a verbal address to the P&C, key points included:

- COVID - has been going through the school this term, thanked all for their patience as this had been having an impact on staffing and timetables.
- Staffing - Mr Goulter will be leaving at the end of the Term. It had been a difficult process trying to find a suitable replacement and they had to work within the Department's recruitment and appointment processes. In summary, they had initially advertised, and interviewed, candidates not suitable. Put an EOI out through the Fixed-term and Graduate Pool and then position shared on Facebook to seek wider exposure. 4 people came forward, 3 candidates were deemed suitable, 2 people phone interviewed and then 1 person was selected. This person has accepted the position but he is unable to disclose who they are until the department's appointment process is complete, he is expecting the new Yr 1/2 Teacher to arrive in

the community during the school holidays and be ready to start at the commencement of Term 3.

- Romina - asked had he met the teacher in person? Karl advised no.
- Zara - asked for improved earlier communications about the recruitment of the Yr1-2 teacher as it had been causing angst amongst the parent group, particularly of the Y1-2 parents.
- General discussion was held on the Department's recruitment processes and particularly noted the lack of applicants unwilling to come out to the Wheatbelt for a teaching position.
- Staff Wish List - is in the process with staff, there are lots of individual class requests. Needs to be prioritised, presented back to staff, and then Karl will bring it to the next P&C meeting.
- Centenary - What are the P&C's ideas for celebrating the school centenary in 2023? Most likely will be a celebration event held in Term 3. Ideas discussed and included:
  - Zara - plaques for families to purchase and be installed on posts on the school grounds.
  - Romina - bricks with names on them for families to purchase.
  - Zara - commented that the MDHS school sign on the corner needs an update/paint (green one, white writing). Could get a new sign for centenary.
  - Romina - one event, student work past and present on display, afternoon/evening celebration.
  - Karl - uncovering of time capsule, painting a wall mural by school/family/community, plaques on a wall. Perhaps to consider a project that will remain long-term/in place for a while as a part of the school. Possibility to consider each classroom to set up as a different era and/or also what school could look like in the future as potential class projects for next year (has seen done before - suggestion only).
  - Paige - perhaps people could bring back any other ideas to the next P&C meeting.
- Toodyay Dance School Incursion - have advised that they are unable to come out to hold the week incursion in Term 3. The school is currently investigating options but is limited in skill/dance providers due to the late timeframes of arrangements. Have been looking at reptile day, and kite making but welcome suggestions so if anyone has any ideas on providers to contact please make contact with Karl or Paige.
- Linda asked if there would be a possibility of trying to make new incursion dates for the week of the 12-16th September to align with the town centenary events.

## 9.0 General Business

### 9a P&C Financial Support Requests

#### Request 1:

Zoe Bolt requested \$100 towards prizes for the Premiers reading challenge. This request was put to the P&C Executive and support was given in principle to be ratified at the next P&C meeting.

#### MOTION:

The P&C to provide funds of \$100 towards prizes for the Premiers Reading Challenge.

**Moved:** Suzi Sprigg                      **Seconded:** Nicola Marquis                      Carried 15/0

#### Request 2:

Caitlin Hogan has asked for P&C for the following support "We have RADIANT coming out to the school on Tuesday in Week 9 to deliver a careers day to our year 9-12 students. The program is covered through funding, however, they have requested whether we could donate funds towards covering their food and accommodation for their stay. They have approximately 8-10 people coming to deliver the program (part of the day is run as a career

fair with people from many different job backgrounds). I was wondering if the food and accommodation donation is something the P&C would be interested in supporting through funding? Funding required would be \$250 for food and \$480 for accomm but even a partial payment cover would be helpful.

**MOTION:**

The P&C to provide funds of \$730 towards the RADIANT Careers Education Program.

**Moved:** Karl Moll                      **Seconded:** Callum McGlashin    Carried 15/0

- Karl - advised that the RADIANT Careers program was a fantastic opportunity and that the students loved it.
- Suzi - asked how many Yr9-12 students attended and wouldn't it be a great opportunity for all the high school students? Advised 12 students attended.
- Paige - noted that the program brought along 8-10 people who were great role models for the students.

**9b. DISA Athletics**

Rebecca Clarke has sent an email asking the following of the P&C in regards to the term 3 DISA Athletics Carnival:

*It would be fabulous if the P&C could please assist with:*

- *Helpers for Val doing lunches (not sure if she wants to contact the shire to use the complex kitchen)*
- *There is an opportunity for you to do Morning Tea as a fundraiser for the P&C if you would like to?*
- *Oval marking- as we are holding the Grand Final for footy this year, we will need to mark the oval in Week 7. If volunteers could assist that would be fabulous.*

*Thanks in advance, it's always wonderful having the support of the P&C for carnivals.*

DISA will be held on Friday 9th September. Romina asked for volunteers:

- Linda to advertise for volunteers to help with lunches.
- P&C Catering committee to organise a Morning Tea with all families asked to donate a plate of food.
- Oval Marking volunteers are Christine Bowron, Nick Priest, Callum McGlashin & Zara English.

4.27pm Val Tilbrook arrived at the meeting

**7.0 Canteen Report**

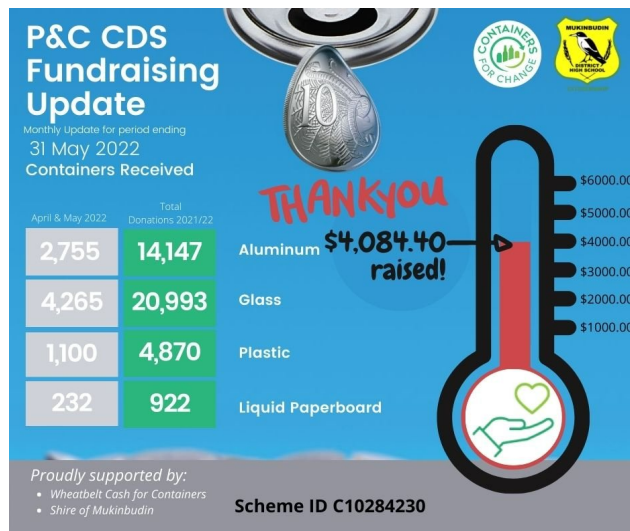
Val Tilbrook verbally presented an update. Key points were:

- Canteen has been operating as normal.
- Numbers of orders have been up and down due to students away with illness.
- K/PP Basket for collection of lunches is working a lot better.
- Would like to provide for and have a cashless canteen option (cash payments will still be accepted).
- Val and Derick to liaise and develop a system for cashless payments.
- Linda to update the canteen menu to have the P&C Canteen Bank Account details on it.

## 9c drumMuster

Date set to hold drumMuster on Wednesday 21st September 2022, to start at 7 am for accepting container deliveries and people to book in by contacting Romina. Linda will advertise this. Romina and Derick to run this event. Linda is unavailable to assist this year. Other volunteers (1-2 people) to assist would be great, but note that you will need to complete an online (1hr) drumMuster Chemical handling course. Let Linda know if you can assist and she can forward you the details.

## 9d Container Deposit Scheme – Mukinbudin Donation Point



Continues to tick along. The 3 main weekly shed checking volunteers are Kerry, Lara, and Nicola. We need 1-2 more volunteers from town to get involved with this as Kerry will be stepping down at the end of the year.

## 10.0 Other Business

### *High School Camp*

Zara - asked as to if this is happening and if so what and when?

Karl - Yes, he is planning for Term 3, Week 10. Yr 7-10 (will ask about year 11-12 and if they are having a SIDE camp). Will be in Perth this year, but he is keen to explore adventure camp options for 2023, but this year is just limited on timeframe.

General discussion about the cost of the previous camp (Linda advised \$170 paid in 2022), cost consideration of \$200/student in 2022 asked. It was noted that some families may have more than one student attending. P&C contributes \$150/per student for the High School camp. It was noted/encouraged that some students may be eligible for the MDHS Student Support Funding Assistance for camp.

P&C asked that Karl develop a budget for the 2022 High School Camp and come back to the P&C to discuss any further financial assistance.

### *Kindy Enrolments in 2023*

Zara - asked as to the number of Kindy students enrolled (likely) at MDHS in 2023 and the impact this will have on staffing.

Karl - is aware of this issue and it is likely that there may only be 3 Kindy student enrolments. Are currently considering many options, but it is also challenging as overall staff/staff numbers for 2023 are presently unknown at this point.

Beth - will there be any room for parent consultation as a part of the considering options process?

Karl - yes parent consultation is possible, a lot more thought needs to go into this yet and when they are at a point of identifying more certain options this would then be the likely time to communicate the options.

Romina - asked as to the current number of Year 1 students - 9. Also that the number of Kindy students anticipated in 2024 is approx 10.

Paige - noted that there is a need also to look at what's best practice in this space.

Linda - noted that many of our surrounding primary schools have K-1 classes and have been doing this for a long time now.

### *Storydogs*

Zara - raised a concern on behalf of a community volunteer about the lack of communication and embracing of the [Storydogs](#) program opportunity at MDHS. The volunteer is keen to get this started with the school in Term 3 and has previously made contact with Karl and Paige.

Paige - advised that Gaye is looking into the requirements for allowing pets at school.

Karl - will make contact with the volunteer tomorrow to communicate an update.

Suzi left the meeting.

### *Literacy Intervention Program*

Paige asked if the meeting would like an update on the Literacy Intervention Program. Key Points were:

- Last Literacy Intervention Program in MDHS was in 2019.
- Low key this term as the school currently lacks data to identify who needs support and the Program is only in the initial stages of being developed.
- Romina - asked was it for the whole school. Yes, K-10.
- Lily, from the Language Development Centre has been to the school and worked with Paige on setting up the plan, has formulated a process that will be rolled out across both primary and high school.
- All students will be tested next term as they need reliable data (discussion on NAPLAN and current class teacher testing).
- Aim is to identify students in T2 or T3 categories that need intervention.
- T2 is about the right intervention at the classroom level, T3 is about one-on-one intervention.
- Trying to capture any issues in early childhood years and put best practices in place.
- What resourcing does the plan need? What does that look like in reality? Paige is trained in Literacy Intervention and has the skills to implement the program, long term it needs time to train/mentor teachers and EAs. Paige will work with students identified as needing T3 (K/PP/1) intervention one on one, outside of the classroom. Teachers will implement classroom strategies for students identified as T2.
- Derick raised concerns about whether students would know that they are in a "special program/intervention". Judgments/perceptions by other students.
- T3 identified students will require parent permission to participate in Literacy Intervention and these students would be removed from class for this to occur, but mindful to minimise interruption to key class learning times.
- Christine shared that she and her child had had a positive experience through a similar program run by Jenny Jenkin.
- Amber - can parents approach the school if they see the need for their child to participate and sought confirmation that all students will be tested.
- Paige - parents can ask for an assessment, as the first step is to have the data to validate/assess.



- Nikki - if this program was only to be rolled out in the lower primary?
- Paige advised that the Literacy Intervention Program will be working with all teachers (and English teacher in the High School) across all students (except Yr11-12 SIDE students).
- Nikki - what process is in place now for students or parents that have concerns. Is there any other assistance available?
- Paige - asked that if parents have any concerns to approach the office/admin and make an appointment to have a meeting to discuss.
- Linda - how do we ensure that this Literacy Intervention Program is successful long-term and doesn't fall over with staff changeovers?
- Paige - look to embed it in the process, but it will take time, staff, and admin commitment and they are still working on how this will look longer term.
- Callum - if there are a lot of students identified, do we have or can we access any additional funding to ensure that the support and resources are provided as needed?

Christine left the meeting at 5.08 pm

- Linda - is there a need for EA and Teacher training/upskilling as a part of this plan?
- Paige - most can be provided by Lily and herself through the mentoring of staff.
- Romina - asked that parents be taken along on the journey with this and thanked Paige for the update.

Zara left the meeting at 5.10 pm

**11.0 Next Meeting:** Monday 1st August 2022, 6.30 pm, School Library in person with online option available.

Val - raised that the switching and changing of P&C meeting days and times may be a barrier to attracting members to attend meetings.

**11.0 Meeting Closed:** 5.12 pm