



DUNCRAIG SENIOR HIGH SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC

GENERAL MEETING

Wednesday 9 August 2023, 7:00pm

Conference room

MINUTES

1. Meeting Opened at: 7:01pm

2. Attendees

Attendees: Peter Lillywhite, Tia Tutti, Vicky Botha, Guy Bowden, Paul Harris, Charmaine Hutton, Simone Dunscomb, Sheridan Murphy, Andy Westridge, Delia Nicholas, Ben Grummels and Jenny Buxey

Apologies: Hannah Von Ahlefeld and Sonja Elek

3. Acknowledgement to country – read by Vicky

I acknowledge the Traditional Owners and Custodians of country throughout Australia and recognise the continuing connection to lands, waters and communities. I pay my respect to Aboriginal and Torres Strait Islander culture, and to Elders past, present and future.

4. Minutes: Confirmation of minutes of the P&C General Meeting 24 May 2023

Motion to accept: Tia

Seconded by: Sheridan

5. Business arising from previous minutes

5.1 Yearbook feedback – informal survey was sent out via social media and through the school asking about the structure of the yearbook. Overall feedback was that everyone seemed happy with the current structure. No changes therefore being made.

5.2 Stronger Communities Grant – Kim is going to contact Ian Goodenough to find out why we were not successful for this grant and obtain feedback.

5.4 Canteen requirements – the Department of Education is going to look at the floors.

5.5 Treat the Teacher – 17th July – it was a huge success financially and it was very well received by the teachers. We received double the amount of funds (\$1355) as the invoice was only \$650. Some parents donated \$50; showing the positive impact of the teachers on the community. The overage will be kept for a future Treat the Teacher event.



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5.6 Parent contributions

There is a minimum percentage of the money earned each year that is supposed to be spent during that year. We allocate funding as requests come through the year. If there is anything leftover the P&C may determine to put the money against a fundraiser. We might want to consider putting a percentage against asset replacement – agreed that we need to replace with new and quality products. Vicky suggested that Simone investigate what assets require replacing.

Action – Simone to provide list of assets that need to be replaced

6. New Business

6.1 Sports Fundraiser for storage for Triathlon

Tia, Vicky, others, and relevant teachers to sit down and determine what is required. Need to be clear as to what we are fundraising for, as Phys Ed is often a beneficiary of our fundraising events. P&C to consider for 2024 onwards to ensure we're not always fundraising for the same learning area. Ensure that we reach out to all learning areas at the start of the year so they can bring forward their requests. Consider tying in with the building project as they will be getting the two new buildings and revamping some of the old buildings. There may be the option to buy new items for these which aren't covered by the project.

Action - add to agenda item for first meeting in 2024

6.2 Triathlon

Cycling in morning – should we be asking the Triathlon parents to support. Front and back support riders required. It's currently reliant on 2 members of the staff, and they've requested support with this. Scooter/electric bikes would be accepted.

Attendance for camps, excursions, lightning carnivals, etc. – they currently don't have the number of staff to manage completely so will be looking for parent support.

Unanimous decision to take this action.

Action – Vicky to send out informal request to the parent community

6.3 Climate Crew "Blueback" Film Fundraiser (in co-operation with Minderoo Foundation) to raise money for ocean-related environmental charities. Vicky has shared the link everywhere.

Action: If everyone can attend/share.



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6.4 Parent survey regarding future information sessions/courses

We already provide information such as via the Triple P courses, however a discussion was held as to whether we get more input from parents/carers as to what they want to hear about, given there is a lot more available, and we want to ensure it reaches the right level. Hannah's feedback was for Pete to provide his review/link and then once Pete has given the go-ahead, Hannah will send out accordingly. The school is sending out a separate survey, so we need to ensure the purpose is clear for both surveys.

6.5 Climate Crew Garden project

Hannah will let us know if there is a requirement for another call out for items/donations. All going well to date.

6.6 Traffic Warden Petition

With the top car park out of use, the traffic situation is a bit of a nightmare. Hannah has drawn up a petition based on data to request a Traffic Warden. It is a requirement to go through the Department of Transport to get an official Traffic Warden. Other option would be for a parent to train up to become one.

Buses used to be on Gilbert and they now use Readshaw. More families meeting down at the bottom of the school and there is a growing concern regarding the children as lots of them just race across the road between the buses and cars.

Pete would like a zebra crossing and Traffic Warden at the bottom of the school (Readshaw Road) where the footpath goes to the bike park. This would require involvement from Hillarys Police and City of Joondalup.

Hannah asked that we write letters to the DoT and Police, etc. Vicky to send out on Facebook page and Jenny to share on community pages (with the data).

6.7 Christmas Tour – 29th November

Twilight tour – for primary school parents and children (historically it was to show current DSHS families what the P&C money has gone towards for the year).

Hour earlier for twilight tour, then have “meeting” but generally it's only to approve previous minutes.

From Pete's perspective, would have one of the new staff from next year attend.

Action – Vicky to ask Jane for feeder schools and send reminder out to encourage local primary schools to attend



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7. Correspondence

6.1 Correspondence In

ANZ monthly statements
Grange Insurance Solutions Canteen & Uniform Insurance
WACCSO Newsletter
WACCSO State Council suitable person
ATO stapled super fund requests
ANZ monthly statements
WACCSO Newsletter

6.2 Correspondence Out:

Nothing

8. Reports

7.1 Principal's Report

See attached.

Still awaiting some approvals for the building project – particularly some of the native flora and fauna. PS Structures is the company – very well regarded in school building. Process due to be completed around March 2025 (including 20 weeks of additional time). Only one community member was upset with the clearing of the trees, etc. however the school have been working with them.

Hannah and Pete have been trying to push the second phase which is a dual use with community space – insurance and risk issue. H&P looking at dual use to help community building and share costs.

Secured \$40,000 for water fountains and additional items to make the pavilion open to all. Looking to re-gate/fence it.

7.2 Treasurer's Report

See attached.

The schedule of equipment is not depreciating any more. We therefore require an inventory, and to update the asset register. An update from Audit was that we should be registered for GST and will therefore have to run quarterly BAS, etc.

Forecast – had about \$7,000. Guy advised he was a little pessimistic in his previous assumptions – will have an additional \$5,000-\$6,000 from what he initially calculated.

Annually, we usually receive \$23,000-\$24,000 voluntary contributions. This year to date, we have only received \$17,700.

Vicky thanked Guy for his hard work this year, as we appreciate the amount of work that he's put in this year especially. Feels very positive about the future.

Action - Simone to assist with the inventory and updated asset register



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7.3 Canteen Manager's Report See attached.

Simone confirmed that she has changed some products to increase the profits. Asset registry to be done as priority and Simone to get some quotes for items that require replacing.

Simone requires funding for the following events;

- Sports Day Sausage Sizzle - \$536 was last year's amount
- Year 12 Graduation Morning Tea

Regarding the Father's Day Breakfast, it was unanimously agreed to not proceed with this as last one held (2019) was poorly attended.

Action – Simone to put forward funding request in writing for the Sports Day Sausage Sizzle and the Year 12 Graduation Morning Tea

All reports

Motion to accept reports: Andy Westridge
Seconded by: Paul Harris

Other Business

Invoice from School re chess club - *Action - Vicky to email Jane Street*

Paul raised that there will be live Jazz music at the Kingsley Chess Club – Aug 15th 6.30pm-8pm at North Woodvale Primary School.

Training for food safety – Simone looking at different courses, including a WACSSO one. If it's a few hundred dollars difference, P&C happy to support, especially if there are other peers attending. Simone to add to the funding request.

Meeting finished at 8.25pm.

9. Next Meeting:

General meeting 1 November 2023 at 7pm in the Conference Room.