

**GOOSEBERRY HILL PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC**



**MINUTES OF P&C ANNUAL GENERAL MEETING
WEDNESDAY 04TH MAY 2016**

Meeting opened 1.36pm at GHPS Staff Room

In Attendance: Cathy Burbridge (Chairperson), Nicole Mottram, Shirley Muir, Helen Griffiths, Patrick Bourke, Simone Gannaway, Sonya Bell, Esther Della Favory, Nicole Airay, Nicole Ireland, Amanda Garven, Elizabeth Williams, Nadine Clay, Jenny Hodgson, Faye Morgan.

Apologies: Elissa Mansell, Anna Campbell, Elis Sinclair, Linda Radukanovic, Dimitrije Radukanovic.

1. Confirmation of Previous Minutes

It was moved that:

1.1. The minutes of the annual general meeting of GHPS P&C Association held on Wednesday 16 March 2016 at 7.30pm be confirmed as a true and accurate record.

Carried

1.2. The minutes of the general meeting of GHPS P&C Association held on Wednesday 16 March 2016 at 6.30pm be confirmed as a true and accurate record.

Carried

1.3. The minutes of the Executive Committee meeting of GHPS P&C Association held on Wednesday 27 April 2016 at 1.30pm be confirmed as a true and accurate record.

Carried

2. Business Arising

2.1. AGM 16/03/16

2.1.1. The date of the next AGM is yet to be confirmed. Helen Griffiths is awaiting the advise of WACSSO regarding the best way to change office bearers at the end of the school year, rather than at the AGM, per item 11 on the AGM minutes.

ACTION: Helen Griffiths

2.1.2. The Honorary Auditor, Cameron Maitland, has again agreed to audit the P&C accounts for 2016 however this will be the last year he is able to offer his services.

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2.2. General Meeting 16/03/16

2.2.1. A representative from the Shire of Kalamunda will meet with the Patrick Bourke, Cathy Burbridge and Sonya Bell on 5 May to discuss options for improving road safety around the school eg. zebra crossings. Rebecca Beveridge will be invited to attend.

ACTION: Patrick Bourke, Cathy Burbridge, Sonya Bell

2.2.2. The school has been donated the use of a bouncy castle. Nicole Ireland will follow up with the donor to request the castle for the after-school picnic on the last day of Term 2.

ACTION: Nicole Ireland

2.3. Executive Committee Meeting 27/04/16

2.3.1. The Fundraising Committee for the Orchestra/Choir trip to Sydney next year no longer require the use of the P&C's spare bank account. They will instead use an existing account managed by Peter Hind. That account is more practical for use in Sydney as it has bank card access.

2.3.2. It was resolved to close the spare P&C account as it is no longer needed.

ACTION: Elissa Mansell

Carried

2.3.3. The new office bearers need to be added as signatories to the P&C bank accounts. Relevant forms have been received by the treasurer and will be actioned as necessary.

ACTION: Elissa Mansell, Sonya Bell, Mel Lymon, Cathy Burbridge

2.3.4. The donor of last year's fruit for Walk to School Day is unable to supply the event this year. Esther has approached Woolworths, who have agreed to donate a range of seasonal fruit. Any donations of fruit from school families' fruit trees would also be very much appreciated. Shirley Muir and Nicole Mottram are organising volunteers for chopping and distributing the fruit. Nicole Airay will advertise the above on the P&C Facebook page.

ACTION: Esther Della Favory, Shirley Muir, Nicole Mottram, Nicole Airay

3. *Corrospondence*

3.1. #10/16 From WACSSO: Call for nominations for WACSSO State Council elections. None of the members present were interested in nominating for this election.

3.2. #13/16 From ASG NEiTA: Call for nominations for National Excellence in Teaching awards. Posters will be put up around the school and the information published via Facebook and newsletter.

ACTION: Patrick Bourke, Sonya Bell, Anna Campbell

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3.2.1. The P&C wishes to celebrate National Teachers Day on 28 October. Ideas for the day will be discussed at a general meeting closer to the date.

4. Principal's Report – Patrick Bourke

4.1. See attached

4.2. The principal was very impressed with the recent Bunnings Sausage sizzle which raised \$2500 towards the Orchestra/Choir Sydney trip. He felt it was a fantastic opportunity to catch up with school families and congratulated Nicole Mottram for organising the volunteer roster on short notice. The kids put in an amazing effort and displayed a great attitude to their work. A donation jar also raised \$129.

4.3. A site meeting was held on 03 May for interested contractors regarding the tender for construction of the new administration block. There are about 5 or 6 contractors interested in bidding.

4.3.1. Patrick mentioned it would be a good idea if the tradespeople take their morning break during school drop off time, in order to free up some parking.

4.3.2. The area surrounding the existing basketball court will soon become a construction site as work begins on the new courts. Some staff parking may be allowed behind the site however canteen deliveries will be directed to the access point on Huntley St, near the library.

4.4. Patrick was asked about the Cake Stall on 24 May and explained that it is to raise money towards the year 6 parting gift to the school.

5. Board Report – Cathy Burbridge

5.1. See attached.

6. Treasurer's Report – Elissa Mansell

6.1. See Attached

6.2. Item 7 Reimbursements: Canteen manages their own reimbursements. Other members accumulate their receipts rather than submitting many small claims separately.

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7. *Canteen Report – Nicole Mottram*

7.1. See Attached

7.2. The canteen will be closed on Mondays for the remainder of the term due to the lack of volunteers. Volunteer places still need filling for some Fridays. The situation will be reassessed closer to the end of term and Monday canteen will be reinstated for term 3 if there are enough volunteers. This information will be included in the newsletter, followed by a separate notice to all families.

ACTION: Nicole Mottram, Patrick Bourke

7.3. Some ideas to improve volunteer numbers were discussed:

7.3.1. Nicole Ireland and Shirley Muir will ask the class reps to approach parents and request volunteers. They will offer canteen training sessions to make it easier and more comfortable for new volunteers to join.

ACTION: Shirley Muir, Nicole Mottram, Nicole Ireland

7.3.2. The canteen roster will be advertised on the P&C Facebook page and via the Skoolbag app in order to reach the parents who prefer those communication methods.

ACTION: Patrick Bourke, Nicole Airay

8. *Fundraising Report – Nicole Airay*

8.1. Dough Raiser: Mention you're from GHPS when you shop at Baker's Delight and 5% of each sale will be donated to the school

8.2. Entertainment Book: In order to be profitable, the school needs to sell at least 13 copies. 5 have been sold already. If 10 books are sold by 5 May, the school will be eligible to enter into the draw for a range of Entertainment Book prizes.

8.3. The Art Show has been postponed until next year. Nicole has been speaking with a representative from Kalamunda Shire who advised that this event could potentially be included as part of the Shire's annual Spring Festival.

8.4. Instead of the Art Show, P&C is arranging a luncheon in the Swan Valley on 25 June for parents and guardians. The event will cater for 45 – 90 people (one or two busses) and will be advertised soon.

8.5. The Spring Clean Out car boot sale will be held on either the 10th or 17th of September, TBC. The P&C is able to use the ECE carpark and will have access to the school toilets. More details will be made available closer to the event.

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8.6. Melbourne Cup Luncheon: To be held on 1 November. Masonmill restaurant have offered some excellent fundraising packages. Details to be confirmed.

9. Public Relations Report – Helen Botica

9.1. Helen has been promoting GHPS stories to the local newspapers eg the school's ANZAC service.

The committee is asking for any 'good news' stories pertaining to students or the school community, which Helen can submit to the local papers.

9.2. The P&C Facebook page "Gooseberry Hill Primary School P&C", which is now the P&C's main communications portal, already has 70 followers. If anyone wishes to publish an item to the page, please contact Anna Campbell via email or PM via the FB page. Nicole Airay has also been added as an administrator so that she can post fundraising events and reminders. The FB page will be advertised in the Friday reminder.

ACTION: Patrick Bourke

10. Early Childhood

An informal Early Childhood fundraising team has been established. Cathy Burbridge and Shirley Muir will approach the team in order to establish a relationship and make them very welcome at the P&C should they wish to join.

11. Timing of P&C Meetings

11.1. It is an aim of the P&C to increase membership numbers and to encourage more fathers and male guardians to join. The scheduling of daytime meetings may be a deterrence and it was proposed that all future meetings be held in the evening. Helen Griffiths presented a table created by the Kalamunda State High School P&C, which shows that all other local schools schedule all P&C meetings in the evening. Evening meetings are also conducted under less time pressure and ensure that the office bearers who work have more opportunities to attend. The resolution to reschedule all daytime meetings to evenings was passed unanimously.

Carried

11.2. A suggestion was made at last week's Executive Committee meeting to publish the meetings' agendas in advance on the P&C Facebook page in order to engage discussion. There was general agreement that this is a good idea. It will be important to emphasize that all decisions

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can only be made by holding a vote at P&C meetings. There will be further discussion about this when the page administrator, Anna Campbell, is able to attend.

11.3. The P&C will establish a suggestion box, to be located in the office. This will give school families another method of communicating ideas to the P&C. A virtual suggestion box was also raised as a convenient and more private method of communication. P&C will investigate virtual suggestion boxes and how they work, along with how the use of one would sit within the school's IT and privacy policies.

ACTION: Shirley Muir, Cathy Burbridge

12. Future Strategy Meeting

12.1. This meeting will be held on the evening of 20 May (time TBC) at Cathy Burbridge's house. Mike Burbridge will facilitate. The purpose of the meeting is to flesh out the P&C mission statement and to brainstorm ideas to maximize the influence and effectiveness of the P&C. Members are asked to email their thoughts to Cathy in advance.

12.1.1. Esther advised that she has a contact who has offered to host a woodwork workshop at the school. This event and others similar to it could be a great way to involve more Dads. Members are asked to bring other ideas for encouraging more male members to the strategy meeting.

13. Breakfast Club

The school chaplain has advised the P&C that there are a number of students regularly coming to school without breakfast due to their family not being food secure or for reasons otherwise outside of their control. It was proposed that Mrs Halicki host a breakfast club from 8.30 on Thursday mornings, catered for by the Canteen. Students will participate on invitation from Mrs Halicki and the club will not be advertised. Participating students' privacy will be carefully maintained and only two or three P&C volunteers will be involved. The arrangements will be made in consultation with school administration. The resolution to establish the Breakfast Club was passed unanimously.

ACTION: Nicole Mottram

Carried

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14. Second Hand Uniforms

Currently the money raised from selling second hand uniforms is banked into the P&C account. Instead, it was moved that those funds be used to purchase Lowes vouchers, which will be given to Mrs Halicki to allocate to students who's families have the need for them. Mrs Halicki will be the sole decision maker and will not be reporting which families are gifted the vouchers. The resolution was passed unanimously.

ACTION: Helen Griffiths

Carried

15. Orchestra/Choir Sydney Fundraising

15.1. The families participating in the trip will be asked to contribute \$3000 per child. The school hopes to raise enough money to cover the balance, which is \$1000 per child or roughly \$80000.

15.2. Esther submitted a draft schedule of fundraising events to Patrick, Cathy and Nicole Airay. Events will be scheduled so as not to clash with P&C fundraisers. There is possibly another opportunity for a Bunnings sausage sizzle in September.

15.3. It was resolved that the participating students put the funds they raise for dance-a-thon towards their trip. Nicole Mottram, Cathy Burbridge and Esther Della Favory abstained from voting due to a possible conflict of interest.

Carried

15.4. Esther is working on securing corporate grants for the trip and is currently in discussions with Bendigo Bank. Other possibilities are Lottery West and Rotary.

16. General Business

16.1. Nicole confirmed with Patrick that admin had no objections to posters in each classroom advising the contact details for each class rep, along with information about their role.

16.2. A question was raised regarding the availability of cotton uniform t-shirts. They will continue to be supplied once a year with orders taken in November and deliveries in February.

16.3. The smooth operation of the kiss and drive at pick-up is being interrupted by parents who park and wait for their children to arrive, rather than driving around the block to let other parents access the bays. Patrick will pass this feedback to the supervising teachers.

ACTION: Patrick Bourke

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17. Date of Next Meeting

- 17.1. The Future Strategy meeting will be held on Friday 20 May at Cathy's house, time TBC.
- 17.2. The next general meeting will be held on Wednesday 8 June at 6.30pm.

18. Closure

The meeting closed at 2.50pm

Minutes Confirmed on _____

Cathy Burbridge, President