

GOOSEBERRY HILL PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC



P&C General Meeting * Wednesday 23rd August 2017

Venue: GHPS Library

Meeting opened: 6.38pm

1. Welcome Tessa Murabito (TM) to chair meeting as Kylie Eaton (KE) is unwell tonight

Attendance: Emma-Jo Broadley, Elizabeth Williams, Maile Berry, Fiona Elsegood, Anne Bell, Ainslie Royale, Danielle Meagher, Christine O'Brien, Nicole Airay, Deb Lack, Elissa Mansell

Apologies: Amy Durling, Anna Campbell, Nicole Mottram, Dimitrije Radukanovic, Dan Pearce, Narell Harrison, Kylie Eaton, Kym Buckingham

2. **Minutes of 2nd August meeting –**

Reviewed by all. It was noted that an amendment was required with regard to plan for "logo competition". Minutes to be approved at the next meeting.

Actions arising from previous minutes:

4a. Certificate of Appreciation: Certificate has not been uploaded as yet. EW raised access to Tidy HQ. EB advised restricted access. TM explained trial of Tidy HQ and still learning function.

Action - TM to discuss with EM regarding access for EW. EB follow up with Shonna re email and upload to tidy HQ

4b. Branding of P&C: As noted above, amendment required regarding "logo competition". EW raised discussion as to whether a logo is necessary. Discussion supported by FE.

Action - Motion to be put forward and to be voted on at next meeting regarding need for a logo.

4c. Busy Bee: Saturday August 18th, FE reported approximately 13 volunteers, made good progress with gardening and building maintenance.

No further action

4d. Sustainability & Recycling: FE reported has spoken to Belinda Cass and is proceeding with organizing/set up of program.

No further action at this stage.

3. **Correspondence**

In – Brownes, Matthew Hughes, Australian Fundraising Specialists

Out – Nil

4. **Presidents Report**

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TM reported written summary as provided by KE- thank you to Maile Berry for amending the survey wording. Survey criteria is currently with FE for further amendments. Suitability of options to be screened in accordance with Department of Education/school requirements. FE advised when this has been completed and will meet with P & C to hand over.

Accepted: EM

Seconded: EW

6. **Principals Report**

See attached report.

Accepted: EM

Seconded: TM

5. **Treasurers Report**

See attached report.

Accepted: TM

Seconded: DM

6. **Fundraising & Social Report**

See attached report.

Disco has been deferred until next term due to other event commitments this term – Friday 27th October but not Halloween theme.

Accepted: TM

Seconded: EM

Colour Fun Run – event planned for 12 November. Proposed entry fee of at least \$20 (based on min. 150 participants) to cover cost of dye, t-shirt and small merchandise item. Paperwork to be sent first week of term 4, with 2 weeks to get responses back.

EM raised if P&C should look to subsidise \$20 cost, subsequent discussion from EB regarding total cost for families quite high. EM suggested a \$10 subsidy, P&C would be required to outlay approximately \$1500 in order to provide an 'event' versus a 'fundraiser'. FE noted that can be difficult to do both. EW confirmed that a decision regarding how to proceed would need to be made asap to allow planning to occur. EW stated another option could be to cut extra costs from the standing \$20 fee, and the P and C fund any excess. TM proposed a motion to vote.

Motion: That the P&C will make up any shortfall in funding for the Colour Run.

Accepted: MB

Seconded: DM

7. **Music Report**

A total of \$60,128 was raised through the massive efforts of staff and families involved in the Sydney Tour between April 2016 & July 2017. The students performed at many high profile venues across Sydney and Canberra as well as at the International Music Festival. Congratulations to the Orchestra on their Gold & the Choir on their Silver, a very amazing achievement. Special acknowledgement to Nicole Mottram for her fundraising role in support of the choir.

Accepted: EM

Seconded: TM

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8. **Assessing projects against survey criteria** – MB reported survey has been completed and is ready to go. Will await collaborative review by FE and P&C.

Action – KE/TM to follow up final survey document for distribution to P and C members as soon as possible.

9. **Canteen Issues**

NA advised ongoing issues with no volunteers. Current canteen 'Manager'/representative Linda Radukanovic (LR) will no longer be able to provide her time as she will be leaving the country at the end of the year. NA read out concerns as stated by LR regarding volunteer difficulties.

NA advised no longer sustainable and limited consistency with how the canteen is run.

Proposal for a paid staff member to ease burden off parents. KE had handed over information regarding institution of a Canteen Management Sub Committee to further explore options.

WACSSO are available to come out and offer advice regarding canteen management. NA has conducted research into other local schools and their canteen structure, appears that many schools utilise a paid employee. TM raised motion for Canteen Sub Committee.

FE raised if canteen should close for one day until the end of term? EW agreed that this would ease pressure on existing volunteers.

Motion: That the P&C will establish a Canteen Management Sub Committee to investigate options for maintaining a canteen.

Accepted: NA

Seconded: EM

Action – Canteen to be closed on Tuesdays for the rest of the term except for the special 'event' days where special orders will be advised. NA, KE, EB and FE to advertise closure through appropriate channels.

10. **WACSSO Conference** – EW advised a lot of relevant content provided in regards to volunteers and canteen, will require more time.

Action – to be discussed at the next meeting by EW

11. **Matthew Hughes MLA** – Letter of offer of bicycle read by EB. Noted that requested bikes were for PP/Kindy area. TM queried if P and C would like to try and ask for a 'swap' instead of single bike. FE advised difficult to purchase as specialist equipment. EW proposed keep the existing bike offered and raffle. FE advised difficulties with raffle and notification requirements.

NA advised have the option to run raffle for a one-week period. TM advised decision can be left to Fundraising Committee. EW in agreeance with this.

Action – EW to follow up regarding best fundraising purpose for donated bike.

Other Business

Father's Day breakfast (29 September) – P&C to confirm and advertise breakfast and "bring a plate" asap

Open Night – P&C cake stall and advertising stand

Sports Carnival (8 September) – Canteen stall for participants and parents

Challenge Walk (22 September) – Special lunch order

12. **Date of next meeting:** Wed 25th October (Wk 3 Term 4)

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Meeting closed: 7.45pm

per [signature]
Tessa Murabito

11/7/2017
Date