

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



**Minutes of General Meeting  
28 November 2018**

**Held In:** Kalamunda Pub – Board Room

**Meeting Opened:** 6.38pm

ITEMS	ACTION (NAMES)
<p><b>1) Open / Apologies</b></p> <p><b>ATTENDANCE:</b> Kylie Eaton, Emma-Jo Broadley, Kerrie Rowe, Deb Lack-Moran, Tracy Brand, Nicole Airay, Christine O’Brien, Elissa Mansell, Elisabeth Williams, Elis Sinclair, Anne Bennett, Nicole Ireland, Faye Morgan, Natasha Binns, Kym Buckingham, Narelle Harrison, Danielle Meagher, Adeline Calcott, Larissa Wake, Melissa Duxbury</p> <p><b>APOLOGIES:</b> Matthew Snell, Tessa Murabito</p>	
<p><b>2) Confirmation of Minutes of Previous Meeting 29/08/2018</b></p> <p>Revised minutes.</p> <p><b>Accepted: DM    Seconded: DL</b></p> <p><b>Confirmation of Minutes of Previous Meeting 17/10/2018</b></p> <p><b>Accepted: NI    Seconded: DL</b></p>	
<p><b>3) Actions Arising from Previous Minutes 17/10/2018</b></p> <p>a) <b>School Fair: NA</b></p> <p><b>Fair feedback</b></p> <ul style="list-style-type: none"> <li>• Not having a budget was a challenge</li> <li>• Designated Fair Committee – outside of the P&amp;C for next time</li> <li>• Assign stalls to those who are actually interested in running them</li> <li>• Reconsider the stalls we have next time</li> <li>• Potentially revisit the Fair as more of a ‘Family Fun Day’</li> <li>• ‘Fun Day’ could be run every 2 year</li> <li>• Get a face painting kit for the P&amp;C to run at general P&amp;C related events</li> </ul>	
<p><b>4) Correspondence: EB</b></p> <p>Not applicable. Mainly electronic notifications.</p>	

*Our Vision: “In partnership with our school we welcome and encourage our families to come together to inspire the future citizens of our world to be the best they can be.”*

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5) Reports

a) **Treasurer's Report: EM**

See Treasurer's Report.

- Need to complete a stock take of P&C assets to understand what we own and what belongs to the schools
- Need to check the storage room in old admin building/ who has keys?
- P&C account balance: \$86,765. Pastoral care account: \$2,087

**Accepted: FM    Seconded: NH**

b) **Canteen: C O'B**

See Canteen Report.

- Good feedback from the new menu
- Request for oven cleaning

**Accepted: ES    Seconded: EW**

c) **Fundraising: NA**

See Fundraising Report.

- Nicole has some additional gift vouchers we have not used. Propose running a 'free' raffle on presentation night which all attendees can participate in as a 'thank you' for the efforts throughout the year. Adaline and Nicole to run
- NA has some smaller prizes still available. Donate these to the Giving Tree

**Accepted: EB    Seconded: NI**

d) **President's Report: KE**

See President's Report.

- Natalie Clare has relinquished her role as Media & Marketing role due to work commitments
- Tessa will be stepping down as Vice-President in 2019 due to study commitments
- Sally Birkhead will take over the license plates from Nicole Ireland

**Action:** Christine to get quote for oven cleaning for executive to approve. Checking with school to see if they can include in their final clean.

**Action:** Christine and NA to propose any additional canteen equipment requests to the P&C early 2019

**Action:** Kylie to promote raffle. NA to get some additional chocolates for prizes

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<ul style="list-style-type: none"> <li>• Kerrie Rowe will continue to run the Mother’s Day stall. Potentially change the stall running days in 2019 to suit Kerrie’s study schedule</li> <li>• Second-hand uniforms – Helen to continue (confirm with Helen)</li> <li>• Presentation night – Request for food</li> </ul> <p><b>Accepted: EB    Seconded: KR</b></p> <p>e) <b>Principal’s Report: MS</b> See Principal’s Report.</p> <ul style="list-style-type: none"> <li>• Funding for air-con from the P&amp;C. Issues with servicing</li> </ul> <p><b>Accepted: EW    Seconded: KB</b></p>	<p><b>Action:</b> KE, NA, CO to discuss about food on presentation night, i.e. food truck</p>
<p><b>6) Other Business</b></p> <ul style="list-style-type: none"> <li>• General discussion around funds for the Science building</li> <li>• General discussion around the uniforms at Lowes. Apparently the school emblem is screen printed not embroidered.</li> <li>• AGM to be held after the first P&amp;C meeting in 2019</li> </ul>	<p><b>Action:</b> MS to outline approach to the planning process for the Science area</p> <p><b>Action:</b> KE to request a list of other items for the P&amp;C to fund</p> <p><b>Action:</b> KE to check with the school re any uniform changes with Lowes.</p>
<p><b>7) Date of next meeting</b></p> <p>TBC – 2<sup>nd</sup> and 7<sup>th</sup> week of term</p>	
<p><b>1) Meeting closed</b></p> <p>Closed 8.13pm</p>	

Signed \_\_\_\_\_

Kylie Eaton – GHPS P&C President

Date: 14/3/19.