

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## Minutes of General Meeting 5 August 2020

**Held In:** GHPS Library

**Meeting Opened:** 6.35pm

ITEMS	ACTION (NAMES)
<b>1) Open / Apologies</b> <b>ATTENDANCE:</b> Debbie Parkinson, Christine O'Brien, Melissa Duxbury, Rachael Bolton, Elizabeth Williams, Elissa Mansell, Maile Berry, Nicole Airay, Matt Snell, Rachael Rowcroft, Jessica Newman, Lauren Johnson, Kym Buckingham, Abigail Stone <b>APOLOGIES:</b> Sally Birkhead, Nicola Chambers, Faye Morgan	
<b>2) Confirmation of Minutes of Previous Meeting 17/06/2020</b> <b>Accepted: MD   Seconded: EM</b>	
<b>3) Actions Arising from Previous Minutes 17/6/2020</b> <ul style="list-style-type: none"> <li>a) <b>Adoption of new Constitution (DP)</b> Forms submitted to WACSSO and approval confirmation received. New constitution requires GHPS P+C to have a certain number of executive committee members, we are one short.</li> <li>b) <b>Footpaths – Walter/Huntley – update from Council (MS)</b> Will depend on outcome of crosswalk application.</li> <li>c) <b>Lowes arrangement update – rain coats and homework folios (MS)</b> Unable to source cheaper coats ourselves due to commercial contract with Lowes. Lowes are restricted with suppliers also. Homework folios still being investigated</li> <li>d) <b>Proposal to purchase coffee machine – investigation continuing (MD &amp; NA)</b> MD contacted corporate coffee sales company and full barista style machine probably not viable.</li> </ul>	<p><b>Action: DP add vote for new executive to next meeting agenda.</b></p> <p><b>Action: MS to update on potential for Lowes to stock GHPS homework folios.</b></p>

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<p><b>4) a) Correspondence: DP</b></p> <p>Bank Statements - BankWest</p> <p>Mainroads – Children's Road Crossing application acknowledgement</p> <p>WACSSO – approval of new constitution being adopted</p>	
<p><b>5) Reports</b></p> <p><b>a) Principal's Report: MS</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• Book week to be postponed to term 4 week 2, with disco (P+C look after food and drinks)</li> <li>• Has plans for junior primary play area to present at next meeting</li> </ul> <p><b>b) President's Report: RB</b></p> <ul style="list-style-type: none"> <li>• See attached report</li> </ul> <p><b>c) Treasurer's Report: EM</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• EW proposed that government COVID stimulus is allocated to the Canteen for upgrades when needed. Nothing needs upgrading currently.</li> <li>• MS proposed that funds in pastoral care account be used to assist families (as required) with year 6 camp cost.</li> </ul> <p><b>d) Canteen Report: CO'B</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• request to promote requirement for volunteers</li> </ul> <p><b>e) Fundraising Report: MD</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• Disco – theme will now be Book Week. P+C to receive ticket sales and</li> </ul>	<p><b>Action: MS to present plans at future meeting</b></p>

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## PARENTS AND CITIZENS ASSOCIATION INC



<p>food and drinks sales.</p> <ul style="list-style-type: none"> <li>• Grandparents morning tea – school run event, not via canteen. Event not yet confirmed due to COVID issues</li> <li>• Colour Run – need further info on cancelation fees or impacts due to COVID of event cannot go ahead.</li> </ul>	<p><b>Action: MS to investigate colour run details</b></p>
<p>6)</p> <p>a) <b>Pre-Primary – discussion and proposal for P+C to fund new sensory play area JN</b></p> <ul style="list-style-type: none"> <li>• To be around the PP rooms</li> <li>• Will assist Kindy/PP/others with gross and fine motor skills</li> <li>• Design has been completed by Blue Goose</li> <li>• Funding is required for painting which will need to be professionally painted for quality and longevity</li> <li>• Anticipated cost \$5k-\$10k</li> <li>• P+C agreed pending quotes</li> </ul>	<p><b>Action: JN to source quotes for painting</b></p>
<p>7) <b>Any other business</b></p> <ul style="list-style-type: none"> <li>• MS – bag hooks for A &amp; B Block were removed to accommodate reverse cycle air conditioning, propose P+C fund 50% for new bag racks. Cost to P+C approx. \$6k. Not agreed.</li> <li>• </li> </ul>	
<p>8) <b>Date of next meeting:</b> Week 8, Tuesday 8 September 2020</p>	
<p>9) <b>Meeting closed:</b> 8.10pm</p>	

Signed \_\_\_\_\_

Rachael Bolton – GHPS P&C President

Date: 8/9/2020

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# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## Principal's Report Wednesday the 5<sup>th</sup> August 2020

### COVID Update

We are trying to work out ways to best include parents in activities and events whilst still abiding to social distancing rules and regulations.

Term 3 events for consideration are;

- Assemblies
- Leadership Breakfast
- Father's Day events
- Open Night
- Stirkfest
- Challenge Walk
- (Book Week – Term 4)

### Building Update

- Initial plans arrived for junior Primary Play Area – Discussion
- Costing / Design in process for new Staffroom
- Pre-Primary Busy Bee to create extra play / Sensory items
- Kindy Veranda to be costed

### Cross Walk on Ledger Road

Surveys currently taking place (am on 29.07) was noted so continue to use this area to cross.

### Fathering Project

Great Launch on Monday 27.07. Leaders will look to promoting and creating an event. Potentially introduce Leaders at Father's Day Breakfast to wider group of dads. There is a cost involved in this so P&C may wish to contribute to this.

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## President's Report July 2020

P&C Meeting 5<sup>th</sup> August 2020

### Crosswalk

I met with Matthew Hughes and Liam Staltari to ask for their support in the school's application for a crosswalk, both parties have indicated they are happy to lobby with us to achieve a successful outcome.

### Dance-a-thon

Well done to Melissa and team for pulling the event together. I was fortunate enough to be able to attend and take photos of the event. The kids and staff (some staff more than some kids) looked like they had a really enjoyable time.

### Pre-primary Sensory Path

Jess Newman approached me regarding a sensory play area for the early childhood area, we discussed the idea of a sensory path being created and a call out to families for suitable donation of material to create the path. I believe majority, if not all materials were donated and now a date will be set to construct the path.

### Quiz Night

The Quiz Night is in the very capable hands of Kym Buckingham and her team, with a date set of 19 September 2020.

### Faction Colored Sweat Bands

Obtained a quote from ID Athletic for faction colored sweatbands to be sold as a fundraiser for athletics/swimming carnivals etc. Have passed details on to the fundraising team.

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# GOOSEBERRY HILL PRIMARY SCHOOL P&C TREASURERS REPORT

Committee meeting dated 5 August 2020

Transactions occurring 6 June 2020 to 31 July 2020

## Notes

- Federal government COVID stimulus/ JobKeeper payments continue
- Audited AGM report has been provided
- Trading income from canteen \$16,770 (includes COVID stimulus)
- No activity in Pastoral care account due to school banking being on hold
- \$1,032 for Danceathon via electronic deposits
- Some payments pending receipt of banking tokens for online banking second approval

<b>Trading account</b>		<b>4166114</b>
Opening bank balance 5 June 2020		102,223.42
<u>EXPENSES</u>		
Admin/ employment costs	3,001.40	
Canteen COGS	3,479.57	
Fundraising COGS	33.00	
School project	35,000.00	
		41,513.97
<u>INCOME</u>		
Canteen sales	9,770.00	
COVID stimulus	6,000.00	
Fundraising	1,032.00	
Other	-	
GH Plates	300.00	
		17,102.00
Closing bank balance 31 July 2020		77,811.45
Uncleared expenses	3,843.15	
Uncleared income	-	
Available funds		73,968.30
Committed funds		-
<b>Pastoral care</b>		<b>4165710</b>
Opening bank balance 5 June 2020		6,344.86
<u>EXPENSES</u>		
No expenses	-	
<u>INCOME</u>		
No income	-	
Closing bank balance 31 July 2020		6344.86
Uncleared expenses	-	
Uncleared income	-	
Available funds		6344.86
Committed funds		-
<b>ALL FUNDS</b>		<b>80,313.16</b>





## GOOSEBERRY HILL PRIMARY SCHOOL P&C CANTEEN REPORT

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A quiet first week of Term 3, looking forward to a busier term with the possibility of some events with The Father's Day Breakfast, Faction Carnival and Challenge Walk. I'm thinking of changing the Fathers Day Bacon & Egg Rolls to a couple of Croissant options and toasted sandwiches. I will again run Special Menu days for the Faction Carnival and Challenge Walk. I will call for volunteers prior to each event as per previous years.

I have updated the Menu and Volunteer Roster for Term 3 and both have been updated to the school website. We are back to a full menu this term after running limited options for Term 2.

I'm going to purchase a new Canteen Microwave. The current one needs replacing as the internal lining is starting to crack and peel.



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## Fundraising Report July 2020

### P& C Meeting 5<sup>th</sup> August 2020

There are a few things in the pipeline for the rest of the year (see below). The Fundraising team met just before the end of Term 2 to introduce ourselves and talk about upcoming events. The team is comprised of Me (Melissa Duxbury), Nicola Baylem Chambers, Elizabeth Williams, Abigail Stone and Maile Berry.

Kym Buckingham attended for the first part of the meeting to talk about plans for the Quiz Night.

### **Dance-a-thon**

Held on Friday 13<sup>th</sup> June

Sponsorship money due back this week (27-31 July)

Photos taken by Rachael on the morning

Amount raised will be available by the next meeting

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### **Upcoming events**

#### **TERM 3**

#### **03/09 Thursday - Father's Day Breakfast**

Christine Menhennett O'Brien – Canteen. How can we assist? We will need to start promoting this in the next couple of weeks.

#### **11/09 Tuesday - Faction Athletics Carnival**

Food and lunches will be sold by the canteen – will we be asking for volunteers to help?

A coffee van will need to be organized for the day. I will talk to Matt about the plans for parents attending.

#### **15/09 Tuesday - Open Night**

- Cake Stall to be organized
- Can we use signup for volunteers?

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## 19/09 Saturday - Quiz night

Kym Buckingham coordinating with assistance from Fundraising Team and P&C Committee

- The date and venue ( Keane Area) has been approved by Matt
- We need to find someone with an **Accredited Bar Manager Card**. We may have to pay someone to attend on the night. Maile has a contact that has one and will check to see if she can do the event.
- A Quiz Master is required and we had one for the previous date we had earmarked, and just waiting to hear if this person is available for the 19<sup>th</sup>.
- With drink sales and ticket sales we should come out with some profit after paying for the Quiz Master and a possible Bar Manager. We will also need to spend money on decorations and possibly glasses.
- Kym has things in hand and the P&C are here to help support her and her helpers with what she might need.

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## TERM 4

### October

#### 30/10 – Friday - Disco – Halloween Themed

- Entry- \$5 which will include a lolly bag and glow stick
- Break it into 2 timeslots :  
  
Years PP to Year 2 - 4.45-6.15  
  
Years 3 to Year 6 – 6.30 - 8
- **Costs:** Extra decorations, lollies, glow sticks, tickets

### November

#### 19/11 Thursday - Grandparents Morning Tea

Christine Menhennett O'Brien – Canteen. How can we assist?

### December

#### 04/12 Friday – Colour Run

Committee needs to make a decision if this goes ahead using the current company

I will break this down during the P&C meeting on 5th August

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