

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## Minutes of General Meeting 28 October 2020

Held In: GHPS Library  
Meeting Opened: 6.36pm

ITEMS	ACTION (NAMES)
<b>1) Open / Apologies</b>  <b>ATTENDANCE:</b> Debbie Parkinson, Melissa Duxbury, Matt Snell, Rachael Rowcroft, Lauren Johnson, Elizabeth Williams, Elissa Mansell  <b>APOLOGIES:</b> Sally Birkhead, Lisa Logan, Christine O'Brien, Rachael Bolton, Faye Morgan, Nicole Airay, Christine O'Brien	
<b>2) Confirmation of Minutes of Previous Meeting 8/09/2020</b>  <b>Accepted: MD   Seconded: RR</b>	
<b>3) Actions Arising from Previous Minutes 8/9/2020</b> a) <b>Children's Crossing</b> <ul style="list-style-type: none"> <li>• Didn't achieve adequate numbers, Type A crossing declined</li> <li>• Type B Crossing approved – must be self-funded</li> <li>• If proceed with Type B, likely to be Type A approved – which is fully funded.</li> <li>• If P&amp;C agree to fund children's crossing and application accepted, school will lobby for footpaths.</li> <li>• Hopefully kiss and drive will be relocated over the summer holidays</li> <li>• <b>Motion:</b> P&amp;C to fund crosswalk costs – NOT VOTED AS QUORUM WAS NOT MET</li> </ul>	<b>ACTION – investigate requirements to apply for Type B crossing. If required hold Special Meeting for exec committee to vote on funding.</b>
<b>4) a) Correspondence: DP</b>  Bank Statements – BankWest  Mainroads – survey and application results for childrens crossing  More2Give – fundraising opportunity (socks)  Comedy for a Cause - fundraising opportunity	

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<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>• Award Assembly moving back to evening based on feedback</li> <li>• A block roof replacement complete, B block &amp; library under cover area to be completed in December</li> <li>• Asbestos register kept – no plan to replace unless damaged</li> </ul> <p><b>b) President's Report: DP for RB</b></p> <ul style="list-style-type: none"> <li>• See attached report</li> <li>• Business Directory - can only school families sign up?</li> </ul> <p><b>c) Treasurer's Report: EM</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• in final stages of opening Bendigo Bank Account</li> </ul> <p><b>d) Canteen Report: CO'B (absent)</b></p> <ul style="list-style-type: none"> <li>• No report tabled</li> </ul> <p><b>e) Fundraising Report: MD</b></p> <ul style="list-style-type: none"> <li>• see attached report</li> <li>• Thermomix raffle – on hold until 2021 – raised idea of prize being either a Thermomix or \$2k cash</li> </ul>	<p><b>ACTION – RB to communicate intention of who is included in school community.</b></p>
<p><b>6)</b></p> <p><b>a) P&amp;C Store Room MD</b></p> <ul style="list-style-type: none"> <li>• Very full, need to stocktake/clean out</li> <li>• Some school property stored</li> </ul>	<p><b>ACTION – MD &amp; RR volunteered to sort and register what is in the room, so we can decide on what to keep/dispose of.</b></p>

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<p><b>7) Any other business</b></p> <ul style="list-style-type: none"> <li>○ <b>Canteen Volunteers</b> <ul style="list-style-type: none"> <li>▪ Need support to keep canteen operating.</li> <li>▪ Need to market to make parents/carers to attract more volunteers and make them aware of 'sign up' app.</li> <li>▪ Suggest poster style marketing – Newsletter, Friday reminders, Facebook, school office, outside classrooms etc.</li> <li>▪ Can we give incentives to volunteers? Eg credit voucher for canteen, free lunch for volunteers kids.</li> </ul> </li> <li>○ <b>Class Reps</b> <ul style="list-style-type: none"> <li>▪ Lauren Johnson volunteered to be the P&amp;C Class Rep Coordinator</li> <li>▪ Start utilising the class reps more to distribute messages from P&amp;C and make classes aware of what P&amp;C are doing, volunteer opportunities etc</li> </ul> </li> </ul>	<p style="color: red;">ACTION – DP to discuss with RB on creation of marketing material</p>
<p><b>8) Date of next meeting:</b> Term 4, Week 8 – 2 December 2020 (at Kalamunda Hotel)</p>	
<p><b>9) Meeting closed: 7.45pm</b></p>	

Signed \_\_\_\_\_

Rachael Bolton – GHPS P&C President

Date: 2/12/2020





# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## Principal's Report Wednesday the 28th October 2020

### Term 4 Update

Events can continue dependent upon current restrictions.  
Upcoming Term 4 Events are;

- Assemblies
- Interschool Athletics Carnival
- Remembrance Day
- K/ PP Orientation
- Grandparents Moring Tea
- 4 – 6 Swimming Carnival
- Lego League
- ECE Christmas Concert
- Nativity Play
- PP – Year 3 Swimming Carnival
- Graduation
- Awards Assembly – Evening Event
- Final Assembly

### Class Requests

- Thanks to those that contacted. No longer available.

### Building Update

- Kiss and Drop design submitted.
- Initial plans arrived for junior Primary Play Area – Fiona project managing.
- Costing / Design in process for new Staffroom
- Kindy Veranda budget allocated
- Roof replacement September and Summer School Holidays.

### Cross Walk on Ledger Road

- See Attached Letter
- Discussion Regarding Option B – Employed by P&C

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## President Report - 28th October 2020

### Business Directory

A Gooseberry Hill Primary School Business Directory has been set up with the help from the wonderful ladies in administration. Business owners in the school community are encouraged to submit their business details to be included on the school website as a first port of call for the school community.

There have been approx 28 businesses sign up for the directory, and the admin ladies are now working on it going live on the website.

### Quiz Night

The Quiz night was an incredible success. The aim of the night was to bring the school community together for a fun evening, I think we can agree that for those who went, it was a fantastic evening and incredibly well coordinated. Thank you to Kym for her amazing work in coordinating the event, and to the wonderful team that helped in assisting with sponsorship, decorations, drinks and all the other important things behind the scenes, we very much appreciate you.

### Athletics Carnival

Thank you Christine for your efforts at the Athletics carnival and again providing a healthy food option for the students. I would also like to thank the volunteers who assisted throughout the day on the canteen stall - thank you!

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# GOOSEBERRY HILL PRIMARY SCHOOL P&C TREASURERS REPORT

## Committee meeting dated 28 October 2020

Trading account	
Opening bank balance 30/7	77,811.45
<u>EXPENSES</u>	
Admin/ employment costs	6,878.43
Canteen COGS	13,890.65
Fundraising COGS	3,391.46
School project	-
	24,160.54
<u>INCOME</u>	
Canteen sales	19,521.80
COVID stimulus	3,824.00
Fundraising	5,543.47
Other	-
GH Plates	-
	28,889.27
Closing bank balance 21 October 2020	82,540.18
Uncleared expenses	-
Uncleared income	-
	82,540.18
Available funds	
Committed funds	-
Pastoral care	
Opening bank balance 30/7	6,344.86
<u>EXPENSES</u>	
Quiz Nite float	870.00
GH Plates	200.00
	1,070.00
<u>INCOME</u>	
School banking commission	185.00
GH Plates	-
	185.00
Closing bank balance 21 October 2020	5,459.86
Uncleared expenses	-
Uncleared income	-
Available funds	5,459.86
Committed funds	-
<b>ALL FUNDS</b>	<b>88,000.04</b>



## GOOSEBERRY HILL PRIMARY SCHOOL P&C TREASURERS REPORT

### Committee meeting dated 28 October 2020

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Transactions occurring to 21 October 2020

#### Notes

- \$50 donation from Bean High Café
- Quiz nite and Danceathon raised \$2,152 profit
- Jobkeeper payments have decreased in accordance with stage changes

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## Fundraising Report October 2020

### P& C Meeting 28<sup>th</sup> Oct 2020

#### **Quiz Night Feedback**

Feedback from the Quiz night was really positive and everyone I have spoken to had a ball, including me! Well done Kym and team and to everyone involved in making it so fabulous!!

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#### **Colour Run – 4<sup>th</sup> December**

We are registered ( Thanks Elyssa) and all of the Colour Run promotional material has been received and is labelled and is being stored in the P&C storeroom.

- Student sponsorship forms
- Participation certificates
- Prize promotional posters
- Event promotional poster
- Fundraising target promotion poster
- Classroom promotional posters

We also received the Support Wristbands, Colour Powders, Finale bags and Support crew Kit

Next step is to promote and distribute information to the students and parents. Hopefully by the time this meeting is held I would have already spoken to the fundraising team and Stacey from Admin and worked out the best course of action to distribute this information to the school community.

- I have templates for the following that can be distributed electronically;
- Kick off Letter
- Newsletter Insert
- Assembly Script
- Social Media Posts

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## Thermo-Mix Raffle

This will be going ahead in November and will be coordinated by one of the Fundraising Team members (this will hopefully have been decided by this meeting) with support from the rest of the team. The plan is to sell 200 tickets at \$20 each and open it up to the broader school community, so Aunties, Uncles, In-laws and Grandma etc. can all buy tickets if they wish.

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