

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 18 August 2021

Meeting Location: **GHPS Admin Office and via Webex**

Meeting commenced: **6.40pm**

Attendance

Rachael Bolton (RB), Matt Snell (MS), Debbie Parkinson (DP), Lisa Logan (LL), Rachael Rowcroft (RR), Sally Birkhead (SB), Larissa Wake (LW), Lia Simmonds (LS), Stacey Conway (SC), Melissa Duxberry (MD), Christine O'Brien (CO)

Open and Apologies

Apologies

Lauren Johnson, Nicole Airay, Kristel Clark, Adam Brand, Claire Smith

1. Confirmation of previous meeting minutes (09.06.21)

Accepted: LL

Seconded: CO

2. Actions arising from previous meeting minutes (09.06.21)

- School calendar updates by P&C – ongoing
- Busy Bee postponed
- Canteen insurance
- School Community 'awards/certificates'
- Photo Book for Year 6's - School to communicate with Year 6 parents and carers
- Run4 Fun Colour Explosion planning
- School Fair - call for volunteers
- Fundraising Targets - school wish list
- Fundraising events - poll for community preference

3. Correspondence

- Bankwest statements
- Grange Insurance – canteen
- School – various
- Lotteries permits for raffles
- Fundraising opportunities
- Transport Dept – rego fee increase
- Matthew Hughes – Direct 2 Market framework for projects
- City of Kalamunda – confirm grant application
- WACSSO – certificates of currency & membership

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4. Reports

4.1. Principal (MS)

- As per report
- Remote learning - school prepared
- School review – overview of process. P&C & school board to attend
- Summary of Term 3 and 4 events
- Crosswalk update – refer President's report
- Busy Bee – postponed. Proposed to hold early Term 4 to assist with school fire treatment plan
 - ACTION – DP to add to next agenda to agree details.

Action: DP
Accepted: DP
Seconded: MD

4.2. President (RB)

- As per report
- Traffic warden/cross walk – P&C and school have followed all instructions and guidance, however City of Kalamunda have not approved funding for infrastructure (not in budget). Discussion on how to proceed and agreed to take further with council and local government.
 - ACTION – RB, RR, MS, LL – to discuss and action
- Summary of allocated funding year to date
- 50th celebration – successful in securing \$1,000 funding from City of Kalamunda

Action: RB, RR, MS, LL
Accepted: JL
Seconded: CO

4.3. Treasurer (LL)

- As per report
- Added committed expenses to report (agreed funding or other committed costs eg: wages etc)
- SB – should include anticipated profits/targets. Discussed and this should be kept with Fundraising reporting.

Accepted: LL
Seconded: DP

4.4. Canteen (CO)

- As per report
- Breakdown of takings
- Volunteers going well
- Takings are the best they have been in a long time

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- Discussed potential to purchase new Thermomix due to current model being discontinued and no spare parts being available. Proposed that if canteen Thermomix breakdowns and can't be repaired that this is addressed at that time and that in the meantime, we look at purchasing some replacement blades (that are currently replaced regularly from use) to ensure prolonged life. Blades are approx. \$115.
 - ACTION – DP to add to next agenda motion to purchase spare blades.
- Father's Day breakfast – CO to speak to NA/KC re advertising, volunteers etc
- Tablecloths – discussed potential for P&C to purchase set of tablecloths for events. SB noted that Reece's could offer 10% discount.
 - ACTION – P&C to discuss and look into costs/options etc.
- Faction Athletics Carnival – CO to investigate sushi option for lunch
- LL – will canteen look at all recess being available to order online? Not at this stage, not enough time in morning to prep. MS commented that it is good for kids to get life skill in ordering and paying at canteen, manners and social skills.

Accepted: RR
Seconded: JL

4.5. Fundraising (RR)

- Sub-committee minutes - 24 May 2021 & 11 August 2021
- Updated Running Action Register
- Updated Yearly Planner
- Akashic Poets Sundowner event – planned by Ruth McCann
 - At school/community event (ECE area), social get together to raise money for ECE
 - Proposed 14th November
 - Alcohol – MS can approve BYO – covered under school insurance
 - Fundraising opportunities – raffle, ticketed entry, food, bouncy castle etc.
 - Discussed is P&C funding would be needed for event – TBA
 - SB – band will need to be family friendly
 - LS – should charge a ticketing fee rather than gold coin entry
 - MOTION – to endorse the concept of this event to proceed in further planning – majority in favour
- Bendigo Bank Square – propose having a square to make purchases easier. Discuss option to purchase as they are low cost, approx.. \$50.
 - MOTION – for P&C to purchase a square – passed by majority
 - ACTION – LL to purchase square and set up.
- Event Budgets
 - Discussed preference for fundraising organisor's to have a way to access funds for events without spending own money and being reimbursed.
 - LL – difficult as P&C accounts are two to sign to withdraw money.
 - Propose prepaid VISA debit to be loaded with agreed funding amount.
 - Discussed pros and cons

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- Proposed a trial run to see how it works and what process needs to be implemented (to ensure audit trail etc and all above board for finances)
- MOTION – to trial pre-paid VISA Debit card for next event (Halloween disco) – passed by majority
- ACTION – RR to create/draft process and send to LL.
- Fundraising Levy
 - Discussed potential to include a fundraising levy on school fee list
 - LL – concerned it may impact funds raised at actual fundraising events
 - JL – already have a lot to pay at that time
 - LS – would be optional, no set limit, pay what you can/want.
 - RR – it would be a donation rather than a levy
 - MS – contributions/charges list will need to say what it is for
 - LL – potentially put on a separate P&C document, rather than on the school fee list
 - ACTION – MS & SC investigate how this is done at other state schools and look into feasibility
- Celebrating 50 years
 - Discussion on what this celebration should be.
 - MS – do we want a fair, is this the best event to celebrate? Other schools have done gala dinner for example.
 - MS – school will do something to celebrate regardless
 - RR concerned at level of commitment for volunteers
 - MD – fundraising committee discussed multiple smaller events rather than one big fair. This idea was supported.
 - RR – wants to put together agenda for working group meeting and will include allocation of roles.

Action: MS/SC/RR/LL

Accepted: MD

Seconded: CO

5. General Business (RB)

5.1. Cross Walk Update (RB)

- See above President's report

5.2. Busy Bee (MS)

- See above Principal's report

5.3. Canteen Insurance (DP/LL)

- Discussed the option to insure spoilage of canteen goods
- MOTION – to purchase insurance for \$1,000 sum insured at \$150 premium - passed by majority
- ACTION – DP/LL to arrange and investigate further insurance requirements for Canteen.

Action: DP/LL

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6. Any Other Business

- Crunch and Sip – The Great Vege Crunch – proposed to get parent reps involved to call out for volunteers. Discussed combining The Great Vege Crunch with Challenge Walk for morning tea.
- ACTION – MS to investigate.
- MD – laptop bags in P&C storeroom – propose to be gifted to year 6 – agreed. Heshin bags to be kept for P&C use. Travel coffee mugs – to be sold in canteen for \$7.5 with hot choc or \$5 on own, on Quickclix.
- RB - Old uniform recycling – Fiona found organization that will take in East Timor.
- ACTION – RB to investigate with Fiona
- RB – Woodlupine PS are changing their uniform and has a lot of excess stock. Same colour pants as GHPS, potential to purchase cheap and on-sell.
- ACTION – RB to investigate with Woodlupine PS.

Meeting close: 8.50pm

Next meeting: 17 September 2021, after IMMS assembly in Keene Undercover area

Signed _____

Date: _____

Rachael Bolton – GHPS P&C President

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