

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



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## General Meeting Minutes – 17 September 2021

Meeting Location: **GHPS Art Room**

Meeting commenced: **10.12 am**

### Attendance

Rachael Bolton (RB), Matt Snell (MS), Debbie Parkinson (DP), Sally Birkhead (SB), Stacey Conway (SC), Melissa Duxberry (MD), Nicole Airay (NA), Kristel Clark (KC), Julia Luck (JL), Ruth McCann (RM), Abigail Stone (AS), Jess Newman (JS)

### Open and Apologies

#### Apologies

Lauren Johnson, Adam Brand, Claire Smith, Lisa Logan, Rachael Rowcroft, Lia Simmonds, Larissa Wake, Christine O'Brien, Elis Sinclair, Jasmyn Hall,

### 1. Confirmation of previous meeting minutes (18.08.21)

Accepted: DP

Seconded: MD

### 2. Actions arising from previous meeting minutes (18.08.21)

- Busy Bee - add to next agenda - complete
- Crosswalk infrastructure - take further with council/local government - ongoing
- purchase of thermo blades - add to next agenda - done
- P&C committee to discuss and look into costs/options for purchase of tablecloths - TBA
- P&C to purchase Square - complete
- trial pre-paid VISA debit card for Halloween disco – in progress
- investigate addition of P&C donation to school book list to see how this is done at other state schools and look into feasibility – in progress
- Canteen Insurance - spoilage of food – in progress
- The Great Vege Crunch - propose to combine with Challenge Walk - TBA
- Old uniform recycling - investigate option with Fiona – in progress
- potential purchase of excess Woodlupine uniform stock - TBA

### 3. Correspondence

- Bankwest statements
- Entertainment Group – fundraising commission
- School – various
- Canteen Assoc – AGM invitation

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- Quickcliq – increase commission fee
- Mel D – corro with school re Run4Fun
- Jess Newman – Funding Request

## 4. Reports

### 4.1. Principal (MS)

- As per report
- School review – summary of day and thanks to those involved, focus areas
- Crosswalk update – timeline of events but no closer to being resolved, engaging Matthew Hughes and Minister of Local Government and Transport.
  - SB – have we met with Council members, P&C should take direct to Council as well as recommend written correspondence to CEO and Mayor
  - ACTION – SB to draft correspondence and send to RB for P&C to send. MS to endorse and provide support.
- Busy Bee – discussed new dates, suggested 23<sup>rd</sup> or 24<sup>th</sup> October. KC to run poll to choose date and get Fathering Project involved.
  - ACTION – KC to run poll

Action: SB, RB, MS, KC

Accepted: AG

Seconded: JL

### 4.2. President (RB)

- As per report
- Traffic warden/cross walk
- Canteen – thank you to Christine and Canteen volunteers for mammoth efforts over the last couple weeks (Father's day, Athletics carnival)
- Change of Time for Meeting trial
- Thank you to Fundraising team – hats sold out!
- WIFI for Square – can use school WIFI, NA to donate old deice to use.

Accepted: DP

Seconded: KC

### 4.3. Treasurer (DP on behalf of LL)

- As per report
- Summary of balances, expenses, income and committed expenses.

Accepted: KC

Seconded: AG

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## 4.4. Canteen (NA)

- As per report
- Breakdown of takings
- Volunteer credit has been great motivation, but still down 1-2 volunteers per shift
- Interschool cake stall?
- Coffee van made \$103 donation
- Need to look at increasing prices, no change since 2017 and costs increasing
- NA proposed paid help
  - ACTION – P&C committee to work through finances and make proposal.
- Campaign K-1 parents
- NA proposed purchase of new Thermomix – it is needed.
  - ACTION – NA to obtain quote and request funding
- *MOTION – request approval for P&C to purchase spare Thermomix blades and service for canteen – passed by majority*

**Action: P&C committee, NA**

## 4.5. Fundraising (RR)

- As per report
- Documents for tabling:
  - Term 3 Fundraising Progress Report No.2
  - Year Planner - updated.
  - Minutes - Fundraising Subcommittee - 8th September 2021
  - Minutes - Celebrating 50 Years of Gooseberry Hill Primary School - 21 August 2021
  - Event log - Celebrating 50 Years of Gooseberry Hill Primary School - 21 August 2021
  - Akashic Poets sundowner (GHPS Sunday Session) - Event overview, with notes (draft)
- GHPS Sunday Session event – Ruth McCann
  - Update of planning progress
  - Time changed to 3 – 8pm
  - Students to perform, discuss other musical options
- Petty Cash Process (proposed) discussion – review following trial of pre-paid card
- Funding request - Akashic Poets - fund the 'glow in the dark' merchandise to be sold at the event - (approx. \$50) Can be done under the Sub-committee Terms of Reference – not required within Fundraising sub-committee TOR
- Fundraising events. We have a number of fundraising events on in Term 4. Is there a particular program or event we can advertise these funds will be directed to?
- Subway lunch for interschool athletics carnival – open to whole school
- *MOTION – to hold a cake stall at the interschool athletics carnival - passed by majority*

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## 5. General Business (RB)

### 5.1. Funding Request – ECE Water Play Area (Jess Newman – Pre-Primary Teacher)

- Quote received for \$9,102.50
- About \$4,000 already fundraised from Bike-a-thon and Puzzle-a-thon
- Funds raised at the GHPS Sunday Session will be contributed = potential between \$2-\$5k
- MOTION – for P&C to fund water play area in the ECE area – passed by majority
- MS declares conflict of interest as brother is the contractor
- JL volunteered to be the P&C project rep

### 5.2. Busy Bee (MS)

- See above Principal's report

Action: DP/LL

## 6. Any Other Business

- Fundraising Opportunity – Umbrella – may be good for the 50 year celebration – RB to liaise with RR
- SB – big thank you to all of the teachers and volunteers who contributed to the School open Night
- MS thank you to the School Board who ran the sausage sizzle at the School open night
- Run4Fun – photos of last years event will be on the posters around the school

Meeting close: 11.22am

Next meeting: 27 October 2021, 6.30pm

Signed

Date:

27 October 2021.

Rachael Bolton – GHPS P&C President

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