

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 27 October 2021

Meeting Location: **GHPS Office Admin Building & Webex**

Meeting commenced: **6.32pm**

Attendance

Matt Snell (MS), Rachael Bolton (RB), Debbie Parkinson (DP), Lisa Logan (LL), Nicole Airay (NA), Rachel Rowcroft (RR), Kristel Clark (KC), Sally Birkhead (SB), Julia Luck (JL), Michelle Watters (MW), Maile Berry (MB), Christine O'Brien (CO), Lia Simmonds (LS)

1. Open and Apologies

Apologies

Melissa Duxbury, Deirdre Russell, Stacey Conway

2. Confirmation of previous meeting minutes (17.09.21)

Accepted: JL

Seconded: SB

3. Actions arising from previous meeting minutes (17.09.21)

- Crosswalk - SB to draft correspondence and send to RB for P&C to send. MS to endorse and provide support
- Busy bee – KC run poll for date - complete
- Canteen support – Exec committee to work through Canteen finances and make proposal to fund paid support - ongoing
- Thermomix – NA to obtain quote for new Thermomix for Canteen – ongoing

4. Correspondence

- Bankwest statements
- School – crosswalk, invoicing process for funding
- Parent feedback re Krispy Creme fundraiser
- Supplier form send to Zig Zag Gallery
- Matthew Hughes office – invitation for exec committee

5. Reports

5.1. Principal (MS)

- As per report
- School review - Discuss how to move forward identify areas to focus to improve, data modeling etc to find gaps and make change.

Accepted: DP

Seconded: LL

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5.2. President (RB)

- As per report

Accepted: COB

Seconded: JL

5.3. Treasurer (LL)

- As per report
- Go Fundraise deposits are sponsorship for Run4Fun
- Amounts in report are as per banks statements within date range.
- SB – heard Commbank closing school banking
 - Maile received email from Commbank and school banking will cease at end of year, resulting from Banking Royal commission.

Accepted: LL

Seconded: DP

5.4. Canteen (CO/NA)

- As per report
- Christine speaking to Thermomix rep to get quote and will request funding
- Class reps have been requested to help find support
- LS – suggest we send a message to school community to promote the homemade food etc
- Interschool – canteen stall – cash only, can use square however WIFI not good and intermittent.

Accepted: JL

Seconded: SB

5.5. Fundraising (RR)

- Documents for tabling:
 - Term 4 Fundraising Progress Report No. Term 4 Fundraising Progress Report No.1
 - Year Planner - updated.
 - Minutes - Fundraising Subcommittee - 12th October 2021
 - Minutes - Celebrating 50 Years of Gooseberry Hill Primary School - 13 October 2021
- As per report
- No more formal 50 Celebration meetings – decided at last meeting no longer required and coordinators have been appointed. Coordinators to attend and provide update at P&C meetings.
- RR has list of volunteers who are willing to help.

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Reloadable mastercard.

- ~~VISA~~ debit card – feedback from MD that it worked well. LL noted it was unconstitutional as P&C account is 2 to sign. Card is in MD's name. Would need to open new bank account for this type of account in P&C.
 - MB – can the funds not just be put on the card as funds can be EFT back to P&C
 - RB – mindful we don't want anyone to be out of pocket. Exec to look at other options eg: separate account.
 - LS – online purchase only credit card could be an issue. Frustrating when there are delays but appreciate if constitutional.
 - RB – will also discuss with Bendigo this week if they have any suggestions.
- RR is there any fundraising protocols – direction of school eg: what type of fundraising should not be done? MS - no policy, use common sense and be conscious of audience etc. MS in meetings and can make call in meeting
- RB thanks to all of the fundraising team

Accepted: COB
Seconded: MB

6. General Business (RB)

6.1. GHPS Number Plates (LL/SB)

- SB - 4 issued in last couple of years, received an order a couple of weeks ago. Dept transport have discontinued the GH numbers plates as not enough orders in period of time. Min 10 orders to reinstate, SB waiting on further advice from Dept of Transport.
- Need to reimburse funds already paid from the person that put in order. SB to send LL bank details to process transfer.
- RR – had raised the potential to have 50th celebration plates
- ACTION - Sally to continue to look into
- ACTION – RR to speak to SB re 50th celebration plates.

6.2. First Aid Course (SB)

- Put out on GHPS Families FB page and gained a lot of interests
- Family friend runs health business, not an accredited course, good for personal practical use
- She has offered time free of charge, Saturday, 4th Dec 9am-12, at school
- Propose charge \$20 per person to cover morning tea and gift for trainer.
- Sally will coordinate
- MB – was looking for accredited course
- LL – proposes should offer for free to attendees
- MOTION – request support of P&C to endorse event as a school community event and P&C to provide morning tea and gift for trainer up to \$300. Passed by majority.

6.3. Christmas Card Sale Fundraiser (LS)

- Due date coming

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7. Any Other Business

- Year 6 Leavers Party (Michelle Watters or Christine)
 - Parent run event
 - Instead of parent hiring hall can we run as a P&C event and utilize the Undercover Area
 - Parents would continue to coordinate and run the event.
 - Parents and students at the event.
 - MS – non-school event, separate to graduation event. Has no issues with the event being on the school property.
 - NA – her business does a lot of year 6 parties an all are off school property.
 - Not intended to be a school event or a P&C financed event.
 - *MOTION – propose P&C endorse the Year 6 graduation party to be held on school property – Passed by majority.*
- Give Write (LJ)
 - Not for profit charity that collects old stationary and regifts to those in need
 - LJ happy to coordinate, but would need support from teachers
 - Box in each class to start collection in rooms and one in office.
 - MS happy to have school involved

Meeting close: 8.00 pm

Next meeting: week 7 – Wednesday 24 November (Kalamunda Hotel)

Signed

Date:

24.11.2021.

Rachael Bolton – GHPS P&C President

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