

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 24 November 2021

Meeting Location: *Kalamunda Hotel*

Meeting commenced: *6.32pm*

## Attendance

Matt Snell (MS), Rachael Bolton (RB), Debbie Parkinson (DP), Lisa Logan (LL), Nicole Airay (NA), Julia Luck (JL), Maile Berry (MB), Christine O'Brien (CO), Melissa Duxbury (MD), Lauren Johnson (LJ)

## 1. Open and Apologies

### Apologies

Rachel Rowcroft, Lia Simmonds, Sally Birkhead, Stacey Conway, Larissa Wake, Abigail Stone, Kristel Clark

## 2. Confirmation of previous meeting minutes (27.10.21) – amended

Accepted: COB

Seconded: LL

## 3. Actions arising from previous meeting minutes (27.10.21)

- GHPS Rego Plates - SB awaiting further communication from transport department

## 4. Correspondence

- Bankwest statements
- Transport Dept – return of check
- Parent feedback re Facebook volunteer tracking
- Halloween Mastercard correspondence
- Thermomix quote for canteen
- Sunday Session correspondence
- 50<sup>th</sup> Celebration gala correspondence

## 5. Reports

### 5.1. Principal (MS)

- As per report
- Recap of year
- P&C has been very active, systems and structure for fundraising put in place
- Thank you to Christine for being flexible and working together with the school
- Great partnership with the P&C
- Thank you and look forward to next year
- Thank you to those that are leaving the school/committee/P&C for your contribution

Accepted: DP

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Seconded: LJ

## 5.2. President (RB)

- As per report
- Traffic warden /cross walk update
- Fundraising – big thanks to Rachel for being the Fundraising Coordinator and core group (Mel, Maile, Lia, Larissa) fundamental to success of the fundraising events.
- Thanks to Ruth for Sunday Session
- Mel thanks for the colour run
- Thanks to exec team
- Thanks to Matt
- Thanks Sam – second hand uniform store
- Thanks Maile and Marlene for school banking

## 5.3. Treasurer (LL)

- As per report
- Amended structure of report to clearly report on separate accounts
- Separation of fundraising and canteen for visibility
- *Motion – request for the P&C to fund accounting software to manage payroll up to \$70 per month – passed by majority*
- NA – need to do due diligence on Zero – potential extra fees

Accepted: LL

Seconded: DP

## 5.4. Canteen (CO/NA)

- As per report
- Look to do 'excursion pack's' next year
- Children bringing large sums of money, hard to monitor
- Volunteers this term – only 1 new parent.
- Increasing prices for term 1
- Proposing paid help in the canteen
- Committee met and propose 8 hours per week – 2 days 4 hours per day for paid casual
- Not sustainable to continue the canteen in the current situation
- *Motion – request for the P&C to fund a casual canteen assistant up to \$10,000 per year commencing term 1 2022 – passed by majority*  
*Accepted DP*  
*Seconded LL*
- Thanks to all that volunteered in the canteen this year!!

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## 5.5. Fundraising (RR)

- Documents for tabling:
  - Year Planner - updated.
- As per report
- Colour Run update

## 6. General Business (RB)

### 6.1. Monitoring of volunteer call outs on Facebook etc (DP)

- Received email from parent providing feedback about not hearing back from a volunteer call out on Facebook.
- MD - Can use jot form
- ACTION – P&C committee will look into how to manage for volunteer call outs in the future.

### 6.2. P&C Safe (RB)

- Motion – request for P&C to fund the purchase of a safe for P&C use for up to \$100 – Passed by Majority moved LL second DP

### 6.3. Term 1 Meeting / AGM

- Looking in week 5, enough time to get new families
- Time to promote/broadcast
- No concerns

## 7. Any Other Business

- 50<sup>th</sup> celebrations Gala event (cocktail event)
  - Jamee & Kym volunteered to coordinate
  - Not a fundraiser – community event
  - How many tickets do we look to sell – 200?
  - Ticket price? \$100 including food and 1 drink on arrival
  - September 2022
  - Venues – looking at higher end venues down the hill.
    - Rubicon in Burswood – capacity up to 300 standing
  - Live music preferable
  - Is there a cancellation clause –
  - School will underwrite the event in order for cancellation to be picked up by school if that need to occur due to unforeseen
- ECE water play area (JL)
  - Funding outside of ECE specific fundraising roughly \$2,500
  - Costings reduced from original quote
  - \$8,725 original quote (ex GST) – 12 week lead time
  - \$7,235 with JL reduced cost for different trough quicker lead time

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Next meeting: Term 1 - Week 5 – AGM followed by General Meeting

Meeting close: 8.26 pm

Signed \_\_\_\_\_

Date: 2/3/22

**Rachael Bolton – GHPS P&C President**

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