

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## General Meeting Minutes – 17<sup>th</sup> August 2023

**Meeting Location:** School Admin Building and Webex

**Meeting commenced:** 6:30pm

**Attendance** Nell Buckett (NB), Asher Trenorden (AT), Sherise O’Dea (SO), Matt Snell (MS), Ceanne England (CE), Kylie Sheridan (KS), Hayley Keene (HK), Nicole Airay (NA), Sally Birkhead (SB), Jade Johnston (JJ), Michelle O’Conner (MO), Kellee Kingston (KK)

### Acknowledgement of Country

### Open and Apologies

**Apologies:** Debbie Parkinson (DP), Larissa Wake (LW), Lisa Logan (LL), Sara Griffith-Price (SG), Julia Luck (JL)

### 1. Confirmation of previous meeting minutes (General Meeting – 08.06.22)

Accepted: HK

Seconded: CE

### 2. Nominations for new Executive Committee Members

President: Nell Buckett, Nominated by KK, Seconded NA. Appointed without opposition.

Secretary: Jade Johnston, Nominated by NB, Seconded MO. Appointed without opposition.

Fundraising: Sherise O’Dea, Nominated by NB, Seconded by KK. Appointed without opposition.

Canteen: Ceanne England, Nominated by NA, Seconded by MO. Appointed without opposition.

### 3. Actions arising from previous meeting minutes (23.05.23)

- RB to look into processes for Traffic Warden when there’s a storm – KK only concerned in regards to a thunderstorm. MS to obtain a copy of the regulations.
- Lisa, Nicole, Rachael and Freda were to meet to discuss canteen as currently not breaking even, need to reduce hours back to 8 hours – See Canteen Report.
- WACSSO conference- Nominate someone so we have a place – No rep this year, aim to send someone next year with early planning.
- MS to look into the data receiver for Canteen Square payment – this is underway.
- Spriggy Schools- Freda to put a proposal forward – decision made to stick to QuickCliq for time being.
- MS and DB to look into process for Containers for Change – done.
- Email to be set up for Sherise using Microsoft domain for website. Sherise to discuss with Michelle about need of access. Michelle to take that to executive committee – with SO stepping into the fundraising role, we will use the fundraising email address.
- Michelle to investigate how to add a new executive team member without waiting for AGM – Website Coordinator – done. Just need a written record until positions are vacated at the next AGM.

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- Freda wants to buy fridge bags from Coles to keep food warm before going to classes. Put a call out for donations in newsletter/socials – members of the committee willing to donate. Any further bags needed can be purchased by Freda. CE to report back next time on numbers.
- Rachael to email Stacey to change explanation of voluntary parent contribution – MS to take care of.

## 4. Correspondence

- Email from Allan Malcolm asking for support to save Kalamunda Pool.
- Fathers Day Fundraising Catalogue- School Gifts
- Fathers Day Fundraising Catalogue- Smart Gift Ideas
- Canteen Buyer's Guide
- Letter from Hon Andrew Leigh MP, req quest to complete survey regarding charities.

## 5. Reports

### 5.1. Principal (MS)

- As per report
- AT Appointed P&C Representative for the School Board
- 50<sup>th</sup> Sundowner may be an opportunity for the P&C to be involved (as long as there is not too much volunteer hours required). To be discussed between SO, NB and MS.

### 5.2. President (RB)

- As per report
- Suggestion to sign a card for outgoing president Rachael Bolton.

### 5.3. Treasurer (LL)

- As per report

**Accepted: CE**

**Seconded: HK**

### 5.4. Canteen (FN)

- As per report
- WACSSO Insurance will cover any external catering.
- Promotion for Fathers Day Breakfast need to start – SG
- Canteen able to assist with catering for Disco – CE and SO to discuss
- CE and NA request detailed financial reporting from LL to optimise price points and profit margins going forward
- Discussion around whether having a separate bank account for the canteen would be preferred / possible. CE and LL to discuss

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## 5.5. Fundraising (DB)

- As per report
- Faction Socks to be sold online prior to carnival – NB and SO
- Feedback from Website all positive so far, not much awareness within the wider school community yet
- NB to organize Bake Sale (after discussions with CE and Freda to confirm) and Coffee Van for Athletics Carnival
- Fathers Day Stall to be setup inside the library
- Water and Power available for the Colour run – HK to chat to Peter the gardener for further info and sprinkler stations
- **Motion –**
  - ***That the P&C provide funding up to \$3000 for the Colour Run Fundraiser. Moved by NB, Seconded by SO. As some members left the meeting early, we only had 9 to vote – we obtained further votes from the executive team post meeting. Passed.***

## 6. General Business (RB)

P&C Perception within the wider community has been identified as problematic to gaining new members and volunteers – this is not solely a GHPS problem but is worth noting and trying to rectify.

Some ideas discussed included:

- More visible presence from P&C members at assemblies and school events eg handing out certificates or introducing members at assemblies.
- Encouraging members to “bring a friend” to a meeting
- Encouraging social aspect of meetings and minimizing formalities

## 7. Any Other Business

**Next meeting:** Term 4 - Week 3 – Wednesday 25<sup>th</sup> October August 2023

**Meeting close:** 8:16pm

Signed \_\_\_\_\_

Date: \_\_\_\_\_

**Nell Buckett – GHPS P&C President**

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