

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 03 September 2024

Meeting Location: *School Admin Building and Webex*

Meeting commenced: *6:30pm*

Attendance Danielle Buckett (DB), Asher Trenorden (AT), Judith Pescodd (JP), Ceanne England (CE), Tracy Park (TP), Jade Johnston (JJ), Sherise O’Dea (SO) Jaimee Murdoch (JM) Luke Butcher (LB), Ross Gallagher (RG) Michelle O’Connor (MO) Kellee Kingston (KK)

Acknowledgement of Country

Open and Apologies

Apologies: Larissa Wake (LW), Lisa Logan (LL) Anthony Bennett (AB) Kylie Sheridan (KS), Lia Simmons (LS) Amy Glendining (AG), Brad Saracik (BS)

1. Confirmation of previous meeting minutes (General Meeting – 30.07.24)

Accepted: CE

Seconded: LT

2. Actions arising from previous meeting minutes (30/07/24)

- CE to sell or donate old Thermomix - CE to complete
- Poll to be completed regarding a day time meeting - Unable to host
- CE to discuss with canteen team about Thursday canteen trial - Complete, hot lunches, now in progress as a trial and having 9 orders each week. **TO ACTION:** DB to add CE to the FB page for canteen promotions.

3. Correspondence

- Coles cards received
- Membership Certificate 2024-2025 issued.

4. Reports

4.1. Principal (JP)

- As per report
- Judith will be leaving the school community. This is her final P&C meeting.
- **Request for Funding–**
 - *That the P&C fund Decodable Readers for the Junior Primary to a cost of \$4000.*
- **Request for Funding–**
 - *That the P&C fund the whole school Behaviour and Engagement Plan to a cost of \$2500.*

4.2. President (DB)

- As per report
- Updated activity area quote is more than originally quoted due to department approved contractors. Decision to be made if this is still the direction that we go in? Costing is adding up to more than anticipated. Comms needed to families with an update. **DB to action**
- Water bottle station to be parked at this stage and potentially for the Colour Run fundraising.
- Bake sale suggested for the athletics carnival - if someone can manage this, it will go ahead.
- Walkaround Committee report and funding discussed.
- **Motion –**
 - **To have a float of \$300 available for events rather than a bank visit prior to each event kept in the canteen safe. Moved by SO , Seconded by CE. All in favour. Passed.**
- **Motion –**
 - **To allocate \$40,000 towards an activity area as per the quote. Moved by SO , Seconded by JM. All in favour. Passed.**
- **Motion –**
 - **To allocate \$100 a week to be transferred to the canteen account in Bendigo for the purchase of ingredients and supplies from suppliers other than Coles. Moved by DB, Seconded by CE. All in favour. Passed.**
- **Motion –**
 - **To pre-approve up to \$400 a month to be spent at Costco for the purchase of ingredients and supplies as and when required. This money will only be transferred when required. Moved by DB , Seconded by LB. All in favour. Passed.**
- **Motion –**
 - **To spend \$159 on a new printer for the canteen. Approved by Exec Committee.**

4.3. Treasurer (AG)

- As per report

5.4. Canteen (CE)

- As per report
- **Motion –**
 - **To change the canteen cut off time to 8.30am. Moved by CE, Seconded by DB. Majority vote. Passed.**
- **Motion –**
 - **To pay FN and JS up to 6 additional hours for the disco at overtime rate. Moved by CE, Seconded by LB. All in favour. Passed.**
- **Motion –**
 - **To pay FN and JS MVPS T4 Tuesday trial for 5 weeks. Moved by CE, Seconded by DB. All in favour. Passed.**

5.5. Fundraising (SO)

- As per report
- **Motion –**
 - **To request a budget of \$3000 for the 2024 Rainbow Run. Moved by SO, Seconded by CE. All in favour. Passed.**

Motion –

➤ **For the Rainbow Run fundraising money to go towards Water Bottle Filling Stations. Moved by CE, Seconded by LB. All in favour. Passed.**

6. General Business

- P&C Processes and systems - LB pointers to streamline processes. Discussion regarding, what needs to be streamlined for a better flow?
 - Handover Process
 - P&C Flowcharts/manual
 - Where do parent concerns go to be heard and followed up?
 - **TO ACTION:** LB to send a proposal to JJ for circulation and input. Place as agenda item for next meeting.

7. Any Other Business

Next meeting: Tuesday 22 October - Term 4 Week 3

Meeting close: 20:05

Signed _____

Date: _____

REPORTS:

Principal's Report

- Updated quote for Junior Playground project – sent to P & C on 14th August 2024 (see attached)
- Request for Funds for Decodable Readers for Junior Primary \$4000.00
- Request for funds for Whole School Behaviour and Engagement Plan \$2500.00
- Draft Business Plan 2024-2026

Presidents Report - 03 September 2024

1.0	Information Only
1.1	New Canteen Contracts executed.
1.2	New Marquees delivered and look fantastic - can't wait to see them set up at the Athletics carnival!
1.3	Walkaround Committee me Monday 26 August. Will present plan separately.
1.4	Little Bull Espresso Bar Coffee Van booked for Open Night.
2.0	For Discussion
2.1	Updated quote for activity area including fencing, seats, etc comes to a total of \$36,090.53 - quote attached
2.2	<p>Quote to install 2 x Aquafil Hydrofil units, from Zambezi Plumbing (School Contractor)</p> <ul style="list-style-type: none"> • Isolate water to the existing troughs x2 • Install the Aquafil Hydrofil wall mounted bottle filler above the existing bubblers • Run new copper lines from the existing pipe work to the new bottle filler • Turn on and test for leaks • Leave site clean and tidy <p>Materials- \$168.00 Labour- \$595.44 Total per unit \$763.44 Total for the 2 units - \$1526.88 +GST</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Client is supplying the 2 Aquafil bottle filler units 2. Site not seen priced off photos and information provided
2.3	Canteen is going to sell food at the athletics carnival similar to what we did last year for the Interschool - some hot food, treats etc. Do we want to also add in donated baked goods to this? And we will need volunteers to man the stall for the day.
2.4	Would it be possible to keep a float always on hand for events instead of needing to sort this out every time?
3.0	Motions
3.1	Allocate \$100 a week to be transferred to the canteen account in Bendigo, for the purchase of ingredients and supplies from suppliers other than Coles.
3.2	Pre-Approve up to \$400 a month to be spent at Costco for the purchase of ingredients and supplies, as and when required. NB this money will only be transferred to the Canteen Account if required.
3.3	ALREADY PASSED BY EXEC COMMITTEE - FOR INFO ONLY Motion to spend \$159 on a new printer for the canteen

Treasurer Report –

Treasurer Report – 24/08/2024

1.0	Information Only
1.1	Meeting to be held regarding uniform shop which is currently operating “off the books”. Need to align with financial protocols of the P&C. *To be prioritised
1.2	Financial Audit is underway.
1.3	Cash recording is still inconsistent (canteen & fundraising activities). Will require improvement to meet basic guidelines. *Fathers Day stall to use template please*
2.0	For Discussion
2.1	Financial results

Notes:

Bank balance 24/08/24 \$72,954

- Admin costs include WACSSO annual fee, Website expenses, Canteen employment contracts \$1,386.
- Student prizes include Easter Raffle, Lego competition prizes, Cross country Zooper Doopers.

Canteen

Accrued Expenses not yet paid:

- PAYG \$129
- Annual Leave \$2,174
- Super \$683

Turnover YTD:

- GHPS \$49,501
- MVPS \$21,611

Canteen Report – September 2024

1.0	Information Only
1.1	Canteen Sales – T3 (see attached) 6 weeks of service – Ave Orders: 285. Ave Sales: \$1847.93/week Includes 2 days of no service. Swimming Wk 1-4, lots of illness at school Wk 5&6
1.2	Maida Vale Lunch Service For our 5 weeks of Term 3 Service - Ave Orders: 158. Ave Sales: \$1254/week Catered for MVPS staff PD day Mon 15 July – Beef Stew, Pumpkin Soup, Salad, Foccacia & Slices. Very well received. We have agreed to trial Tuesday/Thursday service for weeks 2-5 of Term 4. Seeking approval to pay FN & JS for this Tuesday service.
1.3	Hot Lunch Only Thursday First week 22-Aug, 9 orders. This was not a hard add on to the MVPS service day. Julie and Ceanne delivered to MVPS, Freda delivered GHPS lunches to classrooms. Will advertise over fb on Wed pm until end of T3
1.4	Debit cards for Freda and Ceanne have been collected and activated. Awaiting decision on transferring of money to the account.
1.5	Freda would like to change the cut off time for lunch orders on a Friday from 9am to 8:30am. She feels that this extra half hour for preparing the labels will take a little pressure off the rest of the day.
1.6	Disco Menu <u>Chicken Nugget Box</u> – \$12 4 nuggets with chips, brownie bite, popcorn and juice box <u>Sushi Box</u> – \$12 Select Chicken, Tuna or Vege Sushi, brownie bite, popcorn and juice box
1.6	Athletics Carnival – T4 – Friday Wk 1 Canteen will be open for regular lunch orders, no recess. Canteen will have a table on oval with a supply of canteen chicken burgers/cheese burgers/hotdogs, snacks and drinks.
2.0	For Discussion
2.1	Can Freda change cut off time on a Friday to 8:30am? Currently 9am
3.0	Motions
3.1	Approval to pay FN & JS additional hours for disco and MVPS T4 Tuesday trial

GHPS Canteen Sales for 2024							
Term 3			Sales				Weekly
Week	Day	Date	Cash	Online	EFT	Remarks	Totals
1	Mon	15-Jul				PD MVPS	
	Wed	17-Jul	0.00	0.00	0.00	Prep Day	
	Fri	19-Jul	121.60	311.30	0.00	K-1 Swim	1,032.90
2	Mon	22-Jul	38.55	232.85	0.00	K-1 Swim	
	Wed	24-Jul	73.60	347.05	0.00	K-1 Swim	
	Fri	26-Jul	112.10	1046.40	0.00	K-1 Swim	1,850.55
3	Mon	29-Jul	46.70	316.65	0.00	2-3 Swim	
	Wed	31-Jul	62.00	345.35	0.00	2-3 Swim	

Fundraising Report - 23rd August 2024 by Sherise O'Dea

1.0	Information Only
1.1	Plant Fundraiser: <ul style="list-style-type: none">• No progress to be advised.
1.2	<i>Fathers Day Stall 29th & 30th August:</i> <ul style="list-style-type: none">• All items have been purchased, wrapped and ready to go.• Float of \$300 required please.

1.3	<p>School Disco 6th Sept:</p> <ul style="list-style-type: none"> ● Ticket sales launched and we have sold 102 so far, (55- 1st session, 47- 2nd session). ● A Flyer will be sent home the week starting 26th August, this will include disco info, fathers day stall and raising kids in a digital world. ● Items purchased for the disco are; glow sticks, neon fringes/backdrops, and UV balloons. ● Not many people have signed up to help on the night. We would love some more volunteers. Please register via the website. ● The canteen menu has been sorted. (Thank you Freda & Ceanne) ● The canteen will be open during the disco selling drinks, honey joys & muffins. Pre-ordered meals will be available but must be ordered by the 3rd of September. Meals to be collected via the back of the canteen. ● Options available are: <ul style="list-style-type: none"> - Nuggets Or Sushi, with chips, popcorn, muffin & drink.
1.4	<p>Rainbow Run 29th Nov:</p> <ul style="list-style-type: none"> ● Pre-planning has started in the background. ● Stations planned are: Entrance Arch, Foam Cannon, Hay Bale Jumps, Tyre jumps, Slip & Slide, Colour Powder Stations, Blow Up Toys, Fire Truck Spray, Rest Area, First Aid, & Washing Station. ● The estimated spend is approximately \$2850 depending on if we can get some donations of items. We are asking for a \$3000 Budget. This includes the purchase of more colour powder, new goggles to protect eyes better, black plastic, hay, prizes etc. ● Things we will require from the school are so far; sprinklers, music setup, teachers assistance and gazebos. ● This year we need to decide what we will be fundraising for. The FC have discussed being open to the community and saying we need more money

to do the activity area, then showing them the plans. OR we choose another thing to raise money for.

- FC is looking for extra people to join the Rainbow Run group. This will be a group of people we can nominate jobs to in the lead up to the event. Please let me know if you would like to be a part of this group.
- The website has been amended and we will trial families raising money together. This means that all children in the one family will have one link. So instead of grandparents etc donating to 2 or 3 kids they now only need to donate to one.
- Families can choose to have a nickname ie. The Jones Crew. They also have a choice to put a full first name or just initial. There are no photos and no class, kids will be linked to their faction.
- Parents can still use their log in from last year.

Prizes:

SLIME, TBA, Ms Scott and Ms Andrews - 3 Winners:

Every Child participating on the day goes in the draw to slime a teacher.

WIN a \$50 VISA Card - 3 Winners: For every \$100 your family raises you get a raffle ticket to go into the draw!

WIN A \$200 VISA Card - 1 Winner: Raise the most amount of money as a family to win.

WIN A FACTION DONUT DAY: Raise the most amount of money as a faction to win.

COLOUR RUN 29th November	
Website Coding	\$ 250.00
Streamers	\$ 40.00
Green Bin	\$ 139.00
Hay Bales	\$ 300.00
Black Plastic	\$ 119.00
Colour Powder	\$ 800.00
Donut Day Prize	\$ 200.00
Major Prize	\$ 200.00
Small Prize 3 x \$50	\$ 150.00
Goggles (\$1.38 x 400)	\$ 552.00
Blow Up Toys	\$ 100.00
TOTAL	\$ 2,850.00

1.5

Containers for Change:

- Bins are quite empty. Possibly need to remind people to pop their cans in them.
- Total Raised : \$1262.90

1.6	2024 Event Plan <ul style="list-style-type: none"> ● 29th & 30th August - Fathers Day Stall (<i>Nell & Kylie & Laura</i>) ● 6th September - School Disco (<i>Sherise</i>) ● 29th Nov - Rainbow Fun Run (<i>Sherise</i>)
2.0	For Discussion
2.1	<ul style="list-style-type: none"> ● Rainbow Run- This year what would you like to fundraise for. Should we be open to saying we need more funds to create the activity area or should we raise money for something else?
3.0	Motions

3.1 ● FC are requesting a budget of \$3000 for the 2024 Rainbow Run.