

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 22 October 2024

Meeting Location: *School Admin Building and Webex*

Meeting commenced: *6:30pm*

Attendance Danielle Buckett (DB), Asher Trenorden (AT), Lara Govers (LG), Tracy Park (TP), Jade Johnston (JJ), Sherise O’Dea (SO) Jaimee Murdoch (JM) Luke Butcher (LB), Kellee Kingston (KK), Brad Saracik (BS) Laura Tesija (LT)

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), Ceanne England (CE), Ross Gallagher (RG), Michelle O’Connor (MO)

1. Confirmation of previous meeting minutes (General Meeting – 03.09.24)

Accepted: KK

Seconded: LB

2. Actions arising from previous meeting minutes (03.09.24)

- DB to add CE to the FB page for canteen promotions. **Actioned**
- DB to send family comms regarding activity area updates. **Actioned**
- LB to send a proposal to JJ for circulation and input **Actioned**

3. Correspondence

- N/A

4. Reports

4.1. Principal (LG)

- As per report
- Welcome Lara
- Change to semester two reports and going forward. Final decisions to come. No comments re: English & Maths. Continue to give sub-strand grades. Reports to be issued slightly earlier.
- **Motion –**
 - **To request \$2000 additional funding for activity area for asbestos testing and any additional arising costs. Moved by DB, Seconded by BS. All in favor. Passed.**

4.2. President (DB)

- As per report
- Incident Report filed relating to burn at Faction Carnival. Pie warmer to be checked it is working appropriately.
- Asher and Amy will both be stepping down at the end of 2024 so we will need to look for a new VP and Treasurer. Any ideas for encouraging new memberships and nominations? Q&A session before the next AGM to be arranged.

4.3. Treasurer (AG)

- As per report

5.4. Canteen (CE)

- As per report

5.5. Fundraising (SO)

- As per report
- **Action** - SO to update the activity area website section regarding asbestos testing and monitoring.
- How do we get more volunteers? Ballot system? Year Group? TBD
- **Motion** –
 - **To request \$150 to purchase an events First Aid kit to be kept with P&C items. Moved by SO, Seconded by DB. All in favor. Passed.**

6. General Business

- P&C Processes and systems - DB and LB to chat about what is required and DB to communicate to the Exec team. Revisit at the next meeting.

7. Any Other Business

- Tick notices - To be mindful of ticks due to allergies. School processes? LG to discuss with SC
- Teacher Appreciation Day - 25/10/2024 - Post on socials to remind families and acknowledge.
- Perhaps a calendar of events?
- Long sleeved uniform option? BS to research options

Next meeting: Tuesday 26 November - Term 4 Week 8

Meeting close: 20:42

Signed _____

Date: _____

Reports:
Presidents Report - 22 October 2024

1.0	Information Only
1.1	Still waiting on update from Programmed about Activity Area
1.2	Contract Variations for MVPS Canteen trial given to Julie and Freda to allow them to work Tuesdays for 5 weeks at normal rates, from Week 3-7 this term.
1.3	Will be giving Sophie from the uniform shop a square reader to use to take eftpos payments on 18/10/24
1.4	Have been asked to provide subway lunch orders and a cake stall for the interschool carnival on 01/11/24
1.5	Kalamunda Men's Shed happy to make something for the sandpit kitchen, this will be done some time in Term 4
1.6	Waiting for procedure/approval from school regarding murals to B Block storage room doors
1.7	Financial Audit needs to be completed this term.
2.0	For Discussion
2.1	Incident Report filed relating to burn at Faction Carnival. Follow up items: <ul style="list-style-type: none"> ● No hot appliances to be within reach of students or customers at stalls or events ● Check to ensure pie warmer is working correctly at a safe temperature
2.2	Asher and Amy will both be stepping down at the end of 2024 so we will need to look for a new VP and Treasurer. Any ideas for encouraging new memberships and nominations? Q&A session might be good to lock in prior to the AGM so we can try and answer any questions and try and encourage new members
3.0	Motions

Treasurer Report – 15/10/2024

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.
2.0	For Discussion
2.1	Financial results: Total Funds Raised YTD \$17,858 (Canteen performance variable over time) Total Projects Funded YTD \$21,562

Notes:

Bank balance 24/08/24 \$71,986.36

Admin costs include:

- WACSSO annual fee
- Website expenses
- Canteen employment contracts
- Insurance
- MYOB Subscription
- Bank fees.

Student prizes include:

- Easter Raffle
- Lego competition prizes
- Cross country Zooper Doopers

Canteen

Accrued Expenses not yet paid:

- PAYG \$2,408
- Annual Leave \$2,756
- Super \$1,404

Turnover YTD:

- GHPS \$61,820
- MVPS \$25,399

1.0	Information Only
1.1	<p>Canteen Sales – T3 (see attached) 10 weeks of service – Ave Orders: 262. Ave Sales: \$1903.47/week</p> <p>Not incl Disco.</p>
1.2	<p>Maida Vale Lunch Service For final 3 weeks of Term 3 Service - Ave Orders: 159. Ave Sales: \$1263/week</p> <p>Catered for MVPS staff PD day Mon 7/10 – Pulled chicken and pork, wraps and slider buns, coleslaw, salad and slices. Very well received.</p> <p>MVPS cancelled Wk 1 & 2 service for T4 due to disruption caused by their swimming lessons.</p> <p>5 week trial of Tuesday/Thursday service to happen Wk 3-7. Wk 8 & 9 will be Thursday only.</p>
1.3	<p>Hot Lunch Only Thursday</p> <p>To continue for T4. It's not much (5 orders Wk1 T4), but easy and convenient for parents if interested.</p>
1.4	<p>Disco Canteen ran successfully. Only open last 30min of each session. Sold drinks, slushies, muffins, honey joys</p> <p>Sushi or Nugget/Chips dinner boxes (incl. brownie, popcorn, juice box) Sold approx. 95</p> <p>Cash/Square Sales - \$840.26. Pre-sold Dinner Boxes - \$1020.00</p> <p>A big thank you to the following people who volunteered their time to help. Damien Sita, Zac Vermaak, Kellee Kingston, James Sands, Gavin Trimm, Heidi Porter, Kirsty Cusens, Nicole Airay. And a big thank you to Freda & Julie!</p>
1.5	<p>Athletics Carnival – T4 – Friday Wk 1 – 32 degrees</p> <p>Canteen ran for lunches as normal. No recess service. Slight issue with service time – check with Jarryd next time. Provided goods for sale from a table on the oval. Baked treats, jelly, sorbet, lunch items – sliders, chicken burgers, sausage rolls, pies etc. Drinks.</p> <p>Cash/Square Sales - \$1712.08 Lunch Orders - \$1256.90</p> <p>A big thank you to the following people who volunteered their time to help. Nell Buckett, Jeremy England, Kellee Kingston, James Sands, Gavin Trimm, Priya Saracik, Nina Kane, Jamee Murdoch, Abby Stone, Natalie Di Renzo, Kerrie Rowe. And, of course, Freda and Julie!</p>
2.0	For Discussion
3.0	Motions

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	911.30	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	
	Fri	2-Aug	113.00	1184.05	0.00	2-3 Swim	2,067.75
4	Mon	5-Aug	75.20	336.40	0.00	2-3 Swim	
	Wed	7-Aug	66.20	357.60	0.00	2-3 Swim	
	Fri	9-Aug	75.40	1256.40	0.00	2-3 Swim	2,167.20
5	Mon	12-Aug	36.20	278.00	0.00		
	Wed	14-Aug	108.10	431.90	0.00		
	Fri	16-Aug	64.00	1162.65	0.00		2,080.85
6	Mon	19-Aug	35.00	353.80	0.00		
	Wed	21-Aug	89.50	337.90	0.00		
	Fri	23-Aug	81.00	1026.10	0.00		1,923.30
7	Mon	26-Aug	54.30	186.00	23.46		
	Wed	28-Aug	54.90	284.30	6.32		
	Fri	30-Aug	121.20	1101.50	9.59		1,841.57
8	Mon	2-Sep	75.00	309.50	15.30		
	Wed	4-Sep	91.20	278.20	4.90		
	Fri	6-Sep	119.50	2210.30	0.00	incl Disco Box sales	3,103.90
	Disco	6-Sep	607.20		228.50	DISCO	
9	Mon	9-Sep	28.00	258.30	0.00		
	Wed	11-Sep	75.50	277.20	5.30		
	Fri	13-Sep	83.80	1195.50	383.64		2,307.24
10	Mon	16-Sep	37.20	251.00	247.38		
	wed	18-Sep	58.45	252.20			
	Fri	20-Sep	37.10	856.10			1,739.43
			2,641.50	17384.50	924.39		20114.7
MYPs LUNCH			#Orders				
1	Mon	15-Jul	331.00	PD Staff lunch			
2	Thu	25-Jul	1,381.50	170			
3	Thu	1-Aug	1,129.30	145			
4	Thu	8-Aug	1,129.00	145			
5	Thu	15-Aug	1,247.60	162			
6	Thu	22-Aug	1,381.80	169			
7	thu	29-Aug	1,344.00	169			
8	Thu	5-Sep	1,260.30	162			
9	Thu	12-Sep	1,183.00	145			
			9,204.50	135.20			
Total for Term 3/2024			30,290.09				

GHPS Thursday	
Hot Meal Only	Online
22-Aug	45.00
29-Aug	45.00
5-Sep	35.00
12-Sep	10.20
19-Sep	0.00

Fundraising Report - 15th October 2024 by Sherise O'Dea

1.0	Information Only
1.1	<p>Plant Fundraiser:</p> <p>Nell and I met with Steph to coordinate the plant sale. She provided us with valuable information and contacts. We successfully uploaded over 100 plants to the website, complete with images, and launched it to the community.</p> <p>After a few days, we received feedback from some customers that our plant prices were higher than those at Bunnings. In response, Nell took the initiative to review and adjust all the prices. It was quite a bit of work on the back end, but was required to get sales.</p> <p>Due to a miscommunication regarding the supplier and stock levels, some items purchased were unavailable when we placed the order for the plants. As a result, we had to issue refunds for those items.</p> <p>TOTAL SALES: \$1586 Cost of Plants: \$1041.87 Refunds due to plants being out of stock: \$270.50</p> <p>Profit: \$273.63 (minus square fees)</p> <p>Based on these figures unfortunately we wouldn't recommend we do this again, it's been a significant amount of work to get everything on the website and issuing refunds, plus alot of back and forth with the supplier etc.</p>
1.2	<p><i>Fathers Day Stall 29th & 30th August:</i></p> <p>The Father's Day stall was incredibly successful this year! The team did an amazing job, offering a fantastic selection of items. Once again, we sold out of many products very quickly.</p> <p>TOTAL SALES \$4204.20, Cost of products \$2234.12 Profit: \$1970.08</p> <p>Next year, we plan to expand the Father's Day stall even further.</p>
1.3	<p><i>School Disco 6th Sept:</i></p> <p>The disco was a huge success! It was wonderful to see the kids having such a great time. Most of the feedback we received has been very positive. Having the canteen open this year was a lovely addition, and I was especially thrilled that the balloons actually glowed!</p> <p>Total Sales: \$3008.50 Total Cost: \$757.88 Total Profit: \$2250.62</p>

	<p>There are just a couple of small areas to address for next year. We noticed a lack of volunteers this year, which made it challenging to manage toilet runs and monitor the kids. The cleanup after the disco was quite extensive, with food scattered everywhere. We also didn't have a vacuum on hand and had to go retrieve one to clean the floor.</p> <p>Additionally, the disco can be quite loud, and some kids might benefit from a designated break area. It has been suggested that we create a quiet space in the art room for next year.</p> <p>We also need to improve the check-in process, as we had to let people in quickly to get the disco started. Unfortunately, this meant we couldn't check everyone's tickets, and we believe some kids may have entered without paying. Additionally, there were too many parents present, but it was great having the dance floor blocked off for the kids.</p>
1.4	<p>Rainbow Run 29th Nov:</p> <p>We're now in full Rainbow Run mode, our biggest fundraiser of the year! It will be all hands on deck as we prepare. The website coding is complete, and this week, Nell and I will be running tests and finalizing all the text. We plan to launch the Rainbow Run on November 1st, giving us 29 days of fundraising for the water refill stations.</p> <p>A big thank you to Lisa Logan for her generous donation of \$250 towards the prizes! The color powder has arrived, so who wants to join us for a color bottle fill day? I've also received confirmation from the deputy principals that they're excited to be slimed again this year!</p> <p>We're really hoping to gather plenty of volunteers, as the event won't be possible without the support of the community.</p>
1.5	<p>Containers for Change:</p> <ul style="list-style-type: none"> • Total Raised : \$1276.60
1.6	<p>Subway Lunch & Bake Stall:</p> <p>The school has reached out and asked us to run the Subway lunch and bake stall for the interschool carnival. This has been added to the website. We would greatly appreciate the support of the community once again to help make the bake stall a success.</p>
1.7	<p>2024 Event Plan</p> <ul style="list-style-type: none"> • 1st Nov - Subway Lunch & Bake Stall • 29th Nov - Rainbow Fun Run (<i>Sherise</i>)
2.0	<p>For Discussion</p>
2.1	<ul style="list-style-type: none"> • How can we get more volunteers?
3.0	<p>Motions</p>
3.1	<ul style="list-style-type: none"> • FC are requesting \$150 to purchase an events First Aid kit to be kept with the P & C items.

Principal Report:

As part of a Departmental wide initiative to reduce red tape and workload for teachers and school leaders, the Department of Education has worked with the School Curriculum and Standards Authority to clarify the requirements for end of semester reporting. Last month the Department of Education clarified the following for 2024 Semester Two reports:

- There **is** a requirement to provide an overall teacher comment, the content of which is determined by the school.
- There is **no** requirement to provide learning area comments.
- There is no requirement to provide grades at the strand or sub-strand level.

Staff are currently discussing Semester Two reports and a final decision will be made on the format by the end of next week. Our School Board will also be consulted, and the community will be informed of any changes after that, but our dedicated staff remain committed to ensuring parents are informed of their child's progress.

Public School Review (PSR)

Public school reviews provide feedback for principals, school staff and the school community to help improve school performance across several domains, including:

- Relationships and Partnerships
- Learning Environment
- Leadership
- Use of resources
- Teaching quality
- Student achievement and progress

Our school review is scheduled for Wednesday 4 December (Week 9) and will involve a Director and Peer Reviewer (School Principal) visiting the school for the day and reviewing our self-assessment, which we submit electronically a week prior to the visit. The P & C will have the opportunity to participate in the PSR process, particularly in the Relationships and Partnerships domain.

Update on GHPS Activity Area – Lawn Prep and New Lawn Installation

I spoke to Marko from Bidi Facility Services, and he confirmed the work is going to go ahead but there has been a delay due to a requirement that the soil in the area be tested for asbestos. They are pretty much ready to go other than that. Marko said they can start before the end of term if we want or delay to the school holidays. During school term could impact on student and parent access to the site, so we would need to look at the logistics around that – they can do some of the major earth works on a weekend.