

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes –19/02/2025

Meeting Location: *GHPS admin building*

Meeting commenced: *6:30pm*

Attendance Danielle Buckett (DB), Asher Trenorden (AT), Lara Govers (LG), Tracy Park (TP), Jade Johnston (JJ), Kellee Kingston (KK), Ceanne England (CE), Pearl Livesy (PL), Amy Glendining (AG), Sherise O’Dea (SO), Tahnee McAlpine (TM), Helen Steuart (HS,) Michelle Renten (MR,) Annie Renwick (AR), Stephanie Healey (SH), Zoe Wittber (ZW), Adam Van Staden (AV), Gemma Scroop (GS), Brad Saracik (BS)

Acknowledgement of Country

Open and Apologies

Apologies: Larissa Wake (LW), Lisa Logan (LL) Anthony Bennett (AB), Lia Thorpe (LT) , Ross Gallagher (RG), Michelle O’Connor (MO) Jaimee Murdoch (JM) Luke Butcher (LB) Kylie Sheridan (KS) Laura Tesija (LT)

1. Confirmation of previous meeting minutes (General Meeting – 26.11.24)

Accepted: DB

Seconded: TP

2. Actions arising from previous meeting minutes (26.11.24)

- P&C Processes and systems - DB and LB to chat about what is required and DB to communicate to the Exec team. Deferred to 2025. **DB and LB arranged a meeting. AGM discussion to be held.**
- Noticed a decline in the efficacy of facebook posts for communicating. May need to think of other ways to effectively communicate with parents. For example, a whatsapp group for each year group/class? To think about different ways to communicate to families going forward. **To tie into roles discussed at AGM. Continue thoughts here.**
- Dads group - **Do we do a dads event in term 1 to see what the attendance looks like? Do we merge this into the fundraiser committee event calendar? Make decision on role for AGM**
- LG to create a procedure for Freda regarding witnessing behaviours **TBA**
- P&C Levy - Board rejected removal of this going forward based on “easy fundraising for the P&C”. Going forward, look at options and reapproach the board for discussion for 2026. P&C comms to be circulated to families about what it is and why it is there. **DB to chat to SC for payment reminder date and comms to be created. Reassess during first half of 2025 and reapproach the board.**

3. Correspondence

- N/A

4. Reports

4.1. Principal (LG)

- As per report

4.2. President (DB)

- As per report
- Volunteer Recruitment for 2025:
 - Ballot System
 - Allocating Year Groups to specific events/tasks
 - Asking for each family to nominate for one event at the start of the year Any other suggestions?

DB wanting to send home volunteer availability form. SO can also add onto the website as an online form.
- Exec Team 2025.
 - Parent Rep / Comms Position
 - Dads group

How can we better utilise these roles? Are they still needed? Is there a different role that would serve us better, eg. Grants Coordinator - **TBD what roles we needed to ensure a full exec committee. Projects? Grants? Parent Rep/Comms role still sought after at this time. Dads rep to be no longer a committee role.**

Asher to step down as VP

Amy to step down? - Discussion re: book-keeper & coding as a paid position. Depends on how the role will look in 2025.

DB will step into VP position. ZW nominating as P. Positions can be discussed at AGM.

4.3. Treasurer (AG)

- As per report
- Fundraising and canteen accounts currently have money. To be transferred to the main account and back to \$0.
- Funds currently available to spend. To be discussed at the next fundraising meeting and brought forward at the AGM.
- Canteen requested to have more regular hours so timesheets can be consistent. DB and CE to hold meeting with Freda.

Motion –

- ***That the P&C funding committee are seeking a funding request of \$625 to fund the endorsement of workers comp . Moved by DB, Seconded by CE. All in favour. Vote Passed.***

Motion –

- ***That the P&C funding committee are seeking a funding request of \$440 to fund the correction of issues that arose in recent audit. Moved by DB, Seconded by KK. All in favour. Vote Passed.***

5.4. Canteen (CE)

- As per report
- Garden Event - Email received. **At this stage we will decline this at this time. JJ to email reply.**
- Election BBQ? **Leave until later in the year.**
- Leftover icy poles. **To be stored away for a future event. TBD**
- Records to be found for previous pest control as well as forward planning. **LG to follow up with Office.**

5.5. Fundraising (SO)

- As per report
- HS and KK to create easter raffle baskets
- PL to take over Mothers Day stall planning

Motion –

- ***That the P&C funding committee are seeking a funding request of \$500 to fund the purchase of items for the Easter raffle. Moved by DB, Seconded by KK. All in favour. Vote Passed.***

Motion –

- ***That the P&C funding committee are seeking a funding request of \$550 to fund the website. Moved by DB, Seconded by JJ. All in favour. Vote Passed.***

Motion –

- ***That the P&C funding committee are seeking a funding request of \$2500 to fund the purchase of items for the Mothers Day Stall. Moved by DB , Seconded by KK. All in favour. Vote Passed.***

6. General Business

- EA placements are changing this year with regular rotations (4 weeks) Clarity sought (BS). **Explanation given by LG.**
- Fresh Snap - Info sharing (JJ). **JJ to email to the committee.**

7. Any Other Business

- Think about local election members supporting the school, however normally the election members reach out to the schools. Something to consider in the future.
- To continue meeting at 6 for nibbles.
- Look at the day of week for meetings. Leave as Tuesday for now until AGM and then reassess. May need to be held in the library due to numbers - TBC.

Next meeting: Wednesday 26 March- Term 1 Week 8

Meeting close: 20:27

Signed _____

Date: _____

Presidents Report - 19 February 2025

1.0	Information Only
1.1	Activity Area Complete - Comms sent to School Community
1.2	Systems and Processes - TBC
1.3	Waiting for procedure/approval from school regarding murals to B Block storage room doors
1.4	Welcome morning tea, made contact with new parents at the school, had a chat and a few of them are keen to join (yay!)
1.5	New mud kitchen installed in the Year 1 sandpit - working on a piece of comms (waiting for photos). Big thank you to Darryl Buckett and Kalamunda Bunnings for their donations.
1.6	Executive meeting held over the break to approve Workers Comp Insurance for 2025: \$1,078/annum.
2.0	For Discussion
2.2	<p>Volunteer Recruitment for 2025:</p> <ul style="list-style-type: none"> ● Ballot System ● Allocating Year Groups to specific events/tasks ● Asking for each family to nominate for one event at the start of the year Any other suggestions? <p>I have drafted a form to send home to parents - attached. Feedback welcome</p>
2.4	<p>Exec Team 2025.</p> <ul style="list-style-type: none"> ● Parent Rep / Comms Position ● Dads group <p>How can we better utilise these roles? Are they still needed? Is there a different role that would serve us better, eg. Grants Coordinator</p>
2.3	Open Garden Event - See attached email
3.0	Motions
3.1	<p>Already passed via exec team on Wednesday 29 January - Info Only Motion to approve payment of \$1,078 for 2025 Workers Compensation Insurance.</p> <p>Moved: DB Seconded: CE Passed.</p> <p>Attendees: DB, CE, SO, JJ, AT, LT</p>

Emergency Executive Meeting Minutes - 29 January 2025

Attendees: Danielle Buckett (DB), Asher Trenorden (AT), Jade Johnston (JJ), Ceanne England (CE), Laura Tesija (LT), Sherise O'Dea (SO)

Emergency Meeting Called due to Workers Compensations Insurance Due

Meeting Opened: 7.34pm

Motion to approve funding for Workers Compensation Insurance for 2025 to the value of \$1078

Moved DB

Seconded CE

Motion Passed

Meeting Closed 7.42pm

Treasurer Report – 11/02/2025

1.0	Information Only
1.1	Meeting to be held with uniform shop volunteer as it is currently operating "off the books". Need to align with financial protocols of the P&C. ***Still to be completed.
1.2	Financial Audit has been completed. Please refer to Audit Letter regarding findings. Accountant has completed initial review free of charge and has offered to complete rectification of shortfalls for a heavily discounted rate (\$80/hour +GST) to support the P&C. Corrections required are estimated to take up to 4 hours. Note: Conflict of interest advice - Treasurer's husband is a partner in the firm that would undertake the work. Mitigation: work to be completed by another partner.
1.3	Staff Leave Balances The Treasurer has picked up an error in the set-up of the MYOB file which is likely to have resulted in incorrect personal leave balances for staff. The Treasurer proposes that this is reviewed and corrected by an accountant. It is estimated this would take 1 hour for an accountant.
2.0	For Discussion
2.1	The Fundraising and Canteen Debit cards currently have the following balances due to left over funds from event budgets and canteen \$100/month transfers have been occurring over non-school weeks: Fundraising \$398.03 Canteen \$1,074.19 Would the Committee prefer the balances cleared to \$0, reduced or credits left in the account?
2.2	Financial results for 01/01/2024 to 31/01/2024: Total Funds Raised \$31,610 Total Projects Funded \$21,412 Bank balance 11/02/2025 \$76,816.52 Yet to pay for the New Activity area. Refer Table 1 and Notes below.

Notes:

Admin costs include:

- WACSSO annual fee
- Website expenses

Table 1:

GHPS P&C Cash Movement 01/01 to 31/12	
Net Income	
Colour Run	8,051
Markets & Fairs Income	4,957
Mothers day	3,964
Canteen	3,374
P&C Subsidy	3,247
Disco	2,251
Fathers Day	1,970
Bake Sales	1,390
Interest Received	1,116
Merchandise	424
License Plates	275
Plant sale	241

- Canteen employment contracts
- Insurance
- MYOB Subscription
- Bank fees.

Student prizes include:

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

Canteen

Please note that:

- December supplier invoices
- Staff holiday pay
- December quarter PAYG
- Small amount of income from Square

were paid/received in January 2025 and therefore are not reflected in the “2024” figures. It is assumed that similar transfers would have occurred from 2023 in 2024 to offset this.

Total Canteen Turnover 2024:

- GHPS \$83,619.69
- MVPS \$34,288.80

3.0	Motions
3.1	<p>To take up offer of discounted accounting rate of \$80/hour + GST to correct the issues raised in the Audit and review and correct staff leave balances. It is estimated to take up to 5 hours at \$80/hour + GST.</p> <p>Therefore, seeking approval for \$440.00 in accounting fees.</p>

1.0	Information Only
1.1	<p>Canteen Sales – T4 final (see attached)</p> <p>Canteen Sales full year 2024 ~ \$110,928.20 Amount contributed through MVPS Service in 2024 - \$37,804.70</p>
1.2	<p>Changes to GHPS Canteen in 2025.</p> <p>At the end of T4 2024, we held an additional meeting to pass the following motions with regards to the operation of the canteen in 2025</p> <ol style="list-style-type: none"> 1. To operate GHPS canteen Tues, Wed, Fri in 2025 instead of Mon, Wed, Fri 2. To continue with 2 days of service for MVPS in 2025 (Tues/Thurs). 3. To offer Julie a 4th day of work in the canteen. <p>All motions were passed and the GHPS canteen service for 2025 will be: Tuesday: GHPS and MVPS lunch service only. Wednesday: GHPS lunch service, as well as recess and lunch counter service. Thursday: GHPS and MVPS lunch service only. Friday: GHPS lunch service, as well as recess and lunch counter service.</p> <p>All orders done online through QuickCliq with an 8:30am deadline. Late orders can be rung through directly to the canteen.</p> <p>Julie has accepted the offer of a 4th day of work per week and Maida Vale PS will have 2 days of lunch service weeks 2-10 each term.</p> <p>We hope the loss of GHPS Monday service is made up for by the addition of Tuesday/Thursday service. Will be interested in any feedback on how people feel this progresses.</p>
1.3	<p>Maida Vale PS Lunch Service</p> <p>Met with MVPS at the end of T4 to discuss viability of 2 lunch service days in 2025. MVPS happy with the way the trial ran, and we start both Tuesday and Thursday lunch service in Week 2 (Tuesday 11th Feb)</p>
2.0	For Discussion
2.1	<p>What to do with the icy poles left over from Rainbow Colour Run that are sitting in the canteen deep freezer.</p> <p>Suggestion to top up numbers and hand out one hot Friday in the coming weeks.</p>
3.0	Motions

GHPS Canteen Sales for 2024							
Term 4 Week	Day	Date	Sales			Remarks	Weekly Totals
			Cash	Online	EFT		
1	Mon	7-Oct				PDMWPS	
	Wed	9-Oct	53.65	134.30	3.06		
	Thur	10-Oct	0.00	25.20			
	Fri	11-Oct	701.00	1256.30	1,012.08	GHPS Sport Carnival	3,186.78
2	Mon	14-Oct	55.00	225.40	0.00		
	Wed	16-Oct	82.50	253.30	5.10		
	Thur	17-Oct	0.00	60.40			
	Fri	18-Oct	132.20	1204.50	50.63		2,063.63
3	Mon	21-Oct	61.70	174.10	0.00		
	Wed	23-Oct	92.30	397.50	0.00		
	Thur	24-Oct	0.00	60.20			
	Fri	25-Oct	207.70	1114.20	3.06		2,111.36
4	Mon	28-Oct	88.00	298.60	0.00		
	Wed	30-Oct	84.10	351.50	0.00		
	Thur	31-Oct	0.00	35.40			
	Fri	1-Nov	378.20	892.70	17.14	Stirk Interschool	2,145.64
5	Mon	4-Nov	65.35	215.80	0.00		
	Wed	6-Nov	26.30	360.70	0.00	No Canteen Sales - Jailer for staff	
	Thur	7-Nov	0.00	25.00			
	Fri	8-Nov	122.50	1035.60	4.63	Stirk Park - School	1,856.54
6	Mon	11-Nov	161.70	237.00	0.00		
	Wed	13-Nov	132.50	393.30	34.83		
	Thur	14-Nov	0.00	25.20			
	Fri	15-Nov	120.40	1297.50	0.00		2,403.03
7	Mon	18-Nov	50.00	263.00	0.00		
	Wed	20-Nov	110.35	402.20	0.00		
	Thur	21-Nov		35.00			
	Fri	22-Nov	85.10	1195.40	0.00		2,141.65
8	Mon	25-Nov	74.85	277.20	0.00		
	Wed	27-Nov	87.50	339.60	35.29		
	Thur	28-Nov		60.20			
	Fri	29-Nov	114.65	1278.60			2,267.89
9	Mon	2-Dec	35.20	370.70			
	Wed	4-Dec	142.10	597.50			
	Thur	5-Dec					
	Fri	6-Dec				No Service - Yr 6 absent	1,205.50
10	Mon	9-Dec	113.70	667.70		Lart Service for 2025	
	Wed	11-Dec		126.30		Online not shut off	313.70
			3,446.35	15683.50	1,166.00		19388.2
MYPS LUNCH			#Orders				
1	Mon	7-Oct	331.00	PD Staff	MYPS Tuesday		
2	Thu	17-Oct	NS-swimzsch	0	Week 3 - 7	Online	#Orders
3	Thu	24-Oct	341.10	120	22-Oct	344.30	46
4	Thu	31-Oct	1,126.30	140	29-Oct	540.40	63
5	Thu	7-Nov	1,207.30	143	5-Nov	626.20	80
6	Thu	14-Nov	1,341.30	167	12-Nov	436.30	57
7	Thu	21-Nov	1,227.00	154	19-Nov	674.30	86
8	Thu	28-Nov	1,131.50	147			
9	Thu	5-Dec	1,133.20	138			
		Total	8,500.50	1015		2622.70	338
		Average	1,167.07	144		524.54	68
Total for Term 4/2024			31,425.05		MYPS Total		11123.20

GHPS Canteen Sales for 2024							
Term 4			Sales				
Week	Day	Date	Cash	Online	EFT	Remarks	Weekly Totals
1	Mon	7-Oct				FDHIPS	
	Wed	9-Oct	53.65	134.30	3.06		
	Thur	10-Oct	0.00	25.20			
	Fri	11-Oct	701.00	1256.30	1,012.08	GHPS Sport Carnival	3,186.73
2	Mon	14-Oct	55.00	225.40	0.00		
	Wed	16-Oct	82.50	253.30	5.10		
	Thur	17-Oct	0.00	60.40			
	Fri	18-Oct	132.20	1204.50	50.63		2,063.63
3	Mon	21-Oct	61.70	174.10	0.00		
	Wed	23-Oct	92.30	337.50	0.00		
	Thur	24-Oct	0.00	60.20			
	Fri	25-Oct	207.70	1114.20	3.06		2,111.36
4	Mon	28-Oct	88.00	238.60	0.00		
	Wed	30-Oct	84.10	351.50	0.00		
	Thur	31-Oct	0.00	35.40			
	Fri	1-Nov	378.20	832.70	17.14	Stirk Interschool	2,145.64
5	Mon	4-Nov	65.35	215.80	0.00		
	Wed	6-Nov	26.30	360.70	0.00	No Canteen Sales - Joiner For staff	
	Thur	7-Nov	0.00	25.00			
	Fri	8-Nov	122.50	1035.60	4.63	Stirk Park - School	1,856.54
6	Mon	11-Nov	161.70	237.00	0.00		
	Wed	13-Nov	132.50	333.30	34.83		
	Thur	14-Nov	0.00	25.20			
	Fri	15-Nov	120.40	1237.50	0.00		2,403.03
7	Mon	18-Nov	50.00	263.00			
	Wed	20-Nov					
	Thur	21-Nov					
	Fri	22-Nov					313.00
8	Mon	25-Nov					
	Wed	27-Nov					
	Thur	28-Nov					
	Fri	29-Nov					0.00
9	Mon	2-Dec					
	Wed	4-Dec					
	Thur	5-Dec					
	Fri	6-Dec				No Service - Yr 6 absent	0.00
10	Mon	9-Dec				Last Service for 2024	
			2,616.30	10339.10	1,130.71		14086.1
MYP5 LUNCH				#Orders			
1	Mon	7-Oct	331.00	PD Staff		MYP5 Tuesday	
2	Thu	17-Oct	NS-ruimrek	0		Week 3 - 7	Online
3	Thu	24-Oct	341.10	120		22-Oct	344.30
4	Thu	31-Oct	1,126.30	140		23-Oct	540.40
5	Thu	7-Nov	1,207.30	143		5-Nov	626.20
6	Thu	14-Nov	1,341.30	167		12-Nov	436.30
7	Thu	21-Nov				13-Nov	674.30
8	Thu	28-Nov					
9	Thu	5-Dec					
		Total	4,348.80	576			2622.70
		Average	1,154.45	144			524.54
Total for Term 4/2024			21,657.61			MYP5 Total	7571.50

Fundraising Report - 11th February 2025 by Sherise O'Dea

1.0	Information Only
-----	------------------

1.1

Proposed Events for 2025 - Each event will only proceed if a lead is appointed and enough volunteers are available to support it.

1. **Easter Raffle** (April 16th - 18th, Draw on April 18th)

- The P&C to coordinate the selection and purchase of raffle gifts for each class. • **Lead required ***

2. **Mother's Day Stall** (May 7th - 9th)

- Items will be set up in the library, where students can browse and purchase gifts during scheduled class visits.
- **Lead: Pearl / Sara**

3. **School Disco** (August/September – Date TBD)

- Two entertainment sessions to accommodate different age groups. Canteen will be open, offering food and refreshments. A final date will be confirmed based on availability. • **Lead required ***

4. **Father's Day Stall** (September 3rd - 5th)

- Items will be set up in the library, where students can browse and purchase gifts during scheduled class visits.
- **Lead required ***

5. **Rainbow Fun Run** (November 14th, 21st, 28th, or December 5th – Date TBD)

- A vibrant obstacle course will be set up on the school oval.
- **Lead required ***

6. **Additional Fundraising Activities**

Bake Sales

- Cross Country
- Sports Carnival

- Stirk Interschool Carnival

Other Potential Events

- Quiz Night – A potential evening event to bring together parents, staff, and the broader school community for an interactive fundraising experience.

1.2	<p>Containers for Change:</p> <p>Total Raised : \$1340.10</p>
2.0	<p>For Discussion</p>
2.1	<p>Easter Raffle</p> <p>Do we want to go ahead with the Easter raffle again this year and is there someone who would like to take the lead on this?</p>
2.2	<p>Website</p> <p>Website Hosting Renewal Due 1st of July \$528.00 Domain Name Renewal Due 17th June \$17.82</p> <p>Do we want to continue with the website?</p>
3.0	<p>Motions</p>
3.1	<p>Easter Raffle - Funding request of \$500.00</p>
3.2	<p>Website - Funding request of \$550.00</p>
3.3	<p>Mothers Day Stall - Funding request of \$2500.00</p>