

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



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## General Meeting Minutes –26/03/2025

**Meeting Location:** *GHPS admin building*

**Meeting commenced:** *7.10pm*

### Open and Apologies

**Attendance** Danielle Buckett (DB), Asher Trenorden (AT), Lara Govers (LG), Jade Johnston (JJ), Kellee Kingston (KK), Ceanne England (CE), Pearl Livesy (PL), Amy Glendining (AG), Sherise O’Dea (SO), Tahnee McAlpine (TM), Annie Renwick (AR), Gemma Scroop (GS), Brad Saracik (BS) Anthony Bennett (AB) Luke Butcher (LB) Laura Tesija (LT) Abigail Stone (AS) Eleanor Tobe (ET)

**Apologies:** Lisa Logan (LL), Ross Gallagher (RG), Michelle O’Connor (MO), Helen Steuart (HS,) Tracy Park (TP) Adam Van Staden (AV) Michelle Renten (MR,) Stephanie Healey (SH)

### Acknowledgement of Country

#### 1. Confirmation of previous meeting minutes (General Meeting – 19.02.25)

Accepted: KK

Seconded: LT

#### 2. Actions arising from previous meeting minutes (19.02.2025)

- LG to create a procedure for Freda regarding witnessing behaviours. **Freda to advise a duty teacher or office if she witnesses anything. No procedure to be created.**
- DB wanting to send home volunteer availability form. SO can also add onto the website as an online form. **Complete and receiving forms back. DB to pass to LT and AS**
- Canteen requested to have more regular submissions so timesheets can be consistent. DB and CE to hold meeting with Freda. **Complete.**
- Garden Event - Email received. At this stage we will decline this at this time. JJ to email reply. **Complete**
- Records to be found for previous pest control as well as forward planning. LG to follow up with Office. **CE followed up. Has not been done. Request has been submitted to Ed Dept and awaiting reply.**
- 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. **Tuesdays confirmed by all members.**

#### 3. Correspondence

- N/A

#### 4. Reports

##### 4.1. Principal (LG)

- As per report

##### 4.2. President (DB)

- As per report

- Exec team to meet with school leadership team to discuss expectations.

#### 4.3. Treasurer (AG)

- As per report
- Require quotes for soccer goals/volleyball nets or other equipment for stage 2 of the activity area. Options can be explored and presented at the next general meeting. PL is happy to research this

#### 5.4. Canteen (CE)

- As per report
- Discussed Canteen to start with Google Docs or Open Office options before exploring Microsoft Office. AG then advised that we have a free Microsoft Office with the P&C. AG and CE to meet and arrange this for Freda and set up.
- An IOU system has been set up on QuickClik to support when children forget lunch.
- **Motion –**
- ➤ ***That the P&C canteen coordinator is seeking to continue to purchase milk for the school staff and charging cost price. Moved by CE, Seconded by DB. All in favour. Vote Passed.***

#### 5.5. Fundraising (SO)

- As per report
- LG to discuss Rainbow Run date with school to find the best date to run this event.
- **Motion –**
- ➤ ***The fundraising coordinator would like to put forward the motion to hold a raffle for Mother's Day. Moved by SO, Seconded by KK. All in favour. Vote Passed.***
- **Motion –**
- ➤ ***The fundraising coordinator would like to put forward the motion to purchase a raffle permit to the cost of \$54.5. Moved by SO, Seconded by KK. All in favour. Vote Passed.***

#### 6. General Business

- 6.1. Long jump area has been again brought up for discussion - Funds to build retaining wall. BS previously looked at this. Look into costs and logistics. BS, JB and LG to hold a discussion and then BS to further research quotes.
- 6.2. Parent message - Request for teacher coffee machine for staff room area. JJ to advise parent that the p and c benefit the children, not the staff but thankful for the suggestion. Logistics will not work.
- 6.3 Information sharing - Taiko Incursions - (SH) SH to info share with the school if wanted.
- 6.4. Water bottle station update? (AT) **1 unit to be installed. Quote \$4746.5 inc GST. Works quote may need to be sourced again.**
- **Motion –**
- ➤ ***To request the funds for the installation and purchase of the water bottle filling stations up to the value of \$6000. Moved by AT, Seconded by JJ. All in favour. Vote Passed.***

#### 7. Any Other Business

- **Motion –**
- ➤ ***To request the funds for insulated Coles bags for food transportation the value of \$50. Moved by CE, Seconded by AS. All in favour. Vote Passed.***
- Discussion regarding the storm and no power affecting communications to parents. Internally being reviewed. P&C members to support other parents to contact the school directly for upsets and grievances.

- Funding forecast to be added to next meeting agenda for review/discussion - To be included with president report.

**Next meeting:** Tuesday 13 May - Term 2 Week 3

**Meeting close: 8:44pm**

Signed \_\_\_\_\_

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

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

P&C President

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## Presidents Report - 26 March 2025

<b>1.0</b>	<b>Information Only</b>
1.1	Systems and Processes - TBC
1.2	Waiting for procedure/approval from school regarding murals to B Block storage room doors
1.3	Volunteer form given to Jenny to send home with parents
1.4	Payments reminder to be sent out Week 2, Term 2. Will organise an explanation of the levy to go out around the same time.
<b>2.0</b>	<b>For Discussion</b>
2.1	New Exec team to have a meeting with the school admin team to discuss vision, expectations of the P&C e.g. comms, printing, processes etc
<b>3.0</b>	<b>Motions</b>

## Fundraising Report - 26th March 2025 by Sherise O'Dea

1.0	Information Only
1.1	<p><b>Proposed Events for 2025</b> - Each event will only proceed if a lead is appointed and enough volunteers are available to support it.</p> <p><b>1. <i>Easter Raffle</i> (April 16th - 18th, Draw on April 18th)</b></p> <ul style="list-style-type: none"><li>• The P&amp;C to coordinate the selection and purchase of raffle gifts for each class. •</li></ul> <p><b>Team: Kellie, Helen, Steph</b></p> <ul style="list-style-type: none"><li>• Schooleez kindly donated a big bag of eggs, toys and crafts. Team need access to the bank card to purchase items.</li></ul> <p><b>2. <i>Mother's Day Stall</i> (May 8th - 9th)</b></p> <ul style="list-style-type: none"><li>• Items will be set up in the library, where students can browse and purchase gifts during scheduled class visits.</li><li>• <b>Lead: Pearl / Sara</b></li><li>• Items for the stall have started to be purchased.</li><li>• 3 Volunteers so far.</li></ul> <p><b>3. <i>Cross Country Bake Stall</i> (June 13th)</b></p> <ul style="list-style-type: none"><li>• <b>Lead required *</b></li><li>• 3 Volunteers so far.</li></ul> <p><b>4. <i>Father's Day Stall</i> (September 4th - 5th)</b></p> <ul style="list-style-type: none"><li>• Items will be set up in the library, where students can browse and purchase gifts during scheduled class visits.</li><li>• <b>Lead required *</b></li><li>• 1 Volunteers so far.</li></ul> <p><b>5. <i>School Disco</i> (September 12th)</b></p> <ul style="list-style-type: none"><li>• 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. • <b>Lead required *</b></li><li>• 3 Volunteers so far.</li></ul>

1.2	<p><b>6. Sports Carnival Bake Stall</b> (<i>October 17th</i>)</p> <ul style="list-style-type: none"> <li>● <b>Lead required *</b></li> <li>● 2 Volunteers so far.</li> </ul> <p><b>7. Rainbow Fun Run</b> (<i>Proposed Date December 17th</i>)</p> <ul style="list-style-type: none"> <li>● A vibrant obstacle course will be set up on the school oval.</li> <li>● <b>Lead required *</b></li> <li>● 3 Volunteers so far.</li> </ul> <p><b>8. Quiz Night</b> (<i>Date TBC</i>)</p> <ul style="list-style-type: none"> <li>● An evening event to bring together parents, staff, and the broader school community for an interactive fundraising experience.</li> <li>● <b>Lead required *</b></li> <li>● 2 Volunteers so far.</li> </ul> <p><b>Containers for Change:</b></p> <p>Total Raised : \$1340.10</p>
2.0	<b>For Discussion</b>
2.1	<p><b>Rainbow Fun Run</b> (<i>Proposed Date December 17th</i>)</p> <p>The school has confirmed that they would like to proceed with the event on the 17th of December. However, this coincides with the Class Awards ceremony. We're concerned that hosting both events on the same day may make setup challenging, especially with parents attending the awards.</p>
3.0	<b>Motions</b>
3.1	

## Canteen Report - 26th March 2025

1.0	<b>Information Only</b>
1.1	<p>Canteen Sales – T1 to date (see attached) 5 weeks of service (Tues–Fri) – Ave orders: 327 Ave sales: \$1540.40</p> <p>T1 usually quieter. Includes 2 weeks of school swimming lessons. Tuesday and Thursday sales slowly picking up as school community get used to change from Monday.</p>
1.2	<p>Maida Vale PS Lunch Service – T1 to date (see attached) 5 weeks of service (Tues &amp; Thurs) – Ave Orders:199 Ave Sales: \$1436.46</p> <p>All is going well for 2025 so far. We have changed our delivery location to assist with congestion in their office area, which seems to be working well. They have switched from the large foam boxes to large chiller bags. We will monitor how warm this keeps the food as we enter the cooler months.</p> <p>Happy to see that they are advertising their canteen days on their electronic sign on Kalamunda Rd, to ensure the service is well supported</p>
1.3	<p>With changes to the Education Dept access levels for non-staff (Stacey called them EV staff), Freda no longer has access to Microsoft Office applications on the canteen laptop. She uses both Word and Excel for various reports each day and is currently bringing her home laptop to school to complete what she needs to do. Are the P&amp;C happy to purchase Microsoft Office, or a Microsoft 365 subscription? Or does someone have another solution?</p>
1.4	<p>The double glass door drinks fridge in the canteen has been dripping internally for a while. With P&amp;C approval last year, we had it looked at on Monday 10/03. It needed a service, drainpipes cleaned, a gas leak fixed and re-gassing. With call out fee and labour this came to \$660. The fridgie said we need a new plate internally to stop the dripping, as it has rusted through in several places. He is meant to send through a quote to get this fixed (not received at this stage). Rough estimation of cost was \$250 for the plate and additional cost for labour. Are the P&amp;C happy to have this work done?</p>
1.5	<p>Slushie Machine – has been out of action since mid T4 2024, due to a leak at the dispensing tap. We have been trying to contact the company to come out and look at it via both email and phone, but with no response. We also buy the concentrated syrup through this company. Had a school dad look at it and we have it working again but are now running low on syrup. Freda will use an alternate syrup once syrup stocks are finished.</p>
1.6	<p>Pest Control – it was raised at the last meeting to try and find a past pest control report for the canteen so we can put it with records for the health inspector. I haven't seen or heard of them coming through the canteen in the past 18 months. With the storm last Thursday, there has been evidence of rats in the canteen. Spoke with Stacey to see how this can be handled. Apparently, the school is not required to have regular pest control visits. She has put a request through their faults department, so we wait to see what comes of it. Is the P&amp;C happy to support the cost of having the canteen treated for pests if the current plan doesn't work?</p>
1.7	<p>Milk for Staff – Freda currently buys the milk for staff at cost price and this price is then on charged by the P&amp;C to the school. Is this a service that is of value to the school? If so, are we happy to keep doing it?</p>

1.7	Thermomix has a broken blade. \$125 to replace with TM. Can get compatible ones from Temu or Ali Express for \$25. Is it worth trying one of these alternatives?
1.8	Follow up – Icy poles remaining from Rainbow Colour Run have been removed from the freezer and stored in a sealed box awaiting notice for their use
<b>2.0</b>	<b>For Discussion</b>
2.1	Microsoft Office, or Microsoft 365 subscription for the canteen laptop. Another solution?
2.2	Fridge repairs – Is the P&C happy to replace the rusted plate in the drinks fridge?
2.3	New TM6 blade – is it worth trying cheaper alternative for replacement?
<b>3.0</b>	<b>Motions</b>
3.1	To purchase Microsoft Office (\$219) or subscribe to Microsoft 365 (\$159/year) for the canteen laptop.
3.2	To replace the rusted plate in the drinks fridge. Up to a value of \$450
3.3	To purchase replacement blade for TM6.
3.4	If required, a pest control visit for the canteen paid for by P&C
3.5	To continue to buy milk for staff at cost price and on charging this cost to the school.

Canteen Sales for 2025								
Term 1			GHPS Sales		MVPS Sales			Remarks
Week	Day	Date	Cash	Online	EFT	Online	#	
1	Tues	4-Feb	NA	NA				
	Wed	5-Feb	NA	NA				
	Thu	6-Feb	NA	NA				
	Fri	7-Feb	62	537.1				1st Service GHPS
2	Tues	11-Feb	NA	62		366.6	48	1st Service MVPS
	Wed	12-Feb	131.4	240.8				Swimming Lessons
	Thu	13-Feb	NA	115.6		1,042.40	130	
	Fri	14-Feb	68	889.4				
3	Tues	18-Feb	NA	115.7		556.8	72	
	Wed	19-Feb	47.2	156.5				
	Thu	20-Feb	NA	140.2		1,114.60	141	
	Fri	21-Feb	51.9	941.90				
4	Tues	25-Feb		87.20		499.5	66	
	Wed	26-Feb	43	258.90				
	Thu	27-Feb	NA	92.10		1092.3	136	
	Fri	28-Feb	95	961.60				
5	Tues	4-Mar	NA	120.50		PD day	0	
	Wed	5-Mar	50.7	269.60				
	Thu	6-Mar	NA	112.40		956.5	122	
	Fri	7-Mar	114.80	942.30				
6	Tues	11-Mar	NA	153.60		433.5	58	Yr 6 Cricket Carnival
	Wed	12-Mar	120.50	355.40				
	Thu	13-Mar	NA	276.40		1120.1	140	
	Fri	14-Mar	144.50	973.40				
7	Tues	18-Mar	NA	85.80		475.6	62	
	Wed	19-Mar						
	Thu	20-Mar	NA					
	Fri	21-Mar						
8	Tues	25-Mar	NA					Yr 4-6 Swim Carnival
	Wed	26-Mar						
	Thu	27-Mar	NA					
	Fri	28-Mar						
9	Tues	1-Apr	NA					
	Wed	2-Apr						
	Thu	3-Apr	NA					
	Fri	4-Apr						
10	Tues	8-Apr	NA					
	Wed	9-Apr						
	Thu	10-Apr	NA					
	Fri	11-Apr						GHPS Last
			929.00	7888.40	0.00	7,657.90	975	
Term 1 2025			TOTAL		16,475.30			
MVPS						7,657.90		
GHPS						8,817.40		

## Treasurer Report – 18/03/2025

<b>1.0</b>	<b>Information Only</b>
1.1	Actions to be undertaken: <ul style="list-style-type: none"> <li>- Check/correct accounts – waiting on accountant to have time</li> <li>- Check/correct Employee leave balances</li> <li>- Contact bookkeeper for quote once accounts are corrected</li> </ul>
1.2	<ul style="list-style-type: none"> <li>- Uniform shop deposit of historical earnings made via personal accounts against Treasurer request.</li> <li>- Uniform Shop purchased Lowes vouchers to the value of \$600 from cash accumulated through historical sales rather than via the P&amp;C debit card as requested by Treasurer, therefore this expense will not show on P&amp;C accounts.</li> </ul>
<b>2.0</b>	<b>For Discussion</b>
2.1	Financial results for 01/01/2025 to 18/03/2025:  Total Funds Raised               -\$1,276 Total Projects Funded           \$38,688  Bank balance 18/03/2025 \$43,816.02  Refer Table 1 and Notes below.

**Table 1:**

### **Notes:**

Admin costs:

- MYOB Subscription
- Bank fees

### **Canteen**

Result in Table 1 includes annual Workers Comp insurance payment.

Expenses accrued:

- PAYG \$1,454
- Super \$989

Total Canteen Turnover 2025:

- GHPS \$8,434
- MVPS \$7,152

It is understood that on top of the Projects funded listed in Table 1 there has been \$900 of Pastoral Care provided to families via Lowes vouchers through the Uniform shop.

GHPS P&C Cash Movement 01/01 to 18/3/25	
<b>Net Income</b>	
Uniform Shop historical earnings deposit	2,185
Interest Received	295
Fundraising - License Plates	92
Membership Fees	19
Uniform shop	15
Fundraising - Colour Run	10
Mothers day	-178
Canteen	-3,713
<b>Total Funds Raised</b>	<b>-\$1,276</b>
<b>Less Costs</b>	
Admin costs	281
<b>Total Costs</b>	<b>\$281</b>
<b>Net Trading Result</b>	<b>-\$1,557</b>
<b>Projects Funded/Purchases</b>	
Playground upgrades 2025	36,642
Literacy Pro	2,045
<b>Total Projects Funded</b>	<b>\$38,688</b>
<b>Total Movement</b>	<b>-\$40,244</b>

## Principals Report – 26/03/2025

Attendance at school from Pre-primary onwards is compulsory: see below.

*Section 23 of the School Education Act 1999 requires for every year of the student's **compulsory education period** (Pre-primary onwards) that the student attend the school at which they are enrolled, or participate in an educational program of the school, on the days on which it is open for instruction.*

*A student may be excused if they are prevented from attending due to temporary physical or mental incapacity, or other reasonable cause (Section 25), cultural or religious observance (Section 30) or suspension (Section 90).*

*When a student's attendance falls below 90% or is identified as a concern, the [Student Attendance in Public Schools](#) policy and procedures requires the school to investigate the reasons for a student's absence, discuss with parents and implement strategies for improvement that are linked to the causes of absence.*

See below from the DOE:

It is important for children to attend school all day, every day.

When is it OK to not go to school?

An OK reason is one that prevents your child from getting to school. This could include: • your child is unable to attend because they are sick

- attending cultural or religious observances such as sorry time and funerals • an unavoidable medical appointment
- an unavoidable natural event such as flood waters or a cyclone

The principal decides if the reason given for your child's absence is acceptable. **It's NOT**

**OK to miss school if your child:**

- is celebrating a birthday
- is going on a family holiday
- is visiting family and friends
- has slept in or had a big weekend
- is looking after other children
- has sport or other recreational activities that have not been approved by the school • has appointment such as haircuts and minor check ups

If possible, routine medical and other health appointments should be made either before or after school, or during the school holidays.

- **Missing half a day of school each week** equates to one month of missed learning opportunities each year.
- **Missing half a day of school each week between Pre-primary and Year 10**, equates to missing almost one full year of learning.

A trend that we have noticed in our data is parents scheduling family holidays during school time. The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.

Adhering to Deadlines for Permissions and Payments

We set cut-off dates for various reasons, such as excursions (including sporting events), orders (such as Year 6 Leavers Shirts), and other important activities. We understand that life can get busy, but we kindly ask that parents adhere to these deadlines. Our front office team often receives last-minute requests from parents who have missed the deadline and, while we always strive to be as accommodating as possible, we typically cannot accept late permissions or payments unless there are exceptional circumstances.

We make every effort to communicate these deadlines well in advance and send multiple reminders. To ensure a smooth process for everyone, we ask that you carefully read all communications from the school and make note of the important dates to avoid any disappointment. We truly appreciate your understanding and cooperation.

#### Half Day Close 1st July 2025 for Parent Interviews

The school will be closing early at 11.30am on Tuesday 1<sup>st</sup> July to allow us to conduct Parent Interviews for Semester 1 Reports, which will have been sent home the day before via Connect.