

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes –13/05/2025

Meeting Location: *GHPS admin building and online via Teams*

Meeting commenced: *6.30pm*

Open and Apologies

Attendance Danielle Buckett (DB), Lara Govers (LG), Jade Johnston (JJ), Kellee Kingston (KK), Ceanne England (CE), Amy Glendining (AG), Sherise O'Dea (SO), Tahnee McAlpine (TM), Gemma Scroop (GS), Luke Butcher (LB) Laura Tesija (LT) Tracy Park (TP) Catherine Wisker (CW) Emily Bruining (EB)

Apologies: Lisa Logan (LL), Ross Gallagher (RG), Helen Steuart (HS,) Adam Van Staden (AV) Michelle Renten (MR,) Stephanie Healey (SH) Pearl Livesy (PL) Brad Saracik (BS) Asher Trenorden (AT) Eleanor Tobe (ET) Abigail Stone (AS), Annie Renwick (AR), Anthony Bennett (AB)

Acknowledgement of Country

1. Confirmation of previous meeting minutes (General Meeting – 26/03/25)

Accepted: KK

Seconded: CE

2. Actions arising from previous meeting minutes (26/03/25)

- Exec team to meet with school leadership team to discuss expectations **Complete**
- 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 **TBC**
- LG to discuss Rainbow Run date with school to find the best date to run this event. **Date TBC**
- 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. **TBC**
- Funding forecast to be added to next meeting agenda for review/discussion - To be included with president report. **TBC**

3. Correspondence

- N/A

4. Reports

4.1. Principal (LG)

- As per report
- Teacher Day to be looked into by LT
- **Motion –**
 - *GHPS would like to propose that the P&C fund a full school incursion to the cost of \$1400 as part of the virtue award program. Moved by LG, Seconded by KK. All in favour. Vote Passed.*
- **Motion –**
 - *GHPS would like to propose that the P&C fund the Mooditj Boodjar full school incursion to the cost*

of \$6180. Moved by LG, Seconded by KK. All in favour. Vote Passed.

4.2. President (DB)

- As per report
- Need to remove 'parent rep' section from Comms role JDF

4.3. Treasurer (AG)

- As per report

5.4. Canteen (CE)

- As per report
- Canteen appreciation day is next week. Is there a way to appreciate the team? Send comms to parents to advise. Perhaps leave some nice notes on QuickClick. Comms to go through PL.
- **Motion –**
 - *The canteen is requesting to obtain a new rice cooker to the cost of \$50 from Kmart. Moved by CE, Seconded by DB. All in favour. Vote Passed.*
- **Motion –**
 - *The canteen is requesting to obtain printer toner to the cost of \$150. Moved by CE, Seconded by DB. All in favour. Vote Passed.*
- **Motion –**
 - *The canteen is requesting to obtain a new sandwich maker to the cost of \$50. Moved by CE, Seconded by DB. All in favour. Vote Passed.*

5.5. Fundraising (SO)

- As per report
- **Motion –**
 - *To host a carols by candlelight event in November (29th) at the school. Moved by SO. LG declined this motion due to staff workloads and overtime.*
- **Motion –**
 - *The fundraising committee would like to request \$1000 towards the disco to book the entertainment hosts. Moved by SO, Seconded by DB. All in favour. Vote Passed.*

6. General Business

- Cross Country Timing - Can we confirm is this time changing as P&C have a coffee van booked - Later in the day for learning. Bake sale to go ahead in afternoon. Canteen would like confirmation of lunch time for service. LG to follow up and advise. Leftover water and icy-poles can be sold on this day. Canteen will require to know what we want served on this day. CE to discuss with the canteen team.

7. Any Other Business

- CE - Can we move one containers for change bins so that the canteen can collect the cans? Move from PP to the canteen area. LG to look into this logistically and advise.
- PL to make several comms posts on social media for families re: containers for change reminder and recycling reminder.

Next meeting: Tuesday 17 June - Term 2 Week 8

Meeting close: 19:52pm

Signed _____

Date: _____

Presidents Report - 13 May 2025

1.0	Information Only
1.1	Systems and Processes - Luke and I met and got the ball rolling on this, will update as we make headway.
1.2	Waiting for procedure/approval from school regarding murals to B Block storage room doors
1.3	Explanation of P&C Levy went out in Friday Reminders last week
1.4	Discussion with Admin Team about communications / expectations etc. Summary of meeting attached.
1.5	Working on JDFs for new roles. Comms Coordinator was created in 2023 (see attached). Laura and Abbi working on JDF for the Volunteer Coord roles.
1.5	Exec Meeting held 1 April to approve urgent funding for Workers Comp Insurance, Election Sausage Sizzle and Mother's Day Raffle spending. Minutes attached.
2.0	For Discussion
2.1	P&C meetings are not to be used as a platform to air grievances against the school. If you have questions, comments, concerns: the best way to have these addressed is to make an appointment to see Lara or the Deputies.
3.0	Motions

Summary of Meeting with School Admin Team (Responsibilities / Expectations) Comms:

- Any events or general discussion / questions should be emailed to: Jenny CC Lara
- Any communications to go out via Connect should be emailed to: Jenny
- Any questions regarding events that will impact class time (eg mothers day stall, easter raffle) should be emailed to: Deputies CC Stacey & Lara
- Signed Minutes should be emailed to: Jenny

Printing:

- Any paper flyers to go out need to be photocopied and placed in pigeonholes by a P&C rep (someone in the office can show us how to do this the first time!).
- 2 x copies only of the P&C Meeting Agenda are to be photocopied/printed by a P&C rep.

GST:

- The P&C is not registered for GST so any purchases need to be made through Stacey (who can claim the GST).

Funding Requests:

- Funding requests from the school are to be made via the supplied form (sent to the school).

Decision Making / Organising Projects:

- Going forward, funding decisions are to be made by the P&C, with Lara's approval to be gained as a last step (she does not want to be involved in the organisation / design unless it is major).

Communication Coordinator JDF

The Communication Coordinator will be responsible for maintaining the list of current Parent Reps for each class and communicating with them any information necessary from the P&C.

They will also actively communicate to the wider school community information regarding; • meetings

- events
- fundraising initiatives

The Communication Coordinator may also (in partnership with other members of the committee):

- Seek means across different media to increase engagement of P&C events and notices.
- Administer, manage and monitor P&C social media.
- Update and manage the P&C Website

Emergency Executive Meeting Minutes - 1 April 2025

Attendees: Danielle Buckett (DB), Laura Tesija (LT), Sherise O'Dea (SO), Amy Glendining (AG), Kellee Kingston (KK), Abigail Stone (AS)

Meeting Called for funding approvals

Meeting Opened: 7.35pm

1. *Motion to approve funding for Workers Compensation Insurance shortfall for 2025 to the value of \$567*

Moved AG

Seconded DB

Motion Passed

2. *Motion to approve funding for election day sausage sizzle to the value of \$1000*

Moved KK

Seconded DB

Motion Passed

3. *Motion to approve funding for Mothers Day Raffle platform fees (Raffle Link) to the value of \$100*

Moved SO

Seconded DB

Motion Passed

4. *Discussion re: canteen staff*

Canteen Report

1.0	Information Only
1.1	<p>GHPS Canteen Sales – T1 (see attached) 9 weeks of service – Ave Orders: 253. Ave Sales: \$1755.50/week</p> <p>Open Wednesday – Friday Week 1, T2</p>
1.2	<p>MVPS Lunch Sales – T1 (see attached) 9 weeks of Service - Ave Orders: 192. Ave Sales: \$1507/week</p> <p>No MVPS Lunch Service in T2 W1 – We offered to do Week 1 with a restricted menu as we build our stocks up after the school holidays, but they chose to recommence in Week 2 with the full menu.</p>
1.3	<p>Thank you to P&C for donation of left over bread rolls and sausages from the Federal Election Sausage Sizzle. Cut rolls will become garlic bread and Cheeseys, Sausages will be used for Bangers & Mash on the current menu.</p>
1.4	<p>Follow Up - Slushie Machine – has been removed from site by the company to fix (09/04/25). Unsure when or if it will be back. Follow up call made 07/05/25 – no reply.</p>
1.5	<p>Follow Up - Drinks Fridge – plate required to stop dripping in this fridge is apparently no longer made. No alternative suggestions by Frost Refrigeration. Do not think it's worth getting a new fridge.</p>
1.6	<p>Follow Up - Pest Control – completed by contractor on 25/03/2025. Replaced baits around canteen. Reported no rodent activity and replaced baits in traps. Report in canteen for records.</p>
2.0	For Discussion
3.0	Motions

Canteen Sales for 2025

								GHPS	MVPS
Term 1			GHPS Sales			MVPS Sales		Wk Total	
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	599.1
2	Tues	11-Feb	NA	62		366.6	48	1st Service MVPS	
	Wed	12-Feb	131.4	240.8					
	Thu	13-Feb	NA	115.6		1,042.40	130		1409
	Fri	14-Feb	68	889.4					1507.2
3	Tues	18-Feb	NA	115.7		556.8	72	Swimming Lessons GHPS	
	Wed	19-Feb	47.2	156.5					
	Thu	20-Feb	NA	140.2		1,114.60	141		1671.4
	Fri	21-Feb	51.9	941.90					1453.4
4	Tues	25-Feb		87.20		499.5	66		
	Wed	26-Feb	43	258.90					
	Thu	27-Feb	NA	92.10		1092.3	136		1591.8
	Fri	28-Feb	95	961.60	115.77				1653.57
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		956.5
	Fri	7-Mar	114.80	942.30					1610.3
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		1553.6
	Fri	14-Mar	144.50	973.40					2023.8
7	Tues	18-Mar	NA	85.80		475.6	62		
	Wed	19-Mar	105.10	342.60					
	Thu	20-Mar	NA	190.20		1081.5	136		1557.1
	Fri	21-Mar	199.75	976.30					1899.75
8	Tues	25-Mar	NA	22.10	10.20	605.5	78	Yr 4-6 Swim Carnival	
	Wed	26-Mar	109.50	296.00					
	Thu	27-Mar	NA	157.00		1130.7	145		1736.2
	Fri	28-Mar	115.45	1,106.10					1816.35
9	Tues	1-Apr	NA	111.10		386	53		
	Wed	2-Apr	116.80	231.70					
	Thu	3-Apr	NA	256.20		968.4	121		1354.4
	Fri	4-Apr	100.20	1,198.50	3.06				2017.56
10	Tues	8-Apr	NA	150.40	111.38	570.7	72		
	Wed	9-Apr	77.00	495.80					
	Thu	10-Apr	27.70	356.20		1160.3	147		1731
	Fri	11-Apr	NA	NA	NA			GHPS Closed	1218.48
			1,780.50	13778.60	240.41	13,561.00	1727		

Term 1 2025 TOTAL 29,360.51

MVPS 13,561.00

GHPS 15,799.51

Fundraising Report - 7th May 2025 by Sherise O'Dea

1.0	Information Only
1.1	<p>Easter Raffle (<i>April 16th - 18th, Draw on April 18th</i>) Team: Kellie, Helen, Steph</p> <p>Budget \$500 - Spent \$388</p> <p>We purchased a large number of eggs and bunnies, created 54 prize packs, and delivered them to the school—three for each class. We had a few bags of small eggs left over, which we donated to the school to use during the Easter Hat Parade.</p>
1.2	<p>Election Day Sausage Sizzle (<i>May 3rd</i>) Team: Kellie, Sandia, Ceanne</p> <p>Budget \$1000 - Spent \$387.90 Total Takings: \$1430 - Profit \$1042.10 (will change once cans refunded)</p> <p>A huge thank you to the following people: Kait and Santo Borello for generously donating 700 sausages, a wonderful GHPS family for providing 500 bread rolls, and Frank from Bickley Valley Fresh for supplying the onions. We're also incredibly grateful to all the parents and friends who cooked, cleaned, sliced rolls, cut sausages, and managed sales—your support made this event possible!</p> <p>We began cooking sausages at 8:00 a.m., with a steady flow of people coming through until around 1:30–2:00 p.m. The last sausages were sold by 3:00 p.m., and everything was packed up by 4:00 p.m. Many attendees expressed how happy they were to see us and mentioned they had missed us at the state election.</p> <p>We have one box of sausages and about 150 bread rolls remaining, which we'll donate to the canteen to sell. Any leftover drink cans will be stored for future events and the full boxes will be returned for a refund.</p>
1.3	<p>Mother's Day Raffle (<i>11th April to 9th May, Drawn 9th May</i>) Team: Asher, Sherise</p> <p>Budget \$100 - Spent \$93.50. Total Takings as of 6th May: \$610 (61 Tickets)</p> <p>A huge thank you to Angela Rawlings for generously donating all the photography prizes! Organising the raffle involved quite a bit of behind-the-scenes work to secure the necessary permit. However, now that I've completed the process once, future raffles will be much easier to manage. The RaffleLink website has been a fantastic platform for hosting and selling tickets online. Posters were distributed throughout the local community, and many members have shared the raffle in online groups. Although posters were also printed for the sausage sizzle, they didn't generate much interest. Overall, ticket sales have been a bit slower than expected.</p>

1.4	<p><i>Mother's Day Stall (May 8th - 9th) Lead: Pearl / Sara</i></p> <p>Budget \$2500 - Spent \$TBA</p> <p>Lots of amazing items have been purchased, along with some beautiful donated gifts. The stall was set up on Wednesday, ready for Kindy Group Two to begin shopping. On Thursday, the rest of the school will have their turn, and on Friday, the stall will be open during recess. We're looking forward to a very successful Mother's Day Stall!</p> <ul style="list-style-type: none"> ● 11 Volunteers so far.
1.5	<p><i>Cross Country Bake Stall (June 13th) Lead required *</i></p> <p>We've heard there may be a change to holding the cross country event in the afternoon. If this is confirmed, the coffee van will still attend; however, the vendor will need notice to ensure her children are booked into after-school care.</p> <ul style="list-style-type: none"> ● 4 Volunteers so far.
1.6	<p><i>4. Father's Day Stall (September 4th - 5th) Lead: Pearl</i></p> <ul style="list-style-type: none"> ● 2 Volunteers so far.
1.7	<p><i>5. School Disco (September 12th) Lead: Kellie</i></p> <p>This year, we've discussed the idea of fencing off the outdoor verandah to create a designated eating and sitting area. This would allow kids to enjoy being outside without leaving the disco. Additionally, we've considered handing out wristbands before the event to streamline entry and make the process smoother.</p> <ul style="list-style-type: none"> ● 4 Volunteers so far.
1.7	<p><i>6. Sports Carnival Bake Stall (October 17th) Lead required *</i></p> <ul style="list-style-type: none"> ● 3 Volunteers so far.
1.8	<p><i>7. Rainbow Fun Run (Proposed Date December 17th) Lead: Sherise</i></p>

1.9	<ul style="list-style-type: none"> • 3 Volunteers so far. • Date change still to be confirmed. <p>8. Quiz Night (Date TBC) Lead: Pearl</p> <ul style="list-style-type: none"> • 3 Volunteers so far.
1.10	<p>9. Carols By Candlelight (Date TBC - Proposed Date 29th Nov) Lead: Nell</p> <p>We would like to host a Carols by Candlelight evening at the school this year, providing our music students with a special opportunity to perform as the year comes to a close. This event would be open to the parents and community — bring a blanket and a picnic, and enjoy the wonderful talents of the GHPS students. We have discussed selling battery-operated candles, glow sticks, food, and warm drinks to add to the festive atmosphere.</p>
1.1 1	Containers for Change: Total Raised: \$1342.60
1.12	<p>Volunteer Coordinator Update:</p> <p>Abi and Laura recently held a meeting to discuss upcoming events and volunteers. They have scheduled an email to go out to the Class Reps with detailed information about these events, along with requests for volunteers and leads for events where we currently don't have a lead. To streamline communication and coordination, they will also be creating a WhatsApp group with the Class Reps. This will allow them to easily reach out to their classes and gather volunteers for the events.</p>
2.0	For Discussion
2.1	Carols By Candlelight (Date TBC - Proposed Date 29th Nov)
3.0	Motions
3.1	I would like to raise the motion to host a Carols By Candlelight event in November at the school.
3.2	School Disco: Funding Request \$1000 (To be able to book the entertainment hosts)

Treasurer Report – 07/05/2025

1.0	Information Only
1.1	Actions to be undertaken: <ul style="list-style-type: none"> - Check/correct accounts – waiting on accountant to have time (busy period). - Check/correct Employee leave balances - Contact bookkeeper for quote once accounts are corrected
2.0	For Discussion
2.1	Financial results for 01/01/2025 to 07/05/2025: <div> <div>Total Funds Raised</div> <div>-\$2,384</div> </div> <div> <div>Total Projects Funded</div> <div>\$39,076</div> </div> Bank balance 07/05/2025 \$40,317.43 Refer Table 1 and Notes below.

Table 1:

Notes:

Admin costs:

- MYOB Subscription
- Bank fees

Repairs & Maintenance for work on Canteen fridge.

Canteen

Result in Table 1 includes annual Workers Comp insurance payment and \$625 of 2024 Workers Comp coverage.

Expenses accrued:

- PAYG \$1,154
- Super \$638

Total Canteen Turnover 2025:

- GHPS \$16,698
- MVPS \$13,531

Other

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 07/05/2025	
Net Income	
Uniform Shop historical earnings	2,185
Sausage Sizzles	976
Interest Received	390
Uniform shop	167
License Plates	92
Membership Fees	23
Colour Run	10
Containers for Change	3
Raffles	-94
Mothers Day	-518
Canteen	-5,617
Total Funds Raised	-\$2,384
Less Costs	
Admin costs	404
Repairs & Maintenance	660
Total Costs	\$1,064
Net Trading Result	-\$3,448
Projects Funded	
Playground upgrades 2025	36,642
Literacy Pro	2,045
Easter	388
Total Projects Funded	\$39,076
Total Movement	-\$42,523