

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes –17/06/2025

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), Tracy Park (TP) Asher Trenorden (AT) Eleanor Tobe (ET), Gemma Scroop (GS)

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), Annie Renwick (AR), Anthony Bennett (AB), Tahnee McAlpine (TM), Laura Tesija (LT) Luke Butcher (LB) Catherine Wisker (CW) Emily Bruining (EB) Abigail Stone (AS)

Acknowledgement of Country

1. Confirmation of previous meeting minutes (General Meeting – 13/05/25)

Accepted: DB

Seconded: KK

2. Actions arising from previous meeting minutes (13/05/25)

- 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 **Keep original planned date and moved class awards date. 17/12/2025**
- 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. **DB has attached**
- PL to make several comms posts on social media for families re: containers for change reminder and recycling reminder. **Complete**
- Can the containers for change bins be relocated? LG to check and advise **LG advised this is okay to action**

3. Correspondence

- Bumper Stickers - Can drop some to the office. KK would like one

4. Reports

4.1. Principal (LG)

- As per report
- LG to check and confirm location for bottle filling station.

4.2. President (DB)

- As per report
- JDFs attached. No concerns noted. DB to add to official JFD list.
- 5 year plan. JJ to share P&C stats image as a plan for going forward. Everyone to think about the next steps and plans for future funding.
- **Motion –**
 - ☐ *The school is requesting the P&C to support with pastoral care to the total of \$1800 towards the year 6 camp for 4 students. Moved by DB, Seconded by JJ. All in favour. Vote Passed.*

4.3. Treasurer (AG)

- As per report
- Cost increases? DB and CE to have a meeting with canteen staff and chat about the cost increase thought and develop a plan. Exec team to discuss further.
- JJ to confirm if financial report needs to be moved and accepted
- **Motion –**
 - ☐ *The treasurer is requesting a WACCSO membership renewal to the total of \$1670.50. Moved by AG, Seconded by DB. All in favour. Vote Passed.*

5.4. Canteen (CE)

- As per report
- Would love some more volunteers. How do we achieve this?

5.5. Fundraising (SO)

- As per report
- Discussion surrounding the quiz night. Is this going ahead? Needs a lead and a task list to delegate. Decision to be made within the next fortnight as to a plan. May need to be put aside until next year.
- DB and SO to plan a fundraising meeting in the coming fortnight.
- **Motion –**
 - ☐ *The fundraising committee would like to request \$2500 towards the Fathers Day stall. Moved by SO, Seconded by DB. All in favour. Vote Passed.*
- **Motion –**
 - ☐ *The fundraising committee would like to request \$6000 towards the quiz night. Moved by SO, Seconded by KK. All in favour. Vote Passed.*
- **Motion –**
 - ☐ *The fundraising committee would like to request an alteration to the previous agreed website costs to the new cost of \$610. Moved by SO, Seconded by KK. All in favour. Vote Passed.*

6. General Business

- Lego Masters Competition - LG to confirm if going ahead as the organising teacher has now left GHPS - Then P&C team can vote on a motion for funding towards prizes as per previous years.
- P&C Levy - To consider what we want to do with this. Initial conversation has been quite split. LG suggested a survey and DB will take action on this.


7. Any Other Business

- Discussed about the incursion not mentioning P&C funding provided. Also questioned the \$7 fee. LG to follow up and a retrospective follow up of acknowledgement

- Quick discussion regarding children arriving at school early and how that has been addressed and managed.

Next meeting: Tuesday 5 August - Term 3 Week 3

Meeting close: 20:13

Signed _____  _____

Date: __01/07/2025_____

Presidents Report - 17 June 2025

1.0	Information Only
1.1	Systems and Processes - Luke has created the first prototype flow chart, I will start to create more for various items.
1.2	Amended JDF for Comms Coordinator attached (removed Parent Rep Component).
1.3	Canteen Rep and myself setting up meeting with Canteen Staff to discuss ongoing performance / management of the canteen in order to share feedback, concerns etc. If anyone has any feedback please email me privately.
2.0	For Discussion
2.1	Draft JDF for Volunteer Coordinators attached for comment
2.2	The school admin team has requested Pastoral Care Payments to cover camp fees for 3 x Year 6 Students. Cost is not confirmed yet but will not exceed \$450 per student.
3.0	Motions
3.1	For the P&C to approve Pastoral Care Funding up to the value of \$1350 for three Year 6 Students to attend camp.

Communication Coordinator JDF

The Communication Coordinator will be responsible for all communications with the general school community via Social Media and Email as required by the Executive Team 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

Parent Volunteer Co-ordinator JDF

The Parent Volunteer Co-ordinators role is to sign up volunteers to support the successful running of p&c events.

The role:

- To liaise directly with Fundraising Coordinator as to yearly events and number of volunteers required for each event.
- Request yearly class representative list from school admin.
- Through class representative group and other comms encourage signup of school volunteers for events/canteen.
- Manage WhatsApp and email group.
- Help manage volunteer list for each p&c event alongside Fundraising Coordinator and/or event lead.

Canteen Report

1.0	Information Only
1.1	GHPS Canteen Sales – T2 (see attached) 6 weeks of service – Ave Orders: 257. Ave Sales: \$1670 /week
1.2	MVPS Lunch Sales – T2 (see attached) 5 weeks of Service - Ave Orders: 207. Ave Sales: \$1639 /week 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. All going OK
1.3	Follow up – New rice cooker and new toner for canteen printer bought. Also bought new broom at request from cleaners.
1.4	Bug Zapper – is not working. It was tested and tagged in Jan 25, suggesting there isn't a problem with the power cord. It currently only has 1 bulb in it, but it should have 2. Would like to check by getting 1 new starter and 1 new bulb to see if this is the problem.
1.5	Canteen assistance with Cross Country Bake Sale (Friday 13/06) – to provide some hot foods, juice bombs for sale. Will set up pie warmer on table removed from customers.
1.6	Bread – currently trying to source a new bread supplier. BD Kalamunda have reduced our discount from 30% to 5% since changing owners. Freda has concerns around the quality of other sources, and the ability to defrost and refreeze as required. Also a change in size of the current BD rolls (smaller from Coles/Woolies etc)
1.7	Price Rise – looking to implement a price rise heading into Semester 2 to cover increasing costs. Last price rise was on half of the menu in Jan 2024.
2.0	For Discussion
2.1	Is everyone happy for me to source new starters and 15W bulbs for the bug zapper, to check if this is the problem. 15W blacklight Fluorescent tube ~ \$32.01 S2 starter ~ \$5 Replacement Bug Zapper ~ \$230 (like for like)
2.3	Any comments on price rise?
3.0	Motions

Canteen Sales for 2025								GHPS	MVPS
Term 2			GHPS Sales		MVPS Sales		Remarks	w/k Total	
Week	Day	Date	Cash	Online	EFT	Online	#		
1	Tues	29-Apr	NA	NA					
	Wed	30-Apr	50.90	235.80				1st Service GHPS	
	Thu	1-May	NA	183.90					
	Fri	2-May	122.9	916.10					1510
2	Tues	6-May	NA	110.00		592.70	77	1st Service MVPS	
	Wed	7-May	75.2	318.10					
	Thu	8-May	NA	176.50		1104.80	142		1638
	Fri	9-May	128.6	1085.10					1834
3	Tues	13-May	NA	186.60		469.30	63		
	Wed	14-May	55.8	318.80					
	Thu	15-May	NA	230.80		1160.00	143		1629
	Fri	16-May	110.3	1125.70					2028
4	Tues	20-May	NA	128.70		601.60	77		
	Wed	21-May	38.8	374.90					
	Thu	22-May	NA	321.50		1229.30	152		1831
	Fri	23-May	103.3	1225.30					2193
5	Tues	27-May	NA	176.00		394.40	49		
	Wed	28-May	73.9	378.70					
	Thu	29-May	NA	302.10		1123.30	141		1518
	Fri	30-May						PD Day	930.7
6	Tues	3-Jun	NA	70.50		477.80	62		
	Wed	4-Jun		288.90					
	Thu	5-Jun	NA	256.60		1042.50	129		1520
	Fri	6-Jun		848.00				Yr 6 Docker/Netball C	1464
7	Tues	10-Jun	NA						
	Wed	11-Jun							
	Thu	12-Jun	NA						0
	Fri	13-Jun							0
8	Tues	17-Jun	NA						
	Wed	18-Jun							
	Thu	19-Jun	NA						0
	Fri	20-Jun							0
9	Tues	24-Jun	NA						
	Wed	25-Jun							
	Thu	26-Jun	NA						0
	Fri	27-Jun							0
10	Tues	1-Jul	NA						
	Wed	2-Jul							
	Thu	3-Jul	NA						0
	Fri	4-Jul						GHPS Last	0
			759.70	9258.60	0.00	8195.70	##		
Term 1 2025			TOTAL		18,214.00				
MVPS					8,195.70				
GHPS					10,018.30				

Fundraising Report - 9th June 2025 by Sherise O'Dea

1.0	Information Only
1.1	<i>Mother's Day Stall (May 8th - 9th) Lead: Pearl / Sara</i> <ul style="list-style-type: none">• Budget \$2500 - Spent \$TBA• Takings \$4988.45
1.2	<i>Cross Country Bake Stall (June 13th) Lead: Hazel.</i> <p>Sky High Nutrition is booked for 11.30am, she should arrive around 11.15am to set up. We will need someone strong to help her lift the generator out. Communication regarding the stall has gone out to the school and groups.</p> <ul style="list-style-type: none">• 6 Volunteers.• 21 Donations.
1.3	<i>Father's Day Stall (September 4th - 5th) Lead: Lia</i> <p>Funding request of \$2500 to start purchasing items for the stall.</p> <ul style="list-style-type: none">• 2 Volunteers so far.
1.4	<i>School Disco (September 12th) Lead: Kellee</i> <p>Bop to you drop Entertainers have been booked for a glow disco at \$599.</p> <p>Times:</p> <p>4.30PM - 5.30PM Kindy - Year 2 (160 students)</p> <p>5.30PM - 5.45PM break 15 mins</p> <p>5.45PM - 7.15PM Year 3 - Year 6 (160 students)</p> <ul style="list-style-type: none">• 4 Volunteers so far.

1.5	Sports Carnival Bake Stall (October 17th) Lead required * <ul style="list-style-type: none"> • 3 Volunteers so far.
1.6	Rainbow Fun Run (Proposed Date December 17th) Lead: Sherise <ul style="list-style-type: none"> • 3 Volunteers so far. • Date change still to be confirmed.
1.7	Quiz Night (Date TBC) Lead: Pearl Funding request of \$6000. <ul style="list-style-type: none"> • 3 Volunteers so far.
1.8	Containers for Change: Total Raised: \$1342.60
2.0	For Discussion
3.0	Motions
3.1	Father's Day Stall: Funding Request \$2500
3.2	Quiz Night: Funding Request \$6000
3.3	Website Price change : \$528.0AUD to \$588.00AUD. Original funding request was for \$550 including domain renewal, will need to change it to \$610.

Treasurer Report – 09/06/2025

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) and Treasurer to have time hunting down bank statements. - 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 08/06/2025: Total Funds Raised \$3,261 Total Projects Funded \$39,090 Bank balance 09/06/2025 \$46,686.41 Refer Table 1 and Notes below.
2.2	Canteen cost rises – procedure/decision makers.
3.0	Motions
3.1	Payment of WACSSO 2025 Membership \$1,670.50 - 2024 cost: \$1,621.84

Table 1:

Notes:

Admin costs:

- MYOB Subscription
- Bank fees

Repairs & Maintenance for work on Canteen fridge.

Computer & IT – Toner for Canteen printer

Canteen

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

Expenses accrued, not yet paid:

- PAYG \$2,402
- Super \$1,277
- Annual Leave \$1,628

Total Canteen Turnover 2025:

- GHPS \$25,298
- MVPS \$21,727

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 08/06/2025	
Net Income	
Fundraising - Mothers Day	3,426
Uniform Shop historical earnings deposit	2,185
Fundraising - Sausage Sizzles	1,263
Raffles	708
Interest Received	435
Uniform shop	192
License Plates	92
Membership Fees	26
Containers for Change	12
Colour Run	10
Canteen Sales	-5,087
Total Funds Raised	\$3,261
Less Costs	
Admin costs	501
Repairs & Maintenance	660
Computer & IT Expenses	150
Total Costs	\$1,311
Net Trading Result	\$1,950
Projects Funded	
Playground upgrades 2025	36,642
Literacy Pro	2,045
Easter	388
Canteen Rice Cooker	14
Total Projects Funded	\$39,090
Total Movement	-\$37,139