

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



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## General Meeting Minutes – 09/09/2025

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

**Meeting commenced:** *6.30pm*

### Open and Apologies

**Attendance** Danielle Buckett (DB), Jade Johnston (JJ), Kellee Kingston (KK), Ceanne England (CE), Amy Glendining (AG), Sherise O’Dea (SO), Tracy Park (TP), Gemma Scroop (GS), Luke Butcher (LB), Emily Bruining (EB) Stephanie Healey (SH) Asher Trenorden (AT) Natalie Scott (NS) Zain Abid (ZA), Annie Renwick (AR) Amanda Dimasi (AD)

**Apologies:** Lisa Logan (LL), Adam Van Staden (AV) Brad Saracik (BS), Anthony Bennett (AB), Abigail Stone (AS) Eleanor Tobe (ET) Michelle Renten (MR,) Lara Govers (LG) Laura Tesija (LT) Tahnee McAlpine (TM) Ross Gallagher (RG) Catherine Wisker (CW) Helen Steuart (HS) Pearl Livesy (PL)

### Acknowledgement of Country (NS)

#### 1. Confirmation of previous meeting minutes (General Meeting –05/08/2025)

Accepted: DB

Seconded: KK

#### 2. Actions arising from previous meeting minutes (05/08/2025)

- 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 - Nudge Brad**
- 5 year plan - Everyone to think about the next steps and plans for future funding. **5 year plan confirmed - fundraising committee to choose something for colour run funding choice and advise at next meeting.**
- Lego Masters Competition - LG to confirm if P&C covering prize costs **Confirm P&C to fund. Motion below**
- PL to find missing receipts - **2 found, remaining funds to be paid by PL for lost receipt.**
- DB to check uniform shop cash deposits - **DB spoke to Sophie, cash to be counted for deposit. DB to work out procedure for tracking and finalise.**
- PL to create Facebook comms re: Canteen increases and office to send a connect notice to families **To be complete in week 10.**
- GS to look into the Blue Tree initiative **Paint can be donated (2 week wait), cherry picker lined up, can call out to volunteers if needed. GS happy to complete the maintenance. Dates to be confirmed with school. NS to discuss with JA and provide date.**
- **Motion –**
  - ☐ **GS is requesting the amount of \$300.00 towards the maintenance and repainting of the Blue Tree for supplies - Moved by GS, Seconded by KK. All in favour. Vote Passed.**

### 3. Correspondence

- WACCSSO state election upcoming - spots available. Reach out to JJ if interested in the information.

### 4. Reports

#### 4.1. Principal (NS)

- As per report
- Parent supervision required in Early Childhood if P&C can send comms to families. **LT & AS to send comms to parent reps to send out comms.**
- Next agenda item - Discuss and vote on funding towards the antenna for reception that is currently costing the school \$12,800. Perhaps also approaching the local MP.
- **Motion –**
  - ***GHPS is requesting the amount of \$350.00 towards to Lego Masters Competition in November - Moved by NS, Seconded by CE. All in favour. Vote Passed.***
- **Motion –**
  - ***GHPS is requesting the amount of \$250.00 towards to Virtue Token prizes for the term 4 behavioural assemblies- Moved by NS, Seconded by KK. All in favour. Vote Passed.***

#### 4.2. President (DB)

- As per report
- Survey results - Time commitments a reason for people not joining. Website not searchable (privacy) Perhaps we could implement a P&C newsletter once per term, JJ to put together for term 4 (include funding spent so far and current fundraising goals.). Canteen good feedback. Events most valued are disco, stalls, quiz night, market. Funding priorities: equipment for older children. Levy and additional funding both popular so P&C levy to be kept going forward.

#### 4.3. Treasurer (AG)

- As per report
- KK and SO to book in signatories with Bendigo Bank as priority.
- **Motion –**
  - ***The treasurer is requesting a Business Property Insurance Renewal at an updated cost of \$725.00 - \$50 increase to previous approved amount. Moved by AG, Seconded by KK. All in favour. Vote Passed.***

#### 5.4. Canteen (CE)

- As per report
- Athletics carnival - Ensure communication is on the same page for everyone. Going on premise of a special menu for the day. CE to discuss with Freda & Julie and confirm in the Exec chat. NS to confirm timing of lunches for the day. Canteen food stall is more appreciated than a bake sale. Coffee van pre-booked.
- Stirk Carnival - Discussed Subway but a lot of work for little gain. The other option is the canteen open a stall at the oval? CE to discuss with Freda to check capacity for restricted menu and let Exec know. SO can set this up on the website.

### 5.5. Fundraising (SO)

- As per report
- Entertainment Book (SO) - Currently receiving commission for this from an old account. Do we want to promo this to more families? Consensus is to promote. **JJ to put in newsletter.**
- General disco email to go out regarding parent attendance, medical needs, what to expect etc. DB to get an email out via the office. **Completed 10/09/2025**

### 6. General Business


- Treasurer position declared vacant. Election of office bearer role - floor open to nominations:
  - AD self nominates.
  - KK seconds
  - No other nominations
  - AD elected Treasurer unopposed.
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### 7. Any Other Business

- Exec roles -are they working? Any updates? What have we achieved with these new roles? Can exec members commit to a minimum number of meetings per annum. Comms role, volunteer coordinators - Commit to 1 meeting per term. If unable to attend, updates required. Thoughts and feedback sought for next meeting as an action.
- Flexi-schools as a new ordering option for the canteen. Possibly cheaper than QuickQlik. CE to research further and provide details at next meeting.
- Implementing after events updates, thank yous, photos etc. Also a Stop Start Continue process to review events and debrief to ensure smooth running for future events.
- Soccer nets on oval broken. JB was going to order this. Mothers day raffle money was raised to go towards sports equipment. \$784 raised and available for funding.
- **Motion –**
  - ☐ **DB is putting forward a motion to fund soccer goals to the total of \$784, raised from the Mothers Day Raffle. Moved by DB, Seconded by CE. All in favour. Vote Passed.**

**Next meeting:** Tuesday 28 October - Term 4 Week 3

**Meeting close: 8:06**

Signed 

Date: 13/9/2025

### **Presidents Report - 9 September 2025**

<b>1.0</b>	<b>Information Only</b>
1.1	Systems and Processes - attached completed flow charts - welcome feedback.
1.2	Attended Board Meeting 2/9. Awaiting feedback about Blue Tree.
1.3	School Rebranding - have been asked to attend as P&C rep for brainstorming day Wednesday 10th September
1.4	Stat dec requested for missing receipts
<b>2.0</b>	<b>For Discussion</b>
2.1	Survey results - preliminary results show that parents are happy to keep the P&C Levy. Will bring a report with more details when we have some more responses.

## Canteen Report

<b>1.0</b>	<b>Information Only</b>
1.1	<p>GHPS Canteen Sales – T2 (see attached) 6 weeks of service – Ave Orders: 253. Ave Sales: \$1643/week</p> <p>Slower than usual sales this Term with Yr 6 camp and Junior swimming lessons. We had feedback from swimming parents that they were told they were not allowed to order if their kids were swimming. Chat with Nat Scott said it was suggested if kids were swimming over the lunch break ordering was not a great idea. Look for better communication when it comes around again next year.</p>
1.2	<p>MVPS Lunch Sales – T2 (see attached) 5 weeks of Service - Ave Orders: 224 Ave Sales: \$1822.5/week</p>
1.3	<p>Health Inspector follow up – 20/06.</p> <p>All notifications had been fixed from previous inspection, Health Inspector happy.</p>
1.4	<p>Proposed Price Rise</p> <p>Notification of Price rise to go out in Week 10. Ceanne to email Jenny for connect notice to be sent out.</p> <p>As agreed last meeting – Price Rise to take effect T4 2025</p>
1.5	<p>School Disco – Friday 12<sup>th</sup> September 2025.</p> <p>Disco menu is open and available to order on Quickcliq.</p> <p>Cut off for orders is Tuesday Sept 9, 12pm</p> <p>Freda would like to know who she will liase with at the food table.</p>
<b>2.0</b>	<b>For Discussion</b>
2.1	<p>School Athletics Carnival (T4 Wk1)</p> <p>The canteen have been asked what will be happening with lunches on this day. Are P&amp;C running a bake sale/food stall again in 2025?</p>
<b>3.0</b>	<b>Motions</b>

Canteen Sales for 2025								GHPS	MVPS
Term 3		GHPS Sales			MVPS Sales			Remarks	
Week	Day	Date	Cash	Online	EFT	Online	#		
1	Tues	22-Jul	NA	NA					
	Wed	23-Jul	68.50	170.50				1st Service GHPS	
	Thu	24-Jul	NA	212.20	100.00				
	Fri	25-Jul	73.55	1137.30					1,762.05
2	Tues	29-Jul	NA	117.80		577.50	73	1st Service MVPS	
	Wed	30-Jul	47.8	295.40					
	Thu	31-Jul	NA	254.90		1296.40	160		1873.9
	Fri	1-Aug	89.6	1225.90					2,031.40
3	Tues	5-Aug	NA	146.80		595.70	76		
	Wed	6-Aug	43.6	368.60					
	Thu	7-Aug	NA	304.00		1198.20	147		1793.9
	Fri	8-Aug	89.55	999.00					1,951.55
4	Tues	12-Aug	NA	88.00		580.10	72	Yr 6 Camp	
	Wed	13-Aug	34.05	366.10					
	Thu	14-Aug	NA	187.20		1165.30	141		1745.4
	Fri	15-Aug	50.8	881.70					1,607.85
5	Tues	19-Aug	NA	75.50		619.20	78	Swimming Lessons PP-3	
	Wed	20-Aug	27.1	185.60					
	Thu	21-Aug	NA	117.30		1175.30	144		1794.5
	Fri	22-Aug	47.00	736.90					1,183.40
6	Tues	26-Aug	NA	100.10		672.50	80		
	Wed	27-Aug	71.90	315.40					
	Thu	28-Aug	NA	106.10		1232.30	150		1904.8
	Fri	29-Aug	72.10	653.50					1,319.10
7	Tues	2-Sep	NA						
	Wed	3-Sep							
	Thu	4-Sep	NA						0
	Fri	5-Sep							0.00
8	Tues	9-Sep	NA						
	Wed	10-Sep							
	Thu	11-Sep	NA						0
	Fri	12-Sep						Disco	0.00
9	Tues	16-Sep	NA						
	Wed	17-Sep							
	Thu	18-Sep	NA						0
	Fri	19-Sep							0.00
10	Tues	23-Sep	NA						
	Wed	24-Sep							
	Thu	25-Sep	NA						0
	Fri	26-Sep						GHPS Last	0.00
			715.55	9045.80	100.00	9112.50	1121		
Term 1 2025			TOTAL		18,973.85				
MVPS					9,112.50				
GHPS					9,861.35				

## Fundraising Report - 3rd September 2025 by Sherise O'Dea

1.0	<b>Information Only</b>
1.1	<p><b><i>Father's Day Stall (September 4th - 5th) Lead: Lia</i></b></p> <p>All social media content was created and scheduled in advance of the event. The store officially opened on the day this report was prepared. An update on the store's performance will be provided in the next report.</p>
1.2	<p><b><i>School Disco (September 12th) Lead: Kellie</i></b></p> <p>Decoration items have been ordered, and all social media posts have been created and scheduled. Total sales to date amount to \$1,470.74. Ticket sales include 91 tickets for Kindergarten to Year 2, and 60 tickets for Years 3 to 6. Pearl has kindly volunteered to manage the wristband collection on Friday, 5th September.</p>
1.3	<p><b><i>Sports Carnival Bake Stall (October 17th) Lead required *</i></b></p>
1.4	<p><b><i>Rainbow Fun Run ( December 17th) Lead: Sherise</i></b></p> <p>There are no updates to report on the Colour Run at this stage. Planning and actions will commence following the conclusion of the disco event.</p>
1.5	<p><b><i>Containers for Change:</i></b> Total Raised: \$1354.50</p> <p>Mrs. Tupling has requested a third bin, and the order has been placed.</p>
1.6	<p><b><i>Entertainment Fundraiser</i></b></p> <p>I received a phone call from Jane regarding the commission we've been earning from sales of the Entertainment Book (now offered as an app). Although we have not actively promoted it, previous purchasers remain linked to our account, and we continue to earn commission from their sales. Jane had my phone number but did not have the correct email or banking details on file.</p> <p>Currently, \$256 is owing to us and I have provided her with the correct banking details. There are several active promotions available, and should we choose to begin advertising again, there is potential to increase</p>

2.0	our commission earnings. Please refer to the attached email from the company for further information on available promotional materials.
2.1	<p><b>For Discussion</b></p> <p>Would we like to advertise the entertainment fundraiser app?</p>

3.0	Motions
3.1	

## Gooseberry Hill Primary School

### Fundraising with Entertainment

Your purchase of an Entertainment Membership contributes to our School.

Help us achieve our goal by sharing this link with your friends and family.

Thanks for your support!

When you buy an Entertainment Membership this month, you'll get a **FREE upgrade to a Multi City Membership (valued at \$120!)** and a **BONUS \$30 Visa eGift Card**.

That means for just \$70 (save \$50!), you'll score access to up to 50% off dining, activities, shopping, and travel across Australia, NZ, and Bali.

It's the gift that keeps giving all year round — and a total win-win:

✨ Save big on everyday spending

✨ We receive 20% back to support our cause

✨ Together, we'll smash our fundraising goals this financial year

With over \$20,000 in savings — from Rebel Sport, Supercheap Auto, BCF, and Shell fuel, to amazing dining deals Dad will love — you'll make your money back in no time (and maybe even use the savings to book your next holiday!).

**Give Dad his own Membership, or use yours to shout him lunch, grab his gift, or plan an epic day together. One Membership unlocks hundreds of ways to say, "You're the best, Dad."**

💖 **Every 25 Memberships sold raises \$350 for our cause.**

👉 Click here to buy your Membership [Add in payment page link]

Entertainment Memberships really do help us help each other – you save on the things you love, and we keep supporting our community with the funds raised.

Simply click on this link or scan QR Code to purchase:



<https://subscribe.entertainment.com.au/fundraiser/8604e8>



## Treasurer Report – 01/09/2025

<b>1.0</b>	<b>Information Only</b>				
1.1	<p>Actions to be undertaken – waiting on Treasurer to have time.</p> <ul style="list-style-type: none"> <li>- Check/correct accounts</li> <li>- Check/correct Employee leave balances</li> <li>- Contact bookkeeper for quote once accounts are corrected</li> </ul>				
<b>2.0</b>	<b>For Discussion</b>				
2.1	<p>Financial results for 01/01/2025 to 31/08/2025:</p> <table style="width: 100%;"> <tr> <td>Total Funds Raised</td><td style="text-align: right;">\$12,015</td></tr> <tr> <td>Total Projects Funded</td><td style="text-align: right;">\$51,097</td></tr> </table> <p>Bank balance 02/02/2025 \$41,119.68</p> <p>Refer Table 1 and Notes below.</p>	Total Funds Raised	\$12,015	Total Projects Funded	\$51,097
Total Funds Raised	\$12,015				
Total Projects Funded	\$51,097				
2.2	<p><b>Insurance Renewal</b></p> <p>At the last meeting we voted to insure 45 units (\$45,000) at a cost of \$675.00. Given timing of the last meeting post (31/7) we now have to pay \$50 in brokerage.</p>				
2.4	Still awaiting some reimbursements for lack				
2.5	Signatories still need to be added, and debit cards ordered. Matter of priority.				
2.6	There have not been any cash deposits from the uniform shop into the account.				
<b>3.0</b>	<b>Motions</b>				
3.1	Business Property Insurance Renewal at a cost of \$725.00 – an additional \$50 from last request.				

**Table 1:**

### **Notes:**

Admin costs:

- MYOB Subscription
- Bank fees
- WACSSO membership

Repairs & Maintenance - Canteen fridge.

### **Canteen**

Expenses accrued, not yet paid:

- PAYG \$1,866
- Super \$1,034.36
- Annual Leave

Total Canteen Turnover 2025:

- GHPS \$42,479
- MVPS \$36,920

GHPS P&C Cash Movement 01/01 to 01/08/2025	
Net Income	
Mothers Day	3,480
P&C Subsidy	3,120
Uniform Shop historical earnings deposit	2,185
Bake Sales	1,578
Sausage Sizzles	1,325
Raffles	708
Canteen	598
Interest Received	497
Uniform shop	432
License Plates	211
Disco	171
Membership Fees	26
Containers for Change	14
Colour Run	10
Fathers Day	-2,340
<b>Total Funds Raised</b>	<b>12,015</b>
Less Costs	
Admin costs	3,074
Repairs & Maintenance	660
To be reimbursed	334
<b>Total Costs</b>	<b>4,068</b>
<b>Net Trading Result</b>	<b>7,947</b>
Projects Funded	
Playground upgrades 2025	42,484
Literacy Pro	2,045
Easter	388
NAIDOC Week	6,180
<b>Total Projects Funded</b>	<b>51,097</b>
<b>Total Movement</b>	<b>-43,151</b>

### 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. This was independent of P&C money handling processes.