

GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



General Meeting Minutes – 02/12/2025

Meeting Location: *Kalamunda Hotel*

Meeting commenced: *6.55pm*

Open and Apologies

Attendance Danielle Buckett (DB), Jade Johnston (JJ), Kellee Kingston (KK), Ceanne England (CE), Sherise O'Dea (SO), Gemma Scroop (GS), Lara Govers (LG), Laura Tesija (LT) Abigail Stone (AS) Asher Trenorden (AT) Stephanie Healey (SH) - Dial In

Apologies: Lisa Logan (LL), Adam Van Staden (AV) Brad Saracik (BS), Anthony Bennett (AB), Eleanor Tobe (ET) Michelle Renten (MR,) Tahnee McAlpine (TM) Ross Gallagher (RG) Catherine Wisker (CW) Helen Steuart (HS) Amy Glendining (AG)) Zain Abid (ZA) Luke Butcher (LB),) Amanda Dimasi (AD) Pearl Livesy (PL) Tracy Park (TP) Annie Renwick (AR) Emily Bruining (EB)

Acknowledgement of Country (LG)

1. Confirmation of previous meeting minutes (General Meeting –28/10/2025)

Accepted: KK

Seconded: CE

2. Actions arising from previous meeting minutes (28/10/2025)

- 1.1. JJ to complete the newsletter as per previous meeting minutes. **JJ to action prior to the next meeting. In draft, will send through with minutes**
- 1.2. Update re: Blue Tree - GS has been making progress on this and found both time and resources for donation and will continue to reach out. **GS no update but cherry picker donated and awaiting Wattle to respond with rep details for paint. Going to follow up as a Jan action.**
- 1.3. 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. **LT Actioned**
- 1.4. Signal tower costs have totalled \$12,800. The Department of Education has declined to support financially towards this.

1.4.1. *Motion –*

- ☐ ***LG is putting forward a motion to put forward funds towards to total cost of the works as approx \$6,400. Moved by KK, Seconded by AT. Vote Passed by majority vote.***

3. Correspondence (JJ)

- WACCOSS - No electorate nominations received. Without an electorate rep. **JJ to send info to KK by request. 02/12/2025 - Sent to VP email**

4. Reports

4.1. Principal (LG)

- As per report

4.2. President (DB)

- As per report
- To start advertising that there will be exec roles available for 2026. JJ to pop into the newsletter for circulation. Could include some quotes about why love being on the P&C.
- The uniform shop spends proceeds on Lowes uniform vouchers for families in need and these are given to the office. The P&C have been advised that these vouchers were spent on spare hats for the school. LG is unaware of this. P&C have advised that we are happy to support the school through a motion to purchase spare items as required, but the pastoral care funds should not be used for this.
- **Motion –**
 - ***DB is putting forward a motion to add the additional funds of \$670 towards the Cuddly Animal Farm Incursion. Previously approved to a total of \$1400, however, it cost more than the amount voted. Moved by KK, Seconded by AS. All in favour. Vote Passed.***
- **Motion –**
 - ***DB is putting forward a motion to offer the role of Canteen Manager to Ceanne England, current P&C Canteen rep rather than external advertising, following the resignation of current CM. Moved by DB, Seconded by KK. All in favour. Vote Passed. CE to take role of CM as of 2026 and will need to step down from the P&C Executive at AGM.***

4.3. Treasurer (AD)

- As per report
- Insurance renewal is due in January. There are currently no details, however an emergency exec meeting may need to be held prior to the next meeting if voting on costs is required. AD to source further information if possible.

4.4. Canteen (CE)

- As per report
- P&C Office Suite is needed on the Canteen Laptop. JJ to speak with AG regarding the account to get this actioned as soon as possible.

4.5. Fundraising (SO)

- As per report
- Colour Run to be discussed next year as something that may be missed, or potentially just something for fun for the children.

5. General Business

- N/A - Discussed in above reports

6. Any Other Business

- N/A

Next meeting: Tuesday February 17th 2026 - Term 1 Week 3

Meeting close: 8.10pm

Signed _____



Date: _____

6/12/25

Presidents Report - 2 December 2025

1.0	Information Only
1.1	Canteen Manager Freda resigned on 6.11.25, with two weeks notice and her final day was 25.11.25. Ceanne England took a handover from her and filled the role under a temporary contract until the end of the year.
1.2	Bake Stall Equipment I haven't purchased those items approved at the last meeting yet, but will prior to the Rainbow Run so that some of those items can be used then (extension cords, portable freezer etc).
1.3	Exec Committee Roles Next Year As mentioned in the Whatsapp group, I will not be re-nominating next year as President (I am, however, happy to stay on as VP to assist the incoming president, whoever that is, if the committee nominates me for that). Several other Exec Committee Members have indicated they wish to resign their roles or nominate for different roles in 2026. Please consider whether you may be willing to nominate for an Executive Committee Position in 2026, bearing in mind that those positions require attendance at minimum one meeting per term and a formal or informal report at each meeting . Current positions are: <ul style="list-style-type: none">● President (formal reports)● Vice President● Secretary● Treasurer (formal reports)● Canteen Rep (formal reports)● Fundraising Coordinator (formal reports)● Communications Coordinator● Volunteer and Parent Rep Coordinator Also note: there can be more than one nomination per role - if more than one person nominates, the committee will hold an anonymous vote. Please don't be discouraged from nominating if someone else has indicated interest in a position.
2.0	For Discussion
2.1	To offer Ceanne England the role of Canteen Manager without advertising. We are not legally obligated to advertise the role, as long as the committee is happy with this decision. I have discussed with Julie (Canteen Assistant) and she does not wish to apply for the role. The options are: <ol style="list-style-type: none">1. Offer the role to Ceanne England2. Advertise the role to the school community3. Advertise the role to the public The exec team have had a discussion around this and have a preference but in the interest of fairness I will put this to a vote for the whole committee.

	If Ceanne is offered the role and/or applies successfully for the position, she will need to step down from the Exec Team.
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2.2	<p>Uniform Shop Funds</p> <p>I have been advised that some of the Pastoral Care Lowes Vouchers purchased with the proceeds from the second hand uniform shop has been spent by the school to purchase spare hats.</p> <p>I don't know if this is accurate information or not but believe that for transparency, the school should request funds for that specific purpose if required. Pastoral care funds should only be spent for families in need.</p>
2.3	<p>Arts Funding</p> <p>Rainbow run funding for "The Arts"</p> <p>This could be for equipment and supplies for example new instruments/amps for the music room, a clay slab roller for the art room etc (suggestions from Lynda and Luke)</p> <p>Lara has also suggested this funding could be used for Air Con to those spaces</p>
3.0	<p>Motions</p>

Canteen Report

1.0	Information Only
1.1	<p>GHPS Canteen Sales – T4 (see attached) 6 weeks of service – Ave Orders: 293. Ave Sales: \$2046/week</p> <p>Sales going well for Term 4 so far. Have had school and interschool athletics carnivals which affect Friday sales in that week. Lack of canteen sales on these days made up for through the bake sale at school carnival, and lunch service for interschool kids across all schools (120 orders).</p> <p>Last day for canteen orders will be Friday 12/12 and will be open for lunch sales and orders only due to the Yr 6 Graduation ceremony/morning tea. Julie and Ceanne will use the last week for stock-take and deep cleaning, to prepare the canteen for the end of year break.</p>
1.2	<p>MVPS Lunch Sales – T4 (see attached) 4 weeks of Service - Ave Orders: 204 Ave Sales: \$1681/week</p> <p>MVPS did not start lunch service until week 3 due to the disruption of school swimming. Last day of canteen for MVPS will be Thursday 11/12.</p> <p>Currently in talks to organise Memorandum of Understanding for 2026. Principal Nicole Borbas has said they are keen to continue, however their MCS has moved on so we need to line a few things up to finalise. MVPS to have a menu price rise for 2026 (see attached)</p>
1.3	<p>Canteen Manager Resignation</p> <p>Freda handed in her resignation on Nov 6. She has a new job and her last day in the canteen was 21/11. Ceanne will step into the role for the final weeks of T4 while the P&C find a new canteen manager for 2026.</p> <p>A big thank you to Freda for her time and efforts in running our school canteen for the past 3 years. She was instrumental in setting up the MVPS service and has improved the menu and the way the canteen runs in many ways. We wish her the best for the future.</p>
1.4	<p>First Day T1 2026</p> <p>Canteen days and service will remain the same in 2026.</p> <p>Tuesday – MVPS and GHPS lunch service only. Wednesday – GHPS recess and lunch service. Counter sales available. Thursday – MVPS and GHPS lunch service only. Friday – GHPS recess and lunch service. Counter sales available.</p> <p>Week 1 2026 - Looking to have Tuesday 3/02 and Wed 4/02 for prep. Open for lunch service only on Thursday 05/02. Full lunch and recess service on Friday 6th Feb.</p>
2.0	For Discussion
2.1	<p>Office Suite to be put onto Canteen Laptop. Does anyone know where we find the licence the P&C have, that might allow us to make this happen?</p>
3.0	Motions

Canteen Sales for 2025								GHPS	MVPS
Term 3		GHPS Sales		MVPS Sales		Remarks		Wk Total	Wk Total
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		1673.9
	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 Lesson 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		1304.8
	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 - 25th November 2025 by Sherise O'Dea

1.0	Information Only
1.1	<p><i>Rainbow Fun Run (December 17th) Lead: Sherise</i></p> <p>The Fundraising Committee has selected to raise funds for the Arts—Music and Visual Arts programs. Allocation of these funds will be finalised in consultation with the relevant staff in the new year.</p> <p>Lara has confirmed she will compile a list of teachers who are willing to be slimed, adding a fun and exciting element to the day. These teachers will be raffled off during the event to surprise the students.</p> <p>Items already purchased include:</p> <ul style="list-style-type: none">● Colour powder● Foam solution● Additional inflatables● Icy poles● Paper towels● Water bottles● Slime● Water pistols <p>Still to be purchased/confirmed:</p> <ul style="list-style-type: none">● Pool noodles● Gift cards● Hay bales (ordered, awaiting invoice)● Donuts <p>We're grateful to have received two additional donated prizes:</p> <ul style="list-style-type: none">● A \$120 Entertainment Membership from Jane at Entertainment● A \$100 Mitre 10 voucher from Adam Hort <p>These contributions have been added to the website along with their details and links. The website has now been reset and fully updated.</p> <p>Event information was sent to the school community on 19 November. As of 25 November, we have 32 families registered and \$550 raised. While it's been a slow start, we're hopeful that the P&C community can help encourage more families to sign up, participate, and support the fundraiser.</p> <p>A colour powder bottle fill-up day is scheduled for 1 December, and we welcome any volunteers who are available to assist.</p>

1.2	<p><i>Containers for change</i></p> <p>Total raised: \$1399.80</p>
1.3	<p><i>Entertainment Fundraiser</i></p> <p>Total Sales: 4</p> <p>We should be receiving flyers in the office shortly, which will be sent home with students. We're hoping these will help boost sales.</p>
2.0	For Discussion
2.1	N/A
3.0	Motions

1.0	Information Only
1.1	Actions to be undertaken: <ul style="list-style-type: none"> ● Check/correct accounts 1. Check/correct Employee leave balances 2. Confirmation of new Canteen Manager
2.0	For Discussion
2.1	Financial results for 01/01/2025 to 21/11/2025: Total Funds Raised \$16,960 Total Projects Funded \$51,240 Bank balance 21/11/2025 \$51,191.05 Refer to Table 1 and Notes below.
2.2	Worker's Compensation Renewal - 31 January 2026

Table 1:

Notes:

Admin costs:

- MYOB Subscription
- Bank fees
- WACSSO membership
- Website Expenses

Repairs & Maintenance: Canteen fridge.

Canteen

Total Canteen Turnover 2025:

- GHPS \$65,223.60
- MVPS \$50,714.60

Other

It is understood that on top of the Projects funded listed in Table 1 there has been \$1,250 of Pastoral Care provided to families via Lowes vouchers through the Uniform shop. This was independent of P&C money handling processes.

