

# GOOSEBERRY HILL PRIMARY SCHOOL PARENTS AND CITIZENS ASSOCIATION INC



## General Meeting Minutes – 17/02/2026

**Meeting Location:** *GHPS Meeting Room & Online Teams*

**Meeting commenced:** *6.30pm*

### 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) Stephanie Healey (SH), Luke Butcher (LB) Pearl Livesy (PL) Brianna Wearden (BW) Catherine Wisker (CW) Asher Trenorden (AT) Amanda Dimasi (AD) Tracy Park (TP)

**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) Helen Steuart (HS) Zain Abid (ZA), Annie Renwick (AR) Emily Bruining (EB)

### Acknowledgement of Country (LG)

#### 1. Confirmation of previous meeting minutes (General Meeting – 02/12/2025)

Accepted: KK

Seconded: CE

#### 2. Actions arising from previous meeting minutes (02/12/2025)

- 1.1. 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. **School parent is a painter and will come and assess. Wattle sales rep to donate paint. Cherry Picker lined up for school holidays**
- 1.2. WACCOSS - No electorate nominations received. Without an electorate rep. **JJ to send info to KK by request. 02/12/2025 - Sent to VP email.**
- 1.3. 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. **AD emailed to follow up and free of charge extension to June due to an error in communication.**
- 1.4. Colour Run to be discussed next year as something that may be missed, or potentially just something for fun for the children. **Discuss in fundraising report below**

#### 3. Correspondence (JJ)

- N/A

#### 4. Reports

##### 4.1. Principal (LG)

- As per report
- Allergy/anaphylaxis management in the canteen/training and parent communication. The school is allergy aware, no foods are therefore banned from the school. Parents asked to be mindful and potential training for the canteen team.

- Request for funds for Behaviour rewards - amount still being calculated. Also considering an update of school signage when the new logo is designed and hoping for a P&C contribution towards this. Kindy early intervention screening is also a potential funding request this year.
- Issues with benches in the year 2 area. Can we explore moving the benches? We agree to this being investigated further.

#### 4.2. President (DB)

- As per report
- At the end of 2025, our P&C was given \$980 from the government to be put towards 'Pastoral Care Services'. AD has now confirmed that the school has transferred to the P&C account. Group to brainstorm and revisit at the next meeting.
- A reminder for the upcoming AGM, P&C executive roles are becoming available. We need volunteers to register interest in those roles to ensure the continuity of the P&C.
- **Motion –**
  - ***DB is putting forward a motion to utilise the funds raised from the colour run towards the arts once the teachers have decided what they would like. Moved by KK, Seconded by AS. All in favour.***

#### 4.3. Treasurer (AD)

- As per report

#### 4.4. Canteen (CE)

- As per report
- Is it possible to have teachers oversee the handing out of lunches when they are taken back to the classroom?  
**LG to have discussion**
- Executive motion passed through the holidays to replace oven glass which shattered. Currently awaiting the arrival of the replacement glass. CE to follow up

#### 4.5. Fundraising (SO)

- As per report
- Discussion regarding the colour run and to continue this chat to decide the plan for 2026.
- **Motion –**
  - ***SO is putting forward a motion to host a quiz night on the 20th of June. Moved by SO, Seconded by DB. All in favour.***
- **Motion –**
  - ***SO is putting forward a motion to utilise funds of up to \$6000 towards the quiz night. Moved by SO, Seconded by DB. All in favour.***

Quiz Night Support Crew - LT, SO, KK, AS, SH, DB, BW, PL, TP, GS, JJ

### 5. General Business

- Innovation and Learning Grant (LB) - Potential grant towards learning or teaching opportunities. Something to consider and discuss at a further meeting. LB to create some guidelines of the process and the goals and submit to LG for review and further discussion.
- National Volunteer Week Grants (JJ) - To consider for next year as the closure date passed. Sundowner could be a good idea to attract new members?

## 6. Any Other Business

- Canteen traffic light system. To be mindful of anything new that is coming into the menu and review for going forward. Perhaps look at sushi to be introduced and Ceanne currently reviewing the menu.
- Containers for change bins are being upended by a member of the public. May need to consider locks or overnight storage. Can consider contacting CFC to see if they have a solution. Ceanne will put them away or lock them with a padlock each weekend.

**Next meeting:** March 25th 2026 AGM & GM Week 8 - Term 1

**Meeting close: 8:11pm**

Signed  \_\_\_\_\_

Date: 22/2/26

## Presidents Report - 17 February 2026

<b>1.0</b>	<b>Information Only</b>
<b>1.1</b>	<b>Canteen Manager</b> Ceanne England has signed her contract and is officially in the role of Canteen Manager, welcome Ceanne and thank you for making the transition so seamless.
<b>1.2</b>	<b>Exec Committee Roles Next Year</b> As mentioned previously, I will not be re-nominating next year as President. 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 <b>those positions require attendance at minimum one meeting per term and a formal or informal report at each meeting.</b> Current positions are: <ul style="list-style-type: none"><li>● President (formal reports)</li><li>● Vice President</li><li>● Secretary</li><li>● Treasurer (formal reports)</li><li>● Canteen Rep (formal reports)</li><li>● Fundraising Coordinator (formal reports)</li><li>● Communications Coordinator</li><li>● Volunteer and Parent Rep Coordinator</li></ul> <p><b>Also note: there can be more than one nomination per role</b> - 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.</p>
<b>1.3</b>	<b>Uniform Shop</b> Sophie Caldwell (who has been running the uniform shop for the past 3+ years) has handed over her post to Kimberly Walker.  Thank you to Sophie for your hand work and dedication raising funds for our pastoral care efforts.  I have reached out to Kimberly to invite her along to meetings and to let her know she is welcome to get in touch any time to ask questions or if she has any concerns.
<b>1.4</b>	<b>Arts Funding</b> I have reached out to Lynda O'Reilly (Music) and Luke Smith (Visual Art) to let them know how much money was raised for the Arts at the Rainbow Run 2025, and to ask for them to begin thinking about what those funds would be best used for in their spaces.
<b>2.0</b>	<b>For Discussion</b>
<b>2.1</b>	<b>Pastoral Care Funding</b> At the end of 2025, our P&C was given \$980 from the government to be put towards 'Pastoral Care Services'. The school is currently holding this money until we have decided what to use it for.
<b>3.0</b>	<b>Motions</b>



## Fundraising Report - 9th February 2026 by Sherise O'Dea

1.0	<b>Information Only</b>
1.1	<p><b><i>Rainbow Fun Run (December 17th) Lead: Sherise</i></b></p> <p>Total Funds Raised - <b>\$8413</b></p> <p>Total Spent - <b>\$2335.69</b></p> <p><b>Total Profit - \$6077.31</b></p> <p>The 2025 Rainbow Run was a wonderful success, with warm weather and enthusiastic participation from the students. By the end of the day, everyone was covered in colour and big smiles. Thank you to our teachers who volunteered to be slimed, the parents and families who raised funds, and all those who helped make the event such a memorable and enjoyable day.</p> <p>Special thanks to our generous contributors and prize donors:</p> <ul style="list-style-type: none"><li>● Joel – water truck</li><li>● Lance Auto Electrics – tyres</li><li>● RM Smith and Sons – hay bales</li><li>● GHPS – equipment</li><li>● Entertainment – prize</li><li>● Adam Hort – prize</li></ul> <p>And a massive thank you to our wonderful helpers who gave their time and energy on the day setting up &amp; packing down:</p> <p>Jarrad, Tai, Pete, Nell, Ju, Tracey, Jade, Shelbie, Mike, Matt, Laura, Zoe, Shannon, Sherrie, Hazel, Abby, Kellie, Angela, Lia, Katherine, Ceanne, Gemma, Helen, Steph, Amy, Aaron, Grant, Sherise, Georgina, Lynda, Leah, Lisa, Catherine, Nina and Chris. (And apologies if we missed anyone who jumped in and helped!)</p> <p>Feedback indicated that the timing of the Rainbow Run was challenging for many families, as it fell during an already busy period at the end of term and close to Christmas, which impacted fundraising efforts and volunteering.</p>
1.2	<p><b><i>Containers for change</i></b></p> <p>Total raised: \$1414.00 14140 Saved from Landfill.</p>

1.3

**Entertainment Fundraiser**

Total Sales for 2025 : 9

1.4

**Proposed Events for 2026 as per the GHPS Calendar IF we have a lead for each event -**

**Term 1:**

**Term 2:**

- Mothers Day Stall 7th & 8th May
- Cross Country Bake Stall 5th June
- Stirk Cross Country Bake Stall & Canteen Lunches 11th June
- Quiz Night 20th or 27th June

**Term 3:**

- Fathers Day Stall 3rd & 4th September
- Disco 11th September

**Term 4:**

- Faction Carnival Bake Stall & Canteen Lunches 16th October
- Rainbow Run 16th December

1.5

**Quiz Night (June 20th or 27th) Lead: Steph**

**Brief Overview:**

- Time: 6.30pm - 12pm  
Doors open at 6.30pm for a 7pm start.  
Hang around for dancing and socialising after the quiz.  
Bar closes at 11.30pm.
- Venue: Gooseberry Hill Primary School
- \$25 per seat
- 20 tables, 8 -10 per table
- Platters from the canteen (pre-order only), BYO food and non-alcoholic drinks, \$5 pizzas from Dominoes delivered (pre-order only)
- Licensed bar (subject to obtaining a liquor license). Beer and wine only.
- Colin as quizmaster
- Bus hire - to get people home safely after the quiz night, since getting an Uber or Taxi up here can be difficult up here. \$TBA. Must be pre-booked so the route can be pre-determined. Minimum numbers required.
- Prizes to be won

**Proposed Spend \$5260**

2023 Quiz night profit was \$6654

1.6

**Website:**

Domain Payment Due: June 15th 2026, **\$17.82**

Website Plan Due: July 1st 2026, **\$588.00**

1.7	<p><b>Coffee Vans:</b> Waiting for confirmation from the school to go ahead. Please note we receive no funds from the coffee vans.</p> <ul style="list-style-type: none"> <li>● 24th March - Swimming Carnival</li> <li>● 26th March - Stirk Swimming Carnival</li> <li>● 5th June - Faction Cross Country</li> <li>● 11th June - Stirk Cross Country</li> <li>● 16th October - Faction Carnival</li> </ul>
1.8	<p><b>Merch:</b></p> <ul style="list-style-type: none"> <li>● Faction Socks - Still Available</li> <li>● Beanies - Still Available</li> <li>● Umbrellas - Still Available</li> <li>● License Plates - TBC</li> </ul>
2.0	<p><b>For Discussion</b></p>
2.1	<p>Quiz Night</p>
2.2	<p>Merch:</p> <p>Faction Socks &amp; Beanies &amp; Umbrellas - can we move these over to the 2nd hand uniform shop to sell?  License Plates - Are we happy to continue these? Sally has confirmed she can manage the plates for this year but it's her last year at the school and we will need to arrange a handover.</p>
3.0	<p><b>Motions</b></p>
3.1	<ul style="list-style-type: none"> <li>● Motion to host a Quiz Night on the 20th or 27th June</li> <li>● Motion to request funding of \$6000.00 for Quiz night</li> </ul>

<b>1.0</b>	<b>Information Only</b>
1.1	<p>GHPS Canteen Sales – T4 (see attached) 9 weeks of service – Ave Orders: 303. Ave Sales: \$2092/week</p> <p>Total Sales through Canteen in 2025 for GHPS - \$72,443.86</p> <p>A great year for sales through the canteen. Finished off with a Pizza lunch for Senior Choir members for Mrs O'Reilly which was well received.</p> <p>A massive thank you to our families and students for providing such great support. We look forward to building on this platform in 2026.</p>
1.2	<p>MVPS Lunch Sales – T4 (see attached) 4 weeks of Service - Ave Orders: 218 Ave Sales: \$1804/week</p> <p>Total Sales through Canteen in 2025 for MVPS - \$56,652.70</p> <p>Memorandum of Understanding for 2026 has been presented and signed by our P&amp;C president, Nell. We will continue our MVPS service on Tuesdays and Thursdays, starting in Week 2 of each term, with the understanding the last week of term may happen on a restricted menu as we run down our stocks for the holiday period. MVPS have changed their lunch times from 1pm to 12:40pm, and have requested we have the lunches ready for handing out at 12:30pm. As a result of this, we will look to move their order cut off time to 7:45am to ensure the canteen have sufficient time to prepare and deliver the lunches.</p> <p>MVPS have a menu price rise for 2026 (see attached)</p>
1.3	<p>New Canteen Manager Appointed.</p> <p>Ceanne England has been employed as the GHPS P&amp;C Canteen Manager for 2026. Her role as Canteen Representative on the P&amp;C executive will need to be filled at the upcoming AGM.</p>
1.4	<p>Canteen – 2026 Canteen days and service will remain the same in 2026. Week 1 2026 - 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 6<sup>th</sup> Feb.</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>
1.5	<p>A few issues arose in the final weeks of T4 with children returning to the canteen saying they hadn't received what they ordered for their lunch. In each instance, the matter unfolded as a problem with the handing out of lunches. Either something had slipped out of the lunch bag, an item was given to the wrong student, or a student had eaten said item and was claiming it was never delivered. Is there a protocol around the way lunches are distributed once they reach the classroom from the canteen?</p>
1.6	<p>T4 Week 10 - as the ovens were being cleaned, one of the external panels of glass shattered as it was being put back into place. We have sources, ordered and paid for a replacement and are currently awaiting it's arrival.</p>
<b>2.0</b>	<b>For Discussion</b>
2.1	<p>Is it possible to have teachers oversee the handing out of lunches when they are taken back to the classroom?</p>

Canteen Sales for 2025							
Term 4		GHPS Sales		MVPS Sales			Remarks
Week	Day	Date	Cash	Online	EFT	Online	#
1	Tues	14-Oct	NA	NA			MVPS Swim - No service
	Wed	15-Oct	38.00	230.50			1st Service GHPS
	Thu	16-Oct	NA	133.40			
	Fri	17-Oct		922.00			GHPS - Athletics Carniv
2	Tues	21-Oct	NA	160.50			MVPS Swim - No service
	Wed	22-Oct	88	434.80			
	Thu	23-Oct	NA	214.40			
	Fri	24-Oct	67.6	1228.30			
3	Tues	28-Oct	NA	201.40		700.70	86 1st Service MVPS
	Wed	29-Oct	21.05	321.70			
	Thu	30-Oct	NA	340.50		993.80	119
	Fri	31-Oct	87.1	839.30			Stirk Interschool Carniv
4	Tues	4-Nov	NA	202.70		583.00	73
	Wed	5-Nov	65.15	514.30			
	Thu	6-Nov	NA	274.00		1096.30	133
	Fri	7-Nov	114.9	1220.10			
5	Tues	11-Nov	NA	152.60		686.20	86
	Wed	12-Nov	67.35	411.10	65.00		
	Thu	13-Nov	NA	324.20		884.20	106
	Fri	14-Nov	136.30	1228.80			
6	Tues	18-Nov	NA	186.40		580.10	71
	Wed	19-Nov	103.40	383.20			
	Thu	20-Nov	NA	384.70		1199.90	143
	Fri	21-Nov	62.60	1216.10			
7	Tues	25-Nov	NA	193.70		738.00	91
	Wed	26-Nov		376.80			
	Thu	27-Nov	NA	347.00		1285.50	152
	Fri	28-Nov		881.90			KSHS/Muhammad Oriental Linn - Yr 4 Split
8	Tues	2-Dec	NA	156.00		715.90	87
	Wed	3-Dec		406.20			
	Thu	4-Dec	NA	270.80		1173.70	140
	Fri	5-Dec		1349.90			
9	Tues	9-Dec	NA	288.70		687.30	83
	Wed	10-Dec	38.60	461.60			
	Thu	11-Dec	NA	259.40		1307.70	157
	Fri	12-Dec	88.00	1268.30			Yr 6 Graduation
10	Tues	16-Dec	NA	1000.00			Senior Chair Lunch - 15/12
	Wed	17-Dec					
	Thu	18-Dec	NA				
	Fri	19-Dec					
			978.05	18785.30	65.00	12632.30	1527
<b>Term 4 2025</b>			<b>TOTAL</b>		<b>32,460.65</b>		
<b>MVPS</b>					<b>12,632.30</b>		
<b>GHPS</b>					<b>19,828.35</b>		

<b>1.0</b>	<b>Information Only</b>								
1.1	Actions to be undertaken: <ol style="list-style-type: none"> <li>1. Check/correct accounts</li> <li>2. Add various cash floats to Assets</li> </ol>								
<b>2.0</b>	<b>For Discussion</b>								
2.1	Financial results for 01/01/2025 to 30/01/2026: <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Total Funds Raised</td> <td>\$18,420</td> </tr> <tr> <td>Total Projects Funded</td> <td>\$62,097</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Bank balance 9/02/2026</td> <td>\$36,428.54</td> </tr> </table> <p style="text-align: center;">Refer to Table 1 and Notes below.</p>	Total Funds Raised	\$18,420	Total Projects Funded	\$62,097			Bank balance 9/02/2026	\$36,428.54
Total Funds Raised	\$18,420								
Total Projects Funded	\$62,097								
Bank balance 9/02/2026	\$36,428.54								
2.2	Worker's Compensation Renewal is now due in June 2026								
2.3	Government P&C Subsidy \$980								

**Table 1:**

**Notes:**

**Admin costs:**

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

**Repairs & Maintenance:** Canteen fridge and oven glass replacement.

**Canteen**

**Total Canteen Turnover 2025:**

- GHPS \$72,908
- MVPS \$56,623

## **GHPS P&C Cash Movement (01/01/25 to 30/01/2026)**

<b>Net Income</b>	<b>\$</b>
Colour Run	6,104
P&C Subsidy	4,127
Bake Sales	3,760
Mother's Day	3,480
Uniform Shop	2,885
Disco	2,882
Father's Day	2,662
Sausage Sizzles	1,325
Government Subsidy	980
Raffles	708
Interest Received	614
License Plates	211
Containers for Canteen	74
Membership Fees	26
Canteen	-11,418

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<b>Total Funds Raised</b>	<b>18,420</b>
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<b>Less Costs</b>	<b>\$</b>
Admin costs	3,561
Repairs & Maintenance	817
<b>Total Costs</b>	<b>4,378</b>

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<b>Net Trading Result</b>	<b>14,042</b>
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<b>Projects Funded</b>	<b>\$</b>
Playground upgrades 2025	42,484
School Mobile Cellular System	6,400
NAIDOC Week	6,180
Behaviour Rewards	2,132
Literacy Program	2,045
Pastoral Care Funds	1,275
Soccer Goals	700
Easter	388
Lego Prizes	350
Teacher's Day Morning Tea	143
<b>Total Projects Funded</b>	<b>62,097</b>

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<b>Total Movement</b>	<b>-48,055</b>
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