



**Minutes of the Meeting of
Gowrie State School Parents and Citizens Association
Held in the Community Hub,
Tuesday February 10th 2026 at 7pm**

Chair: Amy Evans

Opened: 7.01pm

Attendance: Rachael Apps, Katie Winton, Agnes Roma, Scott Lill, Julian White, Sarah Smith, Casey Earixson, Roslyn Waldron, Claire Hunter, Anthony Hopkinson, Kim Clapham

Apologies: Jen Rohan

Guests: Alinya Clapham, Corine Fegan, Tanya Kleidon, Megan Hunter

1. Welcome and Apologies
2. Minutes of the Previous Meeting

Motion 1: That the Minutes of the Meeting of 11th November be accepted as a true and accurate record, that has been tabled.

Moved: Julian White

Seconded: Agnes Roma

Carried

3. Business Arising from the Minutes - *Further Details on Action List*

a) **Swap Meet Wrap Up**

26 ½ full wool packs of 10c cartons. Sunday would have been helpful with more people. Compared to last years roster, we had 13 less people due to families no longer part of the community.

b) **Bookclub Coordinator Role 2026**

Liz Creemers & Ari Green have taken on the Coordinator Role for 2026. Michelle has handed over the role after many years.

c) **Hats Update**

54 Hats were donated to the new students of 2026 with the value of \$1350.

d) **Tuckshop**

Tuckshop - we have a list of 9 volunteers including two grandmothers.

- Paid Convenor Position / QAST Membership?
- Working with Children Checks - all volunteers (even Parents) will need a Blue Card
- Food Handling Training
- Flexischool Menu

Corrine has verbalised and ability to help. Most volunteers have indicated an availability on Friday. Discussion was had about rotating volunteers, but still needing a Convenor for consistency week after week.

The School has been successful for a grant for Breakfast Club, some of which can go towards salary. Combining Tuckshop & Breakfast Club volunteers.

Working Group for Tuckshop to meet and discuss further actions - Claire, Kim, Scott, Megan, Amy

ACTION: Send a Survey regarding Tuckshop Frequency via Microsoft Forms via SMS to School Community - Amy & Roslyn

ACTION: Tuckshop Working group use information from Survey to decide on Convenor requirements for advertng position & volunteer availabilities

4. Correspondence - *Further Details in Correspondence Register*

INWARD

- Phone call from Gene Lucas - Swap Meet
- Invoice from Deane Farms Pty Ltd - Mangoes INV 2219
- Containers for Change donation of \$15.00
- P&C Support for Teacher Strike from MackayWest SS
- Email enquiring about Tuckshop
- **Instrumental Fundraising idea from Kellie McKinsey - Thermomix raffle**
- Email from P&C's Qld - Update to Child Care Retention Payment
- Email from Flexischools following up on training
- **Email from JG Auditors confirming receipt of documents**
- Email about donating gifts for Mothers' Day
- Email from Lowes - remittance advice \$207.93
- **Email from Blossom Fudge - open for 2026 Fundraising**
- **Email with Fundraising idea - Comedy for Cause**
- **Email with reminder about letter to Pat Weir**

OUTWARD

- mail to accept \$4000 contracted payment for Rubbish Removal at Swap Meet
- **Email to 2025 Uniform Shop volunteers**
- Email sent regarding Tuckshop requirements to open
- Email sent to Toowoomba Ice & Cold Store - organising burgers for volunteers at Swap Meet
- Activity Declaration sent to Marsh Insurance for Swap Meet
- Email sent to School Shop Online - unable to access account for reports
- Emails sent to Swap Meet volunteers
- Email sent notifying JG Auditors that all documentation has been uploaded for Audit
- **Email about Operations Manager role for 2026**
-

Motion 2: That the Inwards correspondence be received and Outwards be endorsed.

Moved: Casey Earixson

Seconded: Katie Winton

Carried

5. Business Arising from the Correspondence

- a) Audit is underway.
- b) Uniform Shop - Currently Deb Betts & Amanda Weaver have agreed to continue volunteering weekly on Fridays. Advertising has been put out to get some volunteers for Monday morning.
 - Operations Manager 2026
Sarah will no longer be able to take on the role after the AGM
The position will need to be advertised – **Selection Panel = Roslyn, Amy, Casey**

Motion 3: The committee accept the resignation of Sarah Smith as Operations Manager for the end date of 11th March 2026. The committee agree to start advertising the position effective immediately.

Moved: Agnes Roma

Seconded: Scott Lill

Carried

ACTION: Advertise for Operations Manager role via Facebook & Newsletter

- c) Fundraising Ideas (Raffle / Comedy / Fudge) - discussion to be held until future meetings
- d) Letter to Pat Weir - Condamine Electorate
- Katie is happy to put forward a draft letter

ACTION: Sarah to give Katie some dot points for a letter to Pat Weir

6. Treasurer's Report & Business Arising from Treasurer's Report - Attached for further detail

Total Balance of Cheque Account: \$10,356.10 as at 30/11/2025
\$11,379.28 as at 31/12/2025
\$11,814.66 as at 31/1/2026

- a) Tuckshop profit of \$4946.41 2025

Moved: Julian White

Seconded: Rachael Apps

Carried

OSHC Operations Nov-Jan Reports

- Vacation Care had limitations with regards to outside of Gowrie students who had some behaviours that made VC difficult for staff and other children.

Motion 7: The Committee support a change of Policy to the the OSHC Vacation Care to limit enrolment to Gowrie State School Families.

Moved: Claire Hunter

Seconded: Rachael Apps

Carried

Motion 8: The Committee approve the payment for a new iPad for OSHC up to \$2000k from the OSHC Working Account.

Moved: Rachael Apps

Seconded: Agnes Roma

Carried

ACTION: Change OSHC VC Policy for Enrolments and notify families affected accordingly

Motion 9: That OSHC Report and Finances and Business Arising from the Reports be received and adopted.

Moved: Julian White

Seconded: Scott Lill

Carried

8. General Business

9. Applications for membership and recording of new members.

10. Date of Next Meeting - AGM Tuesday, March 10th 2026 at 7pm

11. Close - 9.02pm

Actions from the meeting:	Person Responsible
Send a Survey regarding Tuckshop Frequency via Microsoft Forms via SMS to School Community	Amy & Roslyn
Tuckshop Working group use information from Survey to decide on Convenor requirements for adverting position & volunteer availabilities	Claire, Kim, Scott, Megan, Amy
Advertise for Operations Manager role via Facebook & Newsletter	Sarah
Letter to Pat Weir	Katie
Generate a QR code for donations to 10c to go towards Gowrie State School P&C	Sarah
Confirm possible dates for Disco	Roslyn & Daniel
Change OSHC VC Policy for Enrolments and notify families affected accordingly	Rachael & Amy

CONFIRMATION OF MINUTES

President

Treasurer

Date: _____

Date: _____