



**Minutes of the Meeting of
Gowrie State School Parents and Citizens Association
Held in the Community Hub,
On Tuesday February 11th 2025 at 7pm**

Chair: Sarah Smith

Opened: 7.03pm

Attendance: Carla Kiely, Ashleigh Herbert, Casey Earixson, Roslyn Waldron, Julian White, Jen Rohan, Katie Winton, Kim Clapham, Mary Jane Bell, Anthony Hopkinson, Scott Lill, Leonard Knight

Apologies: Marc Guitart, Agnes Roma, Amy Evans, Crystal Collins

Guests:

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

Motion 1: *That the Minutes of the Meeting of November 10th be accepted as a true and accurate record, that has been tabled.*

Moved: Casey Earixson

Seconded: Julian White

Carried

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

a) **Swap Meet Wrap Up**

Thanks go to Rob for coordinator this years Swap Meet. The event itself went smoothly but Rob has said he wont be able to co-ordinate in the same capacity in 2026. To be on the ground 5-am-5pm two days in a row is a big commitment to ask. The Committee will need to be proactive in thinking about the future of this event before the end of 2025. The cost of buying food from the kiosk was agreed to be worthwhile given the type of labour being done by the volunteers.

ACTION: Leonard to purchase fuel vouchers for Ute drivers from Swap Meet

Motion 2: *That Casey Earixson be reimbursed for expenses associated with the Swap Meet Drinks of \$59.40*

Moved: Anthony Hopkinson

Seconded: Ashleigh Herbert

Carried

Motion 3: *That the invoice from Broadav Pty Ltd ATF Ramia Family Trust for \$383.00 for the Swap Meet catering be ratified.*

Moved: Casey Earixson

Seconded: Julian White

Carried

Motion 4: *That the P&C purchase a \$50 fuel voucher from Gowrie One Stop for each of the ute drivers (Scott Lill, Rob Earixson, Phil Quast, Simon Weekes, Tim Herbert) to cover cost of fuel used at the Swap Meet*

Moved: Leonard Knight

Seconded: MJ Bell

Carried

b) **Peacehaven Park BBQ Wrap Up**

Transactions through the Square lent to us by Kim Clapham on 14th was \$7.35 and the 15th was \$398(total) - \$185.50(cash) - \$4.08 (fees) = \$208.42. Total \$215.77. Profit was roughly \$175 after paying for the cost of the hire of the bbq, sausages & onions. Overall the event went well, but due to the low number of attendees it was not a profitable fundraiser for the committee. It was agreed that in future, we decline catering for these types of functions when numbers are unknown.

c) Operations Manager

Motion 5: That the P&C Committee endorse the formation of a Selection Sub-committee for the Operations Manager role which includes Casey Earixson, Marc Guitart & Roslyn Waldron

Moved: Ashleigh Herbert

Seconded: Kim Clapham

Carried

Applications will be forwarded to the selection committee. Casey as chair will respond to applicants directly. A Conflict of interest was declared with Sarah Smith intending on applying for the Operations Manager role with the promise of vacating the President role at the AGM in March.

d) AGM & Executive Nominations

Advertising for the Executive roles - a hard copy with information will be sent home with students & also placed at the OSHC entry. Videos commending the work of the P&C will be created by the students under Ashleigh's supervision and posted in the school community newsletter. Work needs to be done to demonstrate how the new Operations Manager role will lessen the load on the volunteer Executive. Leonard as current Treasurer is willing to do a transition handover period and is intending to be on the committee in 2025. No current committee members were willing to be nominated for the Executive. At this point, the future of the committee will rely on at least two people from outside the current committee to step forward at the AGM. An idea was raised that two friends could buddy together as President & VP in order to share the load of chairing the meetings.

ACTION: Ashleigh & Roslyn to organise the short videos with the students commending the P&C activities

ACTION: Sarah to advertise and promote the Executive positions on facebook & newsletters

e) Early Childhood Worker Retention Payment Grant

- P&C Committee have applied for the Grant. There will be an addendum to the award that will allow the P&C to pay that increased wage - back paid to early December. Further instructions are to come from P&C Qld.

4. Correspondence - Further Details in Correspondence Register

INWARD

- Email 'Important Update Early Childcare Retention Payment'
- Peacehaven Botanic Gardens - "Securing Tents"
- Peacehaven Botanic Gardens - "Thank You"
- Email from Auditors organising time for handover of documents on 23/01
- Email from Swap Meet Volunteer
- Email from Auditor - "Queries"
- Email P&C Qld's eNews February
- Email with Tuckshop registration School Shop Online
- Email from Flexischools following up on previous conversation
- Conversation with a parent about 5/6 playground area
- Flyer from Blossom Café & Post that does a Fudge Fundraiser for Schools

OUTWARD

- Email to Gowrie One Stop confirming bread & ice donation
- Email to Auditors with intentions to handover documents on 23/01
- Email to Auditors with various required documents resulting from Query
- Phone call to Flexischools

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

Moved: Ashleigh Herbert

Seconded: Anthony Hopkinson

Carried

5. Business Arising from the Correspondence

a) Formal School Uniform

School Leaders who are required to wear the formal uniform have been unable to find stock.

Lowes have stopped supply. Various ideas raised included: a specific short run of unique shirts for Leaders; white shirt; formal uniform from an existing school located in Brisbane or elsewhere. A Uniform Review on Leadership shirts needs to be on the agenda before the end of 2025 so that 2026 Leaders have a suitable option available to them. This will be led by Roslyn.

b) 5/6 Playground

The question of what is available for Year 5/6 children to do outdoors besides soccer was raised by a parent. This item is noted as being relevant in further discussion resulting from the upcoming principal's report.

c) Flexischools

Does the committee want to pursue investigating other alternatives for events / payment programs? The Tuckshop side of the website seems to still function well enough for parents to use but the Events side has caused issues. Suggestion is to put any future event ordering through the Tuckshop. For now the School Shop online platform will be monitored for issues raised by the community. The web based program is a bit antiquated compared to more modern app based ordering systems. Casey has noted that that she would like to pass on the role of the School-Shop co-ordinator to the future Operations Manager. This role would come under the Tuckshop business aspect of the OM position as already stated in the Job Description.

d) Fudge Fundraiser

The flyer regarding Fudge Fundraising received from Blossom Café & Post will be discussed at future meetings after a new committee has been formed.

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

Total Balance of Cheque Account: \$12,452.04l se as at 31/1/2025

December & January reports

- Invoices for Drinking Bubblers (\$3495.50) Instruments (\$2053.00) and Sand Pit (\$5125.19) were received from admin & were reimbursed as part of the final profits from the colour Fun Run 2024.
- Audit has been going smoothly, although it has highlighted a need for cloud storage for centralised documentation.
- At the moment P&C related emails get forwarded to the personal email addresses of the Executive which can mean finding necessary documentation becomes messy. Roslyn has said that the school should be able to provide unique logins for the Executive roles so that emails are contained in one inbox.

ACTION: Follow up with Roslyn about OneDrive and email aliases / logins

Motion 3: That the Treasurer's Report for December & January be accepted and payments as listed be endorsed.

Moved: Leonard Knight

Seconded: Ashleigh Herbert

Carried

7. Principals Report & Financials, OSHC Reports and Business Arising from the Reports.

a) Principals Report and Financials - Attached for further detail.

- School Financial Snapshot received into documentation
- Day 8 census is 212 Students
- Principal Residence Removal - pushed back to Easter
- Playground areas have had a shuffle due to increase in Prep kids
- Sustainability Appropriation Grant - \$50,000 - the school is applying
- Legacy Ideas - Greater sporting accessibility for our students which could involve a large scale civil engineering project on the hill side of the school. The need for a full 400m oval was highlighted.
- Legacy Ideas - digital devices for all students requires funding outside of School Budget.

Motion 4: That Principals Report and Business Arising from the Reports be received and adopted.

Moved: Roslyn Waldron

Seconded: Casey Earixson

Carried

b)OSHC Financials & Report - Attached for further detail

Total Balance of Bank Account: \$99,516.85 as at 31/1/2025

OSHC December & January Reports

- **Overall Activities**
 - o A new staff member with Cert III In Education has started at OSHC
 - o Admin time has been busy due to the beginning of year enrolments
 - o Work has been done with helping Preps transition between school and BSC/ASC
- **Other**
 - o Space has needed to change due to larger enrolments with some sessions at capacity.

Motion 8: That OSHC Report and Finances and Business Arising from the Reports be received and adopted.

Moved: Anthony Hopkinson

Seconded: Julian White

Carried

8. General Business

a) Anzac Day

Julian is happy to cook bbq breakfast as previously done. Waiting on correspondence from council regarding quoting for catering.

b) Mother's Day

Motion 8: That the P&C Committee hand over the Mother's Day Stall to the Student Council with seeding money of \$1000 provided by the P&C to be returned post event with Student Council keeping the profits.

Moved: Julian White

Seconded: Scott Lill

Carried

Due to the fact that our next meeting is an AGM and the following General Meeting wont be until May, a vote was put to the committee that we would open a Special Meeting directly after the close of the AGM in order to finalise anything necessary to do with ANZAC Day. The vote was unanimous.

9. Applications for membership and recording of new members

10. Date of Next Meeting

- AGM Tuesday, March 12th 2024 at 7pm
- Next Special Meeting Tuesday March 12th at 7.30pm
- Next General Meeting Tuesday May 13th at 7pm.

11. Close - 9.23pm

Actions from the meeting:	Person Responsible
Purchase fuel vouchers for Ute drivers from Swap Meet	Leonard
Organise the short videos with the students commending the P&C activities	Ashleigh & Roslyn
Advertise and promote the Executive positions on facebook & newsletters	Sarah
Follow up with Roslyn about OneDrive and email aliases / logins for Executive	Sarah & Roslyn

CONFIRMATION OF MINUTES

President



Treasurer

Date: 13th February 2025

Date: _____