



**Minutes of the Meeting of
Gowrie State School Parents and Citizens Association
Held in the Community Hub,
Tuesday May 13th 2025 at 7pm**

Chair: Roslyn Waldron

Opened: 7.02pm

Attendance: Sarah Smith, Julian White, Carla Kiely, Ashleigh Herbert, Amy Evans, Rachael Apps, Claire Hunter, Kim Clapham, Katie Winton, Leonard Knight, Agnes Roma, Casey Earixson, Anthony Hopkinson

Apologies: Jen Rohan, Crystal Collins

Guests: Tracy Stallman

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

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

Moved: Amy Evans

Seconded: Ashleigh Herbert

Carried

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

a) Anzac Day Wrap Up

200 burgers were consumed, with about 250 in attendance. The new portable BBQ worked really well. Thanks to Scott for assembling and seasoning the bbq.

b) Fuel Vouchers Usage

Email with \$50 vouchers have been sent to the Ute drivers from the Swap Meet to be used at the Gowrie One Stop to cover their fuel usage. A follow up email was also sent to remind people to use their vouchers.

c) BBQ & Fairy Lights

BBQ & Cover was purchased for \$929.00

Donation of \$185.00 was made to the school to cover the cost of the Fairy Lights. BBQ to be chained to the wooden fence behind year 2 eating area.

ACTION: Roslyn to follow up with Mark about securing BBQ

d) Fudge Fundraiser - Blossom Cafe & Post

Committee have agreed to find out costs and information.

ACTION: Sarah to get more information for next meeting

e) P&C Email Addresses

Trying to find an efficient way to log in to get emails, and emails are kept so that future executive can access emails. Shared inboxes are a possibility. Outlook addresses have been set up in the meantime, but these are not secure or supported by the Ed.Dept.

ACTION: Roslyn to follow up with IT Support from Department

f) Early Childhood Worker Retention Payment Grant

The P&C Award has been approved. Our application for the grant has been submitted. However we are still waiting for approval. Sarah rang Child Care Subsidy Provider Helpdesk. The applications are progressing slowly. Once we are approved, an email will be sent and a declaration will need to be signed and submitted. After that paperwork is approved the grant will be paid to the Service every 4 weeks. Until then, we were advised to request patience from our employees.

4. Correspondence - Further Details in Correspondence Register

INWARD

- Email Request for Past Employee Records - Jensen McConaghy Lawyers
- Containers for Change Pick up Confirmed
- Flexischools Check-In
- Emails regarding Operations Manager Position
- P&C's Qld - Parent Talk Term 1
- Public Liability Insurance Documents required - Toowoomba Regional Council
- P&C's QLD Naplan twilight information session
- Invoice INV-01288 from JG Audit & Assurance Pty Ltd
- Email with 2024 Financial Statements from JG Audit & Assurance
- P&C's Qld e-News March 2025
- Toowoomba Regional Council - Food License
- P&C's Qld Update - Early Child Care Retention Payment
- Membership Form Received - Claire Hunter
- **Email from Roslyn - Procurement of OSHC**
- **Email from Roslyn - Tea Towel Fundraiser - expressions.com.au**
- **Email from Roslyn - Disco Term 2**
- Email enquiry from parent regarding Tuckshop Order 2nd May
- Containers for Change Pick up
- P&C e-news May 2025
- O'Donnells Bakehouse Customer Application Wholesale
- Canva NFP application - rejected

OUTWARD

- Email response to Jensen McConaghy Lawyers - Confidential Records will not be shared
- Email response to Flexischools
- Phone call to QCAN regarding Procurement procedure
- Call to Child Care Subsidy Provider Helpdesk
- Email to Julian - purchase of Gas Bottle
- Invoice sent to TRC for Anzac Day Catering
- Phone call to various bakeries regarding slab cake quotes for Tuckshop
- Canva NFP application - appeal

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

Moved: Julian White

Seconded: Casey Earixson

Carried

5. Business Arising from the Correspondence

a) OSCH Procurement

Further discussion - see General Business

b) Tea Towel Fundraiser - expressions.com.au

Committee have agreed to find out costs and information.

ACTION: Sarah to get more information for next meeting

c) Disco - Date TBA

Daniel (Music Teacher) - has volunteered his time to be the DJ - bringing his own music and powerpoint games. He will require some help navigating the tech situation in the hall. Looking at Week 7. Check Friday availability. Potential 6-7.30pm or 5.30-7pm. Ashleigh & Roslyn will be able to help Daniel test his equipment.

ACTION: Sarah to email Daniel with new potential dates to check his availability

6. Treasurer's Report & Business Arising from Treasurer's Report - Attached for further detail
Total Balance of Cheque Account: \$15,266.47 as at 30/4/2025

a) See February, March & April 2025 reports for more information

PAYMENTS:

- JG Audit & Assurance	P&C \$550.00
	OSHC \$1100.00
- Top of the Range Heating & BBQS	\$929.00
- Insurance P&C's Qld	\$2151.37
- Broadav Pty Ltd (Swap Meet Food)	\$383.00
- Kandy Korner (Gowrie One Stop) ANZAC Day	\$902.06

REIMBURSEMENTS:

- Sarah Smith	January Meeting Supper	\$30.06
- Leonard Knight	Fuel Vouchers	\$250.00
- Sarah Smith	AGM Supper	\$14.75
- Sarah Smith	Admin Paper Donation	\$38.00
- Sarah Smith	May Supper	\$22.05
- Sarah Smith	Tuckshop Labels & Bags	\$91.96
- Jen Rohan	Approved Provider Checks	\$125.90

Motion 3: That the Treasurer's Report for *February, March & April* be accepted and payments as listed be endorsed.

Moved: Agnes Roma

Seconded: Anthony Hopkinson

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
- Anzac Day Student & Dawn services were successful
- Busy week : Under 8's, Biggest Morning Tea, Walk to School
- Commenced use of Green Waste Bins
- School commenced working with Advisory Teacher for EALD Students
- Principal's Residence removal - some issues to be resolved
- Successful Sustainability Grant \$50,000
- Senior Uniform
- 5/6 Camp Mt Tamborine - concern is cost + transport. Proposal to use the profits of the Disco every second year to cover some of the transport cost for students.
- Working Bee: School is covering the costs of materials, but the P&C would need to provide the volunteers for a working bee. Areas: Hall, Outdoor sporting areas, Environmental area.
- **ACTION:** Working Bee for Shot Put Area - Sunday 8th June 1pm - Risk Assessments to be completed by Tracey & Roslyn.

Motion 4: That the Mt Tamborine Camp be endorsed by the P&C Committee

Moved: Casey Earixson

Seconded: Anthony Hopkinson

Carried

Motion 5: That the year 4 cohort don't be included in the 2025 camp.

Moved: Casey Earixson

Seconded: Katie Winton

Carried

Motion 6: That each year the camp is held in, the profits from the Disco be used to subsidise the camp travel costs.

Moved: Carla Kiely

Seconded: Anthony Hopkinson

Carried

Motion 7: That Principals Report and Business Arising from the Reports be received and adopted.

Moved: Roslyn Waldron

Seconded: Julian White

Carried

b)OSHC Financials & Report - Attached for further detail

Total Balance of Bank Account: \$107,066.91 as at 30/4/2025

- See attached reports for details
- Vacation Care Profit \$11,642.54

OSHC February, March & April Reports

- **Overall Activities**
 - o Incursions at Vacation care included Stuffers & Wandering Banana.
 - o Weekly attendances are busy, with waitlists. 3 staff required.
- **Other**
 - o Children would like: basket ball hoop, ping pong table, new balls, balance boards, trolley, cube cupboards for doll houses.
 - o Seeking constructive feedback from families

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

Moved: Rachael Apps

Seconded: Agnes Roma

Carried

8. General Business

a) Upcoming Dates:

Sports Carnival (13th June)

Coffee van has be organised. Bacon & Egg Burger & Drink Meal Deal or Sausage on Roll + Drink will be run by P&C - but no Tuckshop that day. Parents need to be able to order online as well through School Shop Online.

ACTION: Sarah & Julian to work out Meal Deal costs & advertising

Gowrie is Great Day - Donation \$250

Budget allows for \$250 donation a term towards the school for Gowrie is Great Day activities. Term 1 donation was not made.

ACTION: Agnes to organise donation of \$250 for Term 1 & Term 2 Gowrie is Great Day

b) OSCH Procurement

Roslyn, Rachael & Sarah had a meeting to discuss the what it could look like to seek procurement of the OSHC. Desire is to have the OSHC remain community based. Rachael sees that it is the way forward to ensure Staff have job security and families can be assured a continued service. Risk is always associated with many jobs. Being volunteer executives who have to both take the full legal responsibility as Approved Providers but at the same time can't be involved in specifics due to privacy is a very unique risk. Whilst operations are going well, it is always good to be prepared for worse case scenarios - which include not fulfilling the Executive roles. Rachael & Sarah can not vote as staff due to conflict of interest.

Vote: "in favour in moving towards procurement"

For - 2 ; Against - 2-3 ; **Undecided - MAJORITY**

ACTION: Roslyn to have a conversation with Department's Procurement office about concerns which include:

- uncertainty with fees
- staff continuity
- bank profits
- operating hours

- vacation care
- contract length.

9. Applications for membership and recording of new members - Claire Hunter, Tracy Stallman

10. Date of Next Meeting - Tuesday, June 10th 2024 at 7pm

11. Close - 9.08 pm

Actions from the meeting:	Person Responsible
Follow up with Mark about securing BBQ	Roslyn
Get more information about Fudge Fundraiser for next meeting	Sarah
Follow up with IT Support from Department about Shared Mailbox	Roslyn
Get more information about Tea Towel Fundraiser for next meeting	Sarah
Working Bee for Shot Put Area - Sunday 8 th June 1pm - Risk Assessments to be completed	Roslyn & Tracy
Work out Sports Day Meal Deal costs & advertising	Sarah & Julian
Organise donation of \$250 for Term 1 & Term 2 Gowrie is Great Day	Agnes
Have a conversation with Department's Procurement office about concerns which include: <ul style="list-style-type: none"> • uncertainty with future fees • staff continuity • bank profits • operating hours • vacation care • contract length. 	Roslyn

CONFIRMATION OF MINUTES

President

Treasurer

Date: _____

Date: _____