



**Minutes of the Meeting of  
Gowrie State School Parents and Citizens Association  
Held in the Community Hub,  
On Tuesday April 16th at 7pm**

**Chair:** Sarah Smith

**Opened:** 7:01pm

**Attendance:** Sarah Smith, Julian White, Casey Earixson, Carla Kiely, Mandy Norton-McNeill, Amy Evans, Leonard Knight, Anthony Hopkinson

**Apologies:** Katie Winton, Marc Guitart Garcia, Crystal Collins, Shanae-Lee Pratt

**Guests:**

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

**Motion 1:** *That the Minutes of the Meeting of February 12th be accepted as a true and accurate record, that has been tabled.*

Moved: Casey Earixson

Seconded: Amy Evans

Carried

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

a) **Swap Meet Ute Drivers - Fuel Voucher Update**

List of drivers names have been supplied

**ACTION:** Leonard to purchase vouchers from OneStop

b) **Welcome Family BBQ Wrap Up**

People seemed to enjoy the BBQ. Positive feedback. It would be great to run another one later in the year.

c) **Large Fans for Hall Quote Update**

Secured one quote and another company has come out but hasn't sent a quote through. QBuild have said it is possible for fans to be installed. Just waiting on third quote to complete the required process.

**4. Correspondence - Further Details in Correspondence Register**

**INWARD**

- TRC information about Acland Coal Grants
- TRC Public Liability Insurance Certificate of Currency expires in March
- TRC Email requesting quote for catering ANZAC Day
- Lowes Uniform Supply Agreement
- Return 'em for Cash Containers have been collected
- NQA IT System Portal Upgrade - Approved Provider re-registering required
- TRC Purchase Order for \$600 ANZAC day catering
- P&C Qld e-news April 2024
- Certificate of Currency sent from Marsh Insurance
- Email from QLD Audit Services requiring further info to proceed with quote
- P&C Qld e-news March 2024
- Email from P&C QLD - 5.75% State Wage increase applies on & from 1 Sept 2023
- Email from P&C QLD - ATO changes to reporting requirements for NFPs

**OUTWARD**

- Email to TRC with quote for \$550 for ANZAC Catering
- Certificate of Currency requested from Marsh Insurance

- *Email to recipients about Special Meeting for ANZAC Day*
- *Email to QLD Audit Services requesting a quote for Auditor*
- *Email to Zeeman Accounting requesting a quote for Auditor*

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

Moved: Julian White

Seconded: Leonard Knight

Carried

## 5. Business Arising from the Correspondence

### a) ANZAC Day Ceremony & Catering

Special meeting was held to organise the ceremony and everything has progressed well. New quote has 865.04 for 350 people to be resented. Need four people to help serve and assemble the burgers just after 6.30am.

**ACTION: Sarah to send an email out to committee to seek volunteers for ANZAC breakfast**  
**ACTION: Sarah to send an email to Emma with updated quote**

**Motion 2: That the committee agree to cater the ANZAC event for an agreed amount to be reimbursed by TRC.**

Moved: Amy Evans

Seconded: Casey Earixson

Carried

### b) Backpay & Wage Increase for OSHC Employees

5.75% increase effective from 1 September 2023 will be implemented as backpay by our book-keeper Catherine. This will include Superannuation and Tax.

### c) ATO New Reporting Requirements

The ATO have made new requirements for Non-Profits.

**ACTION: Leonard to follow up what is required to enable reporting**

### d) Lowes Uniform Agreement

Mandy signed a renegotiation of stock for uniforms for 18 months. Usage needs to be monitored - particularly in upper primary girls dresses

### e) Potential Grant Application for Hub Extension

Acland Coal are offering grants and once an indicative quote comes through it would be good to apply.

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

Total Balance of Cheque Account: \$51,965.59 as at 31/3/2024

### a) February & March 2024

- Income was mostly Containers & Tuckshop
- Auditors Fees
- Swap Meet earnings

**Motion 4: That the Treasurer's Report for February & March be accepted and payments as listed be endorsed.**

Moved: Leonard Knight

Seconded: Casey Earixson

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
- car park ramp for wheelchair access to be completed by Council
- AIP approved by regional and was endorsed by Sarah

**Motion 6: That Principals Report and Business Arising from the Reports be received and adopted.**

Moved: Mandy Norton-McNeill

Seconded: Amy Evans

Carried

## b)OSHC Financials & Report - Attached for further detail

Total Balance of Bank Account: \$93,309.68 as at 31/3/2024

- Profit from January to March was \$17,966.71

### OSHC December & January Reports

- **Overall Activities**
  - o Attendance for Term 1 increased. Highest was 41 children.
  - o Vacation care was well attended
  - o Children responded well to a practice fire drill & lockdown
  - o Positive feedback from parents & cleaners about the clean, calm environment.
- **Service Improvement Projects**
  - o Outdoor extension
  - o Current phone is cracked & speakers are not working and needs replacement
- **Other**
  - o New tables were purchased for outdoor activities
  - o More Totem Tennis poles were purchase
  - o OWNA implementation has been successful so far.

**Motion 7: That the purchase of a new mobile phone for the OSHC be endorsed and payments ratified.**

Moved: Anthony Hopkinson

Seconded: Amy Evans

**Carried**

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

Moved: Julian White

Seconded: Carla Kiely

**Carried**

## 8. General Business

### a) Mothers' Day Breakfast

Friday 10th May

Mandy to put together 10 prizes lucky door prize

**ACTION: Mandy to contact Women's Shed for bags & check leftover stock from last year**

**ACTION: Casey to set up online order & Julian to provide quote**

### Kratze Trailer

29th April - Invitation to Paul to thank for milestone of 100,000 items collected & recycled

**ACTION: Sarah to email Paul with Invitation**

## 9. Applications for membership and recording of new members

## 10. Date of Next Meeting - Tuesday, May 14th 2024 at 7pm

## 11. Close - 8.05pm

Actions from the meeting:	Person Responsible
Purchase vouchers from OneStop	Leonard
Send an email out to committee to seek volunteers for ANZAC breakfast	Sarah
Send an email to Emma with updated ANZAC quote	Sarah
Follow up what is required to enable reporting to ATO	Leonard
Contact Women's Shed for bags & check leftover stock from last year	Mandy
Provide quote for Mothers' Day breakfast	Julian
Set up online order & advertising for Mothers' Day	Casey

**CONFIRMATION OF MINUTES**

**President**

**Treasurer**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_r` `