



**Minutes of the Meeting of
Gowrie State School Parents and Citizens Association
Held in the Community Hub,
Tuesday June 10th 2025 at 7pm**

Chair: Jenny Rohan

Opened: 7.01pm

Attendance: Roslyn Waldron, Sarah Smith, Amy Evans, Julian White, Katie Winton, Casey Earixson, Ashleigh Herbert, Crystal Collins

Apologies: Rachael Apps, Agnes Roma, Carla Kiely, Leonard Knight, Anthony Hopkinson, Kim Clapham, Scott Lill

Guests:

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

Motion 1: That the Minutes of the Meeting of 13th May 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) Working Bee Wrap Up

Hugely successful. Fantastic work from the volunteers. The baseboard in the hall was done. The wicking beds were cut and made ready for filling. The bush house bed was stabilised and the gravel was moved into place. Shot put area is ready for the cement truck. Discus area will also be ready shortly. Pruning and garden clean-up was done. The worm farm was set up and the fencing had been completed earlier in the week. It was great to see some non-p&c members attending.

ACTION: Roslyn to write up a wrap-up for the newsletter with photos.

b) P&C Email Addresses & Cloud Drive

Roslyn has logged this job again with the Ed.Dept IT. Hoping it will be looked at soon.

c) Athletics Day Meal Deal

All the students will have the same lunch time break. Kids will get their orders in their normal eating areas. Parents who have ordered will need to get their lunch from the Tuckshop.

d) Disco (29th Aug 6-7.30pm)

Daniel has agreed to provide Music & Games. At the last meeting it had been agreed that the profit from the disco be donated towards the 5/6 camp travel costs. As the disco will happen after the camp, Sarah looked at the profit from 2024 and it was \$450.

Motion 2: That the profit from the 2024 disco of \$450.00 be donated towards subsidising the transport costs for the year 5/6 camp

Moved: Sarah Smith

Seconded: Amy Evans

Carried

Student Council have been asked to come up with the Disco Theme for 2025.

The committee have agreed to the following:

- \$5 Cash Entry at the door. (No tickets sold online)
- Multiple copies of class lists will be used for checking students into the disco
- Parent / Adult must stay for the duration of the disco
- Younger siblings are welcome to attend.

- P&C will sell poppers, soft drinks, water and chips for \$2 each.
- Student Council will sell glow sticks

ACTION: Ashleigh Herbert to co-ordinate with the Student Council & advertise

e) OSHC Procurement

Please refer to the Principal Report Section

f) Fudge Fundraiser - Blossom Cafe & Post

MJ had contacted Sarah to offer to co-ordinate the Fudge Fundraiser. The committee agreed that it is worth doing sooner rather than later. Possibility is that orders could be taken now and then delivery could be early Term 3.

ACTION: Sarah to contact MJ and co-ordinate with Blossom Cafe & Post

g) Tea Towel Fundraiser

After a discussion about the Tea Towel fundraiser it was decided that it would be a good strategic fundraiser for the 150 year celebrations coming in 2028. The committee also agreed that organising a tea towel with every student on it could be worth while to do, especially a single colour version. The issue is when and also finding out the exact process of ordering / fundraising. For now we will hold off making a decision and discuss again at the next meeting.

ACTION: Sarah to find out more details on the process

4. Correspondence - Further Details in Correspondence Register

INWARD

- TRC Remittance for ANZAC Day Catering
- Email from O'Donnell's Bakehouse Customer Application
- Text message from Susan - Laurel Bank Croquet Club (Wkd 13/14, 20/21, 27/28,4/5)
- Email from P&C's QLD Parent's Talk Term 2
- Email about P&C State Conference 2025
- Email from Marsh Insurance with Induction Training
- Email from Marsh Insurance confirming Working Bee approval
- Email from Canva regarding Gowrie Primary (ACT) application

OUTWARD

- Email to Marsh Insurance with Notice of Activity & Risk Assessment
- Email to Canva - wrong school
- Phone call to School Shop Online re: refunding
- Email notifying Tuckshop Refund to parent
- Phone call to ComBiz regarding soon to expire Visa Card
- Phone call to Bendigo Bank
- Email to Canva
- Email to Blossom Cafe & Post
- Email to Parent out missing Tuckshop Items

Motion 3: That the Inwards correspondence be received and Outwards be endorsed.

Moved: Roslyn Waldron

Seconded: Casey Earixson

Carried

5. Business Arising from the Correspondence

a) Scones Fundraiser

Weekends 13/14, 20/21, 27/28, 4/5.

ACTION: Sarah to communicate with Susan from the Croquet Club

Motion 4: That P&C Committee will commit to participating in the Scones Fundraiser at the same reduced capacity as we did in 2024.

Moved: Julian White

Seconded: Casey Earixson

Carried

b) Banking & Debit Card

Visa card is to expire in August. Commonwealth bank have said another Visa can't be issued as we have two signatures required. The only way to change this is to go into the bank and resubmit forms. A Visa card can be allocated to each signature.

Sarah has spoken to Heritage Bank & Bendigo bank. Heritage have no fees, but a charge of \$100/yr to have tokens allocated to allow two signatures. Visa cards can't be set up if the account requires two signatures. Bendigo bank have no fees. Cards allocated to each signature if required. Banking hours 9-4pm - ID required in person. Easy to add or change signatures.

Sarah suggests purchasing a Pre-paid Mastercard. Example is AusPost Mastercard. Purchase price is \$7.95. Can be topped up via bank transfer for free. Cash out fee is \$10. Renewal after expiry is \$7.95. Many other P&C's now do this as a way to give Tuckshop Convenor a card to spend with. An AusPost account can be used to access the card.

Motion 5: That the P&C Committee agree to purchase a Pre-Paid Visa card with a top up limit of \$500 for use in the purchase of Tuckshop Items by Julian White.

Moved: Jenny Rohan

Seconded: Crystal Collins

Carried

ACTION: Sarah and Agnes to organise the purchase of the card and account set up.

6. Treasurer's Report & Business Arising from Treasurer's Report - Attached for further detail
Total Balance of Cheque Account: \$16,293.28 as at 31/5/2025

a) See May 2025 reports for more information

PAYMENTS MADE:

- Jenny Rohan ID Checks	\$125.00
- Donation for Gowrie is Great Day Term 1	\$250.00
- Sarah Smith May Meeting Supper	\$22.05
- Agnes Roma ID Checks	\$125.90
- Donation for Gowrie is Great Day Term 2	\$250.00

REIMBURSEMENTS FOR AUTHORISATION:

- Sarah Smith	June Supper	\$30.63
- Sarah Smith	Tuckshop Brown Bags	\$12.00

Motion 6: That the Treasurer's Report for May be accepted and payments as listed be endorsed.

Moved: Ashleigh Herbert

Seconded: Julian White

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
- PBL is a big focus
- **ACTION: Roslyn will get some Student Leadership Shirt examples for next meeting**

Motion 7: That the Prep Excursion to the Zoo be endorsed by the P&C Committee.

Moved: Ashleigh Herbert

Seconded: Julian White

Carried

OSCH Procurement - transfer from one approved provider to another is very straight forward

- Employees would have the security of knowing they have work
- The OSHC should be put to tender every 9 years, with the P&C always given first opportunity to accept. There is uncertainty if this has happened in the past. Roughly estimate the OSHC has been in existence for at least 11 years.
- Risk to the executive is significant in an age of increasing litigation.

- ACTION: Sarah to talk to Kylie at QCAN about possibility of indemnity Insurance for executives.

- Roslyn would like to get in writing that all the funds in the OSHC account would be shifted to the General account in a case of tender to another provider.

- Roslyn has made us aware that there is a possible candidate for President who has a connection to the school but does not have children attending.

ACTION: Jenny to call President candidate and discuss the role

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

Moved: Roslyn Waldron

Seconded: Crystal Collins

Carried

b)OSHC Financials & Report - Attached for further detail

Total Balance of Bank Account:

\$121,233.35 as at 31/5/2025

- See attached reports for details

OSHC May Reports

- Vacation Care program is out and positions are filling
- The OSHC staff enjoyed participating in the Under 8's day and are keen to be involved in 2026
- A new table tennis table and basketball hoop have been purchased for the children to use.

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

Moved: Casey Earixson

Seconded: Crystal Collins

Carried

8. General Business

a) Vacant Executive - President.

Amy Evans put her hand up to join the executive. The Committee accepted her offer. Amy will fill a role of either Vice President or President, depending on the phone call Jenny will have.

ACTION: Sarah to organise with Amy to get paperwork for being added to the Approved Provider

b) Hats for Preps

It was agreed that gifting something to the Prep families specifically from the P&C could work towards encouraging those families to be involved in the coming years. The reversible hats that were previously gifted to the school co-hort in 2024 have been very well received. It would also be good to have some in stock in the Uniform Shop for parents to buy if their child loses theirs or grows out of it.

Motion 10: That the P&C Committee agree to get quotes for Reversible Hats in order to gift a hat to each Prep student in 2025 and then all future Preps. The committee also agree to include in the order enough stock to have surplus available at the Uniform Shop for sale.

Moved: Casey Earixson

Seconded: Jenny Rohan

Carried

9. Applications for membership and recording of new members

10. Date of Next Meeting - Tuesday, July 15th 2024 at 7pm (PLEASE NOTE THIS IS THE THIRD TUESDAY DUE TO SCHOOL HOLIDAYS)

11. Close - 9.03pm

Actions from the meeting:	Person Responsible
Write up a Working Bee wrap-up for the newsletter with photos	Roslyn
Co-ordinate with the Student Council for a theme & advertise the School Disco	Ashleigh
Contact MJ and co-ordinate with Blossom Cafe & Post for Fudge Fundraiser	Sarah
Find out more details on the process of Tea Towel ordering	Sarah

Communicate with Susan from the Croquet Club	Sarah
Organise the purchase of a Pre-Paid AusPost Mastercard and account set up	Sarah & Agnes
Get some Student Leadership Shirt examples for next meeting	Roslyn
Talk to Kylie at QCAN about possibility of indemnity Insurance for executives	Sarah
Call President candidate and discuss the role	Jenny
Organise with Amy to get paperwork for being added to the Approved Provider	Sarah

CONFIRMATION OF MINUTES

Vice President

Treasurer

Date: _____

Date: _____