



**Minutes of the Meeting of  
Gowrie State School Parents and Citizens Association  
Held in the Community Hub,  
Tuesday August 12th 2025 at 7pm**

**Chair:** Jen Rohan

**Opened:** 7.00pm

**Attendance:** Kim Clapham, Katie Winton, Amy Evans, Anthony Hopkinson, Julian White, Roslyn Waldron, Scott Lill, Claire Hunter, Agnes Roma

**Apologies:** Sarah Smith, Carla Kiely Crystal Collins, Ashleigh Herbert, Rachael Apps, Leonard Knight, Casey Earixson

**Guests:** none.

**1. Welcome**

**2. Minutes of the Previous Meeting**

***Motion 1: That the Minutes of the Meeting of 15th July be accepted as a true and accurate record, that has been tabled.***

Moved: Amy Evans

Seconded: Katie Winton

Carried

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

a) Square has been purchased and used.

**b) Clothes Rack - Uniform Shop**

Bunnings has a rack with larger caster wheels for \$67.00. Would the committee be open to getting two?

***Motion 2: That the Committee will purchase 2 clothes racks from Bunnings for \$67.00 with larger caster wheels.***

Moved: Julian White

Seconded: Anthony Hopkinson

Carried

**ACTION:** Sarah to purchase 2 Clothes Racks from Bunnings

**c) Disco 29th August**

Brad Kiely has offered to use his PA equipment and Lights for the Disco. Daniel has asked that the hall be cordoned off in a way to make the dance floor area smaller. Sarah will buy snacks and drinks. Class lists need to be printed so that kids can be checked in- and out. Is this possible? Can we have some people to help on the night with check in?

**ACTION:** Sarah to liaise with Roslyn & Ashleigh about set up and check ins

**d) Scones Fundraiser (Laurel Bank Croquet Club)**

A roster has been put up on Sarah's google drive for committee members to fill out.

Still has quite a few spaces!!

People report that it is difficult to access this, and often resort to doing it on their phone.

Suggestion to put a snip of the page into the newsletter so that people can see times needed.

Discussion around having sign up desk at front gate.

**ACTION:** Sarah to advertise and communicate available spots on the Roster to Sally

**e) President Vacancy**

The indemnity insurance makes a difference. Sarah does a fantastic job keeping on top of things.

Jen - nominate Amy Evans to be the president of the P&C for the 2025 school year"

Amy - accepted nomination.

- Seconded. All in favour, carried, and duly elected.

**ACTION: Sarah to arrange announcement of new Executive**

**f) Indemnity Insurance**

Sarah has been in contact with Marsh Insurance and was in the process of filling out the necessary documents when the employee from Marsh left. Sarah has left multiple messages and no-one has returned her call. Has had to restart the process with a new employee. Still waiting on specifics.

**g) Hats**

The Hats are currently being made and an invoice will be issued on delivery. Unsure of ETA at this stage.

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

**INWARD**

- *Email from Shari Hughes about Fudge being ready for pickup. Two extra fudge packs were gifted to the highest raising families.*
- *Email from Emma at TRC offering support for Council grants*
- *Email from One Education Foundation - registered charity providing cheap purpose built student Laptops*
- *Email from P&C Qld's about cybersecurity for P&C's*
- *Email from TRS Sales with invoice for Pie Warmer*
- *Email from P&C Qld's Newsflash Teachers Strike on Wed 6th*
- *Email from P&C Qld's e-News August 2025*
- *Letter from Kellie McKenzie 10 August, 2025*

**OUTWARD**

- **Phone call to TRS Sales - to proceed with purchase of Pie Warmer**
- *Email to ID Clothing approving quote for hats and proceeding with order*
- *Email to Emma from TRC with question about grants*
- *Email to Roslyn with Kids 2 Farm Program*
- **Email to OSHC admin about Worker Retention Grant Signed Agreement**

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

Moved: Roslyn Waldron

Seconded: Amy Evans

**Carried**

**5. Business Arising from the Correspondence**

**a) Pie Warmer Purchase - Flying Minutes**

As per the email that was sent around, thank you for all who voted. We had 14 in favour and none against. The motion from the email is below. The invoice has been paid and Scott is going to remove the part of the shelving to make it fit.

**Motion 3: That the P&C Committee agree to pay for a new portable Pie Warmer at the cost of \$4956.02 for use in the Tuckshop.**

Moved: Sarah Smith

Seconded: Julian White

**Carried**

**b) Worker Retention Grant**

All the necessary follow-up documents have now been signed. Money should hit the bank soon for those payments backdated to 2 Dec 2024. Sarah will be ringing the hotline to find out if they can give a specific date for first payments.

**c) Kellie's Letter - We could tag the moneys from the scones fundraiser for the music stands, and the Swap Meet for the instruments. Kellie - could she please put an advert for the scone fundraiser in her newsletter and have parents sign up to help.**

**Motion 3: That the Committee agree to purchase the required music stands now at the approx. figure of \$1100, with the predicted profits of the Scones Fundraiser estimated to cover this costs.**

Moved: Anthony Hopkinson

Seconded: Scott Lill

**Carried**

**ACTION: Kellie to send fundraising information to parents in her Instrumental newsletter**

**6. Treasurer's Report & Business Arising from Treasurer's Report - Attached for further detail**  
Total Balance of Cheque Account: \$19,524.60 as at 31/7/2025

a) See July 2025 reports for more information

**PAYMENTS MADE:**

- Sarah Smith	July Supper	\$31.45
- Sarah Smith	Tuckshop Brown Bags	\$16.00
- Sarah Smith	Square Terminal	\$329 - \$65 = \$264
- Weshari Family Trust	Fudge Invoice	\$4089.30

**PAYMENTS FOR AUTHORISATION:**

- Amy Evans	Reimburse ID Checks	\$129.50
- TRS	Pie Warmer Invoice	\$4956.02
- Gowrie SS	Donation for Camp Travel	\$450.00
- Gowrie SS	Donation for Gowrie Day T3	\$250.00
- Sarah Smith	AusPost Mastercard	\$7.95

**Motion 7: That the Treasurer's Report for July be accepted and payments as listed be endorsed.**

Moved: Julian White

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
- Decision taken that when Jen and Amy have finished reading it and the error corrected, the meeting agreed that the School Code of Conduct be endorsed by Jen and published.

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

Moved: Roslyn Waldron

Seconded: Amy Evans

**Carried**

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

Total Balance of Bank Account: \$138,325.84 as at 31/5/2025

- See attached reports for more details

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

Moved: Amy Evans

Seconded: Scott Lill

**Carried**

**8. General Business**

a) Father's Day Breakfast (4th September)

7am-8.30am (turn up at 6:30am) Breakfast Wrap + Tea/Coffee/Juice = \$13

Sarah will be advertising soon. Lucky Door Prizes - Jenn Fox will donate a few items like keyrings.

Sarah will use some of last year's Father's day stall leftover products to produce a few prize packs.

Helpers: Julian, Scott, Kim, Jen, Amy, ... covered.

**ACTION: Sarah to create advertising for Father's Day Breakfast**

**9. Applications for membership and recording of new members - nil**

**10. Date of Next Meeting - Tuesday, September 9th 2025 at 7pm**

**11. Close - 8:02 pm**

<b>Actions from the meeting:</b>	<b>Person Responsible</b>
Purchase 2 Clothes Racks from Bunnings	<b>Sarah</b>
Liaise with Roslyn & Ashleigh about set up and check ins for disco	<b>Sarah</b>
Advertise and communicate available spots on the Scones Roster to Sally	<b>Sarah</b>
Arrange announcement of new Executive	<b>Sarah</b>
Send fundraising information to parents in her Instrumental newsletter	<b>Kellie</b>
Create advertising for Father's Day Breakfast	<b>Sarah</b>

**CONFIRMATION OF MINUTES**

**President**

**Treasurer**

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

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