



**Minutes of the Meeting of
Gowrie State School Parents and Citizens Association
Held in the Community Hub,
On Tuesday July 9th at 7pm**

Chair: Sarah Smith

Opened: 7.00pm

Attendance: Katie Winton, Amy Evans, Crystal Collins, Carla Kiely, Julian White, Roslyn Waldron, Ashleigh Herbert, Sarah Smith, Scott Lill, Casey Earixson, Kim Clapham, Marc Guitart, Leonard Knight

Apologies: Anthony Hopkinson

Guests: Jen Rohan, Rachael Apps

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

Motion 1: *That the Minutes of the Meeting of June 11th be accepted as a true and accurate record, that has been tabled.*

Moved: Amy Evans

Seconded: Crystal Collins

Carried

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

a) Carnival of Flowers Update

Sarah contacted Susan the organiser about possibly reducing the number of shifts required, especially on Fridays & Mondays. As well as asking if Year 6 children can participate if accompanied by a parent.

Susan confirmed year 6 children would be welcome if accompanied by a parent. Also confirmed is that we can simply commit to helping on the Sat & Sun and that would still be very appreciated. The Croquet Club are still deciding if they want to do the Fridays and Mondays. Debate is also ongoing about actual dates. If doing only the weekends we would help for a total of 8 days and fill a roster with 32 people doing 4 hour shifts.

2 People - 10am-2pm

2 People - 11am-3pm

Last year we raised \$5223. If we do half the amount of time this year, expected to raise \$2500. Julian can also only commit to 7am to lunchtime. It was suggested that we target the year 6 class / student council - get them to volunteer with a parent.

Vote: "To continue with the Scones Fundraiser this year" Yes = 8 No = 5 Carried

Vote: "To commit to the full 14 day fundraiser" Yes = 0 No = 13 Failed

Motion 2: *That we will accept the offer to participate in the Croquet Club's scone fundraiser, weekends only and with the participation of Year 6 students accompanied by a parent.*

Moved: Julian White

Seconded: Marc Guitart

Carried

ACTION: Sarah to contact Susan and confirm participation, dates and if pack up is required.

a) Soccer Netting Update

Oxley Netting can do 3 pairs of custom nets (to fit our 6 goals) for \$1025.00 Inc GST. The student council have decided to look at fundraising for 4 of the nets (2 pairs). That would still leave a pair that could be purchased by OSHC. The Committee is happy to wait to purchase the OSHC nets along with the school order rather than paying for separate delivery.

b) **Father's Day Stall (Thursday 29th Aug)**

Kim has been able to purchase some initial products through Moon & Back for \$694.50. A further \$255 would be needed to cover extra gifts including the 40 chocolate novelty pages Carla offered to make. The Stall will run from 9am - 1pm. Option to have a catch up morning on Friday if needed.

Motion 3: That we set the budget for Father's Day Stall to \$1000.

Moved: Casey Earixson

Seconded: Ashleigh Herbert

Carried

ACTION: Kim to purchase remaining items & Carla to do 40 novelty chocolate pages

b) **Working Bee (27th July)**

Activity Declaration form has been filled out but still waiting on a Risk Assessment from the school to be completed before sending off to Marsh Insurance.

ACTION: Roslyn to email through Risk Assessment and confirm with Darren time & tasks.

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

INWARD

- *Email from Admin confirming notification to QBuild about quote acceptance*
- *Email from Oxley Nets with updated quote for 3 pairs custom soccer nets*
- *Email from P&C Qld nominations for QCPCA Board Directors open*
- *Email from Yr 6 teacher requesting P&C support with Colour Run Fundraiser*
- *Email from Glendale OSHC offering support with finding applicants for our OSHC*
- *Email from P&C Qld - NFP Self-Review update*
- *Email from Containers for Change Pick-up booked*
- *Email from Moon & Back with invoice for \$694.50 for Father's Day items*

OUTWARD

- *Email to Principal to formally accept QBuild quotes for Hall Fans & Hub Extension*
- *Email to admin to update membership email aliases*
- *Email to admin confirming donation of \$505.25 to Cancer Council*
- *Email to Student Council with soccer netting quote*
- *Email to Principal requesting updated Risk Assessment for Working Bee*

Motion 4: That the Inwards correspondence be received and Outwards be endorsed.

Moved: Ashleigh Herbert

Seconded: Scott Lill

Carried

5. **Business Arising from the Correspondence**

a) **Colour Run**

Emma (Year 6 teacher) contacted the P&C to formally ask that committee support the Colour Run fundraiser by banking the funds raised. The student council are aiming to buy soccer netting & other school related projects.

ACTION: Leonard to send Ashleigh the P&C Banking Details

Motion 5: That the P&C formally endorse the Colour Run event run by the Student Council and agree to be responsible for managing the funds raised.

Moved: Julian White

Seconded: Crystal Collins

Carried

- b) NFP Self-Review Process has been a long convoluted process. Sarah has been in contact with the ATO and sent ABN update paperwork. Carla suggested contacting Catherine to see if she can link Sarah to the Relationship Access Manager.

ACTION: Sarah to contact Catherine about the NFP Review

6. Treasurer's Report & Business Arising from Treasurer's Report - Attached for further detail
Total Balance of Cheque Account: \$48,025.95 as at 30/6/2024

- a) Container Exchange - 2 collection deposits only worth \$9.30 - will need to follow up with Anthony but possibly it was the collection of little bins at school in a non tuckshop week.

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

Moved: Leonard Knight

Seconded: Marc Guitart

Carried

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

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

- School Financials Received into paperwork
- Commenced a physical change to the Admin space to make it more conducive to community building and privacy for Welfare staff
- Year 5/6 & 6 interested in an excursion to Brisbane

Motion 7: That the Committee endorse the student excursion to Brisbane to Government House & Questacon.

Moved: Roslyn Waldron

Seconded: Casey Earixson

Carried

Motion 8: That the Committee accept the new supplier of school shirts at Lowes and that the principal can sign the Lowes agreement on the behalf of the P&C.

Moved: Roslyn Waldron

Seconded: Ashleigh Herbert

Carried

Motion 9: That Principals' verbal Report and Business Arising from the Reports be received and adopted.

Moved: Marc Guitart

Seconded: Casey Earixson

Carried

b) OSHC Financials & Report - Attached for further detail

Total Balance of Bank Account: \$110,961.98 as at 30/6/2024

OSHC May Reports

- **Overall Activities**
 - o Vacation Care well attended
 - o New families
 - o Wet weather during VC
- **Service Improvement Projects**
 - o Would like to source a new fridge/freezer

Motion 10: That the OSHC Coordinator can purchase a larger fridge & separate freezer with an upper limit of \$2000.

Moved: Amy Evans

Seconded: Katie Winton

Carried

ACTION: Rachael to purchase new fridge & freezer

- **Other**
 - o Dept visited. Waiting for email with report. At this stage it seems that there were no breaches.
 - o ACEQUA have contacted us to participate in the Targeting Quality Program. Rachael will be able to participate in the mentoring program.

Motion 11: That OSHC Report and Finances and Business Arising from the Reports be received and adopted.

8. General Business

a) Disco

Previous years a disco was run in Term 2. It was agreed that it is still worth pursuing a Disco as the kids really love them. Potential in week 4 of Term 4 - Halloween Theme - end of October.

b) Other

Uniform Shop - Kim would like to hand over the uniform shop job to someone else. Rachael has said she would be willing to help as required.

ACTION: Kim & Rachael to discuss options with Admin staff

Make-up BBQ Tuckshop - it was agreed that the Athletic's Day orders should be transferred over to a new special BBQ Tuckshop for lunch on the day the Colour Run is held.

ACTION: Casey to set up SchoolShop once a date is set by the school

9. Applications for membership and recording of new members - Jenny Rohan

10. Date of Next Meeting - Tuesday, August 13th 2024 at 7pm

11. Close - 8.42pm

Actions from the meeting:	Person Responsible
Contact Susan from Croquet Club and confirm participation, dates and if pack up is required	Sarah
Purchase remaining items for Father's Day	Kim
Make up 40 novelty chocolate pages for Father's Day Stall	Carla
Email through Risk Assessment to Sarah and confirm with Darren time & tasks for Working Bee	Roslyn
Email Ashleigh the P&C Banking Details to set up Colour Run account	Leonard
Contact Catherine about the NFP Review	Sarah
Purchase a new fridge & freezer	Rachael
Discuss options for Uniform Shop Running / Maintenance with Admin	Kim & Rachael
Set up SchoolShop event for BBQ Tuckshop once a date for Colour Run is set by the school	Casey

CONFIRMATION OF MINUTES

President



Treasurer

Date: 10/07/2024

Date: _____