

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

**Chair:** Sarah Smith

**Opened:** 7.02pm

**Attendance:** Amy Evans, Julian White, Marc Guitart, Anthony Hopkinson, Ashleigh Herbert, Roslyn Waldron, Leonard Knight, Katie Winton, Jen Rohan, Casey Earixson

**Apologies:** Carla Kiely, Crystal Collins. Kim Clapham, Scott Lill,

**Guests:** Rachael Apps

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

**Motion 1: That the Minutes of the Meeting of July 9th be accepted as a true and accurate record, that has been tabled.**

Moved: Marc Guitart

Seconded: Casey Earixson

Carried

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

a) **Hub Extension & Fan Update**

Extension to the OSHC building has been completed. Turf has been laid around the concrete. The wet weather today has revealed that rain does blow into the area. Future observation might show that café blinds might be required.

The Fans have been installed and there were some issues with the sound of the motor. Marc has volunteered to test the fans and verify if there is a frequency issue that could require asking the installers to come back and fix. Payments are yet to be remitted.

**ACTION: Marc to test the fans and determine if any issue with sound still exists - report back to the School**

**ACTION: Leonard to transfer the donation towards the Fans & Extension to the school**

b) **Carnival of Flowers Scones Fundraiser**

Sarah met with the President & Treasurer of the Croquet Club to discuss expectations. They are very appreciative of the help. With the decrease of our agreed hours the profits (minus expenses and insurance costs) will be split roughly 80 / 20. This will be slightly more with Julian's hours (8-12) included. We need to supply a Volunteer Register. The live roster is operational and committee members are encouraged to start filling it in.

**Motion 2: That the P&C use the funds raised from the Scones Fundraiser for Library Based Lego & Lego Technic Stock for playtimes**

Moved: Anthony Hopkinson

Seconded: Julian White

Carried

**ACTION: Sarah to organise a Volunteer Register be printed for Scones Fundraiser**

**ACTION: Sarah to advertise for Scones Fundraiser volunteers with Lego project mentioned**

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

Kim is happy to oversee the stall on the day. We will advertise for extra volunteers through Facebook & Newsletter. Carla is on track to supply the 40 pages of novelty chocolates. The school will provide a class timetable. It was agreed that because of the pupil free day there will be no catch up stall. Need to ensure that there is enough stock so that the last class definitely won't miss out.

**ACTION: Sarah to advertise for Father's Day Stall volunteers**  
**ACTION: Ashleigh will ask Sally to generate a class timetable**

**d) Colour Fun Run & BBQ**

Currently already raised \$9900 Profit from the fun-run. Looking at investing in seating on the top oval. Soccer netting. New Soccer goals for the 1-2 Oval. Working with Student Council for investing \$500 into a leadership program for the next year student council.

This would not be an annual fundraiser as it's felt it would exhaust the same families donating. Potentially looking at every 3-5 years. There are other smaller fundraisers offered by the same company that we could look into.

BBQ Lunch will be offered as a Tuckshop lunch run by P&C.

**e) Disco - Halloween Theme Friday 25<sup>th</sup> October 6-8pm**

Last year's disco was offered as a free event. Flat price includes pizza & popper.

**ACTION: Leonard to contact Peter Vernan to check availability**

**ACTION: Casey to work out flat fee entry price**

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

**INWARD**

- **Phone call from Roslyn about pursuing an Operations Manager Position for OSHC**
- *Email requesting president's drivers license for Fun Run bank set up*
- *Email with Fun Run fundraising update*
- *Email with Receipt of successful submission NFP Self-Review*
- **Email with information about purchasing carpet squares for students**
- *Email with P&C Qld's e-news August*
- *Email with Containers for Change Collection*
- *Email with request to cater for a farm clearance sale*
- **Email with request for use of Community Hub building for birthday party**
- **Email with information about P&C Qld's HR Services (Annual fee \$525)**

**OUTWARD**

- *Email to committee with Scones Google Drive Roster*
- *Email with drivers license for Fun Run bank set up*
- *Phone call to P&C Qld's about Operations Manager position*
- *Email turning down offer to cater for a farm clearance sale*
- *Email with information about Fundraising Profits*

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

Moved: Casey Earixson

Seconded: Ashleigh Herbert

**Carried**

**5. Business Arising from the Correspondence**

**a) Operations Manager**

Running a small business requires continuity. A changing executive brings with it an element of risk when it comes to smooth operation. The executive would be interested in pursuing an Operations Manager which would alleviate some of the pressure on incoming executive members. P&C Qld have said the role can be anything we need it to be. P&C should be focused on the strategy for operations as opposed to being involved in day to day tasks. Main tasks of the Operations Manager would be overseeing the implementation of the Budget, bank approval, paying wages and implementing policies & procedures. They would work in partnership with our current bookkeeper Catherine. They would also need to have an understanding of the Regulations involved in running an OSHC. Having an operations manager will go towards the longevity of offering this valuable service to families. There is some urgency to getting this position established before the end of the year when the new executive is voted in.

**Motion 4: The P&C endorse exploring the position of Operations Manager**

Moved: Anthony Hopkinson

Seconded: Julian White

Carried

**ACTION: Sarah to investigate hours and scope of the role.**

**b) HR Services**

P&C Qld offer a paid service to oversee HR. They assist on matters of pay rates, employment entitlements, employer obligations, performance management, disciplinary procedures, redundancies and terminations. 1-5 employees \$525 pa. 6-10 employees \$660 pa. If the committee are looking at implementing an Operations Manager it could be worth paying for a service if it is felt that what they offer would help us set up the position and work out contracts, etc.

**Motion 5: That P&C would explore if the HR services provided are suitable and the Executive would make the decision whether or not to engage those services of HR at a cost of \$660 p.a. subject at annual review.**

Moved: Julian White

Seconded: Amy Evans

Carried

**ACTION: Sarah & Leonard to investigate and decide if the HR services will be useful in setting up the Operations Manager role.**

**c) Carpet Squares.**

Roslyn has asked that the committee consider investing in the purchase of carpet squares which are currently being used by the students in the hall so that they aren't sitting directly on the cold floor.

**Motion 6: That the P&C will make a donation \$1100 towards the cost of carpet squares for students use in the hall.**

Moved: Ashleigh

Seconded: Anthony

Carried

**ACTION: Leonard to transfer \$1100 to the school and get receipt of donation.**

**d) Community Hub private usage**

Leonard received an email enquiring about using the Community Hub for a private birthday party. Any usage of the facility need to have their own insurance. It was agreed that using the OSHC space would suit a community group rather than private hire. Any hire agreement has to go through the school.

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

Total Balance of Cheque Account: \$48,059.43 as at 31/7/2024

- a) Cash from Uniform shop & Cancer Council donation has now been banked.
- b) Donation towards the Fans & Extension need to be made to the school
- c) Donation towards the carpet squares need to be made to the school.

**Motion 7: That the Treasurer's Report for July 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
- Enrollments are sitting at 202 with attendance at 90%.
- Internal learning sessions have been adjusted
- Staff are enthusiastic about the changes which is fantastic

**Motion 8: That the P&C endorse the excursion for Prep Cobb & Co and Year 3&4 Lone Pine Excursion**

Moved: Casey Earixson

Seconded: Anthony Hopkinson **Carried**

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

Moved: Roslyn Waldron

Seconded: Ashleigh Herbert **Carried**

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

Total Balance of Bank Account: \$113,413.41 as at 31/7/2024

**OSHC May Reports**

**• Overall Activities**

- o Need to advertise for new educators. Any accredited higher education qualification of Certificate III or Diploma or higher in the subject area of behavioural science, community services, creative arts, fine arts, drama & music, early childhood, nursing, physiotherapy, OT, speech pathology, primary & secondary education, sport & rec, human welfare studies are all considered relevant study.
- o Sarah & Rachael both did an online QCAN course about being Approved Providers
- o Pupil free day numbers are low at the moment
- o Visit from the Department report came back with no breaches identified which is a significant achievement.

**• Service Improvement Projects**

- o Would like to find out if relocating the shade cloth area near the shed closer to the Hub is possible.

**ACTION: Roslyn to find out if relocating shade area for OSHC is possible.**

**Motion 10: That OSHC Report and Finances and Business Arising from the Reports be received and adopted.**

Moved: Ashleigh Herbert

Seconded: Marc Guitart **Carried**

**8. General Business**

**a) Year 6 Legacy Area & Big Day Out Donation**

Previous years as a committee we have committed to donating towards the Year 6 Legacy area (last year we purchased benches chairs & paint) and towards the cost of the Big Day Out. In the past P&C donated \$500 towards Legacy Area and \$300 towards the Big Day Out - which was communicated to parents in the letter about the event.

**Motion 11: That P&C will donate \$500 towards Year 6 Legacy Area and \$300 towards Big Day Out excursion.**

Moved: Casey Earixson

Seconded: Anthony Hopkinson **Carried**

**ACTION: Leonard to pay donations to the school for Year 6 Legacy Area & Big Day Out**

**b) Uniform Shop** - Kim would like to hand over the uniform shop job to someone else. It was agreed that we advertise for the position over the coming weeks and if no one has come forward by the next meeting we then to decide if we continue offering the service and what that would look like.

**ACTION: Sarah to advertise for a Uniform Shop Convenor**

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

**10. Date of Next Meeting - Tuesday, September 10th 2024 at 9.10pm**

**11. Close -**

<b>Actions from the meeting:</b>	<b>Person Responsible</b>
Test the fans and determine if any issue with sound still exists - report back to the School	Marc
Transfer the donation for the Fans & Extension to the school	Leonard
Organise a Volunteer Register be printed for Scones Fundraiser	Sarah
Advertise for Scones Fundraiser volunteers with Lego project mentioned	Sarah
Advertise for Father's Day Stall volunteers	Sarah
Ask Sally to generate a class timetable	Ashleigh
Contact Peter Vernan to check availability for Disco Friday 25 <sup>th</sup> October	Leonard
Work out flat fee entry price for Disco	Casey
Investigate hours and scope of the role of Operations Manager	Sarah
Investigate and decide if the HR services will be useful in setting up the Operations Manager role	Sarah & Leonard
Transfer \$1100 to the school for Carpet Squares and get receipt of donation	Leonard
Find out if relocating shade area for OSHC is possible	Roslyn
Pay donations to the school for Year 6 Legacy Area & Big Day Out	Leonard
Advertise for a Uniform Shop Convenor	Sarah

**CONFIRMATION OF MINUTES**

President



Treasurer

Date: 13/08/2024

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