



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

Chair: Sarah Smith

Opened: 7.01pm

Attendance: Sarah Smith, Julian White, Anthony Hopkinson, Katie Winton, Crystal Collins, Casey Earixson, Rob Earixson, Amy Evans, Leonard Knight, Carla Kiely, Mandy Norton-McNeill, Scott Lill, Marc Guitart Garcia

Apologies: Kasai Hopkinson

Guests: Shanae-Lee Pratt, Rachael Apps, Kim Clapham, Tammie Mathies, Nicki Harding, Tanya Kleidon

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

Motion 1: *That the Minutes of the Meeting of November 14th and the flying Minutes of December 14th be accepted as a true and accurate record, that has been tabled.*

Moved: Casey Earixson

Seconded: Carla Kiely

Carried

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

a) **Swap Meet Wrap Up**

17130 bottles were collected. Having the Meet at the beginning of the year was a bit difficult for organising volunteers. Unfortunately the recycled steel skip bin had been raided in the 24hrs it was unsupervised and therefore didn't make the money to cover costs for it. In the future the the recycling company would be willing to come and pick up the skip on the Sunday. Overall expected to make around \$4700 from this fundraising event. Heartfelt thanks went out to Rob who coordinated this event so successfully.

ACTION: Sarah to email number of ute drivers & Leonard to purchase fuel vouchers

Motion 2: *That the P&C purchase a \$50 fuel voucher from One Stop for each of the ute drivers to cover cost of fuel at the Swap Meet.*

Moved: Julian White

Seconded: Anthony Hopkinson

Carried

b) **Hats Update**

Hats should be delivered to Brisbane 26th April and then dispatched to us after that.

ACTION: Sarah to communicate to the school community about the ball towers & hats

c) **Wave of Change Bins Update**

E&E Waste will drop off small 3x bins with holes in them of the school. Date to be confirmed.

d) **20L Urn Purchase Update**

Urn has been ordered

ACTION: Casey to send receipt from Urn purchased to Leonard

Motion 2: *That Casey be reimbursed for the purchase of the Urn*

Moved: Mandy Norton McNeill

Seconded: Anthony Hopkinson

Carried

e) **Calendar Events & Fundraising ideas 2024**

- Welcome Families BBQ combined with AGM on March 12th.

ACTION: Sarah to follow up with Emma from TRC about BBQ hire

ACTION: Sarah to advertise and organise an RSVP poll for Welcome Families BBQ on facebook

- 1st Term School Calendar Events P&C possible involvement - Random Act Kindness Day, Cleanup

Australia Day, Harmony Day, Gowrie is Great Day.

Gowrie Progress Association have invited the P&C to join in a Clean Up Australia Day event to be held in Term 2 on the weekend of 27/28th April. P&C are happy to partner with the Progress Association.

4. Correspondence - Further Details in Correspondence Register

INWARD

- 07/11/2023 - Swap Meet Volunteer Form received
- 8/11/2023 - P&C Qld's e-news November 2023
- 13/11/2023 - Honorary Lifetime Membership Certificate Acknowledge as received
- 14/11/2023 - Swap Meet Volunteer Form received
- 17/11/2023 - School Shop Online Member Registration
- 20/11/2023 - Mango Delivery Information
- 21/11/2023 - School Shop Online Member Registration
- 21/11/2023 - Container Pickup Booking Confirmed
- 22/11/2023 - IDClothing Hat Quote
- 22/11/2023 - Red Oak Hat Quote
- 29/11/2023 - P&C's Qld Parent Survey
- 6/12/2023 - Containers counted
- 13/12/2023 - Reversible Hat Sample Photos received
- 6/1/2024 - Swap Meet Volunteer received
- 16/1/2024 - Swap Meet Bins Collection scheduled for 27th January
- 16/1/2024 - Container Pickup Booking Confirmed
- 22/1/2024 - Identification needed for FatZebra Merchant Application
- 23/1/2024 - Swap Meet Volunteer
- 23/1/2024 - Phone call from Instrumental Teacher Regarding Grant Application
- 25/1/2024 - Containers counted
- 1/2/2024 - Quote from QBuild for OSHC Outdoor Extension & Sink

OUTWARD

- 19/11/2023 - Instrumental Music - End Of Year Endorsement sent to all Members
- 22/11/2023 - Enquiry sent to various uniform suppliers for Hat Quote
- 24/11/2023 - Activity Declaration Form sent to Swap Meet Co-ordinator for signing
- 27/11/2023 - Thank you sent to Mango Co-ordinator
- 6/12/2023 - Call out for Volunteers to help Gowrie Progress with BBQ
- 6/12/2023 - 2024 OSHC Fees sent to Admin to update website
- 8/12/2023 - Thank you sent to Tuckshop & Uniform Shop Volunteers
- 8/12/2023 - Gowrie SS Emblem sent to ID Clothing for Embroidery
- 15/12/2023 - Flying Agenda Re: Hats - sent to all committee members
- 15/12/2023 - Reversible Hat order confirmed with ID Clothing
- 22/1/2024 - Identification sent for FatZebra Merchant Application
- 25/1/2024 - Reversible Hat Gowrie SS sample approved - ID Clothing
- 25/1/2024 - Job Ad for OSHC Co-ordinator sent to Admin for Facebook page

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

Moved: Julian White

Seconded: Scott Lill

Carried

5. Business Arising from the Correspondence

a) Instrumental requirements & grant application

Kellie has sent through a wish list of items. She has someone who is willing to help apply for a grant through the Gambling Grants. It would require the president to update details. It would also mean we couldn't access the grant for the next two years.

Motion 2: That the application for the instrumental grant be endorsed.

Moved: Anthony Hopkinson

Seconded: Casey Earixson

Carried

ACTION: Sarah to update contact details for the Grant portal and email Kellie about endorsement.

b) **OSHC Coordinator Vacancy**
(see section 7c)

c) **OSHC Outdoor Extension & Sink Quote**

QBuild have given a quote. Indicative costing \$26,500 ex GST

- Supply and install new concrete slab.
- Supply and install new roof structure and associated drainage
- Supply and install new cleaners sink beside existing bubblers.

ACTION: Sarah will email Mandy to contact QBuild to move forward with Extension

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

Total Balance of Cheque Account: \$47,967.97 as at 31/1/2024

a) November, December & January reports

- Income was mostly Containers & Tuckshop
- Books for the auditor have been prepared and submitted
- It would be helpful to look for a new auditor who is local.

Motion 3: That the Treasurer's Report for November, October & January be accepted and payments as listed be endorsed.

Moved: Leonard Knight

Seconded: Rob 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
- Currently 210 students are enrolled
- From Term 2 to the End of Year the school will have a specialist HPE Teacher
- Bus Shelter has been approved by Council, Main Roads & Dept.of Ed.

Motion 4: That Principals Report and Business Arising from the Reports be received and adopted.

Moved: Mandy Norton-McNeill

Seconded: Rob Earixson

Carried

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

Total Balance of Bank Account: \$87,823.13 as at 31/1/2024

- Profit from Vacation Care was \$12,702.03

OSHC December & January Reports

- **Overall Activities**
 - o Hired an extra worker for Vacation Care to help with the full numbers
- **Kiosk Software Update**
 - o OWNA has been the preferred kiosk selected and is in the process of being implemented. 2 iPads have been purchased for use at the OSHC. Parents have been emailed links to enrol through OWNA.
- **Coordinato Vacancy**
 - o Shanae is graduating form Bachelor and wanted to give plenty of transition time. Rachael Apps has been appointed as the new OSHC coordinator and has already started her role. Shanae will remain on staff for the transition period.

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

Moved: Scott Lill

Seconded: Anthony Hopkinson

Carried

8. General Business

a) **Carpark Update** Surveyor has come and done all the required measurements. The school is waiting for a design. An alternative carpark will be organised while it is being built for staff and the OSHC. The new carpark will also incorporate the dental van.

b) P&C Supper Catering

Proposed to set a budget of \$30 a month for supper

Motion 6: That a budget of \$30 a month for P&C Meeting Supper be endorsed.

Moved: Julian White

Seconded: Crystal Collins

Carried

ACTION: Leonard to add the supper expense to the 2024 Budget

c) AGM Nominations

Nominations for Executive positions need to be received before the AGM. Membership forms can be returned before or at the meeting for tabling.

ACTION: Sarah to advertise AGM date to the school community

d) Kratzke Trailer

Paul is retiring from running the container collection in Kratzke road. He has offered his trailer and signs to anyone who is willing to take on the initiative.

e) Swap Meet BBQ

Motion 6: That Casey be reimbursed for expenses associated with the Swap Meet BBQ

Moved: Julian White

Seconded: Katie Winton

Carried

f) Cooling for the Hall

It was suggested that we investigate the purchase of industrial fans for the hall, as it gets considerably hot in summer. Last year's Awards' Night was particularly hot. Advice was to seek 3 identical quotes. Admin can provide the measurements of the hall needed to seek these quotes.

ACTION: Sarah to find out measurements for the hall

9. Applications for membership and recording of new members

10. Date of Next Meeting - AGM Tuesday, March 12th 2024 at 7pm

11. Close - 8.23pm

Actions from the meeting:	Person Responsible
Email Leonard with the number of Swap Meet ute drivers	Sarah
Purchase the fuel vouchers from One Stop	Leonard
Communicate to the school community about the ball towers & hats	Sarah
Send receipt from Urn purchased to Leonard	Casey
Follow up with Emma from TRC about BBQ hire	Sarah
Advertise and organise an RSVP poll for Welcome Families BBQ on facebook	Sarah
Update contact details for the Grant portal and email Kellie about endorsement for instrumental application	Sarah
Email Mandy to contact QBuild to move forward with Extension	Sarah
Add the supper expense to the 2024 Budget	Leonard
Advertise AGM date to the school community	Sarah
Find out measurements for the hall	Sarah

CONFIRMATION OF MINUTES

President

Treasurer

Date: _____

Date: _____