

# GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

## Meeting Minutes

Monday 5<sup>th</sup> August 2024

## General Meeting

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### 1. MEETING OPENING & WELCOME

The President opened the meeting at 6.33pm and welcomed all new and existing Committee members.

### 2. RECORD OF ATTENDANCE

**ATTENDEES:** Lorryne Grullis, Jo Twomey, Sarah Burns, Stacey Cain, Amy Marshall, Laura Holloway, Paul Fuller, Caitlin Merritt, Linda Scrivens, Megan Finkelde, Gail Allen Christine Cosgrave, Abi Jones

**APOLOGIES:**, Vanessa Furlong, Kate Wheatley, , ,

- Rachel Kemp has formally resigned from the P&C.

### 3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

**Motion:** That the minutes presented dated 4 June 2024 be accepted as a true and accurate record of that meeting. **Carried**

### 4. BUSINESS ARISING FROM PREVIOUS MINUTES

#### 4.1. Musical bingo – Sarah Burns

- Huge well done to Sarah for organising and running this event. A profit of \$4,351.47 was made, so very successful and great feedback from all who attended.
- For future reference it was noted that the end of term 1 is best time for main fundraising events due to various factors such as: availability of venues, public spending and other commitments and also usually less sickness in the community. This will be taken into consideration when planning for next year.

#### 4.2. Noticeboard update

Fabulous update thanks to Amy Marshall. Lots more interest and feedback, draws you in, the inclusion of students images is particularly popular.

#### 4.3. Website update

Still needs updating **Action:** Jo Twomey to check and to inform Paul of amendments including new P&C Mission statement.

#### 4.4. WACSSO Annual Conference delegate

- Discussion of the agenda and what it's about, various speakers, big event, Caitlin is a maybe. **Action:** Jo Twomey will access our free ticket for Caitlin and find out the cost of ticket for another member if needed.

## 5. REPORTS

### 5.1. *President's Report*

- Lorraine Grullis thanked everyone for their hard work and time.
- The president shared her dream to grow the P&C to a point where no one is under pressure, through expanding members to ensure that activities and events are more evenly spread throughout our members and school community. Lorraine expressed the need to address the stigma around joining the P&C, and doesn't want people to fear that joining means a huge commitment. Members can join without having specific roles and it doesn't mean you have to take on large projects as there are lots of very small jobs especially if we can share the load.
- Gail suggested a Subcommittee, a group where people can drop in and out to support events of their choosing. This idea was supported by all members present. How we can organise this idea and broach it to the school community was discussed. Possibly with the help of class reps.
- Discussion followed of a support group that doesn't have to be P&C members, that can be called upon when we have events without feeling any pressure of commitment.
- The suggestion was made that families of younger students be a better target audience, as many families of older students are back at work, although all are welcome.

**Action: All** - Current members are encouraged to 'bring a buddy' to a meeting to gain more interest for memberships and support.

- Lorraine met with Jessica Stojkovski last week and she is generously donating \$200 for our colour run in addition to \$100 books to library.

**Action: Caitlin Merritt** - Details of our intended purchases need to be sent to Jessica Stojkovski on letter head.

### 5.2. *Treasurer's Report*

Stacey Cain submitted the Treasurers report (attached) outlining the following:  
The P&C profit May 24 YTD is \$18,998.57

- Goolly Woolly—We have recouped 69% of costs YTD.

- Crazy Sock Day - June 12th - \$338.60 was raised.
- Freezing Friday – June 14th – Last Freezing Friday total raised \$3,105.00
- Musical Bingo - June 22nd—\$7,988.40 income, Expenses \$3,636.93 = Profit \$4,351.47—

Unfortunately, James Kennedy didn't honour his donation as the major sponsor, so no income was received from him. He has now said he will contribute half of the \$500 initially promised but we have had no further update on this.

**Action:** Sarah Burns will contact him in regard to honouring his pledge.

- Abby's Kitchen - \$6.3k profit Jul 24 YTD.
- Uniform Pop Up - \$408 income Jul 24 YTD

### Upcoming events

- Father's Day stall - \$700 approved for prepurchasing
- Clothing sale event - Gail Allen – no budget requested at present until further planning has occurred.
- Colour Run – Caitlin Merritt – \$600 paid for coloured powder. Foam is due to be invoiced. \$699

**Please note:** There have been some adjustments to prior months' income and expenses Petty Cash had not yet been reconciled.

### Playground costs

- In July 2024, the P&C paid \$30k to school and \$22k (inc GST) to Nature Based Play. Total outstanding is \$8k.
- Independent safety check and improvements to the fort – PAID.
- The school covered the cost balance and separately contributed \$2,800 for fresh sand and mulch.
- \$13k in the bank account after playground payments were made.

### Other Business

**Motion** That the P&C acquire a Debit Card – there are some rules and restriction (see Attached). This could be used for purchasing for events and canteen to reduce out of pocket expenses. There is a limit of \$500 to be loaded to the card and a purchase limit of \$250. Can be kept in office to be signed in out. **Approved**

**Action:** Stacey to investigate any charges or costs associated with a Debit Card for our P&C bank account.

- There are lots of current charges and bank fees that are much higher than previous years  
**Action** Stacey to investigate.
- There is an additional WACSSO Insurance that we can purchase for the P&C. is this a viable option and is it needed.

**Action: Jo Twomey** to investigate cost and cover associated with this.

### **5.3. Canteen Report**

Linda Scrivens discussed the Canteen report outlining the following points

- The Term 2 revenue is \$10,661.60 taking into account the loss of power resulting in food loss and the cancellation of canteen that week.
- Menu pricing has been revised and updated on Qkr for some items due to increase in supplier costings.
- New GF chicken item to be added soon.
- One Sandwich press broke and has been replaced.
- Sign up working well – still need volunteers for recess and for certain weeks.  
**Action** – class reps to send out messages with details for volunteers.
- Linda has a change of job upcoming and is expecting to be unable to continue with her role as Canteen Coordinator. Christine has agreed to take on the role for the remainder of this year but will also be unable to continue next year due to employment and work commitments. We therefore need to consider the role for 2025 and whether this will remain as a volunteer role if we can fill it, or moving on to a paid position.

### **5.4. Recent events**

- *Crazy Sock Day* - Amy Marshall reported that this was easy to organise so would be good for any new volunteers that would like a small role. This simply involved lots of online posts which are organised by the social media team and also the organisation on QKR.
- *Frozen Friday* – very popular – lots of regular helpers back in term 4. Christine commented that it would be good to buddy up the students with an adult for future, but there was lots of support through students and volunteers.

### **5.5. Principal's Report**

Paul Fuller had just returned from leave and, as a result, did not submit a formal Principal's report. He thanked Vanessa Furlong for acting as Principal in his absence

Paul discussed the start of Code Camp and noted that there had been some teething problems as Code Camp staff got to know the school and its students. Paul indicated that the school was working proactively with Code Camp to ensure that these issues were addressed.

He also discussed the recent pyjama day to raise money for Fostering Hope. The school community raised \$616 which was topped up to \$1,000 by a very generous donation of \$384 by Mark from Reid, Wright and Co.

### **5.6. Playground Update** Caitlin Merritt

The playground is complete!

Positive feedback has been received from community including the use of the playground on weekends and after school.

Issue with monkey bars was reported and repaired. An annual inspection report has been recommended for the playground to also include the timber to be maintained and can be integrated into the existing policy for the other school playground equipment.

**Action** Caitlin to send details to Paul to discuss with gardener regarding inspections.

## 6. SCHOOL BOARD UPDATE

- Caitlin Merritt reported that the board met last week. The main topic of discussion was the New 3 year strategic plan. This consisted of talk relating to the community and relationships within school and also children's behaviour.
- Excellent results were recorded from the last plan with huge focus on Literacy and Numeracy.
- Now directing discussions around the next main big focus for the new plan. Discussion to broaden away from just academic focus. Working towards wholesome child and not just academia, while keeping standards and progress high, we can address the whole child through the arts and sports etc. creating a more holistic approach, giving all students opportunity to shine.
- There will be another board meeting for next term to discuss further work.
- Thanks were also given to the P&C for all the hard work and the success of the new playground.

## 7. GENERAL BUSINESS

### 7.1. Open business – ideas and suggestions

- *Cubby house* – Caitlin Merritt reported that lots of Lower School teachers have brought this to attention. Looks out of place, creates blind spot for teacher and parents. Suggestion from staff is to possibly take the walls down to create a mud kitchen with maybe dino prints on floor. Can it be repurposed or moved? This was a community project and we don't want to lose it, just make sure it is in the best possible location or can be used in a different way. Possibly curved mirrors suggested to see around the corners or a relocation. We need to investigate how it is built to see what the options are before any decision can be made.

**Action** – school investigate options then put to community.

- **Motion Running club** - Sarah has had lots of success with this and would like to add an award for the class with the most attendance or achievements. Paul has granted an extra half an hour extra play for class with most attendance.

**Approved**

- **Motion** Amy would like to introduce kids takeover for social media for a week – could include an ad for running club etc **Approved**

## 8. UPCOMING EVENTS CALENDAR – 2024

**8.1. Doggy doo doo day** – Amy Marshall – there is a recurring issue of dog faeces on the oval. Together as a community we can address the problem. The students will create posters. The question was raised whether the council will provide a bin. However it was noted that bins incur a fee from the council. Possibility to provide bags on a post.

Dalmain P&C have addressed the same issue and put a notice up.

**Action** Megan to discuss with her contact at Dalmain to find out what they did and if it works. Paul has already ordered signs.

## **8.2. Book week/fair** - Laura Holloway

- Book fair will arrive on Monday 19 August. Any support setting up welcome. Members volunteered as follows - Tues AM Caitlin, Tues PM Christine, Wed AM Linda, Wed PM – Megan
- The Book Fair will send an Eftpos machine but a cash float is needed.  
**Action** Stacey to organise \$100 cash float
- We have a credit to use at the fair as a booking bonus. Can be used as a prize for students. **Motion** the credit to be made as premiers reading challenge prize  
**Accepted Action** Paul Fuller to monitor and present on Tues 20<sup>th</sup> August at the values assembly. \$110 value of vouchers – 4X\$25 2 lower and 2 upper school students.

## **8.3. Father's Day stall - 27/8 (Kindy) and 30/8**

- Lorraine and Stacey have a list of products preordered.
- Volunteer required to run the stall on Tues 27/8 and 2 people on Friday 30/8 to replenish gifts.  
**Action** Linda to cover Tues. Caitlin, Megan and Christine to cover Friday.
- Lorraine to set up Monday in the assembly area. Default coffee voucher for students that have purchased but are absent. Arrangement that the stall is replenished so every class gets a choice without options running out.  
**Motion** That the P&C will cover any students that haven't pre-purchased a gift so no student is left out. **All approved**

## **8.4. Clothing sale event** - Gail Allen –

- Dress sale only to keep it simple. Planned as whole community event. Low resource event planned. To be run on school premises to reduce costs. Abi has organised mirrors and hangers and Change rooms.
- Need to advertise so people can donate dresses when we have a date confirmed .
- Drop off close to date of sale. Christine has volunteered her house to store items.
- Discussion what to do with leftover dresses – can be a one off event after school with all items reduced or a donation.

- Possible VIP pre - event in assembly hall on a Friday evening with a small fee ticket that includes a glass of wine with the main event the following day. Date to be determined – possibly 1<sup>st</sup> November and 2<sup>nd</sup> November

**Action** Abi to check availability of resources for dates.

#### **8.5. Athletics Carnival – 6/9/24**

- Canteen open for icecreams- Christine will run Teams as for frozen Fridays with a roster of adult and child.
- Coffee van with possibility of food options. No preorders through the P&C.
- Best dressed parent - Amy Marshall to coordinate.

**Action** Amy Soulsby/ Reid Wright and Co coffee van to be booked by Lorryne

#### **8.6. Colour Run - Caitlin Merritt**

- Water pressure tests for foam, party foam and colour ordered.
- Date to start fundraising to be included with next newsletter. Friday week 5.

**Motion** Prizes for best fundraising class. Free ice cream and extra play.

**Approved**

- **Motion** Colouring comp for iplay voucher suggested by Amy. **Approved**

New ideas needed for fundraising profits now that the playground is completed. School Community Survey to be created to find out which areas people would like to see fundraising used for next project.

**Action** – Survey to be included in newsletter and also social media PF and AM.

#### **8.7. World teacher day 25 oct**

This was a big success and very appreciated last year and the P&C would like to replicate a similar event where each class provides an item or plate to create a buffet for the teachers to enjoy during lunch and recess.

### **9. NEXT MEETING**

The next meeting date is confirmed for Monday 14/10/2024 @ 6:30pm

### **10. CLOSE**

The meeting was closed at 8.40pm and attendees were thanked for their participation.