

GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

Meeting Minutes

Wednesday 3 May 2023

General Meeting

ATTENDEES: Stacey Ollerenshaw, Christine Gosgrave, Jo Twomey, Tina Whinnen, Rita Tuohey, Lorraine Grullis, Megan Finkelde, Caitlin Merritt, Sarah Burns, Laura Holloway, , Em Yeatman, Linda Scrivens, Stacey Cain, Vanessa Furlong

APOLOGIES: Paul Fuller, Karen Haseldine, Tiesha McGill, Deanne Gray, Anna Lurie, Abi Jones, Katey O'Donovan, Amy Marshall, Cheryl Gill

1. MEETING OPENING & WELCOME

The President opened the meeting at 6.35pm and welcomed all new and existing Committee members.

2. RECORD OF ATTENDANCE

Taken.

3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

Meeting minutes dated 21 February 2023 were tabled.

Motion: That the minutes presented be accepted as a true and accurate record of that meeting. Motion was carried.

4. APPOINTMENTS

- The President, Lorraine Grullis, discussed that due to many of the Executive committee being new the P&C and to their roles, we are still unfamiliar with some of the WACCSO guidelines, and during our learning process we discovered an oversight that our current canteen managers were not financial members of the P&C. Unfortunately, this puts us in breach of our constitutional rights and needs to be rectified ASAP. In discussions with WACCSO on proper procedure, it was strongly suggested we create a subcommittee with the requirement and re-elect our canteen management team within that. An email was also sent to explain this situation and brief the current canteen managers. EY and LS have now become financial members of the P&C and are therefore welcome to apply.
- Vice President Sarah Burns thanked the canteen volunteers for all the great work they have done to keep the canteen running this term. We have realised this is not an easy job and with our newly appointed subcommittee, plan to make thing easier for volunteers The subcommittee will meet with exec members and have more autonomy within agreed written guidelines, generating more volunteers, working to simplify canteen processes, with clear roles and responsibilities and clear processes and duties.
- Caitlin Merritt, suggested casual volunteer time in canteen to be reduced to 2 hrs with specific roles to make volunteering more attractive

- Em Yeatman – ran through the current processes of different days and hours, currently 840 – 2 with a peak time of 11-1, when sandwich prep is required and sushi needs collecting.

LG – all ideas to be consolidated when subcommittee decided and meeting scheduled.

The President declared the position of the Canteen coordinators were vacant due to an oversight of the constitutional guidelines of WACSSO, and a call was made for nominations. The following was decided:

- Canteen Coordinator: Em Yeatman
- SIC: Linda Scrivens

The remaining subcommittee members will comprise of the existing members of the Executive Team

LG noted with appreciation all that Em and Linda have achieved within the roles already. It's a great opportunity to meet and support one another and assist with things previously discussed. Thank you and welcome to the P&C.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 CYBER SAFETY EVENT

- LG reiterated there is a definite need in the community to keep kids safe online.
- Vanessa Furlong commented that Paul Fuller has booked an event with safety for May 30, with the cost covered by the school. It will be advertised within the next week or so to Y6 parents first and then opened up for others to attend. This will possibly continue in coming years.
- In addition to this there is a Protective Behaviours event also upcoming before that.

5.2 NATURE PLAYGROUND

- LG raised that adjustments need making and Paul Fuller is making arrangements to extend grabber ropes as suggested by the community, in addition to tepee logs to be connected to the structure for safety and adding smaller lighter weight ones and possibly a canvas.
- Caitlin Merritt stated there was some confusion with previous discussion with Angus for the need to be accessible for all ages.
- VF mentioned there are early concerns about injuries with the nature playground and therefore the logs have been stored until a safer solution can be determined.
- Nature WA suggested we add our own smaller sticks to the structure.
- CM – our fundraising goal was hit very early, helped substantially by the P&C contributions. Community has reacted positively to having a clear goal for funding and therefore Stage 2 is completed.
 - Stage 3 will be later next year, when more fundraising has been achieved and we can now add new designs. A survey has been constructed to gather community information from all P&C members, with a plan to meet later in the year with Angus

and contribute more ideas. We are looking for a big Bang idea, with the hope that this stage will equal the same funding as stage 1 & 2 combined.

- Surveys were distributed to the P&C members to complete with their children's input.

5.3 P&C NOTICEBOARD

- Has been moved, but to outside Y2 classroom, rather than undercover area.
- **Action:** Vanessa is looking into why it was placed here rather than suggested location, possibly confusion?
- Suggestion made to put in newsletter to inform of new location as its not necessarily somewhere people may look.

6. CORRESPONDENCE

Canteen newsletter to be given to new canteen subcommittee.

Fundraising mail – to Lorryne

7. REPORTS

7.1 President's Report

The President, Lorryne Grullis, presents the Presidents Report.

- Lorryne relayed how excited and grateful she is for the opportunity that her new role presents, and how great it is to have a team with a new and varied skillset. She welcomes all feedback and offers support to wherever it is needed.
- Thanks to Laura Holloway for awesome fundraising with the Quiz night
- The President would like to introduce something new, and make meetings fun. Lorryne asked the committee members to check under chairs for an envelope. There will be one lucky winner picked at random from their chosen seat. Tina Whinnen was the winner of the envelope with cinema tickets.

SB – in order to explain the summary of P&C structure a diagram has been created, particularly for those new to P&C.

Copies distributed.

7.2 Treasurer's Report

The Treasurer, Tina Whinnen, submitted the Treasurer's & Income Reports (please see attached). Summarised the profits made at events and income made. Congratulations to Laura Holloway for the Quiz night, our most profitable single event. Laura to provide further details:

- Laura relayed that having the event as no alcohol sales enabled more spending on raffles and games and was less stressful so a big success.
- The table of scammed people got their money back.
- Easter raffle was more profitable than last year also.
- Mother's Day update at next meeting as still upcoming and money still coming in.
- Pop up uniform successful. Abi has also resolved the issue with Qkr uniform orders, what's available and how distributed.

- Dresses not popular with the students, not comfy, practical or profitable and we are actually at a loss.
- Suggestion that we return to Tudor for dresses – however we have a roll of fabric still so we profit is at a loss with this.
- Skorts suggestion was made – we could do a possible trial.
 - Action: Caitlin will check with dressmaker.
 - Vanessa check with Board as may need to also get their approval.
- WACCSO Affiliation and Insurance invoice due. Jo Twomey to monitor for incoming WACCSO invoice.
- Netball rings that were purchased have not been used as not practical and need to be sold. Tina is going to ask at the netball group she attends and Stacey Cain has shown interest. If not sold via these routes, will be advertised within the school community.

Christine made apologies and vacated the meeting at 7:22pm

7.3 Canteen Report

Em would like to get word out to parents again that the canteen is looking for volunteers and any expressions of interest to be directed to the canteen on Wednesdays. Discussion followed with the following points.

- Suggested a new structure that canteen supervisors to be onsite throughout the whole day and volunteers 10am- 1 pm
- Raised the need to have a backup plan for volunteers
- LS has made a list of all the roles and responsibilities of the canteen and will look through to see what can be delegated,
- Sarah has offered to collect Sushi for the next few weeks until organised.
- There is a need to reduce/simplify the menu and make some changes where necessary.
- Slinky apples discussed as not profitable and time consuming. Canteen happy to continue as usually preordered and children love them.
- Need to simplify the role for volunteers
- Nacho dippers removed as complaints and looking to remove things that haven't sold and what are successful and not. Profit vs time/effort.
- Coles/woollies delivery account suggested.
- There is a need for information and roles to be transferable to enable the canteen to continue to run smoothly in case of absence. Create a document for specific roles
- LS – suggested that volunteers that may need wvcc (ie grandparents) can be reimbursed once they have completed a few shifts

SB – much to discuss and need to meet and decide on guidelines.

Action: Sub – committee meeting to be scheduled to discuss the above issues that were raised and decide on guidelines to enable a smooth and efficient process for the running of the canteen.

- EY – raised problem with canteen fridge CM husband will look at it for repair.

7.4 Principal's Report

The Vice Principal, Vanessa Furlong, submitted the Principals Report in Paul Fuller's absence (please see attached).

- Vanessa Furlong discussed the report, welcoming all P&C members to the upcoming assembly and morning tea for P&C day on 19th May
- Nature Play stage 2 has been signed off
- The arborist report is available for viewing and recommended removal of some trees, which has already commenced and a suggestion was made to leave some branches for the nature play if possible.
- Following the meeting last week, solar panel installation is to be completed by EOY.

8. SCHOOL BOARD UPDATE

Nothing to report – next meeting is scheduled 24 May

9. UPCOMING EVENTS CALENDAR

9.1 FATHERING PROJECT

Shawn Twomey may be keen to run this and has spoken briefly with Paul in regards to how to get started. Jo Twomey asked for committee members to reach out to any dads to get involved. Caitlin will ask for expressions of interest to be put in the next newsletter.

9.2 BUNNINGS SAUSAGE SIZZLE

Thank you to Cheryl who is coordinating the sausage sizzle, but unwell so not at this meeting. The volunteer list has been filled and fat disposal organised with Bunnings.

9.3 ENTERTAINMENT BOOKS

- There was a payment made from them last December and we sold 3 books this year – Tina will look into this.
- Now runs from date of purchase for 12 months but for those who already had them they will be due to renew by end of May

Action: advertise the books on FB 2-3 weeks before school hols

9.4 MOTHERS / FATHERS DAY STALLS

Abi may need some additional support but mostly all done, she will let us know what is needed. Sales are still coming in.

9.5 DISCO

Thanks to Linda who is coordinating again in 2023, very successful last year so repeat with minor adjustments.

- Provisional date for Friday 10 November but not taking bookings until next financial year.
- Looking at letting Kindy in earlier to familiarise themselves with the room as less daunting and also quite late for the little ones
- \$2 pizza slice, killer pythons and chips for sale again
- Heroes and Villains theme

9.6 P & C day assembly and morning tea- 19 May

Discussed during Principals report,

- Children are welcome.
- LG to speak at assembly

9.7 COLOUR RUN /

Date proposed for last day of term 3, pending with PF approval as other events (x – country and interschool) need to be taken into consideration and dates not yet fixed.

9.8 BUSY BEE

Planned for last term but didn't occur, VF will discuss again with PF

- Many members are keen to participate again due to success of previous event and would like to see the gardens fixed up.

10. OTHER BUSINESS

Lorraine Grullis would like to introduce a new award: MOM – Member of the Moment

This one will be nominated by the President but in future meetings its open for others to nominate also.

- This award is to Laura Holloway. Thanks given for all the fundraising and organisation she has done for the Quiz night.

11. NEXT MEETING

The next meeting date was confirmed for Tuesday 25/7/2023 @ 6:30pm

Canteen subcommittee meeting – 25/5 @6:30pm location tbc

12. CLOSE

The meeting was closed at 8.17pm and attendees were thanked for their participation.