

GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

Meeting Minutes

Monday 19 February 2024

Annual General Meeting

1. MEETING OPENING & WELCOME

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

2. RECORD OF ATTENDANCE

ATTENDEES: Lorryne Grullis, Jo Twomey, Sarah Burns, Stacey Cain, Caitlin Merritt, Amy Marshall, Tina Whinnen, Megan Finkelde, Laura Holloway, Abi Jones, Linda Scrivens, Rachel Kemp

APOLOGIES: Paul Fuller, Vanessa Furlong, Christine Cosgrave,

- membership forms completed for new and current members – Jo Twomey

3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

Motion: That the minutes presented dated 28 November 2023 be accepted as a true and accurate record of that meeting. **Carried**

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. P&C mission statement – It was agreed that this should be a guiding statement to say what we are about. What we are and who we are and what we do.

Proposed new mission statement –

'The Goollelal Parents and Citizens (P&C) Association is a volunteer-run organisation of parents, community members and school staff, who are dedicated to creating a positive school experience for the children at Goollelal Primary School. Goollelal P&C raises funds to; deliver interventions and make purchases that facilitate the education of, and create a cohesive sense of community for the families and children attending Goollelal Primary School'

maybe needs condensing, rewording.

Action: JT to email the statement to the team to refine and feedback for publishing

Action : Also update website/fb page with canteen and exec members

4.2. Role of class rep definition and social media/communications –

Amy Marshall has developed a set of helpful guidelines defining the role and duties of a class rep which will be distributed to interested parties and advertised on the fb page for parents to nominate as class reps.

- The need to redefine the role comes from the change in communication through Class Dojo and online resources, meaning the need for class reps to relay information is now less necessary. The new role will be streamlined and procedural.
- Duties proposed – attend P&C meetings and liaise with other parents to feed into and back from meetings and events, create class chat groups, ask for specific support from class groups for events/activities when required. Relay relevant, timely information to the groups inclusive of, but not exclusively related to the P&C.
- There will be an intended hierarchy for requests from the P&C from a delegated group leader to avoid repeated info. Sarah Burns has accepted the responsibility of Class Rep leader and will relay any relevant information from the P&C to the class reps to be shared within their groups.
- Possibility of online link for people to join future meetings as not always possible to make it in person.

Action : all reach out through class chats for any reps – report to Jo Twomey and Sarah Burns with new Class rep details for record.

5. REPORTS

5.1. President's Report

Lorrayne – including points throughout meeting – no official report

5.2. Presentation of Solvency Declaration

Motion to be carried: Approved

5.3. Treasurer's Report

- Tina Whinnen submitted the treasurers report and income reports (see attached)
- Edu-Dance 12 days of Xmas Raffle – Made a profit of \$3.9K. In previous years this raffle has collected around \$1.4K. Very successful in 2023 due to the great prizes and different format of raffle
- Goolly Woolly – Paid for 300 Beanie's @ \$10 each in 2023 plus postage of \$100. Have sold 28 to date (as at 8th Feb) for \$20 each.
- 40k in bank account ready for final stage of playground
- Handover of the Treasurers to Stacey Cain is completed
- Financials sent to Chris Quelch on 8 Jan,

Action : Stacey Cain to follow up on progress with Chris Quelch at end of Feb

A huge thank you to Tina Whinnen for all her hard work as the treasurer. A gift of flowers was presented to Tina to thank her for all her time and efforts with the P&C..

5.4. Canteen Report

- Linda Scrivens reported on the trialling of new recess times. Lunch 2 hrs earlier, gone well so far but volunteers are needed. 9-1130 recess 130-2pm. Roles will be divided into 'Food prep' for people that have done the Food Safety course and preparing drinks etc for more casual volunteers that haven't completed the course.
- Trialling for Browns products, feedback to come following trial.
- Ongoing Training courses will be necessary to maintain procedures. Possibility of a paid role to be considered. Paperwork needed for the role needs to be done by a regular volunteer or subcommittee member.

Action: call out for volunteers for 6th and 13th March am and pm. **Sarah Burns** to follow up

5.5. Recent events

5.5.1. Welcome Picnic – successful event (not intended as fundraising but a welcome to new families), appreciation for Caitlin for all her hard work organising.

5.5.2. Edudance – fundraising discussed during Treasurers report. Potential of stage for future events but would have to learn and practice on stage. Tabled

5.5.3. Frozen Friday – replacing chilling Tuesday, very successful, profitable as community is purchasing, not just students. Cash and card simplifies process rather than QKR orders that need to be matched up. To continue with additional volunteers stepping in.

5.6. Principal's Report

Paul Fuller submitted the Principals Report (**attached**) outlining the following key points:

- Quality of air-conditioning has been addressed and in some classes upgrades have been authorised, while others are continued to be petitioned for upgrades to the Department of Education and Finance.
- The new Positive Behaviour Plan is now in effect with the rules 'ready, respectful and safe' as the key approaches.
- The new timetable trial is in effect with some positive feedback and outcomes already. Further feedback will be sought later in the term.

5.7. Playground Update Caitlin Merritt

- Plans were presented to the members outlining options for the Stage 3. Lots of community feedback has been sought with many requests for a slide. The options for the different play elements are interchangeable so there is not yet a definitive set plan and a vote is to be conducted for decisions on final elements. However the budget needs to match our funds so not every option will be feasible and we are waiting on final figures from the construction company. Plans will be presented to the community with the option to vote on variables.

- Proposal was made to move some of the rocks that are already in place outside TA4, feedback is that they are restricting access – these were purchased by the school so need to check with PF.
- A visual progress chart needs to be created of funds raised and required to share with the students and community to see how we are tracking towards our goal.

Action: to film a video session of children requesting which playground items they would most prefer.

Action : Share plans with community and students to gain feedback

- end of term 1 to be finalised - **Caitlin Merritt**

Action : Visual progress chart **Stacey Cain**

6. SCHOOL BOARD UPDATE

Caitlin Merritt explained this a big year for school board. Once every 3 years there is a new strategic plan for school and this is new planning year.

There has been a much needed Literacy and numeracy focus for last 3 years- tracking progress which has seen great results in progress and was presented in the school newsletter. We are still not top 'academic' performing school, however the question was raised whether academia should be our sole focus or are parents looking for a more well-rounded school – where sports and nurturing and the Arts hold equal value? The board is looking for feedback for the next strategic plan.

Current plan is on the school website for all to read and thoughts are requested for community feedback to the board.

7. ELECTIONS

P&C Office Bearers and Canteen Coordinators were elected at the previous meeting due to new canteen legislations and courses needing to be in place before the start of the year and to allow a smooth start to 2024.

8. APPOINTMENTS

The following positions were discussed and filled within the meeting

8.1. Appointment of review/auditor, - **Kirsty Trzcinski**

8.2. Fundraising Coordinator, - **Caitlin Merritt**, in addition to individual events co-ordinators

8.3. School board representative, **Caitlin Merritt**

8.4. Social media/engagement representative - **Amy Marshall** with **Rachel Kemp** supporting

- We need to ensure the community see all the posts. Amy discussed various types of posts that are created and needed and introduced the idea of scheduling posts which should be planned, organised and premade.

Action: Future posts or information will be sent to Amy for scheduled publishing.

8.5. Delegates to the annual WACSSO conference to be filled

9. GENERAL BUSINESS

9.1. Annual calendar of events and activities was presented and edited (**attached**)

Resolution: that the events and dates presented be accepted. **Carried**

9.2. Open business – ideas and suggestions

- None presented

10. UPCOMING EVENTS CALENDAR - 2024

10.1. **Frozen Fridays**- discussed earlier

10.2. **Dads camp out 22/3 Shawn Twomey**

- Suggested having the tents around the outside of the oval, allowing for sports and activities in the centre. Arriving from 4:30pm onwards.
- Evening meal: option to BYO or pre orders of Pizza – Woodvale Pizza was suggested.
- A \$5 fee per person on QKR will give an indication of numbers to include a bacon roll for breakfast (veg option also)
- Coffee van for the morning
- Volunteers needed for organisation on Friday and BBQ on Sat
- Possibility of insurance needed, will need to check with PF

Action: create a flyer for event – Shawn T to AM for approval and distribution

Action: create a QKR event

Action: contact Pizza and coffee (check with Amy Soulsby) for availability

Motion : Budget of \$750 requested for supplies and costings : **Approved**

10.3. **Easter Raffle** – request for support to Caitlin for wrapping etc MeganF StaceyC and SarahB volunteered. Prizes will be chocolates and wine

Action: call out for donations of wine, chocolates and baskets – flyer (**CM**)

Motion : Budget of \$500 requested for supplies not donated **approved**

10.4. **Family fiesta** – alternating with disco – community event sideshow alley pop up bar. It was agreed this event should be tabled for another year due to sundowner event being similar.

10.5. **Movie night**

Action : Check costs and availability with Galaxy drive in for Sat 20 April – **LG**

10.6. **Crazy sock day** – Amy M will organise - Tues 11 June

10.7. **Pottery and prosecco** – possible booking 16/8 - \$100 – Consensus is that it's probably too costly – LG is looking into options.

10.8. Mother day

Lorrayne Grullis – JC to email catalogues

Motion : request of budget of \$800 to purchase gifts **Approved**

11. NEXT MEETING

The next meeting date is confirmed for Tuesday 23/4/2024 @ 6:30pm

12. CLOSE

The meeting was closed at 9.12pm and attendees were thanked for their participation.