

GOOLLELAL PRIMARY SCHOOL P&C ASSOCIATION

Meeting Minutes

Tuesday 23 April 2024

General Meeting

1. MEETING OPENING & WELCOME

The President opened the meeting at 6.37pm 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, Laura Holloway, Paul Fuller, Christine Cosgrave, Kate Wheatley, Gail Allen, Andrea Cassidy, Niamh Sherlock, Abi Jones, (Linda Scrivens joined as phone call to discuss Canteen report)

APOLOGIES: Megan Finkelde, Linda Scrivens, Vanessa Furlong, Rachel Kemp,

- membership forms given to new members – Jo Twomey

3. CONFIRMATION OF PREVIOUS MEETING'S MINUTES

Motion: That the minutes presented dated 19 February 2024 be accepted as a true and accurate record of that meeting. **Carried**

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. *P&C mission statement.*

After feedback, the amended statement is as follows

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. The P&C organises and facilitates events and fund-raising initiatives to enhance student education and promote a sense of belonging in the Goollelal community.

Motion: Proposed amendments to the mission statement to be accepted. **Carried**

4.2. *Social media review*

- LG – reported that we have had a really positive response to the recent social media posts and a lot more community engagement thanks to Amy Marshall for all her efforts in developing a more engaging Facebook page for the P&C.
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- Amy Marshall reported that Term 1 had 500 followers, although the main aim is to increase engagement rather than numbers we aim to also increase number by 100. Statistics show 9 unfollowed and 23 new followers. 81% female so aim to increase male to 30% by including more male focused content.
- Suggestion of a 'Like and follow' competition to increase fundraising and volunteer capacity. Voucher from Kapture as prize.
- Top performers include: nature playground, welcome picnic post, Easter raffle, Goolly Woolly and cheese video for the P&C meeting. Audience have responded well to humour and familiar faces.
- The aim for class reps is not to relay all posts with classes as we want people to read and respond to the actual posts. The suggestion was made that we share a link to the post instead so people can read and respond themselves and not just repeating information.
- Amy reported that the role of social media rep and scheduling posts is working well but needs support and ways to share the load. Event coordinators and leaders can assist by being proactive in getting posts or information to Amy Monday to Friday during school term only.
- Reports of less canteen messages on social media but still needs a more streamlined process as reports are going to office and also P&C email meaning they are often replicated,

Action : Assistance and support needed for the role of Social media rep.

Resolution: Laura volunteered to create posts to help Amy. Kate offered assistance and support also as she works in community engagement.

Action: canteen order issues need to be a more streamlined process.

Resolution: Christine/Jo to discuss procedure with Jane.

5. REPORTS

5.1. President's Report

Lorraine Grullis noted her awareness of the current and ongoing workload for the current P&C members, and would like to work together to expand the team with new members and more community engagement. There is a need to ensure a good balance without overloading, and LG encouraged team member to invite friends, allowing us to delegate smaller roles and discuss with people about ways they can get involved.

Necessity to have more people on board to maintain levels, or do less things but well to achieve quality over quantity and still achieve results.

- Chilli Farms have selected Goollelal P&C as their fundraiser this year thanks to Caitlin's application. CM has put forward our fundraising plans to them and been selected for their generous donation.
- LG has created a letter aimed at gaining sponsorships, outlining our main fundraising events and goals and sent to over 400 companies. Among the responses Jessica Stojkovski has volunteered her support. Suggestions from the team of what this could be. Ideas submitted include: raffle drawer if she donates to raffle, official opening for playground if she fills remaining funds owing for completion.

Action: Lorraine to discuss with Jessica S ways that she can support us and possible opening of finalised playground.

5.2. Treasurer's Report

Stacey Cain submitted the Treasurers report (attached) outlining the following:

- Dads Campout –**profit \$430.20 raised after expenses.**
- Goolly Woolly –have recouped 49.7% of costs YTD.
- Easter Raffle: profit of \$1,507
- Mothers Day Stall – Upcoming in May – expense Mar24 - YTD \$370.80
- Abby's Kitchen - \$2.5k profit Mar24 YTD. Slightly up by \$200 on the same period last year.
- Frozen Fridays - \$747.10 Mar24 YTD, this doesn't include cash sales. 2023 full year was \$723.65.
- Uniform Pop Up - \$263 collected Mar24 YTD. This is 62% of prior year collections.
- The P&C profit Mar24 YTD is \$9,284.
- PC contributions \$4200
- Care for kids generously donated \$5k for nature playground

5.3. Canteen Report

Linda Scrivens submitted the Canteen report(attached) outlining the following points

- Food safety – LS and CC completed training and discussions with Joondalup City Council reviewing if everyone volunteering regularly needs to be trained.
- Timeable - higher workload needs min of 3 people for each session, with the change in session need to put a cap on incentives. Plenty of volunteers for recess. Kate queried if there could be an alternative incentive to kids that don't eat canteen – credit for P&C suggested. This will be discussed with Canteen Sub-committee.
Proposal :30 mins recess session- no incentive necessary and lunch item up to \$5 per child for lunch shift. **Accepted**

- Volunteers – need for volunteers in advance and regular volunteers – creating online timetable – send messages through the reps.

Action - Create sign up and send out links for this term - **Linda Scrivens**

- Browns dairy – more reliable than purchasing from shops – continue for term 2.
- Frozen Fridays, very successful, to continue until sales die down when weather changes.

Motion - \$800 petty cash requested for frozen Friday terms – **Approved**

Motion – canteen subcommittee to self manage pricing for menu due to cost of food rising – **carried**

- Reminder that items borrowed from canteen for events to be left as found and clean.

5.4. Recent events

Dad's camp out, Easter Raffle, Frozen Friday - profits or all events discussed previously, no issues to report.

5.5. Principal's Report

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

- Air con – approved upgrade for senior block.
- Visit from the Premier, full of praise for Goollelal Primary School.
- Nature playground – Acknowledgement of support from Care for Kids generous donation of \$5k of which we are very grateful.
- Stop work meeting – appreciation of support from parents and community
- Edudance concert – alternative venue difficult to find and current venue not ideal. Would like to establish a working party to brainstorm ideas and options.
- P&C day – 24th May – An invitation to all P&C members to meet at the school at 9am for a morning tea.

5.6. Playground Update Caitlin Merritt

- Ideas presented for Nature Play that meet our budget – met with children and informed community of consultation process, video was created and voting was carried out to ensure inclusivity. Most popular choices were Timber fort with slide, mini-monkey bars, tunnel and balancing ropes, which are included in addition to some other elements voted in and the new plan was presented. Movement of boulders outside TA3 approved. \$8k fundraising remaining to meet our target and the budget given.

Motion: that the school will front the money P&C commit to pay back by the end of the year: **Approved**

- Official opening event suggested, and will be discussed when dates are approved for completion.

6. SCHOOL BOARD UPDATE

Caitlin Merritt – not met since last meeting – 3 year plan as discussed in last meeting and will be looking for input.

7. GENERAL BUSINESS

7.1. Open business – ideas and suggestions

Gail Allen – idea proposed of a dress sale where everyone donate an item of clothing and hold an event to sell. To be run on school grounds. Idea was positively received and suggested a team to organise with Laura and Gail, with possibly Abi. Dates and details to be discussed at next meeting.

8. UPCOMING EVENTS CALENDAR - 2024

8.1. Frozen Fridays- to be continued until further notice.

8.2. Musical Bingo– Sarah Burns –

- Warwick Community Hall (venue great cost) booked for 22nd June. Max 150 pax - min 100.
- We have a host booked for \$550, need to source a speaker and music after finish.
- Licensed event, Sarah has a friend that will be an approved manager for the night- free tix as incentive. Sell wine by the bottle so no need for measures and BYO drinking vessels. Beer and Premixed also. Possibly Jelly Shots. Christine has volunteered an extra fridge. Kate's brother manages BWS so she will enquire for deals,
- Decorations – disco balls and some things in canteen, possibly lighting.
- Linda S – grazing boxes – need someone to deliver
- Simple games as fundraisers(volunteers free tix) –Lorrayne has sent emails for donations for prizes. Are there any businesses within school community that can support.

Action –display a screen to thank sponsors -**Caitlin to supply projector**

Motion: cost of tix \$30 and early bird \$25

Motion: Budget to be approved by Exec Team when SB has checked current stock

Approved

8.3. Mothers day Stall – Lorrayne Grullis –

All gifts now purchased. Tix live on Qkr! for \$5

Many thanks to Carol Saville for sponsoring a coffee van for mums free coffee.

Motion: Proposal of date change to Wed 8th and Thurs 9th. Approved

8.4. Crazy sock day – Amy M - Tues 11 June - Amy will advertise – CM suggested home-made sock prize. Iplay prize

Motion : date change 12/6 **approved**

9. NEXT MEETING

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

10. CLOSE

The meeting was closed at 8.21pm and attendees were thanked for their participation.