

P&C General Meeting Minutes

Date	13 th of March 2024	Minutes Taken by: Victoria Davison (Secretary)
Location	Gainsborough State School Executive Services Building	
Meeting Opened	Time: 5:03pm	Name: Rhiane Sherriff (President)
1a. Attendance:	Numbers: 12 Victoria Davison (Secretary), Rhiane Sherriff (President), Nicole Pryor, Leah Stanger, Hannah Weinthal, Clay McCann, Gaylene Oppermann (Treasurer), Kelly Ready, Craig Tulczyn (Vice President), Kaylie Mason, Madison Robertson, Rachael Blond. Online – Sara Sullivan	
1b. Apologies:	Kat Tulczyn, Olivia Ross	
2. Adoption of previous minutes:	Confirmation of the minutes of the previous meeting dated: 8 th of November 2023 Resolutions: that the minutes of the meeting, dated 8 th of November 2023, as distributed be accepted as a true and correct record. – Gaylene brought up some spelling issues and has gone back over to correct. Motion to amend spelling errors from 8 th of November Rhiane Sherriff tabled: Seconded by Kelly Ready All in Favour: YES	
3. Business arising from the Minutes:	No other business arising from November 8th, 2024, minutes	
4. Correspondence:	4. Inward: 8th of November 2023 – 13th of March 2024 <ul style="list-style-type: none"> a. Disco Steve – Confirmation and Invoice of \$849.60 – Rhiane Sherriff b. Biana Moroson School Fundraising Colour Run Invoice \$16,678.09 c. Bianca Moroson School Fundraising Colour Run- wanting to book a date for 2024 -tentative 8/11/2024. d. P&C QLD - P&C State Conference Part funded Registrations now open- Rhiane Sherriff e. Katrina Marteene Special Day Wholesale- Mothers and Father’s Day stalls/ gifts – Rhiane Sherriff f. GCCC Payment Remittance for AST \$4100 – Rhiane / Gaylene g. 2024 Annual P&C Membership & Insurance Renewal - \$2,569.89 - Gaylene 4. Outward: 8th November 2023 – 13th of March 2024 <ul style="list-style-type: none"> a. enquiry and further correspondence with Disco Steve – Rhiane Sherriff 	

	<ul style="list-style-type: none"> b. P&C Compliance package sent – Gaylene Oppermann c. Signed Audit Compliance Report sent to Ferrari Warner – Gaylene Oppermann 																
<p>5. Business arising from the Correspondence:</p>	<p>4a.i Resolution:</p> <ul style="list-style-type: none"> a. Email Trail to discuss \$4100 GCCC remittance notice for Active School Travel – Gaylene to provide to P&C <p>4b. ii Resolution – That:</p> <ul style="list-style-type: none"> a. Following up with Disco Steve finalising a disco date. Or sourcing another DJ. 																
<p>6. Table Executive Committee Decisions (if any)</p>	<p>Committee Decision Discussed and Approved:</p> <ul style="list-style-type: none"> a. Tabling to make payments for P&C insurance \$2,596.89 and Ferrari Warner Audit \$600 b. Transfer of \$15,000 from P&C to GSS Account (grant received for refrigerated bubblers) c. General Meeting Dates – Circulation on Seesaw/Printout – Kelly happy to send out. <p>All in favour YES</p>																
<p>7. Treasurers Report:</p>	<table border="1" data-bbox="582 981 2094 1125"> <thead> <tr> <th>November 2023</th> <th>December 2023</th> <th>January 2024</th> <th>February 2024</th> </tr> </thead> <tbody> <tr> <td>Expenses: \$15,362.83</td> <td>Expenses: \$17,489.48</td> <td>Expenses: \$140.00</td> <td>Expenses: \$7,275.00</td> </tr> <tr> <td>Deposits: \$27,208.26</td> <td>Deposits: \$0</td> <td>Deposits: \$3,265.00</td> <td>Deposits: \$4,150.00</td> </tr> <tr> <td>Bank Balance: \$74,110.73</td> <td>Bank Balance: \$56,621.25</td> <td>Bank Balance: \$59,746.25</td> <td>Bank Balance: \$56,621.25</td> </tr> </tbody> </table> <p>Discussion:</p> <p>The deposits received in the previous months relate to Disco entrance fees, Containers for change monies collected, donations from Michael Crandon, Just Giving Australia, Sandhurst trustee and Money from Glow Stick Stall at the Diwali festival as well as Gold Coin donations and a Gold Coast City council payment. Since the last meeting, we had a donation from the Nasho’s Family \$3000 – to the school which paid for tiles- Gaylene raised a P.O for Labour. We had a Parent incorrectly send money for an iPad, which was returned to the school. And an incorrect payment received from the Gold Coast City Council for \$4100 that was meant to be paid directly to the school, Gaylene has been dealing with this issue to return the funds, for them to be paid back to Gainsborough State School. A true copy of the Treasurer’s report is attached to these minutes.</p>	November 2023	December 2023	January 2024	February 2024	Expenses: \$15,362.83	Expenses: \$17,489.48	Expenses: \$140.00	Expenses: \$7,275.00	Deposits: \$27,208.26	Deposits: \$0	Deposits: \$3,265.00	Deposits: \$4,150.00	Bank Balance: \$74,110.73	Bank Balance: \$56,621.25	Bank Balance: \$59,746.25	Bank Balance: \$56,621.25
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	<p>I Gaylene Oppermann (Treasurer) Move that the \$15,000 grant be transferred to the school for payment of the chilled bubblers. And that the \$4100 Payment and \$50 payments made into the P&C account instead of the school account be returned. Seconded: Rhiane Sherriff All in favour: YES</p> <p>I Gaylene Oppermann (Treasurer) move that the Treasurer’s report be tabled and adopted. Copies of reconciliations provided to both School and Secretary for records. Seconded By: Rhiane Sherriff (President) All in Favour - YES</p>
<p>8. Other Reports</p> <p>8a. Fundraising Event pre-planning</p> <p>b. Round table on events & additions:</p>	<p>Discussion: Proposal of Event/Fundraising Calendar</p> <p>a. Rhiane proposes event types for this year’s fundraising calendar. Asking for input from the school around school run activity dates. Proposed Events: Bunnings BBQs (1-2 depending on availability), State Election BBQ, Pie and Party sock drive, Mother’s Day stall, Father’s Day stall, Colour run and Disco. Tabled if disco would be better if handed to student council to run, also keeping costs down. Kelly Ready happy to get student leaders involved, Hannah Weinthal suggests P&C run as it will help cover costs and keep consistency. Sara Sullivan – suggests finding a different ticketing app/choice, as the direct deposits were difficult to track. Other issues arising – payment cut off dates.</p> <p>Resolution: Craig Tulczyn – going to investigate ticketing app costs – Event Brite or Rally up. Pre-paid tickets – will get food with entrance. Post cutoff date purchases will not. P&C will run disco again with help of student leaders and volunteers.</p> <p>a.2 - Disco to be held in term 4. Term 4 is an 11-week term, Clay has asked to not run a disco on week 10 or 11 as they are already busy, and teachers are not to work outside of their rostered hours as it is an extended term.</p> <p>b. Fundraising Events Discussed.</p> <p>Event: Mother’s Day Stall & Breakfast Event Date: 8th – 10th May 2024</p> <p>The Mother’s Day stall will be run over 3 days as per last year (Wednesday, Thursday, and Friday). Setup to be done on Tuesday afternoon. School admin staff members to separate the gifts into 3 groups. P&C will arrange advertising over the coming weeks including a link for volunteers to assist with the stall. It will be cash only. Senior/junior buddy system will be implemented again and the timetable to be sent out in the week prior to the event through see saw. The Mother’s Day Breakfast will commence at 7am in the hall on the 10th of May. P&C team is working on donations for this event and will report back to the executive</p>

committee before the next general meeting. The food this year will consist of a breakfast box which is being organised by Rhiane Sherriff (President) A cost estimate of \$15 per box is being worked towards however Rhiane will seek confirmation from the executive committee on this before the next general meeting. A tea and coffee station will need to be set up with the urn being provided from Bec (from the tuckshop) as well as seeking a donation for a dessert item. YMCA has been asked to provide some baked goods, which has been Accepted by Caitlyn and Maddison.

Resolution: Gaylene will purchase gifts in the coming week. Confirmation of the breakfast/food menu and budget to be determined. Purchasing of the breakfast boxes to commence.

Event Discussed: Disco – P&C run.

Event Date: Tentatively booked for November 27th, 2024.

Term 4 is an 11-week term, Clay has asked to not run a disco on week 10 or 11 as they are already busy, and teachers are not to work outside of their rostered hours.

Resolution: Await further communication with Disco Steve. Further investigation into ticketing options – Craig has volunteered to look further into Event Brite and Rally Up as options.

Event: Bunnings BBQ(s)

Event Date: Next One –TBA June/July, maybe a second in Sept/Oct.

The last Bunnings BBQ was very successful, and we look forward to another one towards the end of Term 2 or possible Term 3. Volunteer parents will be required again, we will look at sending out a volunteer sign-up sheet as soon as we know the dates of availability. We have a better idea of the amount of food required for the day based on the last event.

Resolution: More planning to happen for this event in the coming meetings. Confirmation will be required on order quantities. Parent volunteers needed for the day.

Event: State Election BBQ

Event Date: TBA (possibly October 26th, 2024)

BBQ worked well in previous years, set up at the exit of the polling station.

Resolution: More planning to happen once State election dates confirmed. Confirmation on order quantities and Parent volunteers for the day.

	<p>Event: Father’s Day Stalls and Breakfast Event Date: Tuesday, Wednesday, and Thursday August 27th-29th Everyone really enjoyed the breakfast stall last year. Will keep to the same menu, making sure we have 2 working BBQ’s this year. And enough volunteers to help with cooking. Craig did suggest a box as well, as it was hard to hold a donut and breakfast burger as well as carry around a drink. Resolution: purchase more boxes for Father’s Day brekky. More volunteers required to ensure a smooth event.</p> <p>c.Round Table of other potentially events anyone would like to see: Kelly -Music bingo or Trivia night, Maddison (YMCA) – Krispy Kreme Donuts, Rhiane- Chocolate Drive, Rhiane – PJ Day. Resolutions: Chocolate drive is not cost effective, as you can purchase chocolate cheaper elsewhere. Will consider adding a Trivia/Bingo needs further investigation and discussions. PJ Day – will be a student council run event this year.</p> <p>d.Hannah Weinthal – Requesting P&C funding to subsidise the cost of the “Ditto Show” put on by Brave Hearts. Would like to see 50% P&C funding to keep the cost low for families. Resolutions: Can be tabled at next meeting.</p> <p>e.Gaylene Oppermann– Feedback on Mother’s Day stall items was good from last year. Gaylene has asked Rhiane to check inventory levels prior to putting in a new order. Due to an increase in Student cohort this year we would like to up the spend on Mother’s Day gift items.</p> <p>I, Gaylene Oppermann (Treasurer) Move that we increase this year’s spend on Mother’s Day, as we have had an increase in student numbers. I am seeking approval to spend and requesting an increase from last years \$2500 to \$3500. Seconded by: Rhiane Sherriff (President) All in Favour: YES</p>
<p>c. Principals Report:</p>	<p>Current Student Numbers: 748 Bank Balance: \$573,826.15</p> <p>Key Notes: Diwali Day 2024: Date for Diwali Day event has been issued – Saturday October 12th, 2024. With the event being held at Pimpama State Secondary College. We will cross advertise and run a Glow Stick Stall in support.</p>

Head 2 Health: H2HK-Q will be working from the southern end of the resource centre to assist families in (initially school refusal). QLD Health staff will comprise of an OT, Snr Social Worker, Psychologist and Family Therapist. Will initially be a trial for 9 months (approx.) with precinct P Primary Schools – PSPC, PSS, PCSS and GSS.

Staffing: Big welcome to new staff members. Chloe Killingsworth – Prep, Kristy Gray, Nic Jackson, Kirra Murphy Yr. 1, Darcy Evans Yr. 2, Cara Nelmes Yr. 3, Ben Cooper Yr. 6, Tracey Misa (prep), Kelli Prosser, Shannon O’Hearn as teacher aides and Olivia Ross as Head of Inclusion. Bec Torre is a new addition to our office personnel in the position of student services.

New Cold-Water Bubblers: Obtained from the stronger communities Grant from 2023 – will be installed in the main undercover area by the end of this term. Water will be chilled and allow for bottle fill up as well as straight from fountain drinking.

Congrats to Cross Country: Congrats to Simon and his team of helpers on the day. Well-done to all the children in all year levels. An outstanding turn out of parents as well with some very positive feedback received.

Religion at GSS: Religion has started at GSS – as of Friday 1st March. Please note that if you would like your child to not participate, we will need to be notified in writing.

AIP Review: The new AIP and outcomes for 2024 are being presented. Please see attached PDF for proposal.

Congrats to Matt: Well-Done to Matt Miles – who has been successful in winning a position of STEAM teacher at Mudgeeraba Creek State School. The position is for the rest of semester 1 – possibility that Matt returns to GSS at the end of term 2 – but is dependant on position continuing at MCSS.

YMCA Brekky: YMCA have been working with us to provide a healthy breakfast to all of those who want or need it. The program is being coordinated by both Stacey and Ben. More news on this free community service will come out shortly.

Excursions:

- Deadly Choices Program (Yr4-6): Various dates in T1
- Gala Sports Days (Yr5-6): Various dates in T2 and T3
- Instrumental Fanfare Heat (various students): 21st May 2024
- Year 5 Bus IT (Yr. 5): 27th May 2024
- Emu Gully Camp (Yr. 5-6): 14-16 August 2024
- Bike Safety (Yr. 4): 18-22 March 2024

A true copy of the Principals Report is attached to these minutes.

Principal Report Tabled and Adopted by: Clay McCann

Seconded By: Craig Tulczyn (Vice President)

All in Favour - YES

9. Motions on Notice (If any)	No Motions on Notice for this meeting.
10. General Business	<p>Staff/Student Protection Documents previously adopted at AGM – must do every 12 months. Purpose is to protect the children. GSS P&C Association Student Protection Risk Management Strategy All P&C members must under-go training every 12 months to be carried out by Principal. Must follow P&C code of conduct. Clay McCann walked all members in attendance through policy and procedures as per guidelines.</p> <p>Resolution: Clay has run through all the documentation, making the P&C team fully aware of their roles in keeping students and the community safe.</p> <p>A true copy of the Policy Documentation as been attached as a PDF file.</p> <p>Annual Implementation Plan (AIP) – tabling Brisbane standards. Excellence, Innovation, and Insight. Overview of GSS' standards and implementation of helpful new programs. AIP is focused more so around – READING, MULTI TIERED SYSTEM OF SUPPORT, MAKING CIRRICULUM ACCESSIBLE. Outlining strategies and actions towards each of those goals.</p> <p>Resolution: GSS marked and evaluated on High Standards, Clay states GSS is getting good results. Clay Adopting AIP - 2nd by Rhiane and Kelly</p>
11. Application for Membership & Recording of New Members	<p>I Victoria Davison (Secretary) motion that: 1 new membership application has been received to be recorded in the membership register. 1. Hannah Weinthal</p> <p>Seconded By: Rhiane Sherriff (President) All in Favour - YES</p>
Date of the Next Meeting	<p>GENERAL MEETING Day: Wednesday Date: 17th April Time: 5:00pm</p>
Meeting Closed:	Time: 6:24pm

CONFIRMATION OF MINUTES

Chair Name:

Date:



Signature:

Position: