

P&C General Meeting Minutes

Date	19 th April 2023	Minutes Taken by: Rhiane Sherriff (Secretary)
Location	Gainsborough State School Executive Services Building	
Meeting Opened	Time: 5:07pm	Name: Sara Sullivan (President)
1a. Attendance:	Numbers: 12	Sara Sullivan (President), Gaylene Oppermann (Treasurer), Rhiane Sherriff (Secretary), Leah Stanger, Craig Tulaczyn, Shannon Ohearn (YMCA), Caitlin Smith (YMCA), Rachael Blond, Kelly Ready, Katye Crompton, Aleisha Veovodin Online - Sally Ladd
1b. Apologies:	Clay McCann (Principal), Kylie Haselam, Mel Newman, Kasi Hurley (Vice President), Kat Tulaczyn	
2. Adoption of previous minutes:	Confirmation of the minutes of the previous meeting dated: 7 th March 2023 Resolutions: that the minutes of the meeting, dated 7 th March, as distributed be accepted as a true and correct record. Motion to table and adopt minutes from 7 th March – Sara tabled and Craig seconded.	
3. Business arising from the Minutes:	No Business arising from previous minutes outside fundraising events for 2023	
4. Correspondence:	<p>4a. Inward: 7th March 2023 – 19th April Craig Tulaczyn – Donation offered for a set of professional knives P&C QLD - P&C State Conference Part funded Registrations now open</p> <p>4b. Outward: 7th March 2023 – 19th April Gaylene Oppermann – motion to table that the Compliance Report has been sent to the South East Regional Office for last year’s audit and notification of this year’s office bearers. Gaylene tabled and Aleisha seconded.</p>	
5. Business arising from the Correspondence:	<p>4a.i Resolution:</p> <p>a. Craig Tulaczyn – Donation of knives accepted by the P&C and thanks given direct to Craig at the GM (present). b. P&C QLD State Conference – To be discussed again at the next GM when Kasi Hurley is present. General consensus however is that this is we are still a relatively new school; P&C funds are limited and it not</p>	

	<p>necessarily appropriate for our P&C being purely fundraising.</p> <p>4b.ii Resolution – That: No business arising for outward mail.</p>
<p>6. Table Executive Committee Decisions (if any)</p>	<p>Committee Decision Discussed and Approved:</p> <p>There were no decisions made by the executive committee to be tabled at this general meeting.</p> <p>All in favour YES</p>
<p>7. Treasurers Report:</p>	<p>March 2023 Expenses: \$4,942.35 Deposits: \$2,563.30 Bank Balance: \$6,588.10</p> <p>Discussion: The only deposits received in the month relate to the Bunnings Sausage Sizzle. Final Mother’s Day Stall items have been purchased. Reimbursements were also made in relation to the sausage sizzle expenses. Since the last meeting, Sara Sullivan purchased the Harmony Day banner from Vista print for (\$300.78) and an invoice for \$660 for the Riding for Disabled (funded by a Lion’s donation) has been received to be paid. A true copy of the Treasurer’s report is attached to these minutes.</p> <p>I Gaylene Oppermann (Treasurer) Move that the reimbursement be made to Sara Sullivan for \$XXX for the Harmony Day banner and the payment of \$660 be made for the \$300.78 donation. Seconded: Rachel Blond 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 (Secretary) All in Favour - YES</p>

<p>8. Other Reports</p> <p>8a. UMS Uniform Update</p>	<p>Discussion: Uniform Update</p> <p>Gaylene received an update from Michelle from UMS which expressed their sincere apologies for the delay in responding. Designs for the new jackets were completed several months ago however were admittedly missed in being passed on. 2 x designs were presented which were viewed at the meeting. One option provides ribbing to bottom of the jacket at the waist line and at the cuff of the sleeve whilst the other option excludes these features. Both options look great however would like to see a sample design of each if possible before confirming which design to run with.</p> <p>Resolution: Gaylene to request a sample to be provided (one of both options if possible) including a cost estimate.</p>
<p>b. Fundraising Report:</p>	<p>Running through the Fundraising Calendar.</p> <p>Event: Mother’s Day Stall & Breakfast</p> <p>Event Date: 10th – 12th May 2023</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. Gaylene has offered her time to separate the gifts into 3 groups. Sara will arrange advertising over the coming weeks including a link for volunteers to assist with the stall. It will be a cash only option with the square possibly only available on Friday morning if required. We will not be running a sibling time slot however Kelly has offered to organise a buddy timetable. The Mother’s Day Breakfast will commence at 7am in the hall. The hall will be broken into different activity sections with most (of not all) resources for these activities being donated. Kasi Hurley (Vice President) is working on donations for this event and will report back to the executive committee before the next general meeting. The food this year will consist of a breakfast box which is being organised by Rhiane Sherriff (Secretary). A cost estimate of \$12 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).</p> <p>Resolution: Confirmation of the breakfast/food menu and budget to be determined. Purchasing of the breakfast boxes to commence. The gifts need to be broken into groups of 3 ready for the stall days. Advertising, including raffle-link to be organised by Sara with possible posters of gift ideas to be provided to each class room. Confirmation of volunteers to be discussed at the next general meeting.</p>

Event: Pie Drive and Party Sox Day

Event Date: Term 2 – Collection Thursday 15th June

Leah Stanger (Fund Raising Co-Ordinator) investigated two alternatives; Homestyle Bakes and Yatala Pies. It was resolved at the General Meeting to proceed with Homestyle Bakes as they not only have better profit margins on the pies however were personally recommended by both Gaylene Oppermann (Treasurer) and the P&C Qld Committee. Advertising for the event will commence in a few weeks. Homestyle Bakes requires the school to setup a wholesale account to make one payment in full for the full delivery. Collection for the pies likely to be via the tuckshop after school.

Resolution: Gaylene and Leah to liaise with Homestyle Bakes to arrange wholesale account and to discuss payment options to be available. Leah to start looking at advertising options and to provide a winter menu back to the executive committee once available.

Event: Disco

Event Date: Postposed to at least Term 3

Handover is not expected to happen in time for the Disco to be held at the end of Term 2. At this stage we will look for a date in Term 3. Clay will continue to update, as the year progress. Discos are a quick plan event.

Resolution: Await further update of building handover however plans for this event can be put on hold until further notice.

Event: Bunnings BBQ

Event Date: Next One – 4th June 2023

The last Bunnings BBQ was very successful and we look forward to another one towards the end of Term 2. Volunteer parents will be required again and now have professional knives donated by Craig and Kat Tulcyzn to assist with food preparation on the day. 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 of Origin Touch BBQ

Event Date: Friday 2nd June

It was recommended to utilise the leftover sausages at the first State of Origin touch game between GSS and Pimpama to be held on Friday 2nd June after school. No Volunteers are required to assist with this event as there will be teachers and staff not participating on the touch game available to help on the day. Will be while stocks last.

	<p>Resolution: No further planning needed for this event. Possible purchase of bread only required.</p> <p>Event: Father's Day Breakfast and Stall Event Date: Breakfast 31st August – Stall 29th – 31st August 2023. This will be run the same as the Mother's Day stall. The amount for purchasing of items approved to \$3,500 to accommodate for increased number in students. Ordering for this will happen in May or June. Resolution: More planning to happen for this event in the coming meetings. Advertising will be required.</p> <p>Event: Colour Run Event Date: 3rd November 2023 No update provided at this meeting. Kasi Hurley (Vice President) to provide an update to the executive committee in the coming weeks and will be discussed later in the year. Resolution: More planning to happen for this event in the coming meetings. Advertising will be required. Lock in ideas for fundraising.</p> <p>I Sara Sullivan (President) Move to accept that the fundraising calendar for 2023 is well underway. Seconded: Gaylene Oppermann (Treasurer) All in favour: YES</p>
<p>c. Principals Report:</p>	<p>Current Student Numbers: 615 Bank Balance: \$482,577.73</p> <p>Key Notes: Cross Country and Senior Athletics Day: Congratulation to Simon Travers on two successful sports carnivals at the end of Term 1. Students participated well at these events displaying sportsmanship and improved behaviour compared to last year. Building Update: SLA Building is due for completion 29th May. Anticipate moving the students across to the SLA in the week beginning 29 May. Furniture is expected to be delivered between 17-19 May. Staffing: Kylie Haselam will be absent for the first 4 weeks of Term 1 due to personal leave. Ms Mel Newman (Year 1) is Acting Deputy Principal in Kylie's absence and doing a fantastic job. Aimee Sawtell is taking over Mel's Year 1 class during this time. GSS also welcomed Pauline Bates to the teaching team. Pauline is working full time from Term 2 performing a variety of roles across the Inclusion Team and relief teaching when required.</p>

<p>9. Motions on Notice (if any)</p>	<p>Driveway Carpark: Modifications to the car park were completed over the Easter Break. A secondary exit made to the Stop, Drop and Go lane has been introduced which has assisted with clearing the car park more efficiently (reported to be 11 minutes on a Monday afternoon). A few additional issues have arisen from the new works however will be monitored for their impact.</p> <p>Anzac Day: Service for 2023 is Monday 24th at 12pm. Members of DoE, NASHOS and local politicians will be in attendance. We also have two of our captains representing GSS at the official ANZAC Day service held at Pimpama Uniting Church on Tuesday 25th April where they will be reciting the ANZAC Day Resolution.</p> <p>Therapy Dog: GSS is in the process of having a therapy dog trained for the school. Chewie, (Clay McCann's 3-month-old Labradoodle) is occasionally coming to the school for sessions and is interacting with adults and children within the Executive Services building as they come down. A full training course has to be undertaken over the course of the year for him to be fully approved to officially work in this nature across the school.</p> <p>Excursions:</p> <ul style="list-style-type: none"> • Bravehearts Ditto Show: Prep – Year 2 Students – 15th June • Paradise Country: Year 1 Students – 19/20 July • Friday Fishing: Selected Senior Students – Friday afternoons from 12:30pm – 2:30pm • Jacobs Well Outdoor Education Centre: Prep Students – 18/24/25 July • Interscholar Sports Term 2 – Various Year 4/5 & 6 Students • Parliament House visit: Year 6 – 7th June • Year 5 & 6 Camp at Lake Ainsworth: 23 – 25 August • Mudgeeraba Light Horse Museum: Year 4's – 10th November • Choral Fanfair: Various Children – 22nd May • Year 6 Big Day Out: Year 6 Students – 6th December <p>A true copy of the Principals Report is attached to these minutes.</p> <p>Principal Report Tabled and Adopted by: Kelly Ready Seconded By: Sara Sullivan (President)</p> <p>All in Favour - YES</p>
<p>10. General Business</p>	<p>Bookfair Fundraising (Writing Workshop)</p>

	<p>Presented by Leah Stanger (Fundraising Co-Ordinator) was the possibility to have Dimiti Powell, a proclaimed author to be available at GSS bookfair to provide writing workshops to the students of GSS. Options include 3 x 1hr or 4 x 45min sessions which totalled \$852.50. Leah confirmed that it didn't appear numbers per session was an issue. Dimiti has previously donated many books to the GSS Library and whilst this workshop would be very welcomed and valuable to the students, it was agreed at the meeting that the P&C likely doesn't have the funding this year.</p> <p>Resolution: It was recommended by Kelly Ready and Rachael Blond to look to incorporate this into the 2024 Fundraising calendar OR even push to have this included in the curriculum.</p>
<p>11. Application for Membership & Recording of New Members</p>	<p>I Rhiane Sherriff (Secretary) motion that: No new membership applications have been received to be recorded in the membership register. Seconded By: Sara Sullivan (President) All in Favour - YES</p>
<p>Date of the Next Meeting</p>	<p>ANNUAL GENERAL MEETING Day: Wednesday Date: 3rd May Time: 5:00pm</p>
<p>Meeting Closed:</p>	<p>Time: 6:24pm</p>

CONFIRMATION OF MINUTES

Chair Name: *Sara Sullivan*

Signature: *SSLL*

Date: *29/04/2023*

Position: *President*