

Minutes

Glass House Mountains P&C

Are you new to minute-taking or need a refresh? The following guidance from the [PD Upskilling library](#) might assist: [Meeting Minutes](#); [Taking Effective Meeting Minutes](#) and [Productive Note Taking in Meetings](#).

Date	10 February 2025	Time	5.30pm
Location	Staffroom		
Attendees	As per sign on sheet		
Apologies	Cassie Vortman, Jenny Buzaki		
Guest/s:			
No.	Agenda Item	Matters to Note / Outcomes / Decisions / Actions	Responsible Officer
1.	Chair Open 1.1 Welcome and Acknowledgment of Country 1.2 Apologies 1.3 Conflicts of interest	<i>Chair welcomed parents to the meeting. Chair gave Acknowledgement of Country Apologies (above)</i> <i>[NB 1.3: The Chair should always remind members to consider any conflicts of interest]</i>	
2.	Previous meeting 2.1 Previous minutes	Chair tabled minutes from previous meeting (11/11/24). Chair provided opportunities for attendees to read minutes. Chair asked if there was any business arising from the minutes, to which there was no response. Chair moved meeting minutes be accepted as a true and accurate account of the meeting. Moved: Adam Vlieg Seconded: Tracey Blake	
3.	President's Report Treasurer's Report Principal's Report Tuckshop Report Grants Report	<i>Tabled and read (attached) Moved: Jen Burness Seconded: Sarah Moffatt</i> <i>Tabled and read (attached) Moved: Tracey Blake Seconded: Sarah Moffatt</i> <i>Tabled and read (attached) Moved: Ian Persini Seconded: Sarah Moffatt</i> <i>Question – Regarding OSHC breach, what is the process moving forward? Ian responded that they currently have 1 week to respond to breaches and rectify the issues. Ian added that Camp Australia are committed to rectify issues and continue with the service.</i> <i>Tabled and read (attached) Moved: Jen Burness Seconded: Lucy</i> <i>Nil</i>	
4.	General Business	General Business	

		<p>Birthday cupcakes/Zooper doopers – attendees all seemed to like the idea of birthday tubs of zooper doopers and/or cupcakes for parents to order.</p> <p>Staff menu at tuckshop – Adam presented results from staff tuckshop findings. Most staff who responded liked the idea of a staff only menu.</p> <p>Raffle – Jen discussed an online raffle site as an option for raffles moving forward. The website host runs the raffle and takes a 50% cut. When all tickets get sold, the raffle gets drawn. Feedback from attendees seemed positive with no objections noted.</p> <p>Disco 21st March – Harmony Day</p> <p>Fun run – Discussion regarding date. Friday 12th September selected.</p> <p>School uniforms tender – Jen mentioned that a review of the tender process is due now. She explained that an open tender process will be undertaken with a panel to select the new supplier. This needs to be completed by August.</p> <p>Incursions and excursions – Ian tabled a list of incursions and excursions as planned for approval by P&C. Question was asked regarding student participation for students in composite classes and the fairness of some students potentially missing out on attending with peers. Ian shared that all excursions are linked to classroom learning programs, so these would also need to be considered. Ian and Adam added that they are very conscious of the concerns following these issues being raised in 2024 and would consider this carefully.</p> <p>Dorotka shared that the Book Week would be open for an evening this year to allow parents to attend with children. Parent suggestion to invite a local sports star, or similar, to read with the students to promote the Book Fair/Week.</p>	
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		Grants for water stations and playgrounds – Ian stated that currently there are a lot of grants available atm for water stations and playgrounds. Student Council are interested in raising funds for a chilled water station. P&C added that they would be interested in using funds raised from the fun run for a chilled water station too. Discussion was held regarding outsourcing/paying a person to write grants.	
5.	Meeting close 5.1 Confirm next meeting 5.2 Meeting close	Meeting closed at 6.39pm Next meeting held at 17 th March. This will begin with the AGM, followed by the monthly general meeting.	

A summary of key outcomes to report to the [Oversight/parent group] is provided below:

The above outcomes will be submitted to the respective parent/oversight group to monitor performance outcomes.

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.