

Glass House Mountains State School P&C General Meeting Minutes	
<b>Date:</b> 9 June 2025 <b>Time:</b> 5.30 pm <b>Location:</b> The Burrow, Glass House Mountains State School	
<b>AGENDA ITEM</b>	
Opening and welcome by the Chair	<i>Meeting opened at 5.30 pm.</i>
Apologies	<i>Fiona McDonald, Aleisha Turner, Susie Reid, Karen Mongan and Anthony Oliver</i>
Attendance	<i>As per attached.</i>
Confirmation of the minutes of the previous general meeting	<i>Minutes of May 2025 meeting were distributed. The President asked that the minutes of May 2025 be confirmed as true and correct.</i>
<b>Motion</b>	<i>"That the minutes be confirmed as a true and correct record of the meeting held (date)."</i> Moved: Jen Burness      Seconded: Jamey Paul      Carried/Lost
Business arising from the minutes of the previous general meeting	<i>Business arising will be discussed in general business.</i>
Correspondence received since the previous general meeting: <ul style="list-style-type: none"> <li>Inward (as listed)</li> <li>Outward (as listed)</li> </ul>	1st May Bidfood statement. Forwarded to T. Blake 1st May North Coast food statement. Forwarded to T. Blake 8th May School Fun Run promo 8th May Motiv8 sports with proposal for 2025 fun run 12th May Fiona McDonald quote for new oven and rangehood in tuckshop 13th May Erin Prouting-Smith email about establishing sub-committees vs individual roles 13th May Glasshouse Hall collective with a reminder about Neighbours Day 15th May Lauren Borne Caloundra Community Centre with an invitation to the next Glasshouse community group gathering. 16th May Fiona McDonald with information about running the disco ourselves. 19th May Glasshouse Hall collective reminder about Neighbours Day 26th May Glasshouse Hall collective reminder about upcoming Christmas planning meeting 27th May Sandra Bourke Sunshine coast council enquiring about who the P&C used for our audit as the hall collective is looking for a new one 29th May Brightwater P&C enquiring about our experience with Motiv8 Sports during our last colour run.
<b>Motion</b>	<i>"That the inwards correspondence be received and outwards be endorsed."</i> Moved: Jen Burness      Seconded: Sarah Moffat      Carried/Lost
Business arising from the correspondence	<i>NIL</i>
Table of executive committee's decisions (if any)	<i>NIL</i>
Treasurer's report and financial statement, and any business arising from these.	<i>As attached.</i> <i>It was moved that the sum of \$20,000 to be transferred from Commonwealth Bank to BOQ working account and \$10,000 from Commonwealth Bank to BOQ investment account.</i>



<b>Motion</b>	<p>"That the Treasurer's report be accepted and payments as listed be endorsed."</p> <p>Moved: Tracey Blake                      Seconded: Jen Buzaki                      Carried/Lost</p>
Subcommittee reports and financial statements and any business arising from these.	<i>NIL</i>
<b>Motion</b>	<p>"That the subcommittee reports be accepted."</p> <p>Moved:                      Seconded:                      Carried/Lost</p>
President Report	<i>As attached</i>
<b>Motion</b>	<p><i>That the President's Report be accepted as tabled.</i></p> <p>Moved: Jen Burness      Seconded: Sarah Moffat                      Carried/Lost</p>
Principal's Report	<i>As attached.</i>
<b>Motion</b>	<p>"That the Principal's reports be accepted as tabled."</p> <p>Moved Ian Persini                      Seconded                      Jen Burness                      Carried/Lost</p>
Tuckshop Report	<p><i>As attached.</i></p> <p><i>Cassie had questions about the booster in the tuckshop – bad internet reception. Discussions were had about moving the booster around the tuckshop to find better signal. The brick building is hard to get reception to.</i></p>
<b>Motion</b>	<p>"That the Tuckshop report be accepted as tabled."</p> <p>Moved Cassie Vortman                      Seconded                      Jen Buzaki                      Carried/Lost</p>
Motions on notice	<i>NIL</i>



## General Business

*Sports Day – Cassie and Jen propose to stop serving at 11am and spoken to the team and going to open tuckshop the entire day so adults can get tuckshop at a reasonable time.  
Also going to shut tuckshop Friday for last day of school. It will cut down wages but may still have to get staff in to clean up and check stock.  
Everyone was happy with that.*

### *Fundraising - Chappy*

*Trying to collaborate with fundraising that Chappy can do easily for sports day. It was suggested boxes or tubs of icecream and those funds will go separately into the chaplaincy account. This also helps to take away from the tuckshop when they are swamped. Jen B brought up that Galactic Doughnuts in Caloundra served doughnuts at AFL for \$2.50 so maybe doughnuts instead of ice cream. At the AFL Club they only did a chocolate or strawberry. More adults would also buy doughnuts instead of icecream. Maybe only offer those two flavours and a gluten version. There will also be a coffee van.*

*Disco - after last meeting parents voiced about running it themselves. Emailed Fiona about what we would have to do. We would need to apply for a music licence as it is after hours it is not covered by the school's music subscription. The licence would last for a year\_ + need to get sound equipment as the ones in the hall are not suitable and lights. To replace the halls with appropriate equipment would cost approx. \$50,000. We can do our own risk assessment. We would also need parents to mc on microphone and to organise games. Any electronic equipment coming from home have to and tagged before using on school premises. This would all cost approx the same as hiring a DJ. Kylie raised whether it would be covered by insurance. – yes P & C Insurance. Kelly queried whether if we book DJ she could give cheaper rate if a second was booked for the year as well.*

*It was put to vote whether to hire a DJ:*

*Unanimous – voted to hiring a DJ.*

*It was also suggested a theme for the disco that would be inclusive of everyone. Suggestion were pjs, onesies, fluro - FLURO was decided as the theme.*

*Disco/Chappy – Chappy is also going to do sausages at the disco as parents have said that's how they feed their kids on disco nights – funds will go to chaplaincy account.*

*Kelly asked whether the price of sausages were on top of entry tree and goody bag. Discussions were held around entry fee goody bags. Baringa did a recent disco with \$10 entry fee no goody bag. Jamey suggested a glow stick be included in goody bag. It was decided that entry fee would be \$10 and include a glow stick.*

### *Fun Run*

*Ian and Jen B met with Motiv8 fun run. \$8900 that includes Motiv8 doing everything - setting up staff, the slime, the colour, just need about 15 parent helpers at stations. School Fun Run can't give quote because it goes on what is fundraised – 40% plus prizes. When done a several years ago was about 50% and made a loss.*

*Vote – if want to go with Motiv8 or School Fun Run*

*Would be for 12 September - scheduled 8.45 to 9 briefing then upper school presentation – morning tea break then lower school runs followed by presentations and sliming of Principal. Vice Principal was suggested for sliming instead. Suggestions were then made that there would be a highest fundraiser in upper school and lower school and there would be two slimings - Principal and Vice Principal.*

### *Committee roles*

*Erin is not here but last meeting spoke about sub-committee and Erin asked about individual roles. If we want to create specific roles they still need to be reported back to P & C and get approval - or individual positions. Erin not here so table it over to next meeting.*

### *Eftpos for tuckshop*

*Having phones running squares just doesn't work in tuckshop – Jen B's phone does not work at tuckshop. Went and saw BOQ – unless we are going to put \$1000 a week through eftpos the fees are going to eat up funds.*

*Square point of sale cost \$797 just to buy and it comes with a screen and a portable eftpos which would hook up to school wifi so permanently available tap and pay. 10% surcharge for the days when they use it and a third party run it not BOQ. Going forward to get eftpos which connects to wifi.*

*Ian suggested check the company "sumup" costs – only prob is we only have two weeks to sports day and not another meeting to get things approved. Quick internet search showed it was more expensive.*

*It was voted for Square purchase – all in favour.*



#### *Tuckshop Refurb*

*Tuckshop needs work. We need to upgrade benches to become stainless steel and to modernise it is going to cost a lot - about \$10K a bench. Going to be getting quotes. Discussed grants but there doesn't seem to be anything at the moment - maybe other grants available soon. Even if its just replaced one at a time but a future problem but just wanted to bring it up. Multiple quotes will be obtained.*

*Kelly suggested whether anything could be claimed under insurance and this avenue will be looked into.*

#### *Responses to Amanda's email*

*ABN – P & C most definitely has an ABN and is found on the front of audited statement. Because we pay wages we have got to have an ABN. It used to show up on bank statements but not there anymore but definitely on audit statement.*

*Chaplaincy funds - Why does the P & C hold these? Qld Gov pays for our Chappy for 10 hours a week. Schools can't fundraise for these items so P & C do that on school's behalf which tops up Chappy's wages – an extra 8 hours per week = up to 3 days per week. Plus items for breakfast club and training at chaplaincy. Its held in an account within the P & C accounts but money moving from the chaplaincy account and all decisions are made there regarding chaplaincy issues and nothing to do with P & C. The same way school district sport funds are held.*

*Chaplaincy also helps with camps or excursions for families that can't afford it – and with funds from church on the rise. Currently the chaplaincy bank account doesn't go down and there was a gap in between from Mitch so that was banking up of 10 hours a week – so the additional 8 hours a week will get taken out of that. That was a commitment that is done up to the end of the year and then next year it will drop back to 2 five hours a week to start the year and then work out what budget it is and put that through. Had wage credits just before Mitch left and before Jess arrived.*

*Camp Australia rent – gets paid to school as part of service agreement and all those funds have been put into an account and those funds are going to contribute towards two grant applications for two playgrounds at the end of the year. Camp Aust also uses one of those current playgrounds.*

*First Head of Curriculum is done and both of them are a school based decision and staff agreed to it. Mel's position is being paid by staffing credits and was agreed to by all staff.*

*How is the Head of Special education being funded? Through staffing allocation due to our number of students.*

*Kelly G brought up about zoom/teams meetings - Tracey and Jen said they spoke to people about this Saturday night and it pretty much needs a dedicated person to read out all comments, etc. Kelly queried then just having a one-way meeting for those that cannot attend due to work, children. Tracey said that at this time its working out the logistic and will find out more about aspects of it.*

*Kelly G asked whether the P & C are able to buy walkie talkies for the likes of Adam and Mel so that so that if there is an event at school such as the bus stop that they are able to quickly communicate with each other. Discussions were had that there is the issue that others can hear the incident if within distance and the children involved but all staff must carry their phones for lockdown and emergency reasons. It was also pointed out that that cross-communication with truckies, etc does happen.*

*Kelly G asked whether the survey came out on facebook. Ian said it gets emailed out. The P & C Qld one is put on facebook. School opinion survey gets emailed direct and comes out in July and runs through to mid-August.*

*Kelly G asked whether staggered lunch times have been looked at to try and reduce incidents. When juniors play the seniors eat and vice versa. Adam said that they all have their separate eating areas and play areas are separate. Kelly G said "supposed to be" separate areas. With staggered lunches problems will happen with supervision because the burrow is staffed by one person and if two separate play times then staff shortages will happen elsewhere and cut into support staff time in classroom. Mel said that her children go to a large school that have a staggered lunch that bring their own problems such as not being available at same time if something in school is on not all children available, there are staffing issues. Adam also brought up that he has been at schools with younger ones playing with the older ones and its not such a negative.*

*With soccer the year 4s only play with the 4s and the 5s are separate and 6s are separate. Usually if the staff supervisor referees the games this reduces issues within the game and which is why kids are also not asked to bring their own balls to reducing "owning" the game positions, etc.*

*Kelly G – suggested at next AGM that two Vice President positions be filled so that someone is learning and able to step in. Jen and Tracey advised that that could be looked at and if the worst was to happen anyway that an emergency meeting would be held.*

*Kelly G brought up that there was an incident in junior undercover area and a staff member said words along the lines of "bell's gone - not their problem anymore" – Ian was disappointed that that was said and incorrect as it is still school's duty of care – next time go the office if no-one available.*



	<p>Kelly G – Asked whether the next item for fundraising for the hall to be air conditioned. The predicament is that yes the P &amp; C have to fund raise for it but that the school has to fund the air con electricity expenses for at least 18 months –funding for electricity is done on average of last three years and that is in our grant within our school budget. Discussions were had about possible issues such as: there would need to be approx six large air cons for the size of the hall; a lot of doors and windows; kids running in and out of the doors will reduce effectiveness; classrooms must also have exit fans which is theoretically taking out the exhaled air out of the classroom - Suggestions were made that it also comes down to the amount of bodies in a room, if it's a hot day OSHC staff try and keep the children cool and calm, turn lights off; but with kids opening and shutting doors it caused further issues.</p> <p>The hall is not used that much anymore only for parade, and grad. Suggestions were made that extra fans could be installed to help move the air around but fans on the walls get too loud.</p> <p>Kate asked what the enrolment numbers were as at June - 376 students.</p> <p>Kelly G asked about whether Martin @ BOQ be asked for a donation but she was advised that BOQ Beerwah is now corporate owned. Martin is still manager but his face is not on any advertising or promotional material anymore.</p> <p>Kelly G asked whether Sports day is all organised and do they need any help ? Tuckshop and Chappy may need help.</p>
Applications for membership and recording of new members	NIL
<b>Motion</b>	<p>"That applications for membership received be accepted"</p> <p>Moved                      Seconded                      Carried/Lost</p>
Date of next meeting	14 July 2025

#### CONFIRMATION OF MINUTES

Chair name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## GLASS HOUSE MOUNTAINS STATE SCHOOL P &amp; C

Attendance Sheet – P & C Meeting - 17 March 2025

9-6-2025

[illegible]



# School Financial Snapshot

Glass House Mountains State School (1242)

Period 202506 (Jun 2025)

as at 09-June-2025 04:10 PM



## What We Own

### Cash Holdings

General Bank Account

733,165.76

**Subtotal of Cash Holdings**

**733,165.76**

### What Others Owe Us

Parents

-385.63

Others

16,463.08

**Subtotal of What Others Owe Us**

**16,077.45**

**Total of What We Own**

**749,243.21**

## ADJUSTED FOR

### What We Owe Others

Payables

-12,399.25

Funds Held in Trust

-457.00

**Total of What We Owe Others**

**-12,856.25**

**Net Ownership\* (We own more than we owe)**

**736,386.96**

## ADJUSTED FOR

### What We Are Committed to Spend

**135,033.96**

### Funds We Hold for Others

Global Trading Activities

-2,470.55

Representative Sports

-200.37

Other Activities

-6,705.92

**Total Funds Held for Other Bodies**

**-9,376.84**

### Amounts Held for Future Projects

Bank Reserve Provision

20,000.00

Plant & Equipment Provision

40,225.00

**Total Provisions**

**60,225.00**

**Actual Financial Position of the School/Available Funds**

**531,751.16**



Reconciliation to Balance Sheet Summary Report

Net Ownership\* 736,386.96

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery	0.00
Corporate Card	278.28

Total Items Awaiting Reconciliation 278.28

Net Assets/(Liabilities) as per Balance Sheet Summary Report 736,665.24



## President Report June 2025

Welcome everyone, so great to see so many of you here tonight.

U8s day cupcake stall was a great success. Thank you to Cassie for baking all the yummy cupcakes and brownies, the kids absolutely loved them.

Tracey and I attended neighbours Day on the 31st May. There was a really great turn out of people, unfortunately wasn't really our demographic, most were past their child rearing years, but it was great to be part of a fun community group.

On Saturday night Tracey and I also attended the P&C conference Gala Dinner. Tracey was nominated and shortlisted for her 25 years of service for the Spirit of the P&ac award. There was very tough competition, and although Tracey didn't walk away with the award, I think we can all say that our school is the real winner with all Tracey does.

Jen Burness P&C President.





## **Principals Report 9 June 2025**

Welcome to the end of term 2, Our under 8's day was a great morning that saw our community come into the school. Thank you to Mrs White and her team for the organisation and running of the morning. The feedback has been extremely positive and we have been asked to extend the morning so that the children can have more time.

Our school's band performed in the cold and wet up at Maleny show the other Friday, their performance was great and it was a little disappointing that more people could not have heard it on the day.

We currently have classes heading away on excursions and to interschool sport. Unfortunately our year 4 students were unable to go to St Helena Island last week due to boat issues. We are looking at alternative dates so that the students are still able to attend a little later in the year.

Our interhouse Athletics Carnival is coming up on Wednesday 25 and Thursday 26 June (Week 10). Timetables for events will be out shortly and parents are welcome to attend.

Report cards will be sent home during the last week of school and parents will have the opportunity to book in for Parent Teacher interviews on Tuesday of week 2. The booking portal will be open on Friday 27 June. The interviews will be like last year, held in the hall and parents will have approximately 10 minutes with the teacher. All teaching staff will be available to speak to.

Congratulation to Tracey on her nomination and recognition from P&C Queensland.

Currently our school budget \$531 751. 16

## **General Business**

**Address:** PO Box 13, 58 Coonowrin Road, Glass House Mountains, Queensland 4518  
**Phone:** (07) 5439 3222 **Fax:** (07) 5439 3200 **Email:** [admin@glasshousemountainsss.eq.edu.au](mailto:admin@glasshousemountainsss.eq.edu.au)  
**Principal:** Ian Persini **Deputy Principal:** Adam Vlieg

***Embracing the Future Together - Caring, Learning and Succeeding***



## P and C Meeting June 2025

### Meeting Agenda: Tuckshop Sports Day Menu

The purpose of this report is to discuss and finalize the menu for the upcoming sports day with the tuckshop team and P & C. This is a collaborative effort between the tuckshop staff and Parents and Citizens (P&C) association. To ensure the menu caters to the needs of participants, attendees, and staff while aligning with budgetary and dietary requirements.

#### 1. Menu for review

- Please look at the menu to review.
- Please note that items are listed in more detail on the website, dietary options will be available on Qkr.

#### 2. Review of Sports Day Requirements

- We estimate that about 260 meals will be sold over the 2 sport days. This is majority children but approximately ¼ parents, staff and other attendees.
- Day one sales will be approximately 60 to 80 orders, followed by day 2 where we will anticipate approximately 200 + orders.
- We have had a lot to consider whilst planning the menu. Time restraints, kitchen staff and limited cooking and warming equipment are our biggest issues.

#### 3. Menu Planning

- When deciding on the menu we consider a variety of food options. Something new that's not on our everyday menu and popular for the kids and something that will be of interest to parents and visitors.
- Options for dietary restrictions are also considered. Gluten free, dairy free and vegetarian options will be available.
- Healthy snacks and beverages will be well stocked for the event also.



#### 4. Pricing and Budget

- We have done our very best to keep pricing to a minimum, setting price points for affordability and minimal profitability as guided by the P & C.
- Each year we are offered the 'Square' EFT and iPad to use which come with its own set of challenges. We struggle to get good reception and are learning a new system on an extremely busy day. I would prefer to have access to it now, learn how to use it more effectively and sort out the internet issues before sports day.

#### 5. Roles and Responsibilities

- I have been working on some promotional material to display before the day and to add to social media. Posters that provide the menu, and how to order online will be beneficial for the parents and carers, as last year there was some confusions about where to order for "sport day" only menu.

#### 6. Action Items and Next Steps

- Finalize the menu, take into consideration any items discussed.

#### Conclusion

Our goal is to ensure that the sports day menu is both appealing and practical, contributing to the success of the event. Final prices will be made once stock is purchased.