

Glass House Mountains State School P&C General Meeting Minutes		
Date: 8 September 2025	Time: 5.30 pm	Location: The Burrow, Glass House Mountains State School
AGENDA ITEM		
Opening and welcome by the Chair	Meeting opened at 5.37 pm	
Apologies	Cassie Vortman, Scott Taylor, Erin Prouting-Smith, Lucy Holister	
Attendance	As attached.	
Confirmation of the minutes of the previous general meeting	Minutes of meeting of 18 August 2025 were distributed. Amendment required to Minutes in General Business and Bendigo grants - when referring to bus stop it should be swimming.	
Motion	"That the minutes be confirmed (as amended) as a true and correct record of the meeting held 18 August 2025." Moved: Jen Burness Seconded: Sarah Moffat Carried/Lost	
Business arising from the minutes of the previous general meeting	Business arising will be discussed in general business.	
Correspondence received since the previous general meeting: - Inward (as listed) - Outward (as listed)	1st Aug Westpac statement 14th Aug DJ Candi review 19th Aug Motiv8 Sports request for prize list 19th Aug Email sent to 2024 Christmas market stall holders advising them of the 2025 market 19th Aug Chantelle Twomey stall booking Christmas market 20th Aug Glasshouse hall collective meeting reminder 25th Aug Kelly Gardner about upcoming social media and internet changes enquiry. Reply sent on the 27th requesting more information from Kelly, no further email received. 27th Aug Freeze dried sweets stall booking Christmas market 30th Aug Caralynne Martinez stall booking Christmas market 1st Sept Michelle enquiring about a market stall 4th sept Brian Gibson booking for Christmas market 8th September Amanda Henderson email, forwarded to region. Believe AH received an email from region today. P & C Will not be responding. Amanda advised that she had not received an email. It was re-iterated that regional had advised that she was forwarded an email and that the matters will not be discussed at tonight's meeting. Amanda was advised that she could set up a meeting with Ian if she wanted to discuss it further.	
Motion	"That the inwards correspondence be received and outwards be endorsed." Moved: Jen Burness Seconded: Tracey Blake Carried/Lost	
Business arising from the correspondence	Business arising will be discussed in general business.	

Table of executive committee's decisions (if any)	28th Aug Mr Oliver emailed requesting permission from the P&C to hold a paint and sip at school on the 10th September. Executive all agreed it sounded like fun and gave the green light for it to go ahead.
President's report	<i>Report as attached.</i>
Motion	"That the President's report be accepted." Moved: Jen Burness Seconded: Mel Priestley Carried/Lost
Treasurer's report and financial statement, and any business arising from these.	<i>Report as attached.</i> <i>BOQ account standing at \$11,436.98</i> <i>Massive month of tuckshop</i> <i>No action in general – standing at \$9,055.66</i> <i>Chaplaincy – donation from Church of the Rise – slight adjustments for things bought for chaplaincy through tuckshop.</i> <i>CBA is at \$38,620.21 – \$10,081 from Quicker alone for tuckshop.</i> <i>Still have money for school for book fair; for arts and for prep under 8s day</i> <i>\$540 of that needs to go into the account – these are not p & C funds.</i>
Motion	"That the Treasurer's report be accepted and payments as listed be endorsed." Moved: Tracey Blake Seconded: Sarah Moffat Carried/Lost
Subcommittee reports and financial statements and any business arising from these.	NIL
Motion	"That the subcommittee reports be accepted." Moved: Seconded: Carried/Lost
Principal's Report	<i>Report as attached including the financial report of the school has been presented</i>
Motion	"That the Principal's report be accepted as tabled." Moved Ian Persini Seconded Daniel Harrison Carried/Lost

Tuckshop Report	Report as attached read by Jen Burness as Cassie could not attend due to other commitments.
Motion	"That the Tuckshop report be accepted." Moved: Jen Burness Seconded: Jamey Paul Carried/Lost
Motions on notice	
General Business	Aleisha on behalf of Year 6 graduation asking for support for donations or gifts from the P & C - discussions around support and what the P & C has provided in previous years. All in favour – Agreed that the P & C would pay for the cake and decorations. Ollie on behalf of Art Extravaganza – Paint and Sip night - discussions around how it came about – how can get parents involved more – requested access to some of the money for bbq and prize to students – P & C can purchase all food like they did last year. A coffee van will attend. – plenty \$\$ for prizes. Questions were also had around the next paint and sip if a person with RSA licence can be available then it can be advertised as alcohol to be served. Spring Fair – Erin sent a message advising what other type of stalls other schools were going to sell and asking what type of stall our school will be. Discussions around the different types of stalls. It was agreed that the school will sell "goody jars". Jen will respond to Erin. Kele-Jane – Thanked Mr Vleig for putting on the basketball competition. Found it very valuable and constructive for the kids.
Applications for membership and recording of new members	NIL
Motion	"That applications for membership received be accepted" Moved Seconded Carried/Lost
Date of next meeting	Monday, 13 October 2025
Close	5.56 pm

CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Glass House Mountains State School P&C

Attendance sheet – 8 September 2025

Name	Em
Kelly-Anne Major	k
Suzy Reid	S
Kele-Jane Broad	K
Danielle Harrison	a
Melanie Priestley	
Jamey Paul	
Anthony Oliver	
Kylie York	
Alicia Turner	a
Kelly Gardner	
Janelle Chino	j
Kate Hanley	
Amanda Henderson	
Ian Persin	
Jenny Braki	
Jen Burness	
Tracy Blake	
Sarah Moffat	
ADAM ULIEG.	

President report September 2025

Our Father's Day Stall was an absolute hit again this year! The stall was almost a complete sell out. There is only one small box of stock left over. The biggest sellers were definitely the gift bags made from stock left over from previous years.

The breakdown of the stall

Cost

\$1556.24

QKR

\$1220

Cash

\$1531.05

Profit

\$1194.81

A very big thank you to Lucy, Patrice, Bec, Kele-Jane for their help on the day. And another thank you to Sarah, Erin and Lucy for their help on the Monday packing the gift bags.

Christmas market sites have started booking up all ready. Currently sitting at 15 booked sites.

Jennifer Burness

P&C President

Bank Reconciliation

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344285

MY RECORDS

Opening Bank Balance	14763.56		
Total Bank Deposits	11330.91	SUBTOTAL	26094.47
Total Bank Payments	14657.49	RECORDS BALANCE	11436.98

BANK STATEMENT

Bank Statement Closing Balance	11436.98		
Deposits Not Shown	0.00	SUBTOTAL	11436.98
Payments Not Shown	0.00	BANK BALANCE	11436.98

Outstanding Deposits

Date	Receipt No.	Amount	Details
Total		0.00	

Outstanding Payments

Date	Cheque No.	Amount	Details
Total		0.00	

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344285
Money In

Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Output Tax	Receipts Not Banked	Bank Deposits
01/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		15.75			15.75
04/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		37.88			37.88
05/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		5.90			5.90
12/08/25		Deposit Tuckshop Sales	0510	Tuckshop Sales		311.30			311.30
12/08/25		Deposit Tuckshop Sales	0510	Tuckshop Sales		239.50			239.50
14/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		7.87			7.87
18/08/25		Deposit Tuckshop Sales	0510	Tuckshop Sales		620.70			620.70
18/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		15.25			15.25
20/08/25		Tfer from CBA Account top up	0000	Tfers from other Accounts		10000.00			10000.00
21/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		11.32			11.32
22/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		6.89			6.89
25/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		35.43			35.43
26/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		7.87			7.87
28/08/25		Square Tuckshop Sales	0510	Tuckshop Sales		15.25			15.25

Total Money In 11330.91 0.00 11330.91

Money Out

Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Input Tax	Total
01/08/25		Fresh and Save		Tuckshop Supplies		65.53		65.53
02/08/25		Fresh and Save		Tuckshop Supplies		13.76		13.76
02/08/25		Woolworths		Tuckshop Supplies		19.50		19.50
02/08/25		GH Country Meats		Tuckshop Supplies		177.89		177.89
05/08/25		Temu Father's Day Stall		Fundraising Expenses		914.36		914.36
06/08/25		Coles Tuckshop Expense		Tuckshop Supplies		179.94		179.94

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344285

06/08/25	Fresh and Save Tuckshop Expense			123.64	123.64
06/08/25	Temu Father's Day Stall			641.88	641.88
07/08/25	Glass House Newsagency Tuckshop Expense			19.20	19.20
07/08/25	Carrie Wages	1965		727.52	727.52
07/08/25	Deb Wages			339.18	339.18
07/08/25	Cassie Wages			675.25	675.25
08/08/25	Bidfood Tuckshop Expense			3668.02	3668.02
11/08/25	Bake Boss Tuckshop Expense			113.75	113.75
12/08/25	Coles Tuckshop Expense			289.83	289.83
12/08/25	Woolworths Account top up			55.60	55.60
12/08/25	Aldi Tuckshop Expense			39.62	39.62
13/08/25	Fresh and Save Tuckshop Expense			36.68	36.68
13/08/25	Aldi Tuckshop Expense			39.73	39.73
14/08/25	GH Country Meats Tuckshop Expense			177.89	177.89
14/08/25	Aldi Tuckshop Expense			19.54	19.54
14/08/25	ATO			1298.00	1298.00
14/08/25	Australian Super			1935.96	1935.96
16/08/25	Fresh and Save Tuckshop Expense			11.46	11.46
17/08/25	Fresh and Save Tuckshop Expense			7.47	7.47
19/08/25	Coles Tuckshop Expense			254.00	254.00
21/08/25	Deb Wages	1965		286.88	286.88
21/08/25	Cassie Wages	1965		869.23	869.23
21/08/25	Carrie Wages	1965		431.08	431.08
22/08/25	Packaging and More Tuckshop Expense			90.02	90.02

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344285

23/08/25	Fresh and Save Tuckshop Expense	Tuckshop Supplies	33.82	33.82
26/08/25	Woolworths Tuckshop Expense	Tuckshop Supplies	293.63	293.63
27/08/25	Coles Tuckshop Expense	Tuckshop Supplies	99.60	99.60
28/08/25	Fresh and Save Tuckshop Expense	Tuckshop Supplies	52.66	52.66
28/08/25	Woolworths Tuckshop Expense	Tuckshop Supplies	15.30	15.30
29/08/25	Scooter Crew Great Race Prize	Fundraising Expenses	437.00	437.00
30/08/25	Fresh and Save Tuckshop Expense	Tuckshop Supplies	19.80	19.80
30/08/25	GH Country Meats Tuckshop Expense	Tuckshop Supplies	177.89	177.89
31/08/25	Fresh and Save Tuckshop Expense	Tuckshop Supplies	5.38	5.38

Total Money Out			14657.49	0.00	14657.49
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Bank Reconciliation

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344287

MY RECORDS

Opening Bank Balance	9055.66		
Total Bank Deposits	0.00	SUBTOTAL	9055.66
Total Bank Payments	0.00	RECORDS BALANCE	9055.66

BANK STATEMENT

Bank Statement Closing Balance	9055.66		
Deposits Not Shown	0.00	SUBTOTAL	9055.66
Payments Not Shown	0.00	BANK BALANCE	9055.66

Outstanding Deposits

Date	Receipt No.	Amount	Details
Total		0.00	

Outstanding Payments

Date	Cheque No.	Amount	Details
Total		0.00	

Bank Reconciliation

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344289

MY RECORDS

Opening Bank Balance	10572.75		
Total Bank Deposits	216.96	SUBTOTAL	10789.71
Total Bank Payments	0.00	RECORDS BALANCE	10789.71

BANK STATEMENT

Bank Statement Closing Balance	10789.71		
Deposits Not Shown	0.00	SUBTOTAL	10789.71
Payments Not Shown	0.00	BANK BALANCE	10789.71

Outstanding Deposits

Date	Receipt No.	Amount	Details
Total		0.00	

Outstanding Payments

Date	Cheque No.	Amount	Details
Total		0.00	

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: BOQ 124-183 23344289

Money In

Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Output Tax	Receipts Not Banked	Bank Deposits
20/08/25		Church on the Rise Donation		Fundraising - Chaplaincy		210.00			210.00
31/08/25		Interest	0575	Interest Received		6.96			6.96
Total Money In						216.96	0.00	0.00	216.96

Bank Reconciliation

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: CBA 064405 00920452

MY RECORDS

Opening Bank Balance	37562.48		
Total Bank Deposits	11138.90	SUBTOTAL	48701.38
Total Bank Payments	10081.17	RECORDS BALANCE	38620.21

BANK STATEMENT

Bank Statement Closing Balance	38620.21		
Deposits Not Shown	0.00	SUBTOTAL	38620.21
Payments Not Shown	0.00	BANK BALANCE	38620.21

Outstanding Deposits

Date	Receipt No.	Amount	Details
Total		0.00	

Outstanding Payments

Date	Cheque No.	Amount	Details
Total		0.00	

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: CBA 064405 00920452

Money In

Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Output Tax	Receipts Not Banked	Bank Deposits
01/08/25		Interest received	0575	Interest Received		53.70			53.70
01/08/25		Qkr Tuckshop		Tuckshop		777.00			777.00
03/08/25		Qkr Tuckshop		Tuckshop		10.00			10.00
04/08/25		Qkr Tuckshop		Tuckshop		276.70			276.70
05/08/25		Qkr Tuckshop		Tuckshop		9.00			9.00
06/08/25		Qkr Tuckshop		Tuckshop		107.60			107.60
07/08/25		Qkr Tuckshop		Tuckshop		823.70			823.70
08/08/25		Qkr Tuckshop		Tuckshop		803.70			803.70
10/08/25		Qkr Tuckshop		Tuckshop		30.50			30.50
11/08/25		Qkr Tuckshop		Tuckshop		273.60			273.60
12/08/25		Qkr Tuckshop		Tuckshop		104.30			104.30
13/08/25		Qkr Tuckshop		Tuckshop		650.10			650.10
14/08/25		Qkr Tuckshop		Tuckshop		874.70			874.70
15/08/25		Qkr Tuckshop		Tuckshop		952.50			952.50
18/08/25		Qkr Tuckshop		Tuckshop		372.20			372.20
19/08/25		Qkr Tuckshop		Tuckshop		153.20			153.20
20/08/25		Qkr Tuckshop		Tuckshop		592.50			592.50
21/08/25		Qkr Tuckshop		Tuckshop		799.00			799.00
22/08/25		Qkr Tuckshop		Tuckshop		698.00			698.00
25/08/25		Qkr Tuckshop		Tuckshop		295.00			295.00
26/08/25		Qkr Tuckshop		Tuckshop		76.50			76.50
27/08/25		Qkr Tuckshop		Tuckshop		697.00			697.00
28/08/25		Qkr Tuckshop		Tuckshop		656.90			656.90
29/08/25		Qkr Tuckshop		Tuckshop		1016.00			1016.00
30/08/25		Qkr Tuckshop		Tuckshop		10.00			10.00
31/08/25		Qkr Tuckshop		Tuckshop		25.50			25.50

Transaction Listing

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: CBA 064405 00920452

Total Money In					11138.90	0.00	0.00	11138.90
Money Out								
Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Input Tax	Total
01/08/25		Interest Adj	1760	Interest Paid		0.01		0.01
02/08/25		CBA Merchant Fee	1545	Bank Charges		81.16		81.16
20/08/25		Tfer to 85 Account top up	0000	T/fers to other Accounts		10000.00		10000.00

Total Money Out					10081.17	0.00	10081.17
13/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	890.40		814.10
13/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	104.30		820.40
14/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	312.80		104.30
10/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	30.20		312.80
08/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	903.10		30.20
01/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	833.10		903.10
08/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	401.90		833.10
02/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	8.00		401.90
04/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	316.10		8.00
03/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	40.00		316.10
04/08/32	CBA	Unckaprob	Unckaprob	Unckaprob	111.00		40.00
01/08/32	Interest Received	0210	Interest Received	Interest Received	82.17		111.00
							82.17

Date	Ref	Details	Code	Column Name	Quantity	Amount	GST Input Tax	Total	Debit	Credit
01/08/25		Interest Adj	1760	Interest Paid		0.01		0.01		
02/08/25		CBA Merchant Fee	1545	Bank Charges		81.16		81.16		
20/08/25		Tfer to 85 Account top up	0000	T/fers to other Accounts		10000.00		10000.00		

Bank Reconciliation

Glass House Mountains Primary P & C Association

WPN:

Report Period: 1/08/2025 - 31/08/2025

Account(s) in this report: School Funds

MY RECORDS

Opening Bank Balance	2611.46		
Total Bank Deposits	0.00	SUBTOTAL	2611.46
Total Bank Payments	0.00	RECORDS BALANCE	2611.46

BANK STATEMENT

Bank Statement Closing Balance	2611.46		
Deposits Not Shown	0.00	SUBTOTAL	2611.46
Payments Not Shown	0.00	BANK BALANCE	2611.46

Outstanding Deposits

Date	Receipt No.	Amount	Details
Total		0.00	

Outstanding Payments

Date	Cheque No.	Amount	Details
Total		0.00	



Principals Report 8 September 2025

Welcome to the end of term 3, as we move into the last 2 weeks of there are a lot of activities happening, This week we have Paint and Sip for parents, Wednesday and "Are you ok day?" Thursday. Nest week is year 6 camp and Arts Extravaganza Thursday.

As we are moving into the end of the year and students transitioning to new areas we are reminding parents and students around our rules and routines that we need to follow. Mr V will be doing a Vlog for next weeks newsletter around our transitions and morning routines.

In our newsletter we reminded parents the department requires all visitors to report to the administration building and sign in and out of the visitor's log, stating the reason of their visit (i.e. meeting/volunteering). Visitors will be issued with official visitor identification. Identification should be worn at all times and any person on school grounds without proper identification should be referred to administration.

Parents wanting to enter school grounds outside of the normal school drop off and pick up times (for example, 15 minutes before and after the school bell rings), are to also report to the administration building and sign in and out of the visitor's log, stating the reason for their visit.

A big change that is coming is Blue Cards. There will be a change in policy for parents volunteering with all schools from 20 September. All parents who are volunteering will require a Blue Card or a blue card exemption. Please visit the blue card portal to apply.

School opinion survey closed on 28 August and at last review, 84 or 33% of families had completed the survey. Our response was higher than the Region or State response rate of 24%.

Currently our school budget \$ 477 205.83 and our current enrolment is 376.6 students.

I would like to wish everyone a safe break and hope to see you next term.

General Business

BYO Sipping for parents on Wednesday at Paint and Sip.

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
Principal: Ian Persini **Deputy Principal:** Adam Vlieg

Embracing the Future Together - Caring, Learning and Succeeding

School Financial Snapshot

Glass House Mountains State School (1242)

Period 202509 (Sep 2025)

as at 08-September-2025 01:19 PM



What We Own

Cash Holdings

General Bank Account

778,511.56

Subtotal of Cash Holdings

778,511.56

What Others Owe Us

Parents

1,474.98

Others

17,642.48

Subtotal of What Others Owe Us

19,117.46

Total of What We Own

797,629.02

ADJUSTED FOR

What We Owe Others

Payables

-1,865.52

Funds Held in Trust

-457.00

Total of What We Owe Others

-2,322.52

Net Ownership* (We own more than we owe)

795,306.50

ADJUSTED FOR

What We Are Committed to Spend

107,129.60

Funds We Hold for Others

Global Trading Activities

-23,142.78

Representative Sports

-162.37

Other Activities

-7,665.92

Total Funds Held for Other Bodies

-30,971.07

Amounts Held for Future Projects

Bank Reserve Provision

20,000.00

Plant & Equipment Provision

60,000.00

Future Projects Provision

100,000.00

Total Provisions

180,000.00

Actual Financial Position of the School/Available Funds

477,205.83

Reconciliation to Balance Sheet Summary Report

Net Ownership*	795,306.50
ADJUSTED FOR	
Items Awaiting Reconciliation	
Salary Recovery	13,043.52
Corporate Card	389.73
Total Items Awaiting Reconciliation	13,433.25
Net Assets/(Liabilities) as per Balance Sheet Summary Report	808,739.75

P and C Meeting 08/09/2025

Tuckshop Report,

My apologies for not being able to attend. Basketball season for my son is in full swing and I am needed there in Caloundra.

Term 3, I can't believe it's almost school holidays. With only 2 weeks left the tuckshop will be scaling back on ordering new stock and looking forward to selling what has already been purchased. Fresh produce will be our only expense for the remaining weeks. Qkr will be the best place to see what is available, and we will endeavor to keep stock counts up to date each day so there is little disappointment or confusion.

Term 4, I would like to introduce sushi bowls for Wednesday only. I think it will still be a popular option (like when we had sushi rolls) but this time without the fuss of ordering it from a supplier. We could try 2 options- tuna and chicken and reassess if need be.

Overall, the tuckshop is running smoothly and sales and spending is similar to this time last year.

Uniform shop is still very basic, there hasn't been much interest since sports day. But hopefully we will see some new donations in the following weeks to help prepare for the next term.

Kind regards Cassie Vortman