

P&C GENERAL MEETING 17 JUNE 2025

Draft MINUTES

Present: members in attendance

Chloe McDarmont (CM)	Nellie Harrison (NH)
Tom Cameron (TC)	Lauren Jackson (LJ)
Donna Portelli	Kate Grove
Nicole Woodward	Mara Morgan
Adria Cunningham	Emily Ritchie
Nathaniel O'Hare	Lauren Sainty
Bec Webster	Kate Rose
Carla Loughnane	Cara Cox
Tao Liang Lee	

Apologies

Rachel Cox	
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Welcome and apologies

Meeting opened at 6.33pm by President CM and acknowledged First Nations people and thanked members for joining.

Attendees (via ZOOM and in-person) and received apologies as noted above.

1. Ratification of Previous Minutes

1.1 Draft Minutes 29 April 2025 General meeting

As tabled and taken as read.

Motion: To accept and ratify 29 April 2025 draft General Meeting Minutes as true and correct.

Moved: by ER; **Seconded** by KG.

Carried by Committee.

1.2 Action table

As tabled and taken as read and verbal update provided by CM:

1. Replacement of LED signage underway with Annie Boyter potentially securing a financial sponsor.
2. P&C Social Media plans on hold and will be discussed with broader digital plan later in the year
3. Treasurer role handover underway with LJ closing out loose ends before preparing process documentation
4. Tuckshop coffee machine, Gambling Grant tender, Long Lunch progression and historical meeting action update all tabled in this meeting agenda
5. CM has met with Jonty Bush and will include Tom C in any follow up meetings
6. Confirmed 2024 Executives have now been removed from ANZ accounts

ACTION: CM follow up potential LED signage sponsor next steps with Annie Boyter

LJ finalise accounts and Treasurer role process and documentation for handover

Members contact Secretary directly with requests for potential outstanding historic action items for follow up

2. Correspondence

Not circulated due to volume and time pressures of Secretary. NH apologised and members agreed if Correspondence was a P&C governance requirement, a very high-level note could be included.

Agreed

3. Standing report

3.1 Principle report

As tabled and taken as read with TC provided overview noting:

- it has been a positive 6 months and has appreciated not just speaking to teachers about work and students, but also to see and track data collection happening in classrooms.
- Engagement from lower-level families has been great especially appreciating their excitement and participation with the school fete.
- TC has emailed the engineer provided by the Dept of Education regarding next steps with the pool grandstand and is seeking clarification on what can be done to progress. The outcome of the pending SSS Grant application for that area will also add to potential next steps including relocation / reuse / additional P&C funding request if required. TC will provide update in a P&C meeting next term.
- Updated on removal of dead tree next to JV Stephens building during school holidays.

ACTION: TC provide update on pool grandstand progression and options following engineer involvement at an upcoming P&C meeting.

3.2 P&C President report

As tabled and taken as read. CM recognised and appreciated everyone's involvement noting a successful School Fete, great feedback has been received and echoed TC comments on positive involvement with volunteers from the lower-level grades.

Member recommended a more formal process, plans and documentation of how to run logistics and requirements for the day which was confirmed as in hand with CM, NH and key Fete stakeholders.

Member noted that the more relaxed approach to how stalls were controlled this year made for an easier rollout and questioned what the return on investment was for this year.

CM confirmed the rides were the most significant cost however they do attract the crowds and the use of Square terminals with short notice meant they weren't setup I time to show allocated costings however this will be actioned for next Fete to provide more detailed sales data.

Costs were slightly higher this year due to inclusions of purchasing square terminals, new soft play area etc however overall the Fete was a fundraising success.

CM raised the request to add discussion of proposed Fete cadence annual / biannual to next meeting agenda.

ACTION: NH add Fete cadence discussion to next P&C meeting agenda.

3.3 P&C Treasurer report

Taken as read.

LJ provided overview of report noting:

- Accounts have now been reconciled for May
- Trading income for the end of the quarter including Fete is \$145,660
- Noted top up funding was required for the uniform shop for this quarter (freight, winter supplies etc) making it unusually high at \$27k versus this time last year.
- Noted a healthy profit and loss statement of \$43,458 due to fete fundraising as well as tuckshop weekly sales increasing quarter on quarter
- Uniform shop also showing stronger sales this quarter compared to last and great to see both businesses with a positive trajectory.
- End of My cash sits at \$434k across all accounts including Aces Swim Club. This is down approx. \$50k from last year however includes grandstand approvals etc. Awareness of possible SSS grant tender outcome ensures contribution of \$350k is available and still have capital to support Tuckshop and Uniform shop.
- LJ noted appreciation to both Tuckshop and Uniform Shop teams for their process streamlining and efficiency.
- MYOB subscription has now been cancelled and migration occurred to Xero as accounting server. Previous accounts have been downloaded to files for record.
- P&C still have 6 operating accounts and will continue to streamline to ensure allocation to just high interest savings and main operating account.

ACTION: LJ continue reducing existing 6 accounts to more streamlined operating and high interest.

4. Executive decisions

4.1 None.

5. General Business

5.1 Long Lunch expressions of interest

CM noted at the April P&C meeting feedback was provided by members that the proposed date in September for was not ideal, and a new date was proposed for Saturday 11th October on school oval. Members noted appreciation of day change from Friday to a Saturday as was more inclusive.

Annie B has offered to be the organiser for this event and NH and Bec Webster supporting as a working group. Annie has requested a working budget of \$5k for this event which CM noted seems fair and in line with expected costs.

Motion: acceptance of revised Long Lunch date to Saturday 11 October and provision of \$5k budget allocation to Annie B for event.

Moved: KG **Seconded:** NOH

Carried by Committee

ACTION: TC confirm Sat 11 October date in school calendar

CM confirm details, working group contacts and approved budget to Annie B for planning progression.

5.2 Uniform Shop supplier change

Request summary taken as read.

CM provided context of previous and current suppliers of school uniform and issues raised as to why a request for change in vendor has been brought to this meeting for consideration.

Quotes, terms and conditions and verbal recommendations from other schools regarding alternate vendors has been provided to CM with a preferred supplier requested to the Committee as Skola.

CM noted this is not a discussion on change to uniform styles, simply the supplier of existing uniforms with Skola offering a 3 year fixed rate contract set at 10% cheaper than current supplier Tudor.

Samples were provided and shared with Maree in Uniform, as well as members at this meeting, and CM noted her samples had been washed thoroughly with no quality issues noted.

Discussion had on Ashgrove West Drapery retailing ASS uniforms without apparent provision of written contract or school approval and members agreed this needed to be ceased for quality and governance control.

TC approved as School Principal and members noted an initial review could be done later in the year on uniform pricing and new supplier feedback.

No conflict of interest was raised by members.

Motion: CM to progress cessation discussions with Ashgrove West Drapery and Tudor Uniforms for provision of school uniforms, and sign 3 year fixed price contract with Skola Uniforms.

Moved: ER **Seconded:** KG

Carried by Committee

ACTION: NH add initial review of Scholar uniform provider to October P&C meeting

CM confirm contract signing with Scholar and discuss cessation of supply with Ashgrove West Drapery and Tudor Uniforms.

5.3 2025 Volunteer Contribution

CM provided context that due to Campion Books requesting a 6% commission for their inclusion of Volunteer Contribution collections and financial strain that placed on families at the back end of the year with book ordering, no Volunteer Contribution 2024 was requested.

TC and CM have had a school grounds walkthrough and identified key areas that need financial support for the beautification of the school in line with various feedback about the current look of the school

Discussions had with members about requesting this of families in Term 3 this year and how this could be communicated for best uptake.

Members agreed a visual goal or specific project funding request goal would likely add more input and a Marketing campaign would be required internally to promote support.

Members agreed set contribution denominations of \$100 and \$200 should be available, and another option of 'choose own amount' included.

Agreed by Committee

ACTION: CM progress Volunteer Contribution campaign in term 3

5.4 School Disco 2025

CM provided context that Annie B had volunteered to organise this event with proposed theme being 'Christmas in July' and therefore date of 25th July.

Members discussed and agreed date is too soon with inclusion of school holidays shortly and need to advertise and organise and requested further discussion with Annie including change of theme and dates.

ACTION: CM to discuss School Disco options with Annie and NH to add to next meeting agenda.

5.5 Gambling Tender 2025

CM noted the Gambling Fund tender this year was a Mega round with up to \$100k available.

CM has discussed with TC who confirmed the school has a draft submission and would propose funding for the beautification of the school and will know more pending outcome of submitted SSS Grant to be announced hopefully this month.

MP Jonty Bush has offered to provide a letter of support and members agreed to submit proposal.

5.6 Tuckshop Coffee Machine proposal – Bancroft Coffee

CM provided context that Annie B has secured an offer from Bancroft Coffee Rosters for:

- The provision of a coffee machine
- Installation of coffee machine
- Training of staff
- Cost of maintenance
- Supply of coffee beans at reduced rate
- No percentage of profit taken

CM has discussed with Suni in Tuckshop regarding training and staffing with consensus that Wednesdays, Thursday and Fridays could be offered from 8am – 11am, however noted issues with casual staff minimum hours contract requirements.

Coffee machine available for proposed 8am simple breakfast offerings to kids, teachers, parents etc from 8am, noting guidelines will need to be set on kids not being provided coffee- Hot chocolate options available etc.

Member suggestion on contacting the Gap State High School who run a Barista program to possibly assist with staffing. TC felt teachers would support an onsite coffee machine.

Member queried if morning before school teachers would be impacted by kids who are required to sit in undercover area until the bell goes, TC noted this would not be an issue and can be managed if required.

Question raised on expectancy of Bancroft advertising banners / umbrellas mentioned in contract is a contracted stipulation on grounds as this is not in line with school policy. CM to confirm and update TC for final approval.

Motion: Approval for acceptance of Bancroft coffee machine offer for morning tuckshop pending CM confirmation of advertising expectancies and TC final approval.

Moved: NOH **Seconded:** KG

Carried by Committee

ACTION: CM confirm Bancroft advertising expectancies.

TC to provide final written approval to CM

6. Application for membership

None received.

7. Member question

NOH raised request for supply of spare uniform provisions to YMCA OSH for emergencies and noted desire to increase sign up for before school care.

Meeting close and Date of Next Meeting

Meeting closed by CM at 7.51pm

6.30pm 29th July in School Staff Room – ZOOM link will be available