

P&C GENERAL MEETING 29 APRIL 2025

Draft MINUTES

Present: members in attendance

Chloe McDarmont (CM)	Nellie Harrison (NH)
Kate Rose (KR)	Lauren Jackson (LJ)
Lee Lee (LL)	Cara Cox (CC)
Nicole Woodward (NW)	Mara Morgan (MM)
Adria Cunningham (AC)	
Katherine Rose (KR)	

Apologies

Tom Cameron	Nathaniel O'Hare
Rachel Cox	Amanda Scholz

Welcome and apologies

Meeting opened at 6.32pm 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 18 March 2025 General meeting

As tabled and taken as read.

Motion: To accept and ratify 18th March 2025 draft General Meeting Minutes as true and correct.

Moved by NW; **Seconded** by MM.

Carried by Committee.

1.2 Action table

As tabled and taken as read and verbal update provided:

Top up Community funds - Underway with office to provide invoice information to P&C.

Tuckshop freezer – ordered and arriving next week. \$1600 incl removal and disposal of previous freezer with new model high in energy efficiency.

Balance sheet – Treasurer to update per item 3.3 of meeting.

\$13000 for playground removal approved by P&C and with Donna P in office to provide invoice information to P&C.

Grandstand – waiting on contact from Infrastructure QLD to provide assistance. TC confirmed no further action required from P&C at this time.

Promote request non-member volunteers. CM noted to mark as complete/ongoing noting immense volunteer input from parents and members for Fete.

Replacement LED sign – funds were approved by P&C and with Donna P in office on invoice information to P&C.

Sponsorship letter for fete sent to members - good response received and Annie (Fete Coordinator) has confirmed Hutchison will sponsor, as well as Meat at Billys, Sea Legs etc. CM acknowledged the Scholz family for their volunteer of electrical support at Fete and donation of air conditioning for the auction.

Social media – not started, NH to update post Fete.

Election day – confirming Ashgrove West Kindy will use the school grounds for Election Day sausage sizzle.

2. Correspondence

As tabled.

3. Standing report

3.1 Principle report

None received

3.2 P&C President report

As tabled and taken as read.

CM noted the success of the school parents' trivia night which raised \$3k on the evening and that the school Hall was a good venue option, and urged future committees to have early in the year again as a way of bringing together parents and friends and starting the year with fun.

CM acknowledged Lauren Jackson who is caretaking the Executive Treasurer role until the Fete, then stand down once role filled.

ACTION: CM/NH provide Treasurer role details and overview to P&C for any member interest in the role.
LJ to update handover documentation and accounts updates as required.

3.3 P&C Treasurer report

LJ provided verbal update as follows for figures at end of March, with April figures being closed out this week.

- Square terminals implementation update: reviewed the new process across uniform and tuckshop recorded a \$200 profit and great turnaround.
- New and improved processes minimising paperwork and monitoring inventory and streamlining cashflow and reports. CM noted tuckshop has been busy and Friday Café can bring in \$300 in just 15mins and urged P&C members to get behind volunteering at class time.
- Anomaly will show up in March Finance reports as large outgoing for Fete costs such as ride bookings, however happy with progress of P&C community.
- Balance sheet- noting prepayments and large expenses such a grandstand shows decrease in savings account- total cash in bank is \$420k in term deposit and savings acct.
- Term deposit will roll back end of June unless grant tender is approved for pool and grandstand commitment, and will move to cash acct end of June.
- No major liabilities, equity \$430k in liquid assets which could be used if shut down was required.
- Financial commitments as discussed above regarding fete are yet to be processed for April and May, but comfortable with financial position.

Member request for an update on proposed coffee machine in tuckshop. CM looking at semi-automatic models for ease-of-use but still good quality coffee.

ACTION: CM contact family member regarding industry coffee machine recommendation.
P&C members email machine recommendations or sales/industry contacts Ashgrovepresident@gmail.com.

3.4 Local MP P&C report

As noted.

Member discussion on Gambling Fund super round grant support offer from Jonty Bush and proposed tender for playground improvement. Noting the SSS grant is in and are there any conflicts between to tender for both?

ACTION: CM, NH, CC review grant details.

CM consult students and TC on Gambling grant priorities (i.e. senior playground) by end of May for June submission.

CM introduced herself to Jonty and follow up on her offer of letter of support for Grant and donation for Fete.

4. Fete update

4.1 Fete Coordinator update

Verbal update provided by CM on behalf of Annie and noted only 1.5weeks until the Fete and whirlwind of details, however noted volunteer engagement has been significant and thanked all members and parents for their contributions.

- Advertising materials will be displayed in and around school grounds and community this week.
- Question raised on previous election day drinks usage, CM confirmed drinks were spoiled and required to be written off however was a good lesson on perishable donation logistics moving forward.

- New things this year: addition of soft play attraction for 0-5yrs in tennis court area, \$10 entry all day with wrist bands.
- Pre-pay via QKR. Adventure pass 5 x events for price of 4 temp tattoo, face paint, Baby animals and reptile experience
- Fete is cashless- cashless prepay card \$10, either Square payment app or ANZ Shout for Good product which is fee-free, CM working through application process and eligibility.
- Stall volunteers can download Square app to personal phone to take payments.
- Community market- Ashgrove families with businesses and 'sold' space to have marquee and donate product to silent auction.
- Community walk of approx. 8-10 stalls – Annie mapping space and has waitlist.
- Small live auction on the day
- Fete will be officially opened by school captains not politicians and student council contributing to function of the day.
- Thanks to Bernadette Simon for band, dancers, entertainment on stage etc.
- Coordinator roles are currently filled.
- Volunteer sign up sheet will go up tomorrow and each stall asked to nominate how many slots.
- Annie and Simon Peric working on bump in and out.
- CM working through risk assessment, St John's ambulance, council have exempt event from permits, event has been lodged with police.
- If extreme weather, event will be cancelled.
- Silent auction will be online via QR code
- Gala bid can bid from anywhere and details will be released

Member question on if P&C can supplement garden maintenance service before Fete to assist with general tidy up of grounds? Agreed that the school wants to look as good as it can for visitors.

ACTION: CM to ask Donna P/Heather about additional tidy up options with Groundsman etc.
CM ask Nathaniel for OSH kids assistance on the Friday night.

Issues raised from last Fete was Square terminals running low on charge and issues with Wi-Fi.
CM has asked for stall volunteers to use their phones so anyone who joins can take payment via app.

ACTION: instructions to be provided to stall volunteers on app/payment instructions.

4.2 Fete sponsorship pack

Financial support most needed- donations silent auction cut off Tuesday next week.

5. Executive Decisions

None.

Note administrative error in agenda regarding Lauren Jackson as Treasurer and removal of previous Executives from ANZ Accounts. This was not an Executive Decision already made by Executive, item and member vote minute under 6.1 and 6.2 of this meeting.

6. Date for Long Lunch

CM updated that Annie has self-nominated as Long Lunch organiser again this year and noted gratitude for her ongoing support.

Annie had proposed the event be held on a Saturday in September, members raised concerns over conflicts with sporting activity finals and September holidays. Members recommended early October weekend instead.

ACTION: CM discuss with Annie early October Saturday date options.

7. Application for membership

7.1 Member renewals

Tao Lang Lee, Amanda Scholtz and Lauren Jackson membership forms received by Secretary.

Moved, NW, Seconded MM

Carried as accepted by Committee

Member request for Action Table to be updated with historic actions such as water bubblers, grandstand etc for ongoing visibility of completion.

ACTION: CM/NH review previous minutes for action additions.

7.2 P&C Treasurer (caretaker).

Lauren Jackson to retain Treasurer role interim until; Fete.

Moved, NW, Seconded MM

Carried by Committee

7.3 Removal outgoing Execs from Accounts

ANZ requires Minutes on member approval for the removal of AW (outgoing Vice President) and SM (outgoing President) on P&C bank accounts. CM and NH have been added.

Moved; NW, Seconded by AC

Carried: by Committee

ACTION: CM/NH remove from ANZ bank accounts in bank.

Meeting close and Date of Next Meeting

Meeting closed by CM at 7.25pm

17th June in School Staff Room – ZOOM link will be available