

Ashgrove State School P&C General Meeting

12 November 2019

Draft Minutes

Welcome by the President: RACHEL GADSDEN (RG)

RG gained consent from attendees to record the meeting purely for minute taking.

Recording will be deleted once minutes scripted.

RG established a quorum was present and a copy of the constitution is accessible at every meeting.

RG reminder to all attending complete the attendance record (explanation to record only true apology)

RG called for any additional agenda items or questions from the floor to ensure time is made in the general discussion.

1. 2020 Incursions/Excursions (endorsement),
2. Address motions on notice have been received,
3. Event updates,
4. Proposal to increase Uniform shop hours.
5. Shade for the pool.

RG opened the meeting at 0736am.

Introduction of Executive team:

Rachel Gadsden (President), Shaun Landy (Treasurer), Kate Matthews (VP), Leah Macfarlane (VP)

NOTE: RG informed the meeting that any people in attendance who may want to complete membership forms for acceptance this meeting (these members can then vote at the next meeting).

RG provided a brief update on: **“What is the P&C”**

- Ashgrove SS P&C provides services (Tuckshop and Uniform shop). P&C manage 5 employees for these services.
 - Parent Network – foster community spirit
 - Fundraising (major annual fundraiser is Fete).
 - Importantly funds raised are re-invested into our services and provided to the school to invest in the students educational outcomes.
 - Community events are held to raise awareness and foster community spirit. (Long Lunch/Movie Nights)
 - P&C currently employs 5 employees including a book-keeper and manages these relationships.
 - **We “STICK TO OUR KNITTING”. We don’t get involved in curriculum or other school matters.**
 - **We don’t engage around matters that aren’t in our remit.**
 - All items on the agenda are time sensitive/limit
 - We try hard to limit meetings to 60 minutes
-
- **OUR VISION: SUPPORTING THE SCHOOL BY INCREASING COMMUNITY ENGAGEMENT**
 - **OUR MISSION: TO SUPPORT AND CONTRIBUTE TO THE SCHOOL BY RAISING FUNDS AND / AWARENESS**
 - **STRATEGY: this to be finalized mid 2020**

Attendees:

(AB) Anita Bond (principal/member)	(GO) Glen O’Halloran (Deputy upper)	(PL) Phil Langley (teacher/member)
(AS) Alex Schmidt (teacher/member)	(TI) Tanya Isherwood (Business Manager)	(SD) Sarah Daly (non member)
(SC) Shelley Carter (member)	(MJ) Michelle Johnson (member) (left early at 0813)	(MC) Michelle Corfe (member)
(TC) Taueva Caesar (member)	(AM) Andrea Mill (member)	(AT) Anna Thomas (non member)
(KMah) Kathleen Mahoney (Ashgrove Sustainability/member)	(AS) Amanda Saines (secretary – last meeting)	(ES) Ella Shellshear (non member)
(DJ) Debbie Jackson (member) (left early at 0755)	(RG) Rachel Gadsden (President)	
(RD) Roger Desailly (non member) (left early at 0825)	(LN) Lisa Naumann (non member)	
(HM) Heather Mercer (Deputy)	(TO) Tamie Orr (non member) (left early at 0800)	

Apologies:

Charlotte Myers, Aymee Hobgin, Leah Macfarlane, Kate Matthews, Shaun Landy
It was moved by SC and seconded by TC to accept the apologies. **Carried.**

Previous Minutes and Reports:

RG called for any amendments or additions. None received.

AS moved that the minutes of the general meeting held on 15 October 2019 and the reports for the November 2019 meeting were circulated to all members and parents by email prior to this meeting be received. Also moved that the minutes of the general meeting held in October 2019 be accepted as true and correct. Seconded by TC. **Carried.**

Business arising from previous minutes:

- RG raised and reviewed discussions held in the Aug 2019 meeting to bring this to front of mind – Masterplan priorities agreed to for the latest expenditure. The below points were identified in the August 2019 meeting as priorities and RG recommends the priorities remain a focus for the P&C.
 1. The Indigenous Garden
 2. Asphalt area – past the library and around the pool. This is to increase accessibility at the entrance and provide shade to make the area safe and user-friendly. First stage will be getting a plan or design drawn up.
 3. Pool area – including fence and all aspects of the pool
 4. Heritage space around the art room.
- RG sought an update from Business Manager TI regarding Masterplan item – Asphalt area – how are the regional office's (Michael O'Keefe's) discussion with Heritage department proceeding?

As per notes from Oct 2019 Minutes - Joy Sinclair, Business Manager (past employee) – provided P&C with a letter outlining preliminary communication has commenced with Michael O'Keefe regarding the Masterplan priority (Asphalt area), the head of facilities in our region. He has agreed to begin the process through Heritage. Joy Sinclair also passed on the master plan company's details to the P&C. Principal Bond confirmed this in writing also.

TI indicated hasn't received any update due to focus on school goings on and it was decided **P&C would follow up periodically with AB/TI**. AB suggested it wouldn't be until early 2020 and the school will inform if any information is received from Heritage department or Michael O'Keefe. GO discussed the matter of access for emergency vehicles and GO stated the Asphalt area was not the designated access area as access to the middle of the school this can be gained by entering near the staff car park area. RG thanked GO for this additional information as we had been waiting for this confirmation.

RG moved this Asphalt matter to April 2020 for a review or update.

- **Stop Drop Go** – RG raised the P&C help with volunteers for this role at the school. RG stated P&C are investigating new flags (similar to at St Finbars and Kelvin Grove State College stop drop areas). RG confirmed P&C don't govern the stop drop zone as this is a public car park P&C simply call for volunteers. RG indicated **P&C still looking into gathering quotes and may leave flag quote for executive decisions. AS indicated still gathering quotes.**
- **Executive Decisions** - RG stated executive decisions can be made for emergency only however an expenditure item under \$3000 can be approved however RG stated executive must be aware as the funds are public funds, ideally all expenditure requests should be brought to meetings.
- **Di Bella** – RG suggested P&C remain interested in the Di Bella contract agreement information. RG keen to understand the contract obligations, if there is a contract and RG committed to working on this further and will report to the Feb /March 2020 meeting with an update. RG wishes to try to negotiate with other suppliers in an effort to seek provision of a new coffee machine as P&C are now paying for several services due to the age of this machine.
- **Employure** – RG explained she met with WHS Employure to investigate legislative requirements for WHS. Review completed on 8 November 2019 and very brief discussion about what we need to do to be compliant. RG to receive the report and bring findings to executive for review and action. RG would suggest getting a second quote for this WHS and bring this all to a meeting (proposed bringing to the Feb 2020 meeting). RG informed the meeting Employure relationship is now 12months on. RG provided a brief explanation and review of Workplace Health and Safety inspection that occurred on 18 October – P&C have received quote with recommendations. RG will attempt to update the Feb/March 2020 meetings pending discussions with the executive when school returns and when time permitted.
- **Fete 2020 update** – RG has met with Megan O'Dwyer (previous years fete convenor) and completed highline handover and information. Major items have been booked in however the Fete plan/strategy is being worked on. RG informed

the meeting P&C are actively seeking a fete committee to convene and organize the fete. RG recommended 4 people would be the fete convenors (known to each other is preferred). RG stated P&C do wish to have a fete in 2020 however this relies solely of volunteers putting their hand up to organize it . If no one volunteers to organize the fete, the fete simply doesn't go ahead.

- **Softfall quotes** – RG stated P&C has forwarded all (3 quotes as per correspondence received from previous BM) to new BM TI shortly after October 2019 meeting and this will now be managed by the school. RG noted funding for the softfall was as a result of the Community Benefit Gambling fund and that Kate Jones – member, provided letter of congratulations to P&C , RG pointed more specifically to the Grant and Sponsorship working group, for the successful grant application. P&C received \$34750. RG explained to the members present that while P&C are fundraising questions may arise as to why P&C are applying for grants when we already have fundraising however RG explained the fundraising monies can purely be donated to the school for the important educational outcomes and grant monies be used for other areas that compliment the educational outcomes (playgrounds, maintenance etc).
- **Review - P&C Meetings.** RG discussed, as this is the first meeting since the initial discussion held at the September 2019 meeting and motioned at the October 2019 meeting, surrounding the need for better inclusion of community across P&C meetings. RG confirmed, three meetings per term, occur on 2nd Tuesday of the relevant month, with a mix of meeting times to encourage attendance by parents and community members. Proposed meeting times 07.30am, 3.30pm and 6.45pm. RG acknowledged the attendance of the morning meeting was fantastic and one of the most attended meetings for the past couple of years.
- RG raised the P&C's intension to discuss the **P&C Uniform shop** and our relationship with the West Ashgrove Drapery. RG indicated the P&C wish to discuss the Ashgrove SS uniform production and distribution with the drapery however we haven't had a chance to do this yet. RG suggested more may come to light once the principal informs the P&C on the logo permissions provided. RG indicated further updates on this may be raised early 2020. RG wanted to also raise the matter of executive team recommending an increase to the working hours for the Uniform Shop convenor role to facilitate any changes with the supply and demand of the uniforms.
- P&C Meetings. RG commented great attendance at the November 2019 meeting, plenty of new faces. RG raised the proposal to move a motion at the February 2020 meeting be held at 6.45pm/7pm start and to set the calendar of events and meeting times/location to help the community plan for meeting attendance. This matter was moved to the Feb/March 2020 meeting for discussion and endorsement for the 2020 calendar (info - three meetings per term, occur on 2nd Tuesday of the relevant month, with a mix of meeting times to encourage attendance by parents and community members. Proposed meeting times 0730am, 3.30pm and 6.45pm. ***RG to follow up for the Feb/Mar2020 meeting and monitor***

Correspondence received since the previous meeting:

Inward (as listed):

- Judith Brand - Query regarding supplier for our raffle tickets.
- Ian George, SCA re offer to replacing soft fall
- P&C Queensland - Information about planned workshops this term. RG has registered for one at Kelvin Grove 5.30pm 13 November 2019.
- Mallow Sustainability – Ashgrove Sustainability Working Goup (ASWG), quote for the Fete 2020
- Sustainability quote to Kathleen for Irrigation and pest control.
- Unique Elegance - fundraising collateral. Forwarded to the fundraising team.
- Jessica Emu Heaven - fundraising collateral. Forwarded to the fundraising team.
- Principal Anita Bond - thanking the P&C for the World Teacher's Day morning tea.
- Joseph Corbin - Past parent requesting information on how we run aspects of our fete so they can replicate it at a school in Cairns. Forwarded to RG.
- Rebecca Dredge - email about App and possible relationship with school to raise funds. Forwarded to executive.
- School Fundraising - 2020 school fun run collateral. Forwarded to executive.
- Invitation from school to the P&C to attend the Year 6 graduation, where we will be gifting the pens purchased earlier in the year.

- Judy Magub, 1958 reunion gift. She is happy the gift will go to the garden and would love an update.
- Pam Willsher, 1958 reunion gift. Pam is also happy to hear the gift is going towards the garden.
- FAB Signs - collateral on school signage.
- Ucanrecycle - information on service they provide.
- The Gap Uniting Church - A letter announcing major fundraising events they have planned for 2020.
- Email from Chappy Bec (Bec Blake) - thanking P&C for the information and offer of assistance, Chappy Bec kindly declined crazy camel fundraiser opportunity as the chaplaincy will seek direct donations from the community.
- Thank you to BM Tanya for the school financial snapshot. RG advised each month P&C receive a copy of the school financial snapshot is received and will be distributed with reports.
- Employsure – 12months on – Provide brief explanation and review of Workplace Health and Safety inspection 18 October – receive quote with recommendations. **RG to report further update at Feb/March 2020 meeting.**
- Email received from Megan O’Dwyer (MO) (previous convenor for Fete 2019 Fete handover and preparation for 2020 Fete). RG met with MO for handover. P&C will soon reach out to community to start the search for the P&C Fete 2020 committee, seeking a group of parents to form the “Fete Committee”. We will commence call out in November. **P&C executive to report further update at Feb/March 2020 meeting.**

Outward (as listed):

- Mallow Sustainability - email from KMah thanking them for the quote. To be reported on by ASG.
- Chaplain Bec Blake - re: Fundraising for Chaplaincy service and confirming Crazy Camel collateral had been forwarded.
- Leah Macfarlane - email thanking parents who supplied baking for Teacher’s Day morning tea.
- Joseph Corbin - thanking him for email and explaining it had been forwarded to RG.
- Rebecca Dredge - thanking her for her email.
- Judith Brand - email from Leah advising her of our raffle book supplier
- Sign Masters Australia requesting an indication of costs for signage for Stop Drop & Go based on Kelvin Grove’s.
- Ucanrecycle - thanking them for their information and explaining it has been forwarded to the team.
- The Gap Uniting Church - email thanking them for their email and explaining it has been forwarded to the team.

PL moved that the **inwards** correspondence be received and the **outwards** correspondence be endorsed. Seconded by KMah. **Carried.**

Business arising from the correspondence:

RG suggested P&C may ask Chappy Bec to up date the Association should she require any assistance with fundraising for the chaplaincy.

Confirmation of executive committee’s decisions (if any)

- The Executive paid for ice blocks through the Tuckshop as a reward for families who helped sell Art Union raffle tickets. The total was \$66.60.

RG advised the executive decisions are specifically for emergency issues or items only.

Reports

- **Treasurer:** RG briefly explained the ANZ bank account balances and information as per the treasurer’s report (read out the information from the report). RG invited any questions may be emailed to the secretary. KMah moved that the report be received. Seconded by TC. **Carried.**
- **Subcommittees/Working groups:**
 - **Swimming Club:** Thank you to AH for the report. SC moved that the Ashgrove Aces report be received. Seconded by AM. **Carried.**
 - **Tuckshop:** Email received from Karen Bond (KB) (tuckshop convenor) informing the meeting the current IOU’s outstanding is approximately \$170. EFTPOS is now in the tuckshop and IOU’s are now a thing of the past.

- **Uniform Shop:** SC moved that the uniform report and tuckshop reports be received. Seconded by AM. **Carried.**
- **Grants and Sponsorship Working Group:** Special mention of recent success as noted in the report and thank you received by Kate Jones's state members office.
SC moved that the Grants & Sponsorship report be received, seconded by AM. **Carried.**
- **Ashgrove Sustainability Working Group:** KMah read out a brief summary of report to the meeting.
SC moved that the Ashgrove Sustainability report be received, seconded by AM. **Carried.**
- **Principal's Report:** as per written report. Nil further information discussed.
SC moved that the written reports including the Principal's report be received and the verbal reports be noted. Seconded by AM. **Carried.**

Business arising from the Reports or discussion required :

Motions on notice

1. **Motion from Treasurer Shaun Landy** – proposing/moving a motion forward for a 'Thank You' event for the regular volunteers for Tuckshop and Uniform shop (20-30pax) with a budgets similar to last year \$300-\$500. Proposal is for P&C to pay for food/nibbles only (Proposed dates 29Nov or 6Dec pending venue and availability).

MOTION: Shaun Landy moving a motion for a 'thank you event' and a budget allocation of up to \$500 for contribution to food, seconded by SC and TC. **Carried.**

2. **Budget** - In previous years P&C has received a budget request from the Principal. To ensure better budget collaboration and better timing for the development of the school budget for 2020, Treasurer Shaun Landy – is proposing/moving a motion, for \$50K of P&C funds to be donated to Ashgrove State School with the understanding the Principal will report back to the P&C. The exact date on where these funds are expected to be used will need to be followed up with the Business Manager TI. This must then be acknowledged in the P&C minutes.
RG asked if there were any questions from the floor and asked for a seconder. MC asked if we had enough money to do this and RG confirmed we do.

MOTION: Shaun Landy moving a motion for a donation of \$50K to school to be used/invested towards the students educational outcomes. Seconded by AS. All those in favour raise your hand – majority raised hands for a positive vote. **Carried.** P&C must follow up mid year as to what spending this donation was allocated to.

3. **Motion from Vice President KM** – in line with the priorities decided at the Aug 2019 meeting for the Masterplan priorities. Kate moves a motion that the P&C consider allocating up to \$20,000 for pool improvements from the proceeds of the Long Lunch and remainder from the 2020 fete towards a Grant match opportunity. RG noted we are still awaiting the outcome of the federal grant to potentially match this figure. Read KM correspondence to the meeting. Discussions surrounding what the suggested enhancements with Pool area would be. RG explained the funding would be for accessibility, revamp toilets (whirly birds) and overall improvements. **RG explained if the Federal Grant is not successful this motion may be rescinded if required.**

MOTION: KM moves a motion that P&C allocate or set aside up to \$20,000 for pool improvements from the proceeds of the Long Lunch and reminder of funds from the 2020 Fete towards matching a federal grant should the grant be successful. RG explained all those in favour to raise your hand, majority of floor raised their hands, no against votes. Seconded by AT. **Carried.** RG reviewed this motion several times to explain the show of hands and that members can abstain if they want. Several attendees raised the need for shade over the pool area.

MC asked for a note to be made in the minutes to inform all that Shaun/Treasurer had been consulted for motion above. This will be noted in the minutes: SL Treasurer has been consulted via email prior to this meeting. **Carried**

RG discussed briefly that if anyone sees or knows of a grant that may be on offer they may email the grants and sponsorship team to inform them.

4. **P&C Endorsement of 2020 Excursions/Incursions.** This includes work linking the camp programme to the curriculum. In 2020 Year 6 camp will now be at Tangaloma Island. This will be in Term 3 around the 7th of September. The Year 3 Camp: The age appropriateness of this age group attending an overnight camp was factored into planning. There is a lot of emotion at that age so from 2020 this experience will become 2 day excursions. One day at Nudgee Outdoor Education Centre and the other day at Old Petrie Town. AB acknowledged GO and MB for their work matching the

incursions/excursions with the curriculum. RG sought members endorsement by a show of hands – all members hands raised for endorsement, no abstain or against. **Carried.**

General Business

- **Irrigation System for the SKAG garden update** – RG asked if any further discussion required on this matter as this had been addressed in the Ashgrove Sustainability Group report. KMah asked about timing of installation. AB advised school hopes work will be completed as soon as possible. Acknowledgement of funding provided by the school to complete this. Thank you to TI and AB.
- **World Teachers Morning Tea update** – RG updated the association, thank you to LM and the community members for baking. Expenditure was only \$23 due to the wonderful donations.
- **Community Event - Long Lunch update** - Community event was very successful. 152 tickets sold. Event was 1 November 2019, 12-4pm at Blackbird restaurant. Thank you to Justin and Alice from Calibre Real Estate for the professional photos from the day. The fundraising element of the day was the Cent Auction, held during the Long Lunch was successful, thank you to the generosity of parents businesses and suppliers who donated the prizes (30 items in auction). Thank you to Justine and Elisa who styled the tables for the event. Total profit after cost \$4396.35 from the raffle. The profits of this fundraiser have been allocated to the pool enhancements (priority item identified on the masterplan)
- **Fundraiser - Art Union Raffle** - update provided and special thank you to Ella Shellshear (ES) for convening and managing this fundraiser. ES ran this raffle with good humour and generosity, as it's a mammoth task. Thank you to all parents, teachers and community members who bought tickets and thank you to all the people who helped ES sell these tickets at the various local shopping centres. Special mention goes to the Lichtnauer family (Lauren Hartwin) who bought 25 booklets. Raffle was drawn at the Long Lunch community event. Winners have been notified. Issues experienced with booklets and tickets being returned.
 - 6,301 tickets were sold (\$12602)
 - 809 tickets were returned unsold
 - 110 tickets claimed as lost
 - 780 tickets not returned
 - \$170.15 simply funds donated by community, no tickets purchased
 - After cost the profit of \$11,824 that will go to the Indigenous garden in previous meetings.
 - ES impressed with response rate from community was around 90% response rate.
 - We will now prepare for an audit.

Applications for membership and recording of new members:

Roger Desailly

AS moved that the new members be accepted. Seconded TC. **Carried.**

Date of Next Meeting:

Next meeting: Proposing: 11 February 2020 6.45pm Community Hub (meeting to run for the proposed 60min)

Meeting closed: 0836