



28 March 2023

Draft MINUTES

Present: members in attendance

Amanda Hay	
Anita Bond	
Rebecca Chapman	
Jackie Rose-Diamond (applying member)	
Adria Cunningham	
Adam Massey	
Leah MacFarlane	
Rachel Cox	
Sarah Shaw	
JP Bester	
Simon Peric	
Amanda Kidd	
Emma Mezzina	
Anna Thomas	

Welcome:

Opened by President (RC) at 7:03 pm

Additional agenda items:

- Nil

Apologies

Charlotte Myers, Elizabeth Watson-Brown, Kate Matthews, Cara Cox, Rob Johansen, Carla Loughnane.

Rachel Cox (RC) called motion to accept apologies. Accepted by Amanda Hay and seconded by Simon Peric. CARRIED.

Ratification of Previous Minutes

Ratification of 07 March General Meeting Minutes

RC motion to accept and ratify 07 March General Meeting Minutes. Accepted by Adria Cunningham and seconded by JP Bester. CARRIED.

Business arising from previous minutes

Nil

Executive Decisions

Nil, Due to first meeting being so close in date to this one (21 days).

Correspondence (1March – 18 March)

Inbound

1. Anita Bond, Cara Cox & Amanda Hay re pool shade sail quote evaluations
2. Cara Cox and Amanda Hay re notifying successful applicant for the pool shade sail
3. Megan O'Dwyer re fete coordinator withdrawal
4. Anita Bond & Kate Matthews re VIP fete guest list
5. Amanda Hay re P & C donation to the school
6. Insurance renewal information from Debbie Youngs, Marsh Insurance
7. Aaron (bookkeeper) re double payment of Qld Coffee Technicians invoice
8. Coca cola school compliance form for 2023
9. JP Bester re 2022 audited financials for signing
10. Chloe Nicholls re updating Commonwealth Bank (Qkr eftpos) account
11. Heather Marshall re updated website documents and status of Excellence Fund form
12. Heather Marshall re updated P & C welcome message for 2023 Information Book
13. Rob Johansen re draft AGM minutes to arrange signatories for the Aces bank account
14. P & C handover notes from Kate Matthews
15. P & C employment documents for Jade & Andrea
16. Kim Quinlan re Long Lunch coordination role
17. Leighton Thomas re Mango fundraiser supplier registration
18. 2023 P & C membership applications
19. Charlotte Myers re additional hours for P & C employees
20. Charlotte Myers re distribution of SPRMS to P & C staff members and regular volunteers
21. Cooper electorate office re VIP fete invitation and fete matters
22. The Gap Ward Office re VIP fete invitation and fete matters
23. Carla Loughnane re VIP fete invitation
24. Fete stall convenors and volunteer arrangements
25. Staff wages and creditor expenses
26. Advertising offers and newsletters from a variety of providers.

Outbound

1. Replies to all incoming (except advertising offers and newsletters).
2. Communications with parent network re Fete, Friday Café and other matters
3. ANZ Bank Ashgrove Branch re adding 2023 P & C President and Vice President as account signatories
4. Anita Bond & Kate Matthews re VIP fete guest list
5. Elizabeth Watson-Brown MP VIP fete invitation
6. Jonty Bush MP VIP fete invitation and fete matters
7. Cr Steven Toomey VIP fete invitation and fete matters
8. Carla Loughnane VIP fete invitation
9. Anne McLauchlan, GSH Principal, VIP fete invitation
10. Megan O'Dwyer re fete records USB
11. Alicia Klumpes re fete finance and security
12. Charlotte Myers re the sale of fete ride bands in QKr app
13. Simon Peric re badges from Boyle's Badges for new P & C Exec & Officer and tuckshop staff
14. Membership update and Student Protection Risk Management Strategy (SPRMS) documents to 2023 P & C members
15. Rob Johansen re implementing the SPRMS
16. Susan Butler, QKr, re updating QKr access for 2023 P & C President and Vice President (events)
17. Grant application to the Gap Ward Office for fete equipment hire costs

18. Ryan electorate office re update on 2023 P & C Exec and meeting dates

RC called motion to accept inbound and outbound correspondence as true and correct. Accepted by Adria Cunningham and seconded by Amanda Kidd. CARRIED.

Business arising from correspondence

Nil

Reports

Treasurer's Report

JP explained that given AGM was only a couple of weeks ago, first financials will be published at next meeting. At the end of February, the cash position was \$513,000, an increase of \$7,000 from the closing 2022 position of \$506,000. At the final P&C meeting of 2022 the P&C approved a \$50,000 contribution to the school for 2023. This will be four equal payments; the first payment of \$12,500 contribution was made in March 2023.

An incoming amount of \$24,000 from the parent booklist contribution. It's worth noting that this is down by \$3,000 compared to 2022 parent booklist contributions and a further \$6,000 compared to 2021 parent booklist contributions. This seems reflective of increase cost of living conditions.

Appointed Bookkeeper rates are \$66 per hour and estimates 1-2 hours per week for a total 48 hours for the total of 48 weeks a year, which equate to just over \$6,000 a year. This is within the approval granted by P&C at the 7 March 2023 General Business meeting.

Final component of report is to motion approval for optional Student Personal Accident Insurance Policy working for the P&C. This optional and additional insurance covers all student accidents while at school and in vacation care, travel related excursions, limited to \$15M policy, \$1M per event and costs \$3,152 for the full policy. This is in line with previous years cost and provision.

Questions from the members resulted in the following information exchange: Excess is \$50. This is a policy for parents and carers to have costs contributed towards x-rays and broken arms. P&C has previously had communications regarding incidents and the student accident policy.

Anita Bond (AB) requested P&C communicate the process to parents, that this is for incidents that occur, and that there is no downside to using it.

Rachel Cox (RC) suggested including a paragraph on the Ashgrove State School website and distributing information about this policy via the parent network.

RC called motion that the Student Personal Accident Insurance Policy be approved. Accepted by Leah MacFarlane and seconded by Amanda Hay. CARRIED.

RC called motion that the Treasurer Report be approved. Accepted by Adria Cunningham and seconded by Adam Massey. CARRIED.

Business Operations Report

RC presented a brief update of the report, Charlotte Myers is an apology. General discussion around Qkr! ordering is improving, users are becoming familiar with the process.

RC motioned the Business Operations Report be approved. Accepted by Simon Peric and seconded by JP Bester. CARRIED.

Principal's Report

Anita Bond (AB) presented the report to be taken as read. Included with the Principal's Report is information regarding the Annual Implementation Plan (AIP).

Only thing not covered in the report is regarding the outdoor learning area. AB doesn't have the details yet. A meeting occurred the other week. There will be more removal of asbestos out of the ground. A new approach/ different plan has been planned. Education Department has to seek funding elsewhere, Mitchell the contact in charge, is hoping to have an answer by COB tomorrow (29/03/2023). Once the approach is known, AB shall broadcast the plan, once the funding is secured.

Questions from members included if school grounds were going to be locked/ closed in holidays? AB replied that after school care has to occur, so the asbestos removal works will only occur on weekends and will resume once the plan is approved by Education Department and the funding is found from central office.

If it is happening (asbestos removal), the grounds will be closed, it's deep down in the ground. Removal is in line with Education Qld policy guidelines. Amanda Hay confirmed the company is following procedure, there is a separate asbestos remover contractor, a managing company contractor who manages the asbestos remover and a separate hygienist on site. A certain amount will be removed from the ground, this will allow future schoolwork's not to be held up, as it shall no longer be on the asbestos risk register – please be patient.

Members questioned if there was a reason Naplan was held earlier in the year, compared to past years? AB responded that she didn't know. Previous years tests were scheduled in May. Perhaps the earlier occurrence will help as there becomes a benchmark earlier in the year in receiving the data earlier, this will help inform the school's practise.

AB highlighted that in the AIP there is no mention of Naplan, that in the department 4 year plan the focus is on curriculum. There is focus on moderating across all teacher's so that a grade is consistent across year level. Also moderate within our cluster - Rainworth, Oakleigh etc. The Department is not focusing on Naplan as per previous years. They won't look at Naplan much, it is a one point in time exercise, parents look individually, but please take it with a grain of salt.

RC motioned the Principal's Report be approved. Accepted by Amanda Hay and seconded by Leah MacFarlane. CARRIED.

Grants and Sponsorship Subcommittee Report

Simon Peric (SP) has no official report the meeting as he now focused on the 'bump-in-bump out' fete coordinator role. Simon has 10 -12 volunteers for fete set up and pack up.

Leah Macfarlane (LM) has no formal report but reported \$5,500 worth of sponsorship for Fete 2023 so far, which is quite a bit down from 2021. Businesses are not as forthcoming this year. Lots of sponsorship within the \$1,000 range, but no premium sponsors yet. A premium sponsorship would suit companies that valued having a stall at the fete, with access to parents and community members, and the LED advertisement screen on Waterworks Road which provides great exposure. The cost to be a premium sponsor is \$3,000.

Thank you to the businesses who have offered to sponsor to date:

\$2000 Sponsorships:
Hutchinson's Builders

\$1000 Sponsorships:

The Swim Academy
Scholz Electrical
Verified Energy

\$500 Sponsorships:
The Gap Dental Practice

Ashgrove Aces

Rob Johansen (RJ) is an apology tonight; JP takes the report as read and noted the Aces swim season has ended.

Special mention and thanks to both Nicola Williamson for her 7 year commitment to the Ace's Treasurer role, and to Cara Cox for her 4 year commitment to the Ace's Secretary role. Both are stepping down from respective roles at the current end of Aces swim season.

New volunteers shall be sort for these 2 x roles ahead of term 4 new swimming club season.

The report also noted that attendance was up this year, compared to previous years, citing previous years flood, and covid events that potentially reduced attendance. The report also names the age group champion placings – congratulations to all.

Members questioned if there was a way forward to purchase new lane ropes? As reported in the Aces' Report, discussions are underway between Aces and the Swim Academy to understand leasing agreements and use requirements.

RC motion for acceptance of the Ashgrove Aces Report. Accepted by JP and Seconded by Amanda Kidd. CARRIED.

Motions on Notice

1. Annual Servicing of the 2 x Thermomix machines in the Tuckshop.

It is time for a service of the Thermomixes. They are not operating as smoothly as they should be and as they are essential items in the Tuckshop. CM would like to send these away for servicing as soon as possible. The cost is \$199 per machine for a service. If the machines require any repairs that will be an additional cost however CM will be able to advise P&C Executive accordingly before works proceed.

RC reported that Charlotte Myers brings a motion that the P&C provide \$398 for annual servicing of the 2 Thermomix machines in the Tuckshop. Any repairs shall be extra. Accepted by Leah MacFarlane and seconded by Adria Cunningham. CARRIED.

2. Purchase of 2 x Purpose-built glider boards @ total of \$240 for better functionality & safety in Tuckshop.

Currently the machines sit on boards however these are not the Thermomix purpose-built glider boards. The team have found that sometimes the machines move around on the current boards.

RC reported that Charlotte Myers brings a motion that the P&C provide \$240 to purchase 2 x thermomix purpose built glider boards for better functionality and safety in the kitchen. Accepted by Adria and seconded by Amanda Hay. CARRIED.

General business

1. Actual Bookkeeper cost to be nominated as per 07 March meeting motion.

This was covered in the Treasurer's Report as above.

2. Insurance – Student Accident Policy

Covered already and motion carried as per the Treasurer's Report section above.

3. Fete update

Amanda Kidd (AK) reported that all store conveners' positions have been filled. Donations started next week. The newsletter has been issued re 'lucky drinks' and 'chocolate toss' donations. In early term 2, the ride bands shall be launched along with the volunteer app.

a) Insurance – extension of cover for Fete (up to \$500)

AK spoke of the requirement for extra insurance cover for the Fete. RC explained the insurance covers cash, goods on sale, items, the cost may be less, and that the organisers are looking at cashless system.

Parent purchase printed money, instead of risk for ATM, coordinate cash at the end of the day.

Significantly reduce labour of volunteers. Discussions covered that newsletters and letter box drops shall explain the system proposed e.g., the parent/ carer/ community member purchases printed money on the day, instead of risk for ATM, and coordinate/ handling cash at the end of the day.

Cash will also be available for all the stores, highly encouraged to pre purchase as a school community.

Members explained experience at the Graceville fete, where large lines occurred to buy 'cash' for kids. RC explained QKR! will enable pre-purchase and collection of printing money on the day to reduce fraud. The printed money will be non-refundable, with onus on person to not spend more than they should and to use all prints on the day of the fete.

AH and AB expressed facility to enable older community members who have not experienced/ or communicated with, that some small cash can still be utilised. RC explained a letter drop of surrounding areas will also contain this information.

JP previously 3 x atm machines have been utilised, looking at more print machines at less cost.

Cashless fete is a trial, which shall help reduce costs, requirements for security and risk of theft. And is something the community has gotten use to the past couple of years due to covid.

AK motions that the P&C increase insurance to cover the Fete as an extension of cover up to \$500. The amount incurred shall be \$500. Accepted by Amanda Hay and seconded by Adria Cunningham. CARRIED.

b) Fete Volunteer thank you event (up to \$500)

AK and RC spoke to the thank you event provision, and that the fete volunteer event shall be planned for, after the planning of the fete, and the fete event taking place.

AK motions that the P&C provide \$500 for a fete volunteer thank you event. Accepted by Leah MacFarlane and seconded by Adria Cunningham. CARRIED.

4. Trees and root issues

Amanda Hay (AH) announced that 4 x trees are to be removed (majority are poinciana trees) along the oval walkway from Glory Street, next to 'A block' (Main school building) and year 3 -4 playground (cricket nets) to top of bitumen hill. To date tree roots have impacted on retaining wall that has been repaired and AH has video footage from a plumber after the insertion of the 'drain snake'/ 'electric eel' into the toilet plumbing pipes to find blockages. An Arborist report has been undertaken, as attached provided from the school. AB said the trees will be removed, it is a done deal, regardless of agreement from the P&C. There will be further removals in the future.

Questions from members included: Can new trees be planted in replacement, or new shade protection be installed? AB said no new trees could be planted in this area, and there is no funding for new shade protection. Shrubs and 'road' trees (with minimal roots systems) are planted elsewhere in the school. Discussions continued regarding the need for shade.

AB spoke of the severe impact from tree roots on the year 3-4 playground which resulted in soft fall being removed and replaced at the end of last year. The year 4-5 playground (corner of Woonga Dr & Glory St) is deemed non-compliant and unsafe due to significant risks from the fig tree. This playground will have to be removed. In future, new areas for playgrounds/ outdoor learning areas will be identified.

AH motioned that the P&C permits President to sign letter consenting to the removal of 4 x trees. Seconded by AK. CARRIED.

RC to sign paperwork after P&C meeting for the removal of trees.

5. Community Fund

Amanda Hay (AH) spoke of the importance of the community fund, which enables equity for all students to access and attend school activities and camp with funds provided by the fund of \$890. AB thanked the P&C for their contribution to the community fund.

RC motions that the P&C provide \$890 for the school community fund. Accepted by Amanda Hay and seconded by Adria Cunningham. CARRIED.

6. Proposed Event Plan 2023

RC identified the following proposed events in addition to the Fete (13 May).

- Disco – 28 July, beginning of term 3, coordinated by Sam Terry
- Long lunch – date TBA, coordinated by Kim Quinlan
- Mango fundraiser – Oct/Nov, Leighton Thomas & Kristen Lowrey
- Anthony Lamond – date TBA later in the year, to coordinate an event, e.g. trivia

Any other suggestions for fundraising are welcomed.

RC motions that the P&C proceed with proposed event plan. Accepted by Adria Cunningham and seconded by Leah MacFarlane. CARRIED.

Applications for memberships and recording of new members

Ordinary membership application/s – Jackie Rose Diamond

RC motions that all membership applications be accepted. Accepted by Emma Mezzina, seconded by Adria Cunningham.

Date of Next Meeting

Date of Next Meeting: Tuesday, 02 May 2023, 7pm for General Meeting in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Rachel Cox at 7:50 pm

Budget Overview Report

Ashgrove State School - (0186)

Report Date: 28-Mar-2023 2:18 PM

Budget Quarter 1

Period: 202303 | Cost Centre: % | Cost Centre Manager: %

User: Hay, Amanda (018600260242)



	Year to Date			Annual			Original Budget
	Actual	Budget	Variance	Budget	Variance	Comment	
Opening Balance	-328,415	-328,415	0	-328,415	0		-328,415
Revenue	-418,151	-378,085	40,066	-1,030,584	-612,433	Under Budget	-1,030,584
Expense	289,473	428,227	138,754	1,313,999	1,024,526	Under Budget	1,313,999
Global Trading Activities	-62,419	0	62,419	0	62,419	In Surplus	0
Representative Sports	0	0	0	0	0		0
Administered Clusters	0	0	0	0	0		0
Non-Curricula Activities	-5,277	0	5,277	0	5,277	In Surplus	0
Balance of Operating Funds	-524,789	-278,273	246,516	-45,000	-479,789		-45,000
Provision	0	0	0	45,000	45,000		45,000
Balance of Funds Available	-524,789	-278,273	246,516	0	524,789		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	0	0	0	0	0		0

Transactions have occurred in System Cost Centres. Validate that the transactions are correct