

**Ashgrove State School  
P&C Annual General Meeting (AGM)**

**10 March 2020**

**Draft MINUTES**

**Present: 23 people total in attendance (3 non-members)**

<b>Ryan Apps (non Member)</b>	<b>Shelley Carter (Member)</b>	<b>Alex Schmidt (Member)</b>
<b>Alicia Klumpes (non Member)</b>	<b>Taueva Caesar (Member)</b>	<b>Glen O'Halloran (Member)</b>
<b>Evan Shellshear (non Member)</b>	<b>Karen Lennon (Non-member)</b>	<b>Katie Pack (Member)</b>
<b>Kate Matthews (Vice President)</b>	<b>Jo Springer (member)</b>	<b>Nicola Williamson (Ashgrove Aces Treasurer)</b>
<b>Charlotte Myers (Member)</b>	<b>Tanya Isherwood (Member)</b>	<b>Anthea Goslin (Member)</b>
<b>Leah Macfarlane (Vice President)</b>	<b>Anita Bond (Principal )</b>	<b>Silvana Hunter (non Member)</b>
<b>Rachel Gadsden (President)</b>	<b>Michael Flynn (non Member)</b>	<b>Shaun Landy (Treasurer)</b>
<b>Heather Mercer (Deputy Principal Member)</b>	<b>Sara Daley (Member)</b>	

**Meeting opened: 6:38pm**

- 1. Welcome: Rachel Gadsden**
- 2. Apologies: Jackie Rose-Diamond, Charlotte Myers, Anita Bond, Fiona McLoughlin, Gardie Carr, Phoebe Jellico, Bernadette Smon, Phil Langley, Caroline Liu**
- 3. Minutes of previous AGM meeting: Moved by Shelley Carter, seconded by Shaun Landy**
- 4. Business arising from previous minutes: Nil**

**Reports:**

**5. Receipt and adoption of Audited Annual Financial Reports and Treasurers Report**

As per report Jason O'Connor Pty Ltd. Brief discussion held. Shaun Landy (Treasurer) spoke to the report and informed the meeting no issues. President Rachel Gadsden satisfied with audit. Moved by Leah MacFarlane, seconded by Shaun Landy

**6. Reports:**

**President's report:** As per report (Appendix 1). Moved by Leah and seconded by Shaun Landy.

**Agenda items:**

- 7. ALL MEMBERSHIPS LAPSE**
- 8. Membership applications approved for all 2020 applicants**

Motion to accept all applications for membership. Majority - Motion carried.

## 9. Election of Office Bearers

Rachel Gadsden (outgoing President) handed meeting chair to Principal Anita Bond.

- **President** – Evan Shellshear
- **Vice President (Two positions vacant)** – Kate Matthews (re-elected), Ryan Apps
- **Treasurer** – Alicia Klumpes
- **Secretary (Two positions vacant)** – Kristen Lowery, vacant.

10. **Change of bank signatories** – motion to change bank signatories to the new and re-elected officers. Motion carried.

## 11. Confirmation of sub-committee of the Association

Ashgrove Aces Amateur Swimming Club. Election and appointment of:

- **Chairperson** - Amyee Hogbin (re-elected)
- **Treasurer** - Nicola Williamson (re-elected)
- **Secretary** - vacant.

## 12. Appointment of Associations Auditor

Re appointment of Auditor – Jason O’Connor Pty Ltd

Motion carried. Moved by Leah MacFarlane, seconded by Kate Matthews

## 13. Adoption of the Student Protection Risk Management Strategy

President Evan Shellshear raised discussion as he is concerned the document had not been read and understood. Rachel Gadsden (outgoing President) informed the meeting this is a Department of Education and P&C’s Qld document and must simply be adopted at the AGM by P&C Association. Evan Shellshear expressed continued concern and sought to move this adoption to the next P&C General Meeting to allow time to read. Rachel Gadsden insisted must be adopted at AGM, document has been available on the Ashgrove State School website for 12 months (more than enough time to be read) and should anyone wish to read and discuss further to contact President post AGM. Proceed to adopt.

**Rachel Gadsden asked for show of hands for adoption: Majority, Motion Carried.**

## 14. Adoption of the 2018 Constitution as remains unchanged.

Copies of Constitution provided to new executive. Majority, Motion carried.

### General business:

Rachel Gadsden raised a suggestion the AGM be moved to late in Term 4 or earlier Term 1. Concerns raised from several members about when an audit of financials would be completed. Rachel Gadsden suggested new Executive take this offline and contact P&C’s Qld for further advice on the matter and report back to P&C Association.

### Next meeting:

The next Annual General Meeting (AGM) of the Ashgrove State School P&C Association will be held on **Tuesday 9 March 2021 at 7pm in the Community Hub.**

**Meeting closed: 7:12pm**

**ASHGROVE STATE SCHOOL P&C ASSOCIATION**  
**PRESIDENT'S REPORT FOR ANNUAL GENERAL MEETING**  
**10 March 2020**

Our Ashgrove State School P&C Association continues to enjoy a moderate degree of support from a core group of friendly and interested parents who attend our monthly meetings. There is a larger group of parent supporters who participate in the fundraising activities of the school. Our meetings are open, friendly and welcoming; and the group benefits from robust and respectful discussions in an inclusive environment. The P&C Association remains focused on P&C business – services (Tuckshop and Uniform Shop), organize community events to raise awareness and foster our community spirit and interest in educational matters and fundraising. It is important the association does not get involved in curriculum or other school/educational matters.

In 2020 the establishment of the vision and mission statement for Ashgrove State School P&C Association was developed following the President's attendance at the 2019 P&C's Qld Conference. A draft P&C Strategy has been drafted for further discussion and publication (see Appendix 1).

- **VISION: SUPPORTING THE SCHOOL BY INCREASING COMMUNITY ENGAGEMENT**
- **MISSION: TO SUPPORT AND CONTRIBUTE TO THE SCHOOL BY RAISING FUNDS AND / AWARENESS**

As a group we encourage the parents of our school to become involved in our fundraising efforts, social/community events, volunteer for our services (Tuckshop/Uniform shop) and to participate in our meetings. During 2019, we promoted the P&C within the school community and surrounding local community. We tried to embrace the vision, mission and strategy of our P&C, to increase understanding and encourage overall participation.

During 2019 we continued to enjoy a positive working relationship with our school Principal, Deputies and the school leadership and administration teams. As a group, we all work very hard in an effort to support the school to provide an optimal learning environment for our children.

**Outgoing Executive Team – Acknowledgement & Thanks**

I would like to acknowledge and sincerely thank our outgoing officers for their massive commitment of time, abilities and energy behind the scenes to ensure the P&C continues to operate effectively, with good governance, to support our school.

My heartfelt appreciation and thanks to Leah Macfarlane (Vice President) and Shaun Landy (Treasurer). Not only have they worked on the P&C Executive dedicating their valuable time as part of the executive committee they have simply been enthusiastic volunteers at our P&C events and fundraisers during the year.

We have had a busy year, and all Executive members have spent significant amounts of personal time discharging their P&C responsibilities to the highest standard. Our legacy has meant the P&C operations have solid foundations and a clear strategy to allow the association

to run cohesively, seamlessly and effectively moving forward into 2020. The P&C has been very fortunate to have such a dedicated and keen Executive. Thank you all.

### **P&C Projects / Funding**

During the past 12 months, the P&C has funded or committed funds to the following items or projects:

Amount	Purpose
\$70,000	Fete 2019 Budget
\$1000	Fete 2019 Thank You event
\$5000	Trivia Night
\$1200	Disco
\$1500	Art Union
\$1500	Long Lunch
\$200	Grants Hub subscription
\$180	P&C State Conference – President attendance
\$700	Drone Batteries
\$530	SAKG Dryer
\$500	Tuckshop/Uniform Shop Volunteer appreciation event
\$1680	Employsure engagement – Employee Relations
\$5370	Chaplaincy
\$3000	Tuckshop equipment (dishwasher)
\$4000	Year 6 Seating in shaded areas
\$1500	P&C reusable bags
\$1500	Tuckshop Pizza Roller
\$500	Fete Thankyou event
\$300	World Teachers Day 2018
\$200	P&C Banners
\$500	P&C Services Volunteer Thank you event (Tuckshop/Uniform)
\$500	Ashgrove Sustainability Group - Bins
\$50,000	Educational funding provided to the school
\$10,000	Contribution toward Indigenous Garden (additional
\$17400	funding supplied)
\$34700	Gambling Community Benefit Funds Grant – replacement soft fall

During the later half of 2019 the President was invited by the school to be involved with the recruitment process for the Business Manager position. Toward the end of 2019 the President role was engaged for the recent tender process and review for the swimming coach supplier to continue the least of the school pool asset.

### **2019 P&C Achievements**

In 2019, the P&C hosted and conducted the following events and actions, all of which fostered the fantastic community spirit in our school, and the proceeds of which contributed to funding the above items and will continue to assist the P&C during 2020.

1. Tuckshop Petty cash continued transformation and use of Debit Card system and addition of an EFTPOS terminal (removal of the IOU system as this was an increasing liability)
2. Improved inclusion of all parts of community at P&C meetings, adoption of various meeting times, three meetings per term, with a mix of meeting times.

3. Continued support for the P&C Subcommittee – Ashgrove Aces Amateur Swim Club
4. Continuation of the outsourced Booklists ordering to Champion to assure ongoing sustainability
5. Successful transition of MSP School Photography to become an ongoing school remit along with the commission earnings on purchases going directly to the school for 2020 onwards.
6. Continued support of the branding of all P&C collateral and templates remains ongoing. Special thanks to Leah Macfarlane (VP) for oversight of this.
7. Ongoing engagement with Employsure for all Employee Relations matters
8. Ongoing development and promotion of P&C via Social Media
9. Uniform Shop governance and collaboration with local Drapery business to ensure supply meets demands
10. Our famous and hugely successful fundraiser Fete 2019. Special thanks to Megan O'Dwyer for convening this Fete.
11. Return It P&C application/continuation of the Container Refund Scheme reference number for donations
12. Tuckshop catering opportunities continued
13. Gambling Community Benefit Funds Grant application completed early 2019 – successful
14. Continuation of the P&C Grants and Sponsorship working group. Special thanks to Kate Matthews and Katie Pack for leading this working group along with all members engaged with this working group.
15. Participation and appreciation of World Teachers Day (Oct 2019)
16. Adoption and endorsement of the 2020 Student Resource Scheme
17. Continued commitment to the P&C Masterplan priorities:
  - a. The Indigenous Garden
  - b. Asphalt area – past the library and around the pool/lower school entrance.
  - c. Pool area – including fence and all aspects of the pool
  - d. Heritage space around the art room.

## 2020 Events/Proposed Calendar

### **Proposed Events Calendar 2020**

#### **For discussion and approval at the P&C Meeting**

	<b>Month / Date</b>	<b>Term</b>	<b>Event</b>	<b>Primary Purpose</b>	<b>Status</b>	<b>Expenses Budget</b>
1	20 March	1	P&C Disco	Community Event/ Fundraising	Confirmed – Megan C & Sue S	\$1200
2	9 May	2	Fete	Fundraising	Confirmed	\$70,000
3	23/24 May	2	Fete Thank-you Event	Volunteer Event	Confirmed - P&C Executive	\$1000
4	August/ September	3	Trivia Night	Community Event/Fundraising	TBC	\$5,000
5	30 October	4	Long Lunch	Community Event	Confirmed – Kate M & Leah M	\$1500

6	30 October	4	Cent Auction	Fundraising	Confirmed – Kate M & Leah M	\$100
7	September /October	3 /4	Prep Information Night Prep Information packs Booklists	Community Event	Confirmed	NA
8	October	4	World Teacher's Day	Teacher Appreciation	Confirmed	\$300
9	December	4	Graduation Night (Pens)	Community Contribution	Confirmed	Reorder in 2021
1	November	4	Colour Run/similar	Fundraising	TBC	
1	November/December	4	Family Movie Night	Community Event	TBC	
1	TBC	?	Market day (Friday afternoon) / Link to Entrepreneur year 5?	Community Event/Fundraiser	TBC	

All events are open for discussion. The P&C is always open to new ideas and interest, and we are keen to support anyone who is willing to run with a fundraising idea and make it happen. We look forward to working with our wonderful parents to run fundraising and community events in 2020.

### **P&C Services**

#### **Tuckshop**

The **Tuckshop** continues to be a very successful service operated by the P&C. Our Tuckshop Manager, Karen Bond, continues to ensure our menu is healthy, varied and adheres to the Department of Education's "Smart Choices" guidelines.

Demand for the Tuckshop is very high and the service is maintaining good positive momentum, with Tuckshop sales continuing to cover costs over the year. The service is open 5 days a week with Friday Café continuing to be very popular. The Tuckshop team continue to receive positive feedback from the school community.

With the recent resignation of one permanent part-timer employee the P&C now employs two casual and one permanent part-time staff and this model relies heavily on volunteers. Volunteers can be hard to receive consistent commitment however we acknowledge our parent community do engage in volunteering practices more than other schools around Queensland. Embracing and appreciating our volunteers with better communications can continue to help improve engagement and volunteers can become somewhat stable to compliment the staff working days. Demand for Tuckshop now requires at a minimum 2 employees per day as a basis from Tuesday to Friday. It remains that Mondays 2<sup>nd</sup> break is

not viable to remain open due to minimal sales. All operating days continue to be monitored.

Throughout 2019, I met and discussed operations with the Tuckshop employees in an effort to better understand the roles and the challenges being experienced by the team. I felt this encouraged good communication and collaboration towards one common goal. I again this year applaud the Tuckshop team for offering a professional and sustainable service and operation throughout 2019. Thank you to Karen Bond, Megan Buerckner, Donna Knight and Kristina Allen. They perform an absolutely crucial role in our school, and consistently try to work with purpose and with a positive outlook.

### **Uniform Shop**

The uniform shop continues to prove itself as a great asset to the school and I wish to thank our Uniform Shop Manager Charlotte Myers for her wonderful dedication and efforts during the last year.

Uniform Shop opening hours have remained on Tuesdays and Wednesdays into 2020 however flexibility remains for Charlotte to manage or change these operating hours as required and in consultation with the P&C executive team. We have been very lucky to sustain steady reliable volunteers for this service. This is sincerely appreciated and has helped foster a good, reliable service.

Flexischool orders continue to grow, providing a convenient way for parents to purchase items for their children. Equally, over the counter sales are in high demand at the peak periods through the beginning of the year and the shop opening hours are consistently busy during term time. With the consistent business the P&C will be supporting the Uniform Shop Manager and Tuckshop Manager to further digitalize the transactions and POS systems for both services. This should continually be reviewed for best business practices. Towards the end of 2019 approval was granted to extend the Uniform Shop managers hours to ensure administration of the uniform shop is managed well. Discussions have commenced with the West Ashgrove Drapery towards a positive and collaborative working relationship and the provision of a safe and consistent school uniform.

Finally, thank you to everyone who has donated second hand uniforms to the uniform shop for sale. We have been overwhelmed with the generosity of our donors. To clear our second-hand stock, we will be including the donated items in the Fete 2020 stall.

### **Acknowledgements**

We are very fortunate to have a dedicated group of parents who selflessly give of their time and talents to help us host events, raise money, foster community spirit, volunteer in our services and ultimately, make our school a better place for our children. Without our volunteers, none of this is possible, and our P&C would not be in the healthy financial position it enjoys today.

Therefore, I would like to acknowledge and sincerely thank all volunteers within our school community. I commend their efforts, and I ask that all parents and caregivers in our school community look to see how each of you may contribute to the work of the P&C in the coming years.

I also acknowledge and thank the businesses and individuals who have generously donated to our association and school.

I'd like to acknowledge the **Honorable Kate Jones MP**, Member for Ashgrove. Thank you for your ongoing interest in and support of our P&C. I thank **Councillor Steve Toomey** who

attends our P&C meetings from time to time and continues to take an active role within our community.

I offer my sincere thanks to our Principal, **Anita Bond, Glen O'Halloran and Heather Mercer**, for their leadership, guidance and wonderfully positive support of the efforts of the P&C within the school.

Thank you to **Heather Marshall** for her continued administrative support and guidance towards the P&C. Heather's support has been critical to the P&C for many years, thank you Heather. Thank you also to **Tanya Isherwood** Business Manager, Janice and Donna for providing constant direction, access to the school along with assistance and support. Thank you to all **Ashgrove State School members of staff** who support the work of the P&C.

Finally, thank you to all those who have support me in this role as President. It's certainly an exciting role and I have enjoyed collaborating with many talented, kind and hard working people. I wish the incoming President all the best and as I remain in the community for the remainder of the year I will continue to support the new committee.

**Rachel Gadsden**  
**President**  
**March 2019**



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# Ashgrove State School P&C Association

## Strategic Plan 2020-2024

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*Motto: "Supporting our School Community"*

### **Vision** – *Supporting the school by increasing community engagement*

To enhance the school experience of every Ashgrove State School student by working with the school community to provide the students with:

- Plentiful and diverse **OPPORTUNITIES** for learning, growth and development
- Additional & improved **RESOURCES & FACILITIES** to support & enhance teaching and learning and the overall school experience
- Unique & rewarding **EXPERIENCES** to ensure a fun, safe and memorable primary school experience
- A highly engaged and inclusive **COMMUNITY** focus on making everyone feel welcome, valued and appreciated.

### **Mission** – *To support and contribute to the school by raising funds and/awareness*

We will achieve this by:

<b>OPPORTUNITIES</b>	Subsidising, supporting or facilitating opportunities for inclusive learning and development
<b>RESOURCES &amp; FACILITIES</b>	Working closely with the school to contribute to or fund improvements to the general grounds or facilities as required Upgrading and/or adding additional playgrounds and sporting equipment Providing additional technology needs or resources to advance the learning goals of the school Supplementing the school budget with cash contributions
<b>EXPERIENCES</b>	Subsidising and/or facilitating unique experiences (e.g. fete performance opportunities, community events, and fundraisers) Facilitating events that offer unique social experiences and foster community spirit (e.g. discos, colour run, movie nights, trivia, long lunch). Supporting and management of Tuckshop and Uniform shop.

<b>COMMUNITY</b>	<p>Actively promoting &amp; recruiting new P&amp;C members and volunteers through all marketing channels and in person</p> <p>Actively promoting the goals and achievements of the P&amp;C to improve the reputation and awareness amongst the school &amp; wider community.</p> <p>Ensuring all members and volunteers are treated with kindness, respect and made to feel welcome, valued and appreciated.</p> <p>Facilitating events to recognise the contribution of valuable community members &amp; volunteers to show our appreciation.</p> <p>Actively seeking to create and nurture relationships with the local community including businesses, organisations and dignitaries.</p>
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***In order to achieve our mission and goals we will require a strong P&C Executive, Sub Committee Executive and working groups a highly engaged school community, a significant number of volunteers and successful fundraising.***

## Financial Growth Strategy

The Ashgrove State School P&C Association requires a substantial amount of money each year to achieve these goals.

We intend to generate the funds required through the following means:

- Major fundraising activities, including but not limited to:
  - Fete
  - Art Union Raffle
- Community events that include a fundraising element i.e raffle, sausage sizzle or bar
  - Long Lunch
  - Trivia
  - Disco
  - Movie night
- Sponsorship and/or donations
- Voluntary parent contributions

## Community Growth Strategy

The Ashgrove State School P&C is the representative body for the parents and citizens of Ashgrove State School, and therefore should seek to **ENGAGE, CONNECT** with and **INSPIRE** the school community, and ensure we are accurately representing the overall views of the collective and nurturing a strong “sense of community” amongst the parents, staff & students.

The P&C shall achieve this through:

- A regular presence in the schoolyard – on the ground talking to parents & citizens
- Regular communication with the school community (via newsletters, website, social media and emails) which may include surveys for research
- A relationship with our local city councillor and federal member
- A relationship with local community organisations
- Relationships with local businesses
- Relationships with past students, staff and community members
- Establishing successful and rewarding volunteer processes and programs

## Key Measurable Goals

### MONTHLY:

- Frequent communication with Principal to discuss goals, progress and any issues
- Meeting as required with all key staff to discuss goals, progress and any issues
- Monthly meeting with executive team to discuss goals, progress and any issues
- Monthly P&C meetings are no more than 1 hour long
- Meeting culture is friendly, inclusive, respectful, fun and productive
- All visitors or new members are personally greeted and made to feel welcome and valued
- Communication with the community is regular, timely and across a variety of mediums to maximise reach
- At least 80% of meeting action items are completed and removed by following meeting

### YEARLY:

- Raise at least \$50,000 profit through fundraising activities
- Maintain financially break even/profitable business - across all business units
- Maintain P&C memberships each year
- Maintain the number of active volunteers each year
- Survey the school community every years to establish the community goals and priorities
- Re-evaluate the strategic plan every year and adjust to match the goals of the community

## Summary

The Ashgrove State School P&C is integral in ensuring EVERY CHILD at Ashgrove State School is given EVERY CHANCE to grow & succeed and has a wonderful school experience.

By ensuring we have a strong team, a welcoming and positive “family-like” community, inclusive culture, successful, positive businesses management and clear goals, we will ensure we are in the best possible position to maximise our contribution to the school and impact on the lives of our students.

## Questions

For further information about this Strategic Plan or the Ashgrove Sate School P&C Association, please contact:

**Rachel Gadsden**

President, Ashgrove Sate School P&C

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