



9 June 2020

## Draft MINUTES

**Present: 23 people total in attendance**

<b>Ryan Apps (Vice President)</b>	<b>Nicole Ainsworth (Non-Member)</b>	<b>Mel Kolff (Non-Member)</b>
<b>Alicia Klumpes (Treasurer)</b>	<b>Mara Morgan ( Non-Member)</b>	<b>Alecia Hartley (Non-Member)</b>
<b>Evan Shellshear (President)</b>	<b>Phoebe Jellicoe (Non-Member)</b>	<b>Charlotte Davies (Non-Member)[Attended late]</b>
<b>Kate Matthews (Vice President)</b>	<b>Chloe Chamberlin (Non-Member)</b>	<b>Sarah Solomeini (Non-Member)</b>
<b>Kristen Lowrey (Secretary)</b>	<b>Chloe Nicholls (Member)</b>	<b>Anna Thomas (Non-Member)</b>
<b>Charlotte Myers (Uniform Shop Manager - Member)</b>	<b>Adria Cunningham (Non-Member)</b>	<b>Stacey Gillepsie (Member)</b>
<b>Leah Macfarlane (Member)</b>	<b>Deborah Perz (Non-Member)</b>	<b>Katie Pack (Member)</b>
<b>Rachel Gadsden (Member)</b>	<b>Sarah Daley (Member)</b>	

### Welcome:

Opened by President Evan Shellshear (ES) at 7.05pm.

### Apologies:

Anita Bond, Leadership Team, Donna Knight, Karen Bond, Bernadette Smon.

### Previous minutes:

March minutes were distributed. Motion that March 2020 minutes be approved and accepted by **Ryan Apps**. Seconded by Rachel Gadsen. **CARRIED**.

### Business arising from previous minutes:

- Secretary to complete the 2020 Register of Members

### Correspondence

Inward (as listed):

- Email from Jim Tainton regarding cancellation of the school disco due to COVID-19.
- Email from Mandy Seel regarding support for cancellation of fete and donation.
- Email from Rachel Gadsen regarding discussions held with Steve Toomey about traffic concerns near school.
- Email from Boyle's Badges offering supply metal label pins and embroidered patches (sent to the Uniform Shop for their information).

Outward:

- Email correspondence to Boyle's Badges re buying new badges for the new P&C Executive Committee members

### **Executive Committee Decisions:**

President reiterated the decisions taken by the executive committee since the March meeting, including:

- Cancellation of annual Mother's Day Fete
- Cancellation of school disco
- Purchases of badges for incoming Executive Committee

### **Reports:**

- **Treasurer's Report – Appendix 1.**

Alicia Klumpes presented.

*Supporting staff through COVID.* The biggest issue from the Treasury perspective was supporting staff through coronavirus. The P&C arranged for JobKeeper payments and are also eligible for Cashflow Boost, though still waiting for it to be finalised.

*\$50,000 school donation.* Since the Treasurer's Report was distributed, the school advised they had spent the \$50,000 donation on iPad's for the lower school. See below table of expenditures.

iPads for lower school	\$26,761.00
Learning Support books	\$3,900.00
High jump mats	\$10,000.00
Home readers	\$5,000.00
The Arts Program	\$5,000.00
	\$50,661.00

*P&C financial status.* Financially, the P&C is still doing OK. There was a big hit from the cancellation of the fete, but from a cashflow perspective we are fine to go on as we are.

*Review of financials.* There has been a thorough review of the financials and some errors have been identified. These will be fixed prior to the next meeting.

*Booklist voluntary contribution.* The voluntary contribution that parents put through for the booklist was down by 10% from last year. Consider putting more marketing around this in the future.

*Building Fund bank account.* Building fund bank account has just been opened for community to donate into the fund. This money will be tax deductible.

Motion that Treasurer's Report be approved and accepted by Rachel Gadsen. Seconded by Leah Macfarlane. **CARRIED.**

- **Principal's Report – Appendix 2**

Anita Bond is an apology. Evan Shellshear presented.

Motion that Principal's Report be approved and accepted by Rachel Gadsen. Seconded by Ryan Apps. **CARRIED.**

- **Tuckshop – Appendix 3**

Karen Bond is an apology. Alicia Klumpes presented.

*Volunteers.* There have been no volunteers permitted on the school grounds so the Tuckshop team has been working extra hours and because of JobKeeper they've been able to do that.

*Friday take home packs.* We've introduced Friday take home packs and encourage everyone to try this in lieu of café to raise some extra money.

*Cashless.* Until the end of term tuckshop is remaining cashless.

Motion that Tuck Shop's Report be approved and accepted by Ryan Apps. Seconded by Rachel Gadsen. **CARRIED.**

- **Uniform Shop – Appendix 4**

Charlotte Meyers presented.

*Flexischools access.* Having the physical shop closed has been quite a change but Flexischools has allowed parents to access service and get uniforms.

*Sales.* Sales are down about \$2,000 to \$3,000 from May last year, likely due to COVID implications.

*End of year stocktake and ordering.* Currently preparing for end of year stock take which will occur at the end of June, and end of year ordering for preppy stuff. Also starting to prepare for back to school ordering.

*Second hand items.* Leah Macfarlane suggested a second hand items stall to get some of that money for second hand items coming into uniform shop. Charlotte advised that currently she gets emails from parents looking for second-hand items, and helps those parents out directly, but with parents unable to be on school grounds, a stall probably wouldn't work.

Leah further suggested the Facebook page, but Charlotte believes this would be difficult to manage. Mara suggested an album on the P&C Facebook page and Rachel suggested this could be combined with direct debit.

Motion that Uniform Shop's Report be approved and accepted by Kate Matthews. Seconded by Alicia Klumpes. **CARRIED.**

- **Grants and Sponsorship Report – Appendix 5**

Kate Matthews presented.

*Gambling community fund.* The grants committee were successful with the gambling community fund. This will allow the P&C to do some repairs on the playgrounds. **The acquittal was lodged and we'll wait for another round and apply in the future.**

*Federal stronger communities program.* We have received the federal stronger communities program for funding fixing up pool. Katie Pack is currently sourcing quotes. Anna Thomas asked about accessibility and Kate advised they are looking to improve the open drainage. Anna also asked about shade cover and Kate advised the P&C is seeking grants for that, but are currently struggling to find any that aren't COVID related.

\$16,500 from the fund is being matched by the P&C. Leah advised that for the pool there was a deadline but the P&C got an extension until the 31<sup>st</sup> of December.

*Indigenous garden.* The P&C is still in a position to match the grant for that garden at this time.

Motion that Grants and Sponsorship's Report be approved and accepted by Leah Macfarlane. Seconded by Kristen Lowrey. **CARRIED.**

### **Motions on Notice:**

*Fundraising idea: Gingerbread Houses*

- Gingerbread houses fundraising discussion. These will be kits purchased but not made and sold for profit. They'll sell for \$30 and if we buy before 30 June we get them at the reduced price of \$22 giving us \$8 per kit.
- Charlotte Meyers asked if we are buying up front. Kate Matthews advised we would estimate the kits.
- Volunteers already in place.

Motion to deposit \$500 to Folk Gingerbread House Kits before the 30th of June by Kate Matthews. Seconded by Rachel Gadsen. **CARRIED.**

*Fundraising Idea: Long Lunch*

- This will be organised for 23 October pending social distancing requirements.
- There are still logistics to be worked out, but it would be billed as a community event.
- Organisers will work out discounts.

Motion to lock in Long Lunch for late October/early November, with a budget of \$1,000 by Leah Macfarlane. Seconded by Rachel Gadsen. **CARRIED.**

*Fundraising Idea: Colour Run*

- This will be organised for 25 October as a community event.
- Ryan Apps advised there is no upfront cost and it's a good fundraiser that can raise good money.
- To be organised in conjunction with Marist College.
- Rachel Gadsen raised the issue of insurance, and Ryan advised that Marist's work health and safety insurance will cover the event.
- Leah Macfarlane advised that Chantel of Ritual HQ and a parent reached out via her parent rep that they are happy to help organise and sponsor the event.

Motion to lock in Colour Run for Sunday, 25 October by Ryan Apps. Seconded by Alicia Klumpes. **CARRIED.**

*Fundraising Idea: Cookie Dough Drive and Pie Drive*

- Tubs of frozen cookie dough and dog biscuits to be sold for \$16 and at a \$3.50 profit. Volunteers would need to organise delivery.
- Evan advised the pies are good family pies, but not gourmet quality.
- With regard to the pie drive they used to deliver to the school, but are happy now to deliver to parents individually. \$2 per pie to P&C. Can be frozen for later.

SARA SOLOMEINI LEFT THE MEETING 7.59PM

PHOEBE JELICOE LEFT THE MEETING 7.59PM

- Discussion around doing both the cookie dough and pie drive.
- Call for volunteers.

Motion to do both pie drive and cookie drive by Alicia Klumpes. Seconded by Charlotte Meyers. **CARRIED.**

**General Business:**

*Virtual trivia.* Charlotte Meyers proposed a virtual trivia night for parents. She will investigate further and present it as a motion at the next meeting.

*Social media update.* Thank you to Stacey for all of her efforts.

*Parent Network.* Feedback on the benefits of whatsapp. Massive thank you to Leah Macfarlane for her work on the parent network.

MEL KOLFF LEFT THE MEETING 8.11PM.

*Secretary position.* Kristen Lowrey put a call out for a second secretary to split the P&C secretarial duties.

*Thank you to staff.* Special thank you to Tuckshop and Uniform Shop staff who have worked through a lot of changes.

**Applications for memberships and recording of new members:**

Motion to approve Taueva Caesar and Tonia Cross as new members by Rachel Gadsen. Seconded by Ryan Apps. **CARRIED.**

Register of Members 2020 to be updated by Kristen Lowrey on behalf of the P&C Executive.

**Date of Next Meeting:**

Tuesday, 21 July 7pm via teleconference.

**Meeting closed:**

Closed by President Evan Shellshear at 8.19pm.

**Appendix 1**  
**Treasurer's Report – June 2020**



## **Treasurer Report**

**Meeting Day: 9 June 2020**

**Report Submitted by Alicia Klumpes**

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### **P&C Financial Update**

#### **Staff**

- P&C Executive agreed that Karen (tuckshop) is able to work 2-3 additional hours per week during period where no volunteers are allowed on school grounds
- P&C Executive and staff are in steady contact with school to ensure uniform shop and tuckshop are following current guidelines regarding COVID-19

#### **Government COVID-19 Assistance**

- P&C applied successfully for JobKeeper subsidy from federal government due to downturn in revenue. This scheme is a temporary subsidy for businesses significantly affected by COVID-19. The receipt of this subsidy allowed wage payments to continue to staff without any stand-downs during the shut-down period for the tuckshop and uniform shop. First payment received in MAY20.
- P&C is also eligible for a cashflow boost from the federal government. It is believed this will be \$10,000 for the MAR20 quarter. It is currently being processed by the ATO and is likely to be received before mid-June.

#### **Donations**

- Donations received post fete cancellation (call-out in school newsletter) only resulted in \$100
- Building Fund bank account to be established to enable tax deductible donations. Members to vote on establishment of ANZ account.

#### **Contributions to school projects**

- School has been contacted numerous times to advise the allocation of \$50,000 gifted to school in February 2020. Yet to receive answer.

#### **Financial Results**

- JAN20 to APR20 financial reports attached.
- Results for MAY20 (not finalised) will hi-light significant impact from the cancellation of the Mothers Day Fete.
- Booklist commission has not yet been received. Email follow-up has been sent to Campion.
- Hi-lights include:
  - Currently the P&C is in a strong cash position given the current economic environment however this will need to be monitored closely for the remainder of the year given limited fundraising opportunities
  - Government COVID-19 assistance will begin in MAY20
- Low-lights include:



**Appendix 2**  
**Principal's Report – June 2020**



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## **Ashgrove State School P&C Principal Report - 9 June, 2020**

### **A Special School Community**

The past few months have presented challenges for us all through the COVID pandemic. Despite these challenges, our school community united as we navigated our way through the tough times together. School staff, students and parents have all worked together and treated each other with kindness, respect and understanding. There is an African proverb - "If you want to go fast, go alone. If you want to go far, go together." And I know that each member of our school community would never have come this far if it wasn't for us all working together. Challenges often show what a community is made of and I think it has shown us to be a supportive and inclusive community that truly priorities the success and well-being of our students.

I would like to acknowledge the exceptional work of our teaching staff who have quickly learnt, adopted and implemented a new way of teaching in an extremely short period of time. Despite the occasional technical glitch, feedback from our parent community regarding the program quality has been extremely positive. Our parent group have also expressed gratitude to the teachers for their daily facilitation of on-line lessons. We care deeply about our students' education but also about their well-being. Enabling students to have access to their teachers twice a day allowed the students to feel a connection to their teacher and their school. It is this twice daily connection with students that has set us apart.

I would also like to acknowledge the work and commitment of our non-teaching staff whose work often goes unnoticed. Our school grounds have continued to be clean and safe for our students and staff due the extra work conducted by our cleaning and facilities staff. Teachers, parents and students have been constantly supported by our deputy principals, ICT staff, and head of curriculum to ensure the delivery of quality programs. Our specialist staff, support staff, teacher aides and office staff have gone above and beyond over the last few months. They have often engaged in tasks different to their normal duties so that students are kept safe, supervised and engaged in quality learning both at home and at school.

Our school is blessed to have such a supportive, engaged and encouraging parent community and P&C. The partnership between school and home has been further nurtured as we all worked together to ensure continuity of learning for our students. We understand that parents have had to juggle many responsibilities during this time and we thank them for doing everything they could to enable their children to learn from home.

We also greatly appreciate our parents continuous support in keeping our community safe. Advice provided to schools indicates that the greatest risk of transmission of COVID 19 in the school environment is between adults. Therefore, it is of utmost importance that staff and parents alike continue to maintain physical distancing between themselves and each other while at school. Schools have been advised that limiting access to the school site by non-essential visitors and other adults, including parents and carers, will assist in minimising the risk of transmission. The recent procedures put in place regarding drop-off and collection of students will continue for the remainder of this term. If advice to schools changes at any time we will promptly inform our parent community.

# ashgrove state school



**Appendix 3**  
**Tuckshop Report**



## **Tuckshop Report**

**Meeting Day: 9 June 2020**

**Report Submitted by Karen Bond**

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Tuckshop has started back and judging from the number of orders, the Ashgrove Community have missed us.

Our Tuckshop sales numbers are at the same level as the end of last term. As we are not able to have volunteer help for the moment, the Tuckshop menu was adjusted so that the three Tuckshop staff could cover the orders. So far, each staff member is working some extra hours but have still been able to have one day off each week. We have all three staff working on Thursdays and Fridays.

We are not accepting cash in the Tuckshop so all our sales are either online through Flexischools or EFTPOS. The children are disappointed that they cannot spend their hard earned pocket money at break times, but we have introduced a Cashless Prepaid Tuckshop Tab which is becoming quite popular. Parents can purchase a Tab through Flexischools and this allows their child/ren to come to the tuckshop and purchase items over the counter at break times. We keep a record of what is being purchased and deduct these items from their tab.

To offer some community spirit, the introduction of Friday Afternoon Take home Packs was created. The first week's sales generated \$264.40 with a profit of \$158. Our second week has had reduced numbers with only \$160.60 in sales and \$90 in profit. This is possibly due to the change in cut off times.

## **Appendix 4**

### **Uniform Shop March 2020 Report**



### **Uniform Shop Report**

**Meeting Day: 9 June 2020**

**Report Submitted by Charlotte Myers**

Despite the physical Uniform Shop being temporarily closed we have still experienced a steady amount of sales in May. Parents/carers have been encouraged to order uniform items through Flexischools. Due to the ease of the Flexischools app parents/carers seem to have embraced using this method to order for their children. Delivery of uniform orders through this system to class boxes has been performed frequently to ensure that orders are received promptly.

With a colder start to the winter season, a majority of uniform orders have been for zip jumpers, fleeces and other winter items. As, primarily, our uniform items are made by a local supplier we have not a delay so far in receiving our orders for winter stock. We have experienced only one delay on an item, girls tights, however this will hopefully arrive shortly.

I have started to prepare for ordering for the end of the year with our Indent ordering to be ready for Prep orientation packs and even back to school 2021. Also, an EOFY stocktake will be conducted in June.

We thank the school community for their understanding and patience during the temporary closure of the shop and continue to provide our service through Flexischools.

## Appendix 5

### Grants and Sponsorship Working Group Report – June



#### Grants and Sponsorship Working Group Report

**Meeting date: 9 June 2020**

**Report Submitted by Kate Matthews**

Working Group members - Kate Matthews (VP), Katie Pack, Alex Blake, Amanda Scholz and Bernadette Smon.

##### **Successful submissions:**

- ☐ Federal Stronger Communities Program (Round 5) (Pool accessibility) – 6 September 2019 (\$20K plus matching funds from P&C) – **successful.**  
**Currently sourcing quotes for pool upgrades.**

##### **Outstanding acquittals:**

- ☐ Gambling Community Benefit Fund – **works completed by school.**  
**Acquittal submitted.**

##### **Main focus of working group is on the following items:**

- ☐ Master plan priorities:
  - ☐ the development of an Indigenous Garden, outdoor classroom space
  - ☐ the redesign and renovation of the asphalt area at the bottom school entrance
  - ☐ maintaining and renovating the pool and pool area
  - ☐ updating and better utilising the heritage space around the art room.

##### **Other considerations:**

- ☐ Playground refurbishments and development (i.e. cracked softfall pitches)
- ☐ School and community space enhancements on site (i.e. oval)
- ☐ Native plants
- ☐ Educational equipment, including garden tools, for our students and teachers
- ☐ Environment and sustainability opportunities.

##### **Next steps:**

- ☐ Working group grants meeting
- ☐ P&C to contact all Ashgrove State Schools' sporting groups to obtain letters of support seeking any kind of repairs or upgrades
- ☐ Working group tracking grants and preparing upcoming grants.