



10 September 2024

Draft MINUTES

Present: members in attendance

Chloe McDarmont	Charlotte Myers
Tom Cameron	Lisa Naumann
Anna Whybourne	Nathaniel O'Hare
Sarah M	Adam Massey
Chloe Nicholls	Sunny Wood
Kate Matthews	Cara Cox
Adria Cunningham	Claire Matthiew
Mara Morgan	
Rebecca Johnson	
Tom Cameron	

Welcome

Opened by President Sarah M at 7:00 pm

Apologies

None

Ratification of Previous Minutes

Ratification of 10th June General Meeting Minutes.

Motion: Motion that the draft minutes of the meeting of 10th June as amended be accepted as true as correct moved by Lauren Jackson and seconded by Chloe McDarmont

Business arising from previous minutes

The president stands by her comment at the May 2024 meeting as to the trading loss caused by wages expenses of the consolidated accounts of the P&C's trading activities noting the comments of the P&C's previous treasurer on the issue, as to the manner in which the expenses were apportioned between the tuckshop and uniform shop. She notes the procedurally unfair (and in her view improper) way in which the matter was raised in her absence, in circumstances of family emergency and where comments about minutes (where a motion is raised and passed accepting them as true and correct) are not usually recorded in minutes.

Incoming

1. Heather Marshall re: School Photos
2. Alissa Holton re: Silent Disco
3. Cara Cox re: Defibrillators
4. Nicole Williams re: Insurance
5. Rebecca Chapman re: address details
6. Anna Thomas, Sarah M re: Pool Facilities upgrade project
7. Stephen McCarthy re: Soccer Academy
8. Amanda Tee, Liz Ryan re: Long Lunch date
9. Jo Langford re: Choir Thankyou
10. Heather Marshall re: Prep Info night and Enrolment Packs
11. Heather Marshall re: School Council meeting
12. Antonia McCrow re: Westpac bank accounts
13. Natalie Vella GX Outdoors re: Grandstands
14. Jordan Marchette AreaSafe re: Grandstands
15. Kate Matthews re: Fete Bar
16. Various advertising materials

Outgoing

1. Replies to above except for the advertising material
2. Amanda Kidd, Simon Peric, Nicola Radford, Heather Marshall re: Fete Information evening
3. Grace Gleeson re: Choir Thank you
4. Lauren Martyn-Jones Re: School Council
5. Sandeep Salunke re: School Council
6. Grace Gleeson re: Fete Information Evening

Business arising from correspondence

Executive Decisions

1. Approval for payment of deposit for Silent Disco to the value of \$2750
2. Approval for payment of deposit for the Long Lunch to the value of \$1350
3. Approval for the engagement of Contexture Architects to produce a project definition plan for the School Pool Facilities upgrade project and payment of \$1920

Motion: That the above costs be approved moved by Chloe McDarmont and seconded by Lauren Jackson. CARRIED.

Reports

1. Principal's Report

- a. Report taken as read.
- b. An update to staffing: Hannah Di Girolamo was to replace music with a drama programme in the absence of Laura Huehn in term 4; a late change to be announced in the newsletter once confirmed.
- c. Waiting on confirmation as to removal of the 5/6 playground on the Glory St/Woonga Drive corner
- d. Tom expressed his well wishes to Charlotte; noting she is highly regarded among teachers and staff and will be missed.

2. Treasurer's Report

- a. Report tabled.
- b. Voluntary contributions from parents contributions down in the order of \$5k from 2023.
- c. Tuckshop & Uniform Shop down for the year however for the month of July made a profit of \$1k.
- d. Cash position quite strong; thanks to previous P&C executives for their fundraising efforts.
- e. From an operational perspective the transition to bookkeeper now complete; we are maintaining dual subscriptions across MYOB and Xero until the end of the calendar year; insurance premiums have gone up; work cover costs have increased.
- f. The executive team have been working with Charlotte and teams to review margins across both businesses and look for opportunities to increase revenue.
- g. Annual cleaning costs for the tuckshop equipment were tabled.

Motion: That the P&C fund the annual tuckshop cleaning requirements including ovens, dishwasher and refrigerators to a total cost of \$2025 + GST. Moved by Lauren Jackson, seconded by Chloe McDarmont. CARRIED

Motions on Notice

1. None

General business

1. Election of School Council Members – carried over
2. Ashgrove Aces President
 - a. Noting the commencement of Toby Jenkins as president of the Ashgrove Aces for the 24/25 swimming season.
3. Purchase of additional defibrillators
 - a. Cara Cox made the recommendation for pool as a priority given the nature of the activity undertaken and the use of the area by members of the general public.
 - b. The Ashgrove Aces has declined to commit funds at this time.

- c. It was recommended that the P&C purchase the same model as is already in situ in the school office for continuity and ease of use.
- d. Would the YMCA consider purchasing a unit to be placed in the OSCH building?
- e. It was noted that the YMCA is a commercial enterprise that could equip itself; Nathaniel O'Hare commented that he had enquired with his management however following a cost benefit analysis and risk assessment the YMCA OHS department has deemed the purchase unnecessary.

Motion: That the P&C purchase a Lifeline VIEW AED defibrillator at a cost of \$2,320 from Defibtech to be positioned at the canteen in the pool area moved by Cara Cox and seconded by Lisa Naumann. Carried.

- 4. Proposal for Pool Facilities Upgrade and SSS Grant Application + Interim Grandstand proposal
 - a. Sarah M gave a summary of the grandstand assessment and demolition process.
 - b. It was noted that while Infrastructure Queensland funded the demolition and removal, there were no available funds for replacement from Infrastructure QLD
 - c. In consultation with the Principal, it was determined that an interim structure be obtained to facilitate swimming lessons, swim club nights and the school swimming carnivals.
 - d. It was proposed that 3 x 6 metre, 4 tier aluminium grandstands be purchased for the school from GX Outdoors at a total cost of \$41 882.40 with Ashgrove Aces to fund the cost of one unit from available funds.
 - e. At such time these grandstands can be replaced with a permanent structure, they will be relocated to another part of the school, for instance the school oval, for use by students and parents.
 - f. In respect to the permanent pool facilities:
 - g. It was noted that Wilston was awarded in the order of \$360k from the government for upgrade of their pool area through an SSS grant.
 - h. The P&C has engaged Anna Thomas from Contexture Architects to prepare the grant which Tom Cameron to sign.
 - i. Question raised whether it was worth hiring over purchasing.
 - j. It was noted that the grandstands may be in place for a number of years and so hiring was not practical. In addition, at time of replacement the school could still use the structures.
 - k. Tom Cameron noted that SSS grant not guaranteed and that these grandstands may be in place indefinitely.
 - l. Question raised regarding the heat of the aluminium.
 - m. It was noted that the heat of the seats may be an issue; grandstands with built in shelters were specifically chosen to mitigate heat as much as possible. Other measurers such as seat covers may be investigated in due course.
 - n. It was also noted that for our purpose there was no alternative to aluminium seating.
 - o. Question raised re: funding from Education Qld. Tom reiterated no funding was available.
 - p. It was noted that the warranty of the considered product is 20 years for aluminium.

Motion: That the P&C approve the purchase of three Metro Grandstand with Shelter 6m 4 tier deluxe grandstands as per the GX Outdoors quote with the cost of one \$13960.80 to be paid by Ashgrove Aces and the remainder \$340700.34 to be paid by the P&C. Moved by Cara Cox and seconded by Lisa Naumann. Carried.

5. Bubblers

- a. As per the email by Donna Portelli on behalf of the school, it was proposed to purchase two bubblers for the playground.

Motion: That the P&C approve the purchase of two bubblers without signage at a total cost of \$22 000. Moved by Tom Cameron and seconded by Adria Cunningham. Carried.

6. Fete 2025

- a. Chloe McDarmont requested that the committee consider that the P&C hold a Community Fete in 2025
- b. It was noted that rides need to be booked in as soon as possible.

Motion: That the P&C approve the holding of a Fete on Saturday 10th May 2025 moved by Chloe McDarmont and seconded by Lisa Naumann. Carried.

7. School Grounds Improvement Plan

- a. Brett Frostick has taken on board suggestions from staff and parents gathered earlier in the year.
- b. His background is as a landscape architect and now running a landscape construction business.
- c. The intention is to develop a plan piece by piece so that funds can be accessed as they become available.
- d. In the short term improvements can be made to gardens, trees, and general softening to add shade that will not impede on future plans.
- e. A 5 year plan is to be developed in conjunction with the School to determine priorities.
- f. There is an opportunity to create more appealing, welcoming environment with shade, more presence.
- g. There was a discussion around the potential for a long term plan to develop Stop Drop & Go at the front if the school community wished.
- h. Next steps to cost low-end simple projects to determine how best to proceed and plan fundraising etc.
- i. The issue of maintenance was raised. Brett noted that any work done by professionals would include maintenance.
- j. There was further discussion around ideas raised for involving the school community, including students in garden maintenance.
- k. Nathaniel O'Hare suggested a possible garden club for OSCH involvement.
- l. The president expressed thanks to Brett Frostick on behalf of the committee for his time and effort.

8. Fundraising Update

- a. Long Lunch at Regatta deposit paid and underway.
- b. Claire Matthiew has investigated organising a Colour Run arranged by Australian Fundraising.
- c. Children fundraise via an online avatar. It was noted that this makes is easy to collect funds but Australian Fundraising (AF) took a 40% cut.
- d. If the event is run on a school day (eg: Friday afternoon) AF will provide obstacle course
- e. Kate Matthews noted that Australian Fundraising had been used for a previous colour run at the school and that the committee had not found them to be a good supplier due to the large cut and poor quality of their merchandise.
- f. It was proposal to run the event mid year in 2025.
- g. Nathaniel O'Hare has had experience running a Colour Run event and is happy to help.
- h. Action: Pick a date in 2025 and determine what is required.
- i. It was noted that tuckshop suppliers may be open to donating goods for the Election Day BBQ.

9. P&C Business Operations Update

- a. Charlotte Myers has tendered her resignation, effective Friday 30th September.
- b. On behalf of the school community, we wish Charlotte all the best and thank her for her tireless effort and enthusiasm in her role.

10. Voluntary Contributions Discussion

- a. To be held over until next meeting.

Applications for memberships and recording of new members

Toby Jenkins, Rebecca Johnson, Anna Berka

Motion: To the acceptance of the new member applications moved by Lisa Naumann and seconded by Nathaniel O'Hare. CARRIED.

Date of Next Meeting

Date of Next General Meeting: 7pm Tuesday, 15th October 2024 in the Ashgrove State School Staff Room

Meeting Closed

Meeting closed by Sarah M at 8.38pm