



11 June 2024

Draft MINUTES

Present: members in attendance

Chloe McDarmont	Rachel Cox
Tom Cameron	Leah Macfarlane
Anny Whybourne	Jaqueline Rose-Diamond
Lauren Jackson	Lisa Naumann
Mara Morgan	Carmen MacQueen
Adria Cunningham	Kate Rose
Carla Loughnane	Charlotte Myers
Kate Matthews	Sunny Wood
Emily Ritchie	Donna Portelli
Adam Massey	

Welcome

Opened by Vice President Anna Whybourne at 7:01 pm

Apologies

Apologies from Sarah M

Ratification of Previous Minutes

Ratification of 7th May General Meeting Minutes.

A concern was raised by Kate Matthews and Leah Macfarlane in regards to comments made by the president at the last meeting as to the profit and loss of canteen and tuckshop.

For clarification: Tuckshop posted a trading profit of \$29,445. Uniform Shop posted a trading loss of \$26,555. The P&C made a net loss of \$21 703 for 2023.

Motion: Motion to accept and ratify 7th May General Meeting Minutes moved by Adria Cunningham and seconded by Kate Grove. CARRIED.

Business arising from previous minutes

None.

Correspondence (7 May – 6 June Inclusive)

Incoming

1. Chloe Nichols, Carmen MacQueen re: Gingerbread Houses
2. Sam Reeves re: Disco
3. Heather Marshall re: 2024 Info Book
4. Sarah Woolford re: Grant

5. Donna re: Multhana Building Services
6. Kate Grove, Heather Marshall re: School Officer Day
7. Bardon P&C President re: Bardon Mayfair
8. Alicia Klumpes re: ATO access
9. Joe Bottomely re: Champion Contribution fee.

Outgoing

10. Replies to all incoming (except advertising offers and newsletters)

Business arising from correspondence

Executive Decisions

- 1) Approval for payment of deposit for Gingerbread House fundraiser to the value of \$734.75

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

Reports

- 1) Principal's report
 - a) Taken as read and nothing further to add
- 2) Business Operations report
 - a) Taken as read
 - b) Sales are down, quieter period of the year but will pick up through the busier parts.
 - c) Four parents have joined the volunteer pool from the 'Come & Try' initiative.
 - d) Charlotte is generating ideas in regards to getting more volunteers.
 - e) Rachel Cox suggested that families could receive a free lunch order for volunteering
 - f) In regards to the Coffee Machine which requires repair Leah Macfarlane suggests speaking Kim Qunilan re: supply of machines from her connections with Merlo Coffee.
 - g) Charlotte acknowledges ramifications of coffee machine – the increased workload on tuckshop staff must be balanced with community engagement and needs of the wider school community.
 - h) Alyssa Holton suggests that there might be new ways of working to accommodate working parents, and igniting passion in the school community.
 - i) Leah Macfarlane asked if the YMCA is still available to help in the mornings. The response is that they do not have the funding available this year to help.
- 3) Treasurer's Report
 - a) Thanks to everyone for patience as we transition to new bookkeeper.
 - b) Numbers presented this evening are still a forecast due to transition.
 - c) Serena Chappel from CMS has been onboarded. She is a specialist P&C bookkeeper.

- d) Her rates are slightly higher at \$99 per hour however we believe that the costs will come in at the previously approved cost of \$6-\$10k.
- e) At this stage the bookkeeper is 95% way through outstanding accounts.
- f) There has been a delay largely around Qkr! Transactions which need to be reconciled between Tuckshop and Uniform Shop. This is a manual process.
- g) The transition to Xero is largely complete.
- h) The last transition is that of the ATO portal. There have been challenges in gaining access to the portal and is now underway via paper forms.
- i) The current forecasted figure that the P&C is trading at a loss of around \$20 000
- j) P&C contributions down \$5000 on last year.
- k) Tuckshop and Uniform shop sale are down 40%.
- l) We have had no fundraising as yet. At this time last year there was fete income in the mix.
- m) Wages are steady but backdated award wages are due to be paid in the coming weeks.
- n) P&C costs are at around \$11k as compared with \$12k last year.
- o) There have been no price increases as yet in the Tuckshop but it is something that may be looked at and may be worth reviewing margins and individual prices.
- p) Rachel Cox commented that second hand prices are very cheap and could perhaps be raised.
- q) Charlotte noted that second-hand items are priced for ease of bookkeeping. Many parents are buying much more second-hand items this year than in previous years.
- r) Leah Macfarlane commented that many parents are selling their own second-hand items online.
- s) It was noted that second-hand items can be varying quality and needs to be priced accordingly and that these items are not listed on Qkr! because of the varying quality.

Motions on Notice

- 1) None

General business

- 1) Election of School Council Member
 - a) Nomination – Alyssa Holton

Motion: To the acceptance of the Alyssa Holton as the new incoming School Council Parent Representative moved by Kate Matthews and seconded by Kate Grove. CARRIED.

- 2) Champion as booklist supplier and commission
 - a) Chloe McDarmont reported that she had queried the fee levied by Champion on the voluntary contributions and that Champion is unwilling to continue waiving this fee.
 - b) Further to this, she has spoken with Heather Marshall regarding the commission that the school receives from the booklist orders and it was proposed that this commission be paid to the school for the purpose of the community fund.

Motion: That the commission earned from Champion booklist orders in 2023 be paid to the school for as a contribution to the school's Community Fund moved by Kate Grove and seconded by Adria Cunningham. CARRIED.

- c) It was put to the committee that the costs of collecting the contribution may outweigh the benefit of collecting through Champion.
- d) The pros and cons of collecting the voluntary contribution in this way were discussed.
 - i) Comments in the affirmative included that it was convenient for families to pay at the same time as their backpack, and that they may be more inclined to pay at this time.
- e) Comments in the negative included that families were already spending a lot of money while ordering their books, and that the additional contribution may be too much at that point.
- f) It was generally agreed that more communication is needed as to what the money is collected for.
- g) Mara Morgan commented that she is concerned that the P&C contributes much to what isn't visible and that the key is to make visible what was being invested in.
- h) It was put to the members in attendance whether it is necessary for the P&C to continue to administer the Booklist Supplier if we decided not to collect the voluntary contribution this way.
- i) It was raised that in order to collect the commission on sales the P&C may need to continue to administer the appointment of the booklist supplier.
- j) Leah Macfarlane questioned how the school was able to collect commission from School Photographers if this process is not administered by the P&C.

[Clarification: following the meeting it was clarified by the School Administration that no commission is received by the school from MSP Photography]

- k) Noted that a review of alternative providers was undertaken in 2022.
- l) It was decided to approve Champion as the booklist supplier for 2024 and that another review may be undertaken for 2025 if the school and P&C deemed necessary.

Motion: To the acceptance of Champion as the booklist supplier for 2024 moved by Rachel Cox and seconded by Leah Macfarlane. CARRIED.

- 3) Proposal for Grandstand Rebuild and SSS Grant Application
 - a) The executive does not currently have enough information to present to the broader committee for discussion.
 - b) This will be held over until to next meeting.
 - c) Noting grant window opens September for allocation of funds in 2025.
 - d) A question regarding the status of the pool. Tom Cameron noted that the pool is largely complete but the demolition of the grandstand will take more time. The pool should be ready for use by August.
 - e) Mara Morgan asked if there would be appropriate fencing, and it was confirmed.
 - f) It was queried what would replace the grandstand in the interim and noted that it would depend on the funding available.
- 4) Following a call for a volunteer to organise the school Disco, Alyssa Holton has volunteered.
- 5) The Vice President noted that Tom Cameron's continued presence as Principal of Ashgrove State School welcomed by the P&C Executive.
- 6) The discussion to acquire defibrillators will be held over until the next meeting.

Applications for memberships and recording of new members

Jacqueline Rose-Diamond

Motion: To the acceptance of the new member applications moved by Rachel Cox and seconded by Kate Grove. CARRIED.

Date of Next Meeting

Date of Next General Meeting: 7pm Tuesday, 23rd July 2024 in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Anna Whybourne at 7.52pm