



15 October 2024

Draft MINUTES

Present: members in attendance

Sarah M	Carla Loughnane
Chloe McDarmont	Sunny Wood
Lauren Jackson	Adria Cunningham
Anny Whybourne	Katherine Rose
Kate Grove	
Mara Morgan	
Sophie Stark	
Rebecca Johnson	
Lisa Naumann	

#### Welcome

Opened by President Sarah M (SM) at 7:02pm

#### Apologies

Apologies from Leah Macfarlane, Kate Matthews, Cara Cox, Tom Cameron

#### Ratification of Previous Minutes

Ratification of 10<sup>th</sup> September General Meeting Minutes.

Corrections:

The motion at 4 should include the amount \$34 700.34 in the motion, not \$340700.34

**Motion: Motion to accept and ratify 10<sup>th</sup> September General Meeting Minutes moved by Lauren and seconded by Chloe McDarmont. CARRIED.**

#### Business arising from previous minutes

1. Tom C and Sarah M met with Contexture re: Advancing the SSS Grant needed to fund the pool upgrade. The grant requires a full set of architecture drawings and quantity surveyor.
2. The SSS Grant application needs to be submitted by November 2024
3. The executive is waiting on a fee schedule from the Architect
4. Due to the timing of the application, the fees will need to be put as an executive motion if deemed reasonable. If we miss this application window, we cannot submit again until 2025 for payment in 2026.

#### Correspondence (4<sup>th</sup> September – 13<sup>th</sup> October)

##### Incoming

1. Various advertising materials
2. Toby Jenkins re: General Meeting
3. Heather Marshal re: Prep Parent Info Packs
4. Carmen MacQueen re: Gingerbread House Fundraiser
5. Donna Portelli re: LED Sign Replacement
6. Charlotte Myers re: Uniform Shop Dates
7. Charlotte Myers re: Coffee Machine
8. Anna Thomas, Sarah M re: Grandstands
9. Phil Langley re: Long Lunch
10. Sandeep Salunke re: School Council Vacancy
11. Alissa Holton re: Silent Disco
12. Antonia McCrow re: Westpac Bank Accounts
13. Chloe Nichols re: Fete
14. Telstra re: Dongle
15. Kate Matthews re: Fete
16. Heather Marshall re: Uniform Shop
17. Charlotte Myers re: Handover
18. Susan Bulter re: QKr account
19. Donna Portelli re: Grandstands
20. GX Outdoors re: Grandstands
21. Emma Jacquet re: Tuckshop Volunteering
22. Anna Berka re: P&C Membership
23. Grace Gleeson re: Friday Café
24. Jo Langford re: Tuckshop Volunteering
25. Kate Grove, Belinda Copley re: Election Cake Stall
26. Leah MacFarlane, Kate Matthews, Rachel Cox re: email distribution
27. Anna Harnmeijer re: Blue Card application
28. Grace Gleeson re: Year 6 event
29. Middleby Australia re: Dishwasher service

#### **Outgoing**

1. Replies to above except for the advertising material
2. Anna Thomas re: Grandstands
3. Heather Marshall re: Newsletter
4. Caleb Brown re: Grandstands
5. Grace Gleeson re: Disco
6. John Quinlan re: Coffee Machine
7. Various Parents re: Fete Stalls
8. Lauren Jackson re: ATO Registration
9. Lauren Martyn-Jones re: School Council

#### **Business arising from correspondence**

1. LED Sign Replacement – held until general business

#### **Executive Decisions**

None

### 1. Treasurer's Report

- a. Financial Results - as at end of August 2024 (September almost finalised)
- b. Though July posted a profit for the month in the tuckshop and uniform shop operations, the P&C generated a loss again for August of \$6100. If I include other operating expenses this loss is further increased to \$12100 for the month. Much of these other expenses for the month were fundraising related and insurances related.
- c. Gross profit for the tuckshop and uniform shop operations was \$16 200, however operating expenses remain high at approximately \$22k for these business units. This is almost 100% wages and super.
- d. If I give you a sense of where this was last year:
- e. August 2023 - \$32 000 income for tuckshop and uniform shop (vs \$28 300)
- f. Also wages \$21k vs \$22k for 2024.
- g. This makes our Net loss higher.
- h. YTD the P&C operation continues to deliver a loss. As a parent, and even here for the committee, we don't want to see this continue at this pace.
- i. As the committee, we are looking at all options now to improve the sustainability of these operations.
  - i. Wages are reducing from this month with Charlotte's departure
  - ii. No long service leave / annual leave provisions remain
  - iii. Review of Tuckshop shop prices for 2025
  - iv. Uniform shop - small prices changes to reflect increased input costs and also remain near peers pricing
- j. The P&C is still in a strong cash position. Cash on hand at the end of August 2024 (all accounts, Term Deposits etc) is \$489k.
- k. We will be undertaking a review of the accounts (as there are a few!), including term deposits to ensure that we maximise the interest bearing accounts as much as possible.
- l. However, as agreed we will be funding the bubblers, and grandstand contributions.
- m. As noted, no fundraising activities YTD, however planned are the upcoming election drive, the Silent Disco, The Parents Long Lunch and also the Gingerbread/Mango Drives heading towards Christmas.

### 2. Principals Report

- a. Held until next meeting due absence

## Motions on Notice

1. None

1. Election of School Council Members
  - a. **Motion: To the acceptance of the application for School Council parent representative received by Sandeep Salunke moved by Mara Morgan and seconded by Adria Cunningham. CARRIED.**
  - b. **Motion: To the acceptance of the application for School Council parent representative received by Lauren Martyn-Jones applications moved by Mara Morgan and seconded by Rebecca Johnson. CARRIED.**
2. Year 6 Graduation Pens
  - a. **Motion: To approve the purchase of commemorative pens for the year 6 graduating class to a value of \$454.75 moved by by Chloe McDarmont and seconded by Lauren Jackson. Carried**
3. Voluntary Contribution collection 2025
  - a. Mara Morgan: Last year we collected roughly \$20k through Campion. It was largely frictionless for people to add the amount to their order.
  - b. While losing 6% to fees is not great, we are still collecting a large amount of money.
  - c. Discussed options for the future
    - i. Keep the Campion collection as an option
    - ii. Do a paper form with a credit card authority
    - iii. Possibility of a school building fund was raised. It was noted that due to recent rule changes unfortunately P&C can no longer run a building fund.
  - d. Communication regarding the P&C fundraising goals and expenditure needs to be clearer. It was noted that families have not donated in the past because it was not clear where the money was going.
  - e. Kate Grove noted that there are many things that the P&C do that support the school that people are unaware of.
  - f. A proper communication is to be developed for the beginning of the school year. There is the potential to create such a document tied to the request for funds so people know what the money is for.
  - g. It was noted that major expenditure needs to be a decision for the whole community.
  - h. Question re: SSS Grant currently in progress – when is it awarded?
  - i. The Grant is awarded in June 2025, with monies available from July.
  - j. Question: If the grant is approved and the submission is successful - is receipt of the grant contingent on the other 50% being funded by the P&C?
    - i. Yes, however putting in the grant application does not bind school to taking the money
  - k. Secretary to communicate to families why Voluntary Contribution was not included on the booklist.
  - l. It was suggested that we could potetninally open up for Voluntary Contributions at any time. For instance to fund the LCD sign.
  - m. The general consensus is to leave to Voluntary Contributions until next year when plans for funds are clearer and people know what they are contributing to.

4. Friday Café Volunteers – held over until next meeting
5. Fete 2025 Update
  - a. Volunteers from Fete 2023 have been contacted in regards to running stalls again. Around 8 stalls are accounted for.
  - b. Call outs for convenor continue to the general school community as well as a call for volunteers for stalls not yet claimed.
  - c. The Ride supplier has been contacted and has locked in the date for the school.
6. Fundraising Update
  - a. Tao Liang Lee spearheading the Election Sausage Sizzle. He has made requests to Meat at Billy's for sausages and a meat tray for a raffle.
  - b. It was noted that there are items available in the P&C cage for use.
  - c. Kate Grove and Lee will be available from early morning to set up.
  - d. Thanks to Simon Peric for assistance in the organisation and planning.
  - e. The question was asked whether a cash float is required. The general consensus for card only payments.
7. P&C Business Operations Update
  - a. A thank you to the team at Uniform Shop and Tuckshop for their continued hard work and patience in a period of transition. It was noted that each staff member has taken the disruption in their stride and worked to keep operations running smoothly.

#### Applications for memberships and recording of new members

Ordinary membership application/s:

- Sophie Stark

**Motion: To the acceptance of the new member applications moved by Mara Morgan and seconded by Kate Grove. CARRIED.**

#### Date of Next Meeting

Date of Next General Meeting: 7pm Tuesday, 19<sup>th</sup> November 2024 in the Staff Room

#### Meeting Closed

Meeting closed by Sarah M at 7.47pm