



7 May 2024

Draft MINUTES

Present: members in attendance

Sarah M	Brooke Robertson
Chloe McDarmont	James Doherty
Tom Cameron	Sunny Wood
Anny Whybourne	Adam Massey
Phil Langley	Charlotte Myers
Carmen Macqueen	Kylie Depper
Nathaniel O'Hare	Cara Cox
Kate Rose	Adria Cunningham
Tao Liang Lee	Kate Matthews

Welcome

Opened by President Sarah M (SM) at 7:00 pm

Apologies

Apologies from Mara Morgan, Lauren Jackson, Donna Portelli, Lisa Nauman, Lauren Jackson, Leah Macfarlane.

Ratification of Previous Minutes

Ratification of 26th March General Meeting Minutes.

Corrections:

At 4 (c) the minutes should read: Something that the P&C are looking into.

Motion: Subject to the correction noted above, motion to accept and ratify 26th March General Meeting Minutes moved by Nathaniel O'Hara and seconded by Adria Cunningham. CARRIED.

Business arising from previous minutes

None.

Correspondence (22nd March – 6th May Inclusive)

Incoming

0. Carma Satchwell P&C Membership form
1. Julia McNicol re: Sustainability in Schools
2. Cara Cox re: Master Plan
3. Charlotte Myers, Sarah M re: banking

4. Heather Marshall re: Tarpaulin loan
5. Charlotte Myers re: computer equipment
6. Charlotte Myers re: mandatory staff training completion
7. Charlotte Myers re: staff name badge
8. Charlotte Myers re: online meeting feedback
9. ANZ billing notices
10. Various service newsletters
11. Cara Cox: re defibrillator quotes
12. P&C Queensland re: Insurance
13. Kate Matthews re: Lord Mayors Community Fund
14. Sarah Woolford re: Excellence Fund Request
15. Helen Elliott re: School photo costs
16. Lisa Nauman, Charlotte Myers re: new parent network officer
17. Tao Liang Lee re: mango drive
18. Twisted Sister events re: fete
19. Heather Marshall re: School council vacancy
20. Lauren Jackson re: bookkeeper
21. Rose Plater re: fundraising
22. Brett Frostick re: Landscape Architecture
23. Phil Langley re: Parent Working Bee
24. Joe Bottomley (Campion) re: booklists, rebate and services
25. Claire Mathieu re: Colour Run
26. ATO re: Self-reporting obligation requirements
27. Carmen MacQueen and Chloe Nichols re: Gingerbread Houses
28. Carmen MacQueen P&C Membership Form

Outgoing

1. Replies to all incoming (except advertising offers and newsletters)
2. Communication with QKR BDM re: setting up new accounts
3. Sam Reeves re: Disco
4. Kim Quinlan re: Long Lunch
5. Joe Bottomley re: Campion fees and services
6. Heather Marshall re: voluntary contributions

Business arising from correspondence

1. School Photos
 - a. A parent has raised concern over the cost of obtaining school photos and requested that the school consider requesting smaller print packages from the photographers. It was noted that the packages on offer are often excessive.
 - b. Staff present noted the request.
2. Parent network officer
 - a. Welcome and thank you to Grace Gleeson for taking over from Lisa Naumann. Handover is complete and Grace is now managing the network and correspondence.
3. School council vacancy

- a. An additional place for a parent representative will become vacant on 26th May. Parents who are interested in nominating for this role should contact the Secretary for a nomination form. A vote will be held at the next General Meeting on 11th June.
4. Working Bee – Saturday 18 May
 - a. Phil Langley would like to inform the committee that he intends to organise a working bee for Saturday 18th May to perform some garden maintenance.
 - b. As a member of the school's First Nations First Steps group, the intention is to tidy up the yarning circle which has become overgrown and tidy up the Otonga Road Entrance.
 - c. This activity will also assist with general upkeep while the Groundsman is away.
 - d. At this point, the invitation issued to year 6 and prep parents and other year groups will be included at future dates.
 - e. Invitation to be issued via parent network and all members of the P&C are also welcome.
 - f. Question from the floor regarding how jobs will be allocated. Phil Langely is to put all relevant information in the invitation.

Executive Decisions

1. The allocation of \$535 from the P&C Excellence fund to support Ryder Woolford's participation in the School Sport Australia National Swimming competition in July this year.

Motion: That the above costs be approved moved by Sarah M and seconded by Anna Whybourne. CARRIED.

2. The payment of an annual subscription to Zoom at a reduced cost of \$156.73

Motion: That the above costs be approved moved by Sarah M and seconded by Anna Whybourne. CARRIED.

Reports

1. Treasurer's Report
 - a. The treasurer is working through a backlog of invoices from prior handover which was not provided until recently.
 - b. A specialist P&C Bookkeeper has now been engaged to replace Intergrity Bookkeeping Solutions.
 - c. We are currently unable to provide an up to date snapshot of finances until the invoices are paid and the accounts reconciled. Expect to finalise this prior to next meeting. P&C still has significant cash at bank.
 - d. The treasurers' objectives for 2024 include returning Tuckshop and Uniform Shop trading as breakeven.
 - e. Last year's trading loss in the order of \$25 000 is unsustainable.
 - f. The challenge to engage regular volunteers makes this an urgent priority.

- g. Comment from Adam Massey: Surely business operations need to operate at a profit, or at least break even. Agree with this being addressed.
- h. A challenge in obtaining and transitioning to a new bookkeeper included the P&C's use of MYOB. The current P&C Executive have also experienced challenges with MYOB in transition and wish to avoid this for the future.
- i. As such, we are commencing a transition to Xero which is easier to use, has a smaller monthly fee and is less of a road block to obtaining assistance from new bookkeepers. One issue with obtaining a new bookkeeper was the use of MYOB.
- j. A cashflow requested at last meeting. This has not been forgotten and the executive will wait for proper information before returning to this.

2. Principals Report

- a. Report taken as read
- b. Swimming Pool update
 - i. The refurbishment to the pool is well underway.
 - ii. Starting blocks have been installed and the painting is to be finished within 2 weeks pending weather delays.
 - iii. It is anticipated that the pool will be returned to use by next term.
 - iv. A structural engineer inspected the grandstand last day last term
 - v. Report returned – and TC met with members of the P&C executive, the representative from the Infrastructure division of the Department of Education Queensland (DoE) and Pete Rosengren from the Swim Academy.
 - vi. The report determined that grandstand had reached the end of its useful life and the Department of Education has agreed to pay for demolition, removal and make good.
 - vii. The request has been sent to Det of Environmental Science, it is currently going to tender and work will need to be completed by the end of financial year
 - viii. It was noted that Windsor SS recently rebuilt their grandstand at an approximate cost of \$160 000.
 - ix. Comment from the executive: If we are improving the grandstand; do we look at all the facilities in this area?
 - x. Sarah M commented that following a proper assessment the toilet block may be deemed unsafe and that Infrastructure would be required to pay for its rebuilding or refurbishment.
 - xi. There is an opportunity to consider moving the grandstand to other side of the school pool to make better use of the space in this area of the school, including the bottleneck between the pool and library.
 - xii. During the discussion with the DoE Infrastructure representative it was understood that a new toilet block costs around \$200 000.
 - xiii. It was noted that some grants are available including School Subsidy Scheme (SSS) which opens for applications in July, closing in November for allocation in June 2025.
 - xiv. It is understood that Windsor partially funded their school pool renovations through the SSS.

- xv. TC has requested drawings and further information from other local schools in the area.
- xvi. Kate Grove has noted that this would be a significant upgrade to the school facilities but should not at this point discount all the other ideas and opportunities that were raised at the last meeting.
- xvii. Sarah M agreed with the above however feels that as this is new information since the last meeting it needs to be shared with community for discussion.

3. Business Ops

- a. Report taken as read.
- b. Reiterating volunteer challenge. Regular volunteers not available so relying on ad hoc volunteers which comes with its own challenges
- c. Running 'come and try' mornings as a way for people to try with other class parents and meet/less daunting.

Motions on Notice

- 1. None

General business

1. Defibrillators

- a. Cara Cox (CC) has emailed three different providers to determine costs of defibrillators for the school.
- b. Most models require different pads for adults and children. It would be an advantage to acquire a model which uses the same pads.
- c. The current model (housed in the school office) would cost \$2320 and requires different pads.
- d. Following her research, CC's broad recommendation is either the Lifepak CR2 (which can use same pads) and Lifeline AED.
- e. CC noted that in an emergency, the less decisions required the better (ie: which pads to use) however consistency among models is also an advantage.
- f. Consider one for the pool given Ashgrove Aces and the swim school are often at the pool after hours when the office is closed.
- g. Nathaniel O'Hare noted that the YMCA does not have a budget for it's own unit and the official position is to use the schools', however he can personally see the advantage of having a unit in that corner of the school grounds.
- h. It was noted that Lifepak defibrillators are used by QLD Health which speaks to their quality.
- i. DoE has no official guidelines on choice deeming it a local decision.
- j. TC happy to look into current model and recommendations. He has no objection to obtaining additional units.
- k. SM commented that the pool is an obvious choice and noted that perhaps the hall is also a good option given it is often used to host elections and public performances.

- l. It was noted that there is money available in the Ashgrove Aces account which could be put towards a unit in the pool area. CM to raise funding with the Aces committee.
- m. Vote to be carried over.

2. Champion

- a. Request from Heather Marshall for the P&C to approve Champion as the booklist supplier for 2025.
- b. SM provided the following background information:
 - i. The school produces the lists. Parents need to access list largely through the champion platform
 - ii. Champion has been the supplier for at least 5 years.
 - iii. Their system has allowed the P&C to collect volunteer contributions as part of the booklist order. In the past, this has been negotiated at no cost.
 - iv. Last year 195 contributions were collected compared with 278 for 2023 and 305 for 2022.
 - v. There is a 10% commission from orders which the P&C has passed on to the school in previous years.
- c. In 2023, it was requested that the P&C vote to pass on the commission to the school in perpetuity. This was rejected by the P&C and it was voted that the commission be passed on for 2023 only and reviewed year on year.
- d. Champion has indicated that this year there will be a \$5 charge for each voluntary contribution collected. For a single child contribution this represents a 6.25% fee and on 2023 figures would give Champion a fee of \$975 just to collect the voluntary contribution from Parents.
- e. General agreement that this is too high.
- f. It was discussed that the voluntary contribution collected in different ways; however there would be advantages and disadvantages to consider.
- g. SM suggested that the commission could be passed on to school as the Community Fund so that parents would know how it was being used.
- h. Kate Matthews noted that she had no issue with school taking commission, just needs to be assigned to a purpose which should be communicated.
- i. KM noted that Champion had been a supplier for a long time and there was opportunity to go out and review other suppliers.
- j. Adam Massey commented - Agree, put the booklist to market and see which provider offers the best option
- k. Charlotte Myers - We used to accept voluntary contributions that were processed through Uniform Shop. Parents used to nominate their contribution on a form from their Prep pack.
- l. Kate Grove noted that by combining the contribution to the book order, people may be likely to 'tick and flick' and add it to the order.
- m. It was noted that from 600 orders for the 2024 school year, 195 contributions were made (both individual and family).
- n. Cara Cox expressed a frustration around the timing of the order which needs to be placed before materials are returned at the end of the year.
- o. There was a general agreement that families would like to know what the contribution is going towards and that transparency would likely increase donations.

- p. Decision carried over. Secretary to look at options and speak with Heather Marshall.

3. Fundraising update

- a. Anna Whybourne will be coordinating the fundraising teams this year.
- b. There has been a wonderful response from families.
- c. Volunteers secured for the Mango Drive, Disco, Gingerbread Drive, Long Lunch and Colour Run.
- d. A Clothes Stall is still a possibility to be discussed.
- e. Anna thanked Tom for permission to hold such events at the school.
- f. It is the intention of the committee to inject more community spirit at the school – noting that it is May and so far there has been no opportunity for school community to get together.
- g. Brett Frostik volunteered to look at master plan for school and looking at responses from staff and parents from last meeting. Will come to next meeting with some initial groundwork.
- h. Nathaniel O'Hare has offered support of YMCA where needed, noting he has experience with organising a colour run.
- i. TC suggested attaching voluntary contributions to for example Master Plan so that parents can see what they're contributing to.
- j. There is also the possibility to create building fund for which donations would be tax deductible.

4. Lord Mayor Community Fund

- a. Our application for \$751.40 to procure new soccer goals has been successful with BCC agreeing to pay for this sporting equipment. However, postscript from secretary – this grant was revoked after the meeting occurred.

Applications for memberships and recording of new members

Ordinary membership application/s:

- Carma Satchwell
- Carmen MacQueen

Motion: To the acceptance of the new member applications moved by Nathaneil O'Hare and seconded by Adria Cunningham. CARRIED.

Date of Next Meeting

Date of Next General Meeting: 7pm Tuesday, 11th June 2024 in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Sarah M at 8.02pm