

## Ashgrove State School P&C General Meeting

15<sup>th</sup> October 2019

### Draft Minutes

#### Welcome by the President: RACHEL GADSDEN (RG)

RG established a quorum was present and a copy of the constitution is accessible at every meeting.

RG reminder to all attending complete the attendance record.

RG called for any additional agenda items.

#### Introduction of Executive team:

Rachel Gadsden (President), Shaun Landy (Treasurer), Kate Matthews (VP), Leah Macfarlane (VP), Amanda Saines (Secretary/apology at Oct 19 meeting)

**NOTE: RG informed the meeting that any people in attendance who may want to complete membership forms for acceptance this meeting (these members can then vote at the next meeting).**

RG provided a brief update on: **“What is the P&C”**

- Ashgrove SS P&C provides services (Tuckshop and Uniform shop).
  - Fundraising (major annual fundraiser is Fete).
  - Importantly funds raised are re-invested into our services and provided to the school to invest in the students educational outcomes.
  - Community events are held to raise awareness and foster community spirit. (Long Lunch/Movie Nights)
  - P&C currently employs 5 employees including a book-keeper and manages these relationships.
  - **We “STICK TO OUR KNITTING”. We don’t get involved in curriculum or other school matters.**
  - **We don’t engage around matters that aren’t in our remit.**
  - All items on the agenda are time sensitive/limit
  - We try hard to limit meetings to 60 minutes
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- **OUR VISION: SUPPORTING THE SCHOOL BY INCREASING COMMUNITY ENGAGEMENT**
  - **OUR MISSION: TO SUPPORT AND CONTRIBUTE TO THE SCHOOL BY RAISING FUNDS AND / AWARENESS**

#### Attendees:

(AB) Anita Bond (principal/member)	(GO) Glen O’Halloran (Deputy upper)	(PL) Phil Langley (teacher/member)
(AS) Alex Schmidt (teacher/member)	(TI) Tanya Isherwood (Business Manager)	(SG) Sandy Gardner (teacher/member)
(EF) Emma Fernance (non-member)	(SC) Shelley Carter (member)	(TC) Taueva Caesar (member)
(KM) Kate Matthews (member)	(KP) Katie Pack (member/Grants working group)	(CM) Charlotte Myers (member/uniform convenor)
(KMah) Kathleen Mahoney (Ashgrove Sustainability/member)	(JRD) Jackie Rose-Diamond (member)	(LM) Leah Macfarlane (VP)
(SL) Shaun Landy (Treasurer)	(RG) Rachel Gadsden (President)	(AH) Aymee Hogbin (member/Chairperson subcommittee)

RG opened meeting at 7.02pm.

**Apologies:** Amanda Saines, Alecia Hartley, Karen Bond.

It was moved by PL and seconded by SC to accept the apologies. **Carried.**

#### Previous Minutes and Reports:

TC moved that the minutes of the general meeting held in September 2019 and the reports for the October 2019 meeting were circulated to all members and parents by email prior to this meeting be received. Seconded by CM. **Carried.**

PL moved that the minutes of the general meeting held in September 2019 be accepted as a true and correct record. Seconded by AS. **Carried.**

#### Business arising from previous minutes:

- Scripture Union Donation – Chaplaincy program wages invoice seeking a donation to fund (re Crazy Camel fundraiser suggestion) – President RG discussed with Chappy Bec and chaplaincy fundraising towards

scripture union donation agreed is a good idea. It was agreed RG would send follow up email to Chappy Bec asap. Crazy Camel fundraiser provided to TI to pass information onto Chappy Bec. **RG to action.**

- P&C Meetings: RG briefly explained the P&C suggested meeting regime and asked for any members to move a motion for acceptance. RG explained, it would be three meetings per term where possible to occur on 2<sup>nd</sup> Tuesday of the relevant month, with a mix of meeting times to encourage better inclusion of all members of our community. Proposed meeting times 0730am, 3.30pm and 6.45pm. Question was raised about executive team attendance, RG explained at a minimum an executive must chair the meeting and while all executive are preferred to attend each meeting this simply may not be possible from time to time. It was asked if the AGM would be held at 7pm meeting and RG confirmed the AGM would be the evening meeting as all executive are to be in attendance. Notification for the AGM meeting will be circulated to the community. JRD suggested consistency of meeting times and advance notice. AB suggested we would simply need to see how it goes. Location of meetings will be as per availability. Question was raised regarding students on the school site. All students may attend the meeting with parents/carer and be supervised by parents/carers on site until 0800. At this time children can go to the undercover area as per normal before school process. AB agreed to move the motion.

**MOTION: AB moved a motion for better inclusion of community for the P&C meeting times to be three meetings per term where possible to occur on 2<sup>nd</sup> Tuesday of the relevant month, with a mix of meeting times. Proposed meeting times 0730am, 3.30pm and 6.45pm. Seconded by PL. Carried.**

#### **Correspondence received since the previous meeting:**

##### **Inward (as listed):**

- Email from Vicky Dawes (Parent) about an offer from Headspace for free access to schools. P&C forwarded correspondence to school administration. This is not a P&C matter.
- Nancy Yu, EZy Covers. Forwarded to the Grants & Sponsorship working group.
- Stop Drop Go – parent Chantal Coleman is the lead organizer and is seeking assistance/parents to help with Stop Drop Go in the top council car park. Propose additional flags/signage be engaged for the area, proposed additional flags funded by P&C. Brief discussion that the team are needing more helpers/volunteers. Please step up if you can help out at all this would be appreciated. Please email [asspandc@gmail.com](mailto:asspandc@gmail.com) and we can forward details onto Chantal Coleman. **Further discussion and proposed motion moved to November meeting.**
- Email correspondence regarding P&C Uniforms - forwarded to the Uniform Shop.
- Email from Returnit regarding a promotion - forwarded to Ashgrove Sustainability working group.
- Meki Tasi, Di Bella Coffee – a letter to the president following up an error with coffee supply and extending an offer to assist in future. Forwarded to the president. RG to report further at November 2019 meeting. LM asked about what happened recently when Di Bella stopped our account. RG provided explanations about stop supply that occurred a couple of months ago. It was found Tuckshop staff used the debit card for a service call out. Di Bella continued to chase the payment and didn't recognize the invoice as being paid. It was discovered weeks later and after Di Bella put stop account on that Di Bella failed to note the payment already received. Di Bella updated the details to correct the situation and provided a brief apology and clarified our terms. RG indicated our understanding was that Campbell Newman donated the coffee machine to the Tuckshop. RG still waiting for Di Bella to provide our terms of agreement or contractual obligations, if any. RG will report back at the November meeting.
- Natalie Smith, Hillbrook School - email enquiring about the date of next year's fete so they do not clash with an event the school is planning.
- Joy Sinclair, Business Manager (no resigned) - letter outlining preliminary communication has commenced with Michael O'Keefe regarding the Masterplan priority (Ashphalt area), the head of facilities in our region. He has agreed to begin the process through Heritage. Joy also passed on the master plan company's details. Principal confirmed this also. RG to follow up periodically with AB. Heritage Department has been engaged by TI for airconditioning for A block along with other masterplan priorities.
- Jason O'Brien, email requesting minutes from previous meetings. In particular February and March. As these are only available to parents who have access to the Parent Lounge. Extended an invitation to Jason O'Brien to attend the meeting as all are welcome. Note Jason O'Brien did not attend meeting.
- Jetts Ashgrove, email from David introducing himself as new manager and extending an invitation to work with the school. Linking Jetts Ashgrove with the Grants and Sponsorship Working Group.
- Charlotte Myers - update on her research into the Square payment system. Charlotte has concluded that this is not the best way forward for the school. She will continue look out for a new system which will be more financially viable and work with our current systems

- Prep Communication Packs/Prep Info Night – packs have been completed and P&C information is up to date/President presented to the info night. Thank you to Kyle (teacher yr 6) for assisting with the P&C promo video updated in his own time.
- SRS for Technology - The school is asking for endorsement of the yearly fee for parents to hire Ipads through the Student Resource Scheme for 2020 (\$240 in 2018). AB confirmed the school does not intend on increasing the amount. This is not a request for endorsement of the ipad program, just the annual fee charged.

**MOTION: AB moved that the P&C endorse that \$240 is maintained as the Student Resource Scheme (SRS) for Technology. AB moved this to be received and adopted: all those in favour raise your hand. All hands raised (0 against, 0 abstain). Carried**

- Employsure – 12months on – Provide brief explanation and review of Workplace Health and Safety inspection 18 October – receive quote with recommendations. ***RG to report further update at November meeting.***
- Email received from Megan O’Dwyer (previous convenor for Fete 2019 Fete handover and preparation for 2020 Fete. Rachel Gadsden meeting with Megan for handover. P&C will soon reach out to community to see the P&C Fete 2020 committee, seeking a group of parents to form the “Fete Committee”. We will commence call out in November. ***RG to report further update at November meeting.***

#### **Outward (as listed):**

- Luke Stalley email response to his proposal for ‘school oval improvement project’, with details including funding. This matter was brought forward from the September meeting.
- A letter to the organiser of the Class of 1958 reunion thanking them for their generous donation and letting them know the money will be put towards the garden.
- Email to Vicky Dawes (parent) thanking her for her email and explaining it has been forwarded to the school as it is not a P&C matter.
- An email thanking Nancy Yu and explaining the letter had been forwarded.
- Email to Natalie Smith, Hillbrook School, thanking her for her email and informing her that we will notify them as soon as the date for next year’s fete is locked in. Preliminary date of 9 May 2020.
- Jason O’Brien, forwarding previous minutes as requested.
- Jetts Ashgrove, thanked him for his email and informed it has been forwarded to the executive and school (Grants and Sponsorship Working Group).
- Employsure – meeting/review/quote 18 October 2019. ***RG to report/update in November.***
- Fete 2020 – preliminary Fete preparations begin. RG meeting with Megan O’Dwyer convenor Fete 2019.
- Email from Ian George received on 15 October 2019 and forwarded to TI (Business Manager).

KMah moved that the **inwards** correspondence be received and the **outwards** correspondence be endorsed. Seconded by AH. **Carried.**

#### **Business arising from the correspondence:**

- Date for 2020 P&C Fete Fundraiser, proposed date is 9th of May 2020 with a proposed budget of \$70,000. Both date and budget to be moved/motioned by Treasurer. No comments, concerns or comments raised at this time.

**MOTION: Treasurer SL moved for the date of 9 May 2020 to be confirmed for the P&C Fete Fundraiser to be held on the Ashgrove State School site with a budget allocation of \$70,000. Seconded by SG. Carried.**

#### **Confirmation of executive committee’s decisions (if any)**

No decisions were made since last meeting. RG advised the executive decisions are specifically for emergency issues or items only.

#### **Reports**

- **Treasurer:** KM moved that the Report be received, seconded by AB. **Carried.**
- **Subcommittees/Working groups:**
  - **Swimming Club:** Thank you to AH for the report. TC moved that the Ashgrove Aces report be received, seconded by AH. **Carried.**
  - **Tuckshop:** Email received from Karen Bond (tuckshop convenor) regarding a pizza roller, quote obtained from Hospitality Superstore (kept in P&C secretary email). SL stated we have the funds to cover this.

**MOTION: Treasurer SL moved for \$1550 to be allocated to the purchasing of a pizza roller for the Tuckshop. Seconded by CM. Carried.**

CM moved that the Tuckshop report be received, seconded by SL. **Carried.**

- Uniform shop: SL that the uniform report be received, seconded by KM. **Carried.**
- **Grants and Sponsorship Working Group:** Special mention of recent success as noted in the report and thank you to Kate Matthews/Katie Pack for leading the group. KM spoke to the successful grants:
  1. \$34750 - from the Gambling Community fund (to be used for playground surface repairs)
  2. \$20,000 - local member has signed of on the Federal Stronger Communities program, Federal Communities Environment program (grant scheduled for pool shade and accessibility, enhancements).
  3. \$17400 - <insert name of grant> scheduled for the indigenous garden space. AS is managing this project. Grants team will inform AS when we get the final tick.

TC moved that the Grants & Sponsorship report be received, seconded by LM. **Carried.**

- **Ashgrove Sustainability Working Group:** Thank you to Kathleen for putting the report together. CM moved that the Ashgrove Sustainability report be received, seconded by RG. **Carried.**
- **Principal's Report:** PL moved that the Principal's report be received, seconded by AS. **Carried.**

### **Business arising from the Reports or discussion required :**

LM asked KMah and held a brief discussion held to confirm there has not been any interest come forward from parents with recent call out for volunteers. Executive will revisit this closer to call out for Fete Committee. GO mentioned that Lucy (school kitchen gardener is very appreciative of the assistance KMah and working group are providing.

RG confirmed the 3 strategic plans the school provided to P&C were specifically written for grant applications and direction.

RG explained that P&C are proceeding with Grant applications to supplement funding as a bonus to the school directly, where funds raised by the P&C at events can be used towards funds provided to the school, and Grant funding can potentially offset with fundraising struggles that can be felt around Fete time.

SL moved that the written reports be received and the verbal reports be noted. Seconded by SG. **Carried.**

### **Motions on notice**

nil

### **General Business**

- Masterplan - Indigenous garden update – AS provided an update on the project. AS thanked the Grants working group for the grant (\$17400). AS advised quotes have been obtained from arborists for tree assessment, trees that aren't well or at risk will be removed. \$13,900, \$10,200 and \$6700. As a result of this additional site preparation, AS moved a motion an additional \$10,000 from P&C funds for site preparation.
- RG spoke to the matter that at previous meetings it had been discussed P&C would look to use its funds to fund the project. Now the grant has been successful this is no longer required. In consideration of this, RG put it to SL (treasurer) to confirm funds are available for the Masterplan priority.

**MOTION: AS moved a motion for an additional \$10,000 to be allocated to the Masterplan Indigenous garden project specifically for site preparation. Treasurer confirmed the funds are available. Seconded by PL. Carried.**

RG discussed P&C are working with TI (Business Manager) regarding the quotes received for soft-fall repairs. RG discussed the quotes refer to \$37045 as an updated quote. KP confirms the conditions of the grant are that the grant pays for the entire project and additional contributors cannot be engaged. Grant was based on the quoted amount. RG to review previous correspondence and talk further with TI. **RG to update at the November meeting.**

World Teachers Day – RG raised this WTD on 25 October 2019 and asked the membership how they would like to proceed this year. Last year 2018 P&C provided \$500 funds to this event.

MOTION: LM moved a motion for P&C to allocate \$300 towards this event to provide morning tea. Seconded by JRD. Carried.

- Master plan – bring document for attendees to view if required.
- Irrigation System for the SKAG garden – KMah will provide further quotes and information

**Trivia Night:** Wrap up of the evening was given by EF (convenor). The night was a wonderful success and a great fun was had by all. RG passed on the executive's sincere thank you to Emma Fernance and Tanya Smart for their

time and dedication to this event. Profit announced at \$4600. Some challenges getting volunteers to help with the lead up to the event and on the night could have done with more volunteers to help with raffle ticket selling. RG commented feedback coming in was positive, the trivia could be more team orientated. Special thank you to Tanya Smart for providing the amazing theming for the event. The event was allocated \$5000 and the cost came in at \$4300.

#### **Applications for membership and recording of new members:**

Tanya Isherwood membership form received.  
PL moved that the new members be accepted. Seconded by SG. **Carried.**

#### **Date of Next Meeting:**

**Next meeting:**                   **Proposing: 12 November 2019 07.30am, location: TBA.**  
**Meeting closed:**               **7.54PM**

**Reports:**

**Treasurer Report – Oct 2019**

**In Summary –**

P & C made a profit of \$49,993 (including the grant)

Tuckshop profit of \$6,518.16

Uniform shop small loss of \$296

<p><b>Ashgrove State School P&amp;C Association</b> Glory Street ASHGROVE WEST. QLD. 4060 <b>September-2019</b> <b>Finance Report</b></p>
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**Treasurer Report**

Reports have been completed for:

30-September-2019

**Cash at Bank and Floats**

30/9/19

Business Account	\$205,335
Online Saver	\$58,254
Term Deposit	\$31,821
Cheque Account Tuckshop	\$809
Floats/Cash on hand	\$1,131
<b>Total Cash</b>	<b>\$297,350</b>

**Loans and Payables**

Trade Creditors and Payroll Liabilities	\$6,052.00
Budget Items committed and owing	\$8,800.00
<b>Total Owing</b>	<b>\$14,852.00</b>

**Summary**

\$282,498.00

We have sufficient cash to cover loans and expected expenditure.

The following reports are attached:

- A. Profit & Loss
- B. Clothing Store & Tuckshop (year to date)

Created: 10-Oct-19 10:13 AM

Ashgrove State School P&amp;C Association

31 Glory Street Ashgrove,  
Old 4060

ABN: 72 136 061 081

Email: ashgrovepnc@gmail.com

**Balance Sheet**

As of September 2019

**Assets**

## Current Assets

## Cash On Hand

ANZ chq Tuckshop 468170013	\$809.81
ANZ Bus Extra 1833-42061	\$205,335.25
ANZ Bus Saver 1833-41085	\$58,254.45

<b>Total Cash On Hand</b>	<b>\$264,399.51</b>
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## Fixed Term Deposits

ANZ Term Deposit 9709-93285	\$31,821.07
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<b>Total Fixed Term Deposits</b>	<b>\$31,821.07</b>
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Stock on Hand	\$72,118.20
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Trade Debtors	(\$1,169.79)
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Undeposited Funds	\$3,340.26
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<b>Total Current Assets</b>	<b>\$370,509.25</b>
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## Cash Floats

Float - Tuckshop	\$300.00
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Float - Fundraising	\$350.00
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Float - Clothing Store	\$200.00
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Petty Cash - Tuckshop	\$281.85
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<b>Total Cash Floats</b>	<b>\$1,131.85</b>
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<b>Total Assets</b>	<b>\$371,641.10</b>
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**Liabilities**

## Current Liabilities

Trade Creditors	\$1,587.30
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## GST Liabilities

GST Collected on Sales	\$8.47
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GST Paid on Purchases	(\$218.95)
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<b>Total GST Liabilities</b>	<b>(\$210.48)</b>
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## Payroll Liabilities

PAYE Tax Payable	\$1,056.00
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Super Payable - Employees	\$3,567.40
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Super Payable - Contractors	\$52.65
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<b>Total Payroll Liabilities</b>	<b>\$4,676.05</b>
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<b>Total Current Liabilities</b>	<b>\$6,052.87</b>
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<b>Total Liabilities</b>	<b>\$6,052.87</b>
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<b>Net Assets</b>	<b>\$365,588.23</b>
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**Equity**

Retained Earnings	\$146,040.11
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Current Year Earnings	\$171,580.03
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Historical Balancing	\$47,968.09
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<b>Total Equity</b>	<b>\$365,588.23</b>
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**Profit & Loss Statement**

September 2019

<b>INCOME</b>		
<b>TRADING INCOME</b>		
Tuckshop Income	\$22,279.15	
Clothing Store Income	\$2,213.50	
<b>Total TRADING INCOME</b>		<b>\$24,492.65</b>
<b>FUND RAISING</b>		
Art Show	\$377.00	
Trivia Night	\$9,988.00	
<b>Total FUND RAISING</b>		<b>\$10,365.00</b>
Parent Luncheon		\$1,690.00
<b>OTHER INCOME</b>		
Grants Received	\$34,750.00	
<b>Total OTHER INCOME</b>		<b>\$34,750.00</b>
<b>Total INCOME</b>		<b>\$71,297.65</b>
<b>COST OF SALES</b>		
<b>TRADING ENTITIES COGS</b>		
Tuckshop Supplies	\$8,314.56	
Clothing Store Supplies	\$2,105.67	
<b>Total TRADING ENTITIES COGS</b>		<b>\$10,420.23</b>
<b>P&amp;C FUNDRAISING CoGs</b>		
Trivia Night (CoS)	\$1,683.50	
<b>Total P&amp;C FUNDRAISING CoGs</b>		<b>\$1,683.50</b>
<b>Total COST OF SALES</b>		<b>\$12,103.73</b>
<b>Gross Profit</b>		<b>\$59,193.92</b>
<b>EXPENSES</b>		
<b>TRADING ENTITIES EXPENSES</b>		
Flexischools Parent Fee	\$598.57	
<b>OTHER EXPENSES- P&amp;C</b>		
P&C Running Exp	\$137.34	
Bank Fees	\$50.91	
<b>Total OTHER EXPENSES- P&amp;C</b>		<b>\$188.25</b>
<b>EMPLOYMENT EXPENSES</b>		
Superannuation	\$609.26	
Stationery, Freight & Postage	\$43.40	
Wages - Tuckshop Convenors	\$6,413.22	
Wages - Bookkeeping	\$1,000.00	
Wages - Uniform Shop Convenors	\$351.00	
<b>Total EMPLOYMENT EXPENSES</b>		<b>\$8,416.88</b>
<b>Total EXPENSES</b>		<b>\$9,203.70</b>
<b>Operating Profit</b>		<b>\$49,990.22</b>
<b>OTHER INCOME</b>		
Interest Income		\$3.32
<b>Total OTHER INCOME</b>		<b>\$3.32</b>
<b>Total OTHER EXPENSES</b>		<b>\$0.00</b>
<b>Net Profit/(Loss)</b>		<b>\$49,993.54</b>

**Ashgrove State School P&C Association**

31 Glory Street Ashgrove, Qld 4060

**Category Profit & Loss Statement****September 2019**

<b>Account Name</b>	<b>Selected Period</b>	<b>Year To Date</b>
Tuckshop	September	
<b>Income</b>		
Tuckshop Income	\$22,279.15	\$155,811.35
Total Income	\$22,279.15	\$155,811.35
<b>Cost Of Sales</b>		
Tuckshop Supplies	\$8,314.56	\$87,175.03
Clothing Store Supplies	\$0.00	\$10.00
Total Cost Of Sales	\$8,314.56	\$87,185.03
<b>Expense</b>		
Flexischools Parent Fee	\$423.95	\$2,886.54
Repairs & Maintenance	\$0.00	\$1,230.46
P&C Running Exp	\$0.00	\$240.00
Superannuation	\$609.26	\$5,136.56
Wages - Tuckshop Convenors	\$6,413.22	\$53,306.12
Wages - Uniform Shop Convenors	\$0.00	\$411.75
Tuckshop Equipment	\$0.00	\$471.82
Total Expense	\$7,446.43	\$63,683.25
<b>Net Profit/(Loss)</b>	<b>\$6,518.16</b>	<b>\$4,943.07</b>

<b>Ashgrove State School P&amp;C Association</b>		
31 Glory Street Ashgrove, Qld 4060		
<b>Category Profit &amp; Loss Statement</b>		
<b>September</b>		
Uniform	September	YTD
Income		
Clothing Store Income	\$2,213.50	\$54,643.21
Parent Contribution	\$0.00	\$80.00
Total Income	\$2,213.50	\$54,723.21
Cost Of Sales		
Clothing Store Supplies	\$2,105.67	\$42,123.32
Total Cost Of Sales	\$2,105.67	\$42,123.32
Expense		
Flexischools Parent Fee	\$10.06	\$257.53
Shrinkage & Spoilage	\$0.00	(\$2,978.87)
Miscellaneous	\$0.00	\$120.00
Superannuation	\$0.00	\$339.87
Stationery, Freight & Postage	\$43.40	\$43.40
Wages - Uniform Shop Convenors	\$351.00	\$4,860.00
Tuckshop Equipment	\$0.00	\$17.49
Total Expense	\$404.46	\$2,659.42
Net Profit/(Loss)	(\$296.63)	\$9,940.47

**Uniform Shop Report**  
**Convenor - Charlotte Myers**

- Will be attending Prep Information Night on Thursday 10th to present and also display uniform items for new parents.
- Immediate engagement with sales of goggles (social media post on Tuesday morning and sold some goggles as a result that morning at Uniform Shop).
- Square system put on hold till next year- based on the fees that would be incurred and lack of inventory integration with MYOB.

**Tuckshop Report**  
**Convenor - Karen Bond**

The last two weeks of term in the Tuckshop were very busy. We had an increase in orders and unfortunately, a reduced number of volunteers. We are looking for more volunteers for term 4 as this always proves to be the busiest of the year.

The Tuckshop menu has remained the same as Term 3 with only a change to the Monday meal deal changing from Butter Chicken and Rice to Crumbed Fish, wedges and Salad. We have also changed the Hamburger day slightly to improve productivity and reduce stress levels with providing the children with their own sauce sachet to put on their burgers themselves. There were just too many variations of burgers with salad, no salad, Tomato sauce, bbq sauce, no sauce etc. We will trial this and see how it goes. We encourage parents and children for their feedback.

The Tuckshop coffee machine was very popular on Under 8's day. With high demand for card purchases, we borrowed the Uniform Shop's Eftpos machine. This opened up the market greatly and gave us an opportunity to trial an Eftpos machine. The treasurer is now investigating into the Tuckshop having an Eftpos machine to provide convenience for parents and teachers.

IOU reminders have been sent out to parents in the last week of term 3. We have had some response with payments, but there are still a lot outstanding. We do not encourage IOU's but we have had to provide some when children have no lunch or their online Tuckshop order did not go through and parents could not be contacted.

### **Ashgrove Sustainability Group - Kathleen Mahoney Report on Progress against Key Focus Areas 2019-2020**

The Ashgrove Sustainability Group (ASG) is working in partnership with school stakeholders in identifying, proposing and developing sustainability initiatives.

Initiatives will be put to the P&C for sanction and must have support from Principal or Vice Principal in order to proceed.

#### **P&C Events**

AIM: Increase sustainability outcomes at P&C Events including reducing waste generation and increasing recycling.

#### **Report**

Trivia Night (Sat 14 September 2019)

1 x 240litre bin of eligible containers diverted from landfill and collected by ReturnIt.

1x 240litre bin of soft plastic returned to Woolworths from clean-up.

Biocups used to serve water, replacing plastic cups.

The ASG 'vendor enquiry' form was established for use at future events to identify what forms of waste vendors are bringing into our events

The ASG had bins available to separate out the following items at Trivia night.

Compostable serving materials and food (not successful at this event)

Eligible containers under the container for change scheme

Soft plastic packaging from set-up

Mixed recycling

#### **General waste**

These wheelie bins are now available for small but regular events to help manage waste.

#### **Lessons**

To be successful, waste management and reduction has to be an integrated part of event planning and elevated to equal status with all other planning elements.

Future events, including Mother's Day Fete (Sat 9 May 2020)

The ASG has requested a quote from Mallow Sustainability to provide these services at our 2020 Mother's Day Fete. They are penciled in for that date. The ASG will put a proposal to the P&C exec once more information is available.

#### **School-based P&C Initiatives**

AIM: Identify and progress opportunities in partnership with the Tuckshop and Uniform Shop, that work to reduce waste without increasing costs.

#### **Report**

Can deposit scheme

We now have a ReturnIt bin that will be promoted soon and then placed in front of the Tuckshop. There was no cost associated with this.

## Composting

The composting process is working well. Lucy currently receives regular food waste from the tuckshop and kitchen and can continue to receive composting materials from events. She has regular parent help to turn the compost.

## ASG assistance to coordinate Garden revival and maintenance

AIM: support the maintenance of the garden in accordance with Ashgrove SS SAKG strategic priorities and led by SAKG Gardener

### Report

The ASG is coordinating parent help to ensure the help is focused on priority tasks and is carried out at a time when Lucy is there to supervise.

More quotes are being collected and a formal request will be put to the P&C to support the installation of an irrigation system.

## **Ashgrove Aces Amateur Swimming Club Report Chairperson Aymee Hogbin**

The AAASC committee has welcomed Rob Johansen as registrar. Rob is working hard to sort out our computer system and come up with the most efficient way to nominate children for races and run the club nights on Monday nights.

The committee met at the pool this week to run through everything that needs to be organised for the first night of our season on Monday 14 October 2019. We will be running races as usual, but also having a “come and try” night for anyone interested in giving swim club a go for the first time.

We have registrations coming in at the moment, but are hoping to increase numbers in the next week and after Monday night for anyone who is new.

## **P&C Grants and Sponsorship Working Group October report:**

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

### **Successful submissions:**

- Gambling Community Fund (Playground Resurfacing – yr 2/3) – submitted by Katie Pack 31 May - **successful (\$34,750)**

### **Decisions pending:**

- Federal Stronger Communities Program (Round 5) (Pool grandstand, accessibility) – submitted by Alex Blake 6 September 2019 (\$20K) – successful in phase 2. Additional information to be lodged 17 October 2019
- Federal Communities Environment Program (Indigenous Garden) (\$17,400) – successful in phase 2, additional information lodged 27 September 2019
- Federal Solar Communities Grant (Solar – swimming pool) – **decision pending, waiting for confirmation post caretaker period. Unlikely to receive as environment program application (above) is progressing.**
- Nude Food Grant #1: Waste to Plate (Composting for tuckshop/garden) – submitted by Katie Pack 11 August - **decision pending, due 31 October 2019** (\$500)
- Nude Food Grant #2: Mulch More (Mulching machine, gardening tools & student tools/gloves) – submitted by Katie Pack 11 August - **decision pending, due 31 October 2019** (\$1,500)
- Nude Food Grant #3: Nude Waterwise project (irrigation) – submitted by Katie Pack 11 August – **decision pending, due 31 October 2019** (\$3700).
- Brisbane Airport Grant (Entered for gardening tools for school gardener and students gardening gloves, shelving units) – **decision pending, due 31 October 2019** (\$1000).

### **Unsuccessful submissions:**

- Advantage Community Grants Program through realestate.com (Tuckshop improvement - pizza roller) – **unsuccessful** (\$1500-2000)

### **Priorities:**

- Drafting Sponsorship Prospectus (Kate and Leah)

- 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.

## Ashgrove Sustainability Group Report on Progress against Key Focus Areas 2019-2020

The Ashgrove Sustainability Group (ASG) is working in partnership with school stakeholders in identifying, proposing and developing sustainability initiatives.

Initiatives will be put to the P&C for sanction and must have support from Principal or Vice Principal in order to proceed.

### 1. P&C Events

AIM: Increase sustainability outcomes at P&C Events including reducing waste generation and increasing recycling.

#### Report

#### a) Trivia Night (Sat 14 September 2019)

- 1 x 240litre bin of eligible containers diverted from landfill and collected by ReturnIt.
- 1x 240litre bin of soft plastic returned to woolworths from clean-up.
- Biocups used to serve water, replacing plastic cups.
- The ASG 'vendor enquiry' form was established for use at future events to identify what forms of waste vendors are bringing into our events
- The ASG had bins available to separate out the following items at Trivia night.
  - Compostable serving materials and food (not successful at this event)
  - Eligible containers under the container for change scheme
  - Soft plastic packaging from set-up
  - Mixed recycling
  - General waste

- These wheelie bins are now available for small but regular events to help manage waste.

#### Lessons

- To be successful, waste management and reduction has to be an integrated part of event planning and elevated to equal status with all other planning elements.

#### b) Future events, including Mother's Day Fete (Sat 9 May 20120)

- The ASG has requested a quote from Mallow Sustainability to provide these services at our 2020 Mother's Day Fete. They are pencilled in for that date. The ASG will put a proposal to the P&C exec once more information is available.

### 2. School-based P&C Initiatives

AIM: Identify and progress opportunities in partnership with the Tuckshop and Uniform Shop, that work to reduce waste without increasing costs.

#### Report

a) Can deposit scheme

- We now have a *ReturnIt* bin that will be promoted soon and then placed in front of the tuckshop. There was no cost associated with this.

b) Composting

- The composting process is working well. Lucy currently receives regular food waste from the tuckshop and kitchen and can continue to receive composting materials from events. She has regular parent help to turn the compost.

### 3. ASG assistance to coordinate Garden revival and maintenance

AIM: Support the maintenance of the garden in accordance with Ashgrove SS SAKG strategic priorities and led by SAKG Gardener

Report

- The ASG is coordinating parent help to ensure the help is focused on priority tasks and is carried out at a time when Lucy is there to supervise.
- More quotes are being collected and a formal request will be put to the P&C to support the installation of an irrigation system.

### **P&C Meeting: 15 October Principal's Report – Anita Bond**

#### **Final Term**

All students have settled back quickly into their school routines and learning, with the energy around the school feeling positive. Term 4 is traditionally a busy time with many events occurring throughout the term including Awards Night, Graduation and final assessments and reports. We ask parents to take the time view the school calendar on the website and the newsletter for key dates.

#### **Staffing Changes**

This term we welcome Tanya Isherwood into the position of Business Manager. She has provided some information about herself to share with our wider community.

*Thank you everyone for welcoming me to Ashgrove State School. Who am I? I have lived locally in Bardon for close to 20 years with my 2 children (well, they are and will always be my children even though they are 20 and 17!). My children attended Bardon SS and then The Gap High. We have been involved with local sporting groups including Valleys Cricket, Bardon Latrobe Soccer and Western District Gymnastics. We have 2 crazy puppies and one snuggly kitty cat. When we can the three of us love to load up our Landrover Defender and disappear off to the middle of nowhere camping.*

*I have worked in schools since 2011 when I started at Ironside State School in St Lucia where I have done every job imaginable in a school office from front desk to Business Manager. I hope that the skills and experience I can bring to my role at Ashgrove will help the school continue to provide the best educational experience for our students that this school is widely known and regarded for. I also look forward to working with the wider Ashgrove community including the P&C on projects that continue to improve this school.*

Kelly Bonk will be taking maternity leave for the remainder of the year from week 4 of this term. Mrs Bonk will be replaced by Jen Twidale. Mrs Twidale is an experienced teacher and well known to our school. She has taught several year levels at Ashgrove State School and is looking forward to teaching 4B for the remainder of the year.

Lynda Hurst has taken long service leave for the remainder of the year. Savannah Postle will be replacing Mrs Hurst during this time. Miss Postle has completed several contracts at Ashgrove State School and has taken over the class seamlessly.

#### **ASAA Review**

The school has been presented with a draft report following the school review in Term 3. The final report will be provided to us by the end of the year and will be available for viewing via our website. I have included below the Executive Summary from the ASAA Report which provides a snap shot of the major achievements and pathways for the future. Our staff have already commenced work on reviewing the recommendations made by the panel, while visioning work will begin with all stakeholders. All of this information will assist us in developing our Strategic Plan for the next 4 years.

## **ASAA Executive Summary**

### Achievements

The ASAA School Review Panel identified a number of areas of school's current practices that it commends. These are set out in this report; however, the ASAA panel particularly wishes to encapsulate the following areas of school practice as demonstrating high levels of performance.

- Staff, students and parents support the school statement of excellence and have a deep sense of pride for the school and its community.
- The school leadership team and staff have a strong cohesive rapport resulting in a positive learning environment and improved learning outcomes for all students.
- There is a very high level of student achievement across the school at both State and national levels. 2019 Relative gain from Year 3 to Year 5 in writing is outstanding.
- Learning Intentions and Success criteria are embedded across the school making learning visible to students.

### **Pathways to the Future**

In conducting the School Review, the panel determined the following outcomes to be achieved over the next three years. Aspects of these outcomes are set out as recommendations in the sections of this report that follow.

- Work with stakeholder groups to review and refine the vision and statement.
- Embed differentiated teaching practices to support high performing students.
- Provide more rigour within the Watching Others Work framework to support the development of teacher capacity to further develop teacher knowledge and engagement with the Pedagogical Framework.

