

**Ashgrove State School
P&C General Meeting**

11 February 2020

DRAFT MINUTES

Present: 17 people total in attendance (5 non-members)

Leah Macfarlane (Vice President)	Chloe Nicholls (Non-member)	Stacey Gillespie (Non-Member)
Shaun Landy (Treasurer)	Alex Schmidt (Member)	Taueva Caesar (Member)
Kate Matthews (Vice-President)	Lauren Hartwin (Member)	Shelly Carter (Member)
Phil Langley (Teacher/Member)	Katie Pack (Member)	Sarah Daley (Non-member)
Tanya Isherwood (Member)	Pat Webster (Unsure)	Karen Bond (Member/Tuckshop convenor)
Caroline Liu (Member)	Donna Knight (Unsure)	Glen O'Halloran (Member)

Welcome:

- Opened by Vice President Kate Matthews at 7.01pm.
- KM gave a brief explanation of the upcoming P&C Annual General Meeting. Informed the group that all Executive positions and memberships lapse.
- KM stated that Rachel Gadsden, Shaun Landy and Leah Macfarlane would not be renominating for Executive positions.
- Called for nominations for Executive roles and encouraged those interested in maintaining or starting a new membership to fill in a membership form.
- Introduction of Executive members present - Shaun Landy (SL), Leah Macfarlane (LM), Kate Matthews (KM). LM – minute taker.

Apologies:

Rachel Gadsden, Jackie Rose-Diamond, Charlotte Myers, Anita Bond, Fiona McLoughlin, Gardie Carr, Phoebe Jellico, Bernadette Smon. Moved LM/Seconded Shelley Carter.

Previous minutes:

It was **moved by Katie Pack (KP)/Seconded by Phil Langley (PL)** that the November 2019 minutes be approved and accepted. **CARRIED.**

Business arising from previous minutes:

Fete

- KM explained that we were still desperately seeking a team of people to run the fete.
- Many parents had already volunteered to run Stalls
- Rachel Gadsden and Megan O'Dwyer have already booked in major suppliers
- Ready for a new convenor or team of convenors to step in and put their stamp on this year's fete.

Uniform Shop Employee Hours

- The Executive had discussed increasing Charlotte Myers Uniform Shop employee hours at the end of 2019 but it had not been raised at the November meeting.

MOTION: KP moved a motion that CM's hours be increased to a max 12hs per week. 12 members in favour. Carried.

Ashgrove Drapery – school uniforms

- KM explained that the school – Tanya Isherwood (TI) – may commence discussions with the local drapery regarding using the school logo and producing uniforms.
- TI confirmed this.
- TC questioned what the issue was and TI explained that the drapery did not have the correct documentation/permissions to use the school logo to produce uniforms despite having historically done this.
- KM confirmed that the P&C would leave this with the school/Tanya to progress.

General Business

Social Media and Parent Network

- LM reiterated that she would not be re-nominating for Vice President and as such had reached out to the community for someone to take over her Social Media role.
- Introduced Stacey Gillespie (SG) who will take over the role from March 2020.
- LM asked for members of the community to help SG by sending her ideas and contributions for the Facebook/Instagram page.
- LM gave an update of the Parent Network and how it was progressing this year
- LM thanked Heather Marshall (HM) for facilitating the use of Schoolzine to compile the class lists and said that it was hoped that at the upcoming meet the teacher nights those who hadn't yet filled in the online form would be able to be reminded.

Indigenous Garden

- Alex Schmidt (AS) said an arborist report for the area earmarked for the Indigenous Garden had been commissioned, completed and had been with Heritage Department since December 2019. TI had been checking but had yet to get a response.
- AS confirmed that the P&C had allocated \$10,000 for the initial clearing of the site, but that the grant application for the rest of the project had not been approved/successful.
- As the garden was a part of the Master Plan AS wanted to request the funds to complete the project from the P&C.
- AS said there was no point spending the \$10,000 to clear the land, if there was no money available to complete the project.
- She said the figure needed was about \$17,500.
- Shaun Landy (SL) confirmed the garden was part of the Master Plan. From a money perspective SL said the P&C were in a good position.
- SL said we had received \$28, 000 from parent contributions which was slightly down on last year, but still good.
- TC asked if there were other grants that could be applied for to cover the costs.
- KP replied that yes, there were, and the grants team were continuing to look at these however no guarantee of successful applications.
- AS said she was happy to work with the grants team to apply for further grants and would draft a staged project plan to facilitate such grant applications.

- However, AS said she didn't want to see the project being held up while grant applications were undertaken.

MOTION: AS moved a motion to request \$17,450 from the P&C to allocate towards the Indigenous Garden to ensure the project could be completed in the absence of successful grants. 12 in favor. Carried.

Correspondence

Inward (as listed):

- Email from Maho Go regarding World Science Festival Brisbane – KM confirmed that this would be forwarded to the school.
- Fete Convenor 2019 Megan ODwyer booked in preliminary infrastructure in November 2019 to ensure secured.
- Email from Julie Steedman regarding STYMIE <https://about.stymie.com.au/for-educators/> - KM said that this would be forward to the school.
- Email from Principal Anita Bond, request to bring Disco forward to T1 – convenors Megan Callaghan and Sue Streit consulted, and the date of the Disco has been confirmed as Friday March 20. LM raised the proposed theme of "Australia" to gain feedback. Everyone thought it seemed like a nice easy theme.
- Email from Uniform Shop – Charlotte Myers following up with Executive Team surrounding proposed increase to employee hours and uniform operating to maximum 12 hours (currently max 9hrs) to cater for increase in supply and demand and the administration required.

Outward (as listed):

- Email to Charlotte Myers informing the Executive had intended raising this item at the November 2019 meeting for discussion and endorsement however the item was carried over to February 2020 due to timing.

Confirmation of Executive Committee's decisions:

MSP Photography

- KM confirmed this portfolio has now been moved over to the school's governance – noted that all executive agreed on this decision. Supply and commissions received from this supplier will now be managed by School Administration.

Reports:

Treasurer

- SL re-iterated \$28,000 had come from parent contribution.
- The Tuckshop had made a small profit for the previous period.
- Uniform Shop had made a small profit for the period.
- As per requirement the auditor had been changed to Jason O'Connor.
- For the full report see Appendix 1.

Principal

- Glen O'Halloran (GO) gave the report on behalf of Anita Bond, School Principal.

- GO passed on a big apology from AB for not being able to attend, but she was very unwell.
- GO thanked the P&C Executive, especially those leaving in March 2020.
- Welcomed new families and staff to the school.
- 2020 Leadership Team remains the same.
- It was decided to add an extra grade 3 class. This group will be in the Music Room near the SAKG.
- Peter from The Swim Academy has been welcomed to the school. A lot of positive response from parents and Peter has committed to improving the pool area.
- Facilities update – SAKG irrigation system installed, B block to receive air conditioning, A block aircon working after some holiday maintenance, soft fall due to be completed over the Easter holidays.
- For the full report see Appendix 2.

Swim Club

- No one from swim club was in attendance, but KM confirmed information had been given that there were two club nights left and then club championships. The club was working well with Peter.

Tuckshop

- Tuckshop Assistant Megan Buerkner has handed in her notice and will be leaving on February 14. KB thanked Megan for the past 8 years she has dedicated to the Tuckshop. She will be missed terribly, but everyone wishes her well with her new endeavours. Tuckshop staff and volunteers will host an afternoon tea on her last day to bid her farewell.
- A revised menu for Term 1 with a few price increases.
- First week of Term 1 was very quiet.
- For the full report see Appendix 3.

Uniform Shop

- Charlotte Myers Uniform shop convenor was an apology for the evening, so LM briefly summarised the report.
- For the full report see Appendix 4.

Grants

- The Federal Stronger Communities Program grant application was successful - \$16,500 grant needs to be matched by the P&C. It was moved at the November 2019 meeting that the money from Fete 2020 would be allocated towards this.
- The Indigenous Garden grant was unsuccessful.
- Waiting for the soft fall to be completed by the school so the Gambling Community Benefit Fund grant can be acquitted.
- For the full report see Appendix 5.

Applications for memberships and recording of new members:

It was moved (LH/SL) that the new membership applications be accepted. **CARRIED.**

Date of Next Meeting:

Tuesday, March 10 at 7pm in the Community Hub following the AGM at 6.30pm.

Meeting closed:

Closed by Vice President Kate Matthews at 7.50pm.

Appendix 1

Treasurer's Report – February 2020



Treasurer Report

Reports have been completed for:

31-December-2019

Cash at Bank and Floats

31/12/19

Business Account	\$192,077
Online Saver	\$23,775
Term Deposit	\$31,821
Cheque Account Tuckshop	\$303
Floats/Cash on hand	\$1,246
Total Cash	\$249,222

Loans and Payables

Trade Creditors and Payroll Liabilities	\$8,305.00
Budget Items committed and owing	\$50,000.00
Total Owing	\$58,305.00

Summary

\$190,917.00

We have sufficient cash to cover loans and expected expenditure.

Appendix 2

Principal's Report – February 2020

Welcome to 2020

We begin our school year welcoming a number of new families and staff to Ashgrove State School. Thank you to our staff, students and parents for warmly welcoming these people into our community. Ellen Kossen, Paul Tighe, Hannah Minne and Savannah Postle join our teaching team this year

Welcome back Rachael Gissing, Jen Twidale, Lynda Hurst, Rebecca Chapman and Luke Johns. Our teaching team will continue to grow in strength with these new staff members joining our school community.

The 2020 Leadership Team

Our leadership team for the year is as follows;

Principal: Anita Bond

Deputy Principal (Lower School P-2): Heather Mercer

Deputy Principal (Upper School 3-6): Glen O'Halloran

Head of Curriculum: Jo Sprenger

If parents have any queries or concerns this year, we encourage parents to direct these first to the class teacher. However, if your query is not progressing please make a time to meet with the DP or me. We look forward to working with you all in 2020.

Year 3 Class Changes

Our total school enrolment to date is 803 students which is approximately the same number as this time last year. However, we experienced a sudden increase in enrolments in year 3 which resulted in class sizes reaching 28 students in this cohort. The department's class targets for years P-2 is 25 students. Classes of this size do not place our students in a learning environment that supports optimum learning therefore, we have formed a new year 3 class to ensure lower class sizes across this cohort. The new classroom is located in the room that was previously a music room, adjacent to the SAKG kitchen. The teacher of the new class is Mrs Ellen Kossen. Although this causes a minor disruption, the long term benefits will outweigh this.

Meet the Teacher Nights

Parent information evenings are held this week on Monday 10 February and Wednesday 12 February. These are a valuable opportunity for parents to gain an insight into the classroom routines and the learning that will occur throughout the year, while encouraging parents and teachers to form meaningful connections.

Facilities Update

- The successful tender for the school pool was awarded to Peter Rosengren from The Swim Academy. Peter has started operations and has made visual improvements to the pool area and has made a commitment to make some further improvements. Pool covers are in desperate need of replacement. Quotes are being sought.
- SAKG garden irrigation system was funded by the school and completed in December 2019. This has made a significant difference to the health of the garden coming into 2020.

- ACES program completed over the holidays. Solar installed on hall roof which supplies power directly to the running of the school, not back to the grid. All air-conditioner remotes have been replaced and limits put on air-conditioner temperature. Lights have been replaced with new energy efficient bulbs.
- Additional funding from the Minister for Education will see air conditioning replacement for B block. This is being managed by Q-Build. Initial requests for tender meeting has been completed. No further updates on A-block air-conditioning, however, the school has been advised that this work is expected to commence in the Easter holidays. All classroom units in A block are working with some maintenance performed over the holidays.
- Playground soft fall will be completed over the Easter holidays
- Indigenous Garden project has been sent to the heritage department for approval for removal of trees. Arborist report and plans have been provided.
- Region is seeking funding for internal refurbishment of B Block this year

Appendix 3

Tuckshop Report - February 2020

We have a new revised menu for Term 1 that has a few new items and a few price changes. Over the holidays, I have costed all the menu items and any price increases are now reflected in the Menu charge. I do this every year, and it was quite surprising how many items had gone up substantially without notifying us of this price rise.

The Tuckshop received a \$100 Gift Visa Card from points earned during the year with Quality Food Services and this money was used to purchase storage containers, display baskets, and serving plates. We also earned a Gift Card from the Good Guys with loyalty points through our buying group ASCA for \$125. We have purchased a new toaster, electric knife and an electric steamer.

The volunteer numbers are looking good for Term 1. We still have a few vacancies needed to be filled which are mainly in the 5th week of the month when they occur. We will advertise for more help in the schools' newsletter.

During the holidays we had some storage shelving installed in the office area of the Tuckshop. This has now increased our ability to store packaging up and out of the food preparation area.

Lastly, our Tuckshop Assistant, Megan Buerkner has handed in her notice and will be leaving us on the 14th February. Megan has been a valued staff member for 8 years and will be missed terribly. She is moving on to a new job which will use her amazing talents in Interior Decorating. We wish her all the best. As a Thankyou for her service in the Tuckshop and the school, I would like to request the P&C allocate \$100 to purchase a Thankyou gift of some flowers and a card.

Appendix 4

Uniform Shop Report – February 2020

It has been a busy start to the 2020 at the Uniform Shop. Our 2 days of opening in the week prior to school beginning were busy. A new system for collecting Flexischool orders worked well and saw the queues move more quickly. We also trialled opening in the afternoon of one of the days to give parents more options to come into Uniform Shop.

The first day of Term 1 was a big start to Week 1. Our top 4 items sold within that hour of opening were as follows:-

Polo shirts - over 90 sold

Chairbags- over 50 sold

Library folios and hats- we sold 30 of each respectively

The Uniform Shop was open each day for the first week of term. Whilst the queues start to slow in the latter days of the week our Flexischool orders increased over the week. Based on the busy nature of the first day I will be again looking into an improved system this year to help us with serving those queues.

Currently, we are accepting orders for hat embroidery for new hats to be delivered by end of February. We have also advertised on social media for the Friday Sports Uniform and Music Uniforms to help parents prepare for the start of those activities this term.

We thank Deb, one of Uniform Shop's long standing volunteers, for her help over the years. Deb has now finished up at Uniform Shop. Our new volunteer, Sunny, will help out both days of opening and Ella, our continuing volunteer from last year, will also continue to help. I am very thankful to the help of all our volunteers at this very busy time of year.

We look forward to bringing on new uniform items this year and continuing to serve the school community.

Kind regards,

Charlotte

Appendix 5

Grants and Sponsorship Working Group Report – February 2020

P&C Grants and Sponsorship Working Group October report:

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

Successful submissions:

- Federal Stronger Communities Program (Round 5) (Pool grandstand, accessibility) – submitted by Alex Blake 6 September 2019 (\$16,500) – **successful.**

Unsuccessful submissions:

- Federal Communities Environment Program (Indigenous Garden) (\$17,400) – **unsuccessful.**

Decisions pending:

- 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.**

Outstanding acquittals:

- Gambling Community Benefit Fund – **awaiting confirmation that the works have been undertaken by the school.**

Main focus of working group is on the following items:

- 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.

Next steps:

- Working group grants meeting
- P&C to contact all Ashgrove State Schools' sporting groups to obtain letters of support seeking any kind of repairs or upgrades
- Working group tracking grants and preparing upcoming grants.