



18 August 2020

Draft MINUTES

Present: 15 members in attendance

Ryan Apps (Vice President)	Alex Schmidt (Member)	Vanessa Taylor (Member)
Alicia Klumpes (Treasurer)	Tanya Isherwood (Member)	Adria Cunningham (Member)
Evan Shellshear (President)	Jo Springer (Member)	Phil Langley (Member)
Kate Matthews (Vice President)	Glen O'Halloran (Member)	Emiline Duncan (Non-Member)
Kristen Lowrey (Secretary)	Anita Bond (Member)	Steven Toomey (Non-Member)
Chloe Nicholls (Secretary)	Heather Mercer (Member)	

Welcome:

Opened by President Evan Shellshear (ES) at 7pm.

Apologies:

Karen Bond, Bernadette Smon, Charlotte Meyers, Shelley Carter, Alecia Hartley, Stacey Gillespie, Taueva Caesar, Leah McFarlane.

Previous minutes:

Motion that July 2020 minutes be approved and accepted by **Kate Matthews**. Seconded by **Alicia Klumpes**. **CARRIED**.

Business arising from previous minutes:

- Mel Noonan's possible participation in colour run or next year. Tabled for discussion at a later time.
- **Report on cookie drive.** Over \$1500 raised for P&C. It was a great success – easy to run and taken up well by the community
- **Report on pie drive.** Sold \$4000 worth of pies and raised around \$600 for P&C. It was a new experience and the process was a little circuitous but it took very little effort.
- **Colour run update.** Things progressing well. Forms have arrived but there still needs to be a risk assessment and a COVID events plan created. After that it will progress to promotion.

Organisers want to engage with businesses sponsorships but this is still in discussions. There are no concerns on timeline. Everything is planned, just a manner of being



compliance and responding to ever changing direction. There are no monetary pressures if we have to cancel. Anita Bond advised she will also need to run everything through Queensland Education as well.

- **Long lunch update.** Kate Matthews confirmed that the long lunch has been cancelled for this year due to ongoing indoor restrictions, but we hope to do it next year. Current requirements are for attendees not to be able to mingle, with attendees being required to remain in their seats. This wouldn't achieve the community building purpose of the event. Intended to run event in 2021.
- **Movie fundraiser.** Bernadette Smon has proposed the movie fundraiser but hasn't been able to come and present. This is tabled until someone is prepared to move the motion and run with the fundraiser.
- **Tanya Krikke missing ice blocks.** Advised that this has all been sorted.
- **Building fund subcommittee.** To set up this subcommittee under the constitution we need to meet a number of stringent requirements and it does need to be treated as a very serious manner. In light of those requirements, we're still looking for volunteer to run this.
- **Expert speaker sessions.** Bernadette Smon has proposed we organise expert speaker sessions for the school committee. ES has asked her to present a thorough plan to get that going. More details coming later.
- **Flexischools layout.** New app is difficult to use and Flexischools is using it to promote their own little things. People have found that not as appealing or helpful as it used to be and are currently looking into different options.
- **Westside News.** There was a feature in the Westside News promoting the pie drive. We were unable to promote the cookie drive because the cookie dough was being collected here at schools. It seems to have led to a few extra sales, but not many.
- **Sponsorship activities.** There are ongoing conversations about sponsorship currently.
- **Donation received.** The P&C received an anonymous donation of \$1,000 from a generous school family. The family has indicated they will continue to donate each year while their children attend Ashgrove State School.
- **Problems with ANZ account.** This has been ongoing.
- **Banneton sponsorship.** The owner has generously donated \$200 vouchers that will now not be used for the long lunch. ES to contact him regarding using them for another sponsorship opportunity.

Correspondence

Inward (as listed):

1. Email correspondence from Bernadette Smon regarding the movie night fundraiser and the P&C's position after the July 2020 general meeting
2. Email from Heather Marshall regarding the 2021 Booklists
3. Email from Leah Telford regarding methods for donating to the P&C



4. Email from Bernadette Smon to Evan Shellshear regarding expert speaker sessions
5. Email from Charlotte Meyers re the new Flexischools layout
6. Email from Bernadette Smon regarding a media opportunity with Westside News
7. Email from Genavee Telford regarding a problem with ordering pies for the pie drive
8. Email from Tegan Welsh regarding sponsorship opportunities
9. Email from Steve Toomey advising he is unlikely to be able to attend August's general meeting
10. Email from Heather Marshall forwarding correspondence regarding a donation from the school family
11. Email from Megan Callaghan requesting reimbursement for funds spent on cancelled disco
12. Email from Glen O'Halloran regarding SRS iPad costs

Outward (as listed)

1. Email correspondence to Steve Toomey's office advising that this month's meeting would be in the Hall
2. Email correspondence from Evan Shellshear to Nina Jafri of ANZ regarding P&C account issues
3. Email from Evan Shellshear to Banneton Bakery regarding Long Lunch sponsorship opportunity
4. Email from Evan Shellshear to Mel Noonan re the Father's Day portrait opportunity
5. Email from Kristen Lowrey to Tanya Krikke following up on missing ice blocks

Executive Committee Decisions:

None.

Reports:

Principal's Report – Anita Bond presented

Thank you to the parents for their good will, wishes, patience and support.

Back into teaching and learning and staff are focused on students and filling gaps. Annual four-year plan up on website. Current priorities are reading and wellbeing.

There's been a focus on developing the capability of the staff through external workshops.

Celebrations held for National Aboriginal and Torres Strait Islander Children's Day.

Currently planning for next year, looking at enrolments and staff requirements. Also looking at budgeting and have had to re-evaluate the current budge. It's strong enough but lower on



the books then we've seen at Ashgrove for a long time. This is due to loss of income from the fete and other P&C events as well as from the YMCA when it was free and then subsidised. Needed extra staff for children of essential workers and extra cleaning over lockdown as well. Over approximately \$120K loss in total. Spending and expectations need to be lower.

IPad program. Glen O'Halloran spoke about the iPad program. This year we'll need to put prices up. For the past four years price has been \$240 which is the cost of the case, iPad, apps etc, amortised over three years (the general life of an iPad). Looked at costs – iPad \$540, apps \$70, case \$30, upkeep etc is \$120, so over three years that comes to \$250.

Motion that increase cost of student iPad resource scheme be increased to \$250 for 2021 be approved and accepted by **Glen O'Halloran**. Seconded by **Alicia Klumpes**. **CARRIED.**

Motion that Principal's Report be approved and accepted by **Anita Bond**. Seconded by **Ryan Apps**. **CARRIED.**

Treasurer's Report

Alicia Klumpes presented.

Jobkeeper. All staff remain on Jobkeeper.

Cash Boost. ATO have accepted that we are a P&C and don't have a turnover of \$50 million so hopefully we'll get the cash boost.

Financial Results (attached). Without the fete and our regular fundraising activities the funds are lower than normal.

Uniform Shop and Tuckshop. Both are operating well. Reports show them operating at a loss but only because they haven't accounted for JobKeeper.

Bookkeeping. Alicia Klumpes currently handling all the bookkeeping on a volunteer basis.

Motion that Treasurer's Report be approved and accepted by **Alicia Klumpes**. Seconded by **Ryan Apps**. **CARRIED.**

Tuckshop Report

Karen Bond is an apology. Alicia Klumpes presented.

Last Thursday was a massive day so needed volunteers. There are some issues sourcing packaging but otherwise everything is going well.

Motion that Tuck Shop's Report be approved and accepted by **Alicia Klumpes**. Seconded by **Chloe Nicholls**. **CARRIED.**



Uniform Shop Report

Motion that Uniform Shop's Report be approved and accepted by **Alicia Klumpes**. Seconded by **Chloe Nicholls**. **CARRIED**.

Grants and Sponsorship Report

Kate Matthews presented.

Softfall. Finalised for softfall, however as the School is reimbursed for GST by the ATO, the school will need to repay the difference of GST which is approximately \$3000. Kate and Tanya are working on this.

Pool Funding. Currently struggling to find anyone to do a pool quote. Extension to the end of December 2020.

Sponsorship. Kate is speaking to Tegan about some of the sponsorship activities. Couple of opportunities with Space Property (donation of prizes) and Mac and Lulu so it just entails working out how this will fit in our events this year, and into 2021. Also working on sponsorship for colour run.

Motion that Grants and Sponsorship's Report be approved and accepted by **Ryan Apps**. Seconded by **Chloe Nicholls**. **CARRIED**.

Motions on Notice:

None.

General Business:

Student Code of Conduct. Heather Mercer presented.

The Student Code of Conduct will replace the current Student Behaviour Plan. Based on human rights, plus students with disabilities, plus anti-cyber bullying reports, the new code of conduct is required to be completed this year. It's looking at positive culture and how behaviour is responded to, and is much more about responding to individual needs rather than having a list of behaviours and list of consequences.

Heather has put a team together and is hoping to have draft ready in early term 4 for student council review and feedback.

Signing shirts for year 6s. Ryan Apps presented.



The colour run is primed to be a big celebration for the Year 6s as well. We want to supply them with a signing shirt, which would require money for shirts. Discussion – if the kids get them this year, they’ll expect them next year. Discussion of whether they can be made part of the registration for colour run.

Motion to approve \$1500 to order shirts and signage for sponsorship by Ryan Apps. Seconded by Phil Langley. CARRIED.

Community update. Steve Toomey presented

Steve advised of a couple of projects coming up around the school.

Gresham Street Bridge. Work scheduled to start in February which will also affect the car park at the bottom of the hill.

Upgrade of Ashgrove West. This will include widening sidewalks to increase walkability and making it more subtropical. Work to start in February, with some work at night and some during school hours which may affect drop off and pick up times.

31 October election. Discussion around potential sausage sizzle. Anita advised that we can’t do big boxes of food, only small individual boxes. Steve advised that we aren’t even sure how voting will occur. Tabled for the time being.

Applications for memberships and recording of new members:

Jason O’Brien has applied for membership but is not present. ES advised that he must be present. Kristen Lowrey to respond to Jason with that information.

Date of Next Meeting:

Tuesday, 15 September 2020 7pm in the Ashgrove State School Hall.

Meeting closed:

Meeting closed by ES at 8.03pm

APPENDICES TO AUGUST 2020 P&C MEETING



Treasurer Report

Meeting Day: 18 August 2020

Report submitted by: Alicia Klumpes

Staff

- Tuckshop and Uniform Shop have been operating successfully under guidelines submitted to school on 9 July 2020 for Term 3

Government COVID-19 Assistance

- JobKeeper subsidy is continuing to be received from the ATO which at this stage represents 100% recovery of wages expense
- It is believed that the P&C is eligible for a cashflow boost from the federal government. Correspondence received from the ATO on 13 July 2020 advised that the P&C is not eligible due to aggregated turnover of over \$50m.
 - Treasurer has responded to ATO on 15 July 2020 and at time of writing report is waiting response.
 - Treasurer followed up ATO on 12 August 2020 as still waiting response.

Bookkeeper

- Bookkeeper finished on 31 July 2020

Financial Results

- Variance between Profit JULY FY19 vs JULY FY20 is \$123k down.
- Main contributing factors to the shortfall of \$123K are:
 - fete income being received in FY19, which was not received in FY20 due to the cancellation of the fete. \$77k
 - \$47k variance relates funds provided to the school in 2020 and not in 2019
 - Uniform Shop and Tuckshop are running at a similar profit margin to last year. JobKeeper Subsidy has not been accrued and will therefore recover wages paid in July 2020
 - 3 pay cycles in July 2020 and Jun/July school holidays are also causing losses for both Tuckshop and Uniform Shop



Principal Report – 18 August 2020 Ashgrove State School P&C Meeting

School Focus

At the recent School Council meeting, Mrs Bond reviewed the Annual Improvement Plan strategies identified for focus for the remainder of the year. The school will continue to work on all aspects of the curriculum with the students; however, these are the areas where specific, targeted attention will be given.

A focus on improved reading

- Implement high impact teaching and learning strategies that will ensure that all students accelerate in their learning through improved reading.

A focus on well-being

- Develop and implement a school-wide framework which prioritises the well-being of all members of the school community.
- Support staff well-being through engagement in programs and initiatives (eg. The Wellbeing Toolkit -NESLi).
- Align student support staff to target identified areas of need.
- Provide meaningful opportunities to acknowledge and celebrate diversity across the school.
- Implement a process to review and create a code of behaviour that reflects school values, contextual needs and departmental expectations.
- Implement a whole school model that supports the wellbeing and engagement of vulnerable students. (eg Berry Street Education Model).

Developing capability

- Further develop the Aspiring Leaders Program to ensure opportunities for capacity building are offered each year.

Spotlight on Reading

Reading is one of our priorities for the year. Over the last few weeks, I have had the pleasure of visiting classrooms across the school to talk with students about their reading. It is clear to me that our students are developing a very deep understanding of how they are progressing in reading and what they need to work on so that they can continue to improve. This term teachers have been working with students on developing learning goals with each student in the areas of reading, writing and "You Can Do It."

The National Aboriginal and Torres Strait Islander Children's Day

The 2020 National Aboriginal and Torres Strait Islander Children's Day was celebrated across Australia on Tuesday, 4th August. This is a day for all Australians to celebrate, respect and recognise indigenous culture. At Ashgrove State School, students acknowledged this day in a variety of ways including

- Creating posters about influential Aboriginal and Torres Strait Islanders



Tuckshop Report

P&C Meeting August 2020

Tuckshop volunteers have been very excited to be welcomed back into our school tuckshop. We are short on volunteers at the beginning of the week but have up to 3 volunteers to cover the busy days of Wednesday through to Friday.

We have begun to accept cash at the Tuckshop again with the rule being that we are not able to give back change. We, the Tuckshop staff/volunteers, are able to wash or sanitise our hands after handling cash and by not handing any change back, we are reducing the germ cycle. If a child spends less than the amount of money they have brought, we are writing their name down against a Tuckshop Tab, and they can then use the balance when they want. Since allowing cash again in the Tuckshop, we have increased sales exponentially at break time and the queues are getting longer for their favourite purchases of scrapies and homemade biscuits.

Pizzas remain the number one food in the Tuckshop and each week the numbers are increasing. We are now making over 170 serves of pizzas on a Thursday. Thank goodness for the pizza roller that was purchased last year. Because of this and the amazing Thermomixes, we are able to continue to make our own dough and homemade pizza sauce which the kids love.

We have had trouble this term with sourcing packaging and some of our usual food items due to the Coronavirus. With the increase demand on takeaway through the food industry, the packaging has been very difficult to source and we are keeping the kids very entertained with the different coloured bags that their tuckshop has been arriving in. Many food producers have had to reduce their product ranges to survive the pandemic and we are trying new suppliers to help accommodate our needs.



Uniform Shop Report

P&C General Meeting, August 2020

July/ August have been quieter months for sales at the Uniform Shop. More parents are engaging with Flexischool ordering. Parents/carers are mainly visiting the physical shop to exchange or refund items.

This month I updated some of the photos, descriptions of uniform items on Flexischools page to make them clearer for parents/carers when ordering. I also spoke to Flexischools regarding the layout for ease of ordering Uniform items on the Flexischools home page. Details of their reply I passed on to the P & C secretary for notifying at the upcoming meeting.

We are experiencing some minor delays in receiving stock. Only one of our Winter uniform items will be out of stock for the remainder of Winter due to COVID related shortages and lengthy delays from overseas.

A new step ladder was purchased for the Uniform Shop based on the request for funds being passed at the last meeting. Thank you!



P&C Grants and Sponsorship Working Group Report

P&C General Meeting, August 2020

Sponsorship Working Group members: Kate Matthews (VP) and Leah MacFarlane

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

Sponsorship:

- Currently working with local businesses and school to secure sponsorships and donations for the Colour Run to be held on 25 October 2020.

Grants:

Successful submissions:

- Federal Stronger Communities Program (Round 5) (Pool accessibility) – 6 September 2019 (\$20K plus matching funds from P&C) – **successful. Currently sourcing quotes for pool upgrades.**

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