



21 July 2020

Draft MINUTES

Present: 11 people total in attendance

Ryan Apps (Vice President)	Kathy Thomson (Non-Member)	
Alicia Klumpes (Treasurer)	Leah Macfarlane (Member)	
Evan Shellshear (President)	Alecia Hartley (Non-Member)	
Kate Matthews (Vice President)	Megan O'Dwyer (Non-Member)	
Kristen Lowrey (Secretary)	Stacy Gillespie – (Member)	
Chloe Nicholls (Secretary)		

Welcome:

Opened by President Evan Shellshear (ES) at 7.01pm.

Apologies:

Anita Bond, Leadership Team, Karen Bond, Bernadette Smon, Charlotte Meyers.

Previous minutes:

June minutes were distributed. Motion that June 2020 minutes be approved and accepted by **Kate Matthews**. Seconded by **Kristen Lowrey**. **CARRIED**.

Business arising from previous minutes:

- Virtual trivia night
- Second secretary position
- Building Fund Subcommittee
- Long Lunch update and budget

Motion to approve an additional \$1000 (\$2000 in total) for a deposit for the Long Lunch. Motion by **Kate Matthews**. Seconded by **Alicia Klumpes**. **CARRIED**.

- Pie Drive – Genavee Telford volunteered to lead.

Correspondence

Inward (as listed):

1. Email correspondence received from Aymee Hogbin of Ashgrove Aces advising there has been no activity and so no report would be submitted to the P&C.



2. Email correspondence received from Bernadette Smon regarding possible movie fundraiser
3. Charlotte Meyers request for \$90 for three-tier step ladder for Uniform Shop
4. Office of Steve Toomey requesting confirmation of next meeting and to be advised if virtual
5. Email from Tanya Krikke advising that her ice blocks for her son's birthday ordered for 2GC were never sent
6. Emails from Megan O'Dwyer regarding the mango fundraiser this year
7. Email from Mel Noonan Creative regarding family portrait fundraising opportunities
8. Email from Kathy Thomson volunteering to assist with the cookie drive

Outward (as listed)

1. Email correspondence to Steve Toomey's office advising that this month's meeting would be virtual
2. Email to Heather Marshall requesting Flash training for Kristen Lowrey and Chloe Nicholls
3. Email to Mel Noonan Creative requesting more information re family portraits
4. Email to Karen Bond re the missing ice blocks

Executive Committee Decisions:

President reiterated the decisions taken by the executive committee since the June meeting, including:

1. **Disco.** Advising that for now the School Leadership Team advises that the disco is unable proceed due to COVID restrictions. Decision made to postpone to next term and maybe until next year.

Reports:

- **Treasurer's Report**

Alicia Klumpes presented.

Hopscotch Business Solutions termination. Hopscotch given notice at end of last term. Treasurer to maintain books for the time being to try to save money.

Jobkeeper. All staff remain on Jobkeeper. The Government made some announcements today that may impact eligibility, but we will need to wait on eligibility requirements to come out before understanding the impact on staff.

Blue Cards. All Blue Cards have been updated.



Cash Boost. Alicia believes the P&C is eligible for the Government's Cash Boost but the ATO have come back and said the aggregate balance over \$50 million applies. Alicia is currently working on sorting this out.

Financial Results (attached). There's nothing of huge importance to talk about. P&L is low compared to last year, but that's to be expected given the current environment. There is about \$2,500 that we thought we had but it turns out we don't. This appears to stem from accounts not being reconciled for years. Reports were audited in December so we're not sure how this slipped through the cracks. Alicia investigating.

Uniform Shop Stocktake Adjustments. Charlotte did a stocktake at the Uniform Shop so we've done adjustments in line with that.

Motion that Treasurer's Report be approved and accepted by Kate Matthews. Seconded by Chloe Nicholls. CARRIED.

- **Principal's Report**

Anita Bond is an apology. Evan Shellshear presented.

Reading. This year reading is the priority.

Prep Open Morning. This will still proceed despite COVID.

Weekly Games. To be initiated and organised by house captains.

Not in report:

Finances. Within the school the priority is to have a safe environment which has led to extra cleaning and other COVID response measures. But this has been a financial drain. As an independent public school, the Leadership Team have a lot more control of the finances and have kept it running in the black. However, our usual activities might not be how they were in previous years so might have to set our explanations lower.

Face-to-Face Meetings. The School is happy for us to use the hall for P&C meetings at this time. They have determined it is safe with proper social distancing.

Marquee for Cookie Drive. The School have offered to put up marquee on the oval so parents can pick up cookies there. They'll put up bunting to ensure everyone keeps the right distance and stays safe.

Motion that Principal's Report be approved and accepted by Kristen Lowrey. Seconded by Chloe Nicholls. CARRIED.

- **Tuckshop Report**

Karen Bond is an apology. Kate Matthews presented.



Volume. All the orders are coming in as usual.

Volunteers. Volunteers are also going fine and the Tuckshop can have up to three every day.

COVID-Safe. Policy from P&C covers increased issues regarding COVID, including not holding cash.

Friday Meal Deals. Friday meal deals are back. Now back to normal format so families can order via Flexischools.

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

- **Uniform Shop**

Charlotte Meyers is an apology. Evan Shellshear presented.

COVID-Safe. To remain COVID-safe, the Uniform Shop introduced a numbered ticketing system and continues to fulfil all orders via Flexischools.

Step Ladder. Charlotte has requested funds for a step ladder.

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.

Pool Funding. Committee still working on federal funding for the pool and at this stage are just waiting on quote to come back.

Indigenous Garden. Committee is still looking for grants for that. There was money motioned to go towards that but that's now on hold because of COVID. Issue is that a lot of the grants currently are for sporting facilities.

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

- **Sustainability Working Group Report**

Kathleen Mahoney an apology. Evan Shellshear reports.

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



- **Calendar of Events**

Evan Shellshear presented.

Motions on Notice:

Fundraising idea: Mango Drive

- Mango drive fundraising discussion initiated by Megan O'Dwyer.
- Megan happy to run it and there are other volunteers in place.
- Process - register with the farm. P&C promote the mango drive for a tray of 7kg of mangos – which is 12 to 23 mangos. Orders can be done via Flexischools. Megan has already spoken to them and they've advised the fundraiser is easy to run. Once the orders are in then we place a single order to the farm. Orders in by October 31 then delivered to one place.
- Marketing to start end of term 3. Orders need to be placed 6 to 23 October. Not sure exactly when deliver. Orders close by 31 October then farm comes back and confirms delivery time. We can choose for delivery Saturday 28 November or 5 December. Pick up arrangements school agrees under cover area with social distancing markets. Families can go to park and pick up trays.
- Cost is \$19 per tray which includes deliver. Recommended retail price is \$25 also Flexischools takes 2%. If everyone buys a box it's \$3000 profit. If half buy then \$1800 profit. There is opportunity to get guests to order through Flexischools too.
- If storage is required then Megan will need a container to store them overnight.
- Resources. All good to go. Marketing good to go. Need some help with social media.
- May be opportunity for further sponsorship with local fruit shop. Not sure there's anything but happy to take any comments.

Motion to approve Mango Drive by **Kristen Lowrey**. Seconded by **Leah MacFarlane**.
CARRIED.

Uniform Shop Step Ladder

Motion to \$90 expenditure for a step ladder for the Uniform Shop by **Leah Macfarlane**. Seconded by **Kate Matthews**. **CARRIED.**

Second Secretary – Chloe Nicholls

Motion to accept Chloe Nicholls as second P&C secretary by **Kristen Lowrey**. Seconded by **Kate Matthews**. **CARRIED.**

Fundraising Idea: Movie Night



- Discussion around having a movie fundraiser. This would involve renting out two cinemas at Red Hill Cinemas for Ashgrove State School families. A total of 60 people could attend, 30 in each cinema. Date proposed is Wednesday 26 August for a 6pm or 9pm start. Maybe *Tenet*. Not for children.
- Cost to attend is \$35 including drink. Cinema charge is \$720 – per person. So \$21 or \$16 will go to us per person (depending on what kind of drink is ordered).
- Theatre requires a 50% non-refundable deposit of \$360 that has to be paid two weeks in advance.

No motion. P&C will go back to Bernadette and ask for her to get input from other cinemas. Also movie been cancelled.

Noonan Father's Day Pictures.

To be discussed at the July meeting.

General Business:

Colour Run. Ryan Apps presented.

- Date is October 25 to start at school. General gist is focusing on it being a celebration for our year 6s because they've missed out on so much this year.
- Ryan has spoken to council, state and local governments and with the organisation.
- Ritual HQ will volunteer their staff to run it. Maybe local businesses might want to be on the oval as well with the food trucks. Give all the local businesses an option to be involved.
- Flats are four to five football fields big so lots of scope for social distancing.
- Ryan is requesting support from anyone who's done event management to help him organise this. He'd like to spend next month in organisation phase. Suggestion of Tim Pack. He might be able to be an advisor.
- Re marketing, word of mouth and Ryan is going to assemblies and doing a promo video.
- Obviously a fundraising elements but we're focusing on the community element.

Applications for memberships and recording of new members:

Motion to approve Adria Cunningham, Alecia Hartley and Megan O'Dwyer as new members by **Chloe Nicholls**. Seconded by **Kate Matthews**. **CARRIED.**

Register of Members 2020 to be updated by Kristen Lowrey on behalf of the P&C Executive.

Date of Next Meeting:



Tuesday, 18 August 2020 7pm in the Ashgrove State School Hall.

Meeting closed:

Motion to close meeting by **Ryan Apps**. Seconded by **Kate Matthews**. **CARRIED.**



Appendix 1
Treasurer's Report – March 2020



Appendix 2
Principal's Report – March 2020
Ashgrove State School P&C Meeting
Principal's Report

Appendix 3
Tuckshop Report

Appendix 4
Uniform Shop March 2020 Report



Appendix 5
Grants and Sponsorship Working Group Report