



20 September 2020

Draft MINUTES

Present: 16 members in attendance

Ryan Apps (Vice President)	Alex Schmidt (Member)	Stacy Gillespie (Member)
Alicia Klumpes (Treasurer)	Tanya Isherwood (Member)	Adria Cunningham (Member)
Evan Shellshear (President)	Leah McFarlane (Member)	Caroline Liu (Member)
Kate Matthews (Vice President)	Glen O'Halloran (Member)	Alecia Hartley (Member)
Kristen Lowrey (Secretary)	Anita Bond (Member)	Jackie Rose-Diamond (Non-Member)
Chloe Nicholls (Secretary)	Karen Bond (Member)	

Welcome:

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

Apologies:

Sarah Daley, Megan O'Dwyer, Phil Langley

Previous minutes:

Discussion raised by Alex Schmidt that the minutes did not accurately reflect Phil Langley's thanking of the leadership team for all their support of the teachers and students during online learning. Asked that the August minutes be amended to reflect this.

Decided that August minutes would be amended and ratified at the next meeting.

Business arising from previous minutes:

- **Colour Run Update.** Ryan Apps reported.

Event is currently stalled as they work their way through the COVID safe plan. There's discussion ongoing as to whether we fall under a previous industry plan or need to put a separate plan in place. Ryan to look at industry plan to see what it covers. Anita Bond is satisfied as long as there is an appropriate COVID plan in place.

Sponsorship team is working to see how best to manage the time frames in term of getting support

Glenn O'Halloran raised the issue of a wet weather plan which Ryan says will be in place.

- **Report on Gingerbread Kit fundraiser.** Kate Matthews reported.



Fundraiser started on Friday. At the time of the meeting, only 56 kits had been sold, so about \$360 profit so far. Orders will need to be finalised by 23 October, then the kits will be delivered on 21st November and distributed after that.

The final date needs to be added to Flexischools and marketing has already been done via social media and flash, but more will be done as well

- **Report on Mango Drive.** Kristen Lowrey reported.

Mango drive, October 1 sales open, and close on October 25. We'll do a parent network update, then a social post and then a flash in the first week of school to get things going. Orders will be ready to be picked up around 5 December at the school.

- **Expert Speaker Sessions.** Evan Shellshear reported.

Evan's asked Bernadette Smon to investigate more options. Once she has a proper plan in place, Evan will speak to Anita to see what the thoughts are around that event.

- **Flexischools Update.** Evan Shellshear reported.

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. Evan had an email correspondence with the GM of Flexischools to see whether it can be changed, the end result is that it can't. It was determined there are no other viable options at this time.

- **Work Health Safety.** Ryan Apps reported.

Bringing a motion forward to engage a Work Health & Safety company to ensure the P&C is compliant with all regulations. Amount asked is \$2400 annually, but there are some additional amounts that could arise in the process. Ryan has emailed to ask what those are.

This is an online company so the process is that we do an internal review in house and then the company advises what actions to take for compliance. From a cost perspective, EmploySURE was really expensive comparatively, and wouldn't do any implementation. The new company would do implementation at a cost but they are still cheaper than EmploySURE.

As far as what they're offering – their main fee covers all the key issues, but if there are other items to implement that will incur additional costs at \$33 per item.

Karen Bond queried what the staff would have to do. Ryan advised that at the moment it's nothing, but once the review has been completed the company may give us some actions to take, or online courses to complete. However, all actions would be minor.

Motion that the P&C pay \$2400 to WHS Monitor to engage them for our Work Health & Safety compliance approved and accepted by Ryan Apps. Seconded by Alicia Klumpes. CARRIED.



Inward (as listed):

1. Email from Tonia Franzi requesting donation information
2. Email from Dan Ford regarding learning without an iPad
3. Email query from Alice Hagen parent rep re cookie dough collection
4. Email from Heather Marshall re booklists
5. Email from Charlotte Meyers re face mask supplier
6. Email correspondence from Megan O'Dwyer re mango drive fundraiser timing and newsletter content
7. Email from P&C Queensland re updates to container recycling scheme
8. Email from P&C Queensland re offers of help to obtain the cash boost
9. Email from Heather Marshall re Enrolment Packs for 2021
10. Communications between the P&C executives and Aymee Hogbin re reinstating swim club in term 4
11. Email from Scout Recycling re the possibility of working together on container recycling program
12. Email from Colleen Nisbet at Scripture Union with invoice for \$5,000 donation
13. Email from Candice Goodwin re STEM Outreach Microscopy Program
14. Email from Alicia Klumpes re underpayment of staff
15. Email from Kathleen re container recycling program and position on sustainability committee
16. Email from Tanya Isherwood supplying the school's September 2020 Financial Snapshot and Balance Sheet Summary Report

Outward (as listed)

1. Email to Dan Form requesting permission to forward his email to the school administration
2. Email to Tanya Isherwood re COVID safe plan for cookie distribution
3. Email to Anita Bond re the COVID plan application for the colour run
4. Email from Colleen Nisbet re donation support to Scripture Union forwarded to Chappy Bec for further information

Business Arising From Correspondence

- **Scout Recycling.** Anita Bond gave background.

Not keen on having rubbish collection on site because all sorts of rubbish gets dumped, so previously, after some discussion, we decided we didn't want to do it.



Email was a suggestion that the Scouts would go in on the program, but the P&C already has an account set up with Containers for Change.

Glen O'Halloran reported that there's a sustainability container somewhere on site and the sustainability committee was going to speak to Glen but they never came back. Sustainability Committee reports that they were going to manage this, but there wasn't enough support. Glen remembers this coming down to manpower.

Kathleen Mahoney of the Sustainability Committee may want to follow this up.

- **Cash. Boost.** Alicia Klumpes reported.

We've received the \$15000 and expect another \$5000. Originally we had problems getting the scheme because the ATO said that we were an entity worth over \$50 million, but we eventually convinced them that we aren't. Email from P&C Queensland was offering to help us with this, but we were already in a good position.

- **Booklist.** Alicia Klumpes reported.

Campion wanted to take a percentage of the parents' contributions but Alicia handled it and eventually Campion apologised.

- **Underpayment of Staff.** Alicia Klumpes reported.

P&C has not been keeping up with the award rate. New awards came on 1 September 2020 and when Alicia went to look at them she saw that they hadn't been updated for two years. Two employees were affected. Alicia fixed those awards up and apologised. They were getting Jobkeeper but superannuation isn't paid under Jobkeeper so she needed to fix up the super contribution. This was about \$2000. It's illegal not to pay this.

- **Recommencement of Swim Club.** Evan Shellshear following up.

Executive Committee Decisions:

None.

Reports:

Treasurer's Report

Alicia Klumpes presented.



Jobkeeper. We'll be eligible to keep receiving this until at least December, but the numbers do reduced. Underpayment discussed already.

Cash Boost. Covered all ready.

Financial Results (attached). Cashflow – we're doing fine because we're getting money from the government. So, we're plodding along nicely.

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

Uniform Shop Report

Charlotte Meyers reported.

All is fine at the moment. It's a quieter time for the uniform shop, so she is using the time to prepare for the end of the year and beginning of next year.

Suppliers have asked us to order earlier this year, so it's a little challenging to see what we'll need as we can only base it on what we did last year. We'll have to see where we are after the prep orders come through.

Plan is to order conservatively but try to get enough stock.

There's been a small increase in price in some things such as the library folio, swim bag and polo shirt. Because suppliers are putting their prices up, we need to as well as we only have small margin above the wholesale costs. However, we've never had an increase before. Prices to go up from November. Preppy parents will see the new prices. To make it fair we'll change those prices across the whole community at that time.

Glen O'Halloran raised a small incident related to the uniform shop where a hat cord got caught and left a bit of a mark on a student's neck. Queried as to what the recommendations are re quick release snaps.

Charlotte advised that she's spoken to the supplier, Tudor, and the toggle is sold as a quick release but that she's always had a bit of concern around that. She's looked for different hats but the colour makes it difficult to find the right hats and the types are limited. She'd prefer to find one that has the toggle in the crown but it's also challenging to find something that's suitable for both preppies and year 6s for example.

We've already ordered the stock for next year, but we will consider what to do after that. Glen suggests it may be worth putting something in the newsletter saying that these are quick release but that if the cords are frayed or knotted they won't work well. He also suggested getting something from Tudor that says that it's quick release in writing.



Leah McFarlane spoke advising that this kind of incident would come back to the uniform shop. Charlotte advised she would look further into it.

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

Tuckshop Report

Karen Bond presented.

Having two short weeks meant that Thursday orders were very high. The coffee machine has been serviced.

Biggest change is changing from apple slinkies to cut applies. Machine for the apple slinkies is just a domestic machine and doesn't handle the volume. So have a new press that will cut them like a flower. Kids really like it.

There will be a new menu next term.

Motion that Tuck Shop's Report be approved and accepted by Leah McFarlane. Seconded by Kate Matthews. CARRIED.

Grants and Sponsorship Report

Kate Matthews presented.

Currently sorting out a couple of things with two existing grants. One, the school needs to get some money back from GST but they won't give us their bank account details. In terms of the school, we're waiting on some quotes still because the people we were going to use for the pool are now doing bigger pool refurbishments. Meetings to be held on Friday to discuss.

There's been a hold on the Colour Run sponsorship but we do have a few people in line for that. Space Property and Mac and Lulu. Will be providing prizes for the Colour Run.

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

Motions on Notice:

None.

General Business:

Mel Noonan. Leah McFarlane spoke to Mel about her fundraising offer. Given that we are running out of time, there's lots of things going on and families coming onto campus is probably too much at the moment, it's probably not going to work for this year. But her



offering is good. It would be that parents pay money to the P&C and this includes one photo, but then you can pay Mel extra to get a whole package.

Her son is finishing at Ashgrove this year, but she'll be happy to come along and do it next year. Tabled for next year.

Year 6 Graduation. Anita Bond raised this. There needs to be some decisions made about year 6 graduation because at the moment we can't have all the parents in one room.

Glen O'Halloran discussed option of using MSM Hall for graduation but because they can only hold 150, parents couldn't come along. Considering options. Maybe live stream and discussing with tech about platforms to make this happen. With a private company this could cost \$3000 and obviously we would need to consider where that information is held, what happens to the images, etc. And we'd need to get consent from every parent to go ahead. If they use music there's a risk of copyright infringement. School has looked at other venues, but nothing works at this stage.

Open to other ideas, but stressed that those need to come quickly due to time constraints.

Ryan Apps suggested Marist. Glen and Ryan to discuss and consider.

Karen Bond suggested one class at a time for handing out certificates. Discussion re backlash in the states where only one parent was allowed to attend graduations.

Leah McFarlane suggested having it on a Saturday. Anita Bond says no because she doesn't want to ask staff to come along on the weekend.

Glen advised it's important for the kids to get together and perform their dance, and the teachers want to experience that as well. They want to keep it as normal as possible for the kids.

Chloe Nicholls suggested City Hall.

Official Acknowledgement of Staff. Jacquie Rose-Diamond suggested that the P&C do something for the staff to thank them for their stellar work during the pandemic. She suggests morning tea, brownie or gift voucher.

Executive committee asks her to bring this as a motion and come up with an idea. We can't give gifts and food has to be packaged and COVID safe but we are happy to support this. Kristen Lowrey offers to come on to campus to deliver the items with Jacquie.

Scripture Union Invoice . Anita Bond reported. For the last few years P&C has given the school some money and they've spent part of that on the chaplaincy which includes the Scripture Union invoice.



In response to community query, Anita advised that Chappy Bec is part of the Learning Hub team, so they are part of the support services, learning advancement and supporting teachers. Chappy Bec does a lot of proactive work such as working with the little kids on High Five and helping Year 6s transition to high school. While not a counsellor, she's a safe person the kids can touch base with.

She's also worked with year 5s and online relationships and her work compliments the life education program. She currently works with seven individual students just to give them an opportunity to speak to someone. This tends to be reactive students that are facing social or emotional challenges.

Carla is the on campus guidance counsellor and the difference between Bec and Carla is that Carla is a trained counsellor and does assessments that are geared to students' academic strengths and weaknesses. She also might give some information that might go to a doctor, such as around ASD.

The term chaplaincy suggests a religious aspect. Chappy Bec doesn't have a spiritual role unless parents ask. She is spiritual but non-religious.

Bec is here two days a week and Carla three days a week.

Extra info on Ashgrove State School website or chaplaincy on Queensland State School website.

Applications for memberships and recording of new members:

Motion to accept Jacqueline Rose-Diamond as a member of the P&C by Ryan Apps. Seconded by Alicia Klumpes. **CARRIED.**

Date of Next Meeting:

Tuesday, 10 November 2020 7pm in the Ashgrove State School Hall.

Meeting closed:

Meeting closed by Evan Shellshear at 8.25pm

APPENDICES TO AUGUST 2020 P&C MEETING



Treasurer Report

Meeting Day: 15 September 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
- The new award rates have been released from 1 September 2020 and casual staff remuneration will be updated in line with the award
- It has been discovered that the award rates for casual staff were not updated on 1 September 2018 or 1 September 2019 when the new rates were released. Backpay and superannuation have been paid to casual staff immediately on noticing the error on 9 September 2020. Total cost \$2,185.79.

Government COVID-19 Assistance

- \$15,000 was received from the federal government for cash flow boost COVID-19 relief. It is expected that a further \$5,000 will be received on lodgement of the September 2020 quarterly BAS.
- JobKeeper subsidy is continuing to be received from the ATO which at this stage represents 100% recovery of wages expense
- JOBKEEPER 2.0 – It is believed that the P&C will be eligible for JobKeeper 2.0, however the amounts received will be reduced (currently \$6,000 per fortnight. From 28 September to 3 January 2021 estimated to be \$3,450 per fortnight)

Financial Results

- Variance between Profit AUG FY19 vs AUG FY20 is \$97k down.
- Main contributing factors to the shortfall of \$122K are:
 - fete income being received in FY19, which was not received in FY20 due to the cancellation of the fete. \$75k
 - \$47k variance relates funds provided to the school in 2020 and not in 2019
- Cash position remains strong even after major fundraisers cancelled predominantly due to government assistance for COVID-19 relief



Tuckshop Report

P&C Meeting September 2020

Tuckshop is as always consistently busy. In the last month we have had 2 long weekends which have made our usually busy Thursdays break all records. We learnt after the first of these Thursdays that we needed to restrict the menu to manage the large order numbers. This is what we did for the second of the Thursdays which made it more manageable. Our record number of pizza sales now stands at 230. This involved making 30 batches of pizza dough in our Thermomixes, rolling out 60 large pizzas through the pizza dough roller, topping each pizza by our volunteers with ham & cheese or just cheese for our vegetarians and baking in our ovens over 5 rotations.

The Coffee Machine has just been serviced. During this service it was discovered that the steam knob had cracked and this has now been replaced.

We are looking to change our menu slightly for Term 4 to being more summery. Any suggestions from the community is welcome. One of the biggest changes will be the creation of a new product to replace the apple slinkys. We are unable to purchase commercial quality slinky machines and are finding that the domestic products do not last very long and an apple slinky is very time consuming to do when the quantities are high. We are yet to come up with an appealing name, but it will still involve the apple but it will be segmented instead of a slinky.



Uniform Shop Report

P&C General Meeting, September 2020

August and September have been quieter months in the Uniform Shop. As we near the end of Term 3 we are busy ordering and getting Prep pack information ready for Prep orientation in Term 4. Our uniform information for Prep packs include photos of uniform items, payment form, order form and a price list.

Our current price list will have some slight increases on some items. This will come into effect for the Prep orders and also from 1st November. We have only placed a slight increase on a couple of products to ensure we still maintain a margin to cover our costs.

This year to avoid any congestion from queuing at Uniform Shop I will be opening the shop from 8-9.30 each day during the Prep orientation week when parents/carers collect uniform orders. This differs from previous years when we have opened from 8-9.

Early next term I will be placing our orders for preparation for Term 1, 2021. Many of our suppliers need a long lead time for ordering for this period so I will be ordering as conservatively as possible whilst ensuring we have sufficient supply. It is a challenging time for estimating amounts to order but we will have sufficient supply to cater to the school community's needs.

Charlotte Meyers



P&C Grants and Sponsorship Working Group September 2020 report:

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
- Working group tracking grants and preparing upcoming grants.