



2 August 2022

Draft MINUTES

Present: members in attendance

Rachel Cox (member)	Leighton Thomas (Proxy Anna Baranoff – member)
Chloe Nicholls (member)	Karen Bond (member)
Kate Matthews (member)	Carla Loughnane (non-member)
JP Bester (member)	Charlotte Myers (member)
Amanda Hay (member)	Sarah Daly (member)
Elizabeth Van Dyke (member)	Leah Macfarlane (member)
Ben Fosten (non-member)	Anthony Lamond (member)
Cara Cox (member)	
Kate Grove (member)	

#### Welcome:

Opened by President Kate Matthews (KM) at 7:05pm

Additional agenda items:

Motion for first aid kit

Increase in SRS fees

Replacement of pool cover

#### Apologies

Anna Thomas, Sarah Woolford, Nikki Armistead, Anita Bond

KM Motion to accept apologies Accepted by Amanda Hay and Seconded by Sara Daly. CARRIED.

#### Ratification of Previous Minutes

Ratification of June Minutes

KM Motion to accept and ratify June 2022 minutes Accepted by Cara Cox and Seconded by Sarah Daly . CARRIED.

#### Business arising from previous minutes

Addressed in General Business as ongoing matters.

#### Executive Decisions

\$500 replacement fan for tuckshop item.

#### Correspondence

##### Inbound

1. Bernadette Smon re insurance claim
2. SOS School and Officer Supplies re 2023 booklist
3. Champion re 2023 booklist
4. Cass Thies re Disco tickets
5. Belinda Mather re Disco and COVID-19 safety precautions
6. Karen Bond re Turbofan oven repair + quote
7. Jo Langford re Year 1 Mums at brunch photos for social media
8. Karen Bond re Woolworths business account, "Woolworths at Work"
9. Karen Bond re Quality Foods "cheese toastie" fundraising opportunity
10. Canva re account sign up
11. Karen Bond re Flexischools loss of recurring order functionality
12. Sequel re 2023 booklist
13. Donna Knight re resignation (tuckshop)
14. Anita Bond re tree report and removal
15. WorkCover Qld accident insurance premium notice
16. Heather Marshall re 2023 booklist
17. Amanda Hay re tuckshop floor
18. Heather Marshall re casual tuckshop assistant role advertisement
19. Leah MacFarlane re Long Lunch event invoice
20. Megan O'Dwyer re membership application
21. Jo Langford re Mid Year Mingle and availability of non-alcoholic options
22. Staff wages and creditor expenses.
23. Advertising offers and newsletters from a variety of providers.

#### **Outbound**

1. Replies to all incoming (except advertising offers and newsletters).
2. Communications with parent network re Friday Café and other matters
3. Debbie Youngs (Marsh) re insurance claim process
4. Amanda Hay re cleaning after Disco.
5. Sam Terry re Disco flyers and safety information
6. Schoolstuff re 2023 booklist
7. Flexischools re loss of recurring order functionality
8. Karen Bond re Tuckshop survey summary
9. Amanda Hay re tuckshop cleaning and maintenance
10. P&C staff re logistics and arrangements for staff absences.
11. School administration re Covid-19 positive staff member

KM Motion to accept Inbound and Outbound Correspondence as true and correct accepted by Sara Daly Seconded by Anthony Lamond. CARRIED.

#### **Other business**

n/a

#### **Reports**

##### **Treasurer's Report**

Covered financials to end of June. Still closing out July. June saw strong turnaround in operations performance in tuckshop and uniform shop – strong profit (\$13k profit for year). Fundraising activities – election day \$5250 and long lunch venue deposit paid \$3,000 in May. Contributed \$18,720 to school for

learning resources consistent with motion at May meeting. Ultimately surplus of \$14,000 for YTD and cash in hand \$500,000 for P&C.

KM Motion the Treasurer's Report be approved and accepted by Charlotte Myers and Seconded by Amanda Hay. CARRIED.

### **Uniform report**

Second hand clothing once worn out – Upparel. Remove school emblems and names and Upparel recycle the textiles in Melbourne.

KM Motion the Uniform Report be approved and accepted by Leah Macfarlane and Seconded by Karen Bond. CARRIED.

### **Tuckshop report**

Volunteer drive is being pushed. Sent particular correspondence to younger school but yet to hear much. A lot of people off sick and trying to fill replacements.

Four applications for casual assistant positions. Pool of casuals to make it easier when someone is sick to cover absences.

KM Motion the Tuckshop Report to be approved and accepted by Sarah Daly and Seconded by Charlotte Myers CARRIED.

### **Principal's Report**

Amanda on Anita's behalf. Email re trees. Kate and Anita have signed off and this has gone to central office and has been approved. Next week – first meeting in architects and project managers to see what is possible for Outdoor Learning area project. Big project and will have impact on one term but not sure which term will be impacted. Hopefully mostly over Christmas holidays.

All trees including the one at stop drop and go? Yes – all. Roots are having an enormous impact and very unstable.

No report to approve and accept.

### **Grants and Sponsorship Subcommittee Report**

Simon: Swimming pool uplift program working through that with the community. Audit Monday last week tabled historical issues and confirmed addition to work program. This is now on the register and will move towards prioritisation.

Get pool working group back together in next couple of weeks to work on next steps. Grants application for pool shade to PALM group. Ideas for new grandstand – see if we can commission Anna to design and take to builders on books to quote.

Simon & Amanda catching up regularly to build funding and prioritisation process.

Canvass future grant options – 45 possibilities.

Community Benefit Fund- submission for new pool shade over far end of pool. \$35k submission but yet to hear.

Leah: Deposit paid for Long Lunch. Sponsors have already indicated support. Still ideally would like more. Also looking for sponsors for the Trivia Night. Tickets for Long Lunch will go on sale on 16 September.

Charlotte: Last year for fete used GalaBid – want to use sale for silent auction of long lunch. They take a 9% cut.

Charlotte motion that members use Galabid as per last year and acknowledging they take 9% commission. Seconded by Leah Macfarlane. CARRIED.

Venue – Blackbird. Tables of 8.

KM motion the Grants and Sponsorship Subcommittee Report to be approved. Accepted by Chloe Nicholls and Seconded by Sara Daly CARRIED.

#### Motions on Notice

Nil

#### General business

1. Potential change from Flexischools to another platform provider (ordering system) Feedback in survey around FS fees for parents and usability. Setting up event ticketing has sometimes been problematic (takes 2 week turnaround). As we're coming to the end of a year we thought it would be good to review options. If we change we were looking at Term 4 2022 or Term 1 2023 due to Prep orders. Better outcome if can change for Term 4 so Perp parents don't have to learn two systems. Department has an SOA for online systems which is mandatory for P&Cs to use. FS has 2.2% charge on tuckshop and events. KM negotiated with FS to reduce fee to 2% (reduction of 0.2%).

Options:

School shop online – haven't responded.

QKR! – 10c per transaction charged to the P&C and none to the parents. One transaction can be all meals for all kids in a two week period. Amanda commented that QKR is used at her child's high school and she finds it better and easier to use. \$199 to set up, \$15 per month. 10c per transaction. We use FS for tuckshop, uniform shop and events. P&C pays \$6,500 (2.2% of fee). For tuckshop alone we would save \$1,000 alone. Uniform shop would reduce by about 90%. Fewer steps for events. Will save P&C \$2000-2500 per year. Not even taking into account the multiple kids and breaks.

FS does provide the labels to us but we would have to go and buy a printer and labels.

Through CBA – waiver of establishment fee if P&C switches from ANZ to CBA.

Improved customer service – dedicated account manager. No advertisements.

JP motion to terminate FS and move to QKR for Term 4 along with the fees to cover the launch of QKR . Seconded by Chloe Nicholls. CARRIED

Motion carried and Executive will investigate possibility of putting Long Lunch tickets on QKR early (before official launch).

2. Proposed new Business Manager to oversee P&C Tuckshop and Uniform Shop services Executive currently has significant burden in managing operational issues in the tuckshop and uniform shop e.g. COVID HR requirements, rosters. Technically have the Swimming Club as well. P&C Qld has advised it is relatively common to have this kind of position engaged.

School term, permanent part time position of up to 15 hours per week. Provides certainty and consistency for staff (e.g. turnover in Executive). Provides continuity in business knowledge and decisions over time as well. In addition, we have issues finding Executive that are willing to volunteer that amount of time that is required to currently do this role. Business efficiency e.g. drafting procedures so that new staff can be onboarded more easily.

15 hours per week, 40 weeks per year = \$25k per year including super. Within profit generated by businesses and no volunteer fund raising required. Overseeing the day-to-day operations of the P&C Tuckshop and Uniform Shop, preparation of business procedure documents and business improvement opportunities. Scope to include events assistance in that? Hard to get volunteers if one person is being paid to do the role.

Propose two week recruitment drive – publish to community through Flash.

Potential extended scope of work could include things like dealing with the Tuckshop survey. There were 49 feedback responses – mostly around menu. Frustration with FS. Items what they like, items they like to see. Value, quality etc.

Also, they could review workplace health & safety, review subscription services and consider what to keep and what we don't need.

JP motion to recruit for the role of business manager as a permanent part time employee to oversee P&C operated services at the school. Seconded by Chloe Nicholls. CARRIED

### 3. Booklist provider 2023

Rachel provided a summary of investigations into alternative booklist providers to Campion. Alternatives were Schoolstuff, Sequel and School and Office Supplies. Noted that pricing was difficult to compare due to the information currently available. Campion remained a competitive offering that meets needs. In the scheme of other changes being proposed (eg. Flexischools to QKR), we propose to maintain Campion arrangement for 2023.

Rachel motion to continue to engage Campion for the 2023 booklist. Seconded by Leah Macfarlane. CARRIED

### 4. Canva update

Bought as per last meeting. Used for Trivia Night and social media.

### 5. Update Mid-Year Mingle (volunteers needed)

Anthony – 4-8pm at Sealegs. Doors open from 3:45pm. Kate and Anthony will be volunteering on the day but don't want to be caught short. No substantive set up – more help to distribute tickets and raffles etc. Buy a ticket and come earlier or else come along, help out and then leave (3:30 – 4:30). Wristbands (alcohol and non-alcohol) to be provided by Sealegs. 40 tickets sold so far. 50+ would be ideal but Thursday is the last day for sales on FS. Tickets will be available on the door.

6. Trivia Night

A-Z of trivia theme. Each team will buy a letter and will come dressed as something starting with that letter. Tables \$400 for up to 10 people. Gnocchi Gnocchi brothers will be the food truck options. BYO.

Tickets- on sale next Wednesday

Includes DJ, trivia master etc.

School hall until 10:30pm.

Parent Rep update for Trivia tickets – 200 people.

7. First Aid Kit

Big first aid kit expired. With Friday café and such we need more

Chloe motion to purchase a new medium travel size first aid kit at a cost of up to \$150. Seconded by Sarah Daly. CARRIED

Cara to investigate first aid kit for Ashgrove Aces.

Discussion around defibrillator for other locations in school.

8. SRS instrument music fee increase

\$175 fee if your child is borrowing an instrument and \$75 if they're just in resource scheme eg. stands, music etc. Fees to increase by \$5 each for 2023. Cost to repair violin is \$160 so not much leeway in current fees.

9. Pool cover

Early Term 2, vandalism when kids came over the fence and walked all over the pool cover. Ripped the pool cover. Can't really repair it and it's very badly damaged. Quotes to replace as is \$8,000. Thermal blanket to reduce utility costs and improve efficiency of the pool. Peter will cover the \$3000. Proposing that the P&C contributes \$8000 to replace the pool cover. Plastic currently flaking into the pool and it's becoming hard to use and wind up. We have increased security patrols to try to avoid in future. No insurance.

Money to be transferred to the school for school to purchase as school asset.

Amanda Hay motion for P&C to contribute up to \$8,000 to cover replacement of pool blanket (with costs to be apportioned between P&C and Ashgrove Aces pending further discussion and negotiation). Approved and seconded by Chloe Nicholls . CARRIED

10. Long Lunch

Discussed earlier.

11. Disco wrap up

No numbers on disco yet. Big thanks to Sam for running the event. 50% of volunteers were unable to help or sick. Compounded a few other issues.

Learning sheet for Sam to cover things which need to be improved for next year. Set up spreadsheets for her matching volunteers to roles and responsibilities. Equipment required also addressed.

## 12. OSHC

Libby - Thanks for support. Libby was awarded the leadership award for YMCA Ashgrove. There are 53 services so it is hard to get it.

### Applications for memberships and recording of new members

Ordinary membership application/s -Stefan Luus and Miranda Robinson, Carla Loughnane

KM motion for acceptance of membership applications. Approved and accepted by Chloe seconded by Sarah Daly. CARRIED.

### Date of Next Meeting

Date of Next Meeting: Tuesday, 13 September 2022, 7pm General in the Ashgrove State School Hall or Community Hub pending school confirmation.

### Meeting Closed

Meeting closed by Kate Matthews at 8:30pm