



3 May 2022

Draft MINUTES

Present: members in attendance

Kate Matthews (Member)	Cara Cox (Member)
Elizabeth Van Dyke (Non-Member)	Natasha Rath (Non-Member)
Rachel Cox (Member)	Sarah Woolford (Member)
Chloe Nicholls (Member)	Leighton Thomas (Non-Member)
Kylie Depper (Member)	Kristen Lowrey (Member)
Glen O'Halloran (Member)	Farsad Afroogh (Non-Member)
Alecia Hartley (Member)	Leah Macfarlane (Member)
Charlotte Myers (Member)	Adria Cunningham (Member)
Anthony Lamond (Member)	

Welcome:

Opened by President Kate Matthews (KM) at 7:03pm

Welcome Simon, new VP to take over Sponsorship and Grants subcommittee.

Apologies

JP Bester, Sarah Daly, Karen Bond, Anita Bond, Anna Thomas

KM Motion to accept apologies Accepted by Adria Cunningham and Seconded by Leah Macfarlane. CARRIED.

Ratification of Previous Minutes

Ratification of March Minutes

KM Motion to accept and ratify March 2022 minutes Accepted by Chloe Nicholls and Seconded by Adria Cunningham. CARRIED.

Business arising from previous minutes

Addressed in General Business as ongoing matters.

Executive Decisions

nil.

Correspondence

Inbound

1. Lisa, I Heart Calamari re Fete 2022.
2. Georgia Southern on behalf of Julian Simmonds re donation of hamper for Comedy Night prize.
3. Bronwyn Perry re Disco ticket sales from 2021.
4. Campion Education re payment of commission/rebate.

5. Marsh Insurance re 2022 renewal of P&C insurance.
6. Anthony Lamond re invoices for expenses associated with the Comedy Night.
7. Heather Marshall re planned excursions and incursions.
8. Amanda Hay re items for consideration.
9. Georgia Southern on behalf of Julian Simmonds re cybersafety evening.
10. Bec Webster re idea for fundraiser – ipod shuffle party.
11. Kat Simmonds re operating guidelines.
12. Heather Marshall re Brisbane Airport Corporation giving fund.
13. Anita Bond re process for distribution of P&C Newsletter.
14. Sarah Woolford re issue with uniform item.
15. Cara Cox re Ashgrove Pool upgrades.
16. Jason O'Connor re Audited Financial Statements.
17. Lisa Ryan re event suggestion – Mothers' Day or Fathers' Day long lunches.
18. Vicki Kennedy re membership.
19. Sharon Kalsi re membership.
20. Communications with the Parent Network.
21. Karen Bond re purchase of Freezer as per approval at March 2022 meeting.
22. Karen Bond re issues with Tuckshop chest freezer.
23. Cindy Wan re Ashgrove Fete.
24. Staff wages and creditor expenses.
25. Advertising offers and newsletters from a variety of providers including Drum Corp, iSponsor, HomeStyle Bakeries, Pledgestar, Oktion, Vanilla Zulu, Tastebuds, Angelo's Pasta, Mandy Weidmann, Corey Stenhouse (School Fun Run), Bee Wrappy Fundraising, Oktion, Subway, Containers for Change, Gingerbread Folk, Civiq smart water stations, Comedy Cause, Pinot & Picasso, Everything Glows

Outbound

1. Replies to all incoming (except advertising offers and newsletters).
2. Communication to Employsure re extension of advisory services.
3. Email to Heather Marshall re Audited Financial Statements – submission for regional office.
4. Email to Amanda Hay to provide letter of support for Stage A of the outdoor learning area project (P&C funding \$24,500 for project) as approved at March 2022 meeting.
5. Email to Anita Bond re option for election day BBQ.
6. Email to all P&C 2022 members re update to the constitution and student protection risk management strategy.
7. Merrin from Pinot & Picasso re advertising or inclusion in P&C events.
8. Email to Anita Bond re postponement of Twilight Festival.

KM Motion to accept Inbound and Outbound Correspondence as true and correct accepted by Charlotte Myers and Seconded by Adria Cunningham. CARRIED.

Other business

n/a

Reports

Treasurer's Report

KM noted that JP is away for work. We can take questions on notice.

KM Motion the Treasurer's Report be approved and accepted Adria Cunningham and Seconded by Chloe Nicholls. CARRIED.

Uniform report

Nothing further to add. Charlotte advised she has started to order products already, but anticipating a price increase for offshore items like backpacks and such.

Leah – increase to be passed on to parents? CM – try to absorb where possible and run items very close to cost but if it's over cost then we will need to increase prices. Expecting it to increase in October/November 2022 for Preps next year.

KM Motion the Uniform Report be approved and accepted by Chloe Nicholls and Seconded by Kristen Lowrey. CARRIED.

Tuckshop report

Chloe – tuckshop staff have completed the training they requested to do. They bought the upright freezer they requested to buy.

Rachel - In the meantime the chest freezer broke. Discussion re whether to get same size chest freezer or larger freezer – preference for larger if it fits.

Rachel motioned that new chest freezer up to value of \$1200. Accepted by Leah Macfarlane and Seconded by Cara Cox. CARRIED.

KM Motion the Tuckshop Report to be approved and accepted by Chloe Nicholls and Seconded by Anthony Lamond. CARRIED.

Principal's Report

Glen - Band played on Anzac Day.

Naplan is happening next week in the school. Did national consistent collection of data for disabilities and what it might look like in the school.

Christobel – new guidance counsellor to backfill Carla while she is acting as Deputy.

Facilities with L Block, J Block and H Block being painted. 2S and 4d CLASSROOM all being painted – free and done through facilities. Being done through weekends since it couldn't be done during the Easter vacation.

KM Motion the Principal Report to be approved and accepted by Chloe Nicholls and Seconded by Amanda Hay. CARRIED.

Grants and Sponsorship Subcommittee Report

Simon - Getting better knowledge around school requirements. Have met with pool stakeholders and worked with Cara on pool requirements. Quite a few items that we're currently quoting. The intention is to get it lined up with grants and have a bit of a calendar.

Gambling Community Benefit Fund closes at end of May 2022 for about \$35k.

Simon keen to work with Amanda to work out school requirements. One area was shade structure right outside hall which is falling into disrepair.

Leah – talking with parents who are interested in working with sponsorship. Most P&C sponsorship is focused on events. Big on is the fete, but we do have other events. If there are parents who have

businesses or the like who would be interested in providing donations or sponsorship, please pass on to Leah.

KM motion the Grants and Sponsorship Subcommittee Report to be approved and accepted by Chloe Nicholls and Seconded by Adria Cunningham. CARRIED.

Motions on Notice

Nil

General business

1. **Social Media** – A big thank you to Stacey Gillespie who has done all our social media for over 2 years, including the fete. We are now looking for another volunteer to assist with social media.
2. **Canva** online software tool for making invitations, posters, social media designs. User friendly and not necessarily need graphic design skills. Free platform is available but limited. Proposing subscription for \$18 per month for a year.

Chloe motion that we get a 12 month subscription for \$18 per month. Approved and accepted by Adria Cunningham and seconded by Leah Macarlane. CARRIED

3. **Badges** – 2 x badges from Boyle Badges (The Gap) at \$5.91 each for Charlotte and Simon.

Rachel motion that we buy badges for Simon and Charlotte at an approximate cost of \$12. Approved and accepted by Cara Cox and Seconded by Anthony Lamond. CARRIED.

4. Events Calendar

- a. **Comedy Night** – Really well received. Tough night as it had been rescheduled twice and venue had to be shifted at the last minute. Was loads of fun and general consensus seemed to be that people would want to see it again next year with more lead time. KM reiterated that she had only hear positive feedback and thanked Anthony for his time and effort in organising the event. Leah commented it was fantastic and loved music with dancing. Acknowledge Julian Simmonds for donating the hamper for the joke off prize. \$600 loss on that event with change of details and COVID impact on attendance however, positive community impact.
- b. **Election BBQ and potential cake stall** – Fernando Sandun and Jules Dobos (Grade 3 parents) have offered to run the BBQ Stall on 21 May 2022. Motion for budget of \$1,200 to support BBQ/Cake Stalls. Looking for a volunteer to take the lead on Cake Stall. We have some cake boxes from Fete, but you'll need to collect cake donations from our school community.

KM motion for P&C to approve a budget of \$1200 for the BBQ Stall, plus \$200 for cake packaging. Accepted and approved by Kristen Lowrey and seconded by Adria Cunningham. CARRIED.

- c. **Student Disco** – 22 July 2022. Already have a budget. Sam has been rescheduled 4 times now. You will be able to buy tickets shortly on Flexischools. Theme is still 80's.
- d. **Trivia Night** – Anthony running. No budget yet. Along similar lines to last year – back at Bardon Bowls Club. Theme hasn't been decided and open to suggestions. Quiz night with IPOD shuffle for music. Maybe \$500 to cover anything small we need to buy. Bardon Bowls, tables of 6 at \$35 per head. Does Bardon Bowls Club hold more than the whole? Bardon Bowls have bar and food trucks, off school grounds. Bardon Bowls didn't charge us, and they've previously been happy to give us a space. Proposing 10 September 2022 (Saturday). Leah suggested jungle theme, glam rock. Could look at the new GPS venue when it's built if we need more capacity. Maximum at Bardon would be 120 pax. Cara queried whether we could have it at school with a bar? Leah – we've tried it in the past

but haven't had great success as people BYO instead. Anthony motions for a budget of \$500 for the Trivia Night to be held later this year.

Anthony Lamond motion for a budget of \$500 for the Trivia night to be held later this year. Accepted and approved by Chloe Nicholls and seconded by Adria Cunningham. CARRIED.

- e. **Long Lunch** to be run by Leah and Kate. Amy and Alice did it last year and did a great job. Have started to look for venues. It was at Blackbird on first year. Looking at Darling and Co, Mary Mae (New Farm, Powerhouse). Looking for capacity of about 150pax. Preference for something that is more like a restaurant and not a function venue (saves on styling). Restaurants are usually nice and more attractive. Trying to keep around same cost. Don't look to make too much on tickets as it's mostly to cover costs. Would look to have a raffle or something or silent auction. Need to look at options there. Looking at end of October or November 2022. Lots of clashing dates (e.g. Marist Graduation and their big lunch) as does Grammar. Looking at 18 November 2022. Weren't sure if we need to put a deposit down before next meeting, so would like to motion for a budget of \$1,500 to cover the deposit (which will ultimately be covered by tickets). Cost of event should be no more than \$500. Try to get sponsors for table decorations and photography.

KM motioned for a budget of \$1500 for the deposit. Accepted and approved by Anthony Lamond and seconded by Chloe Nicholls. CARRIED.

- f. September/October 2022 movie night/colour run for end of year celebration. Carried over for next meeting.
- g. September/October 2022 is also prep info packs.
- h. 28 October 2022 World Teacher Day morning tea. Budget of \$100 last year and parents brought in donated food. We also decorated. Do it again.

Chloe motion for a budget of \$200 for morning tea. Accepted and approved by Adria Cunningham and seconded by Kristen Lowrey. CARRIED.

- i. Graduation – traditionally we've done pens. Last year we had to get a local person to make pens. Were the pens ok? Everyone was happy with pens. Normally budget of \$500 to buy seniors pens.

Chloe motion for a budget of \$500 for the graduation pens. Accepted and approved by Anthony Lamond and seconded by Adria Cunningham. CARRIED.

- j. Fete for 2023 – Thought that because Saturday would have been the Fete we're putting the call out now and early for volunteers so people might consider volunteering at a time when they're missing it. Comment – photos of favourite fete memory.
- k. Gingerbread houses – we've done for the last 3 years. Kits from Gingerbread folk. Gluten free and dairy/egg free option. Fun group activity around Christmas. Low effort for \$7 profit. Motion deposit to lock in gingerbread houses \$100 for delivery in December.

Chloe motion for a \$100 to cover the gingerbread house deposit. Accepted and approved by Adria Cunningham and seconded by Leah Macfarlane. CARRIED.

- l. Ashgrove parents run the Sea Legs Brewing Co at Kangaroo Point. Good opportunity as a space to do a fundraising event. Make some money and support local business. They do a Friday afternoon package for \$70 – 4 hour of drinks, food pizza/chicken wings. One concept – Dad's or Father figure lunch. Guy who runs it could present and talk about some of the craft brews. Considering Friday, 5 August – stand up and mingle event rather

than sit down lunch. Is there a minimum number that have to sign up for it to go ahead?
Probably yes but I'd have to ask.

Anthony Lamond motion for a budget of \$500 to cover costs of incidentals for a networking event at Sealegs. Approved and accepted by Leighton and seconded by Rachel. CARRIED.

5. **Community Fund update -**

N/A

6. **Priorities** – School request for \$18,720 for Resources allocated to learning support

Used to support learning hub team and the students they support. Things we need:

- Resources – refresh resources they have in the room. Front row hearing system at a cost of \$2,500 each. Support students with auditory processing issues. Particularly helps in rooms with open corridors. Helps makes instructions clear for students. \$3,000 to support students with furniture e.g. hockey stools (\$110 each). Helps students who can't sit still regulate their movement and focus. Seat pad also. Lower school – readers (\$1,300). Small box of readers costs about \$1,300. Extension students – mainly resources (\$6,000) replaces things like mathematical Olympiad books. They are expensive texts used by lots of teachers. ERD students (\$1,000) to support Chinese teachers with English as additional language. Learning hub play equipment also.
- Motion that P&C contribute \$18,720 to school for the list of items provided to P&C.
- This figure is in addition to \$24k approved at the March P&C Meeting.

Glen motion that P&C contribute \$18,720 to the school for the list of items provided to the P&C. Approved and accepted by Anthony Lamond and Seconded by Cara Cox. CARRIED.

7. **OSHC:** Libby is Coordinator at OSHC and Natasha is Assistant Coordinator. OSHC numbers have been going through the roof and they are employing more staff as they are frequently at the 120 mark. 135 is the maximum capacity. Friday is the low day at 69-70 kids but the other days are frequently over 100. Tender process for OSHC is almost finalised.

8. **Tree approval** – tennis court has been closed because gum has dropped three large branches in the last year. Arborist has trimmed but still dropping. Arborist report has suggested that it be removed and school supports that. Natural Assets Local Law (BCC) protects vegetation and school needs P&C support to remove the tree. School will pay and Amanda will liaise with infrastructure manager (they'll put through Heritage department).

Glen motion for P&C support to remove the tree. Approved Amanda Hays, seconded by Alecia Hartley. CARRIED.

9. **Mango trays:** Leighton wants to do mango trays and will look into it.

Applications for memberships and recording of new members

Nomination for Chairperson of Ashgrove Aces – Aymee Hogbin

Rachel moved for Aymee Hogbin to be accepted as chairperson of Ashgrove Aces. Seconded by Simon Peric. CARRIED.

Ordinary membership application/s -Libby Van Dyke, Natasha Rath, Priscila Romeiro

KM motion for acceptance of membership applications. Approved Chloe Nicholls, seconded by Adria Cunningham. CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 7 June 2022, 7pm General in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Kate Matthews at 8:09pm