



7 June 2022

Draft MINUTES

Present: members in attendance

Simon Peric (member)	Sarah Daly (member)
Leah Macfarlane (member)	Sarah Woolford (member)
Elizabeth Van Dyke (member)	Anthony Lamond (member)
Amanda Hay (member)	Glen O'Halloran (member)
Rachel Cox (Member)	Kate Grove (member)
Chloe Nicholls (member)	Anita Bond (member)
Kate Matthews (member)	Carla Loughnane (member)
Adria Cunningham (member)	Cara Cox (member)
Karen Bond (member)	Anna Thomas (member)
Kylie Depper (member)	

Welcome:

Opened by President Kate Matthews (KM) at 7:06pm

KM acknowledged thank you from the school for P&C Day – chocolates and certificates.

Apologies

JP Bester, Kristen Lowrey, Charlotte Myers, Leighton Thomas, Sam Terry

Accept apologies. Accepted by Adria Cunningham and Seconded by Sarah Daly. CARRIED.

Ratification of Previous Minutes

Ratification of May Minutes

Accept and ratify May 2022 minutes. Accepted by Cara Cox and Seconded by Anthony Lamond. CARRIED.

Business arising from previous minutes

Addressed in General Business as ongoing matters.

Executive Decisions

nil.

Correspondence

**Inbound**

1. Alan Almarza re Fete Convener role
2. Tara Massingham re Fete 2022
3. Joe Bottomley (Campion) re rebate
4. Gingerbread Folk re payment of deposit

5. Heather Marshall re completion and submission of P&C Reports to regional office
6. Heather Marshall re 2022 Information Booklet
7. Amanda Hay and Anita Bond re Friday Café resumption
8. Drew Nelson re tuckshop volunteering requirements
9. Karen Bond re tuckshop volunteering requirements
10. Sarah Daly re error on Flexischools (uniform shop)
11. Sarah Daly re volunteering to assist with Bake stall
12. Marsh Advantage confirming no additional insurance required for Election Day fundraiser.
13. Amanda Hay re delivery zones for tuckshop
14. Karen Bond and Amanda Hay re urgent lighting repair
15. Charlotte Myers re uniform shop opening hours
16. Alice Hagen re storage of vases and locating Calibre gazebo
17. Carla Loughnane re change of performance dates and clash with meeting
18. Verve Portraits seeking partnership opportunities with P&C Events
19. Super Tensioners re lane rope quote
20. Nicola Williamson re transfer of sponsorship funds to Ashgrove Aces account
21. Amanda Hay re agenda items for June meeting, community fund and transfer of funds
22. Megan O'Dwyer re request for membership form
23. Staff wages and creditor expenses.
24. 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. Email to Karen Bond re confirmation of budget to acquire new chest freezer
4. Email to Heather Marshall re Reports to be submitted to regional office
5. Email to Heather Marshall re 2022 Information Booklet
6. Emails to Amanda Hay re Friday Café
7. Email to Marsh Advantage re insurance for Election BBQ and Bake stall
8. Email to election stall volunteers re reimbursements
9. Boyles Badges re order two badges as per approval at May meeting
10. Email to tuckshop staff re incident reporting, first aid kit and communication of issues
11. Email to key staff and volunteers re changes to management of social media pages
12. Email to Cory Jellicoe (Matos Insurance) re sponsorship of Ashgrove Aces break up
13. Email to Leighton and Kristen re mango drive

Accept Inbound and Outbound Correspondence as true and correct accepted by Sarah Daly 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.

Tuckshop and uniform shop had slower start to the year. Key differences – no Jobkeeper payments and lower operations profit in tuckshop due to equipment repairs and replacement. Also, late start to year

and flood (\$13k lower than this time last year). Operational profit for uniform shop is \$2k lower than last year. P&C remains in strong cash position – surplus of \$11k still.

Treasurer's Report be approved and accepted. Accepted by Karen Bond and Seconded by Adria Cunningham. CARRIED.

### **Uniform report**

Winter uniform shop sales strong as have athletics carnival orders. Orders placed for Prep items and the hat order to be placed soon.

Uniform Report be approved and accepted. Accepted by Rachel Cox and Seconded by Adria Cunningham. CARRIED.

### **Tuckshop report**

In last month Karen has ordered the two new freezers. Can't rely on suppliers very well now so when they have stock we buy and put in freezers. Friday Café is up and running – getting busier and steadier every week. Most people seem to go when the bell rings at 3:15 and there is a chance to wrap up early. KM advised that JP's view was that we make \$1000 in that period so it's good to stay open to maximise this. Potentially keep only one staff member to minimise cost. Also, good for keeping community feel. Might be a rush for some parents who meet kids at extremities of campus. Tuckshop happy to stay open until 3:30 but wanted a feel on it.

Lettuce is going up to \$10. Consider changes to the menu or price rises to cover costs in Term 3. Some things that we're making, we're not making profit on anymore.

Also did the tuckshop survey which closed Friday. Had just over 50 people respond with feedback to feed into review of food and pricing. JP to work with Karen on pricing for Term 3.

Tuckshop Report to be approved and accepted. Accepted by Sarah Daly and Seconded by Leah Macfarlane . CARRIED.

### **Principal's Report**

Positive feedback – talking to students on upper school assembly. At UQ, staff said Ashgrove was the best school. Open morning for new parents – big hit. Many people showed up for that and people desperate to get into the school out of catchment. Students were the stars of the show for those parents. They told parents about favourite moments of Prep and school. Students conducted tours and many parents congratulated staff on presentation of students and confidence. Anita also acknowledged positive feedback from staff at excursion venue for the teachers who were engaged and interacted so well on the day.

Glen O'Halloran to be acting principal for Oakleigh.

2023 Catchment review – Department decides to change catchment area every now and then. Gained a few properties – not too many changes to remove properties. Anthony queried whether the system has changed for out of catchment. Heather has identified a process that Ascot is using. It's all online with a time stamp. Parents have opportunity to pre-fill application with option to submit at 7am.

Principal Report to be approved and accepted. Accepted by Leah Macfarlane and Seconded by Adria Cunningham. CARRIED.

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

Leah – Long Lunch event is the next event that requires sponsorship. There will be a couple of larger sponsorship options available with an option to donate prizes for smaller partnerships. Haven't done fete so it's a good opportunity to engage with businesses.

Simon – Three main activity areas for committee: 1) swimming pool; 2) discussions around school requirements with Anita and Amanda; 3) first community grant fund coming up for submission.

Swimming pool – Cara has worked with swimming pool committee to identify areas of need. Working through those to identify those which are significant and large for department funding (might be picked up in Audit). Pete Rosengreen has advised that Ithaca might also be starting pool uplift which was triggered by their audit processes. Quoting is happening in the background to get two quotes per item. Trying to summarise historical safety incidents – anecdotal at the moment but we're trying to capture them more formally.

School Requirements – Central register going forward which is a funding register. Everything to go on register and Simon will meet with Amanda to triage where they are at, potential funding sources etc.

Community Grants – Gambling community benefit fund (up to \$35k available per submission). A range of criteria but particularly facilities uplift or natural disaster impact. Beginning to prepare this submission and just need to agree what should go in there.

There is an online grants portal to see everything available in Australia so we can be more efficient and targeted.

Disco – Discuss with Steve Toomey to get money if available. Suburban initiative.

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

#### Motions on Notice

Nil

#### General business

1. **Community Fund Update** – Amanda has advised that we are paying to about 5 children throughout the year – excursions, tuckshop, uniforms, shoes.

Amanda motioned for a top up of \$409 to cover camps and future expenditure to bring total back up to \$2000. Accepted by Chloe Nicholls and seconded by Adria Cunningham. CARRIED.

2. **Social Media Volunteer update** - Sarah Woolford needs assistance to gain access to the account and also needs us to set up the Canva account.
3. **Election BBQ and Bake Stalls Wrap up** – Very successful. BBQ - \$1770. Cakes - \$3,770. About \$5,500. Big thank you to the volunteers and the bakers. Significant difficulty in getting volunteers and baked donations. Impacted by illness.
4. **Events Calendar**
  - a. **Student Disco** – 22 July 2022. Have sold 98 tickets so far. Others will purchase closer to the date but ticket sales are currently looking good. Lights on for preps and then not for the older age groups. Need volunteers – mix of teachers and parents would be good. Set up, handing out tickets – Sam will likely need help with these activities also.
  - b. **Mid Year Mingle** – Tickets to go on sale 8 June. At Sea legs brewery which is owned by a school parent. Offering different packages – 4 hours (4-8pm). There will be a drinkers and non-drinkers package. \$75 for drinker package. We have the venue exclusively.

Fundraising is on the tickets and potentially some raffle component. Date – 5 August.  
Maximum capacity – 200 tickets.

- c. **Long Lunch** - narrowed dates to November 11 or November 18. Top favourites are Blackbird or Mary Maes at the Powerhouse. Want to try food at Powerhouse first. Waiting for Blackbird to come back with price. Want same promised price they offered in 2021. Lock in date and venue to then begin fundraising. It's primarily a community event so the fundraising element will be whatever we do on the side. Already have stuff for little goodie bags donated by Emma Fernandez. 11 November is Remembrance Day – no one we've canvassed seems to have much problem with this and it starts at 12pm.
- d. **Mango Drive** – 7kg tray will be \$20 – recommended to sell for \$24-28. \$4 per kilo. Orders to be placed by 24 October 2022. Order through Flexischools and close on 21 October. Leighton is waiting on details of deposit. Raise here and we will do an Executive Decision later. This will be the same time as gingerbread fundraiser.

Rachel Cox motioned to accept the mango drive and that it be conducted later in the year.  
Accepted by Anna Thomas and seconded by Adria Cunningham. CARRIED.

#### Applications for memberships and recording of new members

Ordinary membership application/s -Megan O'Dwyer

Acceptance of membership applications. Approved and accepted by Sarah Daly seconded by Chloe Nicholls . CARRIED.

#### Date of Next Meeting

Date of Next Meeting: Tuesday, 2 August 2022, 7pm General in the Ashgrove State School Hall or Community Hub pending school confirmation.

#### Meeting Closed

Meeting closed by Kate Matthews at 8:00pm