



13 September 2022

Draft MINUTES

Present: members in attendance

Rachel Cox (member)	Jessica Merrett (non-member/guest)
Chloe Nicholls (member)	Cara Cox (member)
Kate Matthews (member)	Carla Loughnane (member)
JP Bester (member)	Anthony Lamond (member)
Simon Peric (member)	Ben Fosten (non-member)
Libby Van Dyke (member)	Brooke Robertson (non-member)
Leah Macfarlane (member)	
Amanda Hay (member)	
Nadia Arkluiplana (non-member/guest)	

Welcome:

Opened by President Kate Matthews (KM) at 7:11pm

Additional agenda items:

- World Teachers' Day

Noting Project Manager for school project to speak first.

Apologies

Anna Thomas, Sarah Daly, Charlotte Myers, Karen Bond, Leighton Thomas

KM motion to accept apologies. Accepted by Chloe and seconded by Leah. CARRIED.

Ratification of Previous Minutes

Ratification of August General Meeting Minutes

KM motion to accept and ratify August General Meeting Minutes. Accepted by Cara and seconded by Anthony . CARRIED.

Ratification of August Special Meeting Minutes

KM motion to accept and ratify August Special Meeting Minutes. Accepted by Cara and seconded by Simon. CARRIED.

Business arising from previous minutes

Grade 1/2 Outdoor Learning Space update – project plan review [Amanda/Anita]

Anita by phone – introducing Nadia and Jess. Anita recapping process to date. Spoke to P&C initially about first ideas. Team has observed students in playground – sandpit play important, imaginative play. Climbing structures popular but other play infrastructure less so.

Consulted with teachers and reviewed ideas from Australian companies to avoid sourcing issues. Parent community to review and offer feedback. Also working with Steven Toomey re flooding in the carpark area to make sure that is rectified.

Nadia and Jess presented paper copy of plans.

Currently two playgrounds, large shade structure and lots of trees. Noted issues with flooding and tree roots. Goal: outdoor learning and imaginative playscape for exploring.

- Boulder seating top right of plan – learning space, quiet zone and lunch space
- Blue softfall zone – traditional play zone.
- Steppers, logs, dry creek beds to the left of the soft fall matting.
- Secret cubbies and areas for small groups to gather.
- Large artificial turf area maintained at the top below grade two building.
- Far left near carpark – 3 tier sandpit, exploratory path, bush tucker.

Drainage (Nadia) – Existing walkway – tree roots have destroyed underground infrastructure. Replacing this infrastructure and more retaining walls.

Heritage site – have engaged heritage architect and they were happy with design and no issue with height of equipment.

Cara asked if this plan would deal with issues to getting along pathway. Jess/Nadia advised that there is drainage and pits going in.

More features:

- Playground has shade sails over it
- Playground – natural timbers.

Chloe noted that one P&C member was particularly concerned with all the astroturf and why no natural grass was being used. Nadia/Jess advised that in their experience it was too shady for real turf. High traffic area – as kids walk through it wears and turns into mud.

Rachel asked whether there were sufficient monkey bars noting how popular they seem before school. Advised that the school will consider whether there is sufficient. Noted they are a popular and hope that other climbing infrastructure will be sufficient.

Leah asked whether little kids would truly like all the little hang out spaces as they seemed like they might be more appropriate for older children. There was some discussion at this point, but the school and designers generally felt the spaces would be utilised by all age groups.

Greenery – plan looks very nice. In terms of making the gardens, plants and greenery, this hasn't been a strong point historically. Is there a plan for the maintenance of this greenery? Amanda advised that it is definitely under consideration. Have requested an irrigation system be put in at the same time.

Ben/Carla agreed that students would eat lunch in this space instead of just on cold concrete.

Brooke noted that in her previous experience AstroTurf in Queensland sun can get so hot that kids couldn't sit on it. Is it going to be too hot? Nadia/Jess advised that it does get hot although newer products are better than it was. They are looking at one that's a bit longer and along with tree shade and building shade, may keep it cooler.

Referring back to Leah's question it was noted that imaginative play spaces will provide good opportunities for less confident kids.

There was general discussion around the consolidation of two playgrounds into one and whether this would cause issues. School staff noted that there will be one less class in that space going forward. Year 2

cohort currently has 5 classes and it will go back to 4 classes from now on. Leah mentioned that Marist Ashgrove has changed their large intake to Grade 5, rather than Grade 7, so questioned whether this would change the make up of early years intake? Anita did not think this was likely to be significant to the school based on current distribution of students.

Looking to finalise everything by end of September 2022. Tender by mid-October 2022. Current instructions are December 2022 – March 2023 for the build. Lots of different elements involved and will potentially impact pick up/drop off zone.

What will the alternative play space and travel pathways be? Ben Fosten advised that this was not certain at the moment, but will definitely be considered and developed by Leadership Team. Potentially different play times for different cohorts. Will finalise these plans once we have finalised everything and know what we're dealing with.

KM noted that she has agreed with Nadia and Jess that watermarked working draft tonight to be sent through tomorrow since we are unable to maintain a copy of the paper documents this evening. All paper copies were returned to Nadia and Jess before they departed.

Annotation: School Administration has subsequently advised that copies of the plans will not be supplied to the P&C for record keeping purposes and that any photographs taken on the evening must be deleted. Final plans will be released when the Minister for the relevant Department has announced the final SSS approval. To the extent that these records are required enquiries should be referred to the School or the Department of Education.

Executive Decisions

1. KN95 masks (100) for \$170.
2. Decision to hire 3 x casual employees for Tuckshop.
3. Charlotte Myers appointed to Business Manager Position.
4. Purchase of 4 new badges for new staff/roles for \$29.
5. Decision to approve additional time for Karen Bond (3-4 hours) to support new staff training/WHS.
6. Decision to confirm P&C's previous decision to reimburse staff blue card costs.

Charlotte Myers was successful in the P&C Business Manager position recruitment process. Charlotte will continue to do both the Uniform Shop and Business Manager Positions. Charlotte has commenced the new role already and has been prioritising business procedures.

Correspondence

Inbound

1. Megan O'Dwyer re fete convenor role 2023
2. QKR re set up and transition from Flexischools
3. Tuckshop assistant applications (5)
4. Anna Henderson re Sequel booklist supply quotes for 2023
5. Karen Bond re online ordering systems
6. Charlotte Myers re Prep info packs
7. Letter from Minister for Transport and Main Roads re installation of flashing school zone signs for Woonga Road and Otonga Drive (June 2023)
8. Elizabeth Watson-Brown MP re attendance of future meetings
9. Charlotte Myers stocktake updates
10. Flexischools re service fees and customer service.
11. Heather Marshall re Campion booklists for 2023 and voluntary P&C contribution
12. Alison Walsh, Schoolstuff re 2023 booklist

13. Liz Bastien, COS re 2023 back to school
14. Tina James re Prep M lunch for social media
15. Sarah Warner re survey
16. Karen Bond re sign in for volunteers
17. Applications for Business Operations Manager role (1)
18. Michael Boley re community event notice
19. Dan Ryan re P&C working bee
20. Anonymous report re carpark rubbish and activity
21. Karen Bond re bluecard reimbursement for staff
22. Bernadette Smon re Flexischools feedback
23. Heather Marshall re prep info packs
24. Gingerbread Folk re key dates
25. Lana Noir re portrait prize donations
26. Sophie Perkins from 2022-23 volunteer grants
27. Sonia Jones Travel re sponsor for long lunch
28. Australia Zoo re fundraising support for long lunch
29. Jonty Bush re Mid Year Mingle
30. Tina James re trivia night seats
31. Jonty Bush re prizes for Trivia Night
32. Gnocchi Brothers re services and arrangements for Trivia Night
33. Staff wages and creditor expenses.
34. 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. Claire Kendall re rate of pay for Tuckshop Assistant role
4. School administration re ATO changes to P&C operated school building funds
5. Qld Government Procurement re use of P&C logo in online ordering system
6. Amanda Hay re Disco feedback from staff
7. Heather Marshall re advertising Business Operations Manager to the community
8. P&C staff re welcome, onboarding and training of new staff and also general logistics.
9. Letter to Flexischools re termination
10. Boyle's Badges re badges for new staff
11. School administration re request for yearly annual funding
12. Heather Marshall re arrangements for Trivia Night

KM motion to accept inbound and outbound correspondence as true and correct. Accepted by JP and seconded by Leah. CARRIED.

Business arising from correspondence

Noting the planned introduction of the Flashing School Zone Signs planned for June 2023.

Reports

Treasurer's Report

JP – effective 1 September 2022. Government announced wage increases. Our award increase was 4.6%. For those paid in line with award the wage will increase in line with law. For those paid above, then Executive has discretion.

JP motion the Executive to have discretion to apply up to the maximum 4.6% increase to staff of the P&C subject to ongoing discussions within the Executive. Accepted by and seconded by Cara. CARRIED.

KM motion the Treasurer's Report be approved. Accepted by Chloe and seconded by Leah. CARRIED.

Uniform report

Taken as read in Charlotte's absence. No questions.

KM motion the Uniform Shop Report be approved. Accepted by Cara and seconded by Chloe . CARRIED.

Tuckshop report

Taken as read in Karen's absence. KM advised the change to QKR was underway. Kate to email guide and instructions to school. Information to go through parent reps tomorrow. Build will be done by end of holidays. As of Friday, no more Flexischools and you can request a refund.

KM motion the Tuckshop Report be approved. Accepted by JP and seconded by Rachel. CARRIED.

Principal's Report

Taken as read in Anita's absence. No questions.

KM motion the Principal's Report be approved. Accepted by Chloe and seconded by Amanda. CARRIED.

Grants and Sponsorship Subcommittee Report

Simon – one point of note is the swimming pool historical safety document. Tabled with Anita and Amanda to outline historical issues. Discussion was that there are OHS assessment requirements in that document that need to go through school process. Anything around the pool precinct will go in accordance with audit requirements. Pool is also a significant project for the school – Anita wanted to impress that it won't happen straight away but it's in train.

Have made grant application for new pool shade over far end of pool. Progressing and expect to hear in December. Heritage exemption has been approved.

Leah – noted sponsorship activity. Trivia Night sponsors: The Gap Dental Practice, Tudor Uniforms. Long Lunch sponsors: Allure Traveller (premium) and five major sponsors (Swim Academy, Scholls, Matos Insurance, Meat at Billy's and Sonia's Travel). Seeking one more major sponsor.

KM motion the Grants and Sponsorship Subcommittee Report be approved. Accepted by Chlor and seconded by JP. CARRIED.

Motions on Notice

Nil

General business

1. P&C staff first aid courses.

Not ready to discuss specifically what we're doing. However, as the Blue Cards are connected to the School we need to do first aid training for staff. Possibly a good team building activity. We will come back and discuss this at the next meeting.

2. P&C Voluntary Contribution for 2023

As part of the booklist we give parents the opportunity to make a voluntary contribution to the P&C. Has been \$80 for one child and \$130 for families for the last two years. In the current climate we think it's best to maintain.

Ben queried whether we could have a flexible contribution. JP advised that in the past two years we have raised about \$30k per year. P&C to consider investigate with Campion whether this is possible for next year.

JP motion to maintain the P&C voluntary contribution for 2023 at \$80 for one child and \$130 for two or more children. Seconded by Chloe . CARRIED.

3. World Teachers' Day

Every year parents/carers bake and do morning tea. Supported by items purchased by P&C. Last year 98 staff with 6 gluten free – check with Heather. 28 October 2022.

CN motion for \$200 budget to contribute to morning tea. Seconded by Leah. CARRIED.

4. Trivia Night update

Chloe has forecast profit of approx. \$10k. Very successful night. Got professional photos today. Thanks to Anthony.

5. Long Lunch/online auction update

Tickets on sale 10 am Friday. Raised by parents that tickets have already sold out, however tickets have not gone one sale yet. Online auction to be published 3 days before the Long Lunch. It will close at the long lunch – run by Charlotte Myers.

Libby raised that YMCA has an accommodation donation for use at the Long Lunch (voucher valued at \$250-300).

KM - also, congratulations to Libby for promotion, Senior Coordinator and no longer based at Ashgrove.

6. Pens for Grade 6 gifts

Rachel noted graduation is coming up again and P&C would like to provide pens as per 2021 since they were quite successful. Proposed to purchase the same as last with "Ashgrove State School Graduate 2022".

Rachel motion for up to \$600 cover the purchase of sufficient pens for Grade 6. Seconded by JP. CARRIED.

Applications for memberships and recording of new members

Ordinary membership application/s – Brooke Robertson, Ashley Ann Mathew, Ben Fosten

KM motion for acceptance of membership applications. Approve and accepted by Leah and seconded by Cara. CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 18 October 2022, 7pm General in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Kate Matthews at 8:23pm