



18 October 2022

Draft MINUTES

Present: members in attendance

Rachel Cox (member)	Melissa Nichols (member)
Simon Peric (member)	Rob Johansen (non-member)
Kate Matthews (member)	Kate Grove (member)
JP Bester (member)	Cara Cox (member)
Leah Macfarlane (member)	Sarah Woolford (member)
Sid Manabal (non-member)	Carla Loughnane (member)
Amanda Hay (member)	Karen Bond (member)
Anita Bond (member)	Charlotte Myers (member)
Katherine Rose (non-member)	Andrea Mill (non-member)
Adria Cunningham (member)	Sarah Daly (member)
Anna Thomas (member)	Kylie Depper (member)

Welcome:

Opened by President Kate Matthews (KM) at 7:00pm

Additional agenda items:

- World Teachers Day Update
- Thankyou for staff and volunteers end of year event
- Nominations for Ashgrove Aces subcommittee to fill vacant Chairperson position.

Apologies

Chloe Nicholls

KM motion to accept apologies. Accepted by Sarah Woolford and seconded by Leah Macfarlane CARRIED.

Ratification of Previous Minutes

Ratification of September General Meeting Minutes

KM motion to accept and ratify September General Meeting Minutes. Accepted by Leah Macfarlane and seconded by Cara Cox. CARRIED.

Business arising from previous minutes

Nil

Executive Decisions

1. Decision regarding pay increase for above award staff.
2. Decision to approve additional time for uniform shop during Prep orientation week, week prior to school start and week 1 of Term 1 2023 (15 hours as per previous years).
3. Decision to approve additional time for P&C staff to receive QKR training (4 hours).

Correspondence

Inbound

1. QKR re set up and transition from Flexischools
2. Jacob O'Brien (Andora Accessories) re event opportunities
3. Boyle's badges re pricing update
4. Leah Macfarlane re sponsorship receipts
5. SU Qld re chaplaincy funding
6. Anita Bond re thank you for outgoing staff
7. Heather Marshall re prep pack and LED sign
8. Gingerbread Folk re order and dispatch
9. Michael Scholz re long lunch sponsorship
10. Stripe re fees for Galabid for silent auction
11. Kirsten Lowrey re Mango drive marketing
12. Anita Bond re yearly annual funding from the P&C
13. P&C Qld re yearly annual funding
14. Belinda Mather re request for outdoor learning area plans
15. Anita Bond re agenda for September meeting
16. Anna Thomas re request for outdoor learning area plans
17. Amanda Kidd re fete coordinator role
18. Sarah Daly, Karen Bond re September meeting
19. Roger Desailly re application for membership
20. Anita Bond re outdoor learning area plans
21. Aymee Hogbin re resignation from Ashgrove Aces
22. Quantum Buyers Agents (Tina James) re Long Lunch sponsorship
23. Ellie Terry re World Teachers' Day morning tea
24. Amanda Hay re October agenda and training for P&C Executive
25. Staff wages and creditor expenses.
26. 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. Megan O'Dwyer re fete convenor role
4. Leighton Thomas re Mango drive and inclusion of tray on QKR
5. P&C Qld re yearly annual funding option
6. Miranda Robinson, Carla Loughnane, Stefan Luus, Brooke Robertson & Ben Fosten re application for membership
7. QLD Print & Signs re quote and options for graduation pens
8. Heather Marshall re grade 6 cohort for graduation gift
9. Heather Marshall re amended constitution and membership form

KM motion to accept inbound and outbound correspondence as true and correct. Accepted by Rachel Cox and seconded by Charlotte Myers. CARRIED.

Business arising from correspondence

Nil

Reports

Treasurer's Report

September was a quiet month due to school holidays. Financials were for year to date at end of August. Tough start to the year but strong towards end of term 3. Fundraising activities:

- Disco profit -\$6,100
- Trivia Night – waiting on final numbers but should be greater than \$5,000
- Mid-year mingle - \$1,000 profit
- Long Lunch/Auction, gingerbread and mangoes are still upcoming.

Sizeable outgoing – contribution to the pool cover went to the school

Surplus of \$25k for the year to date for the P&C. End of August cash in hand was \$509k. Try to maintain a healthy balance to allow for one year of operating expenditure (\$350k - \$400k).

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

Uniform report

Thanks for being so patient with QKR – working well for parents. A few tweaks in the back end to adjust things.

KM motion the Uniform Shop Report be approved. Accepted by Cara Cox and seconded by Anna Thomas. CARRIED.

Tuckshop report

Staff have had QKR training – still learning.

Tuckshop floor – Amanda has been looking into it. Still bubbled – one is in a major thoroughfare. Other areas are now coming up. Potentially the age of the floor and may need to be fully replaced. Would probably have to be done over a holiday period to avoid disruption. Executive has been looking for grants. Simon advised that he hasn't found one specifically at this point in the Grants portal but there may be other things in other channels. Karen has previously seen something through the Qld Association of Tuckshops.

Anita advised that we might be able to get facilities out to have a look. QBuild has come out to have a look and quote. Amanda has gone back to get another quote for the whole floor. Amanda advised that QBuild could push for this over the summer holiday break.

Simon reminded everyone that grants can have a long lead time.

Eftpos machines – JP has contact details to get ANZ out to review and potentially replace.

Online groceries – Potentially switching from Woolworths back to Coles Online. Woolies online offers what they want you to buy and things like catalogue specials or specialist gluten free products are not available. Coles Online now also do a business account system. JP to engage directly with Karen on this.

No more custom orders on QKR i.e. Chicken burger with or without mayonnaise.

Professional oven cleaning - \$290.

Karen motion for a budget of \$290 for oven cleaning. Accepted by Adria Cunningham and seconded by Leah Macfarlane. CARRIED.

KM motion the Tuckshop Report be approved. Accepted by Adria Cunningham and seconded by Amanda Hay. CARRIED.

Business Operations Report

Volunteer App – Considering introducing a volunteer app across both Uniform Shop and Tuckshop. Ability to split by grades. Will help us manage volunteering e.g. when grade 6 parents are leaving and need to be replaced.

Working on an overall manual for tuckshop and uniform shop to cover day to day operations. Processes that need to be in place for both services.

Also, looking at First Aid Course requirements. Working out days and times and how to do this.

KM motion the Business Operations Report be approved. Accepted by Sarah Woolford and seconded by Adria Cunningham. CARRIED.

Principal's Report

Transitioning for Prep 2023 has begun. Well attended parent info night last week. Great input from Charlotte and Kate to represent the P&C.

Carla to run the playtime meet & greets like last year. Parents and kids have the chance to meet and build relationships.

Planning for 2023 – school each year has become more sophisticated in working with staff for planning for year ahead. Rep from every year level meets with Amanda and Anita to go over a 4 year plan to review the strategies that haven't already been covered. Last year of current 4 year plan and then we'll do a new one. Good timing because last week was State principal's conference – every Principal in the state met to understand plans and strategies for years ahead. Also rep from each faculty eg. learning hub and specialist teachers. Opportunity for teachers to contribute to priorities discussion.

Discussion with them around key strategies and also HR (eg. what positions in the school are valued).

Another session following this meeting and then another session before the next P&C meeting. Anita to also meet with Executive P&C team reps to work out planning process and inclusion of P&C.

Might also consider facilities issues around the school.

Expect to report on what the team has come up with and plan for the future at the next meeting.

KM motion the Principal's Report be approved. Accepted by Sarah Woolford and seconded by Carla Loughnane. CARRIED.

Also introduced Kate as Deputy Principal.

Grants and Sponsorship Subcommittee Report

Spent some time looking at a number of grants across Australia to support school's needs going forward. 7-8 are appropriate and we need to start looking at writing process to support those. Aligns well with budget discussions.

Simon is seeking volunteering support. Currently working with Amanda Scholls. Anyone with grant writing experience is welcome.

Leah – Long Lunch now has 1 premium sponsor (allure traveller) and major – Smoking Jo's pizza in addition to ones noted at prior meeting. Three parent owned businesses and the rest are local businesses.

Plans like the school's planning process really helps us fundraise for things like the Auction. It's a huge help to understand what the school needs money for as businesses like to know what they're supporting. Leah is also keen for volunteers to support graphic design needs to deliver sponsorship requirements on social media.

Anita remembered something to add to her Principal's Report – Stage One of the Outdoor Learning Area has been signed off now. Part A is now approved and Part B will now be considered.

KM motion the Grants and Sponsorship Subcommittee Report be approved and accepted by Adria Cunningham and seconded by Charlotte Myers. CARRIED.

Motions on Notice

Nil

General business

1. Community Fund

Amanda – community fund is still being used to support excursions and incursions. Helped a couple of year 5s attend next week's camp. Big plus for those families.

Amanda motion to top up fund by \$700. Seconded by Adria Cunningham. CARRIED.

2. P&C Fete Convenor & Budget

Two people have volunteered to run the P&C Fete. Amanda Kidd and Megan O'Dwyer – current and past parent. Huge thank you to those volunteers.

Will need other support – marketing, graphic design (use existing and update dates), somebody to run the budget.

Last fete in 2021- total cost was \$56k and we recouped and made profit of \$117k. Inflation and costs have gone up. This year we're asking for an increased budget of \$70k.

JP motion for a budget of \$70,000 for the fete. Seconded by Adria Cunningham. CARRIED

Date for P&C fete – Saturday 13 May 2023 pending double check with Heather Marshall.

3. P&C staff first aid courses.

Deferred to next meeting due to Chloe's absence.

4. Staff/volunteer thank you

Staff Christmas Party and volunteer thank you – Uniform Shop, Tuckshop and those who have assisted through the year with events.

JP motion for a budget of \$500 for the thank you event on a date to be determined at end of year. Seconded by Leah Macfarlane. CARRIED

5. Long Lunch / Online auction

Leah – ticket sales are closed and we have sold 148 tickets. Two tickets remaining if anyone is able to come at the last minute. 15 tables. Now tickets are sold we will be preparing for the event e.g. flowers, raffle prizes. There will be posts online to share details.

There are a lot more men coming along this year. We really struggled to get engagement from younger years.

Auction – at last count, 95 items for silent auction on Galabid. Thanks to all local and parent owned businesses. Sid (here tonight) has donated 4 fantastic prizes in conjunction with some businesses in Paddington. We will be putting up info around the school about how to use Galabid – thanks to the school for allowing that. Auction is the biggest part of the fete in terms of fundraising so we're really happy to run it this year even without a fete.

Sarah – is there risk in having such a big auction now if we are then going to ask again for items in a few months' time for the Fete. Items have reserves so if we don't reach that we would hold them and go back to the businesses to see if we can carry over to fete. The Auction Team has also started the process in June 2023, so it's been requested for a period of time before November and are not asking for donations recently.

6. Gingerbread update

Sales – slightly more expensive this year. RRP has gone up this year. Ends on Friday 28 October.

7. Mango Update

Mangoes finish this Friday 21 October.

8. World Teachers Day

Still looking for baking volunteers. Drop off between 8-9am in staff room on 28 October.

Anita and teachers noted how much they appreciate the morning tea and look forward to it. The fact that it is home cooked is very special.

Applications for memberships and recording of new members

Ordinary membership application/s – Roger Desailly, Rob Johansen, Heather Marshall, Katherine Rose.

KM motion for acceptance of membership applications. Approved and accepted by Amanda Hay and seconded by Sarah Woolford. CARRIED.

Applications for filling vacancy on subcommittee

Thank you to Aymee Hogbin - 6 amazing years as chairperson for Ashgrove Aces. The P&C is very grateful for her contribution. Nominations for Chairperson of Ashgrove Aces – Rob Johansen

KM motion for acceptance of nomination application. Seconded by Rachel Cox. CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 22 November 2022, 7pm General in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Kate Matthews at 7:47pm