



8th March 2022

Draft MINUTES

Present: members in attendance

Kate Matthews (Member)	Charlotte Myers (Member)
Sarah Drummond (Member)	Leah Macfarlane (Member)
Rachel Cox (Member)	Alicia Hartley (Member)
Chloe Nicholls (Member)	Kylie Symonds (Member)
JP Bester (Member)	Sarah Daly (Member)
Anita Bond (Member)	Anna Thomas (Member)
Judy Pritchard (Member)	Karen Bond (Member)
Amanda Hay (Member)	(Member)
Cath Schulz (Member)	Sarah Woolford (Member)
Fran Hind (Member)	Jason Wilson (Member)
Glen O'Halloran (Member)	Anthony Lamond (Member)
Catherine Kerton (Member)	Kylie Depper (Member)
Amanda Scholz (Member)	Phil Langley (Non-Member)
Kate Grove (Member)	Nicole Armistead (Non-Member)
Jehanne Fernandez-Gray (Non-Member)	Kristen Lowrey (Member)
Cara Cox (Member)	

Welcome:

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

Apologies

Steven Toomey

Motion to accept apologies Accepted by Chloe Nicholls and Seconded by Leah Macfarlane. CARRIED.

Ratification of Previous Minutes

Ratification of February Minutes

Motion to accept and ratify February 2022 minutes Accepted by Karen Bond and Seconded by Sarah Daly. CARRIED.

Business arising from previous minutes

Addressed in General Business as ongoing matters.

Executive Decisions

- Urgent decision re tuckshop dishwasher repaid. Estimate of costs was \$4,000 to get a new one or \$600 to repair. Executive Decision to repair.

Correspondence

Noting that the Parent Network is now a permanent opt in and parents need to opt out by email. Each year parents will be automatically in and only new families will need to fill out forms.

Inbound

1. P&C Membership applications - Liang Huang, Katie Pack, Simon Peric, Amanda Hay, Alecia Hartley, Kylie Depper
2. Heather Marshall re parent network
3. Marsh Insurance re 2022 renewal of P&C insurance
4. Enquiries re parent network from Liang Huang, Max Zadmehr, Alberto Nilsson and Kell Shepherd
5. Communications with Ashgrove Aces re covid safety requirements
6. Communications to tuckshop and uniform shop staff re covid safety requirements
7. William Little re Coca Cola school compliance form
8. Karen Bond re tuckshop flooring issue
9. Enquiries re parent representative positions re Tracey Brumm, Alecia Hartley, Pippa Mitchell, Belinda Mather, Cath Staszewski, Liz Ryan, Alice Hagen, Tonia Cross, Kate Matthews and Chris Lim
10. Melita Nadin re parent contribution
11. Tina James re important dates
12. Marsh Insurance re renewal of Personal Accident policy
13. Anthony Lamond re confirmation of reimbursement
14. Staff wages and creditor expenses
15. Advertising offers and newsletters from a variety of providers including iSponsor, Hughes Plumbing, Vanilla Zulu, Tastebuds, Mandy Weidmann, Fairtrade, Oktion, Subway, Simply Fundraising, Gingerbread Folk, Containers for Change, Civiq smart water stations, Penny Lambert re classlist platform, ANSIC and Logic Property Management school cleaning service.

Outbound

1. Replies to all incoming (except advertising offers and newsletters)
2. Email to Potato Swirls re participation in P&C events in 2022
3. Communications with the school re covid safety requirements for Ashgrove Aces
4. P&C issued reminder about membership forms and Executive position nominations
5. Email to Heather Marshall re P&C meeting dates for 2022
6. Heather Marshall re P&C parent network forms
7. Chris Hennesey re transfer of P&C Fete booking to an alternate time
8. Parent Network communications including appointment of prep parent reps

Motion to accept Inbound and Outbound Correspondence as true and correct accepted by Rachel Cox and Seconded by Charlotte Myers. CARRIED.

Other business

Reports

Treasurer's Report

No February financials due to the timing of the meeting. JP will present at the next meeting.

Motion the Treasurer's Report be approved and accepted by Adria Cunningham and Seconded by Sarah Daly. CARRIED.

Uniform report

Nothing further to add.

Motion the Uniform Report be approved and accepted by Chloe Nicholls and Seconded by Rachel Cox. CARRIED.

Tuckshop report

This week has been the busiest so far. Henry institute called and said government has funding for hospitality based on prior knowledge and experience in the job. All 3 tuckshop staff are able to qualify to take up this - training in WHS and food safety, food costing and planning. Staff have not had this training and it would be valuable to them. All government funded, takes about 3-5 hours and \$21 per person. Plan is that we do it during school time on a Monday afternoon when it is quieter. Council will come out three times to enrol and provide training videos and then video putting it into practice. Final is call and review from lecturer. We will all have certificate 4 in hospitality.

Kate is supportive of training.

JP - Karen proposes to do it on a Monday. Already have 2 staff members onboard on Monday. Adds wage of one staff member to bring them in for a day that they don't work. \$50 - \$150 in additional wages.

Motion that the Tuckshop Staff are able to do the course at \$21 pe staff member plus the labour cost and therefore to be done during school hours. Accepted by Cara Cox and Seconded by Leah MacFarlane CARRIED.

Karen further advised that the upright freezer is 10 years old and breaks down. Hasn't been repaired as yet. It is a commercial freezer and is likely at end of life – replacement may be better.

Leah - can we approve a discretionary amount eg. \$5-6000?

Motion to approve a provisional amount of up to \$5,000 for the purpose of purchasing an upright freezer. Accepted by Chloe Nicholls and Seconded by Rachel Cox CARRIED.

Karen advised that the tuckshop floors are in need of review and repair. One area has a bubble which has been on the radar for a while. Nothing has happened with it yet. In the holiday, cleaner has cleaned floor and stripped seal. Very hard to clean now. Sealant is now patchy. Karen queried whether we could investigate if any families at school do flooring and if they can advise on what is causing the bubble.

Kate - would there be a problem if we got a parent family to come and do those works if they're not on the SOA?

Amanda - no, they need to go through proper procurement channels.

Anita and Amanda will take a look and investigate the flooring issues.

Motion the Tuckshop Report to be approved and accepted by JP Bester and Seconded by Leah MacFarlane CARRIED.

Principal's Report

Delivered by Anita Bond.

Thanks for cooperation and support over last few weeks. Challenging and tricky at times. Thanks to parents and staff. I provided the best information that I had at the time and passed it on as quickly as possible. We strive to give timely and accurate information and as we saw, sometimes we discover information at same time as families. We were lucky with school facilities - no major big floods. Hearts go out to colleagues and people in parent community who were impacted by floods. Small issue in Prep/1 building - caving in ceilings in data room. Didn't impact data or electricity. Lost security board and have temporary fix but it will get a complete overhaul. Moisture in some buildings in carpet which will be looked at in time.

Drainage in prep is a problem which leads into outdoor learning space which will be discussed later this evening.

Motion the Principal Report to be approved and accepted by Sarah Daly and Seconded by Cara Cox CARRIED.

1. **Covid cases** – Leah queried covid cases. Anita advised that she was working with contacts in our region and the school had decided to do weekly overviews instead of individual bulletins to avoid unnecessary fear. Caution about comparing to other schools as we all have different situations and circumstances.
2. **Outdoor Learning Space** – Relates to play area in 1/2 area space between Year 2 area and terrace wall that has Astroturf, few playgrounds etc. Facilities in a school - in terms of money, we get given some money from various things and then you can go to the department for projects, systems and schemes but you have to know about them. Amanda has been identifying opportunities for the school. These things don't come out of budget or P&C funds. Money that comes in is planned/unplanned maintenance (\$71k - paint B block, steam room, carpet cleaning) and also minor works (\$24k in budget).
Dept – School Strategic Infrastructure Plan (SIPS) - school put down all school facility priority and submits to Department of Education. If something comes up and they decide to do it, if you have it as a need they may give it to you. Safety, curriculum needs etc to support teaching and learning. SIPS is currently more important and a better way to get funding than the master plan.

We submitted a SIPS list at the end of 2021 with items listed in order of priority:

1. Stage A – area running down the length of Stop, Drop and Go. Drainage issues, lost potential for outdoor learning and play.
2. Stage B – larger space between Year 2 building and the prep playground terrace. Tree roots are becoming an issue, playground equipment and materials aging. Also, lost potential for play and for outdoor learning.
3. Landscaping around the above areas
4. Terracing of back entrance of the school up to the library and hall.
5. E Block (SAKG) roof. This has now been attended to by the department as it was on our SIP and funding was available to complete this kind of works.

In the Outdoor Learning Space, highest priority is "Stage A" - sandpit outside Prep W and along carpark (flooding, unutilised area that kids can't do much with). Stage B is then the rest of the 1/2 space (tree roots are a big issue here). Equipment starting to age a bit and space is lacking potential. Pathway to oval has been lowered in priority slightly to put this project higher. Tried to move away from patching to fully replacing for longer term. School Subsidy Scheme (SSS) opportunity for funding. Present to dept and they will give 50% of funds and school and P&C can put up the other 50% (e.g. 25/25). School can put in \$24,500 and is requesting same from P&C

while dept puts in \$50k. Need letter from P&C Executive to support school to say that the P&C has money in bank to contribute to the project.

Next scheme - trees reviewed and Stage B design has been produced. \$250k area for Stage B. Aiming to get this bit for free. This includes playgrounds and everything - all the bits and pieces. \$250k is for "outdoor learning spaces". No longer the year one playground. Even if we don't get the \$250k we're keeping it at Number 1 priority and can't guarantee that we're not coming back to the P&C to request further funds. P&C has contributed significant funds before and left an amazing legacy.

General discussion about greenspace being positive for wellness and kids. Positive comments about learning outside.

Leah queried whether there was a particular reason to focus on 1/2 instead of bitumen path. Anita - Bitumen path is enormous project (engineers etc). 1/2 project gets project manager as well. Tree roots are the biggest change though. No current money available to support bitumen project.

Jason Wilson discussed early years pedagogy - not spending all day in classroom to support better learning strategies for young kids.

Anna Thomas indicated she loves outdoor learning space and raised query about the drainage rectification.

Amanda – can't advise specifics yet however, all water runs downhill and the area floods every time.

Members don't want to see the bitumen path drainage lost forever as this is very important.

Alecia - will the goal be to keep the trees. Anita, yes, not touching the trees.

Kristen - what room is there to put in more planting e.g. real grass/plants? Anita - not at detail design yet, will have a process to take feedback.

JP – queried timing. Anita - FY22/23 - the quicker we get moving, the quicker things happen.

Don't expect floods to impact too much on decision making by the department.

Amanda - tThe more information you put in your proposal, the higher priority it gets. Hopefully know in April/May 2022. We've been lodging history of flooding of the area which will hopefully give us higher priority and urgency. Costing of Stage A includes a 10% contingency.

Substantial discussion on the wording of the motion to ensure it is clear that the P&C has the opportunity to be consulted and provide input on the design and specifics of the space.

Anita motioned that the P&C contribute \$24,500 to go towards Stage A plus a letter of endorsement to support this proposal subject to the school providing further consultation with the P&C about details of what will be included in the space before plans are finalised and the school giving due consideration to P&C input including feedback. Approved and accepted by Sarah Daly and Seconded by Adria Cunningham CARRIED.

Ashgrove Aces Report

Motion the Ashgrove Aces Report to be approved and accepted by JP Bester and Seconded by Kristen Lowrey CARRIED.

Motions on Notice

1. **Employsure** - we pay to do WHS and employment advice. Cost \$330 per month. Chloe Motioned that P&C continue to pay \$330 per month for the next 12 months to continue Employsure WHS services. \$140 per month for HR advisory service. \$470 per month.

Motion that we continue to pay \$330 per month for the next 12 months to continue Employsure WHS services and \$140 per month for HR advisory services (\$470 per month). Approved and accepted by JP Bester and Seconded by Kristen Lowrey CARRIED.

General business

1. **Community Fund update** - Amanda received top up funds and has used it to pay for student lunches over the last couple of months at school. It will also be used to cover excursions. Next meeting Amanda will give a better idea of what is spent. Funding might also go to SRS Scheme (school ipad).
2. **Insurance** - P&C Qld insurance - incorporated in membership fee is insurance cover which covers P&C for public liability, including volunteers for personal accident, equipment in tuckshop mainly. \$3864.07 for membership and insurance. Second insurance policy - covers all students of the school. Optional but P&C has held it since 2012. Covers incidents involving students of school attending school events on school premises, excursions and P&C held events like Ashgrove Aces. \$3146.73 per year.

Motion we approve renewal of annual P&C membership and insurance for \$3864.07 Approved and accepted by JP Bester and Seconded by Chloe Nicholls CARRIED.

Motion we approve renewal of the personal accident insurance for students for \$3146.73. Approved and accepted by JP Bester and Seconded by Cara Cox CARRIED.

3. Ashgrove Twilight Community Festival Update - Volunteer who was going to run the event is no longer able to run the event which was planned to be on 8 May. We have been delayed in organising also due to government restrictions and floods. Putting a call out to see if anyone wants to run something on 8 May? Calendar of events to be presented next meeting.
Comedy Night - 19 March (Anthony).
Disco - 22 July (Sam Terry).
Anthony - Trivia night.

Motion we discuss calendar of events at next meeting (3 May). Approved and accepted by Chloe Nicholls and Seconded by Nikki CARRIED.

4. **Priorities** - school has sent through a list of priorities. Simon who has just been made VP is going to do grants and will review with school for next meeting.

Motion we bring information to the next meeting (3 May) where we can discuss grants and financial support. Approved and accepted by Chloe Nicholls and Seconded by JP Bester CARRIED.

5. **Comedy Night** - comedy night (Saturday March 19). Bardon bowls was flooded out and they'll be shut for 3 months. Aiming for something close by but many places have flooded. Dorrington Hockey club are available and are usually \$400 but they're waiving fee as it's a fundraiser. 1.5 hours of comedy plus solo guitarist beforehand. Parent runs Sealegs brewery - great space but

not suitable for Comedy Night. Good for things down the track. 100-120 seats so not a lot changes. Tickets are \$30 and are available to staff, parents and friends on Flexischools.

- Email to parent reps to promote.
- 20 tickets sold at the moment. - haven't been able to promote it yet though.
- Theatre seating, no tables.
- BYO nibbles. Buy drinks there.
- Trivia night - Anthony to send suggested dates for Heather.

Applications for memberships and recording of new members

No applications as they were dealt with at the prior AGM.

Date of Next Meeting

Date of Next Meeting: Tuesday, 3 May 2022, 7pm General in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Kate Matthews at 8:16pm