



12 September 2023

Draft MINUTES

Present: members in attendance

| | |
|---------------------|---------------------------------------|
| Amanda Kidd | Tom Cameron |
| JP Bester | Carla Loughnane |
| Anna Thomas | Simone Birch – new member applicant |
| Emma Mezzina | Leah Macfarlane |
| Nathaniel O’Hare | Kate Matthews |
| Sarah Minnery | Nicola Radford – new member applicant |
| Charlotte Myers | Rachel Cox |
| Amanda Hay | Adam Massey |
| Brooke Robertson | Cara Cox |
| Jackie Rose-Diamond | Kim Quinlan – Non member |
| Rachel Cox | James Doherty – new member applicant |

Welcome:

Opened by Caretaker President Amanda Kidd (AK) at 7:02 pm

Apologies

Simon Peric, Chloe Nichols, Rob Johansen, Leighton Thomas, Lisa Naumann, Anthony Lamond

Anna Thomas called motion to accept apologies and seconded by Charlotte Myers. CARRIED.

Ratification of Previous Minutes

Ratification of 25 July General Meeting Minutes. Anna Thomas thanked Emma Mezzina for taking over the minuting at the last minute for 25 July meeting, due to a fall Anna sustained.

Anna noted amendments nominated by members to include Jackie Rose-Diamond as in attendance and spelling of Kate Matthews and Leah Macfarlane names.

Anna motioned to accept and ratify 25 July General Meeting Minutes, subject to the above amendments being incorporated, and seconded by Charlotte Myers. CARRIED.

Business arising from previous minutes

1. Motion on Notice: Campion commission (book list commission) approx. \$3,688 request by Staff to be paid to the school to purchase the following items with the allocated funds:
 - 1 x 1 x nonfiction series classroom complete set guided reading (6 sets each level);
 - 4 x phonics books dandelion readers units 1- 10 sets 1-3@\$179 each; &
 - 3 x Phonic Books Dandelion Readers Unit 11-20 sets 1-2 complete set @\$225 each.

Background: This matter has been raised at previous meetings. The School’s request for this year’s campion booklist commission amount is required to enhance the ‘Learning Hub’ through purchasing new

resources, as nominated above. The total commission is unknown until book orders are finalised on or around the end of the calendar year. Practically, the commission will be transferred from the P&C to the school, to purchase resources.

A member questioned if the books were accessed online. Amanda H confirmed the items were paper/hard copies.

Amanda H motioned to accept that Campion commission (book list commission) approx. \$3,688 to be transferred to school to purchase the items noted as above and seconded by Leah Macfarlane.

CARRIED

Correspondence (20 July – 4 September Inclusive)

Incoming

1. Sam Terry re: refunds for Disco
2. Sam Terry & JP Bester re: reimbursement to the P&C for unused sodas from the disco
3. BJ's Sound & Lighting & JP Bester re: bond refund for disco equipment hire
4. Attitude Dance Academy & Leah Macfarlane re: offer of donations and dance performances for upcoming P&C events
5. Anthony Lamond re: payment of invoice to secure trivia night venue and other details
6. Canva re: paid subscription cancellation
7. Heather Marshall re: staff table for trivia night
8. Aztec Design re: canopy colour for the pool cover structure
9. Dr Clinton Patricks & Lisa Naumann re: proposed vape store and West Ashgrove Shopping Centre
10. Charlotte Myers re: search for new P&C social media coordinator
11. Vicky Dawes confirming date for trivia night
12. Jonty Bush's P&C update for August
13. Sarah Minnery re: notice of motion for special meeting re: amendments to the P&C Constitution
14. Chloe Nicholls re: gingerbread fundraiser info
15. Amanda Tibbett re: free canva account set up for future P&C newsletters
16. Heather Marshall re: prep enrolment packs and info evening
17. Elizabeth's Watson Brown's office re: volunteer grants
18. Leah Macfarlane and Kim Quinlan re: draft long lunch donation request letter & LED sign specs
19. Leah Macfarlane re: long lunch graphic details sent to Parent Network
20. Leighton Thomas re: mango fundraiser
21. Heather Marshall re: P&C voluntary contribution for 2024 Booklists
22. ANZ Bank and Charlotte Myers re: new eftpos terminal
23. Advertising offers and newsletters from various providers.

24. Outgoing

25. Replies to all incoming (except advertising offers and newsletters)
26. Communications with parent network re Friday café, tuckshop helpers, disco, trivia night, long lunch and gingerbread house fundraiser
27. Charlotte Myers to Sam Terry re: refunds for two overcharged disco families
28. Amanda Kidd to Tom Cameron re: proposed vape shop at West Ashgrove Shopping Centre
29. Amanda Kidd to Sarah Minnery re: proposed P&C Constitution amendments
30. Emma Mezzina to Kim Quinlan re: details of future long lunch graphics

Members questioned and discussed the lapsing of the paid Canva subscription. Discussions included that a free account is not sufficient, and that P&C would require a Canva paid subscription. Amand K shall take subject regarding Canva subscription on notice and report back to the next meeting.

Anna called motion to accept inbound and outbound correspondence as true and correct, and seconded by Phil Langley. CARRIED.

Executive Decisions

1. Executive approval was given 1 August for P&C Voluntary Contribution to be included in 2024 booklist as same amounts as previous 2022 and 2023 contributions of \$80 (single child at school) or \$130 (family contribution).

2. Executive approval was given 3 August for tuckshop professional industrial clean of dishwasher @ \$225.

Business arising from correspondence

Nil

Reports

1. Treasurer's Report & Financial Statement

JP gave a high-level summary of the Treasurer's Report and Financial Statement as the end of July, noting a loss of \$8,000, comparable to \$12,000 surplus last year. A big contributor is the 2023 higher funding of school contributions by P&C: \$78,000 compared to \$19,000 last year 2022. Note there is a retail operations loss of \$12,000. P&C remains in a strong cash position @ \$500K as of end of July 2023.

A member noted the increase of wages, \$34,076 staff increase relative to the new business structure. Discussions included that there are continued significant downturn in volunteers. This has not only been experienced in the Tuckshop and Uniform operations, but equally in volunteer support across the school as well as P&C events.

Member discussions on feedback received for contributory factors for reduced availability of volunteers included:

- rise in students leaving the school earlier, rather than only to start grade 7.
- Parents/Carers are increasing their paid work due to rising cost of living.
- Illness of parents/carers and students throughout winter.
- Parents/ Carers are going back into the office more.

P&C welcomes volunteers, it was noted that there was a new prep table at trivia night which was wonderful to see new faces. P&C is happy to support and hear additional of ways to attract volunteers.

Business Operations Manager reported that of the 'come and try' days, which were introduced to help aid in volunteer take-up opportunities, there have been:

- 5 x volunteer filled slots, out of a possible 24 slots for Prep and Grade 1.
- 14 x volunteers slots filled out of a possible 85 slots available.

These 'come and try' days have been promoted through parent network, for 'QKR!' sign up, which has made things easier. Advertising is through social media and P&C newsletter.

A member commented that the trending figures are scary, Uniform shop has increased costs by 360%.

Another member commented that previous year finances are skewed due to Covid payments.

Another member commented that these are not 'profit making' operations. They are subsidised services to help support parents and carers with the convenience of having these services accessible and onsite.

There is a general belief that there shouldn't be price gouging of our 'own parents', and the P&C are happy to pay for staff (who are a part of our community) in times when we are experiencing fewer volunteers due to extenuating circumstances outside the P&C's control.

A member questioned the opportunity of the tuckshop engaging with parent community more to serve coffee such as when parade performances draw a crowd, the tuckshop then has an opportunity to serve the community.

Members were encouraged to engage in a productive and constructive conversation about volunteer engagement. It was noted that suggestions, feedback, working groups and ideas are always welcome to drum up volunteers, beyond the current platforms of social media, SignUp App, P&C newsletter and Parent Network communication (as well as the calls for volunteers separately through the school – e.g. reading groups, excursions, STEEM, etc).

It was noted that the school uniform cost variance is overstated due to an incorrect cost allocation of staff support both retail operations, not just the uniform shop. Charlotte, Business Operations Manager, acknowledged the current challenge of no volunteers, and explained the variety of volunteering times being offered at the tuckshop is more desirable for volunteers.

A member and YMCA services staff member noted a contribution in other similar communities: where YMCA roster a staff member on to volunteer at the tuckshop at no cost to P&C, with their employer YMCA covering the staff time. Executive and members thanked Nathaniel for the kind idea.

Agreed action: Nathaniel will take the offer on notice and report back at the next meeting.

JP motioned that the Treasurer Report be approved and seconded by Phil Langley. CARRIED.

2. Business Operations Report

Charlotte Myers noted the report as read. With motions on notice to follow later in the meeting.

Following prior discussion during the meeting, Charlotte noted the challenge of Volunteers remains an ongoing concern and that of the 'come and try' days, which were introduced to help aid in volunteer take-up opportunities, there have been:

- 5 x volunteer filled slots, out of a possible 24 slots for Prep and Grade 1.
- 14 x volunteers slots filled out of a possible 85 slots available.

Charlotte noted that the tuckshop is an allergy aware tuckshop and an addition has been made to 'QKR!' in line with advice from Qld Association of School Tuckshop informing community of 'safe food handling and preparation' with noting that cross-contamination may occur.

Charlotte motioned the Business Operations Report be approved. Accepted by Phill and seconded by Leah Macfarlane. CARRIED.

3. Grants & Sponsorship Working Group

Leah Macfarlane spoke of a Raffle and Live Auction that is planned for the Long Lunch. Kim Q to provide further update during the Long Lunch agenda item. No further report for this period.

Currently still **calling for a new and enthusiastic Sponsorship Co-ordinator/ Team**: Please contact asspandc@gmail.com or Leah directly on leah_macfarlane2004@yahoo.com.au or

asspandcsponsorship@gmail.com. A lot can be done, businesses love it, it is not onerous and there are already processes, templates, and contacts in place. Please reach out to Leah or Kate, they are very happy to talk to anyone that is interested.

4. Principal's Report

Tom Cameron took the Principal's Report as read and offered a special vote of thanks to Anthony Lamond for his efforts in producing a wonderful Trivia night. Thank you, Anthony Lamond!

Members congratulated the Staff table who attended on the night as they won first place in the Trivia!

Members questioned the Department of Education 'Pool Audit Report' findings and safety concerns with some known items. Tom Cameron informed the members that 2/3 weeks ago the Audit was undertaken with similar findings as previous years. To action these repairs the pool shall be required to be drained. Timeframe for repairs is unknown. Previous year repairs were not undertaken due to hierarchy of other projects at other schools due to February 2022 floods.

Tom Cameron spoke to a query of the fenced off playground facility: due to safety concerns the school have eliminated any access to the playground as a duty of care. This playground is part of a further forward-thinking conversation that needs to be undertaken including a broader discussion to determine if the best option is to relocate that playground.

A member questioned the year 6 lunch space changing from the oval to the undercover area where there is reduced space and shade. A member informed others that the demountable on the oval is no longer in use and therefore no staff can have oversight and supervise as required. Shade is provided by trees. There are chairs for students.

Amanda K asked Tom to speak briefly on the 'Department of Educations School and Region Review' that occurs every 4 years ('to ensure quality education to students. Community feedback is an essential part of the review with staff, parents, students and community encouraged to have their say'). Tom spoke of the School Review occurring at Ashgrove, from term 4 during weeks 1 -5, that there shall be 3 x 'Region Review' staff members at the school including before and after school, and that they may be keen to have a chat with community. Tom encouraged all members of community to speak openly and honestly with these external reviewers.

A member queried the 'Master Plan' investment that was undertaken as a 5-10 year plan for the school through engagement with the students, staff, parents and community by a reputable education architecture firm, and why it has not proceeded. Based on the timeline of the report, last year was the 5th year for identified projects and initiatives programmed to be established. Tom had not seen the 'Master Plan Report', and would like to see it.

Action to forward Master Plan to Tom.

Post meeting note: Member sent 'Ashgrove State School Master Plan Report – 31 January 2017' by Deicke Richards Architects in collaboration with the school community – staff, students, parents and citizens to Tom.

A member noted due to office infrastructure changes the 'Master Plan Report' was not followed. Recently infrastructure changes have occurred again and now a Master Plan is something that would be viable, with a review of items.

Tom Cameron motioned the Principal's Report be approved and seconded by Amanda Hay. CARRIED.

Motions on Notice

- **Motion on notice for Tuckshop Allergy & Food Supervisor training total @ approx. \$1,000 :**

- **Additional allergy training 4 hours (training cost free)**
- **Food supervisor training Bus Ops Manager + 1 staff member = addition 2 hours + training cost \$790**

Charlotte explained formalisation of the practical changing tuckshop training already have.

Charlotte motioned for acceptance of Tuckshop Allergy and Food Supervisor training of approx. \$1,000 and seconded by Phill Langley. CARRIED

- **Motion on notice for Uniform Shop additional 21 operating hours for Prep & Back to school term 4 & term 1 2024 total @ approx. \$735. This request occurs each year at this time:**
 - **6 x staff hours for prep experience mornings during term 4.**
 - **10 x staff hours for before term 1 2024 starts.**
 - **5 x staff hours for 1 week of term 1.**

Charlotte explained this comes each year, term 4 and term 1, and that a correction is required as 10 x staff hours are to be removed, apologies, the new figure is at a reduced figure of approx. \$385.

Charlotte motioned for acceptance for additional 11 operating hours for Prep & Back to school term 4 & term 1 2024 total @ approx. \$385 and seconded by Rachel Cox. CARRIED

- **Motion on notice for Tuckshop additional 3 x staff hours for Thursdays Pizza Day total @ approx. \$1,050 for 10 week term**

Charlotte informed members on Tuckshop's Thursday sales popularity. Counter sales have not been an issue, the problem has been limited volunteers as previously discussed. Increase of staff hours can accommodate the ability to achieve the counter sales in addition to the QKR orders.

Member discussion resulted in an agreement that this be tested during Term 4 and to be reviewed.

Charlotte motioned for acceptance for tuckshop additional 3 x staff hours for Thursdays Pizza Day @ total approx. \$1,050 for 10 week term as a trial, and seconded by Leah Macfarlane. CARRIED

- **Community Fund Motion on Notice to top up the fund by \$1455.50.**

Amanda H explained this fund covers expenditure and excursions, 'go card' top ups, and other sundry items for all students to attend school on daily basis.

Amanda Hay motioned for acceptance for the community fund to be topped up by \$1,455.50 and seconded by Kate Matthews .CARRIED

- **Motion on Notice withdrawn for special P&C meeting to be held 24 October 2023 for the purposes of proposed amendments to the Constitution of the Association. Amendment discussions to include:**
 - **Voting by proxy**
 - **More than 1 Secretary**
 - **Typographic error corrections**

This motion on notice was put forward by Sarah Minnery but was withdrawn prior to the meeting and therefore was not discussed.

General business

1. Disco Update

The Disco shall be reported as part of August financial results.

2. Long Lunch Update

Kim Qulin updated members that the 'Lina Rooftop' function venue has approved the Long Lunch team's request to allow a split offering option of 'food only' and a 'food & beverage' package. This means the previous \$130 package is superseded by the choice of \$80 food only ticket for the sky-high dining package, or \$145 ticket for 'alcohol and food package (each package with \$5 margin to P&C build in).

- There will be a cash bar, venue exclusive use dependant on ticket sales and either a Saxophonist or DJ supplied by Lina venue.
- Tickets will be sold via 'Eventbrite' online platform from the 1st day of term 4: 3rd of October, Kim Q is donating the fee associated with utilising that platform. Thank you Kim for your donation, including your time in organising this event!
- Raffle shall be managed under the raffle link raffle management system.
- Socials pages username and password to be given to Kim by Amanda K for marketing of the event to the community.
- Tom Cameron approved the opportunity to put flyers advertising the event around the school. Thank you.

3. Trivia Update

Amanda K reported a big thanks to Anthony Lamond for a great job on the night, it was a fun event. Anthony is an apology tonight and has provided an indicative fundraising figure of \$1700 from the night.

Congratulations again to the staff table who won the trivia and the costume winning table 'Buzz & a bucket O'soldiers'.

Members discussed future venue opportunities with a new location being advertised at 'Warehouse 25' Milton for corroborate events – 'Trivia', 'Comedy Night', 'Mid-year Mingle'.

Member comments included that the best events in the past have been held on school campus for low overheads, and easy local pedestrian access for local community. The counter argument from members included the dependence then on volunteers for set up and clean up.

4. Gingerbread

Amanda K provided update on behalf of Chloe Nicholls:

- You can purchase house kits now on 'Qkr!' for \$38 (RRP is \$44.95) until 31 October.
- Currently x 17 kits sold.
- Pick up Friday 24 November, undercover area.

5. Mangoes

Anna provided update on behalf of Leighton Thomas:

- Mangoes supplier has gone to smaller trays and higher pricing than expected. Last year 7kg trays @ \$20 supply costs. P&C sold \$28 a tray i.e. \$8 margin.
- This year 4.5 kg trays, @ \$18 supply cost. Recommendation for \$24 to \$27 a tray, Leighton suggests \$25 a tray to keep the fundraising margin similar. i.e. \$7 a tray.
- Open orders in QKR! First week back in Term 4. P&C Socials blitz in the newsletter etc. Close of orders Tuesday 24th October (early in week 4, Term 4).
- Dates for delivery and distribution TBA ideally to match Ginger Bread collect date.

Anna motioned that P&C Mango fundraiser costs \$25 a tray (4.5kg) to keep fundraising margin similar to last year i.e. \$7 a tray and seconded by Leah Macfarlane. CARRIED.

6. October 14 Referendum: Election BBQ and potential cake stall.

Amanda discussed the opportunity for the P&C to provide an Election fundraising BBQ and Cake stall (via baking donations of the community) and BBQ democracy sausage on the October 14 Referendum.

At the election held last year, \$6,500 revenue was generated through both cake stall and BBQ.

There has been a volunteer coordinator for both the cake stall and BBQ come forward today – we thank them for volunteering!

JP motioned that the P&C run a fundraising BBQ and Cake Stall at the October 14 Referendum with a budget of \$1500 to cover BBQ & cake stall expenses and seconded by Jackie Rose-Diamond. CARRIED.

7. Senior's pens – \$600

Pens are to be gifted to each Year 6 student by the P&C. Amanda K noted she would arrange for the order to proceed with the same provider as last year.

Inscription to be either: 'Ashgrove State School Seniors 2023' or '(Ashgrove logo) Seniors 2023'.

Applications for memberships and recording of new members

Ordinary membership application/s –.

1. Miriam Axelsen,
2. Belinda Mather,
3. Dimity Olsen,
4. Wendy Nguyen,
5. Angela Jarrett
6. Anna Whybourne
7. Colleen Murphy
8. Chris Minnery
9. Nicolas Wright-Brown
10. Denni Wright-Brown
11. Simone Birch
12. James Doherty
13. Pushpa Perakash
14. Ola Pack
15. Sarah Nicolas
16. Pieter Rauteubach
17. Mark Radford
18. Nicola Radford
19. David Abrahamsson
20. Rebecca Petrie
21. Kristy Baumach
22. Lee Kolpac
23. Genieve Telford
24. Art Bartelds

Anna motioned the acceptance of all new member applications and seconded by Sarah Minnery. CARRIED.

New Item – World Teachers Day

A member noted World Teachers Day was approaching 27 October, and previous years the P&C motioned for \$200 to cover expenditure, with a call to community for donations of morning tea.

Kate Matthews motioned the acceptance of \$200 to cover expenditure for World Teachers Day morning tea and seconded by Leah Macfarlane. CARRIED.

Date of Next Meeting

Date of Next Meeting: Tuesday, 17 October 2023, 7pm for General Meeting in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by Amanda Kidd at 8:20 pm