



13 June 2023

Draft MINUTES

Present: members in attendance

Leah MacFarlane	Brooke Robertson
Kate Matthews	Renee O'Halloran
Chloe Nicholls	Leighton Thomas
Anna Thomas	Emma Mezzina
Sarah Minnery (new member applicant)	Adria Cunningham
Charlotte Myers	Kylee Depper
Amanda Hay	Lisa Naumann
Anita Bond	Adam Massey
Carla Longhane	Anneliese Dijkmans
Rebecca Chapman	Kim Quinlan (non-member)
Kate Rose	Kate Grove
Rose Plater (new member applicant)	Cara Cox
Amanda Kidd	Sam Terry

Welcome:

Opened by Caretaker President Simon Peric (SP) at 7:03 pm

SP opened meeting introducing himself as the caretaking president, a role he has undertaken since May. Rachel Cox stepped down as President in May, Simon expressed thanks on behalf of the executive and members to Rachel for doing an amazing job as President, in addition to her previous role as a supportive secretary and most recently her integral fete role. Thank you Rachel!

Apologies

JP Bester, Rachel Cox

**Simon Peric (SP) called motion to accept apologies. Accepted by Leah Macfarlane and seconded by Chloe Nicholls. CARRIED.**

Ratification of Previous Minutes

Ratification of 02 May General Meeting Minutes

**SP motioned to accept and ratify 02 May General Meeting Minutes. Accepted by Adria Cunningham and seconded by Leighton Thomas. CARRIED.**

Applications for memberships and recording of new members

Ordinary membership application/s – Rose Platter and Sarah Minnery.

Executive position – President Election

Anita Bond (AB) called for nominations of P&C president.

Simon Peric and Sarah Minnery brought forward their applications for President and provided a short speech. A secret ballot was held. Final numbers: Simon 13 votes and Sarah 11 votes.

**Simon Peric is voted in as President, moved by Amanda Kidd seconded by Rose Plater. CARRIED**

#### Business arising from previous minutes

Nil

#### Executive Decisions

1. Executive Decision – supported relating to Tuckshop Thermomix repairs for an additional \$203 to repair heating element of 2<sup>nd</sup> Thermomix, which is failing.

#### Correspondence (27 April – 7 June Inclusive)

##### Inbound

1. Sam Terry requesting payment of invoices for photo booth deposit and lighting for P&C disco
2. Charlotte Myers requesting support for Tuckshop Thermomix repairs
3. Various Fete invoices and reimbursement claims
4. Kate Matthews re feedback on the Fete volunteer thank you event
5. Nicola Radford re outstanding fete finance matters and feedback on cashless payment options
6. Adam Massey re financials
7. Rachel Cox re resignation from P&C President role
8. P&C President handover documentation from Rachel Cox
9. Dept of Education request for P&C representative for Ashgrove State School Principal panel
10. Heather Marshall re ongoing P&C Executive attendance at School Council meetings
11. Heather Marshall re Campion Education services for 2023/24
12. Alicia Klumpes requesting removal as administrator for MYOB and officeholder on the Aust. Business Register/ATO.
13. Charlotte Myers re replacement of Tuckshop icepacks
14. Heather Marshall re P&C Executive Member details report
15. Leah Macfarlane re ongoing arrangements for the Grants & Sponsorship Working Group
16. Leah Macfarlane re Parent Network responsibilities and communication
17. Amanda Hay re remaining fete rubbish bins on school grounds
18. Tom Ferrett from Sequel back to school supplies
19. Advertising offers and newsletters from various providers

##### Outbound

20. Replies to all incoming (except advertising offers and newsletters)
21. Communications with parent network re Friday café, fete donations and volunteers etc
22. Fete map and information to fete VIPs
23. Invitation to local Kindy Centre Directors to fete
24. Fete wrap up and close out actions to fete volunteers and stall convenors
25. Courtesy update to Anita Bond regarding questions raised at the 2 May P&C Meeting about school communications

**SP called motion to accept inbound and outbound correspondence as true and correct. Accepted by Rose Plater and seconded by Kate Matthews. CARRIED.**

#### Business arising from correspondence

Nil

## Reports

### 1. Treasurer's Report

JP sent apologies as away on business. SP spoke to one item specifically to highlight in relation to fete financials, with a profit of \$61,000 generated, thanks to community effort. Further Fete discussions to follow later in the meeting.

**SP called motion that the Treasurer Report be approved. Accepted by Adria Cunningham and seconded by Charlotte Myers. CARRIED.**

### 2. Business Operations Report

Charlotte Myers (CM) presented a brief update of the report. With motions on notice to follow later in the meeting.

**SP motioned the Business Operations Report be approved. Accepted by Adria Cunningham and seconded by Brooke Robertson. CARRIED.**

### 3. Sponsorship Working Group

Leah MacFarlane (LM) spoke to Sponsorship report and once again publicly acknowledged donations with a vote of thanks to:

- **Hutchinson Builders** – Major
- **Swim Academy** – Supporter
- **Scholz Electrical** – Supporter
- **Verified Energy** – Supporter
- **The Y Outside School Hours Care** – Supporter
- **The Lord Mayor's Community Fund (The Gap Ward)** – Friend
- **The Gap Dental Practice** – Friend
- **Jonty Bush (Member for Cooper)** – Friend
- **Space Property Ashgrove** – Friend
- **Tudor School Uniforms Queensland** – Friend
- **Elizabeth Watson-Brown (Member for Ryan)** - Friend

Additionally, further thanks were given to businesses that gave Large Donations towards the P&C fete:

- **Meat at Billy's** - \$4000+ in product and use of refrigerated truck (leftover product donated to P&C Tuckshop)
- **Sea Legs Brewing Co** - \$3000+ in product, equipment & staff
- **The Y Outside School Hours Care** - \$500+ in donated goods & staff

Thanks was also given to businesses that contributed to the fete through donations:

- Cartridge World Ashgrove - \$100 in printing plus discounted printing
- Office Works Windsor - \$100 in printing
- Jonty Bush's Electoral Office – Collateral printing
- Corn Street – Cake donations
- Jocelyn's Provisions – Cake donations
- Gerbino's Italian Bakery – Cake donations
- Happy Days – Cake donations
- Cakes by Judy C – 100 scones (Devonshire Tea Stall)
- Coffee on The Way - \$100 in free coffees for volunteers
- Coles The Gap - \$50 voucher (towards Drink Stall)

- Woolworths Ashgrove - \$100 product (towards Happy Hampers)
- The Gap Handy Man Centre – Gravel
- Jonty Bush – Marquees
- Elizabeth Watson-Brown – Marquees
- Steven Toomey – Marquees
- Space Property Ashgrove – Printing and distribution of 2000 flyers

### **Calling for a New & Enthusiastic Sponsorship Co-ordinator/ Team**

Kate Matthews and Leah MacFarland have been on the sponsorship working group since 2018, and as their time at Ashgrove comes to an end, they are looking to handover the sponsorship program. They started the cash sponsorship program with a movie night where sponsors paid for the items to enable a free night for community to come together and enjoy. Over the past 4.5 years, they have collected more than \$46,000 in cash sponsorship for Ashgrove P&C.

Now looking for someone/s to take the sponsorship role on. 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. Please contact [asspandc@gmail.com](mailto:asspandc@gmail.com) or Leah directly on [leah\\_macfarlane2004@yahoo.com.au](mailto:leah_macfarlane2004@yahoo.com.au) or [asspandcsponsorship@gmail.com](mailto:asspandcsponsorship@gmail.com)

**SP motioned for acceptance of the Sponsorship Report. Accepted by Chloe Nicholls, seconded by Adria Cunningham. CARRIED.**

### **4. Principal's Report**

SP presented the Principal Report to be taken as read.

Antia Bond (AB) spoke of the new Deputy principal (3-6)– Mr James Doherty, and the previous schools he has worked with include Jindalee, and Gumdale State School. His background is in H&PE, and other signature programs. He is a great addition to the team and is planned to start full time next term. His current school is finding a suitable replacement for him.

**Update on Principal Position:** Process is underway, Amanda Kidd has been a part of the panel as the P&C representative. AB is not apart of the process. Once the position is awarded, staff will be told, and an announcement shall be made.

**SP motioned the Principal's Report be approved. Accepted by Cara Cox and seconded by Amanda Hay. CARRIED.**

### **Motions on Notice**

#### **1. SP brings a motion that the P&C appoint Campion as provider of Back-to-School Supplies for 2024.**

SP explained the P&C Executive support moving forward with Campion for the new school year Back-to-school supplies. The previous P&C Executive has negotiated for the supplier Campion not to take a cut of the commissions, and for the full commission to be passed onto the P&C.

**SP motioned for acceptance by Kate Matthews and seconded by Adria Cunningham. CARRIED**

Amanda Hay (AH) brings a new item regarding the commission of Campion sales to be passed directly on to the school, on a yearly basis direct from Campion. This has been provided through an email to the Treasurer JP. As this is not a motion on notice, members request that the motion be moved to the next meeting 25 July.

**Motion on notice for next meeting 25 July @7pm: AH motions for the P&C commission of approx. \$3,500 to be passed directly to the school each year.**

Background: As part of the appointment of Campion, there is a voluntary P&C contribution that parents & members contribute, along with the commission for the order of approximately \$3,500 each year. Request was made from the staff for this commission to go directly to school, based on Heather Marshall doing a lot of the liaison with teachers, parent community, and book lists groundwork.

Member noted that the appointment of Campion is achieved through careful negotiation by the P&C Executive, with an evaluation process undertaken by the P&C executive, the service agreement is between the P&C and Campion and the P&C Executive have negotiated that commission to be the lowest rate possible to allow full commission to be contributed to the P&C.

It was also raised that if alternative options were to be sought, this would require a working group to undertake the discovery and investigative work to do a competitor analysis. This remains a standing option but was simply raised for information.

**2. CM brings a motion for 2 x staff members to complete first aid & CPR training @ cost of \$260 + 2 staff x 5 hours each (to complete online modules & in-person assessment).**

CM brings motion for the two newest two staff members, Jade and Andrea, to complete First Aid and CPR training as part of Workplace Health and Safety.

**CM motioned, seconded by Leah MacFarlane. CARRIED**

**3. CM brings a motion for tuckshop to purchase a new thermomixer @ \$2,395 (a third one)**

CM explained to improve efficiency and capacity in the tuckshop, the proposal is to purchase another thermomixer. The current 2 x thermomixers in use, were previously donated by an Ashgrove family, therefore this 3<sup>rd</sup> appliance will be the first time an outlay of \$2,359 has occurred – this is the lowest cost prior to 1st of July prices go up by TMX.

Member discussions included queries relating to function, timing, use, recommended retail price, discounts available, ASKA not-for-profit supplier reward scheme and redundancy opportunities. CM explained the machine motor overheats rendering the machine unproductive until it cools down, that rosters and schedules have been written to enable batch production of thermomixer products earlier in the week, prior to busier service periods that occur later in the week and relative to volunteer numbers.

**As motioned, accepted by Leah MacFarlane and Adria Cunningham carried.**

**4. AH brings a motion to request top up of the Community Fund by \$822.80.**

AH explained the community fund has been in use frequently of late for uniform fitting out, food, excursions etc. \$822.80 is required to top this fund up to contribute to community.

**AH motioned, accepted by Leah MacFarlane and Chloe Nicholls, Kate Matthews. CARRIED**

**5. AH brings a motion to replace tennis court nets on both courts to new nets on wheels @ \$4,764.**

AH explained due to vandalism, current tennis courts/ nets have posts that are broken, winder not working. The courts are part of a hire out to community and request for \$4,764 to replace both tennis court nets, to nets on wheels. This will allow the nets to be pushed aside easily, junior tennis courts can be utilised safely for PE/ classes of flexibility.

Member discussions included trialling one net, risk of new nets being vandalised, the security required, keeping nets on court vs locking up nets away from the tennis courts in school buildings which would prevent community court hire due to requiring key access to school buildings, department of education costs. School administration aware of & discussions underway regarding solutions to cyclone wire fences

broken with holes allowing and encouraging children to access courts via these holes, and further damage. Members identified latches not working properly and queried why the Department of Education doesn't cover the cost – as a fixture on the land, improvements come out of the school budget and there is limited budget for this item.

**AH motioned accepted by Renae O'Halloran and seconded by Leah MacFarlane. CARRIED**

#### **6. Discussion relating to Pool Lane ropes purchase by TSA**

Members queried new pool lane ropes recent purchase. Discussions included pool external training services being retendered, lease arrangements, and the requirement for Aces to have lane ropes.

**Question on notice** from members to Treasurer for 25 July meeting response regarding the outcome and payment of new lane ropes and the decision that took place for the outcome that The Swim Academy (TSA) paid.

**Post meeting note:** 28 March GM minutes read: *Members questioned if there was a way forward to purchase new lane ropes? As reported in the Aces' Report, discussions are underway between Aces and the Swim Academy to understand leasing agreements and use requirements.*

Members recalled vandalism of Pool covers incident and queried the use of security cameras, AH told of extra protective security personnel in the pool vicinity.

#### **7. School Pool Shade Cover Update**

AH updated members that the Pool shade construction of footings is starting in school holidays, with crane on site expected end of July for installation of shade covering. Request for the P&C executive to transfer money to the school account based on the 07 March 2023 GM Minutes motioned and approved amount \$34,428.83.

#### **8. Pool Audit Process by Department of Education Update**

AH informed members that the Pool audit undertaken by the department in 2022, has been unsuccessful for funding this year due to other priorities by the department. The pool audit included identifying new starting blocks, new coping etc. Response from Department of Education identified that due to recent weather events, other schools that had significant weather damage are being prioritised at this time. Another audit for Ashgrove will occur next term, for the funding applications at the end of 2024, into 2025 budget.

#### **General business**

Amanda Kidd (AK) introduced herself as Vice President and took the opportunity to invite queries to the extent those matters pertain to questions around the current Constitution (and actual or perceived limitations) or other matters to be brought to the P&C. In particular, it was reiterated that the P&C Executive are volunteers but welcome queries via the general email account provided and can take up individual issues, as needed. The Committee welcome feedback and queries and the opportunity to hear those matters and address them, as needed.

#### **1. Fete Update.**

AK provided a 'shout out' of thanks for a lovely day for community that the fete provided. Thanks to Simon, and the whole volunteer team for showing up on the day. It's an incredible time investment for volunteers and thanks to the Sponsorship team as well as the broader volunteer cohort for their individual and collective efforts and hard work. Numbers are as reflected in the Treasurer's Report. A fete volunteer celebration occurred at Bardon bowls to thank everyone.

AB commented that on behalf of the school, it was a pleasure to work with Rachel, Amanda and Simon, Staff and AB had a great day with the students, past students, and grandparents and a big thanks to the team for such a special day.

Members discussed that the big change this year was the 'cashless' approach. What are the fees for the square and the interest? AK noted that cost was negotiated with a discount, so only fees were charged. This information can be extracted from the figures and AK shall take the **Question on Notice** to provide response at the next GM 25 July.

AK said overall the feedback has been positive, but being completely cashless was limiting in some areas and therefore some cash facility will be further considered in the next fete. Still receiving some convener's feedback from AK's request. The greatest hurdle for cashless approach was the Humble Jumble Store, and the solo children who attended with, say, \$50 cash for spending on the day. Along with lessons learnt regarding number of cashless devices and batteries.

A big thanks extended to Nicola Radford who worked tirelessly between devices, and cashless cards and troubleshooting on the day. It was an experimental exercise to some degree and Nicola was both helpful and incredibly resilient in the lead up, and on the day.

Learnings included how stalls are set up stores and power requirements. Due to the short lead time frame and reduced school footprint due to construction, a reduced number of stalls resulted compared with other years. The impending new outdoor learning area along with longer lead times to plan future fetes, and bolster more stores, provides a promising fete future.

## **2. Principal Position Update**

As noted earlier during Principal Report.

## **3. School Communication Obligations**

At the 02 May GM, based on general member discussions and questions, previous President approached Principal via email to respond to query regarding school's policies and obligations in communicating to parents the replacement of teachers that have left permanent staff.

AB advised individual matters would not be responded to in the P&C forum and advised that the door is always open for parents to resolve matters directly with school management, and as an Independent Public School, management has authority to develop and implement policies, this will not be shared.

SP commented the P&C works in partnership with the school and community, and that the P&C focuses on fundraising and the best use of the funds. Members advised that the P&C Code of Conduct and Constitution also describe the P&C's role as supporting the school in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair. If specific queries are brought to P&C, the Executive will continue to pass onto the school, and if requested can take specific items to the School Council for further consideration.

The matter was addressed in closing by reiterating the process – that whilst matters may be raised with the P&C, the escalation pathway is to the Principal directly. The Principal (AB) again articulated that the stated communication protocol was that there is a standing invitation to all parent to raise matters directly and book an appointment to address individual concerns.

#### **4. Pool Shade update & request for money transfer to school.**

As noted in discussions above in Motions on Notice.

#### **5. Disco Update**

Sam Terry provided update on Disco to be held 28 July in the School Hall with Pyjama Party theme. DJ is booked, with intended medical professional on hand entire event to be located via an adjoining room to the hall as a staffroom first aid and sick bay, suggestions being the hall kitchen.

Ideas include student access to 100 x water bottles. Key access on the day shall be via Amanda Kidd (AK), contact AK re sign-up volunteer app, and QR code. Plenty of lessons learnt from previous events written up and passed on by Rachel Cox. Volunteers needed. Please contact Sam Terry.

#### **6. Long Lunch**

Kim Quinlan + support of 10 x team members is organising the Long lunch. Proposed date is Friday the 10th November, which is 3 weeks out from end of term 4. Presented as a celebratory event, hopefully many of the year 6 parents attend as grand finale to the primary school years. To be held at Lina Roof Top Bar: fabulous roof top bar venue with great food, DJ is reasonably priced, plan to keep casual and accessible via a stand-up event. If at least 200 people attend, the whole venue will be exclusive access for the Long Lunch event. In the event of rain, there is more space under cover to be accessed.

Tickets are flexible, Lina has no minimum spend, proposal is \$75 package on food only, which is canapes with significant hearty canapes, plus optional alcohol package \$130 for 3-4 hours. Last year's Long Lunch, held at Black bird, was \$120 plus \$10 buffer for \$130 total. Lina does not require a deposit.

Donations from Fete are keen to tap into Long Lunch, Amanda K to share with KQ.

Member commented that date is the same as 'Pupil free day' at Ashgrove West Kindy.

KQ to email Heather Marshall to confirm date (confirm no date clash e.g. yr. 5 leadership speeches)  
NEXT meeting P&C GM 25 July, KQ to clarify date and budget.

#### **7. Gingerbread**

Chloe Nicholls (CN) volunteered to run the Gingerbread house fundraising. RRP is \$46, CN proposes \$38 sell price which is \$6 profit. Due to the timeline of the retailer, this needs to be locked in asap and paid for asap with pricelist.

**CN motioned for \$560 accepted by Adria Cunningham. CARRIED**

#### **8. Mangoes**

Leighton Thomas (LT) provided update that the Mangoes fundraiser is based on seasonal delivery date. Later in the year, the supplier will provide 4 dates, and LT will nominate preferences based on alignment with CN and the Gingerbread house fundraiser. Current communications include cost price at \$20 a tray, last year priced with \$8 margin, proposal for \$9 margin this year.

#### **9. Other Business**

**Trivia** - Standby for the next meeting

#### **Date of Next Meeting**

Date of Next Meeting: Tuesday, 25 July 2023, 7pm for General Meeting in the Ashgrove State School Hall.

#### **Meeting Closed**

Meeting closed by Simon Peric at 8:36 pm



