



21 November 2023

Draft MINUTES

Present: members in attendance

Simon Peric	Kate Rose
Anna Thomas	Sarah Ryder
JP Bester	Sid Mahabal
Nathaniel O'Hare	Rachel Cox
Jackie Rose-Diamond	Caleb Brown
Rob Johansen	Kate Grove
Sarah Minnery	Rebecca Chapman
Mark Radford	Kate Matthews
Emma Mezzina	Anthony Lamond
Carla Longhane	Phil Langley
Thomas Cameron	Cara Cox
Donna Portelli	Bernadette Smon

Welcome:

Opened by President Simon Peric (SP) at 7:00 pm

Apologies

Nicola Radford, Leah Macfarlane, Leighton Thomas, Charlotte Myers, Amanda Kidd.

**Anna Thomas called motion to accept apologies and seconded by Rachel Cox. CARRIED.**

*At this point Simon Peric became an apology due to illness and left the meeting. A special thanks to Carla Longhane and Phil Langley for caring for Simon & ensuring his safe return home.*

Ratification of Previous Minutes

Ratification of 17 October General Meeting Minutes.

**Anna motioned to accept and ratify 17 October General Meeting Minutes and seconded by Kate Matthews. CARRIED.**

**ACTION:** 17 October Minutes to be sent to Rob Johansen for Aces signatory account opening.

*Post Meeting note: minutes sent to Rob J on 22 November.*

Business arising from previous minutes

- 1. P&C Meeting agenda & minutes release timeframes & adequate notice of large funding motions to member base.**

Executive consulted with P&C Qld:

- Typically reports and agenda items are called for 1.5 weeks prior to the meetings.
- Draft minutes and Agendas are then distributed 1 week prior to the meetings.
- Agendas are fluid documents, as items are added, they can be updated and issued to members.

- There is no best practice with minutes. An actions list could be issued shortly after the meeting with the minutes accompanying the agenda and reports 1 week prior to the next meeting.

**ACTION:** Meeting minutes/ actions to be sent to members within 7 days of General Meeting. Reports to be asked for 1.5 weeks in advance of impending general meeting which shall allow Reports + Agenda issue to members 7 days prior to meeting.

## 2. Business Operation Point of Sale System fees and option assessment

This discussion is deferred to the next meeting, 5 March 2024, as Charlotte is an apology tonight.

## 3. Secretary Meeting Minutes role way forward update

Emma Mezzina, Secretary, shall continue in her role and also take on the minuting of the meetings for the final AGM 5 March. Thank you, Emma, for your continued support!

### Correspondence (9 October – 13 Novem Inclusive)

#### Incoming

1. Heather Marshall re: school council amendment
2. Ellie Terry re: school uniform order
3. Various volunteer offers for baking for World Teachers' Day morning tea
4. Amanda Hay & JP Bester re: payment of school funding by P&C
5. Anna Thomas, Heather Marshall, Luke Johns & Simon Peric, re: ONEDRIVE access
6. Chloe McDarmont, Heather Marshall & Simon Peric re: promotion of Ashgrove Aces
7. Anna Thomas, Charlotte Myers, Simon Peric, Emma Mezzina & Arcade Wine Bar re: P&C Volunteer Thank You event and P&C Tuckshop Day
8. Anna Thomas re: resignation from P&C Secretary role effective December 2023
9. Chloe Nicholls and Simon Peric re: gingerbread fundraiser updates
10. Heather Marshall invite to Simon Peric for Yr 6 Farewell Assembly
11. Chloe McDarmont re: P&C mailing list and Aces bookkeeping
12. Charlotte Myers, Emma Mezzina re: new food safety requirements
13. Leah Macfarlane, Simon Peric & Lisa Naumann re: World Teachers' Day arrangements
14. Promotion products & Simon Peric re: seniors pens
15. Rob Johansen re: new bank signatories for Aces
16. Leighton Thomas, Kristen Lowry, Emma Mezzina, Amanda Kidd & Simon Peric re: mango fundraiser updates
17. Phil Langley re: World Teachers' Day thank you
18. Charlotte Myers & Amanda Kidd re: tuckshop & uniform shop Term 4 & 1 hours of op
19. Anna Thomas, Kim Quinlan, Sylvana Bowes, Simon Peric and JP Bester re: Long Lunch donations
20. Charlotte Myers re: P&C Tuckshop Day thank you
21. Audrey Raffelt re: Gap State School fundraiser
22. Various RSVPs for P&C Volunteer Thank You event
23. Heather Marshall re: P&C mail collection
24. Advertising offers and newsletters from various providers

#### Outgoing

1. Replies to all incoming (except advertising offers and newsletters)
2. Communications with parent network re Friday café, tuckshop helpers, Long Lunch and Referendum Day BBQ & Cake Stall, and World Teachers' Day
3. Simon Peric to Tanya Benson re: P&C social media support

**Anna called motion to accept inbound and outbound correspondence as true and correct, and seconded by Anthony Lamond. CARRIED.**

## Business arising from correspondence

Nil

## Executive Decisions

Nil for this period.

## Reports

### 1. Treasurer's Report & Financial Statement

JP took the report as read, noting the end of September \$15,000 loss ytd, compared to a surplus \$50,000 for an equivalent period in 2022. Key variants highlighted in the report include higher school contributions, fete fundraising efforts, last year process t and business profitability.

**JP motioned that the Treasurer Report be approved and seconded by Nathaniel O'Hare. CARRIED.**

### 2. Business Operations Report

JP took the report as read. Member discussions included whether there was any plan to increase prices if running at a loss - No, Tuckshop and Uniform Shop are servicing our community.

**AT motioned the Business Operations Report be approved and seconded by Rachel Cox. CARRIED.**

### 3. Principal's Report

Tom Cameron took the report as read and updated the P&C on some safety improvements/requirements needed to the school pool:

- Ladders replacement won't require drainage of the pool, works to be undertaken in December.
- Starting blocks have been reviewed and instead of removed as originally identified by the department, they will be made safe by adding either a grip or like to bring them to safe standard.
- Nominated for the pools program for an upgrade to our pool facility, an outcome in term 1 once confirmed would mean all internal works, and up to 3m of external works from the lip of the pool.
- Works to grandstand and pool amenity/ change rooms and canteen are a part of the infrastructure works and are currently not programmed for works.
- No need to apply for the School Subsidy Scheme program for this.
- Tom is aware of concerns and will look at working to achieve positive outcomes.
- The pool entry gate has been repaired.

Staffing updates include Melissa Adams required through nominated criteria to be transferred to Camira State School.

Tom gave special thanks to Keith Sharp who has given 38 years of service to Ashgrove State School since 1984. He is retiring from Ashgrove State School, he shall maintain 2 days a week at The Gap Highschool. Thank you to Keith for his contribution to many students at Ashgrove throughout his time at the school.

Tom gave a vote of thanks to the P&C for the World Teacher's Day morning tea. He reiterated that during his short time at Ashgrove over the past 6 months, it has been great engaging with staff, students and community.

A member questioned, and Tom confirmed the Department of Education is responsible for the upgrade of Pool toilet block and grandstand.

A member noted Brisbane City Council funds on offer of up to \$700 to go towards facilities. This is something to be discussed with Danny MacDonald.

**Tom motioned the Principal's Report be approved and seconded by Anthony Lamond. CARRIED.**

#### 4. Ashgrove Aces Report

Rob J thanked Tom Cameron and the school for responding to improve the safety of the blocks rather than complete removal. Aces see this as a sensible outcome. There has been a good start to the Aces swim season with 50-60 kids coming on Monday nights and for the first time in a while there are 3 heats of 12.5m races. Aces is great for learning to swim, race and having a safe diving block raised on the lip of the pool is perfect for these learners.

Financially, Aces has done a redetermination of the fees. In current cost of living climate, Aces has reduced fees from previous seasons \$80 down to \$60, and a commensurate reduction for siblings/2 or 3 child families. There is a good trajectory forward for Aces.

**Rob motioned the Ashgrove Aces Report be approved and seconded by Cara Cox. CARRIED.**

#### Motions on Notice

Any motions shall be undertaken under relevant General Business.

#### General business

##### 1. Referendum.

A big thank you again to all volunteers who gave up their time to help run the referendum BBQ and cake stall. A \$2,500 surplus was made from the day, thank you for all the volunteers time!

##### 2. Long Lunch

A great day was had at the P&C Long Lunch held Friday 10 November. Thank you to all donors who contributed to the very successful event! The school community raised approximately \$9,500 on the day for the P&C. Thank you to Kim Quin and her amazing team of volunteers!

**Thank you for your generous support of the  
2023 Ashgrove State School P&C Long Lunch**



### 3. Gingerbread

Chloe is an apology, kits to be distributed this Friday. Further information is required to understand if this can proceed as planned with Chloe ill.

**ACTION:** Connect with Chloe to coordinate distribution of gingerbread in her absence.

*Post Meeting note: Thank you Kate Matthews & Emma Mezzina for fulfilling this distribution role!*

### 4. Mango fundraiser

Anna T spoke on behalf of Leighton T and Kristen L re collection of Mangoes on Friday 2:45pm – 3:15pm from the SAKG. If you can't collect at this time, please organise either your student or a friend to collect your mangoes.

P&C received 93 orders @ \$7 profit per tray which equals approximately \$650 less any QKR! fees.

Thank you to Kristen Lowrey and Leighton Thomas for organising and running this fundraiser.

Thanks of support were expressed to the executive regarding getting the socials up and out to the community.

### 5. Graduation pens

In absence of Simon who has further details, it can be confirmed that the graduation pens have been paid for and received. These will be given out to grade 6's on their graduation evening.

### 6. Comedy Night

Anthony L spoke of the last Comedy Night which was held in 2022 and provided many laughs.

The proposed comedy night for 2024 will be a welcome event to new parents & social event, tentative date is March 1<sup>st</sup> (5<sup>th</sup> weekend on a Saturday) pending approval and coordination with the school administration. Tickets will be \$35 per person, @ a local venue, sporting club or the like. \$1,500 is required for venue (yet to be confirmed), and comedians.

**Anthony Lamond motioned for acceptance of the cost of \$1,500 to cover venue hire, and comedians for a Comedy Night and seconded by Jackie Rose-Diamond. CARRIED**

### 7. Tuckshop Deep Clean

JP summarised the quotes for a hygienic deep clean of the Tuck Shop's 4 x Fridges and 4 x chest freezers, at a cost of \$1500.

**Anna T motioned for acceptance of Tuckshop Deep Clean of fridges and freezers at the cost of \$1,500 and seconded by Sarah Minnery. CARRIED**

### 8. Hybrid Meeting

Members discussed hybrid meetings proceeding in 2024 for P&C general meetings.

Previous Exec team detailed how during Covid P&C went 'online' for P&C meetings. There is a fact sheet easily accessible. No proxy voting, but allowable following the general rules and conditions.

A member questioned who owns the IT and hardware. Previous Executive purchased the setup with P&C funds to enable online meetings. Individuals in Exec team provide their own IT as it is easy to plug in own computer and set up the Hall screen to see members online. Consensus was that this is not needing a motion, its "just do it" as appropriate to allow more members to attend and in line with current work practises.

**ACTION:** Sarah Minnery has kindly offered to report at next meeting on the facts of P&C Hybrid meetings.

## 9. Fete – Biennial Event

Executive and members discussed the Fete as a biennial event. Since covid, due to government regulations, and fatigue of volunteers, the fete has run alternate years. With the P&C executive nominations up in March 2024, and a new executive expected for the P&C, a consensus was met that no fete to be held in 2024.

Usually, expressions of interest for the fete leadership role begin in September the year before. With a new executive team and time pressures involved in that change over, the fete is inefficient.

Members proposed that the community fete run every 2 years, with alternative year fundraising such as the Colour Run. It could be held as a twilight festival, with food trucks on the oval at the finish line.

A member discussed the option of families donating money instead of the volunteering of time required for a fete. Another member questioned the percentage of the school community that contributed at the start of the year through the champion book sales - 25% of school community pay the P&C contribution.

In a year without the fete, this will impact the ability of P&C to contribute funding to the school.

Colour Run made approximately \$30,000 in the year previously without the fete. This was through “Australian fundraiser” which took a portion of the funding. Colour Run could be organised through school community alone with a small group of approximately 4 x volunteers.

Live Auctions are viable fundraisers. The 2022 Online Auction profited \$20,000.

Members discussed isolating Fete elements that produced the most ‘bang for buck’ - Auction, cake stall, rides and food trucks along with a Colour Run as a ‘Twilight Festival’ perhaps as a viable alternative to the fete every second year.

## 10. Mangoes

AT provided update on behalf of Leighton Thomas and Kristen Lowrey:

Mango sales on Qkr! Are open until 28 October. Delivery date will be advised once supplier plans fruit harvest, ideally will be coordinate with gingerbread house collection. Note if orders do not exceed 96 trays, will forfeit \$1 profit per tray due to additional freight costs. Last year order were 104 trays.

## 11. Graduation Pens

Amanda K has ordered the graduation pens, with the inscription option of ‘Seniors’ wording. AK is awaiting further update from supplier.

### Applications for memberships and recording of new members

Ordinary membership application/s: Caleb Brown, Tim Wilson, Tao Liang Lee, Nicole Vincent, Andrew Pack

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

### New Business

#### 1. School Opinion Survey

A member requested that the School Opinion Survey be circulated as part of these minutes in it’s entirety. It was agreed that this report could be accessed through freedom of information and therefore is to be included as part of these minutes.

## **2. Thank you, Secretary Minutes Role – Anna**

Kate Matthews and Exec team thanked Anna Thomas for her part played this year in Executive team as Secretary – meeting minutes.

*Thanks Kate and Exec for the call out, I wish much continued success to all at Ashgrove State School!*

## **3. Playground – Oval**

A member questioned what was happening with the cordoned-off playground on the oval. Tom commented that the Dept Edu infrastructure team will remove it, it is deemed unsafe, however reports of why it has been deemed unsafe, cannot be located. Playground is to be removed as soon as possible, with potential for a new playground to be designed where the old climbing tower and softfall is located, next to the demountable. There is no time frame for this work.

### **Date of Next Meeting**

Date of Next Meeting: Tuesday, 5 March 2024, 6:30 pm for AGM followed by General Meeting in the Ashgrove State School Hall.

### **Meeting Closed**

Meeting closed by JP Bester at 7:56 pm *Thank you JP for taking the chair position impromptu!*