



25 July 2023

Draft MINUTES

Present: members in attendance

Leah MacFarlane	Amanda Kidd
Kate Matthews	Sam Terry
Sarah Minnery	JP Bester
Amanda Hay	Emma Mezzina
Leighton Thomas	Adria Cunningham
Anthony Lamond	Lisa Naumann
Rachel Cox	Kim Quinlan – Non member
Kate Grove	James Doherty
Tom Cameron	

Welcome:

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

AK opened meeting introducing herself as the caretaking president, a role she is undertaking in Simon Peric's absence.

Apologies

Rob Johansen, Anna Thomas, Simon Peric

**JP Bester called motion to accept apologies. Accepted by Emma Mezzina and seconded by Leah MacFarlane. CARRIED.**

Ratification of Previous Minutes

Ratification of 13 June General Meeting Minutes

**JP motioned to accept and ratify 13 June General Meeting Minutes. Accepted by Emma Mezzina and seconded by Anthony Lamond. CARRIED.**

Applications for memberships and recording of new members

No new membership forms received.

Business arising from previous minutes

1. Motion on Notice: Campion commission (book list commission) approx. \$3,700 request by Staff 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 \$3,700 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.

Last meeting it was put forward that Campion contribution should be paid directly to the school, due to the amount of the work Heather Marshall puts in the prep of booklists.

It was indicated that the 3,700k should be fully allocated (not for operating costs for the school).

Amanda Hay agreed that the money should be used for additional readers for Prep, Year 1 etc, other resources, not to go to operating costs. Amanda committed to providing a list of where the funds will be spent.

Taken as an action for the next meeting.

## 2. Question on notice re outcome & TSA payment of new pool lane ropes.

13 June meeting, 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.

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.

RJ is an apology for 25 July. The response from RJ on notice is as follows:

*"I met with Peter from the TSA in March or April to discuss the lane ropes. We agreed it made sense for there to be a single set of lane ropes for the pool. He offered to buy them. I offered that the Aces go halves. He said he didn't want that because then if his lease wasn't renewed he would have to leave them behind with the pool. So he said he would prefer to just buy them. He said it was a relatively trivial expense in his business. The discussion ended on good terms.*

*I understand that Peter has since become aggrieved with this decision in the context of various other dissatisfactions he has with his arrangement with the school and has communicated this to the school, but he hasn't raised anything directly with me. I advised Rachel about this at the time I became aware.*

*I don't have visibility on TSA's lease terms with the school - maybe the school reps can provide detail if members are interested."*

AK spoke to Rob Johansen's response on his behalf given he was an apology from the meeting, and asked if there were any further questions. No members raised any further queries.

## 3. Question on notice re fees charged on cashless 'squares' used at the fete.

JP responded to question on notice:

1.5% of total takings on the square devices. \$60,475 in takings from the fete day now confirmed.

### Executive Decisions

1. Exec approval was given 16 June for tuckshop Thermomix purchase of extra bowl, lid & blade @ \$29 (normal retail value \$346).

2. Exec approval was given 21 June to continue no over-the-counter tuckshop sales services for 1<sup>st</sup> break Thursday term. This has been helpful with reduced volunteers, while still assisting students with missed orders/ forgotten lunches.

#### Correspondence (8 June – 19 July Inclusive)

##### Incoming

1. Sam Terry to school regarding disco location and volunteer requests
2. Sam Terry re: disco arrangements & QKR ticketing
3. School re: ticketing issue with QKR app
4. Canva re: subscription renewal
5. Chloe Nicholls re: Gingerbread Folk Christmas gingerbread house fundraiser deposit invoice
6. Chloe Nicholls, Leighton Thomas & Heather Marshall re: gingerbread house & mango collection
7. Charlotte Myers re: continuing no first break counter service at Tuckshop on Thursdays Term 3
8. Leah Macfarlane re: reimbursement of The Swim Academy for new pool lane ropes & code of conduct for P&C membership forms
9. Queensland Premier's Office & Leah Macfarlane re: 2024 Qld Day Sponsorship Program
10. The Gap Ward Office, Kate Matthews & Leah Macfarlane re: Lord Mayor's Community Fund grant
11. 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 and disco volunteers
3. JP Bester re: payment of Gingerbread Folk invoice
4. Amanda Kidd re: Lord Mayor's Community Fund grant
1. Simon Peric re: continuing no first break counter service at Tuckshop on Thursdays Term 3

**JP Bester called motion to accept inbound and outbound correspondence as true and correct. Accepted by Kate Matthews and seconded by Kate Grove. CARRIED.**

#### Business arising from correspondence

Nil

#### Reports

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

JP Bester spoke to one item specifically to highlight that the P&C has generated a surplus of \$44k for May YTD, and confirmed that the P&C has contributed \$26k to the school, which included the Term 1 and 2 instalments of the \$50k 2023 contribution agreed by the P&C at the end of 2022, and a Community Fund top up payment of just under \$1k.

Sarah Minnery sought confirmation on what the total was that had been committed to be paid to the school by the P&C, and what the conditions were on those monies being spent by the school. JP Bester confirmed the in addition to the \$26k already paid to the school, an additional \$12.5k had also now been paid, and that the money was not for the operating costs of the school.

JP Bester also highlighted that the P&C has a strong cash position with over \$500k sitting in funds, with AK confirming that it is intended that a plan for where those funds will be spent will be reinvigorated.

Member discussions included whether there would be an opportunity for members to contribute ideas for where the funds could be spent. AK indicated that a short list would be prepared by the P&C Executive and put forward to members.

Members discussed rising tuckshop prices, acknowledging that the uniform shop is usually break even. It was suggested that the tuckshop pricing could also be adjusted to achieve break even in order to spend P&C funds. JP Bester confirmed that tuckshop sales have continued to increase despite cost of living pressures facing the school community. A member also put forward that perhaps excursion costs could be covered.

The lack of SAK garden classes was also raised in the context of this being a school operating cost. Amanda Hay confirmed that the teacher aide who had been delivering these classes had left and that the school no longer had the means to offer these classes to grades beyond the Preps.

AK stated that there has been positive feedback received regarding the Prep and Grade 1 playground revamp, and that larger capital projects would be also considered.

**Emma Mezzina called motion that the Treasurer Report be approved. Accepted by JP Bester and seconded by Adria Cunningham. CARRIED.**

## **2. Business Operations Report**

Amanda Kidd provided an update on Charlotte Myers report. With motions on notice to follow later in the meeting.

**JP Bester motioned the Business Operations Report be approved. Accepted by Emma Mezzina and seconded by Leah Macfarlane. CARRIED.**

## **3. Grants & Sponsorship Working Group**

Leah MacFarlane (LM) spoke to the Sponsorship report. A \$750 grant is currently on offer from the Gap Ward as part of the Lord Mayor's Community Fund. The grant must go towards a community event or equipment. Kate Matthews (KM) recommended that the P&C apply for this grant sooner rather than later, and confirmed that an invoice is required to request the grant monies to be paid.

Member discussions suggested that the grant could go towards the Fete 2024 (if this is to proceed), or lighting around the school.

KM will follow up at a later meeting.

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

Kate Matthews and LM 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)

**Leah Macfarlane motioned for acceptance of the Sponsorship Report. Accepted by Kate Matthews, seconded by Adria Cunningham. CARRIED.**

#### 4. Principal's Report

TC presented the Principal Report to be taken as read, and thanked the P&C on being welcomed to the school. TC confirmed that the Prep and Grade 1 playground was reaching completion, with the sandpit to be by 4 August.

Rachel Cox commended the teachers on a successful year 4 camp.

**Tom Cameron motioned the Principal's Report be approved. Accepted by JP Bester and seconded by Rachel Cox. CARRIED.**

#### Motions on Notice

1. **KQ brings a motion that Long Lunch upfront funding request of approx. \$1,000 to be motioned, and that the date be 10 November 2023.**

Kim Quinlan (KQ) gave update on the Lunch date and funding. The Long Lunch will be a stand up event, with no need to arrange tables for a sit down meal. KQ is continuing to work with Lina Rooftop to confirm packages and ticket price options, which are likely to be \$130 (drinks – 3 hour drink package and food) or \$70 (just food). The venue can hold up to 200 patrons.

Members expressed support for an alcohol-free package which may include food plus a welcome drink. KQ will continue to explore options with Lina Rooftop.

There will be a raffle for fundraising.

\$1000 is requested for printing and DJ costs.

**Kim Quinlan motioned for acceptance by Lisa Naumann and seconded by Adria Cunningham. CARRIED**

2. **Trivia up front funding request of approx. \$4,100 to be motioned – hire and food, and that the date be 26 August 2023.**

Anthony Lamond (AL) gave an update on Trivia date and funding. This year, the Trivia Night will be hosted at the Broncos Leagues Club on 26 August 2023. The theme will be Disney.

With the venue holding up to 200 people, tickets are to be sold as tables of 10 (\$500 per table, or \$50 per head). The ticket price will include trivia and supper. The club will be responsible for setup and clean up.

\$4,100 is requested for room hire (\$625), food, and security costs.

**Anthony Lamond motioned for acceptance by JP Bester and seconded by Leah Macfarlane. CARRIED**

#### General business

1. **Pool Shade Update**

AH confirmed that the concrete blocks have been installed and that the shade sail will be constructed over the upcoming school holidays.

2. **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 medical professional on hand entire event to be located via an adjoining room to the hall as a staffroom first aid and sick bay, being the hall kitchen.

Key access on the day shall be via Amanda Kidd (AK), contact AK re sign-up volunteer app, and QR code. JP Bester and Emma Mezzina to attend as P&C Executive representatives.

### 3. 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.

### 4. Other Business

#### Senior's pens – \$600

Pens are to be gifted to each Year 6 student by the P&C. Rachel Cox arranged these last year, and can provide details on the supplier. AK said she would make arrangements for the order to proceed.

**JP Bester motioned for acceptance by Rachel Cox and seconded by Kate Matthews. CARRIED**

#### Date of Next Meeting

Date of Next Meeting: Tuesday, 12 September 2023, 7pm for General Meeting in the Ashgrove State School Hall.

#### Meeting Closed

Meeting closed by Amanda Kidd at 8:08 pm