



5 March 2024

Draft MINUTES

Present: members in attendance

Chris M	Simon Peric	Felicity McLean
Amanda Scholz	Anna Whybourne	Kate Molton
Kristy Thompson	Andy Pach	Kristy Bannach
Rachel Cox	Anushri Muandada	Denii Wright-Brown
Kylie Depper	Charlotte Myers	Sarah M
Mark Radford	Caleb Brown	JP Bester
Lisa Naumann	Jennifer Kokoszka	Carla Loughnane
Lisa McFarlane	Sandeep Salunke	Adria Cunningham
Amanda Kidd	Liang Song	Martha Zakvzewski
Bernadette Smon	Brooke Robertson	Kate Grove
Nathaniel O'Hare	Chloe McDarmont	

Opened by President Sarah M at 7.20pm

Apologies

None

Ratification of Previous Minutes

Ratification of 21 November 2023 General Meeting Minutes.

Motion: To accept and ratify 21 November 2023 General Meeting Minutes moved by Nathaniel O'Hare and seconded by Cara Cox. CARRIED.

Business arising from previous minutes

1. Business Operation Point-of-Sale System fees and option assessment – Charlotte Meyers
 - a) On-going investigation of new POS platform for uniform shop.
 - b) Options narrowed down to Lightspeed and Square.
 - c) Key focus operationally in uniform shop to reduce manhours by removing the need for manually written logs.
 - d) Also noted that it is challenging to retrieve EFTPOS payments from ANZ .

2. Hybrid Meetings – Sarah M
 - a) Reviewed Educations Provision Act and general regulation which states that there is no restriction to allowing digital access and that those attending digitally are deemed present.
 - b) From next meeting, an electronic link will be issued to all members.
 - c) The intention is to enable as many parents as possible to contribute.
 - d) Kate Mathews noted that while past committes had been unable to instigate digital access, there was broad support for doing so. See Minutes November 21 2023.
 - e) Amanda Kidd raised that challenge of audio quality in such a big room.

- f) It was discussed that teething issues may arise but that shouldn't prevent a solid attempt.
- g) Question from Charlotte Meyers re: quorum and digital vs physical attendance. President responded that the Act allows for a person attending digitally is taken to be present and therefore contributes to the quorum.

3. All other items addressed in General Business as ongoing matters

Correspondence (9 October – 13 November Inclusive)

Incoming

1. Heather Marshall re: collection of P&C correspondence
2. Arcade Wine Bar & various RSVPs re: P&C volunteer thank you event
3. Leighton Thomas, Kristen Lowry, Simon Peric & Heather Marshall re: mango fundraiser arrangements
4. Various membership forms for new P&C members
5. Confirmation of Canva subscription details
6. Various parents, Simon Peric, JP Bester, Marsh & Tom Cameron re: insurance claims
7. Simon Peric, Cara Cox, Anna Thomas, Chloe McDarmont & Tom Cameron re: school pool items
8. Promotion Products re: graduation pens
9. Sylvana Bowes, Cass Thies & Kim Quinlan re: Long Lunch matters
10. Bernadette Smon re: distribution of 2023 School Opinion Survey results
11. Anna Thomas & Amanda Kidd re: new Ashgrove Aces signatories
12. Kate Matthews & Tanya Benson re: social media for gingerbread fundraiser
13. Lisa Naumann, Heather Marshall & Emma Mezzina re: 2023/24 Parent Network
14. Heather Marshall and various parents re: School Council vacancy
15. Various applications for Term 1 casual tuckshop assistant role
16. P&C Qld re: membership and insurance renewals 2024
17. Donna Portelli re: Arborist Report & tree removal approval for fig tree at Woonga Drive corner of the oval
18. 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, Comedy Night, request for nominations for 2024 parent network officer
3. JP Bester to Kim Quinlan & Sylvana Bowes re: reimbursement forms for Long Lunch

Motion to accept incoming correspondence postponed pending handover

Business arising from correspondence

1. Nomination of School Council member
 - h) Four nominees: Dr Sandeep Salunke, Alissa Holton, Lauren Jones, Mara Morgan
 - i) Representations were made by each nominee
 - j) Majority vote for Mara Morgan
2. Removal of dangerous tree at Woonga Drive frontage of school oval – Tom Cameron
 - k) 5 weeks ago a large tree branch was noticed to have fallen from the large fig tree at the corner of Woonga Drive and Glory St
 - l) A Level 5 arborist was called to review tree and determined that 90% of the crown of the tree is dead and there is no option but to remove the tree for safety reasons.
 - m) Communication this morning (5th March) to confirm that the tree will be removed as soon as possible to ensure safety of children and visitors.

- n) Tom thanked broader community for patience while the tree was assessed.
- o) The costs for removal are covered by Infrastructure Operations (Education Queensland)
- p) JP Bester raised the diminishing shade around the school; noting safety concerns. It was noted that decisions to remove trees are not taken lightly however safety is the priority.
- q) Leah McFarlane asked whether the existing playground in this area will be able to be used following the removal of the tree.
- r) Tom Cameron notes there are 3 options:
 - i. Remove the existing soft fall and make good the playground.
 - ii. Build a new playground, potentially in a different location.
 - iii. Renovate the existing playground
- s) No funding is available for this playground from the government.
- t) More information regarding the playground will be forthcoming at future meetings.

Executive Decisions

1. Decision to approve GST addition to motioned amount of \$1,500 for Tuckshop Deep Clean to fridges and freezers, for a total of \$1,617 inc GST.

Motion: That the above costs be approved moved by Adria Cunningham and seconded by Anthony Lamont. CARRIED.

2. Decision to approve \$325 (includes GST) for training of 5 staff members for CPR refresher training on a date yet to be fixed.

Motion: That the above costs be approved moved by Amanda Kidd and seconded by Charlotte Myers. CARRIED.

Reports

1. Treasurer's Report & Financial Statement
 - a) Nothing further to add from the AGM
 - b) Discussion regarding the amount requested for the book keeper and auditor

Motion: To approve a budget of up to \$10 000 be approved to engage auditing and bookkeeping services moved by JP Bester and seconded by Leah McFarlane. CARRIED.

2. Business Operations Report
 - a) Nothing further to add from AGM.
 - b) Charlotte Myers noted the challenge of recruiting volunteers from the parent cohort.
 - c) The move to the Sign Up platform is proving successful and it is hoped that parents will find it easier to volunteer in this way.
 - d) Leah McFarlane suggested utilising social media to attract more parents especially when urgent volunteers are required.
 - e) Noted that staffing becomes especially challenging toward year end and workload for the staff increases.

Motion: That the Business Report be approved moved by Charlotte Myers and seconded by Rachel Cox. CARRIED.

3. Principal's Report

Tom Cameron took the report as read and updated the P&C on:

- a) 2024 school year has commenced with 678 Students which is a decline on past years.
- b) Increased numbers of students leaving in year 5 to pursue other opportunities.
- c) Mara Morgan asked whether there was a specific point of decline.
- d) Tom Cameron responded that between years 4 and 5 sees the highest decline. It is estimated that around 25 students in this year level left to attend other schools.
- e) Query raised about whether smaller numbers are better for students especially given the physical size of some classrooms. Followed a discussion on the heritage building and limitations.
- f) It was notes that enrolments have an effect on teacher numbers.
- g) Sandeep Salunke asked how we compare with other schools in the same area?
- h) The ASS experience is consistent with other schools with a similar SES as independent schools are offering more classes in year 5 and those schools request children start earlier.
- i) Mara Morgan asked when will the community have an indication of Anita Bond's intention to return?
- j) Tom Cameron noted that the role was advertised as a 12 month contract and as such he has had no indication of anything different. He will be awaiting confirmation from the Department.

Pool

- a) Refurbishment of pool shell, coping, removal and replacement starting blocks, inner tile band etc has gone out to tender which has now closed.
- b) Anticipating a 6 week process to award the tender and P&C will be updated accordingly.
- c) Cara Cox asks for confirmation of refurbishment of area around the pool.
- d) Final confirmation of extent of pool grant to be determined.
- e) Cara Cox notes that the costs of refurbishment is part of the QLD's Pool Uplift programme and will be no charge to the school.
- f) Sarah M questioned whether there is a plan to upgrade the grandstand.
- g) Response is that any refurbishments/upgrades are to be determined by the school community.
- h) Discussion around monies available and Sarah M requested that members consider where they would like to see the available budget spent for discussion at future meetings.

Motion: That the Principal's Report be approved moved by Tom Cameron and seconded by Nathaniel O'Hare. CARRIED.

Motions on Notice

None

General business

1. Insurance Renewal – JP & Simon

Motion: That the insurance quote of \$4165.68 be approved moved by JP Bester and seconded by Rachel Cox. CARRIED.

- a. Clarification that this insurance does not include additional insurance undertaken previously which includes cover for students on excursions

2. Comedy Night Debrief -Anthony Lamond

- a. Saturday 2nd March at Corn St Café

- b. Turn out of 28 people, slightly less than last year. There is a question as to whether the event will continue next year.
 - c. A good number of attendees ate dinner beforehand, Corn St were happy to host the event.
3. Parent Network update – Lisa Naumann
- a. All classes have a parent representative and the system appears to be running smoothly
 - b. Lisa would like to hand over the role this year but will act in a caretaker role until a replacement can be found.
4. Proposed Event Plan for 2024 – to be held over to the next meeting.
- a. Co-ordinator for Fete to be determined between September and November
 - b. Amanda Kidd noted that it is hard for convenors to be engaged at the end of the year.
 - c. Current suggestions include:
 - i. Disco
 - ii. Colour Run
 - iii. Gingerbread fundraiser Nov
 - iv. Mango fundraiser Nov
 - v. Long Lunch

Applications for memberships and recording of new members

Ordinary memberships for 2024 accepted.

Motion: To the acceptance of the new member applications moved by Emma Mezzina and seconded by Anna Whybourne. CARRIED.

Date of Next Meeting

Date of Next General Meeting: Tuesday, 7pm 26 March 2024 in the Ashgrove State School Hall.

Meeting Closed

Meeting closed by SM at 8.27pm