



02 May 2023

Draft MINUTES

Present: members in attendance

Chloe Nicholls	Cameron Boyd
Rachel Cox	Lisa Naumann
Anna Thomas	Brooke Robertson
Leighton Thomas	Kate Grove
Charlotte Myers	Kylie Depper
Adam Massey	
Chloe Nicholls	
Leah MacFarlane	
Sam Terry	
Emma Mezzina	
Simon Peric	
Amanda Kidd	
Jackie Rose-Diamond	

Welcome:

Opened by President (RC) at 7:02 pm

Additional agenda items:

New Applicants: Daniel Donner & Samantha Terry new applicant

Apologies

JP Bester, Anita Bond, Amanda Hay, Heather Marshall, All staff, Kate Matthews, Elizabeth Watson-Brown

**Rachel Cox (RC) called motion to accept apologies. Accepted by Lisa Naumann and seconded by Chloe Nicholls. CARRIED.**

Ratification of Previous Minutes

Ratification of 28 March General Meeting Minutes

**RC motion to accept and ratify 27 March General Meeting Minutes. Accepted by Amanda Kidd and seconded by Emma Mezzina. CARRIED.**

Business arising from previous minutes

Nil

Executive Decisions

1. Executive Decision – supported relating to Tuckshop Thermomix repairs for an additional \$267 to repair motor damage arising from a liquid spill at some point.
2. Executive Decision – supported relating to Term 2 trial for no Tuckshop counter service on Thursdays to permit the Tuckshop to cater to popular second break order (Cookies pack)

## Correspondence (28 March – 27 April)

### Inbound

1. Sam Terry & Rachel Cox re disco email account.
2. Request from Charlotte Myers re Tuckshop Thermomix repair costs
3. Request form Charlotte Myers re Term 2 trial of no Tuckshop counter service on Thursdays
4. Various vendors seeking to have stalls at the fete
5. Nicola Radford, Fete Finance Coordinator & Aaron, bookkeeper re existing MYOB job numbers for fete
6. Elizabeth Watson-Brown MP acceptance of fete invitation
7. Square account set up details
8. Remittance advice from BCC for fete grant
9. Kristen Lowry re Lucky Drinks Day arrangements for Years 5s
10. Invoice for Queensland Amusement Hire Pty Ltd
11. Donna Kelly re banner delivery
12. Payroll and creditor payment confirmation
13. Campion rebate payment confirmation
14. JP Bester re new bookkeeper arrangements and Bookkeeping Services Engagement letter for signing by Rachel Cox
15. Robert Johansen re new lane ropes for school pool
16. Advertising offers and newsletters from various providers.

### Outbound

17. Replies to all incoming (except advertising offers and newsletters)
18. Communications with parent network re Friday café, fete donations and volunteers etc
19. Executive Decision – supported relating to Tuckshop Thermomix repairs
20. Executive Decision – supported relating to Term 2 trial for no Tuckshop counter service on Thursdays

**RC called motion to accept inbound and outbound correspondence as true and correct. Accepted by Chloe Nicholls and seconded by Jackie Rose-Diamond. CARRIED.**

## Business arising from correspondence

Nil

## Reports

### 1. Treasurer's Report

JP sent apologies as away on business. RC noted the report states transitioning to paid contractor, lag with reports due to this transition. Any questions can be taken on notice and sent to JP. Some queries have been emailed to JP, with responses already sent out.

Question from general member regarding how many transactions occur, with RC responding that there are numerous weekly transactions that are accounted for.

**RC called motion that the Treasurer Report be approved. Accepted by Chloe Nicholls and seconded by Charlotte Myers. CARRIED.**

### 2. Business Operations Report

Charlotte Myers (CM) presented a brief update of the report. General discussion around needing to grow volunteers, the trial of no counter service at first break tuckshop, new menu items & winter uniform items now available. Qkr! ordering has only an allocated number of allergies and dietary requirements on

offer per day -please ensure you are ordering per your requirement, if your child has an allergy or dietary requirement.

**RC motioned the Business Operations Report be approved. Accepted by Leah MacFarlane and seconded by Chloe Nicholls. CARRIED.**

CM called motion for payment of \$100 to 'Upparel' a Melbourne based business which recycle unwearable second-hand school uniform items in Australia. This is a service that we participate in a couple of times a year to ensure second hand items deemed unfit for purpose, do not go to landfill. \$100 is for 40kgs.

**Charlotte Meyers brings a motion that the P&C provide \$100 to purchase 40kg of recycling of unwearable second-hand uniforms via 'Upparel' to reduce landfill. Accepted by Leah MacFarlane and seconded by Adria Cunningham. CARRIED.**

A general member query regarding Uniform shop and fete's second-hand left-over apparel. CM confirmed the uniform badges are taken off prior to being sent to 'Upparel', & clothing does not have to be uniforms however the 40kgs is usually well utilised.

CM brings a motion for an additional 5 hours for the roster next week only. Leading up to the fete, an additional 5 hours rostered on for next week only shall allow adequate staffing for anticipated busier week and allowing regular volunteers will be involved in lead up to fete activities.

**Charlotte Myers brings a motion for an additional 5 hours for tuck shop roster next week only. Accepted by Adria Cunningham and seconded by Amanda Kidd. CARRIED.**

### **3. Principal's Report**

RC presented the report to be taken as read.

**RC motioned the Principal's Report be approved. Accepted by Brooke Robertson and seconded by Chloe Nicholls. CARRIED.**

### **4. Fete Sponsorship Report**

Leah Macfarlane (LM) has reported sponsorship for Fete 2023, Final sponsors amounts to just over \$9,000 which includes an odd number due to BCC tallying all the end of their money allowance for this financial year. Thank you to all the business sponsors and donors!

#### \$2000 Major Sponsorships:

Hutchinson's Builders

#### \$1000 Supporter Sponsorships:

The Swim Academy

Scholz Electrical

Verified Energy

YMCA after school hours care

#### \$500 Fete Friend Sponsorships:

BCC – Lord Mayors Community partnership

Space Property

Elizabeth Watson brown

The Gap Dental Practice

Jonty Bush

Tutor school Uniforms

2 x Platinum Doners – over \$3000 worth of goods:

Meat at Billys

Sea Legs parent owned business

Bronze Donors:

YMCA running 2 x schools, donating staff hours.

A note to All by LM: to please 'like' the sponsorship and donor posts on social media. This is for the benefit of the sponsors and to show appreciation of them.

A donation query recently received from Guitar Gym, to donate prizes, was responded too and will be held over for 'Long Lunch' donations.

**RC motion for acceptance of the Sponsorship Report. Accepted by Chloe Nicholls and seconded by Charlotte Myers. CARRIED.**

#### Motions on Notice

##### **1. Purchase 40kg @ \$100 of recycling of unwearable second-hand uniforms via 'Upparel'.**

As motioned, accepted and carried during the Business Report as noted above.

##### **2. Sam Terry brings a motion that the P&C provide a budget of for Disco, to allow for rehiring of same vendors and a slight increase for decorations as nothing new was purchased in 2022.**

As motioned, accepted and carried during the Disco Update as noted below.

#### General business

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

Amanda Kidd (AK) reported that current sales to date included 172 x ride bands, and some cashless cards already purchased. 'Lucky drinks day', where many drinks and chocolates were brought in by the school community, indicates that hopefully more ride bands are yet to be purchased.

Cashless tap and go cards can be used at all stalls and baby animals including the \$10 prepaid card which is branded in fete P & C logo. These P&C cards contain 10 tokens on the back of them. These can be used to buy ride tickets and used at high-volume kids stalls including baby animals. Stall convenors will punch-out tokens on card, with cashless cards available ahead of the day and for purchase on the day. All stalls will be cashless with exception of food trucks. Using the QKR app to prepurchase these cards and available to purchase on the day, enables the 'no cash on the day' policy – which is a key decision to streamline the cash, and reduce burden on runners. 3<sup>rd</sup> party Vendors are the only exception. The message is out to the students via parade messaging. They have been told "don't bring piggy bank money".

General members questions included "is there a facility to cash out these P&C cards?" Answer is that there is no refund available, hence the low value card offering. There are other cards students can purchase via parents through post office e.g., 'spriggy card' which is approximately \$5 fee, then load and reload.

The downside of the cashless system is that fete convenors cannot accurately track who is profitable.

Question from general members on "whether there was concern at all with getting this cashless messaging out to the community?" Answers included that all advertising banners have this info, that 1,000 x flyers were being distributed by Space property, West Side News were doing stories in their communications, including 'The Gap Grape Vine', local schools and kindy's parent groups.

Numbers are down in volunteer slots. Actively encouraging the sign-up app, as we need more volunteers. We have now reduced all 2hour windows to one hour, please support this by signing up for 1 hour time slots. Thank you in advance!

Simon Peric (SP) provided infrastructure report: hiring companies on track, bunting has gone up, marquees are next, have received MPs help thanks to Leah, delivery schedules are next. 20 – 25 volunteers available to set up in some way will go towards helping the setup of the day to run smoothly and efficiently and plan the use of more trolleys to move smartly around and coordinate across the 3 zones.

## **2. Outdoor Play area update**

RC noted that the recent Newsletter provided an update on the Outdoor Play area.

## **3. Disco Update**

Request for funding of disco budget for \$2,300 – which is accounted last year plus a little extra for decorations, Theme will be ‘Pyjama Party’ held on the 28th of July. After the fete, Sam will look for volunteers. Currently DJ’s are booked, now need to place a deposit for the ‘hold’.

Question from general members regarding will the disco be the same duration as last year? More time was hoped for. Sam responded that the timing of the disco is set differently for different age groups, time can move fast for little guys, comments that preppies spent the whole time waiting in the photo booth line and missed the dancing. Further discussions will occur after fete – including photo booth set up, maybe classroom utilised as a ‘chill out’ space, water/ drink access to be provided close by as some dehydrated kids last year, more volunteers are the key, budget includes for lighting.

**RC motions that the P&C proceed with disco budget of \$2,300. Accepted by Sam Terry and seconded by Chloe Nicholls. CARRIED.**

## **3.General Member Discussion**

### **School’s Communication Obligations**

General member discussions were had after member raised topic of communications from the school with regards to timing and level of detail. The specific query related to school’s policies and obligations in communicating to parents the replacement of teachers that have left permanent staff, but invited more broader conversation and the school’s response on whether the current policies and procedures are appropriate.

RC undertook to approach school to invite Principal’s response at the next P&C meeting.

#### **Applications for memberships and recording of new members**

Ordinary membership application/s – Daniel Donner, Samantha Terry

**RC motions that P&C accept the members. Accepted by Leah MacFarlane and seconded by Chloe Nicholls.**

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

Date of Next Meeting: Tuesday, 13 June 2023, 7pm for General Meeting in the Ashgrove State School Hall.

#### **Meeting Closed**

Meeting closed by Rachel Cox at 7:42 pm