



**St Joseph's KP Collective**  
**Meeting Agenda and Minutes**

**Date:** 17 October 2023

**Meeting:** General

**Present:** Natalie K, Bianca M, Nerida Z, Paige B, Kathleen W, Lisa W, Alicia O, Rachel W, Beth Musial, Jocelyn Q, Shannean D

**Start:** 5:08pm

**End:** 7:45pm

**Apologies:** Emma D, Elisha S, Nicole C, Rachael R, Emma L, Jon S, Jayne C, Jen, Rose, Mel T

<b><u>Agenda</u></b>	<b><u>Information</u></b>
<b>Prayer</b>	Acknowledgement of Country Prayer
<b>Minutes of Previous Meeting</b>	Last Meeting: 22/8/2023  See Action Items Doc in Teams  Motion: Paige Browning Seconded: Kathleen Whybird
<b>Business Arising from the Minutes</b>	Aprons to be ordered from the local East Brisbane business.
<b>Income and Expenditure Balance Update</b>	Presentation of Income & Expenditure and Current Balance of Trading Account for KP Collective  Current Balance \$183k Income: ~ \$21k  Majority of the balance will be spent on the playgrounds in 2024. All remaining incomes have been added to expenditure  Sausage sizzle comparison – donation and increase sales G3 \$1,000 G1 \$1,700  Profits Pizza Lunch – significant profit difference, first one profit was low (due to individual pizzas) – second was pizza slices. Sushi Lunch  Additional income of final term P&F Levy.
<b>Expenditure proposals</b>	

<p><b>Sub-Committee Updates</b></p>	<p><b>Community Updates:</b></p> <p>Spring Soiree – Natalie Kerr</p> <p>The event was a fantastic evening that made a profit of Profit of \$13, 541. The venue, food and service were exceptional. Natalie believes the pricing of the tickets was suitable as well.</p> <p>Natalie did note that due to a minimum spend on the venue and the ticket sales not hitting the required number to cover that spend. The food package was increased to the premium one.</p> <p>If we increased the ticket price by ~\$5 it would allow the food package to be maintained at the higher level. (ticket price \$75).</p> <p>The art auction went really well on the evening. Thank you so much to Mrs Heunis for her efforts in creating such amazing artworks for the auction.</p> <p>Having the payment square on the evening supported extra sales on the night of the event (approximately \$2-3k on the evening in sales).</p> <p>Learnings for next event:</p> <ul style="list-style-type: none"> <li>- Timing of social media posts – There were a number of events occurring during the same period including Fathers’ Day, Italian Day, Book Week, Tuckshop. This has happened on multiple events this year.</li> <li>- Natalie suggested the need to look at a clear social media plan regarding when posts need to happen. Have all the school leadership approvals prior to allow for a more cohesive process. This would also require the school to highlight to the community that this is a major school fundraiser.</li> <li>- Due to the venue requiring numbers, the RSVP date had to be shut off earlier than previous years (a week prior).</li> <li>- Due to the spring soiree being a major fundraising event, Natalie noted that next year the raffle tickets will need to be numbered in line with fundraising policies and procedures.</li> <li>- It was noted that the lower numbers at the event could have been due to a number of things including the increases in cost of living, term 3 having a large number of events that required some financial outputs from families and Bianca noted that there was a large amount of sickness during the term too.</li> </ul>
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The KP Collective wish to thank, Natalie, Rosie, Jo, Lauren and Kate on all their efforts in putting on a successful event.

Natalie noted that she is unable to commit to running the event next year.

**Action: Natalie to send the school the link to the photo booth**

#### Disco (Lisa Ward)

- The Disco Pitch was amazing and we all appreciate the effort that has been put in.
- Nerida to provide Lisa the stocktake of drinks in the stockroom
- The committee confirmed that Glowsticks would be a great item to sell on the evening (noting that 3 glow sticks with connector should be packaged up together). The committee is happy to buy the glowsticks in bulk noting that they can be used for future events.
- Lollypops – Bianca had a concern with the lollypops and also the rubbish. Kathleen suggested lolly bracelets instead.

#### Food Trucks

- Lisa confirmed there was no booking fee or minimum spend for the food trucks – The blue cards will need to be sent to the office.
- Food trucks have confirmed they need to set up an hour before event.
- Food Truck Location - TBC
- 1 food truck will not need power, need to confirm the second food trucks
- The committee would like to see the tickets on Qkr! and flyers out this week
- Disco team to reach out to locals for raffles
- Pending raffle prizes obtained - It was suggested that with every gold coin donation a raffle ticket provided to the parent – this was supported by the committee and leadership team
- Volunteers: Lisa to reach out to the grade 2 and prep community to support the event on the day with set up and pack up.

The KP Collective were extremely impressed with the efforts the Disco Team have put into the presentation and organisation of the event.

**Action: Disco team will send out the price list for foods/drinks to the community through the Facebook groups**

**Action: Disco team to email school for Qkr! tickets and flyer to Bianca and she can send to community**

**Action: Natalie to send through list for raffle prizes and Disco to reach out to locals for raffle prizes**

**Action: Nerida to provide Lisa a list of the stock available in the fridge**

**Action: Disco team to discuss final details of food trucks including location and electrical needs with Bianca**

Sushi Lunch Budget – Alisha O’Donnell

Date of Event: 27 October 2023

Budget is the same as previous sushi lunch – approved

Single roll at \$3.50 – 2 rolls at \$7.00

Based on previous experience – minimal single sushi’s were purchased. It was priced the same to allow for the ability for people to have 2 different varieties of sushi.

Qkr! items + flyer have been provided to Marina – Marina was awaiting KP Collective approval.

**Action: Qkr! to be updated and Flyer to be sent to the community**

### **Learning**

#### Updates:

Orientation Day Support – 31<sup>st</sup> October 2023 – approx. 10am

Natalie asked if any information is required about the KP Collective for the orientation day.

Bianca confirmed she would like to see a 1 page flyer inviting the new community to join the KP Collective. This flyer will highlight the three areas we focus on and also highlights what we have raised.

This is a great opportunity to promote the events and activities that are on during the year and encourage people to be involved and volunteer.

**Action: Shaneen provide some photos for the flyer on items**

**Action: Natalie and Nerida to organise a flyer by 27 October 2023**

### **Service**

#### Updates:

Project 55 Opportunity

- With the remaining stock from the mother/father day stalls it was suggested that it was donated to a good cause.
- Paige noted that she will need the stock in the next few weeks and it will be for women over 55. (11 women)
- Need to identify the items left over, noting that items with “mum/dad” can’t be used

**Action: Kathleen to discuss with LaLeisha and Jayne/Emma on gaining access to the school over the weekend (potentially on the 1<sup>st</sup> Sunday of November)**

**Action: Kathleen to also discuss the opportunity to support Project 55 in the Parish Community update**

	<p>Action: The Service team will still need to find a suitable charity to donate Fathers' day items.</p> <p><b>Diocesan Delegate</b>  <u>Updates:</u></p> <p>Children's mass will be on the first Sunday of each month</p> <p><b>Stock Room Update (Fridge + Stock)</b></p> <p>Fridge is up and running – Thank you to Paige B and Jayne C who have already filled the fridge with the remaining stock.  Nerida has been provided the stock numbers.</p> <p>Action: Stocktake form to be completed by Nerida and needs to be placed into stock room and numbers provided to Disco Team.</p>
<p><b>Playground Update</b></p>	<p>No update</p>
<p><b>2024 Calendar of Events</b></p>	<p>It was noted that there were considerable issues with engagement of volunteers to support the events this year. It was suggested that 2024 needs to be kept small and perhaps introduce things later on if all going well.</p> <p>The committee discussed consolidating tuckshops with other events to minimise disruption during the school days and create less work for parents to commit/remember items during each term.</p> <p>Each grade will have a tuckshop/fundraising event to run which will be led by the year coordinators.</p> <p>There will be two parent and carer events during the year. One will be a community engagement event (lower cost) and a signature fundraising event. KP Collective encourage all the community to be involved in volunteering in 2024 to ensure these events are able to be run and are successful.</p> <p>Noting that the current KP Collective funds have been allocated to playground upgrades, it is important the KP Collective and school community support all fundraising opportunities. Outside of the main fundraising events noted above – a number of other opportunities were discussed including a Riverfire stall and carpark sales on cricket/afl game day.</p>
<p><b>Collective Governance &amp; Development</b></p>	<p>Date for Charter review and AGM - Need Nic to confirm dates</p> <p>Paige will provide the leadership team an example of a parent representative procedure from Camp Hill State School – she noted that it is a solid example of a process to provide to our parent representative volunteers. It was suggested by the committee that a similar procedure is created for St Joseph's KP.</p>

	<p><u>Volunteering engagement</u></p> <p>Discussions were had around the ability to increase community engagement and volunteering from the parent and carer cohort. A number of suggestions were discussed including:</p> <ul style="list-style-type: none"> <li>- Parent/carer provides X number of hours volunteering with the school would result in a percentage reduction of P&amp;C Levy</li> <li>- Provide a raffle prize for volunteers (i.e. a weekend away)</li> <li>- Highlight the volunteering service with a “Volunteering Hall of Fame” or recognition wall. This would</li> </ul>
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<p><b>Additional Items Raised</b></p>	
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