



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

**Date:** 22 August 2023

**Meeting:** General

**Present:** Nicole Cole, Bianca Murphy, Rachel Reeves, Natalie Kerr, Paige Browning, Nerida Zammit, Jon Seem, Rachel Williams, Nick Corones, Jayne Camuglia, Emma Lawson.

**Start:** 5:30pm

**End:** 6:59pm

**Apologies:** Mel Telecican, Emma Davies, Rose Townsley

<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: 25/7/2023  See Action Items Doc in Teams
<b>Business Arising from the Minutes</b>	Natalie to resend emails in regards to KP Marketing Products  <b>Stockroom:</b> Fridge: Natalie reached out to Marina in office and the fridge has not been purchased. Email sent to Nicole on 8 <sup>th</sup> August for approval to purchase again. Moving of light switch and the ventilation - John to check this week if the Power point was moved, the ventilation has not been completed due to no quotes  <b>Screen Sanity Update:</b> No bookings until late November, so Nicole would like to look at booking in early 2024.  Motioned: Jon Seem Seconded: Paige Browning
<b>Income and Expenditure Balance Update</b>	Presentation of Income & Expenditure and Current Balance of Trading Account for KP Collective  The new template was updated by Mel (accounts) and was shown to the general meeting. It highlights all the income and expenditures and highlights the approved donations.  <ul style="list-style-type: none"> <li>• The approved donations actual expenditure still to be completed.</li> <li>• Confirm with Mel if there are any further expenditures for the 2023 events.</li> <li>• By the end of year we will get a better idea on which Tuckshops raise the most money.</li> <li>• Currently unsure on which tuckshop will be for the prep lunch.</li> </ul>

<p><b>Expenditure proposals</b></p>	<p><b>Requestor: Katie Goodwin – Library (postponed from last meeting)</b>  Support of the purchase of new drones by donating \$3,000. These funds will purchase 3 charging batter hubs and a kit of 10 drones with essential flexible safety cages.</p> <p>Nicole confirmed there was no further information that could be provided at this stage.  Jon noted that the main issue was around the safety processes that were available from BCE. Nicole has loaded those into teams.</p> <p>The quote includes cages.</p> <p>Vote: 3 yes; 7 no;</p> <p><b>The request for funding has been declined at this stage.</b></p>
<p><b>Sub-Committee Updates</b></p>	<p><b>Community Updates:</b></p> <p><u>Year 1 Tuckshop Budget</u></p> <p>Mel was discussing if there was an ability to get visa cards – Nicole confirmed that they are not allowed. The option is to use school credit card or pay and reimburse.</p> <p><b>Nicole to confirm if a Woolworths Gift card is able to be purchased on the school account.</b></p> <p>\$580 has been received from the Greens.</p> <p>\$7/kilo from a butcher (they need a week’s notice)  Jayne and Kathleen have been tracking the price of golden circle drinks and chocolates  There are still 80 chocolates remaining from previous events  Nicole asked if the butcher able to invoice the school to be paid a week prior to the event. Jayne was to confirm details.  Jayne noted that ordering drinks/chocolates will be purchased by the coordinators and a reimbursement form can be completed.</p> <p>Motion: Natalie Kerr  Seconded: Paige Browning</p> <p><u>Fathers’ Day Stall</u>  All items purchased have been packed together and wrapped ready to go  Team will meet 1 day prior  Qkr! 244 gifts purchased so far  9 volunteers, flyers, social media updated</p>

Teachers have selected time slots

#### Father's Day Breakfast

Everything going well, Nicole Andrews chasing up a few things

Will be arriving at 6:30am

Only issue is finding a bakery to provide bread rolls – they can't be ordered through Coles

Lucky Door prizes have been gathered for the day – some items were donated, waiting to confirm

The BBQ and coffee will be moved to Mercy Place and Oval due to Health and Safety Risks.

#### Disco – Budget Setting

Natalie asked if we set a \$2,500k budget to cover all outgoings – including drinks etc

DJ, Security and Bins to be covered as part of the outgoings.

Paige was yet to get an understanding of the plans from the Disco Coordinators

**\$2,500 budget set for the Disco Coordinators to run the school event.**

Motion: Paige Browning

Seconded Nerida Zammit

#### Spring Soiree

Natalie noted there were 51 tickets sold, aiming for 100 tickets - we need to start focusing on G6, 3 and Prep.

Needing to start having the conversations with families to actually purchase the tickets. People tend to leave it to the last minute.

Kate and Lauren have done a great job with the raffle prizes together. Art pieces are coming together for the evening as well.

We just need the ticket and raffle tickets up

Bianca to speak about the prize packs for the kids as well

Nicole asked if we wanted an online Auction for the art work – Natalie would like to keep it as an event on the night.

Nicole to have more frequent Social Media posts on the Spring Soiree.

Nick Coronos noted that the event sounds like a "female only" event. He also suggested utilisation of the school website for those that don't use social media.

Natalie will happily add further raffle prizes on the evening and if businesses would like to offer another raffle prize.

Natalie noted that we do note that it is a parent event – very continence in the communications. In terms of social media, we are limited (on a BCE perspective) on what we can advertise on the school social media (Nicole also confirmed the school website is not accessible as it is public facing). This is why the year Facebook groups are used.

Nicole noted that the parent portal is also an option for social media. Nicole also suggested the weekly newsletter from teachers might be a good option.

Lauren Boatwright reached out to Bianca Murphy in regards to the funds being raised for multi-lit readers.

### **Learning**

Updates:

#### **Next meeting presentation**

BCE App needs to be used more regularly and needs to be a focus

As part of the information that goes to prep – the parents are provided an overview of the app and its usage (note: they can only access after day 1 of school).

John also suggested updating the calendar in the app. Bianca noted that the app has an announcement page and there is also an alert notification available. Bianca confirmed that they are updating the app.

Natalie noted that the high schools have the resources to update the app.

Natalie notes that all the information is available on the app but how do we get the community to go to it as a first point of call? It's not the lack of information but the lack of use!

Parent Information night for grade 1-6 after school starts. Would it be beneficial to have an additional night after the start of term to assist? Nicole noted that she needs to ensure the wellbeing of the staff and would prefer not to have additional evening events.

Bianca suggested that the KP Collective learning committee could be set up on a QR code with the links or the learning committee could run an event. Nicole noted that she has had experience with "morning drop in's" where parents of the community support new families.

John and Mel work on a plan for a "morning drop in"

### **Service**

Updates:

#### **Diocesan Delegate**

Updates:

First Mass for Father Peter – it was well attended.

15<sup>th</sup> October – Parish School Mass

Parent permission slip will be sent out for those needing to be involved and decisions will be made on uniforms to be worn.

Children's Liturgy to start – Sunday Term 4

- There are a few items still outstanding.

	<p><u>Other:</u></p> <p><b>Stock Room update</b>  Some feedback we are receiving through the parent reps is the need to have a list of stock availability and quantity of items left over after an event.  Creating an inventory list to sign-in and sign-out items  <b>Natalie to send through to Office to pop into the storeroom.</b></p>
<p><b>Playground Update</b></p>	<p>2 companies have quoted (preferred suppliers)  Sent away a design fee approval to Playscape Creations (\$1,500) – they will do the consultation (fee covered by school). They will provide master plan for both playgrounds  Nicole has been advised by Building Services that a budget needs to be set and get the playground companies to design something that suits the needs.</p> <p>Oval Playground budget – Easter holidays 2024 - \$150k.  Jacaranda Playground – 2025</p> <p>The second business does not provide the consultation piece and it would require the school leadership to lead the project.  It is very modular based – this would have the more ninja elements to cater for the different levels of ability in the oval playground.</p> <p>Jacaranda might also need a landscape design on top of the playground equipment.</p> <p>Once designs gathered, the 3<sup>rd</sup> quote can be received.</p> <p>Nicole would not be able to get a loan in the current situation so the oval playground will need to be fully funded by the KP Collective. The oval needs to be the priority due to the age of the equipment.</p> <p>What is the budget for Jacaranda? Will the school take out the loan for that one?</p> <p>Nicole noted that she is unable to take out a loan due under the school’s name.</p> <p>Nerida raised that she has concerns that the funds will be diminished substantially not leaving much available for any future purchases or upgrades.</p> <p><b>Action: Nicole and leadership team to review the wish list from the beginning of the year.</b>  <b>Action: Bring to next general meeting with a formal expense request at the next general meeting.</b></p>

	<p>Has consideration been given to any applicable Fed or State grant or capital programs – or through QCEC?</p> <p>Nicole spoke with architect and has sent a link to a “go for gold” grant application process. Nicole will send the information onto the KP Collective.</p> <p>Natalie to reach out to Kathleen regarding the fencing and privacy that was also suggested to have on the oval.</p>
<p><b>Collective Governance &amp; Development</b></p>	<p><b>Tuckshop – Confirmation of process</b></p> <p>Paige noted that the process is still in the rough draft stage but working through the current process. The feedback is just about the inconsistency.</p> <p>We need to make sure we don’t put any pressure on the school staff to be involved in the events.</p> <p>Teams &gt; Community &gt; Files</p> <p>Currently, there is inconsistency in the ordering of drinks/food with both the office and parents ordering. It has been confirmed that the parent reps need to order the drinks.</p> <p><b>If the school leadership could clarify the process, then the documents can be confirmed.</b></p> <p>Rachael Williams – Do we do a call out to the community to donate poppers, chocolates every term? May be a way for parents who can’t physically assist to contribute?</p> <p>The general group liked the idea and would need to consider the type of items purchased</p> <p>Rachael suggested that the excess could be sold at the disco.</p>

<p><b>Additional Items Raised</b></p>	
---------------------------------------	--