



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

**Date:** 25 July 2023

**Meeting:** General

**Present:** Nicole Cole, Paige Browning, Natalie Kerr, Rebecca Gluskiewicz, Sabrina Yang, Telecican, Rose Townley, Megan Lomax, Bianca, Murphy, Beth Musial, Vlada Inderias, Rachel William, Jon Seem, Emma Davies, Jayne Camuglia, Diana Mahfoud

**Start:** 5:07pm

**End:** 6:28pm

**Apologies:** Amelia Kelly, Elisha Sutherland, Jen Arnhic, Kathleen Whybird, Emma Lawson

<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: 6/6/2023 <b>Motioned: Jon Seem</b> <b>Seconded: Bianca Murphy</b>
<b>Business Arising from the Minutes</b>	<p><b>School Google Reviews</b> Action: Paige and Bianca will connect regarding the school communication plan</p> <p><b>KP Marketing Products</b> Action: Trestle tables to be measured up – noting they were in the library and could be done post meeting.</p> <ul style="list-style-type: none"> <li>- Tablecloths - Nicole had discovered the invoice for the tablecloths from 2021 for \$250. They were purchased through the company Promo Gear which is not a company BCE use anymore.</li> <li>- Natalie noted that the logo set up takes up a large portion of the cost so once set up future purchases may be less.</li> </ul> <p>Action: Nicole to contact BCE to see what company they currently use so further quotes can be obtained.</p> <p><b>Fridge Delivery Date</b> Action: Natalie to follow up with Marina on the date of delivery.</p> <p><b>Learning</b> Action: Nicole to supply Jon the current information available for the prep parent information evening for review. Action: Bianca to provide the Vision of Learning documents to the community.</p> <p><b>Screen Sanity</b></p>

	<p>Nicole will need to review the information provided. She will plan to book the workshop in advance so it can be done this year and provide quote/expenditure in next meeting.</p> <p>Action: Nicole to provide update in next meeting</p>				
<p><b>Income and Expenditure Balance Update</b></p>	<p><b>Presentation of Income &amp; Expenditure and Current Balance of Trading Account for KP Collective</b></p> <ul style="list-style-type: none"> <li>- Nicole was not able to provide the figures until the KP template has been provided to finance for data to be entered.</li> <li>- Nicole had recently emailed Amelia Kelly (parent), who was offering support in streamlining the information provided in the document.</li> </ul> <p><b>Locker Expenditure</b></p> <ul style="list-style-type: none"> <li>- The lockers were installed into the senior classrooms on Friday 21<sup>st</sup> July. Nicole attempted to obtain three quotes. She did note that she was unable to obtain a 3<sup>rd</sup> quote due to no response from the company.</li> <li>- The two quotes received are noted below:             <ol style="list-style-type: none"> <li>1. Premier Lockers - \$27,319.60</li> <li>2. FSP Oz Products - \$18,050</li> </ol> </li> <li>- Nicole wanted to proceed with the purchase quickly to allow the year 6 students some time to use before they leave the school. She was happy with the purchase and the dealings with the company. They were able to deliver and install on short notice.</li> <li>- The children had written a note thanking the KP Collective for the purchase.</li> <li>- Natalie asked questions on the dimension of the lockers and if the children will be able to reach the top (to place musical instruments). Nicole confirmed that it will be safe for the children to reach as they are approximately 120cm high.</li> <li>- Natalie also asked if they had locks on them – Nicole said that each student has been provided a combination lock and a strict guideline on the care that needs to be taken to look after the lockers.</li> <li>- Nerida asked the maintenance of the lockers and warranty and Nicole confirmed that the school will manage all maintenance of the lockers as part of their budget.</li> </ul>				
<p><b>Expenditure proposals</b></p>	<p><b>Requestor: Nerida Zammit – Parent</b></p> <p>Support the purchase of a water cooler to take to school related events.</p> <table border="1" data-bbox="466 1585 1487 1805"> <tr> <td data-bbox="466 1585 976 1693">           Coleman 10L Jug Keg (Anaconda)            RRP \$59.95 club price \$20.00         </td> <td data-bbox="976 1585 1487 1693">           Igloo 18L Water Cooler (BCF)            RRP \$109.99. Sale \$71.49         </td> </tr> <tr> <td data-bbox="466 1693 976 1805">           Esky 15L Hard Keg Cooler (Bunnings)            RRP \$57.68         </td> <td data-bbox="976 1693 1487 1805">           OzTrail 20L KeepCold Water Cooler (Outback Equipment)            \$RRP \$134.99. Sale \$91.00         </td> </tr> </table> <ul style="list-style-type: none"> <li>- Nerida noted that it would be good for events such as the rugby day but also used during school time as well. Megan noted that it would be helpful for U8's day, Italian day etc.</li> </ul>	Coleman 10L Jug Keg (Anaconda) RRP \$59.95 club price \$20.00	Igloo 18L Water Cooler (BCF) RRP \$109.99. Sale \$71.49	Esky 15L Hard Keg Cooler (Bunnings) RRP \$57.68	OzTrail 20L KeepCold Water Cooler (Outback Equipment) \$RRP \$134.99. Sale \$91.00
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	<ul style="list-style-type: none"> <li>- The KP Collective were generally happy with the purchase of a cooler but noted that consideration needs to be taken in regards to the overall size and ability to carry the cooler when full.</li> <li>- Nerida did note that she would take that into consideration when she goes to have a look at the coolers.</li> <li>- Natalie noted that she would ask the Ronald McDonald house if they have spare coolers or where they can be purchased from.</li> </ul> <p><b>Decision: A maximum of \$150 to be spent on a cooler. Final approval to be sought from KP Collective + Leadership team prior to purchase.</b></p> <p><b>Motioned: Natalie Kerr</b></p> <p><b>Seconded: Paige Browning</b></p> <p><b>Requestor: Katie Goodwin – Library</b></p> <ul style="list-style-type: none"> <li>- Support of the purchase of new drones by donating \$3,000. These funds will purchase 3 charging battery hubs and a kit of 10 drones with essential flexible safety cages.</li> <li>- Natalie asked if the school currently have drones. The leadership team noted that the school does have a number but they don't hold their charge. Beth noted that the drones we had were not the best quality and Megan mentioned that we have had them for 5-6 years.</li> <li>- Jayne asked if the drones are part of the school curriculum. Megan noted that the drones are used mainly by the senior primary students who use them as part of their tech studies. Megan also mentioned that the drones are used at events such as the cross country.</li> <li>- Jon asked where the drones are being flown – Megan noted that they are flown in the school grounds or at Pineapple Park. Jon had concerns around their use and the potential safety issues. He noted that other schools who have used drones had nets that the children stood in to learn how to fly.</li> <li>- Jayne was also concerned around the safety aspect and if the KP collective would be requested for further funding around safety equipment.</li> <li>- Nicole noted that our support is for the equipment and she will ensure the safety measures are in place.</li> <li>- The KP Collective group wanted to get a better understanding of the longevity of the drones and if there would be any further funding requirements from the Collective for safety equipment.</li> <li>- During the meeting, Nicole found the BCE safety operation procedure which covers off all aspects of safety using drones in schools. Nicole noted that the safety goggles will be paid for through school funds as they are a consumable product so the expenditure would just be for the drones themselves.</li> </ul> <p><b>A decision was made to postponed the expenditure until next meeting.</b></p>
<p><b>Sub-Committee Updates</b></p>	<p><b>Community Updates:</b></p> <p><b>Fathers' Day Stall</b></p> <p>Rebecca provided an update to the stall with the following information.</p> <ul style="list-style-type: none"> <li>- Additional items have been purchased to bring up the total value of some gifts.</li> <li>- The next steps will be organising and wrapping of gifts. Additional bags have been obtained by Paige Browning</li> </ul>

	<ul style="list-style-type: none"> <li>- Bec noted that the dart boards will be wrapped (and the darts will be secured safely inside). Bianca suggested that dart boards that are purchased should be stored in the office until collected.</li> <li>- The flyer has been completed by Heidi and approved by Nicole.</li> <li>- The volunteer request form has been sent to KP Collective for action.</li> <li>- Qkr will need to be organised closer to date.</li> <li>- The run sheet for the day will need to be updated</li> <li>- Social media – Bec needed confirmation on how the flyer will be sent to the community. Paige noted that it will be a similar process to the tuckshop days.</li> </ul> <p><b>Father’s Day BBQ</b> Emma Davies provided the following update:</p> <ul style="list-style-type: none"> <li>- Jackie and Matt have checked the location of the tables and coffee carts</li> <li>- Jackie has a flyer completed (which will note coffee for adults only)</li> <li>- Emma noted that the children’s breakfast will need to be paid for but the dad’s will be free.</li> </ul> <p><b>Learning</b> <u>Updates:</u> Jon Seem provided the following update:</p> <ul style="list-style-type: none"> <li>- Jon has been reviewing the portal to ensure that the most important information is visible.</li> <li>- He is still waiting for information for the prep parent evening so he can review and update what is needed.</li> <li>- Nicole suggested that a parent sits with Nicole and Bianca to make suggestions on the parent portal to get a better understanding of what is needed.</li> <li>- Mel T noted that it would be good to look at the flow of steps across devices (specific to access across devices). She would like to be involved in this process – she said it would be good to optimise/streamline it.</li> </ul> <p>Action: Mel T to contact Nicole/Bianca to discuss the parent portal requirements.</p> <p><b>Service</b> <u>Updates:</u>No update from Emma Davies</p> <p><b>Diocesan Delegate</b> <u>Updates:</u> No update from Jayne Camuglia</p> <p>Bianca noted that Father Dillon, the new parish priest, will pop by the church tomorrow after the liturgy to meet the community members at the morning tea. She also noted that Father Stephen will still remain as the school priest.</p>
<b>Playground Update</b>	<ul style="list-style-type: none"> <li>- Nicole has not received the quote from the 3<sup>rd</sup> company. The BCE building support officer (Ian) has noted that as long as it is documented that she has</li> </ul>

	<p>had trouble getting in contact with the third company, the information can be fed back to procurement.</p> <ul style="list-style-type: none"> <li>- The two companies that have been approached are quite different. One company will offer a full consultative process (for a fee) whereas the second company does not offer this service.</li> <li>- Nicole confirmed that the school will only be able to afford to update one playground at a time and due to recent assessment of the playgrounds, the oval will be the first to be updated.</li> <li>- During the initial discussions with the companies, Nicole noted that she would like to see a playground with some “ninja” components (such as climbing wall/netting) but also needed to consider the number of children that can use the playground at one time.</li> <li>- Nicole noted that a playground will be \$100k minimum but more likely in the \$150-\$200k mark.</li> <li>- Nicole noted that due to the BCE approval process, she would envisage the installation wouldn’t occur until Easter 2024.</li> </ul> <p>The following (rough) progress will need to occur over the coming 6 months:</p> <ul style="list-style-type: none"> <li>- Bianca and Nicole will begin planning the activity for the school children to consult on the plans and get the “children’s voice”.</li> <li>- Nicole will then engage the parent playground committee to meet with the playground company.</li> <li>- Obtain a design and quote from 2 companies.</li> <li>- Then obtain approvals from BCE finance. Noting that the school can take a loan on the KP Collective’s behalf however, there are still some outstanding questions in regards to loan capabilities.</li> </ul> <ul style="list-style-type: none"> <li>- Nicole also suggested that we stage the jacaranda playground development due to the costs.</li> <li>- Nerida asked if the oval netting was also considered as part of the playground development but Nicole confirmed that she would like to do this as two separate pieces of work.</li> </ul>
<p><b>Collective Governance &amp; Development</b></p>	<p>Elisha Sutherland to support Nerida Zammit in creating the template for the processes and procedures for the events.</p> <p>Action: Nerida to provide Elisha a sample template and current information for tuckshop lunches</p>

<b>Additional Items Raised</b>	<b>Twilight Evening – 23<sup>rd</sup> April 2024(4:30pm – 6:30pm)</b> - Nicole would like the support of the KP Collective for the 2024 event. This support will be similar to 2023 by providing sausage sizzle and drinks to the guests and children performing at the event.  <b>Grant proposals</b> - Nicole suggested we go out with an EOI to obtain funds for the playground.
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