



ASG General Meeting  
MINUTES OF MEETING  
6:00 PM Monday, 29 July 2024  
S Block Staffroom

1. Meeting Open

Meeting Opened By Patrick Sheehan at 6:13 PM

2. Attendance & Apologies

**Attended**

Adrian Sands  
Jacqueline Parker  
Karalyn Herse  
Kym Benckendorff  
Patrick Sheehan

**Apologies**

Carl Smith  
Jodi P&C Bus Ops Manager  
Jonathan Vaughan  
Suzanne Morris

3. Confirmation of the minutes of the previous general meeting

Motions

240729-001 The minutes of the meeting held on 10 Jun 2024 were a true and accurate record.

**Status:** Carried    **Mover:** Kym Benckendorff    **Seconder:** Jacqueline Parker

Attachments

[2024-06-10 Minutes - ASG General Meeting](#)

4. Business arising from the minutes of the previous general meeting

Action Items

221107-272 investigate stock at Bunnings

check out Bunnings stock and ask Adrian what is suitable before we approach Bunnings for a donation, or possible purchase by AG Committee.

29/5/23 Items purchased from Bunnings. Discuss with Ag Leader on next steps for pot painting in conjunction with Bunnings workshop

28/8/23 Paint has been approved by Deputy Principal. Awaiting further action. Bunnings letter drafted.

6/11/23 Defer until 2024. Bunnings have agreed to facilitate the workshop & donate the stock. It is intended to conduct the workshop in early March. Letter to Bunnings to be sent in Feb. Adrian to follow up

19/02/24 Adrian Sands confirmed Bunnings donated \$100 gift voucher. It has not been allocated to a specific use as yet.

Pot painting workshop materials - Letter to Bunnings for request for pot donations is yet to be sent. Workshop unlikely to be held in March 24. Confirmation required for Bunnings donations & then date for workshop with the intention of the painted pots available for Mothers Day stall.

18/3/24 Letter from Principal to be signed before confirming Bunnings will facilitate workshop & provide pots/equipment. Workshop to be conducted before Mother's Day. Adrian to have letter signed & confirmed with Bunnings.

29/04/24 have paint & approval - still need confirmation from Bunnings if they will supply pots & run the workshop. Will revisit after the Samford Show event in July 24

29/07/24 Adrian will follow up with Bunnings to determine if they will supply pots & conduct the workshop.

**Due Date:** 2/09/2024    **Assigned To:** Adrian Sands

[230220-278 Investigate possible chook tractor as raffle prize with Business Manager](#)

29/5/23 Not able to provide as a raffle prize. Corey explained what a chook tractor was. Previous Ag committee discussed donating to the Riding for Disabled charity - Ag leader. More details to come.

28/8/23 Riding for the Disabled are keen to take up the opportunity to fundraise using the chook tractor. Follow up with what is needed to make this happen

06/11/23 Awaiting confirmation of what is required to be organised

19/02/24 Adrian has been consulting with the School's Business Manager to determine legal issues of donations. Late 2023, Riding for the Disabled indicated interest still in the donation. Gain further direction from the School's Business Manager.

18/3/24 Adrian to gain direction from the Business Manager for donation of the chook tractors.

29/4/24 Believe they can be donated, need disclaimer for "as is" & no liability for anything. Poultry Society have offered to take at least 4 of the tractors & donate \$100 per item in-kind to the ASG (6-8 in total held)

10/06/24 - Adrian advised the Poultry Society is looking to take 2 chook tractors asap & is working on a disclaimer.

Action item- - Karalyn to find & send sample disclaimer - completed

Action item - Adrian to verify disclaimer is acceptable

Action item - ASG to re-visit donations to Riding for the Disabled once Poultry Society interest resolved

29/07/24 Chook tractors x 2 have been collected by the Poultry Society. Disclaimer from the Poultry Society is o/s. Poultry Society donated \$200.00 to ASG. Riding for the Disabled will be followed up regarding their interest in remaining chook tractors. Adrian indicated that the school was currently using 3 chook tractors. He will check on the availability for further donations.

**Due Date:** 2/09/2024    **Assigned To:** Adrian Sands

[230828-316 Discussion at next ASG meeting in regards to transition from European bees to native Australian Bees](#)

Discussion was not transition from European bees to native bees. It was to adopt native bees as well as European bees. In light of the Varroa mite infestations in European bees. It would be wise to adopt native bees.

19/02/24 Adrian is investigating IDT constructions of the bee hive boxes & undertaking the 1 day Tim Heard course. Further action can not be taken without determining hive construction.

Carl presented information supporting the adoption of native bees & take up of actions to reduce Virola mite infestations. Information was presented on native bees & how FGSHS could adopt them. Additional activities could be building native bee boxes & bee friendly gardening. It was discussed that IDT may be prepared to build the bee boxes.

It was determined that investigations would be undertaken to develop the curriculum for native bee keeping. ASG determined to fund the purchase of the Australia Native Bee Book.

Adrian to investigate construction of the boxes with IDT & undertake the 1 day course with Tim Heard through PD. C Smith & A Sands to plan the curriculum design.

18/3/24 Adrian has provided plans of bee boxes to IDT. Mock ups have been constructed. IDT in process of determining what classes will construct boxes. Adrian was unable to attend the Tim Heard workshop. Adrian will follow up with IDT.

29/4/24 IDT not able to make bee boxes at this stage as not a curriculum project. Verroa update - DAF have not found any further outbreaks at Port of Brisbane, restrictions on import from NSW remain

10/06/24 - Carl contacted the Ferny Grove Women's shed. They are happy to make the native bee boxes when FGSHS has supplied the materials. Carl will calculate the materials needed & the cost

Action item - Adrian to follow up with IDT to check if there is plan/timing for classroom assistance - completed

Action item - Adrian to check if there is an option for a "lunch club" (noting ASG may need to purchase material)

Action item - Carl to contact Men's Shed & Women's Shed if actions above are unavailable - see above - completed

29/07/24 Clarification – topic is inaccurate, discussion is about the adoption of Australian native bees, European bees will not be replaced. Adrian Sands provided an update on the progress of this item. Adrian Sands will check again with IDT if there is an opportunity for students to build bee boxes. He will also request IDT to price the materials to construct a single bee box.

Patrick Sheehan will investigate if Bunnings will donate sufficient materials to construct three bee boxes. He will also liaise with Ferny Grove Women's Shed to construct the bee boxes if IDT is unable to.

**Due Date:** 2/09/2024    **Assigned To:** Adrian Sands, Patrick Sheehan

#### [230828-317 Prepare curriculum documents for composting station](#)

Carl Smith has researched composting stations through discussions with the manufacturer. He has identified a range of education materials that are useful to the establishment of a composting station as well as curriculum design. Electronic and paper-based materials are available.

A letter has been drafted and is awaiting the Principal's signature to be sent to Bunnings requesting donation of the bins and materials to establish the composting station.

Carl discussed the concept of providing organic waste bins and an education campaign for the school to use organic waste bins correctly. Karalyn identified the Department of Environment & Science may have a support program for education on the circular economy.

Karalyn to investigate education programs from the Department of Environment & Science.

Carl to approach Brisbane City Council for donation of green bins.

Adrian Sands and Carl Smith to plan curriculum design.

19/02/24 Bunnings have not yet confirmed support for donation of composting bins. Carl Smith continuing to investigate access to the bins. Karalyn Herse has investigated education resources available from Qld Government. Curriculum design will occur when bins have been secured.

18/3/24 Bunnings have provided \$100 donation. Carl is continuing to investigate alternative suppliers of composting bins. Karalyn has identified education resources regarding composting on Department Environment & Science websites which would be available for curriculum design. Design will occur when bins have been secured.

29/4/24 Carl contacted BCC re green bins, approx \$11 per month & BCC collect which is not suitable. Need a means for collecting organic waste plus for the actual composting. No update on alternative suppliers of composting bins (Bunnings have provided \$100.00 voucher)

10/06/24 - Kim has obtained details of the Mt Alvernia composting operation. Details have been provided to Adrian who will present them to the School's BM. Funding could be sort from Mark Furner MP for the composting bins & green waste bins needed to collect materials for composting.

Action item - Carl to continue to investigate alternate sources for composting bins - contact Tumbleweed/manufactures of composting bins for sourcing a donation or partial options (cost price)

Action item - Carl to continue to investigate alternative sources for organic waste collection

Action item - Simon to ask if any other state schools have set up an organics waste/composting system - how, where, amounts & continuity etc

Action item - Adrian to present details of Mt Alvernia composting operation to School's BM

29/07/24 Clarification – topic is inaccurate, discussion is about expanding the school's composting station with additional equipment. Adrian Sands provided an update on the item.

Simon Hamlet identified a school which operated a substantial composting program however it is far too big for FGSHS to replicate. Mt Alvernia's composting operation documents are detailed but too advanced to present to the School.

Patrick Sheehan to identify cost of composting equipment to establish a simple, but more advanced composting station than the current School composting process.

**Due Date:** 2/09/2024    **Assigned To:** Patrick Sheehan

## 5. Correspondence - inward and outward

NIL

## 6. Business arising from the correspondence

NIL

## 7. Treasurer's report and financial statement

Attachments

[ASG Treasurer Report June24.pdf](#)

## Motions

[240729-002 Accept & approve Treasurer's Report for June24](#)

**Status:** Carried    **Mover:** Karalyn Herse    **Second:** Kym Benckendorff

## 8. Ag Department report

### Attachments

[Ag Department Report July 2024 .pdf](#)

## 9. General Business

9.1 **2024 Mandatory All Staff Training Key Messages Guide + Declaration** - for volunteers - The Chair confirmed that all of the ASG Executives have completed MAST training & returned their declarations. K Benckendorff has been provided with a paper copy & will complete asap.

9.2 ASG Vice Chair - Carl's Smith resignation was accepted. His dedication to the ASG was acknowledged. ASG Vice Chair position is vacant.

### Attachments

[2024 MAST Declaration.pdf](#)

[2024 Mandatory All-Staff Training Key-Messages-Guide.pdf](#)

## 10. Applications for membership

## 11. Meeting Close

Meeting closed at 7:06 PM

### Next Meeting

#### ASG General Meeting

6:00 PM, Monday, 2 September 2024

S Block Staffroom

*K Herse 2/9/24.*

## Actions Summary

| #          | Title  | Assigned To                   | Due Date  | Completed |
|------------|--|-------------------------------|-----------|-----------|
| 221107-272 | investigate stock at Bunnings  | Adrian Sands                  | 2/09/2024 |           |
| 230220-278 | Investigate possible chook tractor as raffle prize with Business Manager                             | Adrian Sands                  | 2/09/2024 |           |
| 230828-316 | Discussion at next ASG meeting in regards to transition from European bees to native Australian Bees | Adrian Sands, Patrick Sheehan | 2/09/2024 |           |
| 230828-317 | Prepare curriculum documents for composting station  | Patrick Sheehan               | 2/09/2024 |           |

## Motions Summary

| #          | Title   | Mover            | Second            | Status  |
|------------|---|------------------|-------------------|---------|
| 240729-001 | The minutes of the meeting held on 10 Jun 2024 were a true and accurate record. | Kym Benckendorff | Jacqueline Parker | Carried |
| 240729-002 | Accept & approve Treasurer's Report for June24                                  | Karalyn Herse    | Kym Benckendorff  | Carried |

Last modified: 30/08/2024 3:04 PM

Page 5 of 5