



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday February 26, 2024, 7:00pm, Staff Room

Attendance: Kylie M, Paul W, Meagan Z, Lisa M, Lisa S, Jen D, Megan S, Alisha K, Anshu S, Lauren B, Anthony B, Mark B, Marcus M, Nicole J, Rebecca R
Apologies: Karen G, Alison B

1. President to open Meeting – 7:00pm / Attendance and Apologies

- Meeting opened at 7:00pm and Acknowledgement to Country

(Moved: Paul / Second: Alisha – Motion carried)

2. Correspondence and Minutes

- **Correspondence**

- Letter from ATO accepting the closure of our Building fund
- Correspondence regarding tender cost for OSHC – to be discussed during meeting
- Correspondence from auditor regarding 2023 audit – Audit completed and invoice received

- **Actions from Previous Meeting**

- Outstanding:
 - Investigate options for Music Wall or instruments for P-2 playground (Exec to re-visit in 2024)
 - Draft “Onboarding” document for new P&C members with information around what the P&C does, when certain events are held, etc – for handover in March
 - Present 2024 Business Plan to February 2024 P&C meeting (Kylie) and have final plan uploaded to P&C website (Meagan) – BP was to be tabled for final presentation (including financials/budget) to members, but as our Treasurer has been unwell, this will be done in March general meeting. To include on March agenda (Meagan).
 - Organise forms for new volunteering scheme for Tuckshop (Alisha) and sign (Kylie) – Done. Action closed.
 - Develop budget for Sherwood Sharks Club Night (Jen and Karen) – To be presented in March meeting.
 - Cease payments/subscriptions on Payrix, Thinksmart, SwimBiz as these were used only for swimming lessons and are no longer needed (Jen, Karen) – Done. Action closed.
 - Update on Weel; table paid employee KPIs – early 2024 (Kylie/Karen) Still looking at weel for pre-paid credit cards

- Tidy up Square accounts (so funds are assigned correctly) (Alison) – Discussed; Sharks need new email address to support this. Meagan will create new email for them and send details to subcommittee.
- During AGM in March, have in agenda to remove Uniform Shop from the P&C's subcommittees (Meagan)
- Write a short FAQ document for Tuckshop ordering (Lisa S, tuck shop subcommittee) Ongoing
- Pool issues – electrician to look at canteen (having power tripping) and ensure cleaners are meeting their requirements for cleaning the bathrooms (Lisa M, school) – Kelly had someone down there, Lisa to check. Jen also mentioned that the hot water in the canteen is still going out. Sharks no longer have a key for the electrical room to switch breakers back on. Lisa M to look into this.
- Investigate sourcing music t-shirts and black pants through Wearitto to update uniforms (Anne K, school). For discussion in meeting.
- Items for discussion in February meeting – possible P&C support for IT courses/assistance for parents, discussion/feedback around Weel; tabling paid employees KPIs (Meagan). Held over until March meeting.
- Have previously approved the idea of having an OSHC educator working during the P&C meeting. Have started this this week and will continue for the year. Will be advertised through newsletter/FB page

(Moved: Alisha/ Second: Megan– Motion carried)

3. Treasurer's Report

- See attached report.
- Secretary read the Treasurer's report to the meeting.
- Motion raised to accept the Treasurer's report.

(Moved: Paul and Lisa/ Second: – Motion carried)

4. Subcommittee Reports:

a. Uniform Shop

- Lisa – term four commission \$2843 – sent to supplier.
- Discussed second-hand uniform stock and making these free to school families. Meeting supported the notion of free second-hand uniforms, but a few logistics to be worked out prior to starting this. **ACTION**
- Lisa S requested that some second-hand uniforms in various sizes be taken to OSHC. **ACTION**

b. Tuckshop

- See attached report.



- Advertising to bring on a paid employee for ~15hrs per week. Having good luck with volunteers
- Added a sushi supplier for Fridays.

c. Sharks

- Numbers are lower, not good weather.
- Discussion of free swim/races, and requirement for lifeguard (do we need one?) **ACTION**
- Asked for a little more help with school communications (ie, reminder on FB once a week – day before, maybe 7pm Thursday) **ACTION**
- Discussion of advertising strategy - Need to communicate with the kids so that the kids are pushing to their parents to go
- Have the swim captains come to assemblies, talk up the Sharks, Lisa to put swim captains onto the assembly schedule. **ACTION**
- Swim club parking lot is closed due to trees down. Just waiting on the arborists to get to us.
- Need help with email address. Meagan and Jen to discuss options **ACTION**
- Would like own square **ACTION**
- Discussion of the Swim Academy

d. OSHC

- See attached report for general OSHC update.
- Received correspondence from CAPWORKS with regards to scoping/pricing. Pre-tender price given as 2.3 million. Proposal extends the OSHC to take 200 children (without needing other areas in the school to also be licenced). OSHC had kitchen/cabinetry etc stripped out, but aircon added. 200k higher than budgeted. Treasury loan was 850K, MB grant 500K (100K already spent), P&C to give \$900k. Tuckshop \$345k today; have applied for a grant to cover half of the cost. Projection is that costs will increase by 10% for the year.
- CAPWORKS are ready to go to tender, but the Ed Dept has to verify that we have the money to support this. We have approx. 2.6million. Need to factor in the cost we will have to pay for the tuckshop reno and doesn't cover any cost increase. Only suggestion from Capworks is to remove the A/C and retrofit this later.
- Need to discuss options.
 - Option 1 – Go ahead with tender/work as planned, noting that we are already \$200k over (pre-tender), and that this cost does not include furniture, and we have no idea about extra costing
 - Option 2 – go back to architect to get a new plan using the current floor plan. Can gut the place, fill in verandahs, take out kitchen (and using other spaces on school grounds) to bring it up to 200 kids. Attach this to the Master Plan that we will be working on over the next year (MP is for 10 years). Because school is at capacity, MP would be a feasible way to address the OSHC issues. Mention of the tennis court location to build a purpose-built building with admin, OSHC, classrooms. Discussed possibility of moving tennis courts to FONA, or oval, or even land buy-back area. Mark B mentioned that because of how the buy back system works, the park land actually belongs to the



council and would need to discuss with them. Nicole J came in later, discussed this land, school would be involved in discussions about what to do with these areas. Discussed the possibility of moving the FONA to one of those blocks on Hall St opposite the pool.

- Discussion of what the benefits are – doesn't give us a great return on investment. We'll have the same capacity, just not using the other areas.
- Mark B answered questions about what happens with the \$500k, said that he will do what he can to make sure the money stays with the school for OSHC.
- Need to consider the future – what is the best long-term plan for the school.
- Vision is to have one bespoke location for OSHC
- **Marcus raised motion to price option B, Paul seconded.** Kylie to look into pricing this. **ACTION**
- Discussed active school travel, looking for active school travel champions (parents) looking for parents who ride

e. Fete

- On-line Fete meeting was on Monday Feb 26. Minutes from previous meeting attached.
- Megan H sent the following information that was read by the Secretary
 - Fete is on track; we are well ahead of where we were this time last year.
 - A few things to update
 - Still seeking convenors for Lemonade and toys, and co-convenor for nearly new clothes - please ask around
 - Classroom donations will begin 11/3.
 - raffle tickets will go home week 8/9
 - Rides, band and all major infrastructure and support (security, first aid etc) booked.
- Fete room needs cleaning out, skip, working bee.

f. Sherwood Arrows

- No report

(All reports Moved: Marcus / Second: Lauren – Reports accepted, and motions carried, including motion to **price OSHC option B and to work out logistics for free second hand uniforms**)

5. Principal's Report (see attached)

- See attached report.
- Principal shared her school report and provided the current Budget Overview Report (BOR), Balance Sheet Summary and Cash Flow documents as required.
- Put E4L on the table – try to outsource it. To be discussed later in the year.



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- Lisa M showed some examples of Music shirts that are available. To talk offline regarding music shirts.
- Update on staffing.
- President suggested moving the Principal's report to after the Treasurer's report. This change will be made for March general meeting. **ACTION**

6. Business Arising

- Items to be ratified - \$2k for new OSHC fridge; approved O/T for OSHC staff to work at P&C meetings
- Business plan presentation held over until March meeting.
- Update on OSHC renovation – completed earlier
- AGM reminder
 - The Annual General Meeting will be held at 7pm on Monday March 25th in the Staff Room. The March general meeting will be held directly after the AGM.
 - Reminder that both the Secretary and Treasurer are stepping down from the Executive in March, and both these positions will be available. Any questions about these positions can be directed to the President. Update to be shared on FB/through school as well.
- Financials:
 - No request for Term 1 donation to school received (\$35K). Lisa M to follow up. **ACTION**
 - Discussion regarding additional \$750 for three inclusion support teachers to cover their classroom set up costs (P&C provides this to all classroom teachers). Additional \$750 to be transferred with Term 1 donation to school. **ACTION**

(Moved: Paul / Second: Alisha – Motion carried)

Actions

- **Outstanding:**
 - Investigate options for Music Wall or instruments for P-2 playground (Exec to re-visit in 2024)
 - Draft "Onboarding" document for new P&C members with information around what the P&C does, when certain events are held, etc
 - Present 2024 Business Plan to March 2024 P&C meeting (Kylie) and have final plan uploaded to P&C website (Secretary)
 - Sherwood Sharks Club Night budget to be presented in March (Jen and Karen)
 - Update on Weel; table paid employee KPIs – early 2024 (Kylie/Karen)
 - New email for Sharks to support Square set up (Meagan and Alison)
 - During AGM in March, have in agenda to remove Uniform Shop from the P&C's subcommittees (Meagan)
 - Write a short FAQ document for Tuckshop ordering (Lisa S, tuck shop subcommittee)
- Pool issues – Hot water in the canteen is still going out. Sharks no longer have a key for the electrical room to switch breakers back on – to investigate (Lisa M)



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- Items for discussion in March meeting – possible P&C support for IT courses/assistance for parents, discussion/feedback around Weel; tabling paid employees KPIs (Meagan).
 - Advise families that there will be OSHC care during P&C meetings to assist parents/carers who may need to bring children to meetings – FB/newsletter (Meagan)
 - Uniform shop – discuss logistics for second hand uniforms (Exec); take some second hand uniforms to OSHC (Lisa S)
 - Sharks actions – Investigate need for lifeguard (Meagan); put swimming captains on assembly presentation roster (Lisa M), discuss communication strategy/regular reminders through school (Jenny and school admin)
 - Look at other options for a smaller renovation of OSHC and get pricing (Kylie)
 - Change Principal's report to after the Treasurer's report (Meagan).
 - Follow up on School request for Term 1 donations (Lisa M) and add additional \$750 to transfer (Karen)
7. **New Membership Accepted**
- No new membership.
8. **Close Meeting: 8.55pm**
(Moved: Paul / Second: Rebecca – Motion carried)

The next P&C Meeting will be held on Monday March 25th, 2024. The annual general meeting (AGM) will commence at 7pm, and the March general meeting will be held immediately following the AGM.

A handwritten signature in black ink, appearing to be 'Kylie Macfarlane', written over a blue horizontal line.

Kylie Macfarlane (Mar 4, 2024 10:12 GMT+10)

04/03/2024

Treasurer's report 26 February 2024

All data was sent to Michelle at M.A.D. Accounting in preparation for the Audit to be completed by the AGM in March. This has been finalized.

P&L and Balance sheet for the periods November and December 2023.

November 23:

Breakdowns are:

Sharks Income	\$ 2,269	COS \$ 1,319	Payroll \$ 3,114
Tuckshop Income	\$ 21,130	COS \$ 11,527	Payroll \$ 7,643
OSHC Income	\$ 116,642	COS \$ 4,247	Payroll \$ 69,702

(Includes monies paid by Workcover)

December 23:

Breakdowns are:

Tuckshop Income	\$ 5,208	COS \$ 2,614	Payroll \$ 4,096
OSHC Income	\$ 107,150	COS \$ 1,730	Payroll \$ 74,296

(Includes monies paid by Workcover)

November Net Profit was \$ 36,144 and December \$ 24,923

There is also a printout for the 2023 year P&L showing month to month trading.

Overall profit for the year January to December 2023 was \$ 303,316.11

The Balance sheet shows a Net Equity of \$ 1,418,393.78 at 31 December 2023

I move that this report be accepted as a true record of standings

Profit and Loss

Sherwood State School P&C Association For the month ended 31 December 2023

	DEC 2023	NOV 2023
Trading Income		
Canteen - Counter Sales	744.56	555.45
Canteen - Qkr Sales	4,310.25	20,350.90
Child Care Fees	107,150.42	116,642.74
Coffee Cart - Revenue	154.39	224.41
Community Events Income	-	577.76
Interest Income	1,743.99	1,798.37
Pool - Swim Train	-	163.64
Sharks Canteen Revenue	-	2,105.91
Uniform - New Sales	-	1,017.67
Uniform - Secondhand Sales	168.18	268.18
Total Trading Income	114,271.79	143,705.03
Cost of Sales		
Canteen - Purchases	2,614.51	11,526.96
Care Expenses - Arts & Craft	99.46	697.88
Care Expenses - Excursions & Incursions	1,336.36	39.50
Care Expenses - Food & Groceries	199.94	2,738.45
Care Expenses - Games & Equipment	95.44	775.58
Pool - Canteen Supplies	78.90	1,318.93
Total Cost of Sales	4,424.61	17,097.30
Gross Profit	109,847.18	126,607.73
Other Income		
Workers Compensation Reimbursement	4,570.80	5,713.50
Total Other Income	4,570.80	5,713.50
Operating Expenses		
Advertising	2,399.00	-
Bank Fees	243.52	225.08
Community Events	-	7,263.61
Consulting & Accounting	1,444.55	3,719.55
Fundraising Expenses	-	503.96
Interest Expense	0.02	0.01
Merchant Fees	31.82	31.82
Office Expenses	620.17	413.46
Printing & Stationery	105.46	13.20
Staff Amenities	1,156.96	92.09
Subscriptions	510.54	479.69
Superannuation	7,696.12	7,732.54
Telephone & Internet	205.85	541.76
Training	9.09	-

	DEC 2023	NOV 2023
Wages and Salaries	70,500.43	70,589.30
Workers Compensation Paid	4,570.80	4,570.80
Total Operating Expenses	89,494.33	96,176.87
Net Profit	24,923.65	36,144.36

Balance Sheet

Sherwood State School P&C Association As at 31 December 2023

31 DEC 2023

Assets

Bank

Australia Post Mastercard Alisha	1,807.50
Australia Post Mastercard Lisa	2,922.30
Australia Post Mastercard Meagan	32.18
Sherwood SS - Arrows	7,363.57
Sherwood SS - OHSC	176,424.21
Sherwood SS - OHSC CBA MasterCard	2,259.06
Sherwood SS - P&C Cheque	55,709.74
Sherwood SS - P&C Savings	1,167,121.17
Sherwood SS - Swim Club	18,868.48
Sherwood SS - Tuckshop	1,356.00
Total Bank	1,433,864.21

Current Assets

QKR! Clearing Accounts	305.37
Total Current Assets	305.37

Fixed Assets

Building Improvements - P & C	4,256.33
Computer Equipment	2,289.99
Total Fixed Assets	6,546.32

Total Assets	1,440,715.90
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Liabilities

Current Liabilities

Accounts Payable	8,086.99
GST	(2,597.48)
PAYG Withholdings Payable	9,844.00
Rounding	2.40
Superannuation Payable	7,696.12
Total Current Liabilities	23,032.03

Non-current Liabilities

Suspense	(709.91)
Total Non-current Liabilities	(709.91)

Total Liabilities	22,322.12
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Net Assets	1,418,393.78
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Equity

Current Year Earnings	303,316.11
Retained Earnings	1,115,077.67
Total Equity	1,418,393.78

Profit and Loss

Sherwood State School P&C Association For the year ended 31 December 2023

2023

Trading Income

Canteen - Counter Sales	4,989.16
Canteen - Qkr Sales	158,122.60
Child Care Fees	1,306,903.41
Coffee Cart - Revenue	(40,061.53)
Community Events Income	577.76
FONA	43.64
Fundraising Income	171,789.43
Interest Income	19,799.16
Pool - Club Membership	690.95
Pool - Squad Income	13,086.59
Pool - Swim Train	2,290.92
Sharks Canteen Revenue	8,192.00
Sponsorship Income	12,250.00
Uniform - New Sales	8,959.29
Uniform - Secondhand Sales	1,499.99
Total Trading Income	1,669,133.37

Cost of Sales

Canteen - Purchases	92,868.14
Care Expenses - Arts & Craft	2,471.05
Care Expenses - Excursions & Incursions	12,789.29
Care Expenses - Food & Groceries	19,492.20
Care Expenses - Games & Equipment	4,271.65
Coffee Cart - Purchases	1,196.71
Pool - Canteen Supplies	6,755.09
Pool - Carnival/Awards/Trophies	341.69
Pool - Clothing	1,056.49
Pool - Other Expenses	823.08
Total Cost of Sales	142,065.39

Gross Profit 1,527,067.98

Other Income

Workers Compensation Reimbursement	14,569.43
Total Other Income	14,569.43

Operating Expenses

Advertising	4,341.21
Audit Fee	1,800.00
Bank Fees	2,183.04
Bookkeeping Expenses	4,900.00
Cleaning	169.31

Community Events	18,325.25
Consulting & Accounting	9,026.46
Contributions to School	102,930.00
Employment Expenses	317.00
Expensed Equipment	1,403.63
Fundraising Expenses	56,091.84
Insurance	9,640.24
Interest Expense	(766.53)
Licencing expenses	616.00
Merchant Fees	262.89
Office Expenses	6,524.87
Printing & Stationery	118.66
Prior Years Adjustments	16,090.57
Realised Currency Gains	2.64
Repairs and Maintenance	1,323.28
Staff Amenities	1,955.59
Stripe Fees	157.86
Subscriptions	5,984.04
Superannuation	93,073.78
Telephone & Internet	2,849.55
Training	4,131.10
Travel - National	88.49
Wages and Salaries	879,068.40
Workers Compensation Paid	15,712.13
Total Operating Expenses	1,238,321.30
Net Profit	303,316.11

Operating Expenses

Advertising	2,399.00	0.00	1,215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	77.23	194.48	455.50
Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00
Bank Fees	243.52	225.08	115.07	212.98	149.25	0.52	157.57	292.41	227.90	183.91	374.56	0.00	0.00	0.00
Bookkeeping Expenses	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00
Cleaning	0.00	0.00	0.00	0.00	0.00	115.09	0.00	0.00	101.72	0.00	(47.50)	0.00	0.00	0.00
Community Events	0.00	7,263.61	11,061.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Consulting & Accounting	1,444.55	3,719.55	822.50	957.95	2,081.91	0.00	46,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contributions to School	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	52,200.00	0.00	0.00	0.00	0.00	0.00
Employment Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285.00	0.00
Expensed Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,403.63	0.00	0.00	0.00	0.00
Fundraising Expenses	0.00	503.96	95.50	312.18	285.51	0.00	869.80	513.08	11,369.28	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	6,545.60	0.00	0.00	0.00	3,094.64	0.00	0.00	0.00	0.00	0.00
Interest Expense	0.02	0.01	0.01	(7,237.27)	0.01	0.00	6,470.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licencing expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	616.00	0.00	0.00	0.00	0.00	0.00	0.00
Merchant Fees	31.82	31.82	0.00	0.00	0.00	0.00	46.82	41.97	31.82	31.82	0.00	0.00	0.00	0.00
Office Expenses	620.17	413.46	515.03	570.82	462.82	381.48	746.87	181.12	553.07	717.45	823.53	0.00	0.00	0.00
Printing & Stationery	105.46	13.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Years Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(50.00)	0.00	0.00	16,140.57	0.00	0.00	0.00
Realised Currency Gains	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.64	0.00	0.00	0.00	0.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	422.94	0.00	227.15	435.79	237.40	0.00	0.00	0.00
Staff Amenities	1,166.05	101.30	516.00	0.00	0.00	142.68	22.68	22.68	0.00	0.00	(83.49)	0.00	0.00	0.00
Stripe Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.46	92.85	48.55	0.00	0.00	0.00	0.00
Subscriptions	570.54	479.69	673.86	609.39	951.05	(4,270.30)	3,211.38	822.58	963.25	718.00	102.64	0.00	0.00	0.00
Super Guarantee Charge	0.00	0.00	0.00	0.00	(450.34)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superannuation	7,696.12	7,732.54	10,911.20	7,058.00	7,116.48	7,440.54	6,803.50	7,042.21	8,567.94	7,339.05	5,246.92	0.00	0.00	0.00
Telephone & Internet	205.85	541.76	160.85	201.76	242.67	183.58	174.69	195.86	195.86	195.86	314.04	0.00	0.00	0.00
Training	9.09	0.00	0.00	0.00	252.72	45.45	69.09	0.00	949.30	2,278.18	527.27	0.00	0.00	0.00
Travel - National	0.00	0.00	0.00	88.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wages and Salaries	70,500.43	70,589.30	99,601.63	64,431.38	65,016.21	68,057.07	65,216.63	68,496.48	83,700.92	73,670.71	51,544.26	0.00	0.00	0.00
Workers Compensation Paid	4,570.80	4,570.80	6,570.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Expenses	89,563.42	96,186.08	132,258.82	67,205.68	86,915.89	118,596.11	87,055.36	154,947.44	164,152.93	87,502.43	75,635.70	164,152.93	87,502.43	75,635.70
Net Profit	24,854.56	36,135.15	(7,159.86)	44,009.86	45,975.44	4,332.69	21,211.64	29,319.74	(25,562.90)	31,064.70	3,572.63	(25,562.90)	31,064.70	3,572.63

Sherwood State School P&C – Monday 26th February 2024

Tuckshop Report

Tuckshop has had a strong start to the year, with sales for January and February similar to last year, but purchases down 26%.

Alisha and Lisa have successfully implemented the Sign Up system for volunteers which is working well so far.

We are looking to hire a second in charge to assist Alisha.

Profit and Loss

Sherwood State School P&C Association

For the month ended 29 February 2024

Service is Tuckshop.

Account	Jan 2024	Feb 2024	YTD
Trading Income			
Canteen - Qkr Sales	3,235.10	14,062.10	17,297.20
Interest Income	7.01	0.00	7.01
Total Trading Income	3,242.11	14,062.10	17,304.21
Cost of Sales			
Canteen - Purchases	2,354.44	6,320.23	8,674.67
Total Cost of Sales	2,354.44	6,320.23	8,674.67
Gross Profit	887.67	7,741.87	8,629.54
Operating Expenses			
Bank Fees	0.18	0.16	0.34
Merchant Fees	31.82	31.82	63.64
Superannuation	246.84	528.90	775.74
Wages and Salaries	2,244.00	4,808.19	7,052.19
Total Operating Expenses	2,522.84	5,369.07	7,891.91
Net Profit	(1,635.17)	2,372.80	737.63



P&C OSHC Report – Monday 26th February 2024

Staffing

- No turnover YTD, added 1 casual staff for total 32 staff
- Monique's work cover has ended but she's out on personal leave return date unclear
- We have promoted Henry Creamer to casual Coordinator taking over from Lucy who is returning to her studies and OT work, but will continue to work in the afternoons with continued duties as Senior Program coordinator.
- Added Patricia Consoli and Lucy Carswell as Responsible Persons in Charge (8 in total now though 2 currently inactive)

Occupancy Utilisation

- Average Centre Utilisation (includes vacation care, BSC, ASC):
 - January 80%
 - February 80% (Friday skews % down significantly)
 - March forecast 85%

Miscellaneous

- April Vacation care program sent out Friday Feb 23 - 9 days of programming. 40-70% full but anticipating most days to reach capacity.
- Weekly newsletter has been well-received. Audrey (OSHC Educator studying journalism) doing 4 extra hours each week to produce.
- Winter jackets ordered for OSHC staff, approximate cost \$2,000
- Summer Vacation care surveys were sent out in week 2 of term received 40 surveys – 24 extremely satisfied, 5 moderately and 1 neutral. Used family suggestions to build April vac care program and incorporate into weekly programs.
- Started an Employee Shout-Out JotForm to help recognise staff going above and beyond. Results are shared weekly with staff and posted in the back office for inspiration!
- Proposed Fee increase, below.



Proposed Fee Increase

Factors:

- P&C Award Wage expected to increase 5.75% in the coming months. Currently with the Industrial Relations commission. Increase will likely be backdated to September 2023.
- Several staff qualified for a higher award wage at the beginning of this year, having completed one year of qualified study.
- Most staff on hourly wage of \$37.04.
- Average CCS entitlement at our centre for those who qualify is 63%, meaning out of pocket cost is much less.

Current Rates:

- BSC \$18-21
- ASC \$25-30
- Last Rate Increase was July 12 2021

OSHC Fee Comparison 2024

Sherwood OSHC	BSC Casual	\$ 21.00		
	BSC Permanent	\$ 18.00		
	ASC Casual	\$ 30.00		
	ASC Permanent	\$ 25.00		
	Vacation Care	\$75-95		
Macgregor OSHC	BSC Casual	\$ 27.50		\$ 6.50
	BSC Permanent	\$ 22.50		\$ 4.50
	ASC Casual	\$ 33.50		\$ 3.50
	ASC Permanent	\$ 27.00		\$ 2.00
	Vacation Care	\$79-102		
Jindalee OSHC	BSC Casual	\$ 24.00		-\$ 3.50
	BSC Permanent	\$ 21.00		-\$ 1.50
	ASC Casual	\$ 29.00		-\$ 4.50
	ASC Permanent	\$ 26.00		-\$ 1.00
	Vacation Care	\$ 58.00		
Wellers Hill	BSC Casual	\$ 21.00		-\$ 3.00
	BSC Permanent	\$ 19.00		-\$ 2.00
	ASC Casual	\$ 28.00		-\$ 1.00
	ASC Permanent	\$ 26.00		\$ -
	Vacation Care	\$59 ++		
Bulimba	BSC Casual	\$ 25.50		\$ 4.50
	BSC Permanent	\$ 22.00		\$ 3.00
	ASC Casual	\$ 31.50		\$ 3.50
	ASC Permanent	\$ 28.00		\$ 2.00
	Vacation Care	\$72.50++		

2024 Proposed Increase 10%

Sherwood OSHC	BSC Casual	\$ 21.10	
	BSC Permanent	\$ 18.10	
	ASC Casual	\$ 30.10	
	ASC Permanent	\$ 25.10	
	Vacation Care	\$85-105	

Uniform Shop

- Term 4 2023 commission was \$2,843.00 – sent Feb 9

Tuckshop

- Added Big Crunch products to this week's ordering – starting with sushi/rice paper rolls and edamame. Great product at reasonable price, significant labour savings by outsourcing. Other products available if these prove popular.



- Advertising for casual Tuckshop worker 10-15 hours per week for Wed/Fri to replace Jenny – Alisha has some strong candidates, hoping to start someone ASAP.
- Still many gaps on volunteer schedule. Homebakes mostly full but we have holes several days in March.

Miscellaneous

- P&C table at parent teacher interviews? Try to recruit more volunteers, explain what we do etc
- Coffee Cart – Katie has been doing their accounting but should she as coffee cart isn't a P&C business?



SHERWOOD STATE SCHOOL - FETE COMMITTEE MEETING

Monday 29th January 2024

AGENDA

1. Welcome & Acknowledgement.

2. Stall update:

- Confirmed bookings: Rides & Infrastructure.
- We have received a small grant from Tennyson Ward (BCC) \$1100 to support the rides costs.

Action:

Danielle & Megan to provide a more comprehensive convenor update at Feb meeting.

3. Fundraising update

Katie has a list of approx. 80 local businesses who have in previous years agreed to donate.

The sponsorship structure is:

- Platinum: \$1,500 cash
- Gold: Approx \$1,000 cash or prize to that value
- Silver: \$500 cash or prize to that value
- Bronze: \$250 cash or prize to that value
- Other: (e.g., voucher for their product/service)

Bigger donors usually include Real Estate Agents and Banks.

Actions:

Megan to fix access to the fundraising inbox.

Katie to send the full list of sponsors to committee.

Enci to also investigate sending comms to families to invite school-based sponsorship.

Committee members to send through your suggestions by mid Feb.

4. Raffle update

Tessa has two confirmed prizes donated for the raffle:

Confirmed:

- 1st Prize: Electrical services to the value of \$xxx from Gardel Electrical (Just working out the details with Sam Gardel but he wants to offer 1st prize).
- 2nd Tangalooma Desert Safari Day Trip with Dolphin Feeding to the value of \$760 (This is for 2 adults and 2 kids but for an extra \$165 we could purchase another kid's ticket and make it for up to 3 kids). Something to think about.
- 3rd Nintendo Switch for the 3rd Prize (Cost \$600) – we will need to purchase this.

General interest also received from:

- Oh the Places you Go Travel at Corinda - They were looking to donate either money or a prize worth a couple of hundred dollars.
- A parent from Year One works at GOMA - She gets 20% off at the gift shop if we wanted to offer some sort of artwork or similar. An idea to consider for the silent auction.

Action:

Tessa to seek quote for game console – seek support from P & C to purchase

Tessa to arrange printing of tickets – for distribution to families in Week 9.

5. Comms for 2024

- 3 newsletter opportunities
- 1 direct comms from classroom teacher – term 2
- Parent information sessions – 7th Feb
- Assembly's
- Facebook
- Email direct from the school

Actions:

Danielle & Megan to put together timeline document, capturing key things (weekly donations, raffle books home & returned, donations to stalls etc.), which will inform a flyer (paper based) to be sent home with all families.

Include Fete bingo – and work up a competition for the kids -with a prize for those who engage with it. Need to check with Anya about leading classroom donations and schedule.

Enci will design flyer and comms based on information provided.

6. Signs – advertising locally

Bailey group offered to re-design our 2023 signs for this years fete.

Action:

Kaye to approach the Bailey Group – family contact about this.

7. Other Business

8. Entertainment

- Enci to facilitate any internal entertainment (Arrows, Dance troupe, Choirs)
- MC required – we need to find someone? Ideas welcome.
- Band (Mid-Life Crisis) – reinvite for 2024.
- Consider expanding entertainment to include a Sherwood talent showcase. – call for nominations

Actions:

- Enci will approach teachers about committing to perform on the day.
- Committee to think about MC possibilities.
- Megan to approach Victor and invite the band.
- Add Sherwood talent showcase to the entertainment to our next agenda.

Close

8pm



Principal's Report – P & C Meeting Monday 27th February 2024

Enrolments: 646 (down from 661 at the end of 2022), 636 (down from 651 at the end of 2023) – drop of 29 over 2 years (taking in-catchment students)

Bank Statement - Cash at Bank: \$645,602.00

Prep	Year - 1	Year 2	Year 3 -	Year 4	Year 5	Year 6
81	90	83	102	101	95	84

2024

- AIP – Annual Implementation Plan – Key Priorities 2024

'Improve student achievement through evidence based pedagogical practices to engage and maximise learning opportunities for all students'.

- Wellbeing and engagement - Pedagogy and Engagement
- Educational achievement - The Australian Curriculum
- Culture and inclusion - Inclusion
- School Audit – being finalised last audit 2017. Changes and updates during that time. Emily and I have started to enact some of the recommendations with office staff and have communicated some changes to teaching staff.
- School Review – yet to be advised (Lisa, Janice and Stacey to attend PD support new review tool) This will result in the development of a new four-year strategic plan based on the outcomes and recommendations.
- Communication – Bumper issues of newsletter Week 1, 5 and 9 (ePublisher agreement based on fortnightly newsletters until July)
- Students will participate Y4-Y6 Queensland Student Engagement and Wellbeing survey
- Active School Travel – Launch last week, first day on Wednesday. We welcome any parent champions to join our committee. Thursday 14 March 7:30am next meeting
- The Teaching of Reading through the Australian Curriculum – a big focus for all staff. Position statement and implications for Sherwood in 2025.
- Review Code of Conduct
- Review Digital Innovation in teaching and learning – digitally connected, learning and capable
- First year where our Yr 6s also have iPads (most owned) prompted questions by some parents and staff about iPad use also. Laptops are all owned by the school. What does this mean for 2024 and the future? Review

Digital Innovation for Sherwood SS:

- iPad numbers for 2024 are as follows

Year level numbers	Year 2 - 83	Year 3 - 102	Year 4 - 101	Year 5 - 95	Year 6
BYOD numbers	49	65	82	85	-
Hire numbers	27	33	16	6	-
SPT numbers	7	4	3	4	Laptops

- for 2023 – iPad hire cost set at \$130 includes a screen protector

Curriculum

- NAPLAN preparation Testing will take place in March, Omnibus this week – familiarisation with digital tools, check system requirements. Newsletter outlined timetable for parents and practice tests merely for familiarisation. Eg. tools

- 2024 Plan, teach, assess and report V8.4
- Familiarisation and planning V9 will continue in preparation for English and Mathematics in 2025
- The Teaching of Reading through the Australian Curriculum – a big focus for all staff. Position statement and implications for Sherwood in 2024.

School Management

- **E4L** – would like us to consider outsourcing. Ideally Olympia have been our preferred supplier but would need to seek quotes from other school supply companies. Explore best option for our families.

Facilities

- **DDA Project** – Almost complete! The only thing remaining is a new roof over the stairs and walkway at the end of G Block. I am hoping this will commence at the end of term 1 during the holiday break.
- **Security System** – a new security system will be installed site wide by June 30.
- **Fire Hydrant Upgrade** – a design team have inspected our site and are currently working to upgrade and install a new system. The final design is underway following feedback. It is unlikely to commence before the second half of the year. I will continue to keep you informed.
- **Fire Drills/Evacuations and Lockdowns** - An important part of keeping everyone safe is the need for regular evacuation and lockdown drills. At Sherwood we are required to have four evacuation drills and 2 lockdown practices each year. In coming weeks, we will have both an evacuation and lockdown drill given new students, teachers, changes in classrooms and responsible officers in building blocks for 2024.
- **Prep precinct** - Gate

Finance

- Budget Overview, Balance Sheet Summary and Cash Flow documents provided.
- Annual SRS Revenue and Expenditure report provided for 2023.

STAFFING UPDATES

- BM – Emily Henley, end of term. Likely to be longer
- Instrumental Music/Band - Karen Newham
- IT Technician – Hanton Snell Thank CSHS for support.
- Many staff have put in requests for LSL throughout the year. We will look to fulfilling these roles with known relief teachers who know Sherwood, know our expectations and most importantly our students. Teachers will liaise with relief staff prior.
- Stacey Thomasen – Term 2 LSL

Staff leaving

- School Officers Angelo and Steve. Currently advertising for a suitable replacement.

DISCUSSION Points

- **Music uniforms – New shirt (Wareco)** Students are able to design.
 - \$32.50 plus GST if we sell ourselves, similar to senior shirt.
 - \$40.50 if sold through the uniform shop
- Current system not efficient. We would like to explore having a new Sherwood Music shirt designed, and parents can purchase from the uniform shop or cheaper if we sell. Similar arrangement to Senior Shirts. One shirt for all – Sinfonia, Band and Choir.

Quick Facts/Updates and Key Dates:

- **Active School Travel** – First Travel Day is Wednesday 8am **Stickland Terrace near bridge and Arboretum.**
- **Followed by breakfast in the quad.** Kindly donated by Nicole Johnston






2024-02-26 Sherwood SS P&C MOM

Final Audit Report

2024-03-04

Created:	2024-03-03
By:	Meagan Ladhams Zieba (secretary@sherwoodpandc.org.au)
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-  Document created by Meagan Ladhams Zieba (secretary@sherwoodpandc.org.au)
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2024-03-03 - 5:05:16 AM GMT
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