

AGM Minutes

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday March 30th 2026, 7.05pm; The Hive

Attendance: Alison Bock, Garry Jennings, Lauren Guttenbeil, Paul Winnister, Marcus McLaren, Lisa Masek, Rob Waddell, Josie Donaldson, Anthony Blines, Nikki Gallard, Tahlia Donaldson, Kristy Armour, Nicole Johnston

Apologies: Kylie Macfarlane, Lauren Blanch

1. Vice President – Marcus McLaren to open AGM
 - Meeting opened at 7.05pm
 - Acknowledgement of Country
2. Mark attendance and apologies
 - See Above
3. Correspondence and Minutes of previous AGM
 - Correspondence: None
 - Motion: That the minutes be confirmed (as amended) as a true and correct record of the meeting held 30/03/2026

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

4. Business arising out of the minutes of the previous annual general meeting
 - No carry over issues
5. Receipt and adoption of the Association's audited annual financial statement and Treasurer's report as read by Marcus
 - Received in March 2025. See attached
 - Motion: That the Treasurer's report and Audited annual financial statement be accepted as a true and accurate summary of the financial year

(Moved: Josie / Second: Lauren – Motion carried)

6. Receipt and adoption of the President's annual report
 - Tuckshop renovation is going to plan with anticipated completion mid-May. The contractors have been efficient and timely in their communication which has ensured any overruns have been managed within the contingency budget and options provided as required. I would recommend these contractors for future work (if cost competitive)
 - Invitations for Anzac Day service at the school have been provided to the P&C Executive. The new Executive will RSVP based on availability
 - President signed the Student Code of Conduct on behalf of the P&C.
 - Motion: That the President's report be accepted as tabled

(Moved: Lisa / Second: Lauren – Motion carried)

7. Receive applications for memberships (new and renewed)
 - Motion: That the membership applications for [list all suitable applicants] be accepted as tabled.

First name	Surname
Paul	Arias-Winnister
Lauren	Blanch
Alison	Bock
Rob	Waddell

Josie	Donaldson
Anthony	Blines
Lisa	Masek
Marcus	McLaren
Nikki	Gallard
Tahlia	Donaldson
Garry	Jennings
Lauren	Guttenbeil
Kristy	Armour

(Moved: Lisa / Second: Josie – Motion carried)

8. Election of Officers/Executive Committee

Current executive dissolved and nominations received for each position. New executive elected.

- President – **Anthony Blines** nominated Paul Winnister; seconded by **Garry**. All in favour
- Vice President – Paul announced two positions. **Anthony Biles** and **Marcus McLaren** nominated, seconded. All in favour.
- Treasurer – Anthony nominated **Lauren Blanch**. Seconded by Marcus. All in favour.
- Secretary – Nikki nominated **Josie Donaldson**. Seconded by Alison. All in favour.

Motion to accept the Executive Committee.

(Moved: Lisa / Second: Gary – Motion carried)

9. Motion to change bank signatories to ensure that the Executive Committee are authorised on all P&C accounts as outlined below.

BSB	Account Number
064-111	00905425
064-111	00905791
064-111	10133775
064-111	10169196
064-111	10187597
064-111	00905273
064-111	00905281

First name	Surname
Paul	Arias-Winnister
Lauren	Blanch
Rob	Waddell
Josie	Donaldson
Anthony	Blines

(Moved: Anthony / Second: Lisa S – Motion carried)

10. Motion to confirm the continuation of subcommittees of the Association (including appointment of members of subcommittees)

- The following existing committees and membership remain:



P&C Association

464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

- Swim Club (Sherwood Sharks)
- Fete
- Sherwood Arrows
- List of executive members of all subcommittees shown below

	Arrows	Fete	Sharks
Chairperson	Nikki Gallard	Meagan Hall	Anthony Blines
Treasurer	Sally Richards	Alison Bock	TBA
Secretary	NA	Rachel Atkinson	Simon Harding

(Moved: Lisa / Second: Nikki – Motion carried)

11. Appointment of the Association's Auditor

- Motion to appoint to new Association's auditor
- Motion to appoint new bookkeeper

(Moved: Kristen / Second: Josie – Motion carried)

12. Motion that the Student Protection Risk Management Strategy be adopted as tabled

- SPRMS has only been updated to reflect year. Motion to accept the SPRMS. Up on website

(Moved: Marucs / Second: Nikki – Motion carried)

13. P&C constitution

- No changes to the constitution. Current version was adopted at 2024 AGM and is on the P&C webpage. No changes.

(Moved: Lisa S / Second: Garry – Motion carried)

14. Closure of AGM

- Meeting closed at **7.33pm**

(Moved: Alison / Second: Lisa – Motion carried)

Paul Arias-Winnister

03/05/20

Paul Arias-Winnister
Paul Arias-Winnister (May 3, 2026 10:40:44 GMT+10)

president@sherwoodpandc

Treasurer's Report – AGM – Monday 30th March 2026

Enclosed within this report are:

- 2025 Audited Financials;
- 2025 signed Auditor's Certificate;
- 2025 signed Compliance Report from Treasurer and President; and
- 2025 signed Treasurer's Representation Letter.

A summary of the P&C's 2025 Financial Performance:

- Total trading income (excluding the ECEC workers retention payment) was up 1% on 2024.
- OSHC fees were at \$1,545,958, Tuckshop income was \$163,844 and fundraising income was \$111,914 for the financial year.
- Other strong income contributors were Sharks \$14,377, Sponsorship \$6,750 and second hand uniform sales \$8,996. Interest income was \$7,252 in 2025.
- Cost of sales decreased in 2025 compared to 2024, mainly due to a reduction in tuckshop purchases – a huge effort in the current environment.
- Gross profit was up 5% for the year, or 2% when excluding the worker's retention grant.
- Our main non-wage operating expense in 2025 was our Contributions to School, sitting at \$345,530 – this included our usual quarterly contributions as well as the tuckshop renovation contributions.
- Fete expenses (\$65,617), OSHC furniture purchases (\$59,630) and interest expense on the OSHC QTC loan (\$25,656) were the other main non-wage expenses.
- Wages for the year were \$944,101 and superannuation of \$119,580.
- Net Profit for the year was -\$17,142 due to our one-off Tuckshop Renovation contributions. We're sure that this new space be well worth the 'once in a generation' expense – both for our tuckshop and OSHC teams, as well as students and their families.

A summary of the P&C's 2025 Financial Position

- Cash at bank as at 31st December 2025 was \$705,226 – a very healthy position and well above our retained earnings policy – that we have 2 school terms worth expenses/school contributions available at any time.
- Despite the P&C's contribution and involvement in the OSHC and Tuckshop renovation projects, these assets sit on the school's balance sheet. Cash therefore is our primary asset.
- Liabilities as at 31st December 2025 were \$650,392, comprising of \$540,231 QTC OSHC Renovation Loan and provisions for Annual Leave, Long Services Leave and PAYG withholdings payable.
- Net Assets sit at \$59,662 at the end of the year. This number will increase over 2026 as our major contribution expenses occurred in 2025.



Arabon Audit & Assurance
PO BOX 318
Sherwood QLD 4075

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26 March 2026

**The President
Sherwood State School P&C Association
Corner of Oxley and Sherwood Road
Sherwood
QLD 4075**

Dear President,

Sherwood State School Parents and Citizens' Association

I have completed the audit of the Sherwood State School Parents and Citizens' Association for the financial year ended 31 December 2025.

I wish to report to you the following matters arising from our audit:

1. Audit opinion on financial report

A qualified audit opinion has been provided on the special purpose financial report of the Sherwood State School Parents and Citizens' Association for the year ended 31 December 2025.

The qualification states that as it is impractical for you to establish controls over all revenue including any cash transactions prior to entry into the financial records, audit evidence available to us was limited and our audit procedures had to be restricted to the amounts recorded in the financial records. We are therefore unable to express an opinion on whether all revenue received is complete. Further no opinion is expressed on the opening balances, comparatives and adjustments made to the financials, as our audit is restricted to the transactions for the year ended 31 December 2025.

2. Matters for the Committee's attention

In the course of our audit, we did not identify any significant issues. Below are some of our suggestions for the Committee

- Noted in the financials, Clearing accounts are maintained in the financials and had balances carried over from previous years, as advised it was adjusted in the Fete income. Recommend, clearing accounts are reconciled monthly and any outstanding balance must be investigated.
- There are some OSHC staff working in the Swim club, they do not have a separate contract and are paid respective OSHC pay rate for their Swim club roles. Suggest there is a current contract to avoid any compliance issues.
- Noted some staff contracts were not signed, recommend they are actioned as priority. Further long-term staff contracts are updated for any change in roles and any legislative changes.

- As advised OSHC is receiving government grant under ECEC worker retention program with a condition attached that it must be spent for employee retention. In the financials, they are tracked under separate line item for income and wages.
- Donation to school which could be in the nature of paying invoices in the nature of capital expenses for the school project should be treated in the financials as "Donation to the school".
- Noted P&C have an outstanding Queensland Treasury Corporate loan balance of \$540,231.13 as at 31.12.2025.
- There is a significant balance in the savings account XX196, Committee can consider any interest-bearing investment through authorised deposit taking institution (ADI) to generate income.

This report is prepared on the basis of the limitations set out below.

The matters raised in this report are only those that came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or improvements that might be made.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for the management committee's responsibility to maintain adequate controls over all levels of operations and their responsibility to prevent and detect irregularities, including fraud.

Accordingly, committee members should not rely on our report to identify all weaknesses that may exist in the systems and procedures reviewed, or potential instances of fraud that may exist. Our comments should be read in the context of the scope of our work. Findings within this report may have been prepared on the basis of management representations.

This report has been prepared solely for your use as the committee of the Sherwood State School Parents and Citizens' Association and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared, and is not intended, for any other purpose.

Our fee for the audit of the Sherwood State School Parents and Citizens' Association for the year ended 31 December 2025 is **\$1,540**. (Inclusive of GST). Our invoice is enclosed.

Should you have any questions in relation to the above matters, please do not hesitate to contact me.

Yours faithfully,

Arabon Audit & Assurance



Shankar Gokul, CPA FIPA
Director

Profit and Loss

Sherwood State School P&C Association For the year ended 31 December 2025

	2025	2024
Trading Income		
Canteen - Counter Sales	6,684.30	4,747.50
Canteen - Qkr Sales	157,160.33	157,927.70
Child Care Fees	1,545,958.03	1,476,164.17
Coffee Cart - Revenue	4,407.12	(6,725.38)
ECEC WRP	66,417.55	-
Fundraising Income	111,914.71	130,676.42
Grants Received	1,100.00	36,000.00
Interest Income	7,252.36	14,645.42
P & C Donations	-	105.00
Sharks - Canteen Income	11,849.30	8,119.80
Sharks - Club Membership Income	1,485.00	3,988.64
Sharks - Swimwear Income	1,043.00	280.00
Sponsorship Income	6,750.00	10,750.00
Uniform - New Sales	8,996.85	8,728.62
Uniform - Secondhand Sales	-	609.09
Total Trading Income	1,931,018.55	1,846,016.98
Cost of Sales		
Canteen - Purchases	77,395.54	85,515.09
Care Expenses - Arts & Craft	4,062.68	3,070.13
Care Expenses - Excursions & Incursions	27,826.09	19,881.05
Care Expenses - Food & Groceries	35,437.59	28,794.36
Care Expenses - Games & Equipment	4,936.32	9,053.33
Care Expenses - Travel	-	386.91
Coffee Cart - Purchases	247.02	731.45
Pool - Carnival/Awards/Trophies	42.59	-
Pool - Coaching and PE Swimming Expenses	-	8,809.58
Sharks - Apparel Expenses	1,792.88	345.83
Sharks - Canteen Expenses	3,036.97	4,473.79
Uniform - Accessories Purchase	74.05	-
Uniforms	643.75	2,145.50
Total Cost of Sales	155,495.48	163,207.02
Gross Profit	1,775,523.07	1,682,809.96
Other Income		
Workers Compensation Reimbursement	-	7,141.88
Total Other Income	-	7,141.88
Operating Expenses		
Advertising	479.86	1,071.92
Bank Fees	2,087.95	2,669.43

	2025	2024
Bookkeeping Expenses	181.82	-
Borrowing Cost (Expense)	66.19	-
Care Expenses - Furniture	59,630.83	-
Community Events	(282.77)	1,296.48
Computer Expenses	-	499.09
Consulting & Accounting	14,488.16	17,638.66
Contributions to School	345,530.00	1,803,720.00
Depreciation	444.36	647.66
Employment Expenses	3,270.80	91.20
Expense Error Write Off	4,854.00	-
Expensed Equipment	147.46	-
Fete Expenses	65,617.62	54,005.74
Fundraising Expenses	6,490.82	428.51
General Expenses	188.19	974.16
Insurance	9,429.35	11,640.69
Interest Expense	25,656.56	22,362.88
Leave Accruals	88,995.68	-
Legal Fees	-	500.00
Licencing expenses	802.00	921.70
Membership Fees	280.00	219.95
Merchant Fees	-	164.13
Office Expenses	4,270.90	3,259.95
Printing & Stationery	930.94	1,157.37
Realised Currency Gains	36.99	-
Repairs and Maintenance	220.70	1,404.68
School Swim PE Classes	2,952.73	-
Staff Amenities	841.59	1,666.47
Stripe Fees (no GST)	174.30	147.75
Subscriptions	6,747.78	9,451.01
Super Guarantee Charge	-	10,836.74
Superannuation	119,580.19	107,506.24
Telephone & Internet	2,460.47	2,530.98
Training	2,865.00	2,091.59
Wages and Salaries	944,101.89	961,585.19
Worker Retention Payments	27,079.49	-
Workers Compensation Paid	-	7,141.88
Workers Retention Back Payment	51,983.13	-
Workers Retention Back Payment - Provider	60.33	-
Total Operating Expenses	1,792,665.31	3,027,632.05
Net Profit	(17,142.24)	(1,337,680.21)

Balance Sheet

Sherwood State School P&C Association As at 31 December 2025

	31 DEC 2025	31 DEC 2024
Assets		
Bank		
Australia Post Mastercard Alisha	-	2,696.74
Australia Post Mastercard Lisa	-	3,669.91
Australia Post Mastercard Meagan Hall	-	200.32
Sherwood SS - Arrows #775	12,309.06	14,353.57
Sherwood SS - CBA MasterCard #597	5,828.34	286.28
Sherwood SS - OHSC #791	49,683.03	121,482.13
Sherwood SS - P&C Cheque #281	33,339.52	14,556.45
Sherwood SS - P&C Savings #196	600,261.33	616,018.96
Sherwood SS - Swim Club #425	822.35	5,288.36
Sherwood SS - Tuckshop #273	2,982.80	4,672.21
Total Bank	705,226.43	783,224.93
Current Assets		
Borrowing Costs	641.38	-
QKR! Clearing Accounts	-	918.77
Square Clearing	-	601.82
Total Current Assets	641.38	1,520.59
Fixed Assets		
Building Improvements - P & C	3,869.39	3,869.39
Less Accumulated Depreciation on Building Improvements	(204.06)	(107.33)
Less Accumulated Depreciation on Office Equipment	(898.56)	(550.93)
Office Equipment	1,420.00	1,420.00
Total Fixed Assets	4,186.77	4,631.13
Total Assets	710,054.58	789,376.65
Liabilities		
Current Liabilities		
Accounts Payable	1,107.44	2,095.45
GST	(2,500.49)	(1,468.80)
OSCH Reburishment Loan	540,231.13	691,902.97
PAYG Withholdings Payable	12,112.00	8,690.00
Provision for Annual Leave	55,513.10	-
Provision for Long Service Leave	33,482.58	-
Rounding	(0.60)	-
Superannuation Payable	10,446.99	11,352.36
Total Current Liabilities	650,392.15	712,571.98
Total Liabilities	650,392.15	712,571.98
Net Assets	59,662.43	76,804.67

	31 DEC 2025	31 DEC 2024
Equity		
Current Year Earnings	(17,142.24)	(1,337,680.21)
Retained Earnings	76,804.67	1,414,484.88
Total Equity	59,662.43	76,804.67

Parents & Citizens Association Compliance Report for the Financial Year 2026

The P&C Compliance Report provides assurance there was adequate control over the financial operations of the P&C Association for the reporting year.

The Report has two parts and should be completed by the Executive Committee and presented at the AGM.

All questions in Part A must be answered with a Yes, No or N/A. A comment must be provided in Part B for any questions you have answered with a “No” response. N/A should only be used if the questions were not relevant to your P&C.

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
1	Financial approvals were obtained for all purchases or orders placed.	☒	☐	☐
2	The Principal approved all contracts.	☒	☐	☐
3	Suppliers were selected based on best value for money e.g. better quality, lower cost etc.	☒	☐	☐
4	No conflict of interest with selected suppliers.	☒	☐	☐
5	Stock takes undertaken on a regular basis ensuring stock records agreed with physical stock count. Any discrepancies were investigated and actioned.	☐	☐	☒
6	Stock levels monitored to ensure no under or over stocking.	☒	☐	☐
7	Suppliers paid on time unless there were disputes with the orders or invoices.	☒	☐	☐
8	All disputes with suppliers were resolved or settled.	☒	☐	☐
9	Two independent people handled collecting and counting of money.	☒	☐	☐
10	Two cheque signatories signed cheques.	☐	☐	☒
11	Cash received banked on a daily basis. For cash received outside the bank operating hours, the cash was stored in a safety deposit box/locker/cabinet and deposited as soon as the bank was open.	☐	☒	☐
12	Two bank account signatories approved and processed all electronic transfers of money.	☒	☐	☐
13	Confidential information (e.g. bank account balance) not disclosed or released inappropriately.	☒	☐	☐



No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
14	All financial reconciliations and statements were prepared on a monthly basis.	☒	☐	☐
15	Cash balances were reviewed and monitored regularly ensuring: - Cash was available to make payments. - Surplus cash from sub-committee account/s transferred to the P&C main account. - A reasonable amount of funds used or reserved to replace assets and stock. - Any excess funds used to benefit students directly or donated to the school for delivering educational outcomes.	☒	☐	☐
16	Financial performance of the P&C trading activities were reviewed and monitored regularly ensuring: - Items sold provide value for money. - Surplus funds used to replace assets and stock. - Income was sufficient to cover all costs. - Comparisons with prior year performance completed to identify any significant differences (increase/decrease in profit).	☒	☐	☐
17	Fundraising activities were planned ahead ensuring the activities generated enough funds to make the effort worthwhile and provided a reasonable return.	☒	☐	☐
18	All fundraising events undertaken in the year were appropriately processed, accounted for and recorded.	☒	☐	☐
19	All transactions were GST compliant.	☒	☐	☐
20	Financial statements were presented at the P&C meetings as per the reporting requirements.	☒	☐	☐
21	ATO reporting requirements were lodged and completed within reportable timeframes.	☒	☐	☐
22	All meeting minutes outlining all official decisions were appropriately recorded.	☒	☐	☐
23	All complaints were recorded and addressed appropriately.	☒	☐	☐
24	All financial records were maintained according to the record retention policy.	☒	☐	☐
25	All staff/s were recruited on a merit basis and there was no conflict of interest when employed.	☒	☐	☐
26	Unethical behaviour, misconduct or fraud, was reported, disclosed and dealt with appropriately.	☒	☐	☐

No.	PART A: Financial Health Check, Due Diligence and Governance Control	YES	NO	N/A
27	No P&C Committee Members or employees received any gifts of money.	☒	☐	☐
28	No P&C Committee Members or employees received any gifts from suppliers.	☒	☐	☐
29	Any received gifts from suppliers were recorded and reported.	☒	☐	☐
30	PAYG withholding was calculated correctly and remitted to the ATO in accordance with the ATO's timeframes for all employees.	☒	☐	☐
31	All employees' superannuation contributions were remitted to the appropriate fund and within the legislative timeframes.	☒	☐	☐
32	The P&C properly insured their public liability, workers compensation and other insurance obligations.	☒	☐	☐
33	WorkCover premiums and all other insurance payments were paid for the year.	☒	☐	☐

No.	PART B: Please provide your comments for any questions you have answered with a NO response to the questions in Part A
	Minimal cash collected at the tuckshop. Banked weekly.

President Paul Arias-Winnister 03/05/26

Treasurer Lauren Blanch 28/03/2026

Shankar Gokul
Director
Arabon Audit & Assurance
PO Box 318
Sherwood QLD 4075

Dear Shankar,

Representation Letter

This representation letter is provided in connection with your audit of the financial report of Sherwood State School P&C Association for the year ended 31 December 2025, for the purpose of expressing an opinion as to whether the financial report is presented fairly, in all material respects, in accordance with the relevant Australian Accounting Standards, *Financial Accountability Act 2009* and *Education (General Provisions) Act 2006*.

We confirm, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves, the following representations made to you during your audit:

Financial report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter for the preparation of the financial report in accordance with Australian Accounting Standards as per note A1; in particular the financial report is fairly presented in accordance therewith.
- The results of our assessment of the risk that the financial report may be materially misstated as a result of fraud is low.
- All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.

Information provided

- We have provided you with:
 - a) access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters.
 - b) all requested information, explanations and assistance for the purposes of the audit.
 - c) unrestricted access to persons within the Association from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial report.
- We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial report; and accounted for and disclosed them in accordance with the applicable financial reporting framework.

General

- We have no plans or intentions that may materially affect the carrying values or classification of assets and liabilities.
- The Association has satisfactory title to all assets, and there are no mortgages, charges or securities affecting such assets that have not been disclosed in the financial report.
- There have been no known instances of non-compliance or suspected non-compliance with laws and regulations or contractual agreements whose effects should be considered in preparing the financial report.

Fraud

- We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and confirm we have disclosed to you:
 - a) the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud
 - b) all information in relation to fraud or suspected fraud that we are aware of and that affects the entity
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial report communicated to us by employees, former employees, analysts, regulators or others.

Commitments

- There were no material commitments for goods or services at year end, other than those disclosed in the financial report.

Liabilities

- There are no financial guarantee contracts in place to third parties which could be called upon in the event of a default, other than those disclosed in the financial report.

Inventory

- We have no plans to abandon lines of product or other plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value.

Electronic presentation of financial report

- With respect to presentation of the financial report on our website, we acknowledge that:
 - a) we are responsible for the electronic presentation of the financial report
 - b) we will ensure that the electronic version of the audited financial report and the auditor's report on the website will be identical to the final signed hard copy version
 - c) we will clearly differentiate between audited and unaudited information in the construction of the entity's website as we understand the risk of potential misrepresentation
 - d) we have assessed the controls over the security and integrity of the data on the website and confirmed that adequate procedures are in place to ensure the integrity of the information presented and
 - e) we will not present the auditor's report on the full financial report with extracts only of the full financial report.

Yours sincerely,

Lauren Blanch

Treasurer

Date: 28th March 2026

AUDITOR'S CERTIFICATION

For the financial year ended 31 DECEMBER 2024

I have examined the accounts of the Sherwood State School Parents and Citizens' Association and I certify that, in my opinion:

1. The attached financial statements of the Parents and Citizens' Association Fund established under the *Education (General Provisions) Act 2006* are in agreement with the accounts and are in the required form.
2. The prescribed requirements in respect of the keeping of accounts by the association have been complied with, in all material respects.
3. The statements have been drawn up so as to present a true and fair view, on a basis consistent with that applied in the preceding year of the transactions for the financial year and the financial position as at the close of the year.



Michelle Kunde, Chartered Accountant
Auditor
M.A.D. Accounting

Sherwood State School

P&C Association

Student Protection

Risk Management Strategy 2026

This Strategy is effective from March 30 2026 (date endorsed) and is to be reviewed and updated annually in time for endorsement at the following AGM. This is an annual requirement of the P&C Association.

Review Date: 29 March 2027

Version: 1.0

Disclaimer:

This Strategy has been developed to meet the P&C Association's obligations under the Child Safe Organisations Act 2024 (Qld), which requires organisations working with children to implement the Universal Principle and 10 Child Safe Standards as regulated by the Queensland Family and Child Commission (QFCC).

It also fulfils our ongoing obligations under the Working with Children (Risk Management and Screening) Act 2000 (Qld) (Blue Card Act), including the requirement for a child and youth risk management strategy, and aligns with the Department of Education's Student Protection Policy, Student Protection Procedure, and Allegations Against Employees Procedure.

Sherwood State School P&C Association

Effective Date: 30 March 2026

Review Date: 29 March 2027

Version: 1.0

Purpose This Child Safe Organisation Policy and Student Protection Risk Management Strategy (the "Strategy") is developed by the Sherwood State School P&C Association ("the P&C Association") to ensure the safety and wellbeing of all children and young people involved in P&C activities and environments.

It serves to:

- Comply with the legislative requirements of the *Working with Children (Risk Management and Screening) Act 2000 (Qld)* and the *Working with Children (Risk Management and Screening) Regulation 2020 (Qld)*.
- Align with and support the Department of Education's Child and Student Protection Policy and Student Protection Procedure.
- Implement the Queensland Child Safe Standards as outlined in the "Guidelines for Implementing the Universal Principle and Child Safe Standards in Queensland" issued by the Queensland Family and Child Commission (QFCC).
- Provide a clear framework for all P&C Association members, volunteers and employees regarding their responsibilities and expected behaviours in creating a child-safe environment.

Scope This Policy applies to all P&C Association members, volunteers, paid staff and any other individuals involved in P&C activities, programs, and services, whether on school grounds or at off-site P&C organised events.

Our Commitment to Child Safety and Cultural Safety The P&C Association is committed to creating and maintaining a child-safe environment for all children, ensuring that their safety, wellbeing, and rights are a primary consideration in all activities and decision-making processes. This commitment is underpinned by the Universal Principle of Cultural Safety and the 10 Child Safe Standards, as regulated by the QFCC.

The Universal Principle: Cultural Safety for Aboriginal and Torres Strait Islander Children The P&C Association acknowledges the unique vulnerabilities and experiences of Aboriginal and Torres Strait Islander children and is deeply committed to ensuring their cultural safety. This commitment is paramount and will be embedded in all aspects of our operations.

Implementation of the Reportable Conduct Scheme (commencing 1 July 2026)

The P&C Association will comply with the new Reportable Conduct Scheme, including obligations to:

- Notify the head of the entity (P&C President) of any reportable allegation
- Ensure systems exist for receiving and escalating concerns
- Cooperate with QFCC, Blue Card Services, and the Department of Education regarding investigations

Note: This Scheme does not require P&C volunteers or members to investigate allegations. All investigations are undertaken by QPS, Child Safety, DoE Integrity, or other authorised bodies.

The 10 Child Safe Standards

The P&C Association commits to embedding the 10 Child Safe Standards in all its practices, policies, and procedures:

Standard 1: Child safety is embedded in our organisation's leadership, governance and culture.

- **Commitment:** Child safety and wellbeing are embedded in the P&C Association's leadership, governance, and culture. The P&C are explicitly committed to child safety, regularly reviewing and endorsing this Strategy.
- **Implementation:** The P&C Executive and members will publicly commit to children's safety and cultural safety, championing and modelling these values in all P&C activities. We foster an open and transparent culture where child safety is paramount, encouraging all personnel to raise concerns without fear of reprisal. Our annual checklist (see Appendix B) includes indicators for cultural embedding.

Standard 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

- **Commitment:** Children are informed about their rights, participate in decisions affecting them, and are taken seriously.
- **Implementation:** We will use age-appropriate methods to inform children about their rights, including the right to feel safe and to be heard. We will seek children's input on relevant P&C activities where appropriate. All disclosures or concerns raised by children are responded to promptly, sensitively, and taken seriously, following established procedures.

Standard 3: Families and communities are informed and involved in promoting child safety and wellbeing.

- **Commitment:** Families and communities are informed and involved in promoting child safety and wellbeing.
- **Implementation:** We will foster open and transparent relationships with families and the school community, providing clear information about our child safety practices and encouraging their involvement. We collaborate with the school and other community organisations to promote a consistent approach to child safety.

Standard 4: Equity is promoted and diverse needs are respected in keeping children and young people safe.

- **Commitment:** Equity is upheld, and diverse needs are respected in policy and practice.
- **Implementation:** Our approaches will be tailored to reflect the diversity of children, families, and communities we serve, ensuring culturally safe, inclusive, and equitable practices for all children, including those with disabilities, from diverse cultural backgrounds, or with specific vulnerabilities. Our activity-specific risk management

plans consider increased vulnerabilities for specific groups of children (e.g., children with disabilities) to implement appropriate safeguards.

Standard 5: People working with children and young people are suitable and supported.

- **Commitment:** Individuals working with children are suitable and supported to reflect child safety and wellbeing values.
- **Implementation:** All P&C personnel (employees and volunteers) who undertake child-related regulated activities must hold a valid Blue Card (or Exemption Card where applicable) and comply with the Working with Children (Risk Management and Screening) Act 2000 (Qld) requirements. Our "Blue Card Register" and "Volunteer Register" are maintained for this purpose. All P&C personnel are required to read, understand, and adhere to the "P&C Code of Conduct" and the "Standards of Behaviour Fact sheet" (see Resources Hub).

Standard 6: Processes for raising concerns and complaints are accessible, understood and responsive.

- **Commitment:** Processes for responding to complaints and concerns are child-focused.
- **Implementation:** We will have clear, accessible, and child-friendly procedures for raising concerns or making complaints, ensuring they are trauma-informed, culturally responsive, and allow for appropriate investigation and response. All complaints will be taken seriously and handled promptly and confidentially. View the Process for Responding to a Disclosure of Harm to a Child flow chart in Appendix D below.

Standard 7: Information about child safety and wellbeing is used to improve policies, procedures, and practices.

- **Commitment:** Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children safe.
- **Implementation:** Mandatory training will be provided for all P&C members and volunteers on child protection, the Universal Principle, and the 10 Child Safe Standards. This will include recognising signs of harm and appropriate reporting procedures. We maintain records of child safety incidents, concerns, and complaints using the "Confidential Record of Child Harm Allegation" (see Resources Hub).

Standard 8: Risk management engages with the potential for harm in the physical and online environments.

- **Commitment:** We identify, assess, and take steps to minimise opportunities for children to be harmed across all P&C activities and environments (both physical and, where applicable, online).
- **Implementation:** We will regularly assess and manage risks in all physical spaces where P&C activities occur. For all P&C activities, particularly high-risk activities or special events, a "Student Protection Activity Risk Management Plan" (see Appendix C) must be completed to identify and mitigate specific child safety risks. Guidelines for

safe online interactions, including social media and digital communications, will be established and followed.

Standard 9: Physical environments are safe for children and young people.

- **Commitment:** We ensure that physical environments where P&C activities take place are regularly assessed for safety hazards and risks to children. This includes appropriate supervision ratios and clear designated areas for activities.
- **Implementation:** We will establish mechanisms for regular review and evaluation of our child safety practices, seeking feedback from children, families, staff, and volunteers to continuously improve our approach.

Standard 10: The organisation's systems are regularly reviewed and improved to create and maintain a child safe environment.

- **Commitment:** Policies and procedures are reviewed and updated annually in time for endorsement at the Annual General Meeting (AGM). The "P&C Association Student Protection Annual Checklist" (see Appendix B) is completed prior to the AGM to ensure ongoing implementation and review of processes and procedures.
- **Implementation:** This Strategy, along with The P&C Code of Conduct (as per the Constitution), incident reporting forms, and other relevant policies, will clearly document our commitment and procedures for child safety, ensuring they are accessible and understood by all. A copy of the completed annual checklist must be provided to the Principal, fostering collaborative oversight.

Endorsement:

Signed: Paul Arias-Winnister
Paul Arias-Winnister (Apr 30, 2026 21:12:07 GMT+10)

[P&C President Name] Paul Arias-Winnister

P&C President

Date: 30/04/26

Signed: Lisa Masek

[Principal Name] Lisa Masek

Principal, Sherwood State School

Date: 01/05/26

2026.3.30 AGM Minutes and Reports

Final Audit Report

2026-05-03

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