



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

SHERWOOD STATE SCHOOL PARENTS AND CITIZENS ASSOC.

Monday August 30th, 7:30pm, Staff Room

Attendance: David S, Amanda H, Meagan Z, Kylie M, Alex B, Sophia F, Karen G, Alisha K, Paris A , Nicole J, Robyn, Lauren B, Rohan R

Apologies: Lisa S, Kathy W, Liddell M, Jenny D

1. President to open Meeting – 7:30pm / Attendance and Apologies

- Meeting opened at 7.29pm
- Acknowledgement to Country

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

2. Correspondence and Minutes

• **Correspondence**

- Invitation to meet with the project manager for the OSHC building, and Amanda met with him. Looking at December for work to be done.
- P&C Qld invited Sherwood P&C to present at their conference regarding fete hosting. David to go, Alan not available.

• **Actions from Previous Meeting**

• *Outstanding:*

- Related to CommBiz: **(all actions still ongoing)**
 - Alan D to submit CommBiz forms – any questions to David (Alan)
 - Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) when all items finalised (David)
- Transfer BoQ Uniform shop funds to general P&C account and close BoQ account (Alex, Sophia, P&C Exec) *ongoing*
- Address historical issue of non-reconciled amounts in the P&C accounts (David). *ongoing*
- Blue card paperwork to Karen; P&C Exec paperwork to be completed and add Karen and Kylie to bank account signatories (P&C Exec) *in progress – need to finalise linking Karen’s Blue Card application to the P&C*
- Add a debit card to Tuckshop bank account (P&C Exec), *ongoing – to be done when adding Karen/Kylie as signatories*
- Implement 12 month trial of Blue Card renewal fees payment (David, Meagan) *Action completed*
- Follow up with TuckShop re: hot-zone work, new knife blocks from risk assessment (Meagan) *Knife blocks done; hot zone review/planning underway.*



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

(Moved: Kylie/ Second: Alex – Motion carried)

3. Treasurer's Report

- See attached reports.
- Karen elected Treasurer at last meeting and handover ongoing. Handover is slower because we are still waiting on Blue Card and Karen can't act as part of the P&C without a current BC. Due to this, David presenting Treasurer's report.
- David presented P&L report, few things to reconcile for August. Bulk of profit from OSHC, small profit from Tuck Shop.

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

4. Subcommittee Reports:

a. Uniform Shop

- See attached report.
- Term 2 invoice still outstanding.
- Second-hand sales – now done through QKR, so goes directly into P&C account. David has been separating this out into its various components.

b. Tuckshop

- See attached report.
- Progressing well. Making a profit, work on some efficiencies.
- Orders are increasing on all days during the week.

c. Sharks

- No report.
- Sharks swimwear being put to production.

d. OSHC

- See attached report.
- Report presented to meeting by secretary as OSHC Manager was an apology for the meeting.
- Vacation care bookings are open, strong interest, but still plenty of spaces available.
- 2022 Enrolments will open to existing families in early October, and to 2022 Prep and new families in late October.
- Spot check at OSHC in August – all went well.



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

- e. Fete
 - No report.

- f. Sherwood Arrows
 - Report presented by secretary, as Arrows representative was an apology.
 - Trivia Night postponed due to COVID lockdown, to be rescheduled in early term 4 (date to be confirmed).
 - Skipping Tour will go ahead – Last week of term, tour to Warwick/Toowoomba/Dalby/Oakey and possibly Bundaberg and Marbourough.

- g. Music and Arts
 - No report

(All reports Moved: Karen/ Second: Kylie – Reports accepted, and motions carried)

5. Principal's Report (see attached)

- Current estimate is for three iPad classes in Year 2. Some parents are wanting quantitative data, not just qualitative feedback. Amanda mentioned that there is some quantitative research available, but most is around middle school in the US.
- Teachers had PD around technology (and what the students can see in online platforms, versus what the teacher can see).
- This week, school will be testing the IT system, having all year 2 and year 4 online at once, doing a version of Naplan (no data to be recorded).
- Infrastructure update:
 - Looking at a security system. Quote – more than \$100k.
 - Lift to be installed on year 1 stairs (in September)
 - School phone system being upgraded.
 - SIE classroom refurbishment. Start in Week 9 of term 4, work over the holidays.
- Regional staff visiting tomorrow. Visiting at least two classrooms.
- Year 6 camp was a big success. Thank you to all teachers/staff involved.
- Parent meeting to start organising Yr 6 final day celebration – **Weds 6th Oct in the staff room at 6pm.**
- Amanda Hawkswell to be on long service leave from Friday September 3 (back on Tues Oct 5, first day of Term 4). Stacey Thomassen to be acting Principal during Amanda's leave.



464 Oxley Rd, Sherwood Qld 4075

exec@sherwoodpandc.org.au

6. Business Arising

- Items to be ratified – Sherwood SS branded marquees – cost approved was \$3K; final cost was ~\$5K. *Item ratified.*

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

Actions

- *Outstanding:*
 - Related to CommBiz: **(all actions still ongoing)**
 - Alan D to submit CommBiz forms – any questions to David (Alan)
 - Write SOP for CommBiz management (addition of new personnel, change of signatories, etc) when all items finalised (David)
 - Transfer BoQ Uniform shop funds to general P&C account and close BoQ account (Alex, Sophia, P&C Exec)
 - Address historical issue of non-reconciled amounts in the P&C accounts (David).
 - P&C Exec paperwork to be completed, add Karen and Kylie to bank account signatories and add a debit card to Tuckshop bank account (P&C Exec), *ongoing – to be done when adding Karen/Kylie as signatories*
 - Update on Tuck Shop hot zone work (Alisha)
- Finalise Karen's Blue Card paperwork/link to P&C (David)

7. New Membership Accepted

- No new memberships

8. Close Meeting: 8:04 pm

(Moved: Robyn / Second: Alex – Motion carried)

There will be no September P&C Meeting, as the last Monday of September is during the school holidays.

The next P&C meeting will be held at 7.30pm on Monday October 25th in the School Administration Block.

Balance Sheet

Sherwood State School P&C Association As at 31 August 2021

31 Aug 2021 31 Aug 2020

Assets

	31 Aug 2021	31 Aug 2020
Bank		
Cash in the bank	912,599	681,447
Total Bank	912,599	681,447
Current Assets		
Accounts Receivable	974	2,248
Internal - Receivable from Committees	-	1,249
Prepayments	-	(1,504)
Stock in hand	-	30,165
Total Current Assets	974	32,158
Fixed Assets		
Computer Equipment	-	3,055
Office Equipment	-	1,065
Total Fixed Assets	-	4,120
Total Assets	913,573	717,726

Liabilities

Current Liabilities		
Accounts Payable	5,216	5,170
Canteen - School24 Parent Balance	(445)	-
Internal Amounts Payable to Other Committees	-	3,487
Overpaid Fees	1,110	1,239
Rounding	-	21
Superannuation Payable	11,990	(9,201)
Wages Payable - Payroll	(7,703)	(11,797)
ATO Account		
GST	(19,298)	(13,121)
Income Tax Payable	(295,943)	(235,280)
PAYG Withholdings Payable	331,956	260,663
Total ATO Account	16,715	12,262
Total Current Liabilities	26,884	1,181
Total Liabilities	26,884	1,181
Net Assets	886,689	716,545

Equity

Current Year Earnings	157,950	(38,066)
Retained Earnings	728,739	754,610
Total Equity	886,689	716,545

Profit and Loss

Sherwood State School P&C Association All Services 1 July 2021 to 31 July 2021

	OSHC	P&C General	Swim Club	Tuckshop	Uniform Shop	Total
Income						
Canteen - Qkr Sales	-	-	-	10,321	-	10,321
Child Care Fees	88,875	-	-	-	-	88,875
Interest Income	-	4	-	-	10	13
Pool - Squad Income	-	-	936	-	-	936
Pool - Squirts Income	-	-	80	-	-	80
Rebates	5,599	-	-	-	-	5,599
Uniform - Clothing Sales	-	-	-	-	1,647	1,647
Uniform - Secondhand Uniform Sales	-	-	-	-	30	30
Total Income	94,474	4	1,016	10,321	1,687	107,502
Less Cost of Sales						
Canteen - Purchases	-	-	-	6,313	-	6,313
Care Expenses - Arts & Craft	284	-	-	-	-	284
Care Expenses - Excursions & Incursions	1,962	-	-	-	-	1,962
Care Expenses - Food & Groceries	1,477	-	-	-	-	1,477
Care Expenses - Games & Equipment	233	-	-	-	-	233
Total Cost of Sales	3,955	-	-	6,313	-	10,268
Gross Profit	90,520	4	1,016	4,007	1,687	97,234
Less Operating Expenses						
Bank Fees	4	28	16	289	-	337
Bookkeeping Expenses	-	414	-	-	-	414
Contributions to School	-	4,441	-	-	-	4,441
Employment Expenses	149	-	-	-	-	149
General Expenses	581	-	-	-	-	581
Office Expenses	979	-	-	-	-	979
Printing & Stationery	407	-	-	-	-	407
Staff Amenities	169	-	-	-	-	169
Subscriptions	583	-	130	-	-	713
Superannuation	4,877	-	-	184	-	5,061
Telephone & Internet	141	-	-	-	-	141
Training	291	-	-	-	-	291
Wages and Salaries	48,893	-	-	1,840	-	50,733
Total Operating Expenses	57,074	4,882	145	2,314	-	64,415
Net Profit	33,446	(4,879)	871	1,694	1,687	32,819

Profit and Loss

Sherwood State School P&C Association 1 July 2021 to 31 July 2021

	31 Jul 21	30 Jun 21	31 May 21	30 Apr 21	31 Mar 21	28 Feb 21	31 Jan 21
Income							
Canteen - Counter Sales	-	-	-	-	-	-	1,129
Canteen - Edimensions Pty Ltd	-	642	1,261	1,332	10,641	4,515	-
Canteen - Qkr Sales	10,321	12,122	10,451	2,877	-	-	-
Canteen - Students Direct	-	-	-	(11)	140	40	140
Child Care Fees	88,875	83,418	65,953	71,937	81,482	61,509	59,129
Fundraising Income	-	-	71,388	9,510	2,439	-	-
Interest Income	13	13	12	12	12	11	12
Miscellaneous Income	-	-	-	-	-	-	-
Pool - Club Membership	-	-	-	-	200	871	802
Pool - Squad Income	936	-	-	1,812	735	2,746	12,507
Pool - Squirts Income	80	-	-	639	1,324	567	6,178
Pool - Swim Club Canteen	-	-	-	3	1,894	1,525	-
Rebates	5,599	-	-	-	-	-	-
Sponsorship Income	-	-	-	7,150	-	1,210	-
Uniform - Clothing Sales	1,647	-	-	4,023	-	2,741	-
Uniform - Secondhand Uniform Sales	30	340	45	-	-	475	-
Total Income	107,502	96,534	149,110	99,284	98,868	76,212	79,896
Less Cost of Sales							
Canteen - Purchases	6,313	6,168	9,384	3,853	6,420	3,677	-
Care Expenses - Arts & Craft	284	428	268	-	289	487	-
Care Expenses - Excursions & Incursions	1,962	1,742	-	3,338	108	1,514	851
Care Expenses - Food & Groceries	1,477	1,869	1,321	1,702	1,571	2,550	-
Care Expenses - Games & Equipment	233	338	328	1,233	275	1,341	1,693
Pool - Canteen Supplies	-	-	-	311	-	730	-
Pool - Carnival/Awards/Trophies	-	-	22	-	-	-	-
Pool - Repairs & Maint - Pool Cleaning	-	-	-	-	-	880	-
Total Cost of Sales	10,268	10,543	11,323	10,437	8,663	11,178	2,543
Gross Profit	97,234	85,991	137,787	88,847	90,205	65,033	77,353
Less Operating Expenses							
Audit Fee	-	-	-	1,800	-	-	-
Bank Fees	337	409	384	133	76	143	384
Bookkeeping Expenses	414	414	414	414	414	414	414
Cleaning	-	-	-	144	-	-	-
Computer Expenses	-	-	108	-	-	-	-
Contributions to School	4,441	-	-	-	-	-	93
Employment Expenses	149	207	467	361	-	-	2,062
Expensed Equipment	-	-	2,099	-	-	-	-

Profit and Loss

	31 Jul 21	30 Jun 21	31 May 21	30 Apr 21	31 Mar 21	28 Feb 21	31 Jan 21
Fundraising Expenses	-	-	28,885	8,717	1,675	-	-
General Expenses	581	883	3,647	-	788	912	290
Insurance	-	-	138	-	-	-	-
Membership Fees	-	-	-	2,769	-	-	655
Office Expenses	979	218	475	150	-	-	168
Printing & Stationery	407	437	833	766	1,358	321	129
Repairs and Maintenance	-	-	761	-	-	-	900
Staff Amenities	169	155	28	-	-	-	-
Stripe Fees	-	71	4	-	-	-	-
Subscriptions	713	690	1,338	800	620	703	717
Superannuation	5,061	4,785	7,574	4,867	5,286	4,987	3,877
Telephone & Internet	141	420	1,214	-	405	409	975
Training	291	282	-	-	-	586	-
Wages and Salaries	50,733	50,826	82,101	52,975	58,344	58,744	41,453
Total Operating Expenses	64,415	59,795	130,470	73,896	68,967	67,219	52,116
Net Profit	32,819	26,196	7,317	14,951	21,237	(2,186)	25,237

Sherwood State School
Uniform Shop Committee Report
P & C Meeting – 30/8/2021

President: Sophia Finter

Treasurer: Alex Bron

Sherwood State School Uniform Shop

- Bank Statement Balance as at 27th August 2021 is \$75,977.30
- Term 1 invoice from Weareco received \$4,425.30 on 30 April. Uniform shop treasurer sent this invoice twice, Weareco has been notified. They have settled this invoice (once, thank goodness). A credit note will be raised in the Xero accounts to rectify/remove the duplicate invoice no duplicate cash transfer was made.
- The invoice for term 2 was issued for \$ 1812.14 which was due on August 7th has not been paid by Weareco.

Second Hand Sales

- Second hand sales are now being transferred directly into the P&C main bank account, after purchases are made via QKR app. Not sure on the transaction reference being used so dollar value not quantified in this report,

General

- Nil

Tuckshop Treasurer – P&C Meeting 30th August 2021

Orders remained strong in August despite including one week of lockdown. We are well above budget in terms of income, however our staffing costs and purchases have also increased.

We would like to get a cash card for the tuckshop as Alisha is currently paying CSHS out of her own pocket.

Profit and Loss										
Sherwood State School P&C Association										
Tuckshop										
For the month ended 24th August 2021										
	Aug-21	Jul-21	Jun-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	YTD	Budget (Jan - July)
Income										
Canteen - Counter Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,129.15	\$1,129.15	
Canteen - Edimensions Pty Ltd	\$0.00	\$0.00	\$642.10	\$1,260.65	\$1,331.80	\$10,641.25	\$4,515.15	\$0.00	\$18,390.95	
Canteen - Qkr Sales	\$9,122.00	\$10,450.00	\$12,443.00	\$10,165.00	\$2,806.00	\$0.00	\$0.00	\$0.00	\$44,986.00	
Canteen - Students Direct	\$0.00	\$0.00	\$0.00	\$0.00	-\$10.65	\$140.00	\$40.00	\$140.00	\$309.35	
Total Income	\$9,122.00	\$10,450.00	\$13,085.10	\$11,425.65	\$4,127.15	\$10,781.25	\$4,555.15	\$1,269.15	\$64,815.45	\$38,995.00
Less Cost of Sales										
Canteen - Purchases	\$2,540.00	\$3,446.29	\$6,469.60	\$9,383.69	\$2,715.18	\$5,474.57	\$3,677.47	\$0.00	\$33,706.80	
Total Cost of Sales	\$2,540.00	\$3,446.29	\$6,469.60	\$9,383.69	\$2,715.18	\$5,474.57	\$3,677.47	\$0.00	\$33,706.80	\$15,919.00
Gross Profit	\$6,582.00	\$7,003.71	\$6,615.50	\$2,041.96	\$1,411.97	\$5,306.68	\$877.68	\$1,269.15	\$31,108.65	\$23,076.00
Less Operating Expenses										
Employment Expenses	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	
Expensed Equipment	\$0.00	\$0.00	\$0.00	\$2,099.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,099.00	\$2,500.00
General Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$157.85	\$0.00	\$157.85	
Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$760.68	\$0.00	\$0.00	\$0.00	\$0.00	\$760.68	
Superannuation	\$344.29	\$184.02	\$425.77	\$475.11	\$127.59	\$303.81	\$174.81	\$0.00	\$2,035.40	\$1,649.00
Wages and Salaries	\$3,442.88	\$1,840.16	\$4,481.68	\$5,001.08	\$1,343.02	\$4,273.22	\$6,776.95	\$0.00	\$27,158.99	\$18,441.00
Total Operating Expenses	\$3,787.17	\$2,024.18	\$4,907.45	\$8,340.87	\$1,470.61	\$4,577.03	\$7,109.61	\$0.00	\$32,216.92	\$22,590.00
Net Profit	\$2,794.83	\$4,979.53	\$1,708.05	-\$6,298.91	-\$58.64	\$729.65	-\$6,231.93	\$1,269.15	-\$1,108.27	\$486.00

P&C OSHC Report – Monday August 30th

Vacation Care – bookings opened Aug 24th for the upcoming September holidays. Strong interest but plenty of spots still available. Pupil free day Sep 3rd at approximately 50% capacity.

2022 Enrolments – existing family's enrolment will be opening October 4th with prep/new families opening for enrolment on Oct 25th.

ECEC – had an unscheduled Monitoring visit Aug 19th. No issues, contact was happy with our changes.

Lisa Scollo
OSHC Manager
Sherwood State School



Principal's Report – P & C Meeting Monday 30th August 2021

Enrolments: 650

Bank Statement - Cash at Bank: \$477,081

1. All things IT

- EOI – from year 1 parents for 1:1 iPad classes in year 2
- Parent Information session was well attended
- **Key points I want to emphasise for all parents of year 1 considering opting-in are:**
 - **Teachers and the relationships they build with your children ARE the most important thing to impact your child's learning**
 - A good teacher will be a good teacher with no tools (interactive boards, computers, iPads, laminators, etc)
 - Daily iPad use within these classrooms will range from **0 minutes to no more than 60 -90 minutes**
 - A good teacher, who has built capacity and pedagogy around how to integrate technology into their classroom, will extend and enrich the learning for your child with this type of technology, while continuing to build super foundations for them (reading, writing, language, social skills, learning how to be a learner etc.)
 - ALL classrooms still engage with pencil and paper style learning
 - **Staffing and the roll-up of iPad classes**
 - We have a clear plan to ensure all staff continue to build their capacity and knowledge on all signature practices we believe in
 - 1:1 iPad pedagogy is important – we have staff trained, they have WOW time – to watch others work, teams collaborate to ensure consistency of practice
 - We have already forward planned and are upskilling our teachers currently on year 4 classes – so they would be ready to be on iPad classes if that is the best fit (and if they remain at Sherwood)
 - **Creating greater links for learning between school and home**
 - iPads allow students to share their work, or continue to workshop ideas at home
 - Parents get to experience more of what their children are learning - videos of performances, screenshots of work, books created by students displaying learning
 - Since the COVID crisis - in times where learning from home was required students in iPad classes barely missed a beat, as they were already 'connected' to their teacher so the learning continued seamlessly

Please contact me directly (ahawk19@eg.edu.au) if you are choosing to opt-out due to the financial burden of purchasing an iPad, the school is very willing to work with families around hiring a school iPad instead.

- NAPLAN online for our year 3 and 5 students in 2022.
 - Preparation for this is underway
 - Teacher PD
 - School Readiness Test on Wednesday 1st September for all year 2 & 4 classes.

2. Infrastructure Update –

- Security system install
- Lift install for year 1 student
- OSHC hall upgrade
- Phone system upgrade
- SIE classroom refurb
- Solar project

3. Regional Staff visiting our school – tomorrow
 - ARD – Tony Maksoud
 - Regional Director – Dr Liam Smith
 - They are visiting classrooms to talk with staff and students
 - They will spend time with the Leadership Team to discuss –
 - Our Explicit Improvement Agenda (EIA)
 - School culture
 - Data
 - All things curriculum and learning

4. Year 6 camp – staff reported the behaviour on camp was exemplary and they were really proud of all of the Sherwood students.

Important dates for your calendar:

- Year 6 Preparations for **Final Celebration Evening** – underway
 - Parent meeting to discuss further roles and details – **Wednesday 6th October** in the staffroom from 6pm
- **PFD on Friday 3rd September** – will be my last day for this term - I am taking 2 weeks LSL and Stacey Thomasen will act as principal in my absence.
- First Monday of term – **Monday 4th October is a Public Holiday**